

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR2017-037

Date: August 22, 2017
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: 4, 10

Subject: Emergency Procurement Public Works Material Storage
Structures at Hartley Depot and Lindsay Depot

Author Name and Title: Marielle van Engelen, Buyer
Richard Monaghan, Senior Engineering Technician

Recommendation(s):

RESOLVED THAT Report PUR2017-037, 2017-71 Emergency Procurement – Public Works Material Storage Structures at Hartley Depot and Lindsay Depot, be received;

THAT Project (991160601) Oakwood Depot Secure Storage Expansion be closed with the remaining balance of \$32,585 being put into the Capital Projects Reserve;

THAT Project (991170202) Fenelon Depot Sand Dome be closed with the remaining balance of \$65,000 being put into the Capital Projects Reserve;

THAT the emergency work for Project (991170301) Hartley Sand Dome and Salt Shed Demolition, in the amount of \$40,000, be funded from the Capital Projects Reserve; and

THAT the emergency work for Project (991170302) Lindsay Salt Shed Rehabilitation, in the amount of \$45,000, be funded from the Capital Projects Reserve.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The Purchasing Policy states;

When an event occurs that is determined by a Director or the CAO or the CSD to be:

- a threat to public health;
- the welfare of Persons or of public property; or
- the security of the City's interests and the occurrence requires the immediate delivery of goods or services and time does not permit for competitive procurement process.

The Emergency Procurement Approval Form is completed immediately depending on the above criteria and the requirements for procurement will be determined following Table of Authority 4.04 except for:

- Procurement equal to or greater than \$100,000.00; and/or
- A procurement process deemed appropriate will be determined by the CAO, Director and Financial Services Division. An information report shall be submitted for all Emergency Procurement spending at or over \$100,000.00, per incident, to Council by the Financial Services Division at earliest possible date, and no later than 60 calendar days.

The process for reporting Emergency Procurements to Council has recently changed whereby Emergency Procurements requiring funding from a reserve, in an amount greater than \$10,000 in accordance with the Capital Close Policy, will seek Council approval as soon as possible.

Finance is seeking approval for funding for the emergency work already completed for the projects listed below. A brief summary of the emergency procurement is noted for information purposes.

991170301- Hartley Depot Sand Dome and Salt Shed Demolition

These structures were inspected in late 2016 and revealed that they are well past their useful life expectancy and considered a hazard. These structures cannot be economically rehabilitated as is. Operationally this depot is not fully utilized and the demolition of both structures is recommended. The final report recommended immediate demolition. As the final report was received after the 2017 budget was complete, there is no funding allocated for this work.

991170302 – Lindsay Salt Shed Rehabilitation

This structure was inspected in late 2016 and revealed the shed is clearly not structurally adequate due to the severe and widespread damage and deterioration of the roof structure. Immediate rehabilitation is required of this structure for winter maintenance. As the final report was received after the 2017 budget was complete, there is no funding allocated for this work.

991160601 – Oakwood Depot Secure Storage Expansion

This is a 2016 Capital project that due to a creative engineering solution was completed significantly under budget and is recommended to be closed to assist funding the immediate needs outlined in this report.

991170202 - Fenelon Depot Sand Dome

This is a planned 2017 Capital Project. Given the immediate needs recommended through the 2016 inspections, Staff believe this project has less priority than the Hartley Dome and Lindsay Salt Shed. This project is being recommended to be closed to assist funding the more immediate needs outlined in this report.

Rationale:

Staff recommend that the emergency work for Public Works Material Storage Structures at Hartley Depot in the amount of \$ 40,000.00 and Lindsay Depot in the amount of \$45,000.00 be funded from Capital Project Reserves.

Other Alternatives Considered:

None as the work has already been completed and funding is required.

Financial/Operation Impacts:

Financing for this work has not been approved in the 2017 budget, Public Works staff have reviewed other projects that could be closed to allow for this work to proceed due to the nature and the critical state of the locations.

Staff are recommending closing the projects noted in the table below with the remaining balance to the capital projects reserve, and the creation of two new projects for the emergency work at the Hartley Depot and Lindsay Depot to be funded from the Capital Projects Reserve.

Capital Project	Capital Project Budget	Other Committed Funds* (See Below)	Capital Project Balance
991160601	\$45,000	\$12,415	\$32,585
991170202	\$65,000	\$0.00	\$65,000
	\$105,000	\$12,415	\$97,585

The committed funds as noted in the above table are for the work that has been completed at the Oakwood Depot Secure Storage Expansion. Any remaining surplus or deficit will be dealt with through the capital close report presented to Council by the Treasury Department in accordance with the Capital Close Policy.

Reserve funds can only be used if Council has given approval. The emergency procurement listed above requires funding from the Capital Projects Reserve, staff have recommended closing two projects, this report will return \$12,585 to the Capital Project Reserve. The current uncommitted balance in the Capital Projects Reserve is \$1,094,196 and after the transfer for the funding of these projects, the uncommitted balance will be \$1,106,781. Therefore there are sufficient funds to cover this request.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

This report aligns with the 2016-2019 Strategic Plan through Enabler 4.3 – Environmentally Efficient Municipal Infrastructure. By demolishing the Sand Dome at the Hartley Depot, the City is alleviating a public safety risk. By rehabilitating the Salt Shed at the Lindsay Depot the City will regain material storage at the Lindsay Depot to aid Winter Operations.

Consultations:

Financial Coordinator

Attachments:



Emergency
Procurement Public V

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Department Head: Bryan Robinson, Director of Public Works

Department File: 2017-71