



## Community Services *Staff Report*

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REPORT NO: CS-2024-11

TO: Council

SUBMITTED BY: Chris Catania, Director of Community Services

PREPARED BY: Chris Catania, Director of Community Services

REVIEWED BY: Sharon Chambers, Chief Administrative Officer

DATE: May 27, 2024

SUBJECT: Award of RFP 2024-05 Refrigeration Plant Component Replacements

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### RECOMMENDATION:

THAT Report CS-2024-11 Award of RFP 2024-05 Refrigeration Plant Component Replacements be received for information; and

THAT Council award Cimco Refrigeration, a Division of Toromont Industries LTD in the amount of \$104,033.00 excluding taxes for the Refrigeration Plant Component Replacements based on the results of RFP 2024-05

### SUMMARY:

To provide Council information related to the RFP 2024-05, Refrigeration Plant Component Replacements at the Wilmot Recreation Centre and to seek Council approval for the award of RFP 2024-05 as presented in this report.

### BACKGROUND:

Council approved in the 2024 capital budget, funding in the total amount of \$120,000 to proceed with specific end of life asset replacements of the arena refrigeration plant at the Wilmot Recreation Complex.

## **Responsible Asset Replacements**

The Wilmot Recreation Complex is in the fifteenth year of operations. Staff, in collaboration with Ammonia/Refrigeration Engineers, regulatory agencies, and experienced field technicians, have developed a systematic intervention program to address the aging and worn components of the arena infrastructure ensuring suitable maintenance, repair, and replacement strategies are implemented to mitigate risks of malfunction or failure.

The intervention strategies for 2024 will address end of lifecycle assets, the increase in maintenance issues, after-hours service calls, and system difficulties that disrupt regular ice usage. For 2024, the replaced assets of the refrigeration plant include: Arena Building Automation System including backup, Glycol Cooling Plate, and Brine Pump.

### REPORT:

#### **Competitive Procurement Process**

To ensure appropriate scope and technical specifications for the WRC refrigeration plant component replacements, Staff issued a Request for Proposal (RFP 2024-05) on Wednesday April 17th, 2024. A total of 5 firms responded and downloaded RFP documents. RFP 2024-05 was open for a period of 21 days, meeting public procurement industry standards and requirements. The RFP closed on Wednesday, May 8, 2024, with 2 firms submitting proposals.

Firms were weighed based on the following evaluation criteria: 1) Price, 2) Experience of the consulting team, 3) Experience of the Firm with past projects that are similar in size and scope of work and 4) Understanding of the project and methodology.

RFP documents were reviewed by an evaluation committee consisting of the Director of Community Services, WRC Arena Supervisor and Community Services Project Coordinator. The procurement and evaluation processes were monitored and adhered to by the Supervisor of Procurement & Payroll. Additionally, Township staff performed due diligence and checked references provided.

The firm of Cimco Refrigeration, a Division of Toromont Industries LTD received the highest scoring and is recommended for project award.

#### **Recommended firm has a long history of providing Refrigeration**

Recognized as leaders in sustainable refrigeration, CIMCO is North America's largest supplier of refrigeration solutions catering to industrial, recreational, municipal, and commercial sectors. With more than 100 years, CIMCO have been leaders in designing and implementing innovative and future-ready solutions in a refrigerated-controlled environment. Some of the core services provided include:

- Designing systems from conception to final delivery, taking utmost care of all requisite stages.
- Engineering capability to handle all the stages of a project-from conceptualization to design to supervision and finally commissioning.
- Automation technologies, providing automatic microprocessor control solutions for refrigeration plants.
- Manufacturing expertise in in-house fabrication of customized equipment and support capabilities
- Service and Maintenance, including in house National Parts Centre
- Safety, including pre-start review, right safety gear, and regular inspections

### **Procurement By-law for Award**

Under Procurement By-law Number 2021-43, all requirements for goods, services, equipment or construction estimated to cost \$50,000.00 or more, shall be obtained by tender or proposal, and contract values exceeding \$100,000.00 shall be awarded by Council approval. Pricing in the Request for Proposal 2024-05 came in at \$104,033.00 excluding taxes, which exceeded the \$100,000 procurement threshold, thus requiring Council approval.

### ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Responsible Governance through Fiscal Responsibility and Infrastructure Investments

### FINANCIAL CONSIDERATIONS:

Council approved in the 2024 capital budget, funding in the amount of \$120,000 for the WRC arena refrigeration plant asset replacements. Procurement for these asset replacements is \$104,033 and is within assigned budget as presented below: (All amounts listed are excluding taxes)

**Table A**

<b>2024 Refrigeration Plant Replacements (Council Approved)</b>	\$120,000
<b>Request for Proposal 2024-05 (Actuals)</b>	\$104,033
<b>Total (Budget Remaining)</b>	<b>\$15,967</b>

### ATTACHMENTS:

N/A