



## **STAFF REPORT TO COUNCIL**

**Report No: CS-2021-31**

**October 20, 2021**

From: Anne Leduc – Director of Community Services

RE: Pre-approval 2022 Capital Expenditure Condenser

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### **Recommended Motion:**

THAT Council receives Staff Report CS-2021-31; and

THAT Council approves that Staff issues a Request for Tender for the Supply, Delivery and Installation of one (1) condenser; and

THAT Council pre-approves the 2022 Capital Budget Expenditure of \$100,000.00 for this purchase as part of the Glengarry Sports Palace's 2022 Capital Budget.

### **Background / Analysis:**

During the 2021 Budget Process, the Director of Finance has presented a 10 year Capital Budget Plan which contained funds for the replacement of the condenser at the Glengarry Sports Palace for 2022. This is a planned replacement given that the unit failed in totality in December 2020.

This unit is critical to the inspection and testing of the new arena slab. Staff has contacted the regional distributors for condensers to obtain information on availability and timeline on order deliveries. At the time that this report is being submitted, the timeline to order a new condenser can vary from 3 to 4 months after the contract is awarded. Staff proposes to issue a Request for Tender to obtain bids to supply, deliver and install the condenser. A report would be brought back to Council to award the contract to the successful proponent.

Staff does not expect that the full amount will be disbursed in 2021, instead, it expects that a deposit may be required to place the order for the unit. Final payment will only be required upon delivery of the unit to the Glengarry Sports Palace. This does mean that a pre-approval is required from Council to proceed with the Request for Tender to ensure that the funds are committed towards this purchase.

The proposed timeline is as follows:

- Issue of RFT: Tuesday, October 26, 2021
- Non-mandatory walkthrough (meeting place Glengarry Sports Palace – 170 MacDonald Blvd., Alexandria ON K0C 1A0): Monday, November 1, 2021 at 10:00 (EDT)
- Deadline for submittal of Questions: Friday, November 5, 2021 at 14:00 (EDT)
- Response to Questions: Tuesday, November 9, 2021
- Deadline for submission of Tenders: Tuesday, November 16, 2021 at 14:00 (EDT)
- Report Presented to Council for Review & Approval: Monday, November 22, 2021

Staff is cautious about asking for Capital Budget preapprovals but feels that the timelines to obtain the equipment support the request. If the authorization was only received after the 2022 Capital Budget exercise, it would result in the RFT being issued in February 2022 at the earliest and a delivery at date of July 2022. The delay may be even longer now that COVID-19 restrictions have lifted and arenas are operational again. In addition, Staff would expect an increase in the price due to inflation and the availability of materials.

#### **Alternatives:**

**Option 1 – Recommended** - That Council approves that Staff issues a Request for Tender for the Supply, Delivery and Installation of one (1) condenser; and

That Council pre-approves the 2022 Capital Budget Expenditure of \$100,000.00 for this purchase as part of the Glengarry Sports Palace's 2022 Capital Budget.  
OR

**Option 2 – Not Recommended** – That Council not approve this recommendation.

#### **Financial Implications:**

The funds for this purchase would be pre-approved by Council and included in the 2022 Glengarry Sports Palace Capital Budget.

#### **Attachments & Relevant Legislation:**

- Relevant documentation - 2021 GSP 10 Year Capital Plan

#### **Others Consulted:**

Kimberley Goyette – Director of Finance

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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk