

Municipality of Chatham-Kent
Infrastructure & Engineering Services
Parks, Fleet and Facilities
Information Report

To: Mayor and Members of Council

From: Michael Irwin, R.B.T.,
Building Maintenance Supervisor, Municipal

Date: August 21, 2023

Subject: Emergency Purchase - WISH Centre Generator

This report is for the information of Council.

Background

The Procurement By-Law #166-2020 was adopted by Council on December 14, 2020. The Emergency Purchase section of the Procurement policy states the following:

In the event of an emergency requiring the purchase of Goods or Services to alleviate the emergency, Goods and Services may be purchased by the most economical and expedient means, notwithstanding this By-law as follows:

- a. Under \$100,000: Senior Management Team Members have the authority to approve Emergency Purchases under \$100,000.
- b. Between \$100,000 and \$200,000; Executive Management Team Members have the authority to approve Emergency Purchases between \$100,000 and \$200,000.
- c. \$200,000 and above: the Chief Administrative Officer has the authority to approve Emergency Purchases of \$200,000 and above.

As soon as reasonably possible, and no later than three (3) months following the emergency, the authorizing employee (Senior Management team, Executive Management Team, or Chief Administrative Officer) shall prepare and submit an information report to Council describing:

- a. The circumstance of the Emergency
- b. The reason and necessity of purchasing the Goods or Services outside the competitive process,
- c. The total purchase price.
- d. The name of the Supplier, and
- e. Any other relevant details or information

Comments

During the January 2023 inspection of the generator at the municipally owned W.I.S.H Centre, the Municipality was informed that essential components of the existing generator needed replacement. A quote of \$47,555.37 was provided and approved by the Municipality for replacement of these components. However, after many inquiries were made over several months to obtain the necessary replacement components, in early July it was discovered that manufactures no longer produce these items.

Given that the existing generator components could fail, the W.I.S.H Centre is a community disaster evacuation facility and the Health Clinic within the building houses and stores biological samples, medicines and vaccines which must remain at specific temperature within a cooler to remain viable, MPower was contacted to replace the existing generator.

MPower is an electrical contractor on the facilities roster. Their team has many years of knowledge and have completed many projects for the Municipality of Chatham-Kent including the W.I.S.H Centre. Therefore, an emergency replacement of the W.I.S.H. Centre Emergency Generator was awarded to MPower Electric for a total contract price of \$304,454.66.

The replacement of the generator was deemed to be an emergency purchase due to the following:

1. The Health Clinic within the W.I.S.H. Centre stores vaccines and medical samples. If power were to be lost, these items would no longer be viable.
2. The W.I.S.H. Centre is a disaster evacuation building.
3. As this is a Municipal owned disaster evacuation building, a generator is required in order to accommodate and service the public in the event of a long term power outage.

Areas of Strategic Focus

This report supports the following areas of strategic focus:

			
Economic Prosperity	Healthy & Safe Community	People & Culture	Environmental Sustainability
	2.3		

Consultation

The Purchasing Department was consulted before proceeding with the award of the generator replacement.

Communication

Communication is proposed to be through the inclusion of this report on the Council agenda and related communications.

Diversity, Equity, Inclusion and Justice (DEIJ)

The emergency purchase of a generator ensures the needs of the community are met in the event of an emergency evacuation centre and that members of the community can get health related services.

Financial Implications

Description	Total
W.I.S.H. Center Generator Replacement	
Cost	\$269,428.90
Plus HST	\$35,025.76
Total Cost (Including HST)	\$304,454.66
Less HST Rebate 11.24%	(30,283.80)
Total Recommended Cost	\$274,170.86

Project costs to be paid utilizing the Facilities Life Cycle account.

Prepared by:

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Reviewed by:

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Edward Soldo, P. Eng., General Manager, Infrastructure and Engineering Services

Consulted and confirmed the content of the consultation section of the report by:

Jennifer Scherle, Manager, Purchasing and Accounts Payable

Attachment: None

C: Manager, Purchasing and Accounts Payable