



**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@kawarthalakes.ca

Single or Sole Source Approval Request Form

Failure to plan and allow sufficient time for a competitive procurement process does not constitute an unforeseeable situation for this Single or Sole Source Approval Request or urgency.

This form denotes a purchase in which the terms and conditions are negotiated and an award may be in the form of a purchase order and/or contract. An Electronic Procurement Request (EPR) must be processed with the SS Approval Request Form attached and any other information and forwarded to Purchasing through SharePoint.

X Single Source: There is more than one supplier or distributor in the market for a good or service but only one is able to meet the specific requirement.

☐ **Sole Source:** There is only one supplier capable of meeting requirements and specifications; there isn't any other supplier or distributor in the market.

Purchase Requested By:

Jim Marshall
Name,

Building and Property
Department

June 3, 2019
Date of Request

Company/Consultant Name: +VG Architects, The Ventin Group

Requirement: Design, Development Phase 1 of HVAC Systems at City Hall

Details of Requirement:

Capital Project: 953180102 City Hall HVAC, Lighting and Life Safety

We are proposing a single source for design and contract documents for the layout and installation of the HVAC system as well as the Lighting and Life Safety systems to reduce cost and time, to mitigate risk of failure and to support the installation of a new HVAC system throughout the building replacing the 30 plus year old system and to support the installation of the upgrades out dated and not code compliant Fire and Life Safety systems.

Risk include could include:

- Failure of HVAC equipment causing possible downtime of building
- Worst downtime of IT Main Server
- Failure or partial failure of the fire alarm system is a possibility too

Building and Properties is tasked with managing the design and contract documents with failures possible by allow VG Architects the original Architect or record on file for the building we can save time and cost. As we require completed design and construction documents by the middle of July to allow us to move forward with phase one replacement of the cooling tower late October 2019. This is also required for input into the multi year Capital plan by August/September 2019. These critical time frames have be discussed and agreed upon by CAO Taylor and Director Shanks.

Recent projects by VG Architects include the City Hall Council Chambers and Victoria Room Renovations. Previous projects included an assessment of the existing building, identifying recommendations for repair in priority sequence and costing to complete the work. This was tendered and awarded to VG Architects in 2014. In 2015, a project was undergone to complete Phase 1 Envelope work which included flat roof, slate roof, window restorations, and brick repairs. The consultant for the project was VG Architects who were awarded through another Request for Proposals process. Phase 2 was awarded in 2016 through Single Source to VG Architects and included work on the Skylights, Curtain walls, windows, tower and east side heritage stair. This work is still underway, with the expectation to be completed in Q1 2018.

VG Architects has not only been consultants for current projects on 26 Francis Street, City Hall. Obtained through competitive processes, but also for projects in previous years, dating as far back as 1986 when they designed the addition on the north end of the building. Throughout the course of the projects, they have become extremely familiar to the building itself, as well as protocols and requirements at the building.

By obtaining VG Architects to complete the Design, Contract Documents and Contract administration for the current 2019 project for City Hall HVAC. The City will save costs and time for the project, as VG already has existing working drawings of the buildings completed. They will not need to complete additional in depth examinations of the building. Both of these items will avoid duplication of work that one consultant has already completed.

It has been reviewed with Director Shanks, CAO Taylor and staff at Finance that similar capital projects at City Hall that are currently underway/planned shall be combined and treated as a single multi-year project. Finance has not ye completed that adjustment to the account, but it is in progress. The financials presented below are therefore showing as it has already been done.

Estimated Total Purchase Value (attach quote): \$ _____ \$ 70,250.00 _____ (not incl. HST)

Form of Commitment: ☒ Purchase Order: ☐ and/or Agreement:

Financial Information

Capital Project Number:	953180102
Account Number:	953180102.17040.90000
Budget:\$	1,525,911.41
Balance Available: \$	229,797.69
Taxes Payable and Amount:	9,132.50 + 70,250.00 = 79,382.50
Remaining Budget: \$	150,415.19

Purchase Frequency:

☒ One Time Requirement ☐ Multi-Year Requirement

Contract Term or Expected Service Delivery: _____ Q4 2020 _____

Consultation with the City's Insurance Risk Management Coordinator has taken place to ensure no litigation is in progress.

☐ Yes ☒ No

☒ Indicate the justification to support this Single or Sole Source request to exempt this purchase from soliciting quotations or competitive bids. If other rationale exists, please attach further explanation.

