



PO Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Item No. 11.1.2

Halifax Regional Council
January 20, 2009

TO: Mayor Kelly and Members of Halifax Regional Council

A handwritten signature in dark ink, appearing to read "Dan English", written over a horizontal line.

SUBMITTED BY: _____
Dan English, Chief Administrative Officer

DATE: January 6, 2009

SUBJECT: **Award - Purchase for Three (3) Rapid Deployment Inflatable Shelters,
Sole Source**

ORIGIN

1. On December 11, 2007, Halifax Regional Council awarded Tender No. 07-037 for the purchase of Three (3) Rapid Deployment Inflatable Shelters.
2. 2008/2009 Operating Budget.

RECOMMENDATION

It is recommended that Halifax Regional Council, in accordance with the Sole Source Policy (Administrative Order 35, Section 7(8)) award the purchase of Three (3) Rapid Deployment Inflatable Shelters to Dynamic Air Shelter Ltd. for materials and services specified in the amount of \$151,756.20 (net HST included) with funding from Operating Account No. F181-6701 USAR Project Equipment Purchase and the cost sharing from Public Safety Canada, Joint Emergency Preparedness Program (JEPP) as outlined in the Budget Implications section of this report.

BACKGROUND

Inflatable shelters are part of the equipment cache for CANADA TASK FORCE # 5- HALIFAX, a cost shared program under Public Safety Canada through application to the Joint Emergency Preparedness Program (JEPP). The Federal Government entered into partnership with 4 municipalities and 1 province to provide Urban Search and Rescue (USAR) capabilities that could respond regionally as well as nationally to disaster sites. These 5 teams, Vancouver, Calgary, Toronto, Manitoba and Halifax are required to be able to support themselves in the field for 72 hours, initial deployment and up to 10 days with re supply. The shelters are required for housing the various components of the team at a disaster site, including Command and Communications, Medical, Logistics, Barracks and Cook house. The Halifax Team is expected to be ready for deployment by late 2009.

The first three of six shelters were acquired through Tender No. 07-037 for the purchase of Three (3) Rapid Deployment Inflatable Shelters awarded by Council on December 11, 2007. With respect to this award, five bids were received including Dynamic Air Shelter Ltd.'s bid. Three bids received were from three different vendors for the same product (model # FSI DAT6012) however did not qualify as they did not meet the following four specifications: 1) snow load requirement specified; 2) density of the cover material specified; 3) the supply of rigid doors specified; 4) the supply of storage containers for the blowers as specified. The fourth vendor did not qualify as they did not meet the following three specifications; 1) the minimum size requirement for the floor area as specified; 2) the standard for fire retardant material as specified; 3) snow load requirement as specified.

DISCUSSION

The USAR team, Task Force # 5-HALIFAX has the requirement and funding to purchase three (3) additional shelters for housing logistics requirements with modifications for shower and toilet installation; medical requirements; and K-9 storage requirements. This sole source purchase is direct, from a single supplier, and manufacturer, Dynamic Air Shelter Ltd. and their facility in Newfoundland. These additional shelters must be compatible with the existing shelters (purchase following Halifax Regional Council's award of Tender No. 07-037 for the purchase of Three (3) Rapid Deployment Inflatable Shelters) with respect to configuration and the dependant modular joining of housing between these shelters. It is anticipated that the shelters will be delivered in the month of March 2009.

This program, under Public Safety Canada, is cost shared up to 75/25 (Federal/Municipal) with the municipality responsible for at least 25%. When the team is deployed, there is an ongoing maintenance program to provide funding for the programs sustainment. Equipment is purchased through application to the Joint Emergency Preparedness Program (JEPP) which has funds set aside specifically for this USAR program. Equipment requirements have been established by Public Safety Canada and the participating teams. Purchases under JEPP are made by the municipality and the costs are submitted to the Federal Government prior to April 1 for reimbursement of up to 75% of the procurement.

BUDGET IMPLICATIONS

Based on the quoted sole source price, of \$151,756.20, including net HST, funding is available in the 2008/2009 Fire Operating Account No. F181-6701 - USAR Project/Equipment Purchase. The budget availability has been confirmed by Financial Services. This price is consistent with the 2007 price of \$146,240 from this vendor.

Budget Summary: Operating Account No. F181- USAR Project

Cumulative Unspent Budget	\$ 238,359.00
Less: Sole Source Purchase:	(151,756.20)
Plus: Federal Contribution-JEFF Program	<u>101,250.75</u>
Balance	\$ 187,853.55

*This procurement was estimated in the Approved 2008/09 Operation Budget at \$135,000

The remaining funds will be used for future USAR requirements.

