



**City of Kawartha Lakes
Purchasing Department**
26 Francis St., P. O. Box 9000
Lindsay, Ontario K9V 5R8
Telephone: (705) 324-7930
Fax: (705) 324-7058
purchasing@city.kawarthalakes.on.ca

Emergency Procurement Approval Form

Notwithstanding the provisions of the Purchasing Policy, the following shall only apply in case of an emergency, when an event occurs that as 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 continuity of service is at risk and the occurrence requires the immediate delivery of goods and services and time does not permit for a competitive procurement process.

Once the emergency is declared, the Emergency Procurement Approval Form is completed immediately and depending on the above criteria, the requirements for procurement will be determined as follows:

Procurement under \$100,000.00:

Goods and services shall be secured by the most suitable procurement process as determined by the Director and Corporate Services Manager, Financial Services at the lowest obtainable price and where time is of the essence. When possible, the Purchasing Division may maintain a list of vendors to call in the event of an Emergency Procurement.

Procurement equal to or greater than \$100,000.00:

A procurement process deemed appropriate to the situation will be used to mitigate the risk of the emergency at hand and will be determined by the CAO or the CSD, Director and Corporate Services Manager, Financial Services. Complex, on going situations will be reviewed as soon as the occurrence has been safely secured and a subsequent procurement process may be used to provide a permanent solution to the consequence of the emergency.

An information report shall be submitted for all emergency procurement spending $\geq \$100,000.00$, per incident, to Council by the Corporate Services Manager, Financial Services at the earliest possible date.

Name: Carrie Kish
Department/Division: CS – Building and Property
Date: Wednesday June 14, 2017

1. Emergency Situation:

Explain the situation and the rationale for the emergency purchase in detail and attach all backup to go along with Emergency request.

Three HVAC component failures and emergency replacements:

1. Bobcaygeon Service Centre – 123 East Street South, Bobcaygeon – heat pump compressor replacement servicing second floor lobby, hallways and OCWA office – failure – tenant's service and delivery at risk and implications for lease agreement
2. Lindsay Library – 190 Kent Street West, Lindsay – replace children's library 3 ton Samsung Heat Pump with a Fujitsu Ceiling mounted pump – failure – library services delivery at risk
3. Police Services – 6 Victoria Avenue North, Lindsay – Server room ductless air-conditioner replacement – failed/temporarily repaired, waiting replacement – possible hat police IT services would be shut down in the event of further extreme heat in server room

2. Specifications/Requirements:

Describe what needs to be purchased for the situation and any special provisions. Example: Date to be received by or any additional support needed with the purchase.

1. install new York Compressor/ Slide Valve Replacement – to supply and install a new compressor, reversing valve, and liquid drier; provide 4x new fuses as required (details on Hamilton Smith quotation #Q-17-668)
2. install new Fujitsu ceiling mounted unit – remove existing unit and replace with new unit (details on Carmichael quotation #PJD5373)
3. install new Daikin Ductless AC system - remove existing unit and replace with a new unit and connect it to the building automation system (details on Hamilton Smith quotation # Q-17-686)

3. Financial Considerations:

Indicate cost estimate and verify the work that is limited to the emergency situation. Indicate any recommendations with respect to funding if a budget does not currently exist. Complete the chart below.

No budget - Treasury to advise.

1. \$4,235.00 plus HST
2. \$11,223.00 plus HST
3. \$7,550.00 plus HST

Signature 17.06.19


DIRECTOR: _____ APPROVAL _____

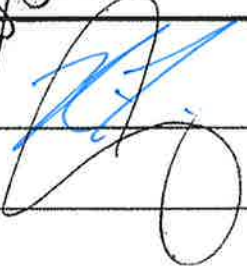
CORP. SERV. MGR, FS: _____

CORP. SERV. DIRECTOR: _____

Estimated Cost of Emergency Request: \$23,008.00 plus HST

SRN Number:	
Capital Project Number:	
GL Number:	
Budget \$	
Balance Available: \$	
Taxes Payable and	
Remaining Budget: \$	

 17.06.19

DIRECTOR: _____
CORP. SERV.
DIRECTOR: _____


APPROVAL

CORP SERV.
MGR, FS: _____




COMMERCIAL AND INDUSTRIAL



REFRIGERATION - AIR CONDITIONING - HEATING

Q-17-668

Date: June 13, 2017

**City of Kawartha Lakes
Bobcaygeon Service Centre**

Attn: Carrie Kish

Re: York Compressor/Slide Valve Replacement

Scope of Work:

To supply and install a new compressor, reversing valve, and liquid drier; provide 4x new fuse as required. This includes the original service call.

