

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input checked="" type="checkbox"/> High <input type="checkbox"/> Low
Submitted by:	Teresa Behan, Deputy Director, Community Services tbehan@cobourg.ca	Meeting Type: Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>	
Meeting Date:	March 8, 2021		
Report No.:	Community Services-009-21		
Submit comments to Council			

Subject/Title: Contract Award - a High Efficiency Heating, Cooling and Dehumidifying System at the Marina Building

RECOMMENDATION:

THAT Council award Contract CO-21-10 MAR to Noddle Sheet Metal and Mechanical Ltd. for the installation of a High Efficiency Heating, Cooling and Dehumidifying system including the removal of the existing furnace in an environmentally responsible manner, in the amount of \$79,772.00 plus HST.

1. STRATEGIC PLAN

The Town of Cobourg Strategic Plan Components (2019 – 2022) includes the following Strategic Actions: Places: Review and improve the financial performance of Town operated facilities; Programs: Implement a comprehensive management plan for all of the Town's assets; Prosperity: Coordinate funding opportunities to optimize community development capital and special projects funding.

2. PUBLIC ENGAGEMENT

Cobourg 2021 Budget Process.

3. PURPOSE

Approval to award design contract.

4. ORIGIN AND LEGISLATION

2021 Capital Budget

5. BACKGROUND

The Marina Building, completed in 1991 still houses the original heating system which has become obsolete and unrepairable. The current heating system is a Natural Gas burning furnace with an air circulating system, no cooling system or dehumidifying system presently exists.

The RFP which closed on Tuesday march 2nd, 2021 required the Proponents to design a plan that will complete the installation of a new high efficiency system, removal and disposal of the current aged equipment within time and budgetary constraints.

In consideration of the need to plan and execute the Decommission and Removal of the existing Marina Building Heating System and the Installation of a New High Efficiency Heating/Cooling/Dehumidifying System the proponent must design a project that will fulfill three main deliverables. The Proponent will provide the following implementation plan to upgrade electrical services and to develop drawings, costs and tender documents for the following:

Deliverable 1: Removal of the Existing Furnace and Responsible Disposal

Detailed plan to accommodate disassembly of the defunct furnace:

- a. Develop a process for dismantling & removing the large heavy furnace from the loft
- b. Ensure that a plan for gas lines and power sources to the existing furnace are capped or tied off following all regulations
- c. Provide a plan to appropriately discard of existing furnace in such a manner that is environmentally responsible
- d. Provide a timeline and plan that will mitigate the disruption of customer service/enjoyment

Deliverable 2: Installation of a New Heat/Air Circulations/Dehumidification System

Develop a plan that will provide a multifunctional high efficiency model:

- a. Provide information on the lifespan and efficiency of the proposed unit
- b. Develop a plan that will prove the needs of the marina users and well as the administration area are considered
- c. Develop a plan that will support the installation in terms of future saving on utilities
- d. Include in the plan a training schedule wherein the proponent will instruct staff on any general upkeep (filter changes etc.) and directions on using the system
- e. Include a plan to provide technical and warranty support including the length of each

Deliverable 3: Review Existing Venting and Duct Work and Plan for Removal, Installation, Retrofit

Develop a plan that will provide investigation and upgrades to the existing ducts:

- a. Provide a plan to review existing venting and duct work to discover limitations if any
- b. Include a process for removal of venting and duct work or retrofit if required
- c. Detail a design to install new venting and ducts if required to accommodate both sides of the multiuse building tying into the new system
- d. Provide a detailed plan to ensure the construction area is safe, clean at end of day and mitigates the disruption of customer service/enjoyment

6. ANALYSIS

The Town received two (2) proposals in response to the RFP which were evaluated by a team of senior staff from the Community Services Division.

Each submission was evaluated against the following criteria:

- Business Background, Business Practices and Experience.
- Proposed Business Plan, creativity, and innovation.
- Overall Proposal, completeness, clarity, relevance and feasibility, overall comments and recommendations.
- Pricing: How does the proposed price compare to the (a) planned budget and to (b) other proposals.
- Delivery & Installation, to what degree does this proposal meet stated delivery and/or installation requirements and timeline.
- Warranty, to what degree does the proposal outline warranty of work and equipment.
- To what degree does the proposal outline the technical requirements and understanding.

Further:

- Attendance at a Mandatory Site Visit and Infrastructure Review.
- Submission and Feedback from References.

Submissions are as follows:

Noddle Sheet Metal & Mechanical Inc.	\$79,772.00 plus HST
Lakeland Multi-Trade	\$140,600 plus HST

While both bids were comprehensive, the submission by Noddle was the lowest price and received the highest overall score

7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

Capital Marina Furnace Replacement Fees:

The Town of Cobourg's 2021 Capital Budget included a provision for the replacement of the furnace which is original to the building and lacks high efficiency designation. The total decommission and new installation costs that are to be awarded at this time for total project work is in the amount of \$79,772.00 plus HST. (Funded from Marina

Reserves)

8. CONCLUSION

That Noddle Sheet Metal and Mechanical Ltd. be awarded the CO-21-21 MAR Proposal contract in the amount of \$79,772.00 of which \$70,000.00 was approved in the Town's 2021 Capital Budget with an additional \$9772.00 to be approved to complete the project with the total funded from the Marina Reserves Account.