Minutes – Executive Policy Committee – October 16, 2024

Report – Standing Policy Committee on Public Works – October 2, 2024

Item No. 1 Award of Contract for the Provision of Accessible Transportation for Winnipeg Transit Plus - RFP 425-2024

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Standing Policy Committee on Public Works and submitted the following to Council:

1. That the City enter into, execute and deliver, and award a contract to Emergency Essentials Inc., who submitted the most advantageous offer to provide accessible transportation services for Winnipeg Transit Plus for a two-year period between November 1, 2024 and October 31, 2026 inclusive, at an estimated total cost of $1,304,869.28 (annual inflationary adjustment estimated at 5 percent applied).

    A. The estimated annual cost, based on an approximate quantity of 14,872 vehicle hours per year, without estimated annual inflationary adjustment, is $636,521.60 (GST extra as applicable).

    B. Pursuant to section D2.2 of RFP 425-2024, the start date of the Contract may be adjusted if delayed through no fault of the Contractor.

2. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

Minutes – Executive Policy Committee – October 16, 2024

Report – Standing Policy Committee on Public Works – October 2, 2024

DECISION MAKING HISTORY:

Moved by Councillor Lukes,

That the recommendation of the Standing Policy Committee on Public Works be concurred in and forwarded to Council.

Carried

STANDING COMMITTEE RECOMMENDATION:

On October 2, 2024, the Standing Policy Committee on Public Works concurred in the recommendation of the Winnipeg Public Service and submitted the matter to the Executive Policy Committee and Council.

ADMINISTRATIVE REPORT

Title: Award of Contract for the Provision of Accessible Transportation for Winnipeg Transit Plus - RFP 425-2024

Critical Path: Standing Policy Committee on Public Works - Executive Policy Committee - Council

AUTHORIZATION

Author	Department Head	CFO	CAO
T. Platt	G. Ewankiw	T. Graham	S. Armbruster Interim CAO

EXECUTIVE SUMMARY

Private contractors deliver service for Transit Plus, the paratransit division of Winnipeg Transit. Transit Plus provides pre-booked door-to-door service to individuals who cannot use conventional transit service some or all of the time.

This report is for the award of a contract to Emergency Essentials Inc. to provide accessible transportation for Winnipeg Transit Plus. The estimated total cost is $1,304,869.28 (annual inflationary adjustment estimated at 5 percent applied). The procurement is through the Request for Proposal (RFP) process.

The scope of RFP 425-2024 includes the delivery of accessible transportation services to ambulatory Winnipeg Transit Plus customers. It requires use of five light passenger vehicles (SUVs) – with one spare vehicle. The service shall be provided on an as required basis (estimated to be 14,872 vehicle hours annually). It is set to begin on November 1, 2024 and continue until October 31, 2026. This contract replaces an expiring contract with a similar scope.

The Recommendation included in this Report complies with:

- the requirements of the various trade agreements, and
- the City's Purchasing Policy.

RECOMMENDATIONS

1. That the City enter into, execute and deliver, and award a contract to Emergency Essentials Inc., who submitted the most advantageous offer to provide accessible transportation services for Winnipeg Transit Plus for a two-year period between November 1, 2024 and October 31, 2026 inclusive, at an estimated total cost of $1,304,869.28 (annual inflationary adjustment estimated at 5 percent applied).

A. The estimated annual cost, based on an approximate quantity of 14,872 vehicle hours per year, without estimated annual inflationary adjustment, is $636,521.60 (GST extra as applicable).
B. Pursuant to section D2.2 of RFP 425-2024, the start date of the Contract may be adjusted if delayed through no fault of the Contractor.

2. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

REASON FOR THE REPORT

As the contract is for the provision of accessible transportation services for Winnipeg Transit Plus, Council approval is required pursuant to the Council Decision of July 13, 2023, namely:

Council concurred in the recommendation of the Standing Policy Committee on Public Works and adopted the following:

3. That, regardless of the award amount, awards for the provision of accessible transportation services for Winnipeg Transit Plus come to Council for approval until such time that each contract replacement (but not short-term extension) has been approved by Council.

IMPLICATIONS OF THE RECOMMENDATIONS

RFP 425-2024 replaces a similar contract expiring October 31, 2024, delivering a similar scope of services. The Work shall be done on an “as required” and “as scheduled” basis during the term of the Contract.

Funds for this work are included every year in Transit’s Annual Operating Budget accounts for Transit Plus contractor service.

HISTORY/DISCUSSION

In 1977, Winnipeg Transit Plus began as a pilot to provide service for those persons who were physically unable to use fixed route transit. Winnipeg Transit provided service by City employees using City owned vehicles.