HAMILTON SMITH LIMITED shall supply the above for the sum of \$4,235.00 + HST.

This quote is valid for thirty days from this date. At this time all prices will be subject to renewal due to possible increase in costs

Any alterations to this quote must be made in writing.

HAMILTON SMITH LIMITED would be pleased to apply our **FORTY FIVE YEARS** of expertise to assist you with any future projects.

GENERAL CONDITIONS

Service Technicians shall be Certified (Licensed) to perform the project at hand.

All work shall be performed in accordance with all Provincial and Local Codes and our high standards.

Thank you for considering **HAMILTON SMITH LIMITED** to quote on this Project. If you have any questions regarding this quote or if you require any further service please feel free to call me at any time.

280 Jamieson Bone Rd*PO Box 713*Belleville, Ontario*K8N 5S8*1-800-201-3053
Belleville: (613) 962-2334 **Peterborough:** (705) 745-7763 **Kingston:** (613) 389-7090
Fax: (613) 962-2301 Fax: (705) 742-9367 Fax: (613) 634-8061



COMMERCIAL AND INDUSTRIAL



REFRIGERATION - AIR CONDITIONING - HEATING

Q-17-668

CUSTOMER SATISFACTION IS OUR NUMBER ONE GOAL.

Yours truly,

APPROVED

Jörg Petersen
Manager

2017.06.14.

Date

Bob Connell
Owner/Partner
HAMILTON SMITH LIMITED

Signature

I have authority to order this work outlined above. I agree that Seller retains title to equipment/materials furnished until final payment is made. If payment is not made as agreed, Seller can remove said equipment/materials at Seller's expense. Any damage from removal shall not be responsibility of Seller.

PLEASE RETURN ONE SIGNED COPY IF ACCEPTED.

280 Jamieson Bone Rd*PO Box 713*Belleville, Ontario*K8N 5S8*1-800-201-3053
Belleville: (613) 962-2334 Peterborough: (705) 745-7763 Kingston: (613) 389-7090
Fax: (613) 962-2301 Fax: (705) 742-9367 Fax: (613) 634-8061



REFRIGERATION · AIR CONDITIONING · HEATING
 280 JAMIESON BONE ROAD, UNIT 1 BELLEVILLE, ONT., K8N 5S8
 PHONE (613) 962-2334 FAX (613) 962-2301
 www.hamiltonsmith.ca TOLL FREE: 800 201 3053


Work Order # P145370 Details	
Call Type	Service
Caller	CARRIE
Date Created	2017-06-12
Purchase Order	
Job #	S001816
Date Completed	Jun 13, 2017 - 10:12:01 AM

Site Information	Billing Information
BOBCAYGEON SERVICE CENTRE 123 EAST ST S BOBCAYGEON, ON Phone: (000)000-0000	CITY OF KAWARTHA LAKES BUILDING & PROPERTY 31 MARY STREET EAST PO BOX 9000 LINDSAY, ON K9V 1V3

Work Requested
THERMOSTAT ISSUE

Equipment Name: HVAC Service	Model
Manufacturer	Serial Number
Work Requested THERMOSTAT ISSUE Work Performed Jun 12, 2017 A/C #2 comp. grounded will order comp. and reversing valve. Jun 13, 2017 will send quote for approval	

Summary			
Labor Detail			
Technician	Equipment	Labor Type Id	Date
BOB M CONNELL	00HVAC	RTMechanic	2017-06-12
Material / Misc / Flat Rate Details			
Equipment	Description	Quantity	

Customer Signature
 <p>Customer Name: carrie Customer signature indicates acceptance of charges. <u>Location Upon Signature</u></p>



SERVICE AND REPAIR QUOTATION

QUOTATION NUMBER

PJD5373

DATE

06/14/2017ATTENTION
CARRIE KISH

Tel: 7053249411

Fax:

COMPANY
CKL / LINDSAY LIBRARY
190 KENT STREET
LINDSAY
ON
K9V2Y6

SUBJECT: CHILDRENS LIBRARY 3 TON SAMSUNG HEAT PUMP REPLACEMENT

Sent on: 06/14/2017

By:

To:

Page 1 of 2

It is our pleasure to submit this quotation to perform the following scope of work:

