

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:	Ian D. Davey, BBA CPA CA Director of Corporate Services	Meeting Type:	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
Meeting Date:	May 10, 2021		
Report No.:	Corporate Services-058-21		
Submit comments to Council			

Subject/Title: Cobourg Public Library HVAC

RECOMMENDATION:

THAT Council receive the report from the Director of Corporate Services regarding the award of the contract for the replacement of two rooftop HVAC units at the Cobourg Public Library

And

FURTHER THAT Council award the contract to Carmichael Engineering Ltd to supply and install one new 4 ton and one new 6 ton Carrier roof top heat and cool package units at the Cobourg Public Library at a cost of \$18,520 including non-refundable HST to be funded from the Library Building Reserve account.

1. STRATEGIC PLAN

N/A

2. PUBLIC ENGAGEMENT

N/A

3. PURPOSE

The purpose of this report is to ask Council for approval to award the contract to replace 2 HVAC units at the Cobourg Public Library to Carmichael Engineering Ltd. The existing units are failing and it is becoming difficult and expensive to keep them in service.

4. ORIGIN AND LEGISLATION

The Cobourg Library and the Town of Cobourg are nearing completion of a Memorandum of Understanding (MOU) which will clearly establish that the responsibility for the maintenance of the C. Gordon King Centre rests with the Town of Cobourg.

The ongoing maintenance and replacement of components of the HVAC system clearly fall within that area of responsibility.

5. BACKGROUND

The Cobourg Library HVAC system consists of 8 individual units located on the roof of the building. Each unit looks after the heating and cooling of zones within the library. When a unit fails that zone goes without heating and cooling.

This past heating season two of the units failed and were out of service for an extended period of time awaiting parts and service. It is recommended that the best course of action is to replace these 2 units before we get to the cooling season.

With this in mind the Supervisor of Building Maintenance and Services has obtained quotations to replace these 2 units.

While this project was not included in the 2021 budget, it should be noted that there is a Library Building Reserve fund that was established and one of the items identified was the replacement of all 8 of the HVAC units and contributions have been made to this reserve to fund this work. Previously 2 of the units have been replaced and with the replacement of the 2 units recommended by staff a total of 4 of the original units will have been replaced.

6. ANALYSIS

In accordance with the Town of Cobourg Purchasing Policy, a request was made from local suppliers for written quotes to complete the project. The results were as follows:

Carmichael Engineering Ltd.	\$18,200
Wayne Simpson Refrigeration & Heating	\$19,300
Doyle Home Services	\$22,900
Pritchard's Climate Care	\$24,650

All prices are plus HST.

All 4 contractors are local and have good reputations in the area.

The staff recommendation is that the contract be awarded to the low bidder.

7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

The cost of the project, if awarded to the low bidder, would be \$18,520 and it is the staff recommendation that this be funded from the Library Building Reserve.

As of December 31, 2020, the Library Building Reserve has a balance of \$48,700 therefore the funds are available to complete this much needed work prior to the summer cooling season. The contractor has indicated an expected lead time of 2 weeks to get the units once an order has been placed.

8. CONCLUSION

That a contract be awarded to Carmichael Engineering Ltd to replace 2 HVAC units at the Cobourg Public Library at a cost including non-refundable HST of \$18,520 to be funded from the Library Building Reserve account.

Report Approval Details

Document Title:	Cobourg Public Library HVAC - Corporate Services-058-21.docx
Attachments:	
Final Approval Date:	Apr 30, 2021

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

Tracey Vaughan, Chief Administrative Officer - Apr 30, 2021 - 12:50 PM