

**Briefing Note:** For Information

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**To:** Building Investment, Finance and Audit Committee (“BIFAC”)

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**From:** Allen Murray, Vice President, Facilities Management

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**Date:** May 31, 2021

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**Re:** **Public Action Item #5:** Garage Restoration Services at Trimbee Court  
Contractor Award

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At the BIFAC meeting on May 18, 2021, Management committed to reporting back to the BIFAC on the following questions raised:

- whether the language in the RFQ explicitly stated that proponents would need to hold pricing for all phases of the work;
- whether Procurement whether Procurement will keep documentation of performance issues in the disqualified vendor’s file; and
- whether the disqualified vendor should be disqualified from future bids or penalized in some way since they failed to abide by all the terms and conditions of the RFQ.

Initially the work was awarded to Roma Building Restoration, but they were later disqualified when they refused to hold pricing for all three phases of the project.

Below are the answers to the questions raised by the BIFAC:

- Procurement has confirmed the language in the RFQ was very tight with respect to the holding of pricing for all phases of the work.
- Vendor Compliance has placed documentation regarding Roma’s disqualification in their folder – this was done prior to the May 18, 2020 BIFAC meeting.
- Disbarment was discussed by Procurement and the FM (prior to the BIFAC meeting) and it was determined that although Roma’s actions with respect to this award were not acceptable, there has been a strong partnership in the past disbarment was not warranted when taking everything into account. The consensus was that Roma has learned their lesson by the loss of this large job. However, to ensure that Roma is aware that their actions were unacceptable, a meeting has been set up with Roma in which the concerns will be reviewed and the consequences should this happen again. Roma will also receive a warning letter during the meeting.