As a result of cost sharing from Public Safety Canada, Joint Emergency Preparedness Program (JEPP), the current net cost to Operations Account No. F181 - USAR Project is \$50,505.45 (33.28 %) including net HST. This project satisfies the requirements under the JEPP program, and the pre- approved federal contribution of \$101,250.75 will be transferred into this account. It should be noted that we are awaiting approval of additional funds (JEPP application Attachment B) that would increase the Federal contribution to \$112,875.00 and decrease HRM contribution to \$38,881.20 including net HST. If approved, these additional funds would be transferred to Operations Account No. F181-5508, external recoveries.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ALTERNATIVES

There are no alternatives recommended at this time.

ATTACHMENTS

Attachment A - Sole Source Policy, Administrative Order 35, Section 7(8)
Attachment B - Council Tender Report, December 11, 2007

**Award - Sole Source Purchase for
(3) Rapid Deployment Inflatable Shelters
Council Report**

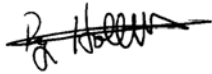
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January 20, 2009

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Gary Carpentier, Sr.Procurement Consultant, 4904202

Report Approved by:

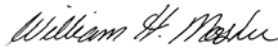


Roy Hollett, Deputy Chief Director, Fire & Emergency, 490-7407

Procurement Approval by:



Anne Feist, Operations Manager, Procurement, 490-4200



Report Approved by:

Bill Mosher, Chief Director, Fire & Emergency, 490-4239

Administrative Order 35
Procurement Policy
Section 7 (8)

8) **Sole Source Purchases:** This occurs when there is only one available supplier of a required product or service that meets the needs of the Municipality. Negotiation is the method of purchase used to complete the terms and conditions for this purchase. A single source purchase occurs:

- (a) Where the compatibility of a purchase with existing equipment, facilities or service is a paramount consideration and the purchase must be made from a single source;
- (b) Where an item is purchased for testing or trial use;
- © Where the Municipality purchases supplies for resale;
- (d) Where the Municipality has a rental contract with a purchase option and such purchase option could be beneficial to the Municipality;
- (e) Notwithstanding anything in this policy, where a purchase is determined by Council to be fair and reasonable and is made from a nonprofit corporation supported by the Municipality may make such a purchase as a single source purchase;
- (f) Where items are offered for sale by tender, auction or negotiation such purchase will be deemed to be a single source purchase and the C.A.O. may authorize the submission of a bid or the conduct of negotiations where the C.A.O. determines the purchase to be clearly in the best interest of Halifax Regional Municipality;
- (g) For matters involving security, police matters, or confidential issues, a purchase may be made in a manner that protects the confidentiality of the contractor or the Municipality. Such purchases may be made as a single source purchase. Purchases of this nature must be approved by the C.A.O. Contracts over the value of \$50,000 must be reported to Council (in camera) when appropriate.



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Halifax, Nova Scotia
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Attachment B

**Halifax Regional Council
December 11, 2007**

TO: Mayor Kelly and Members of Halifax Regional Council

A handwritten signature in dark ink, appearing to read "Dan English", written over a horizontal line.

SUBMITTED BY:

Dan English, Chief Administrative Officer

DATE: December 3, 2007

SUBJECT: Award - Tender No. 07-037, Supply & Delivery Two (2) Rapid
Deployment Inflatable Shelters

ORIGIN

2007- 2008 Operation Budget

RECOMMENDATION

It is recommended that Council award Tender No.07-037, for Two (2) Rapid Deployment Inflatable Shelters to Dynamic Air Shelter Ltd. for material and services specified, for a Total Tender Price of \$146,240.37 (net HST included) with funding from Operational Account No. F181-6701 - USAR Project/Equipment Purchase as outlined in the Budget Implications section of this report.

BACKGROUND

These inflatable shelters are part of the equipment cache for Canada Task Force 5. The Federal Government entered into partnership with 4 municipalities and 1 province to provide Urban Search and Rescue (USAR) capabilities that could respond regionally as well as nationally to disaster sites. These 5 teams, Vancouver, Calgary, Toronto, Manitoba and Halifax are required to be able to support themselves in the field for 72 hours, initial deployment and up to 10 days with re supply. The shelters are required for housing the various components of the team at a disaster site, including Command and Communications, Medical, Logistics, Barracks and Cook house. The Halifax Team is expected to be ready for deployment by late 2009 with a complement of 65 persons.

