

The Corporation of the City of Kawartha Lakes
Council Report

Report Number PUR2017-045

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

Ward Community Identifier: 10, 11, 13

Subject: Emergency Procurement of HVAC Systems at Specified Locations

Author Name and Title: Ashley Wykes, Buyer

Recommendation(s):

RESOLVED THAT Report PUR2017-045, being an Information Report for an Emergency Procurement for the replacement of HVAC Systems at Specified Locations, be received; and

THAT the emergency work for project 9531706 HVAC – Emergency Replacements in an amount up to \$23,413.00 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 the Management Directive Table of Authority 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.

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. Therefore, Treasury 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.

Bobcaygeon Service Centre – Heat Pump Compressor Replacement

The heat pump compressor servicing the second floor lobby, hallway and Ontario Clean Water Authority (OCWA) office at the Bobcaygeon Service Centre failed, on June 12, 2017 requiring immediate replacement.

Lindsay Library Children's Section – Heat Pump Replacement

The heat pump in the Children's Section of the Lindsay Library failed on June 8, 2017 and required immediate replacement.

Police Services Building – Server Room Air Conditioner Repair/Replacement

The ductless air conditioner in the Police Services Building server room failed on June 10, 2017 requiring immediate repair and replacement. The unit was temporarily repaired, until a new system could be installed.

Rationale:

Staff recommends the emergency work for project 9531706 HVAC – Emergency Replacements, in an amount up to \$23,413.00 be funded from the Capital Projects Reserve.

Other Alternatives Considered:

No other alternatives have been considered as the work has already been completed and the funding is required.

Financial/Operation Impacts:

Reserve funds can only be used if Council has given approval. The emergency procurement listed above requires funding from the Capital Projects Reserve. The current uncommitted balance in the Capital Projects Reserve is \$1,117,609 and after the transfer for the funding of this project, the uncommitted balance will be \$1,094,196. Therefore there are sufficient funds to cover this request.

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

This recommendation aligns with Goal 2 – An Exceptional Quality of Life by maintaining wellness for individuals who use City buildings and by maintaining the infrastructure and longevity of City-owned buildings.

Consultations:

Works Control Officer
Junior Accountant

Attachments:

Appendix A – Emergency Procurement – HVAC at Various Locations



Department Head E-Mail: cshanks@kawarthalakes.ca

Department Head: Craig Shanks