

VENDORS OF RECORD – MECHANICAL AND ELECTRICAL CONTRACTORS

RO #: 10032967

Parent PO #: P-JD-00243

Term: Nov 1, 2020 – Oct. 31, 2021 (with the option to extend for 1 additional 1-year term)

TRCA Staff Lead: Julia Del Monte, julia.delmonte@trca.ca

1. CONTACT INFORMATION

Vendor Contacts for M&E VOR (RO # 10032967)				
Electrical Contractors				
Vendor	Hours of Operation	Phone #	Email	Notes
RPM Industrial Inc.	Regular business hours	905-729-0022 ext 101	service@rpmindustrial.ca	Mon-Fri 8:00am-4:30pm
	After hours	647-549-7761		
Bolton Electric Company	All business hours	416-984-9928	N/A	Main contact is Nicholas Brooksbank
Ainsworth Inc.	24/7 National Operations Support Centre (NOSC)	1.888.393.5553	NOSC@ainsworth.com	To place work orders with Ainsworth Inc. for electrical repairs
	For informal RFQ's from the VOR	T: 416.751.4420 C: 416.220.0986	Dan.Mezgec@ainsworth.com	If looking to secure 3 quotations from the VOR vendors, please send your RFQ to Dan Mezgec
Black Creek Mechanical Limited	Regular hours and after hours service- General Line	N/A	estimating@blackcreekmechanical.ca	Copy nelson@blackcreekmechanical.ca
Mechanical Contractors				
Vendor	Name	Phone #	Email	Notes
Black Creek Mechanical Limited	Regular hours and after hours service- General Line	N/A	estimating@blackcreekmechanical.ca	Copy nelson@blackcreekmechanical.ca
Ocean Mechanical Ltd.	Regular business hours - Maria Giusti	905-760-1343	service@oceanmechanical.com	7:00am - 4:00pm
	After-hours Service	416-727-9416	service@oceanmechanical.com	weekends, stat holidays, after hours, emergency work
MSB Mechanical Ltd.	Regular business hours	905-898-7979	workorders@msbmechanical.com	Business hours 8:00am - 4:00pm
	After-hours Service	289-879-6087	workorders@msbmechanical.com	weekends, stat holidays, after hours, emergency work
Glen the Plumber	Regular hours and after hours service- General Line	416-565-0201	glentheplumber@bell.net	

2. VENDORS OF RECORD (VOR) PROCEDURES

- The VOR is to be used for on-call and emergency service requests **less than \$15,000 per occurrence (excluding HST)**.
- Service requests above the \$15,000 threshold must be processed through a competitive procurement process;
- Consult the Parent PO to ensure the value remaining allows for the value of the services;
- Quick quotes can be solicited via e-mail or telephone;
- The Vendor must submit a work log detailing the work completed which must be signed and approved by TRCA before payment is processed. Attach the work log to each Payment Requisition (PR);
- Work order reports must be accompanied by substantiating documentation such as receipts, material tickets, delivery receipts, and any other documentation requested for verification of cost;
- Prior to the commencement of work ensure that insurance and WSIB certificates are up to date and they must be attached to the PR for invoice processing.

3. CREATING THE CHILD PO

- With the procurement process open for the RO click the **POs** button at the top of the screen;
- Select **"Create Child PO (VOR)"** the PO database will open. A Child PO must be created under the Parent PO for each work order;
- Select the appropriate Vendor from the list;
- Continue to complete and submit the Child PO;

Schedule of Rates

	ELECTRICAL CONTRACTORS		
	LABOUR HOURLY RATES		
	Regular Time (per hour) <ul style="list-style-type: none">Monday to Friday 8:00 a.m. – 4:30 p.m.Response within 24 hours	Overtime/Emergency Hours (per hour) <ul style="list-style-type: none">Monday to Friday 4:30 p.m. – 8:00 a.m.Saturday & SundayResponse time within 2 hours	Charge for travel time/vehicle (per km)
Ainsworth Inc.	\$105.00	\$210.00	\$0.56
Black Creek Mechanical	\$105.00	\$210.00	\$0.00
Bolton Electric Company	\$82.00	\$123.00	\$0.00
RPM Industrial	\$82.00	\$123.00	\$0.30

	MECHANICAL CONTRACTORS		
	LABOUR HOURLY RATES		
	Regular Time (per hour) <ul style="list-style-type: none">Monday to Friday 8:00 a.m. – 4:30 p.m.Response within 24 hours	Overtime/Emergency Hours (per hour) <ul style="list-style-type: none">Monday to Friday 4:30 p.m. – 8:00 a.m.Saturday & SundayResponse time within 2 hours	Charge for travel time/vehicle (per km)
Black Creek Mechanical	\$105.00	\$210.00	\$0.00
Glen the Plumber	\$82.50	\$165.00	\$0.65
Ocean Mechanical	\$88.50	\$177.00	\$0.50
MSB Mechanical	\$95.00	\$145.00	\$1.00

Work order Request Form



CONTRACTOR WORK ORDER REQUEST

Project Name: _____
Project NO: _____
VOR Contractor: _____

P.O. #: _____
Date: _____

Scope of Work: _____

Contractor Direct Costs

A	Labor	
B	Material	
C	Equipment	
D	Mileage	
E	Subtotal	0
F	General Contractor's Mark-up	0
G	HST	0
H	Total Contractor Direct Costs + Mark-up + HST (Lines E + F + G)	0

To the best of my knowledge and belief, I certify that all costs listed above are correct.

Contractor Signature

Date