This program, under Public Safety Canada, is cost shared 75/25 with the municipality responsible for the 25%. When development of the team is advanced there is an Ongoing and Maintenance program to provide funding for the programs sustainment. Equipment is purchased through application to the Joint Emergency Preparedness Program (JEPP) which has funds set aside specifically for this USAR program. Equipment requirements have been established by Public Safety Canada and the participating teams. Purchases under JEPP are made by the municipality and the costs are submitted to the Federal Government prior to April 1 for reimbursement of the 75%.

DISCUSSION

Tenders were publicly advertised on February 7 and February 10, 2007 and closed on February 14, 2007. Bids were received from the following company:

<u>Name of Company</u>	<u>Total Price (Net HST included)</u>
Dynamic Air Shelter Ltd.	\$97,493.58 *

*** recommended bidder**

Four other bids were disqualified after review by staff as they do not meet specifications for these units. These were from K&D Pratt, Micmac Fire & Safety Ltd., Atlantic Aero Marine Supply and Manufacturing Ltd., and Century Vallen.

The recommendation to award this tender was delayed since March, 2007, so that funding would be secured in both 2007-2008 operating budget and through JEPP. Since the close of this tender an additional shelter is required for a total of three (3). Dynamic Air Shelter Ltd. agrees to hold their pricing and provide an additional shelter for \$48,746.79 net HST included for a total tender amount of \$146,240.37.

BUDGET IMPLICATIONS

Based on the lowest tendered price, meeting specifications, of \$146,240.37, including net HST, funding is available in the 2007/2008 Fire Operating budget from Operations Account No. F181-6701 - USAR Project/Equipment Purchase. The budget availability has been confirmed by Financial Services.

Budget Summary: Operation Account No. F181-6701 - USAR Project/Equipment Purchase

Cumulative Unspent Budget	\$ 230,323.00
Less Tender No.07-037	\$ <u>146,240.37</u>
Balance	\$ 84,082.63

This procurement was estimated at \$146,240.37 in the 2007/2008 Operations budget. Remaining funds will be used for future USAR requirements.

As a result of cost sharing from Public Safety Canada, Joint Emergency Preparedness Program (JEPP), the net cost to Operations Account No. F181-6701 - USAR Project/Equipment Purchase is \$36,560.09. This project satisfies the requirements under the JEPP program, and the pre- approved federal contribution of \$109,680.28 will be transferred into this account. (As per attachment, Approved NS HUSAR Application - NS 172)

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ALTERNATIVES

N/A

ATTACHMENTS

(As per attachment, Approved NS HUSAR Application - NS 172)

**Tender No. 07-037, Supply & Delivery Two
(2) Rapid Deployment Inflatable Shelters
Council Report**

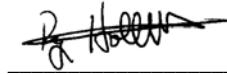
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December 11, 2007

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Gary Carpentier, Sr.Procurement Consultant, 4904202

Report Approved by:



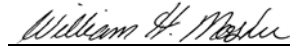
Roy Hollett, Deputy Chief Director, Fire & Emergency, 490-5036

Financial Approval by:



Catherine Sanderson, Senior Manager, Financial Services, 490-1562

Report Approved by:



Bill Mosher, Chief Director, Fire & Emergency, 490-4239



APPLICATION

DEMANDE

PROVINCE/TERRITORY - PROVINCE/TERRITOIRE NOVA SCOTIA	PROPOSAL NO. - PROPOSITION N° NS 172	DATE May 20, 2007
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PROPOSAL TITLE - TITRE DE LA PROPOSITION **CAN-TF5 Shelters**

DESCRIPTION (ADDITIONAL DOCUMENTATION A

To provide funding for 3 - 20' X 40' (approx.) shelters and camp equipment including hot water heater, gray water bladders, transfer pump and hoses, tri fuel heaters and hoses, shower stalls, A/C units, toilets, wash basins, cots, chairs, tables, cook tops, coffee urns, and utensils. Cost breakdown attached.

MEASURABLE OBJECTIVES - OBJECTIFS MESURABLES

To provide the Team with shelters for Command and Communication, Mess and Barracks. To provide ability for personal hygiene requirements, sleeping and feeding.

