

**Municipality Of Chatham-Kent**  
**Infrastructure and Engineering Services**  
**Drainage, Asset and Waste Management**

**To:** Mayor and Members of Council

**From:** Michael Irwin  
Building Compliance Coordinator

**Date:** December 17, 2021

**Subject:** Single Source – Elevator Upgrades  
Community Human Services Building

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**Recommendations**

It is recommended that:

1. The elevator upgrades at the Community Human Services building be single sourced to Skyline Elevators at a total cost of \$106,841.50 (HST Included).
2. The total project cost of \$106,841.50 (HST Included) be funded from Building Life Cycle.

**Background**

The elevator at the Community Human Services building located at 435 Grand Ave. West, Chatham is aging which has caused numerous issues with reliability. Upgrades are needed to resolve these ongoing issues.

The Procurement By-law #166-2020 was adopted by Council on December 14, 2020. The Single Source section of the Procurement states the following:

A non-competitive direct award of Contract may be used to purchase Deliverables from Municipality funds only and with a value of \$100,000 or more with the prior approval of Chatham-Kent Council under the following circumstances:

- a. Where there is one (1) or no (0) Response to a competitive process;
- b. To recognize exclusive rights, or to maintain specialized products that must be maintained by the manufacturer or its representative or where the Municipality is contractually bound to purchase a Deliverable from one Supplier;

- c. To purchase an item for testing or trial use;
- d. Where Deliverables are in short supply due to market conditions, including geographic limitations and lack of competition;
- e. To exercise a purchase option under a rental contract;
- f. To purchase Goods offered for sale by auction or tender;
- g. Where a competitive method of purchasing could interfere with the Municipality's ability to maintain security or order, or to protect human, animal or plant life. For clarity, this exception only applies where the competitive method of purchasing is what causes the interference, not where the good or service being purchased affects the ability to maintain security or order, or protects human, animal or plant life.
- h. Where an unforeseeable situation of urgency exists and competitive methods of purchasing would result in the Municipality's inability to obtain the Deliverable in time. For clarity, this exception cannot be used where the urgency was foreseeable;  
or,
- i. Where Deliverables relating to matters of a confidential or privileged nature are required and disclosure of these matters could reasonably be expected to compromise confidentiality, cause economic disruption, or otherwise be contrary to the public interest.

### **Comments**

It is recommended the elevator upgrades at the Community Human Services building be single sourced to Skyline Elevators as stated in Section B above:

- To recognize exclusive rights, or to maintain specialized products that must be maintained by the manufacturer or its representative or where the Municipality is contractually bound to purchase a Deliverable from one Supplier;

Skyline Elevator performs maintenance and upgrades of all elevators for the Municipality of Chatham-Kent including the Community Human Services building through the Chatham-Kent Lambton Administrator's Group (CKLAG) Agreement. Skyline Elevators has intimate knowledge of this elevator system and have performed repairs at this location in the past.

### **Areas of Strategic Focus and Critical Success Factors**

The recommendations in this report support the following areas of strategic focus:

- ☐ Economic Prosperity:  
Chatham-Kent is an innovative and thriving community with a diversified economy
- ☐ A Healthy and Safe Community:  
Chatham-Kent is a healthy and safe community with sustainable population growth
- ☐ People and Culture:  
Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community
- ☒ Environmental Sustainability:  
Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

- ☐ Financial Sustainability:  
The Corporation of the Municipality of Chatham-Kent is financially sustainable
- ☐ Open, Transparent and Effective Governance:  
The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership
- ☐ Has the potential to support all areas of strategic focus & critical success factors
- ☒ Neutral issues (does not support negatively or positively)

### **Consultation**

There were no other Departments consulted.

### **Financial Implications**

The project will be funded from Building Life Cycle.

Recommended Upgrades	\$106,841.50
Less HST Rebate 11.24%	-\$10,627.42
Total Project Cost	\$96,214.08

Prepared by:

Reviewed by:

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Purchasing Officer Comments

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Purchasing and Accounts Payable

C: None

Attachments: None

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