

**STAFF REPORT: RECREATION DEPARTMENT**



**REPORT TO:** Infrastructure & Recreation Committee  
**MEETING DATE:** April 12<sup>th</sup>, 2011  
**REPORT NO.:** DOR 11 26  
**SUBJECT:** Award of Tender for the Removal and Installation of Condenser & Chiller Unit at the Beaver Valley Community Center

**PREPARED BY:** Shawn Everitt  
 Director of Recreation

**A. Recommendations**

THAT Council receives Staff Report DOR 11 26 entitled "Award of Tender for the Removal and Installation of Condenser & Chiller Unit at the Beaver Valley Community Center" for information purposes.

**B. Background**

This project received pre approval from Council on January 24, 2011 by way of approving Report DOR 11 08 through the January 18, 2011 recommendation of the Finance and Administration Committee. Upon approval staff moved forward with the Tender process to ensure appropriate scheduling for the completion of this project allowing for the installation of ice in August for the 2011/12 season.

The Request for Tender 2011-1-T-REC was issued on February 2, 2011 and closed March 10, 2011 at 2:00p.m. local time. The public opening took place immediately following with the Tender Opening Committee in attendance. The bid opportunity was advertised in the Town's website and OPBA website. An advertisement was placed in the Courier Herald. There were 6 Bid Takers of the Tender Documents. 4 submissions were received with 1 submission being deemed non compliant. Attachment 2 details the rationale for deeming the one submission non compliant, as well as the details of the Award of Tender to Toromont Cimco.

The Tender Award Committee has reviewed the tender documents and has awarded this contract to Toromont Cimco. This report is for information as a requirement of the Purchasing Policy

**C. The Blue Mountains' Strategic Plan**

- Addressing the Towns infrastructure needs

**D. Environmental Impacts**

The replacement of the evaporative condenser will reduce the amount of water consumption, thus cutting operating costs

### **E. Financial Impact**

This project was presented at The Finance and Administration Meeting held on January 18, 2011 through report DOR 11-08.

Project pre approved budget      \$105,000.00

Awarded Price                              \$ 88,776.53\_H.S.T. included

### **F. Attached**

- 1) Award Letter
- 2) Tender Award Committee Report

Respectfully submitted,

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Shawn Everitt, Director of Recreation  
**For more information, please contact:**  
Shawn Everitt, Director of Recreation  
519-599-3131 Ext. 281

March 14, 2011

Cimco Refrigeration  
61 Villarboit Cr., Unit 1  
Concord, ON L4K 4R2

Attention: Greg Macrae

Dear Mr. Macrae:

**Re: Award of Tender 2011-1-T-REC Tender for the Removal and Installation of an Evaporative Condenser and Ammonia Brine Chiller Unit at the Beaver Valley Community Centre**

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Town of The Blue Mountains would like to take this opportunity to thank you for your submission on the above noted tender and the time and effort expended. We are aware of and appreciate the work involved.

On March 11, 2011, Tender/Proposal Award Committee approved Tender Award Proposal Report for - Award of Tender 2011-1-T-REC, Tender for the Removal and Installation of an Evaporative Condenser and Ammonia Brine Chiller Unit at the Beaver Valley Community Centre, and approved award of the Contract to Cimco Refrigeration for a cost of \$88,776.53 (HST included). A copy of this report is attached for your reference. According to the Tender document, please forward the following documents:

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- Insurance Certificate in the amount of \$5,000,000.00 (Five Million Dollars), inclusive of public liability and property damage. You are also responsible for all deductibles under your policy and you must maintain coverage stated above throughout the contract period.
- A copy of your company's Health & Safety Policy and a copy of the method of implementation.
- Confirmation of your company's good standing with WSIB by way of a current valid certificate.

Upon acceptance of the above documents, you will be notified when to commence work.

Should you have any questions, please do not hesitate to contact the undersigned.

Sincerely,

**The Blue Mountains**

Aaron McMullen,  
Facility Supervisor

cc. Project File



## TENDER/PROPOSAL AWARD COMMITTEE REPORT

**TO:** Reg Russwurm, Acting CAO  
Shawn Everitt, Director of Recreation  
Sherri Adams – Manager of Purchasing

**FROM:** Project Manager – Aaron McMullen, BVCC Facility Supervisor

**DATE:** March 11, 2011

**SUBJECT:** Award of Tender 2011-1-T-REC for the Removal and Installation of an Evaporative Condenser and Ammonia Brine Chiller Unit at the Beaver Valley Community Centre

### **Recommendation:**

THAT Cimco Refrigeration be awarded the contract for the Tender 2011-1-T-REC for the Removal and Installation of an Evaporative Condenser and Ammonia Brine Chiller Unit at the Beaver Valley Community Centre for a total cost of \$88,776.53 (\$78,563.30 plus HST), it being noted that Cimco Refrigeration was the lowest cost, and a responsive and responsible bidder.

### **History:**

In 2009, the brine chiller unit was tested as a preventative maintenance practice for ammonia leakage into the brine system. At that time, small traces were found. Also in 2009, it was noted that the Beaver Valley Community Centre water bills were beginning to increase due to excessive water leaks within the evaporative condenser. It was deemed at that time to take a pro active approach when dealing with the refrigeration components.