TOTAL PROPOSED RESOURCE ALLOCATION (CURRENT AND FUTURE YEARS) RÉPARTITION DE S RESSOURCES PROPOSÉES (POUR L'ANNÉES EN COURS ET LES ANNÉES ULTÉRIEURES) 2007/2008		RATIO RAPP
FEDERAL COMMITMENT ENGAGEMENT FÉDÉRAL	\$ 178,749.00	75%
MUNICIPAL COMMITMENT ENGAGEMENT PROVINCIAL	\$ 59,583.00	25%
TOTAL	\$ 238,332.00	100%

PREVIOUS FY(S) FUNDING (IF APPLICABLE) FINANCEMENT ANTÉRIEUR PAR EXERCISE FINANCIER (LE CAS ÉCHÉANT)	
FEDERAL FÉDÉRAL	\$
PROVINCIAL	\$
TOTAL	\$

APPROVED CURRENT FY FUNDING FINANCEMENT POUR L'EXERCISE FINANCIER EN COURS FISCAL YEAR - EXERCICE FINANCIER 2007/2008		RATIO RAPP
FEDERAL COMMITMENT ENGAGEMENT FÉDÉRAL	\$ 178,749.00	75%
MUNICIPAL COMMITMENT ENGAGEMENT MUNICIPAL	\$ 59,583.00	25%
TOTAL	\$ 238,332.00	100%

FUTURE FY(s) PROPOSED FUNDING (IF APPLICABLE) EXERCICE(S) FINANCIER(S) ULTÉRIEUR(S) (LE CAS ÉCHÉANT)			FED./PROV RATIO RAPPORT
FISCAL YEAR EXERCICE FINANCIER	FEDERAL FÉDÉRAL	PROVINCIAL	
20	\$	\$	/ %
20	\$	\$	/ %
20	\$	\$	/ %
20	\$	\$	/ %

The federal contribution will be calculated using the approved percentage of eligible expenditures to the maximum federal commitment, as indicated above.

La contribution fédérale sera calculée en utilisant le pourcentage approuvé des dépenses admissibles, jusqu'à concurrence de l'engagement fédéral maximal, ainsi que cela est indiqué ci-dessus.

AUDIT ARRANGEMENTS - DISPOSITIONS RELATIVES À LA VÉRIFICATION

As per 2007/08 JEPP arrangements.

PROGRESS REPORTS - RAPPORTS D'ÉTAPE

On completion of the project.

PROGRESS PAYMENTS - PAIEMENTS PROVISOIRES

Not required

ARRANGEMENTS FOR FEDERAL RECOGNITION - RECONNAISSANCE DE LA CONTRIBUTION FÉDÉRALE

As established by Regional Director PSEPC, and the CEO/Deputy Head, EMO(NS)

FURTHER COMMENTS - COMMENTAIRES ADDITIONNELS


All estimates are net of HST.

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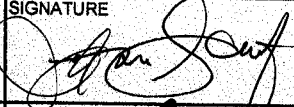

LE GOUVERNEMENT DU

NOVA SCOTIA

- | | |
|--|---|
| <p>a. approves the project;</p> <p>b. agrees to commit funds to the amount of the provincial share shown above for the current FY;</p> <p>c. undertakes to comply with JEPP guidelines;</p> <p>d. undertakes to comply with Terms and Conditions of the contribution arrangement required under Treasury Board regulations</p> | <p>a. approuve le project;</p> <p>b. convient d'engager les fonds dont le montant est précisé ci-dessus et qui constituent la part provinciale pour l'exercice financier en cours;</p> <p>c. s'engage à se conformer aux lignes directrices relatives au Programme conjoint de protection civile;</p> <p>d. s'engage à se conformer aux conditions relatives à la contribution que stipule le règlement du Conseil du Trésor.</p> |
|--|---|

RECOMMENDED RECOMMANDÉ PAR	PROVINCIAL OFFICIAL AND TITLE - FONCTIONNAIRE PROVINCIAL ET SON TITRE	SIGNATURE	DATE
	Adam Rostis, Federal-Provincial Liaison Officer		Jul 5, 07
APPROVED APPROUVÉ PAR	PROVINCIAL MINISTER OR DESIGNATED OFFICIAL AND TITLE MINISTRE PROVINCIAL OU FONCTIONNAIRE DÉSIGNÉ ET SON TITRE	SIGNATURE	DATE
	Craig D. MacLaughlan, CEO/Deputy Head, EMO(NS)	per Richard Perry	July 7, 2007

FOR USE BY THE FEDERAL GOVERNMENT - RÉSERVÉ AU GOUVERNEMENT FÉDÉRAL

REGIONAL RECOMMENDATION RECOMMANDATION RÉGIONALE	REGIONAL DIRECTOR, PSEPC DIRECTEUR RÉGIONAL, SPPCC	SIGNATURE	DATE
	Jo-Anne Scharf		July 1/07
APPROVED APPROUVÉ PAR	ASSISTANT DEPUTY MINISTER, EMNS, PSPEC SOUS MINISTRE-ADJOINT, GMUSN, SPPCC	SIGNATURE	DATE
	Scott Broughton		Sept. 14/07