By 1988, the demand for Winnipeg Transit Plus service had increased well beyond the funding available to accommodate the demand. As a result, Winnipeg Transit began to contract out the increasing demand for service to private contractors in the taxi business on a brokerage basis, i.e., all requests for service would come to Winnipeg Transit Plus who would prioritize them and schedule them on existing resources to the extent possible, including vehicles provided by private contractors.

By 1996, private contractors delivered 70 percent of the total service. In June 1997, the remaining 30 of the service delivery was contracted out to private sector contractors on a brokerage basis. Winnipeg Transit Plus presently has 12 active contracts with several private service providers, with an overall fleet comprised of both light passenger vehicles to serve ambulatory customers, in addition to specialized paratransit vehicles to serve non-ambulatory customers. Winnipeg Transit Plus is presently working towards consolidation of the total number of contracts it maintains, in accordance with Council's July 13, 2023 decision (Appendix A), under the direction of the consolidation plan (Appendix C) approved by the Standing Policy Committee on Public Works on November 21, 2023 (Appendix B).

An existing Contract, 657-2017, which currently provides accessible transportation services for ambulatory customers of Winnipeg Transit Plus using light passenger vehicles at an approximate annual quantity of vehicle hours of 14,872 expires on October 31, 2024.

As such, a Request for Proposal (RFP) for the Provision of Accessible Transportation for Winnipeg Transit Plus, RFP 425-2024, was advertised on the City of Winnipeg Bid Opportunity Page and the MERX Canadian Public Tenders website on May 22, 2024. The scope of the Work includes the delivery of accessible transportation services to ambulatory Winnipeg Transit Plus customers using five light passenger vehicles (SUVs) – with one spare vehicle, in the approximate quantity of 14,872 vehicle hours per year for two years. Bids closed at 12:00 p.m. on Tuesday, June 18, 2024, with six proposals being received.

The submitted proposals were evaluated by a committee comprised of three representatives from Winnipeg Transit's Client Services Division, applying the rating criteria defined in section B21 of the Request for Proposal. Each member of the selection committee reviewed and scored the proposal independently. The selection committee then met and agreed on consensus ratings for the proposals.

The proposal presented by Emergency Essentials Inc. received an overall rating of 91.59 out of a maximum of 100.

A summary of the proposals scoring is presented in Table 1: Proposal Evaluation Summary.

Table 1: Proposal Evaluation Summary

Requirement	**Points**	Emergency Essentials Inc.	Mani-Handi Transit Ltd.	10163293 Manitoba Inc.	A.E. Crundwell & Associated Ltd.	Exact Care Inc.	JD Taxi Inc.
		$636,521.60	$594,731.28	$691,548.00	$593,244.08	$698,240.40	$713,707.28
Fees	**60**	55.92	59.85	51.47	60.00	50.98	49.87
Compliance	**Pass/Fail**	Pass	Pass	Pass	Pass	Pass	Pass
Qualifications	**Pass/Fail**	Pass	N/A	N/A	N/A	N/A	N/A
Experience of Proponent	**15**	14.26	11.33	14.34	10.00	9.00	3.75
Experience of Key Personnel Assigned to the Project	**5**	5.00	4.58	5.00	4.41	2.00	2.00
Business Plan	**20**	16.41	13.59	18.50	13.50	10.75	3.00
Total Score	**100**	**91.59**	**89.35**	**89.31**	**87.91**	**72.73**	**58.62**

**Qualifications as defined in section B15 of the RFP are only verified for the recommended Proponent*

Note: Total Bid Price is the Proponent's hourly vehicle unit rate based on an approximate quantity of 14,872 vehicle hours per year, for the two (2) year contract period, excluding annual inflationary adjustments (GST extra as applicable).

The evaluation committee is of the opinion that Emergency Essentials Inc., the Proponent which attained the highest total score based on their submission, has the necessary resources and experience to perform all of the Work in accordance with the requirements of the specifications.

Emergency Essentials Inc. is not the lowest bidder, but is the highest evaluated Proponent due to their organization's overall experience providing transportation services, the experience of their key personnel which shall be assigned to the project, and their bid price.

In alignment with the aforementioned Council decision regarding Winnipeg Transit Plus contract consolidation, Contract 425-2024 will expire simultaneously in 2026 along with existing Contract 108-2019 (which also provides accessible transportation services using light passenger vehicles). In advance of the expiration of these Contracts, a new Request for Proposals shall be issued in order to consolidate the required services of each into a single contract.

Further, this Contract includes the following additional provisions as directed by Council decision on July 13, 2023 (–Appendix A):

A. That drivers for the service providers must be employees of the firms, rather sub-contracted drivers;

B. That future award reports include, along with the bid amounts, scoring and other currently-included data, the names of all firms that have submitted a bid on the RFP; and

C. That any index payments made to the contractors due to an increase in 'average wage' index are reflected in the wages received by the employees driving for the contractor.

