

**The Corporation of the City of Kawartha Lakes**  
**Council Report**

**Report Number PUR2017-050**

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**Date:** September 12, 2017

**Time:** 2:00 p.m.

**Place:** Council Chambers

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**Ward Community Identifier:** 7 and 13

**Subject:** 2017-83-E Emergency Procurement for Bobcaygeon Water  
Treatment Plant Replacement of Main Breaker

**Author Name and Title:** Marielle van Engelen, Buyer

Amber Hayter, Supervisor, Water and Wastewater  
Operations

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**Recommendation(s):**

**RESOLVED THAT** Report PUR2017-050, **2017-83-E Emergency Procurement for Bobcaygeon Water Treatment Replacement of Main Breaker**, be received; and

**THAT** emergency work for project 9981707 Bobcaygeon Main Breaker be funded from the Water Infrastructure Reserve in the amount of \$49,083.72.

**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.

### **Bobcaygeon Water Treatment Plant**

The Bobcaygeon Water Treatment Plant required a replacement of the original main break and transfer switch installed in 1979. This project was originally identified and included in the 2017 budget; however it was deferred to the 2018 capital. Since the initial quotation in 2016 the components became increasingly difficult to operate in order to switch power at the plant from the main power to the generator and back. These components are critical to the continuous operation of the plant. If the power went out at the plant, the plant may not be able to switch to the backup generator then the system will lock down and not provide water.

When the power went down and/or the generator was being tested, the generator remained in the ON position, which made it increasingly difficult to switch it back onto the regular hydro grid power. If the components were to break and not allow any switch over then the generator would continuously be run and consistent fueling would have had to occur for approximately 4-6 weeks until the new parts arrived. A new 1200 amp main power break and 600 amp transfer switch have been purchased to replace the faulty equipment. The installation required coordination of supplier SESCO and OCWA for the de-energizing/isolation of the equipment for proper installation.

The risk of not replacing the switches was too great as there was an increasing potential for a system wide Boil Water Advisory and/or no potable water in Bobcaygeon.

### **Rationale:**

Staff recommend that the emergency work for Bobcaygeon Water Treatment Plant Replacement of Main Breaker in the amount of \$49,083.72 be funded through the Water Infrastructure Reserve.

### **Other Alternatives Considered:**

None as the work has already been completed and 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 Water Infrastructure Reserve. The current uncommitted balance in the Water Infrastructure Reserve is \$569,760. Therefore there are sufficient funds to cover this request.

### **Relationship of Recommendation(s) to the 2016-2019 Strategic Plan:**

This report directly addresses "*Goal 3 – A Healthy Environment; Objective 3.1: A healthier environment; Action 3.1.6: Protect & enhance water quality*" of the Strategic Plan. The main breaker and transfer switch are vital components in protecting and enhancing the potable water supply provided to Bobcaygeon in the event of a power outage or emergency.

This Report is also in line with the City of Kawartha Lakes values, specifically continuous improvement and excellence as this emergency procurement greatly improved the municipal drinking water system quality as well as increased the City's ability to provide excellent, efficient, and safe services for the public of Kawartha Lakes.

**Consultations:**

Junior Accountant

**Attachments:**

Appendix A – 2017-83-Emergency Form Embed Document



2017-83 Emergency  
Form

**Department Head E-Mail:** brobinson@kawarthalakes.on

**Department Head:** Bryan Robinson, Director of Public Works

**Department File:** 2017-83