The Request for Tender submissions for the replacement of the refrigeration chiller and condenser at the Beaver Valley Community Centre 2011-1-T-REC was issued on February 2, 2011 and advertised in the local paper and on the Town and OPBA's website's respectively.

A Mandatory Site Visit was held on Tuesday, February 22, 2011 at 10:00 a.m. local time at the Beaver Valley Community Centre. Bidders were required to attend the site visit in order to submit a tender. Six Bidders attended the mandatory site visit, thereby qualifying them to submit a tender. Three addenda were issued for this tender.

Four Tender submissions were received by the closing date of March 10, 2011.

Company	Bid Amount (including HST)
Cimco Refrigeration	\$88,776.53
Gordon Wright Limited	\$90,222.59

Total Refrigeration	\$95,767.50 **
Black and McDonald	\$104,299.00

\*\*The tender submission received from Total Refrigeration did not contain an agreement to bond and was subsequently disqualified. The decision to disqualify the tender submission was in accordance with the Town's Purchasing Policy and the Tender documents.

The tender and award process was conducted in accordance with the Town's Purchasing Policy POL.COR.07.05 and the Purchasing Procedures FS.08.08.

Staff is recommending the award be made to Cimco Refrigeration for a total cost of \$88,776.53 (\$78,563.30 plus HST), it being noted that Cimco Refrigeration is the lowest cost, and a responsible and responsible bidder.

Cimco Refrigeration's past performance with the Town was on the replacement of the 2 dehumidifiers at the Beaver Valley Community Centre. As Facility Supervisor, I found them to be professional when dealing with this project. They bid within the Beaver Valley Community Centres budgeted amount and followed the municipalities purchasing policy throughout.

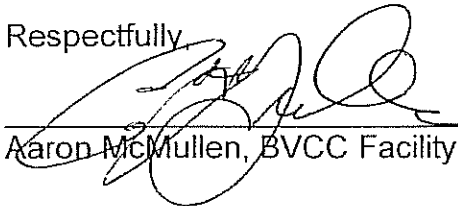
**Environmental Impact**

The replacement of the evaporative condenser will reduce the amount of water consumption, thus cutting operating costs.

**Financial Impact**

This project was presented at The Finance and Administration Meeting held on January 18, 2011 through report DOR 11-08.


Respectfully

  
 Aaron McMullen, BVCC Facility Supervisor


Date: MAR 11/11

- Attachment: 1. Cimco Refrigeration's Form of Tender  
 2. Staff Report DOR 11-08

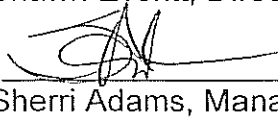
By signing below, we approve of the recommendation as shown above.

Signed   
 Reg Russwurm, Acting CAO

Date: MAR 11/11

Signed   
 Shawn Everitt, Director of Recreation

Date: MAR 11/11

Signed   
 Sherri Adams, Manager of Purchasing

Date: MAR 11/11

Copies to: Purchasing File, Accounts Payable (with PO Requisition), Affected Department



THE CORPORATION OF THE TOWN OF THE BLUE MOUNTAINS

REQUEST FOR TENDER
FOR THE REMOVAL AND INSTALLATION OF A EVAPORATIVE CONDENSER
AND AMMONIA BRINE CHILLER UNIT AT THE BEAVER VALLEY COMMUNITY
CENTRE

TENDER # 2011-1-T-REC

SECTION III - FORM OF TENDER

I/We hereby submit the following tender and agree to supply removal and installation of a condenser and chiller unit in accordance with the specifications of The Corporation of the Town of The Blue Mountains, inclusive of Addenda No(s): 3 (as applicable).

I/We agree that we have reviewed and understand the tender documents and I/We are capable and willing to perform the requirements of the contract and enter into a legal agreement with The Corporation of the Town of The Blue Mountains in regard thereto and where the tender is submitted by a Corporation, it shall be signed by a duly authorized officer of the company. Should the tender be submitted by a Partnership or Proprietor, it shall be signed by the partners or owner.

I/We agree that this offer shall be irrevocable from the time the tender are opened and for a period of 60 calendar days.

PLEASE STATE THE FOLLOWING:

1.

Table with 2 columns: Evaporative Condenser and Ammonia Brine Chiller Unit. Rows include Make (FRICK, CIMCO), Model (ECC 512-159, 1002664), Year (2011), Equipment Price (including freight) (\$27,937.18, \$23,872.31), and Labour Price to install both pieces of equipment (\$26,753.81).