Approval to the Request

Manager: 

Director: 

Fin. Serv. Supervisor: _____

CAO: _____

Note: Over \$100,000 requires Council Approval

<input checked="" type="checkbox"/> There is documented evidence that the extension or reinstatement of an existing contract for one additional term would prove most cost effective or beneficial.	<input type="checkbox"/> No alternative or substitute good exists that meets the specific or unique technical components or replacement parts for this purchase.
<input type="checkbox"/> Goods and services are in short supply due to market conditions.	<input type="checkbox"/> Specific standards are adopted by Council.
<input type="checkbox"/> Work is required at a location where a vendor has already been secured through a recent competitive procurement process, with established unit prices and it is considered to be beneficial and cost effective to extend the unit prices for the work to be completed.	<input type="checkbox"/> The subject matter of the requirement is of a confidential or privileged nature and to disclose through a competitive procurement process could compromise security, cause economic disruption or otherwise be contrary to public interest.
<input type="checkbox"/> The procurement is for construction materials where transportation costs and technical considerations impose geographic limits on the available supply base specifically in the case of sand, stone gravel, asphalt, compound and pre-mixed concrete for the use in the construction or repair of roads.	<input type="checkbox"/> To ensure compatibility with an existing product, equipment, facility or service required and the vendor has the skills related to an existing knowledge of the nature of the service. This recognizes exclusive rights such as licenses, copyright and patent rights, warranty or guarantees held or to maintain specialized products that must be maintained by the manufacturer or its representatives.
<input type="checkbox"/> Only one bid/proposal or none is received through the procurement process and it is impractical to reissue the requirements of the call.	<input type="checkbox"/> There is only one vendor that can provide the good or service by the specific date required.
<input checked="" type="checkbox"/> Other reason not provided for in this list and as indicated in the attached report.	Best cost, best time frame, best knowledge of the building, reduces risk factors



May 30th, 2019

Proposal No. 2019160P

Jim Marshall, Building Systems Technician
Building & Property Management
City of Kawartha Lakes
31 Mary Street East,
Lindsay, ON K9V 1V3

Dear Jim:

RE: PROPOSAL FOR PRIME CONSULTING SERVICES FOR HVAC UPGRADES AT KAWARTHA LAKES CITY HALL – PHASE I

Further to your recent request, we are pleased to provide the following proposal for provision of Prime Consulting Services for the design and construction administration of HVAC Upgrades at Kawartha Lakes City Hall. We understand the upgrades will be based upon Option 2 as described in the recently completed HVAC Systems Study prepared by Integral Group.

Phase I of this project includes the schematic design and detailed design for the whole HVAC Retrofit but only the working drawings, tender and construction administration for the replacement of the closed circuit cooler (cooling tower) and the underground piping and conduit to the unit.

We look forward to continuing to provide services to the City in the on-going management and maintenance of your property portfolio. Please do not hesitate to contact the undersigned with any questions you may have.

Yours very truly,
+VG Architects

Chris Hall, BES, B.Arch, OAA, MRAIC
Partner

Attachment

Copy to: Peter Berton, +VG Architects

SECTION 4 OUTLINE OF SERVICES

1.0 DESIGN / CONTRACT DOCUMENT PHASE

- 1.1 Prepare ACAD drawings as required from hard copy drawings obtained from +VG's archives to establish 'backgrounds' for development of the mechanical system design.
- 1.2 Review site conditions and available documentation and reports.
- 1.3 Complete schematic and detailed design and coordination of ventilation, water source VRF heating and cooling systems (air conditioning) including closed circuit cooler and boiler replacement (new condensing boiler).
- 1.4 Schematic and detailed design for the design of new roof mounted ERV (Energy Recovery Ventilators) for fresh air/exhaust air with new humidifiers, VAV and CAV boxes.
- 1.5 Schematic and detailed Design of new IT Computer Room A/C units.
- 1.6 Schematic and detailed design of new pumps and hydronic piping as required to suit new design.
- 1.7 Schematic and detailed design of new refrigerant piping design and routing.
- 1.8 Schematic design and performance specifications for new building automation system (BAS).
- 1.9 Schematic and detailed design of reworking of condensate drainage for fan coil and water source VRF units.
- 1.10 Demolition drawings created from PDF's of existing HVAC systems with demolition notes for this phase of work.
- 1.11 Describe architectural and structural scope of work.
- 1.12 Prepare schematic design summary identifying design approach and project scope. Provide cost estimate.
- 1.13 Meet with City stakeholders to review project scope.
- 1.14 Working drawings, tender and construction administration of new closed circuit cooler.
- 1.15 Prepare electrical power design to coordinate with new mechanical equipment.
- 1.16 Prepare contract documents including drawings and specifications for tendering. Submit documents at 90% complete for client review and comments.
- 1.17 Meet with client at 90% stage.
- 1.18 Issue Closed-Circuit Cooler documents for tendering by Client.

2.0 TENDERING PHASE

- 2.1 Attend bidder site meeting during tendering period.
- 2.2 Review tender submissions and provide recommendations.

3.0 CONTRACT ADMINISTRATION & SITE REVIEW PHASE

(assume duration of 10 weeks)

- 3.1 Attend start-up meeting with contractor to ensure the contract requirements are fully understood and all site conditions are understood.
- 3.2 Conduct site visits to review the progress of the work and ensure it complies with the contract documents as follows:
 - Architectural – 2 visits
 - Mechanical – 2 visits
 - Electrical – 1 visit
 - Structural – 1 visit
- 3.3 Prepare and issue field review reports for each visit, including non-professional quality progress photographs of the work.
- 3.4 Attend two (2) site meetings and review the contractor's site meeting minutes.
- 3.5 Review shop drawings, samples and submissions to ensure conformity with the contract documents.