The terms of the Contract (section D28) include the provision of an annual inflationary adjustment which is calculated based on the year-over-year change in three Statistics Canada indices, with the first of said adjustments to take place on November 1, 2025.

The Proponent has a written workplace safety and health program that has been reviewed by an independent body and approved by the City, which satisfactorily meets the requirements of the City of Winnipeg's Contractor Safety Program Evaluation.

The Public Service recommends that a contract for Request for Proposal for the Provision of Accessible Transportation for Winnipeg Transit Plus, RFP 425-2024, be awarded to Emergency Essentials Inc, being the most responsible and qualified Proponent submitting the most advantageous offer to the City, at an estimated total cost of $1,304,869.28 (annual inflationary adjustment estimated at 5 percent applied).

The bids are valid for acceptance until October 16, 2024.

The requirements for Bid Security were waived for this purchase in accordance with the authority delegated to the Manager of Purchasing pursuant to Administrative Standard FM-002.

FINANCIAL IMPACT

Financial Impact Statement

Date: August 29, 2024

Project Name:

Award of Contract for the Provision of Accessible Transportation for Winnipeg Transit Plus - RFP 425-2024

First Year of Program **2024**

	2024	2025	2026	2027	2028
Capital					
Capital Expenditures Required	$ -	$ -	$ -	$ -	$ -
Less: Existing Budgeted Costs	-	-	-	-	-
Additional Capital Budget Required	$ -	$ -	$ -	$ -	$ -
Funding Sources:					
Debt - Internal	$ -	$ -	$ -	$ -	$ -
Debt - External	-	-	-	-	-
Grants (Enter Description Here)	-	-	-	-	-
Reserves, Equity, Surplus	-	-	-	-	-
Other - Enter Description Here	-	-	-	-	-
Total Funding	$ -	$ -	$ -	$ -	$ -
Total Additional Capital Budget Required	$ -				
Total Additional Debt Required	$ -				
Current Expenditures/Revenues					
Direct Costs	$ 106,087	$ 641,826	$ 556,956	$ -	$ -
Less: Incremental Revenue/Recovery	-	-	-	-	-
Net Cost/(Benefit)	$ 106,087	$ 641,826	$ 556,956	$ -	$ -
Less: Existing Budget Amounts	106,087	641,826	556,956	-	-
Net Budget Adjustment Required	$ -	$ -	$ -	$ -	$ -

Additional Comments: Direct costs include the estimated contract costs plus an annual inflation adjustment, estimated to be 5% per year. There is no applicable MRST on this work. Funds are budgeted as part of Transit's annual operating budgets. The total contract amount for the two year period November 1, 2024 - October 31, 2026 is estimated at $1,304,869 assuming 5% annual inflation. This is an 'as required' and 'as scheduled' contract and services will only be utilized to the extent budget funds are available.

M. Kray for Laurie Fisher Aug 29/24

Laurie Fisher, CPA, CA
Manager of Finance and Administration

CONSULTATION

This Report has been prepared in consultation with:

- Legal Services Department

OURWINNIPEG POLICY ALIGNMENT

Goal: Environmental Resilience

Objective 2 - Prioritize sustainable transportation as the mobility options of choice.

> Transition to a sustainable transportation system that safely and efficiently moves people, goods and services, increases access to a variety of affordable mobility choices, encourages less reliance on personal vehicle travel, reduces travel time, mitigates congestion and related greenhouse gas emissions, and supports the development of denser, better-connected, healthy and complete communities.

Winnipeg Transit Master Plan (2021)
Section 4.1 – Transit Vision – Network Goals

1. Enhance Customer Experience
2. Improve Ridership
3. Improve Downtown Mobility
4. Complement Land Use Development
5. Improve Multi-Modal Mobility
6. Ensure Transit is Inclusive
7. Continuously Innovate
8. Empower Healthy Communities
9. Balance Investment with Affordability

WINNIPEG CLIMATE ACTION PLAN ALIGNMENT

Strategic Opportunity #3

Advancing Sustainable Transportation – Increasing Mobility Options and Shift to Zero Emission Vehicles

Key Direction 3.1
Increase Use and Efficiency of Public Transit Systems

WINNIPEG POVERTY REDUCTION STRATEGY ALIGNMENT

Goal 5 – Transportation System Equity is Enhanced

Objective A – The affordability and accessibility of transportation and transit service is increased.

SUBMITTED BY

Department: Transit
Division: Client Services
Prepared by: Cody Dzik, Transit Plus Operations Supervisor
Date: August 29, 2024
File No: 425-2024
Attachments:

Appendix A – Council Minute No. 593 - July 13, 2023

Appendix B – SPC-PW – Minutes – November 21, 2023

Appendix C - SPC-PW – WTP Consolidation Chart – November 21, 2023