PLEASE FIND ENCLOSED OUR QUOTATION FOR THE REQUIRED REPLACEMENT OF THE SAMSUNG 3 TON HEATPUMP SERVING THE CHILDRENS AREA. THIS UNIT HAS A FAILED MAIN BOARD WE HAVE BEEN UNABLE TO GET PARTS FOR AS THE UNIT IS 20 PLUS YEARS OLD. THIS WORK IS TO INCLUDE THE FOLLOWING:

- * PULL THE REFRIGERANT OUT OF THE EXISTING UNIT.
- * DISCONNECT THE POWER AND REFRIGERANT LINES FROM THE EXISTING UNIT
- * REMOVE THE REFRIGERANT LINES FROM THE SYSTEM AS THE REFRIGERANT WAS R22.
- * SUPPLY AND INSTALL THE NEW INDOOR UNIT.
- * SUPPLY AND INSTALL THE NEW OUTDOOR CONDENSING UNIT ON THE ROOF
- * RUN NEW REFRIGERANT LINES AND COMMUNICATION LINES TO THE NEW UNIT INDOORS AND OUT
- * PRESSURE TEST THE REFRIGERANT LINES TO CONFIRM THE LINES ARE LEAK FREE.
- * DO A VACCUM TEST ON THE LINES TO ENSURE THERE IS NO MOISTURE IN THE SYSTEM.
- * RELEASE THE REFRIGERANT.
- * HOOK UP THE DRAIN LINE ON THE INDOOR UNIT (REUSE THE EXISTING DRAIN)
- * TEST AND CONFIRM PROPER OPERATION.

FUJITSU CEILING MOUNTED OPTION(RECOMMENDED): \$ 11,223.00

LG WALL MOUNTED OPTION(NOT RECOMMENDED): \$ 10,557.00

- * The work will be carried out during normal business hours.
- * Should additional work be required, a quotation will follow.
- * The execution of the work is conditional on the workload upon receiving the order form.

TOTAL**\$11,223.00**

Tax not Included

GST	0.00	PST	0.00	HST	\$1,458.99	F.O.B.	
Delivery	To discuss	Terms	Net 30 days	Warranty	Standard		

Prepared by: Jody Dempster

E-mail: jdempster@carmichael-eng.ca

Salesman: SANDRA ANSELL (NEW CUSTOMER)

This quotation is valid for a period of 30 days and subject to the terms and conditions indicated on the next page.

Please note that any delayed delivery is subject to change pending the availability of equipment and scheduling confirmation.

APPROVED
ACCEPTANCE OF THE ABOVE SCOPE OF WORK
Signature: Jörg Petersen
Name: Manager

Date:

P.O. #

17.06.14

TERMS AND CONDITIONS

1. This quotation is valid for a period of thirty (30) days from date hereof; thereafter subject to withdrawal or negotiation.
2. All work shall be performed during regular business hours, that is between 08:00 and 16:30 Monday to Friday inclusive, unless otherwise specified.
3. Carmichael Engineering will not be held responsible for delays or failure to perform a contract in accordance with contract terms, if caused by sabotage, fire, labour disputes, scarcity of materials, strikes, riots, insurrection, war, government acts or acts of God.
4. Terms of payment are net thirty (30) days on approved credit rating, unless otherwise stated.. Carmichael Engineering reserves the right to charge interest at the rate of 2% per month on accounts or balances thereof, that are unpaid after their due date.
5. All holdbacks shall be payable on demand, after expiration of statutory holdback period.
6. An order canceled prior to shipment or commencement of work will be subject to cancellation charges. In the event of cancellation, violation or non-performance of this contract, or in the event construction works are stopped or deferred more than thirty (30) days for any reason, no imputable to Carmichael Engineering customer agrees to pay an automatic indemnity not less than fifty percent (50%) of the contract value without judicial proceedings upon written notice given to his last known address, without prejudice to this firms other legal resources all amounts already paid to the contractor shall remain his property as liquidated damages.
7. Carmichael Engineering, will pay the rate of wages called for by the Collective Agreement Act, applicable to the building trades in force in the district where the work is to be carried out. Carmichael Engineering will also be responsible for unemployment insurance, workmen's compensation insurance, union fees, public liability and property damage insurance.
8. Transportation cost of equipment, materials, and tools shall be borne by Carmichael Engineering as part of the contract proposal, unless otherwise specified.
9. Carmichael Engineering assumes no responsibility for system design or the performance of same in maintaining design conditions; that is unless the system has been the direct design of Carmichael Engineering personnel.
10. All appliances, materials, equipment and accessories shall remain the property of this contractor, until payment is made in full for the full amount of the contract.
11. In the event of fire or theft on the contract premises, before the contract is completed, the customer shall be responsible for all damages or disappearance of appliances, materials, tools equipment and accessories belonging to Carmichael Engineering.
12. Should there be occasion for extra work or equipment other than that specified in the contract, the work or equipment so needed shall be supplied, installed or repaired at Carmichael Ltd. prevailing rates unless otherwise agreed to, as evidenced by a signed change order or updated quotation by both parties.
13. The clients shall ensure work area is free of any or all obstacles which may prevent or interfere in Carmichael Engineering efficiently executing the contract.
14. When drawings, specifications or blueprints are supplied by customer, standard graphical symbols will be used or a legend marked on drawings, specifications or blueprints. Carmichael Engineering shall not be responsible for any errors or omissions on drawings, specifications or blueprints furnished by others.
15. Standard manufacturers' warranty shall apply to all equipment furnished by Carmichael Engineering in addition to a twelve (12) month guarantee on contractor's workmanship for the erection or completion of a new installation.
16. A warranty of ninety (90) days on labour only shall apply to all contracts involving solely repairs or the replacement of parts, effective the date of job completion and valid only upon full payment of involved job. Manufacturers' warranty will be extended on replacement parts and materials.
17. All electrical works, gas, drainage, chilled water and structural reinforcement are not included in our price except if mentioned in your contract.
18. We assume that will be our rights to give you the supplementary cost for hidden elements.
19. Upon signature of this contract, the customer shall be bound by the conditions listed here within and those listed on reverse side.



