



City of Kawartha Lakes  
Purchasing Department  
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### 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 Financial Services Supervisor 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 Financial Services Supervisor. 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 Financial Services Supervisor at the earliest possible date.

Name: Helena Milchin-Raposo

Department/Division: Public Works - WWW

Date: June 29, 2017

## 1. Emergency Situation:

The Bobcaygeon Water Treatment Plant requires a replacement of the original main breaker and transfer switch from 1979. This project was originally identified and included in the 2017 budget; however it was deferred to 2018 capital. Since the initial quotation in 2016 the components are becoming increasingly difficult to move between generator and main power. These components are critical to the continuous operation of the plant, should power go out and either one of these components fails, then this will potentially put the residents of Bobcaygeon that rely on the drinking water system into a no water scenario. If power goes out and the plant cannot switch to the backup generator then the system will lock down and not provide water for a short time.

As of late when the power goes out and/or the generator is being tested, the generator remains stuck on the ON position and it is becoming increasingly difficult to switch it back onto regular hydro grid power, automatically and/or manually. Should the components break and not allow any switch over then we would be relying on the generator and consistent fueling for the next 4 – 6 weeks until parts arrive and install is completed. .

As this was requested in 2016 for 2017, attached are all the quotes for the replacement including OCWA's maintenance inclusion as per contract. OCWA will be overseeing the complete project including contingency plan to ensure that the residents are receiving a continuous supply of potable water.

The risk of not replacing the switches is having to wait for the parts to come in, running off of the generator for the 4 – 6 weeks and running out of fuel and then the potential for a city wide boil water and/or no water in Bobcaygeon.

## 2. Specifications/Requirements:

A new 1200amp main breaker and 600amp transfer switch will need to be purchased and the wait time for the parts is 4- 6 weeks. The Installation will require coordination of supplier (SESCO) and OCWA for the de-energizing/isolation of equipment for the proper install. During this procedure main power and generator power will need to be disconnected. So the plant will be running off the tower or from a rented portable generator for part of the day.

## 3. Financial Considerations:

The estimated cost is \$ 44,621.72 and we will be including a 10% contingency of \$ 4,462.00. The funding will be coming from the reserves.

APPROVAL

DIRECTOR: \_\_\_\_\_

CORP. SERV.  
DIRECTOR: \_\_\_\_\_

Fin Serv.  
Supervisor: \_\_\_\_\_

*Vickery*

41080-Capital Infra Renewal Levy \$1,956,808 budget and \$ 637,257.88 is actual to date.

Estimated Cost of Emergency Request: 49,083.72

Capital Project Number:	998170701
Account Number:	998170701.17040.90000 19870.74512
Budget \$	<del>1,956,808</del>
Balance Available: \$	<del>1,319,550.11</del>
Taxes Payable and	OCWA tax exempt
Remaining Budget: \$	1,270,466.39

Estimated cost 44,621.72  
Contingency 4,462.-  
Funding Required 49,083.72

Water Infrastructure Reserve 1.32050

Reviewed by M. van Engelen

APPROVAL

DIRECTOR:

*[Signature]*

Fin Serv.  
Supervisor:

*[Signature]*

CORP. SERV.  
DIRECTOR:

*[Signature]*



# Ontario Clean Water Agency Agence Ontarienne Des Eaux

KawarthaHub

123 East St. South, Bobcaygeon, Ont. K0M 1A0

Tel. (705) 738 9734

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## CAPITAL EXPENDITURE APPROVAL

Location: Bobcaygeon WTP

ORG# 5779

Date: 09/06/2016

Work Order #: 125120

Requested by:

Jeremy Manning

OCWA Authorized by:

Date: 09-Jun-16

Client Authorized by:

Date:

Approved or Disapproved

circle one

Item: Replacement Main Breaker and Automatic Transfer Switch

### CAPITAL EXPENDITURE BREAKDOWN

Cause: Replacement of the main breaker and transfer switch at the Bobcaygeon WTP. Original breaker and switch installed in 1979, included in 2017 capital forecast.

Sesco

\$44,575

ESA Permit

\$1,000

OCWA Maintenance Inclusion

\$5,217

*part of our contract.*

Is this an estimate or has the work already been done?

Estimate

estimate / actual

Quotations / Invoices attached: 3

circle one

# attached

Total: \$ 40,358.00 (1) plus tax

Name of Chosen Vendor:

Reason for only one quotation:

Labour breakdown:

Labour Classification	no. hours	rate	total cost
Instrumentation Staff		\$ -	\$ -
Operational Staff		\$ -	\$ -
Engineering Services		\$ -	\$ -
		\$ -	\$ -

Total Labour Cost: \$ - --> \$ - (2)

HST (1.76% non-rebatable)

\$710.30 (3) (if applicable)

Administrative Fee

\$3,553.42 (4)

Total Capital Expenditure: (1) + (2) + (3) + (4)

\$44,621.72

Version 1.1

*\* Add in 10% 41462 = 49083.9*  
This is an estimate only, if significant additional costs are required, OCWA will notify you for verbal approval.

The contractor is to provide OCWA with the following documents:

1. a WSIB Clearance Certificate or Letter of Good Standing
  - a copy of the Clearance Certificate must be obtained from the contractor prior to each work assignment
  - as Clearance Certificates are only valid for sixty days, the contractor must furnish a new Certificate every sixty days
  - review the Certificate or Letter to see if it indicates that the contractor has any prior conviction(s) under the OHSA;
2. a Certificate of Insurance;
3. Certification Records or other documentation to demonstrate that its supervisor and all of its employees have the experience and skills required to perform
4. a copy of its Occupational Health and Safety Policy;
5. a plan for the work they will perform; and
6. copies of any licenses required by the contractor's staff in order to perform the work (e.g. licenses for diving, hot work, electrical work).