



Staff Report

Community Services

Report To: Committee of the Whole
Meeting Date: June 2, 2020
Report Number: CSOPS.20.032
Subject: Single Sourcing of Refrigeration Services at Beaver Valley Community Centre
Prepared by: Aaron McMullen, Facility Manager/Building Maintenance Coordinator

A. Recommendations

THAT Council receive Staff Report CSOPS.20.032, entitled “Single Sourcing of Refrigeration Services at Beaver Valley Community Centre”;

AND THAT Council approve single sourcing of refrigeration services with T & W Enterprises for Beaver Valley Community Centre for a 5-year period ending April 5th, 2025.

B. Overview

This report outlines a request for single sourcing of refrigeration services at Beaver Valley Community Centre for a term of five years ending April 5th, 2025.

C. Background

Beaver Valley Community Centre Arena was built in 1993 to the adjoining Community Centre (BVCC) which was built in 1986. The Town has utilized the refrigeration and maintenance services of T & W Enterprises (T & W) for the past 27 years.

T & W Enterprises has been in the refrigeration business for over 40 years. T & W continued providing annual shut down and start up services, preventative maintenance and involved in many of the facility's recent refrigeration Capital Projects. For example, the replacement and installation of both Vilter compressors, relocation of the brine pump and all associated piping, replacement of all safeties, supply and installation of the safety platform on the condenser and repair of the brine distribution system.

With the help of T & W, staff have compiled an extensive preventative maintenance schedule to ensure all refrigeration components operate in the most efficient and reliable manner possible. The intent is to reduce unforeseen mechanical failures during operating seasons and the potential for loss of revenue.

T & W offers the Town:

- On Call Availability 24/7 with no on call premium rates
- Low Hourly rate of \$65.32
- Emergency response time of 1 hour or less
- Does not charge for phone call consulting
- T & W will walk staff through the steps to troubleshoot problems
- With 27 years of experience in BVCC, T & W knows the refrigeration system and facility as well as the Facility Operators

Staff are recommending a continued relationship with T & W Enterprises based on experience and working relationship.

D. Analysis

The Town's Purchasing Policy, POL.COR.07.05, permits Single Sourcing with a vendor.

Single Sourcing is a method of procurement whereby there is more than one vendor able to supply and a purchase order is issued, or contract awarded without a competitive bidding process.

Single Sourcing will be permitted if one or more of the following circumstances apply:

2. the compatibility of a purchase with existing equipment, product standards, facilities or service is a paramount consideration"

The use of Single Sourcing for work exceeding \$25,000 must be approved by Council. Also, for a division to Single Source exceeding \$25,000, an operating strategy, outlining the rationale, must be presented with Purchasing input for approval by Council.

To date, the Town has budgeted \$10,000 annually for refrigeration services. This report is recommending single sourcing for a five-year term at a cost of \$10,000 annually for a total contract value of \$50,000.

Staff feel that the service provided by utilizing T & W's understanding of the BVCC refrigeration plant and their ability to respond to concerns regarding issues with the plant is invaluable. T&W's knowledge of the Town's system is unsurpassed.

E. The Blue Mountains Strategic Plan

- Goal #4: Promote a Culture of Organizational & Operational Excellence
- Objective #4 To Be a Financially Responsible Organization
- Objective #5 Constantly Identify Opportunities to Improve Efficiencies and Effectiveness
- Goal #5: Ensure Our Infrastructure is Sustainable

Objective #1 Develop a Long-Term Asset Management Plan for the Maintenance, Renewal and Replacement of Existing Infrastructure

Objective #2 Avoid Unexpected Infrastructure Failure and Associated Costs and Liability

F. Environmental Impacts

None.

G. Financial Impact

The annual budget for the refrigeration preventative maintenance is \$10,000. This does not include any emergency related breakdown costs.

H. In consultation with

Serena Wilgress, Manager of Purchasing and Risk Management

I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Aaron McMullen, bvcc@thebluemountains.ca.

J. Attached

None.

Respectfully submitted,

Aaron McMullen
Facility Manager/Building Maintenance Coordinator

Ryan Gibbons
Director of Community Services

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