



## **Administrative Report**

### **Office of the Administrator, Sun Parlor Home**

**To: Warden Tom Bain and Members of County Council**

**From: Lynda Monik  
Administrator, Sun Parlor Home**

**Date: May 2, 2018**

**Subject: Elevator Modernization**

**Report #: 2018-0502-SPH-006-LM**

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#### **Purpose**

The purpose of this report is to provide County Council with information and a recommendation pertaining to Request for Proposal (RFP) results for the elevator modernization project at the Sun Parlor Home.

#### **Background**

There are three elevators in use at the Sun Parlor Home. The three elevators were installed when the Home was built in May 1992. Although the elevators receive regular maintenance, the elevators are approximately 25 years old and at a stage of life expectancy that a modernization project is in order. Parts availability is limited. The scope of the elevator modernization project is to:

- install a new non-proprietary electrical controller, pumping unit, valve, motor and oil storage tank;
- retain and refurbish the existing piston and cylinder;
- supply and install new vandal resistant stainless steel illuminated car and hall push buttons to comply with accessibility requirements;
- supply and install new heavy-duty car door operator, clutch assembly, hoistway door locks, pick-up roller assemblies and related hardware;
- supply and install battery lowering system;
- minor refurbishment of cab interior finishes;

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- new signals including car direction and position indicators and lobby position indicators;
- removal and disposal of all redundant elevator equipment;
- make any alterations or adjustments to the machine room door to ensure self-closing and self-locking operation;
- install new fire signals to the elevator controllers;
- arrange for connection to the Home's emergency communication system for the new telephone provided in the elevator cab;
- paint the machine room floor, ceiling, walls and patch all redundant holes in machine room walls and ceilings prior to painting;
- provide new positive-acting pit stop switches, and
- install a new high efficiency light fixture etc.

Of the three elevators, two are used by residents, the public and staff and one elevator is designated as a service elevator.

Two and occasionally the third elevator provide access to residents who live on six of the eight neighborhoods at the Home. The six neighborhoods are located on the 2nd, 3rd and 4th floors of the Home. There are 167 of the 206 (81%) residents residing at the Home on the 2nd, 3rd and 4th floors. Residents cannot utilize the staircase to access other neighborhoods, the 1st floor or outside of the Home. The stairwells are a safety hazard for residents who are frail and depend on wheelchairs, walkers and other mobility devices (canes) to move.

The third elevator, a service elevator, is used generally by the service departments including Food & Nutrition Services, Housekeeping, Laundry, Maintenance and by contractors to move food, laundry/linen, stock items, equipment, furnishings and garbage etc.

The Home cannot function efficiently without functioning elevators.

## **Discussion**

The Sun Parlor Home contracted Rooney, Irving & Associates Ltd. (R.I.A) to assist with the writing of a RFP for the elevator modernization project. R.I.A is one of the largest and longest-established Vertical Transportation Consulting firms in Canada. The Sun Parlor Home sought the expertise of R.I.A, as the Home lacks the technical experience in writing an RFP for elevator modernization.

Meetings with the Evaluation Committee, representatives of the Management Team and staff for the project were scheduled to process map

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the workflows that need to be modified or adjusted in advance of the project. The meetings were held on January 4, 2018, January 23rd, 2018, February 5th, 2018, March 19th, 2018 and April 13th, 2018.

The RFP for a contractor to complete the elevator modernization project was posted on the County of Essex website from February 21st, 2018 to April 3rd, 2018.

Seven contractors viewed the RFP on the County of Essex website. Three contractors (OTIS, Riverside Elevators Inc. and Thyssenkrupp) explored the opportunity to complete the project by participating in an onsite visit facilitated by R.I.A.

R.I.A suggested non-proprietary equipment in the RFP. The use of non-proprietary equipment will allow the Home to obtain competitive pricing on an elevator service contract since any contractor will have access to parts.

The Home has been locked into a service contract with one contractor, OTIS, the Home's current contractor for the past twenty-five (25) years. The Home is dependent on OTIS to respond to service requests and for equipment replacement costs which can be pricey due to proprietary, single sourced equipment and the contractor's knowledge of the importance of the elevators to the Sun Parlor Home's operation.

Riverside Elevators Inc. provided the lone response of \$315,000 (H.S.T. excluded). Included within the County's 2018 Budget was a project estimate of \$265,000, funded from the Corporation's Capital Reserve. R.I.A was consulted on the value of the submission and believe the proposal, based on the scope of work, is appropriate. The Director of Finance has been consulted on the additional funding requirement and confirmed that the allocation can be accommodated within the Sun Parlor Home's facility asset replacement allocation.

The request to use non-proprietary equipment likely discouraged contractors, such as OTIS and Thyssenkrupp from responding to the RFP. With Riverside Elevators Inc. however, any certified contractor can be contracted or called upon to respond to service calls and provide equipment, which should improve service contract and equipment replacement costs over the life of the equipment.

The project is expected to start in September 2018 on the service elevator. The two elevators used by residents, the public and staff will undergo modernization during the months of January to March 2019, at times when

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the impact to residents should be minimal. Residents generally do not use the elevators to access the outdoors in the winter months. There are only six residents who live at the Home that smoke cigarettes. The impact to the residents who smoke living on the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floors will be nominal.

**Recommendation**

Riverside Elevators Inc. submission was reviewed and determined to meet the selection criteria, accordingly, it is recommended that the RFP be awarded to Riverside Elevators Inc. at a cost of \$315,000 plus H.S.T.

Respectfully Submitted

*Lynda Monik*

Originally Signed by

Lynda Monik, Administrator, Sun Parlor Home

Concurred With,

*Robert Maisonville*

Originally Signed by

Robert Maisonville, Chief Administrative Officer