



CITY OF KINGSTON
REPORT TO COUNCIL

Report No.: 10-075

TO: Mayor and Council
FROM: Terry Willing, Acting Commissioner, Community Development Services
RESOURCE STAFF: Linda Peever, Administrator
Cheryl Wannamaker Acting Supervisor, Housekeeping, Laundry and Maintenance
DATE OF MEETING: March 23, 2010
SUBJECT: Required up-grade of Emergency Diesel Fuel Storage Tank – Rideaucrest Home

EXECUTIVE SUMMARY:

The emergency diesel fuel storage tank at Rideaucrest home requires an upgrade to meet the requirements of TSSA standard FS-142-09. An RFP was issued in October 2009 for this upgrade. M. A. Barr is the lowest bidder and the highest ranking of two respondents. Council approval is required when less than three responses are received or the cost of this procurement exceeds \$50,000.

RECOMMENDATION:

THAT Council approve the purchase of the diesel fuel storage tank up-grade from M. A. Barr Service Station Maintenance LTD at a cost of \$58,850.00.

March 23, 2010
- Page 2 -

AUTHORIZING SIGNATURES:

ORIGINAL SIGNED BY COMMISSIONER Terry Willing, Acting Commissioner, Community Development Services
ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER Gerard Hunt, Chief Administrative Officer

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Commissioner Beach, <i>Sustainability & Growth</i>	N/R
Commissioner Leger, <i>Corporate Services</i>	N/R
Jim Keech, President, <i>Utilities Kingston</i>	N/R

(N/R indicates consultation not required)

March 23, 2010
- Page 3 -

OPTIONS/DISCUSSION:

The replacement of the diesel fuel storage tank was approved in the 2009/2010 capital budget for Rideaucrest Home to upgrade the current storage of diesel fuel to meet the current standards. The original tank installation is sixteen years old. New requirements for the storage of diesel fuel were introduced in 2008; this upgrade is required to meet this new criteria.

The request for proposal F31-CDS-LTC-2009-5 was issued on October 26, 2009; nine companies received the RFP. The RFP closed on Tuesday November 10, 2009 with 2 bids received. The successful bidder was highest scoring and the lowest price bidder. M. A. Barr Co. meets all specifications required for the up-grade.

Results of RFP for Diesel Fuel Tank up-grade:

Company	Evaluation of proposal	Price
M. A. Barr Service Station Maintenance Ltd	95%	\$58,850.00
Gheran Maintenance LTD	83%	\$77,235.41

The upgrade of the diesel fuel storage tank is necessary to comply with current legislative requirements. Contingency plans are in place to ensure that services at the Home are not disrupted. Included in the RFP are provisions for temporary storage of fuel for running the emergency generator during the time of this upgrade. Generator power will be available at all times should it be required.

EXISTING POLICY/BY LAW:

By-Law No. 2000-134 has been followed to solicit responses from bidders. Section 3.4 of By-Law No. 2000-134 states a report must be prepared for Council's approval if any of the four conditions are not met:

- I. When there is a sufficient approved budget
- II. When all procedures for the establishment of prices in Section 4 of this by-law have been followed;
- III. When the lowest bid or proposal is accepted; and
- IV. When at least three valid responses from Vendors have been received

This report is before Council because items IV have not been met.

NOTICE PROVISIONS:

N/A

ACCESSIBILITY CONSIDERATIONS:

Temporary rigid fencing will be erected to prevent unauthorized entry to the construction site. No accessibility concerns will be created for residents of the Home. Alternate accommodation will be provided for deliveries to the Home. Although the Alzheimer's Society member's entrance may be affected due to this construction we have ensured their safe entry into building.

This report and related information is available in alternative formats including French Language translation, upon request.

March 23, 2010
- Page 4 -

FINANCIAL CONSIDERATIONS:

Funds have been approved in the Capital Budget for this project.

CONTACTS:

Linda Peever, Administrator, Rideaucrest Home	ext. 4233
Joe Davis Finance manager, Rideaucrest Home	ext. 4282
Cheryl Wannamaker Acting Supervisor, Plant Maintenance, Housekeeping & Laundry	ext. 4228

OTHER CITY OF KINGSTON STAFF CONSULTED:

Janis Morrison - Purchasing Coordinator
Lana Foulds – Financial Planning Coordinator
Laird Leggo – Financial Analyst

EXHIBITS ATTACHED:

N/A