

**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.,  
Supervisor, Facilities North

**Date:** July 15, 2024

**Subject:** Emergency Purchase – Police Headquarters Water Damage

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This report is for the information of Council.

**Background**

The Procurement By-Law #205-2023 was adopted by Council on November 27, 2023. 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**





Facilities staff were notified of a ruptured water line on the basement level of Police Headquarters located at 24 Third Street, Chatham at 8:30 PM on April 3, 2024. Police Logistics Coordinator and Facilities maintenance staff were able to isolate the water line and cease the flow of water entering the basement. DKI First Choice Restoration was contracted to perform cleaning, drying and dehumidification in the affected area. The leak caused floor and wall saturation, and damage to various stored items. The area was monitored for several days and was cleared for use on April 10, 2024.

The use of DKI First Choice Restoration was deemed to be an emergency purchase due to the following:

- 1. Police Headquarters is an essential operation and public service to Chatham-Kent.
- 2. The presence of moisture increases the risk of mold and is a health concern to staff and public working in these areas.
- 3. Performing treatment with the proper equipment allowed the area to become functional in a short timeframe.

**Council Term Priorities**

This report supports the following Council Term Priorities:

			
<b>Deliver Excellent Service</b>	<b>Promote Safety &amp; Well-Being</b>	<b>Grow Our Community</b>	<b>Ensure Environmental Sustainability</b>
	<b>3.a</b>	<b>3.a</b>	

**Consultation**

The Purchasing Department was consulted prior to the preparation of this report.

**Communication**

Communication is proposed to be through the inclusion of this report to Municipality of Chatham-Kent Senior Management Team.

**Diversity, Equity, Inclusion and Justice (DEIJ)**

This emergency purchase ensures that Police Services are able to meet to the needs of the community and public by having a safe, functional facility to operate within.

**Financial Implications**

<b>Description</b>	<b>Total</b>
<b>A) Costs - Police Headquarters Water Damage</b>	
Project Cost	\$7,763.55
Plus HST	\$1,009.26
<b>Total Cost (Including HST)</b>	<b>\$8,772.81</b>
Less HST Rebate 11.24%	(\$872.62)
<b>Total Costs</b>	<b>\$7,900.19</b>
<b>B) Funding</b>	
Funded from the Buildings Lifecycle Reserve	\$7,900.19
<b>Total Funding</b>	<b>\$7,900.19</b>

Prepared by: Michael Irwin, Supervisor, Facilities, North

Reviewed by:

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Robert Pollock, H.B. Comm. SPAD, CRFP, CIT, Director, Parks, Fleet & Facilities

Beth Cowan, Financial Analyst I, Financial Services

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