This is our confirmation that +VG Architects (Legal Name: The Ventin Group (Toronto) Ltd.) is licensed to practice architecture in the Province of Ontario.

ONTARIO ASSOCIATION OF ARCHITECTS



CERTIFICATE OF PRACTICE

is hereby granted

THE VENTIN GROUP (TORONTO) LTD., ARCHITECTS

to practise Architecture as a

CORPORATION

under the Architects Act, 1990

Given under the Corporate Seal of the Association

at Toronto this 13th day of May 1998


Registrar

Certificate No. 3356

*This Certificate is the property of the Association
and must be surrendered when revoked.*

APPENDIX 2 INSURANCE COVERAGE

This is our confirmation that we have the necessary Commercial General Liability Insurance to satisfy the requirements of the RFP. An official policy certificate including Additional Insured is available upon request.



Certificate of Insurance issued on January 4, 2019

Named Insured:

The Ventin Group Ltd
The Ventin Group (Toronto) Ltd.
50 Dalhousie St.
Brantford, ON

Policy Details:

Intact Insurance

Property Policy #5011809951 Policy Term January 1, 2019- January 1, 2020

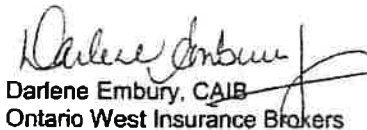
Auto Policy #711470539 Policy Term January 1, 2019- January 1, 2020

D & O Policy #PV-406829 Policy Term August 1, 2018 - August 1, 2019

Certificate issued to:

This is a confirmation of insurance for tender purposes. Once a contract has been established we will be pleased to issue a certificate of insurance at that time.

Additional Insureds are listed for liability only and only as a result of the insureds operations. Note that in the Province of Ontario the additional insured does NOT extend to automobile policies.


Darlene Embury, CAIB
Ontario West Insurance Brokers

67 Robinson St.
Simcoe, ON N3Y 1W5
www.ontariowest.ca
Phone: (519) 426-4606 Toll Free: (888) 426-4606 Fax: (519) 426-7204

LeAnn Donnelly

From: Jim Marshall
Sent: Thursday, June 06, 2019 10:37 AM
To: LeAnn Donnelly
Cc: Jörg Petersen
Subject: RE: SS Request
Attachments: 0664_001.pdf

Hi LeAnn

Jörg gave me a list of projects (see attached) that were to be combined to create a single multiyear project which has not happened yet. The figures in this list as per Jörg came from Leanne Mitchell. Jörg told me to only include the following projects 953180102 HVAC (370,000.00 Budget), 953180109 Council Chambers & Victoria Rm (497,911.41 Budget), 953190102 HVAC (620,000.00 Budget), and 953180103 Council Chambers & Victoria Rm (38,000.00). This equals Budget total of \$ 1,525,911.41. As per attached sheet total spend to date 1,296,113.72.

Total available:

Total budget	1,525,911.41
Total Spend to date	1,296,113.72
Total available	229,797.69

Please note that 953180107 Basement Interiors and 953180108 Flooring are not include as they are not to be part of the projects to be combined.

I hope this helps

Thanks for all your help

Jim Marshall

Building Systems Technician
Building & Property, City of Kawartha Lakes
T: 705-324-9411 ext. 2328 www.kawarthalakes.ca
C: 705-879-2552



Please note:

All Building and Property email invoices must be sent to ap@kawarthalakes.ca as of June 1st, 2019. Mailed invoices are to be sent to PO Box 9000, Lindsay, Ontario K9V-5R8

From: LeAnn Donnelly
Sent: Thursday, June 06, 2019 10:02 AM
To: Jim Marshall
Subject: SS Request

Hi Jim,

I hope you are enjoying the sunshine!

I am having trouble understanding where you got your figures from for the attached SS. 953180102 had \$370,000 budgeted. As I understand it \$620,000 from 953190102 will be rolled into that which makes a total of \$990,000 (although that hasn't actually been done yet). Where are you getting the \$1,525,911.41 from? And how are you determining what was available?

We should really be providing how we came up with our figures to the SS request (reports, print screens, or whatever we used). If we don't purchasing may not approve it and then it will take more time to get things processed. If you need any help figuring out what to attach let me know, I am happy to help.

Thanks,

LeAnn Donnelly
Executive Assistant
Community Services, City of Kawartha Lakes
705-324-9411 ext. 1300
www.kawarthalakes.ca



Project Number City Hall	Budget	Spent to date	Budget Balance
953180102 HVAC	370,000.00	368,659.60	1,340.40
953180107 Basement Interiors	20,000.00	995.71	19,004.29
953180108 Flooring	40,000.00	-	40,000.00
953180109 Council Chambers & Victoria Rm	497,911.41	925,977.85	(428,066.44)
953190102 HVAC	620,000.00	1,476.27	618,523.73
953180103 Council Chambers & Victoria Rm	38,000.00	-	38,000.00
953190103	1,585,911.41	1,297,109.43	288,801.98

1296,113.72

