



The Corporation of the Town of Tecumseh

Parks & Recreation Services

To: Mayor and Members of Council

From: Paul Anthony, Director Parks & Recreation Services

Date to Council: November 9, 2021

Report Number: PRS-2021-17

Subject: Emergency Replacement HVAC Unit Public Works/Water
Administration Building

Recommendations

It is recommended:

That Report No. PRS-2021-17, Emergency Replacement HVAC Unit Public Works/Water Administration Building, **be received;**

And that the Public Works/Water administration building HVAC unit emergency replacement as outlined in Report No. PRS-2021-17, in the amount of \$20,000 net of refundable HST, **be authorized for funding** from the Buildings Lifecycle Reserve.

Background

On October 20, 2021, Public Works/Water divisions' administration noted that when the building's HVAC unit was activated to call for heat, no heat was provided. The Facilities division contacted our HVAC service provider Vollmer to attend the site to diagnose the problem. This HVAC unit provides the heating and cooling to the Public Works/Water administrative building.

Comments

Upon service inspection by Vollmer, it was determined that the unit's heat exchanger was the issue, and as the exchanger could not be repaired, the HVAC unit would require replacement.

As cool weather was approaching, it was important that the replacement be undertaken as soon as possible, to provide adequate room temperature.

To ensure a safe and comfortable working environment for staff and with the immediate availability of a replacement unit through Vollmer, the Director Parks & Recreation authorized the purchase of a replacement unit in accordance with the Purchasing Policy, Section 3.10 Procurement in Emergencies, as outlined below.

3.10 PROCUREMENT IN EMERGENCIES

Where, in the opinion of the Chief Administrative Officer, or two Department Directors, an emergency has occurred requiring the immediate procurement of goods, services or construction,

- i. the Department Director, with authorization by the Chief Administrative Officer, or two Department Directors, may initiate a purchase in excess of the preauthorized expenditure limit by the most expedient and economical means; and
- ii. any purchase under such conditions together with a source of financing shall be justified and reported to the next meeting of the Town Council following the date of the purchase.

The HVAC failure and subsequent replacement at the Public Works/Water administration building was an unbudgeted and unanticipated replacement.

The replacement unit is a 'York 10 Ton RTU C/W Economizer High Efficiency unit with Merv 13 Efficiency Filters' and was ordered at a cost of \$20,000 net of refundable HST on Friday October 21, 2021, justified in the circumstance. The Director secured the authorization of the Chief Administrative Officer (CAO) at the time of placing the order.

A verbal report was presented to Council on Tuesday October 26, 2021 advising of the situation.

Consultations

Chief Administrative Officer
Financial Services

Financial Implications

The cost to replace the HVAC Unit at the Public Works/Water administration building is \$20,000 inclusive of a contingency allowance. In accordance with the Town's Purchasing Policy and Procurement in Emergencies, authorization must come from the CAO, or alternatively in the absence of the CAO, two other Department Directors. As indicated previously, the CAO authorized the expenditure for the replacement HVAC unit.

In addition, any purchase under emergency conditions together with the source of funding is to be justified and reported to Council at the next regular meeting following the date of purchase.

The cost of the HVAC replacement project can be funded through the Building Lifecycle Reserve, subject to Council's authorization. The Building Lifecycle Reserve has sufficient funding for this project.

Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input type="checkbox"/>	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input checked="" type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input checked="" type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Paul Anthony, RRFA
Director Parks & Recreation Services

Reviewed by:

Tom Kitsos, CPA, CMA, BComm
Director Financial Services & Chief Financial Officer

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
None	