2. SUBTOTAL EQUIPMENT & LABOUR \$ 78,563.30  
 3. H.S.T. ON SUBTOTAL \$ 10,213.23  
 4. TOTAL TENDERED AMOUNT \$ 88,776.53  
 5. STATE WARRANTY:

PARTS: 1 YEAR

LABOUR: 1 YEAR

6. STATE COMPLIANCE WITH MANDATORY PROJECT TIMELINE:  
CIMCO IS COMPLIANT WITH PROJECT TIMELINE
7. PLEASE STATE IF YOU ARE OPERATING AS AN "INDEPENDENT OPERATOR". (as per clause 15b)  
No
8. TENDER SUBMITTED BY: (Please Print or Type)

NAME OF SIGNING OFFICER(S)/PARTNER(S)/OWNER(S):  
DAVID SINCLAIR, DISTRICT MANAGER

FIRM NAME: CIMCO Refrigeration, Division of Toromont Industries Ltd.

ADDRESS: 61 Villarboit Cres. Unit # 1, Concord, ON L4K 4R2

TELEPHONE: 416.465.7581 FAX: 905.761.9794 DATE: MARCH 9, 2011

David Sinclair  
 SIGNATURE

DAVID SINCLAIR, DISTRICT MANAGER  
 FULL NAME AND TITLE

\_\_\_\_\_  
 SIGNATURE

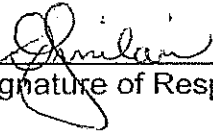
\_\_\_\_\_  
 FULL NAME AND TITLE

Municipal Freedom of Information and Protection of Privacy Clause (optional):

"This tender is submitted in confidence and contains some or all of the following types of information: trade secrets, scientific information, financial information, technical information, commercial information, and labour relations information. Disclosure of any

of the information contained in any of the documents herein would result in undue loss to

(Imco REFRIGERATION)  
(insert name of concerned person or company)."

  
Signature of Responsible Officer

**NOTE: THIS TENDER WILL BE RECEIVED BY THE OFFICE OF THE TOWN CLERK, ON OR BEFORE 2pm, LOCAL TIME, Thursday March 10, 2011**

**1) FAILURE TO PROVIDE THE FORM OF TENDER (PAGES 18 TO 23), SUBMITTED AS AN ORIGINAL DOCUMENT, COMPLETE WITH ORIGINAL AUTHORIZED SIGNATURE(S), AT TIME OF TENDER CLOSING, WILL RESULT IN THE TENDER SUBMISSION BEING DISQUALIFIED AND NOT CONSIDERED FOR AWARD.**

FORM OF TENDER - SCHEDULE 1

LIST OF SUB-CONTRACTORS

SUB-TRADE	NAME OF SUB-CONTRACTOR	ADDRESS OF SUB-CONTRACTOR	VALUE OF SUB-CONTRACT
INSULATION	DS INSULATION INC.	7700 PINEVALLEY DR WOODBRIDGE ON L4L 2K7	\$ 7000.00
ELECTRICAL	S.L. ALLWORTH ELECTRIC CORP,	11245 5TH SIDEROAD GEORGETOWN ON L7G 4S6	\$ 1500.00

**NOTE TO BIDDER:**

Refer to the Tender Information

Names, addresses and contract amounts must be filled in and submitted with the quote. If a sub-contractor is not to be used for any work listed then show "by own forces".

**FAILURE TO PROVIDE SCHEDULE 1 WILL DISQUALIFY THE TENDER, AND IT WILL NOT BE CONSIDERED.**

FORM OF TENDER - SCHEDULE 2

Please provide at minimum, three (3) **active existing** references (since January 1, 2006) of accounts that you are presently servicing. The references must be, at minimum, equal in size, **complexity** and **service requirements** to this tender.

References will be contacted at the discretion of the Town.

The Town reserves the right to investigate other than listed references.

LOCATION	NAME/CONTACT AND PHONE NUMBER	DATE CONTRACT INITIATED
BURLINGTON CENTRAL ARENA BURLINGTON	Chris Wells 905-297-4653 x 22	05/2010
MIMICO ARENA ETOBICOKE	HEATHER PARKES 416-679-8410	04/2010
HONEYWOOD ARENA TWP. OF MULMUR	TERRY HORNER 705-466-3341	06/2007

**NOTE TO BIDDER:**

Refer to the Tender Information

**FAILURE TO PROVIDE SCHEDULE 2 WILL DISQUALIFY THE TENDER, AND IT WILL NOT BE CONSIDERED.**

FORM OF TENDER – SCHEDULE 3

EMPLOYEE/SERVICE PROFILE

Please complete the following:

NUMBER OF YEARS IN BUSINESS	98
TOTAL NUMBER OF EMPLOYEES THAT WILL BE WORKING ON THIS CONTRACT	15
LIST NAMES AND CORRESPONDING ELECTRICAL, WELDING AND REFRIGERATION LICENSE NUMBERS FOR EMPLOYEES WORKING ON THIS CONTRACT	PLEASE SEE ATTACHED LETTER REGARDING PRIVACY OF PERSONAL INFORMATION
LOCATION FROM WHICH DELIVERIES WILL BE MADE	61 VILLARBOIT CR CONCORD ON
MEANS OF COMMUNICATION BETWEEN SERVICE VEHICLES AND BASE	BLACKBERRY CELL PHONES

**NOTE TO BIDDER:**

Refer to the Tender Information

**FAILURE TO PROVIDE SCHEDULE 3 WILL DISQUALIFY THE TENDER, AND IT WILL NOT BE CONSIDERED.**