

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input 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:	April 19, 2021		
Report No.:	[Report Number]		
Submit comments to Council			

Subject/Title: Award of Contract for the Installation of a High Efficiency Heating, Cooling and Dehumidifying System.

RECOMMENDATION:

THAT Council award Contract CO-21-09 to Stadtke Plumbing & Heating Ltd. for a design plan and complete installation of a new high efficiency hot water system, removal and environmentally responsible disposal of the current aged equipment.

FURTHER THAT Council approve the costs associated with provisional deliverables 1, 2 and 3 in the amount of \$69,633.20 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

5. BACKGROUND

In consideration of the need to plan and execute the Decommission, Removal and Disposal of the existing Marina Building Hot Water Supply and Recirculation System and Installation of a New High Efficiency High Demand Hot Water System, the proponent must design a project that will fulfill three main deliverables.

The Proponent will provide the following implementation plan to upgrade the hot water system based on the following:

Deliverable 1: Removal of the Existing Hot Water System and Responsible Disposal

Detailed plan to accommodate disassembly of the defunct hot water system:

- a. Develop a process for dismantling & removing the large heavy recirculation 500 gallon tank
- b. Ensure that a plan for gas lines and power sources to the existing tanks are capped or tied off following all regulations
- c. Provide a plan to appropriately discard of existing tank system 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 High Efficiency, High Demand Hot Water System

Develop a plan that will provide a high efficiency, high demand model:

- a. Provide information on the lifespan and efficiency of the proposed system
- 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 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 Two Hot Water Tanks Plan for Removal, Installation, Retrofit

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

- a. Provide a plan to review existing tanks to discover limitations if any, or replacement
- b. Include a process for removal of tanks or retrofit if required
- c. Detail a design to install new tanks if required or move existing to another location within the building to move them out of the electrical room

- d. Provide a plan to determine if tankless systems are appropriate for the needs of the Marina Building or if added tanks would alleviate the need for a storage reservoir
- e. 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:

Stadtke Plumbing and Heating Ltd.	\$69,633.20 plus HST
Lakeland Multi-Trade	\$92,900.00 plus HST

While both bids were comprehensive, the submission by Stadtke Plumbing and Heating Ltd. 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 hot water system 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 \$69,633.20 plus HST. (Funded from Marina Reserves).

8. CONCLUSION

THAT Stadtke Plumbing and Heating Ltd. be awarded the CO-21-09 MAR Proposal contract in the amount of \$69,633.20 plus HST of which \$50,000.00 was approved in the Town's 2021 Capital Budget with an additional \$7,000.00 by deferring the budgeted washer and dryer purchase to 2022 and \$12,633.20 to complete the project funded from the Marina Reserves Account.

Report Approval Details

Document Title:	Award of Contract for a High Efficiency Heating System - Community Services-029-21.docx
Attachments:	
Final Approval Date:	Apr 15, 2021

This report and all of its attachments were approved and signed as outlined below:

Teresa Behan, Deputy Director of Community Services - Apr 14, 2021 - 2:57 PM

Tracey Vaughan, Chief Administrative Officer - Apr 15, 2021 - 11:06 AM