

Meeting Date: January 24, 2003

Subject: Procurement Authorization - Supply, Installation, Disposal And Replacement Of Glass And Glass Hardware At Various Commission Locations

Recommendation

It is recommended that the Commission authorize the award of a contract to C&G Glass and Mirror Ltd., in the total upset limit of \$771,000 for the supply, installation, disposal and replacement of glass and glass hardware at various Commission locations, for the period of February 1, 2003 to January 31, 2006 on the basis of only bid received.

Funding

Sufficient funds for 2003 expenditures are included in the 2003 TTC Operating Budget. Sufficient funds will be provided in the 2004, 2005 and 2006 TTC Operating Budgets as required.

Background

The Commission requires the services of a glass contractor for the supply, installation and replacement of all types of glass and glass hardware at various locations throughout the Commission's surface and subway properties. This contract will ensure the Commission maintains the security, safety and appearance of all properties for the benefit of customers and employees. The contract also provides for 24-hour turnaround on glass replacement for safety critical locations such as collector booth and subway station windows.

Discussion

Specifications were prepared for the supply, installation, disposal and replacement of glass and glass hardware. Twelve companies were invited to submit proposals, in addition to the public advertisement on the Commission's web site on October 23, 2002, out of which one company submitted a proposal as summarized on the attached Appendix A.

Proponents were required to submit pricing for the supply and installation of miscellaneous glass and related hardware and other items based on projected requirements. Proponents were also required to confirm that they could provide firm pricing and service to various locations throughout the transit system within 24 hours of notification for rush requests.

C&G Glass and Mirror Ltd. submitted the only proposal and did not state any exceptions or qualifications. They are the current supplier of this service and their performance has been satisfactory. C&G Glass and Mirror Ltd.'s tender is considered acceptable and they are recommended for award.

A price comparison revealed that the proposal pricing submitted by C&G Glass and Mirror Ltd. is approximately 8% higher than the pricing of the current contract. This increase is attributed to rising material and labour costs in the glass manufacturing process. The prices of glass, plastic and vinyl used to manufacture glass have increased 10 to 15% over the last 3 years. In addition, the cost of energy to manufacture the glass has increased substantially and labour costs have also increased as have delivery costs, which includes the price of gas and travel time to deliver glass throughout the TTC.

Staff contacted the eleven companies that did not submit a proposal and the results were that five companies stated that they cannot service all aspects of the Commission's requirements (i.e. they supply glass but do not install), three stated they were too busy to quote on this Request for Proposal and, three companies were either not interested or claimed to have misplaced the Request for Proposal invitation. Prior to the renewal of this contract in the future, staff will canvass the industry to establish if there are other companies interested in bidding on this requirement.

Justification

Continuation of the service for the supply, installation, disposal and replacement of glass and glass hardware is necessary to maintain the security, safety and appearance of all Commission facilities.

December 31, 2002

6-75-91

Attachment: Appendix A

**PROCUREMENT AUTHORIZATION – SUPPLY, INSTALLATION, DISPOSAL
AND REPLACEMENT OF GLASS AND GLASS HARDWARE
AT VARIOUS COMMISSION LOCATIONS**

PROPOSAL SUMMARY

| COMPANY | TOTAL PROPOSAL PRICE |
|-------------------------|-----------------------------|
| C&G Glass & Mirror Ltd. | \$771,000 |