

TORONTO TRANSIT COMMISSION REPORT NO.

MEETING DATE: December 17, 2008

SUBJECT: PROCUREMENT AUTHORIZATION – CONSULTANT SERVICES
- CONFINED SPACE ENTRY

ACTION ITEM

RECOMMENDATION

It is recommended that the Commission:

1. Authorize the award of a contract to Pinchin Environmental Ltd., for Consulting Services - Confined Space Entry, for a period of one year; and

Contract 1	\$300,000 for Plant Maintenance Department
Contract 2	<u>\$330,000 for Track & Structure Department</u>
Total Upset Limit Amount	\$630,000

FUNDING

The 2009 TTC Operating Budget approved by the Commission at its meeting of September 18, 2008 included \$200,000 for this contract. The additional \$430,000 required for this contract has not been included in the 2009 Operating Budget.

BACKGROUND

Effective September 30, 2006, the Ontario Ministry of Labour implemented changes to the Confined Space Regulation. In keeping with this Regulation, it is the responsibility of the Commission to identify all confined spaces controlled by or accessed by Commission personnel and to develop basic Confined Space Entry Plans, for entry into each type of space. These plans should include a review and response to control the various potential hazards, as well as address the space specific retrieval procedures.

Also contained within the legislation, if there is a possibility of unauthorized entry into a confined space, the employer must ensure that each entrance to the confined space is adequately secured against unauthorized entry or has been provided with barricades or warning signs.

The Departments primarily responsible for the control and access of the various types of confined spaces found with the Commission are the Plant Maintenance and Track & Structure Departments. At present, neither the Plant Maintenance Department or the Track & Structure Department has the resources or the expertise available to survey the Commission's network of buildings, stations and operating running structure for the purpose of identifying potential confined spaces and developing the appropriate entry and retrieval procedures for each type of confined space. This leaves employees at risk and the Commission exposed to issues of non-compliance.

In order that all potential confined spaces on Commission property may be properly identified and entry plans developed in a timely manner, a third party consultant specializing in the identification of confined spaces will be utilized. This consultant will identify all potential confined spaces, develop entry plans and retrieval procedures and recommend methods for securing and signing such spaces in compliance with the Ontario Regulation. It is expected that this identification survey, development of space specific entry plans and retrieval procedures will take approximately twelve months to complete.

DISCUSSION

A Request for Proposals was publicly advertised on the Commission's Web site as of September 29, 2008. Thirteen companies picked up copies of the proposal documents out of which seven submitted a proposal as summarized in Appendix "A".

It was pre-determined that the recommendation for award would be based on the highest rated qualified proponent with reasonable pricing. All seven submissions were reviewed and ranked by the evaluation team based on the evaluation criteria as shown in Appendix "B". Following the determination of the final ranking, the pricing envelope of the highest rated proponent was opened and evaluated. Upon review of the all inclusive hourly billing rates submitted by Pinchin Environmental Ltd., they were considered fair and reasonable comparing with other proposals for consultant services.

Pinchin Environmental Ltd. has previously satisfactory performed work for the Commission.

JUSTIFICATION

In order to comply with the changes implemented to the Confined Space Regulation the Commission requires the services of a Consultant to assist in creating an inventory of confined space, review existing confined space procedures and recommend changes within the TTC's structures and buildings.

December 4, 2008
6-261
Attachments

APPENDIX A

**PROCUREMENT AUTHORIZATION
CONSULTANT SERVICES - CONFINED SPACE ENTRY**

LIST OF PROPONENTS

Advanced Hepa Technologies Inc.

ECOH Management Inc.

Pinchin Environmental Ltd. (*)

RESCUE 7 Inc.

S.A.F.E. Engineering Inc.

T. Harris Environmental Management Inc.

WESA Inc.

(*) – Recommended Company

APPENDIX B

PROCUREMENT AUTHORIZATION CONSULTANT SERVICES - CONFINED SPACE ENTRY

CORPORATE QUALIFICATIONS

- a) Number of Years in Business
- b) Relevant Corporate Experience
- c) Depth of Available Relevant Resources at Proponent's local office

PROJECT STAFF QUALIFICATIONS/ EXPERIENCE

- a) Number of Years in of Direct Experience
- b) Work of a Similar Size and Nature
- c) Technical Qualifications

UNDERSTANDING OF THE WORK

- a) Proposed Methodology/Approach to the Work