



**City of Kingston
Report to Council
Report Number 21-155**

To: Mayor and Members of Council
From: Peter Huigenbos, Commissioner, Business, Environment & Projects
Resource Staff: Lacia Turner, Director, Recreation & Leisure Services
Date of Meeting: June 22, 2021
Subject: Award of Contract for Header Trench Replacement at the Kingston Memorial Centre (F18-CSG-RLS-2020-03)

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

The purpose of this report is to seek Council approval to award a contract to CIMCO Refrigeration, a division of Toromont Industries Ltd., for the replacement of the header trench at the Kingston Memorial Centre. A properly functioning header trench is required to make and sustain a reliable ice surface.

One (1) compliant submission was received and evaluated in response to Request for Proposal (RFP) F18-CSG-RLS-2020-03. It is recommended that the replacement of the header trench at the Kingston Memorial Centre be awarded to CIMCO Refrigeration. In accordance with Section 3.4 (iv) of By-Law Number 2000-134, "A By-Law to Establish Purchasing Policies and Procedures for the City of Kingston", Council approval is required when less than three (3) valid responses from vendors are received.

Recommendation:

That Council authorize the Mayor and Clerk to enter into an agreement with CIMCO Refrigeration, a division of Toromont Industries Ltd. pursuant to RFP F18-CSG-RLS-2020-03, in

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the amount of \$77,000 plus applicable taxes for the header trench at the Kingston Memorial Centre, as well as any related amendments thereto or other documents required to complete the work as directed by the Director, Recreation & Leisure Services and in a form satisfactory to the Director of Legal Services.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Peter Huigenbos, Commissioner,
Business, Environment &
Projects**

ORIGINAL SIGNED BY CHIEF
ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Community Services	Not required
Brad Joyce, Commissioner, Corporate Services	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required
Sheila Kidd, Commissioner, Transportation & Public Works	Not required

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Options/Discussion:

The Memorial Centre was originally constructed in 1950, with major additions in both 1992 and 1995. It serves as a significant community center with one ice pad and two community rooms. Over the past 16 months there has been no ice in the arena as it has served the community as a location for COVID-19 testing and most recently as a COVID-19 vaccination clinic. The vaccination clinic will be moving to Portsmouth Olympic Harbour this summer in anticipation that the Memorial Centre's ice surface will be back in use by the community this fall. The project involves the removal, fabrication and installation of a new header trench which is the key infrastructure needed to contain the fluid that cools the rink floor. The current header trench is well past the expected twenty-year lifespan and is in a state of deterioration beyond repair. Awarding the contracting now will provide sufficient time to complete the work in advance of the fall ice season.

RFP F18-CSG-RLS-2020-03 for the header trench at the Kingston Memorial Centre, 303 York Street in Kingston, was advertised on Biddingo and closed on November 18, 2020. One (1) submission was received and the Manager of Recreation Facilities evaluated the lone bid. The evaluation was based on the pre-determined criteria as outlined in the RFP.

Below is a summary of the bid for this RFP, and their scored based on the evaluation criteria.

Rank	Proponent	Cost	Score
1.	CIMCO Refrigeration	\$77,000	95

It is recommended that this contract be awarded to CIMCO Refrigeration, having submitted the only submission and receiving a score of 95. The mandatory submission and technical requirements of the RFP were met.

There are very few companies that perform this specific type of work for ice pads and historically, CIMCO Refrigeration has been the only proponent to bid on such work for the City.

There are sufficient funds available in the current capital budget to proceed with the award of a contract as recommended in this report.

In accordance with Section 3.4 (iv) of By-Law Number 2000-134, "A By-Law to Establish Purchasing Policies and Procedures for the City of Kingston", Council approval is required when less than three (3) valid responses from vendors are received.

Existing Policy/By-Law:

Section 3.4 (iv) of By-Law Number 2000-134, "A By-Law to Establish Purchasing Policies and Procedures for the City of Kingston", as amended.

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Notice Provisions:

None

Accessibility Considerations:

None

Financial Considerations:

There are sufficient funds available in the current capital budget to proceed with the award of a contract as recommended in this report.

Contacts:

Ryan Evoy, Acting Manager, Recreation Facilities, Recreation & Leisure Services 613-546-4291 extension 1221

Other City of Kingston Staff Consulted:

Brent Funnell, Supervisor, Procurement Operations, Financial Services Department

Exhibits Attached:

None