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# Staff Report

## Infrastructure & Public Works

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**Report To:** Committee of The Whole  
**Meeting Date:** March 12, 2018  
**Report Number:** CSPW.18.009  
**Subject:** Single Source Procurement for SCADA Control Panel Installation  
**Prepared by:** Allison Kershaw, Manager of Water & Wastewater Services

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### A. Recommendations

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THAT Council receive Staff Report CSPW.18.009 entitled, "Single Source Procurement for SCADA Control Panel Installation";

AND THAT Council approve the single source procurement of NLS Engineering at a total of \$75,000 for programming related to Control Panel and related equipment installation at water facilities.

### B. Overview

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This report seeks Council approval to single source the Town's existing SCADA Integrator, NLS Engineering, in order to complete installation and SCADA programming of Control Panels at various water facilities. This programming work is included in the 2018 water capital budget.

### C. Background

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In 2016 the Town awarded SCADA Integration Services at water facilities to NLS Engineering. This contract covers all SCADA integration work under the water operating budget.

The 2018 water capital budget contains \$75,000 for programming and integration services for control panels and equipment at various water facilities. Over the past two years, NLS Engineering has performed integration services under the operations budget and has developed a keen understanding of the water distribution and treatment facility SCADA needs. They have performed extensive programming work throughout the system to the satisfaction of the Town.

### D. Analysis

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From the Town's Purchasing Policy, single source procurement is acceptable:

“Single sourcing will be permitted [when]... there is an absence of competition for technical reasons and the Goods and/or Services can only be supplied by a particular Supplier”.

In this case, because NLS Engineering is the Town’s integrator, they are uniquely qualified to provide programming services to ensure the new panels and equipment work seamlessly within the Town water system.

As such, Staff recommends that Council approve awarding single source procurement of NLS Engineering at a total of \$75,000 for programming related to Control Panel and related equipment installation at water facilities.

### **E. The Blue Mountains Strategic Plan**

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Goal #4: Promote a Culture of Organizational & Operational Excellence

Goal #5: Ensure Our Infrastructure is Sustainable

### **F. Environmental Impacts**

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Not applicable.

### **G. Financial Impact**

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\$75,000 was included in the 2018 budget to complete the installation of the equipment purchased in 2017.

### **H. In consultation with**

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Darren Shilvock, Water Supervisor

Serena Wilgress, Manager of Purchasing & Risk Management

Sam Dinsmore, Deputy Treasurer / Manager of Accounting and Budgets

### **I. Attached**

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None.

Respectfully submitted,

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**Allison Kershaw**  
Manager of Water & Wastewater Services

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**Reg Russwurm, MBA, P.Eng**  
Director of Infrastructure and Public Works

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