COMMERCIAL AND INDUSTRIAL



REFRIGERATION - AIR CONDITIONING - HEATING

Q-17-686

June 19, 2017

**City of Kawartha Lakes
31 Mary Street East,
Lindsay, Ontario K9V 1V3**

Attention: Carrie Kish

Re: Lindsay Police Services

Scope of Work:

To supply and install one new 1.5-Ton Daikin Ductless AC System, complete with the following:

- Removal and disposal of existing unit.
- Unit designed to operate at low ambient condition.
- Connected to the Building Automation System (Reliable Controls)
- Boom new unit to the rood and boom down the existing unit.
- Start Up

HAMILTON SMITH LIMITED shall supply the above for the sum of **\$7,550.00 + HST.**

This quote is valid for thirty days from this date. At this time, all prices will be subject to renewal due to possible increase in costs

Any alterations to this quote must be made in writing.

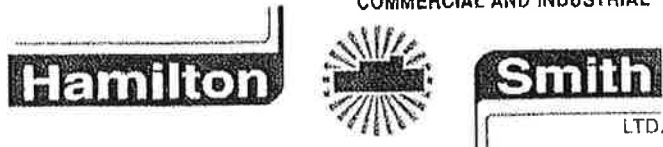
HAMILTON SMITH LIMITED would be pleased to apply our **FORTY-FIVE YEARS** of expertise to assist you with any future projects.

GENERAL CONDITIONS

Service Technicians shall be Certified (Licensed) to perform the project at hand.

All work shall be performed in accordance with all Provincial and Local Codes and our high standards.

280 Jamieson Bone Rd*PO Box 713*Belleville, Ontario*K8N 5S8*1-800-201-3053
Belleville: (613) 962-2334 **Peterborough:** (705) 745-7763 **Kingston:** (613) 389-7090
Fax: (613) 962-2301 Fax: (705) 742-9367 Fax: (613) 634-8061




REFRIGERATION - AIR CONDITIONING - HEATING

Q-17-686

Thank you for considering **HAMILTON SMITH LIMITED** to quote on this Project. If you have any questions regarding this quote or if you require any further service please feel free to call me at any time.

CUSTOMER SATISFACTION IS OUR NUMBER ONE GOAL.

Yours truly,

APPROVED


Jörg Petersen Date 17.06.19
Manager

Bob Connell,
Owner/Partner.
HAMILTON SMITH LIMITED

Signature

I have authority to order this work outlined above. I agree that Seller retains title to equipment/materials furnished until final payment is made. If payment is not made as agreed, Seller can remove said equipment/materials at Seller's expense. Any damage from removal shall not be responsibility of Seller.

280 Jamieson Bone Rd*PO Box 713*Belleville, Ontario*K8N 5S8*1-800-201-3053
Belleville: (613) 962-2334 **Peterborough:** (705) 745-7763 **Kingston:** (613) 389-7090
Fax: (613) 962-2301 Fax: (705) 742-9367 Fax: (613) 634-8061