



## Council Report

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**Report Number:** PUR2022-006  
**Meeting Date:** February 22, 2022  
**Title:** **Single Source Change in Scope for the Addition of Facilities to the Capital Needs Assessment**  
**Description:** to add additional City operated facilities  
**Author and Title:** Linda Lee, Buyer

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### Recommendation(s):

**That** Report **PUR2022-006, Single Source Change in Scope for the addition of facilities to the Capital Needs Assessment**, be received;

**That** Ontario Clean Water Agency (OCWA) be awarded a Change in Scope for the above noted Single Source in the amount of \$29,348.00 not including HST;

**That** subject to receipt of the required documents, the Mayor and Clerk be authorized to execute the agreements to award the contract; and

**That** the Procurement Division be authorized to issue a purchase order.

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

**Background:**

At the Council Meeting of April 20, 2021, Council adopted the following resolution:

11.1.6 PUR2021-013

**Single Source for Facility Condition and Capital Needs Assessments**

Linda Lee, Buyer

Tauhid Khan, Asset Management Coordinator

**CR2021-211**

**That** Report PUR2021-013, **Single Source for Facility Condition and Capital Need Assessments**, be received;

**That** Council authorize the single source purchase to the Ontario Clean Water Agency (OCWA) for the facility condition and capital needs assessment for the total amount of \$149,616.00 not including HST;

**That** the Mayor and Clerk be authorized to sign the agreement; and

**That** the Procurement Division be authorized to issue a purchase order.

**Carried**

The Single Source purchase order number 908153OS requested that OCWA perform the Capital Needs Assessment on the facilities that are operated by OCWA themselves. This report addresses the request to add City operated facilities into the agreement.

**Rationale:**

OCWA is currently providing the Capital Needs Assessment Study for the facilities that they operate. It is appropriate and efficient utilizing OCWA to do this study for the City operated facilities as well.

Staff recommend that Ontario Clean Water Agency (OCWA) be awarded a Change in Scope for the above noted Single Source in the amount of \$29,348.00 not including HST.

**Other Alternatives Considered:**

No other alternative is being considered as the Purchasing Policy allows for additional purchases that were not included in the initial procurement for reasons of service, one vendor is recommended.

## Alignment to Strategic Priorities

This project relates to the following strategic priorities:

1. Healthy Environment
2. A Vibrant and Growing Economy
3. Good Government

## Financial/Operation Impacts:

Funds for the Capital Needs Assessment was approved through the 2021 Capital Budget:

Project Number	Project Budget	Other Committed Funds *see below	Project Balance	Purchase Amount (excl. HST)	Contingency	HST Payable	Total Amount	Project Balance
998210400	\$1,440,000	\$179,841	\$1,260,159	\$0	\$0	N/A	\$0	\$1,260,159
998210403	\$150,000	\$149,616	\$384	\$29,348	\$0	exempt	\$29,348	\$(28,964)
<b>Total</b>	<b>\$1,440,000</b>	<b>\$179,841</b>	<b>\$1,260,159</b>	<b>\$29,348</b>	<b>\$0</b>	<b>exempt</b>	<b>\$29,348</b>	<b>\$1,231,195</b>

The overall project as a whole as identified above, will cover the deficit in the individual project.

Upon completion of the work, any remaining surplus or deficit will be dealt with through a capital close report presented to Council by the Treasury Department in accordance with the Capital Close Policy.

## Consultations:

Junior Accountant  
Engineering and Corporate Assets EA

**Department Head email:** [jrojas@kawarthalakes.ca](mailto:jrojas@kawarthalakes.ca)

**Department Head: Juan Rojas, Director, Engineering and Assets, EA-Executive**

**Department File:** 2022-16-SS