



LATE ITEM  
Parks, Recreation & Culture  
Staff Report to Council

File: 01-0550-20

**DATE:** May 22, 2018  
**TO:** Mayor and Council  
**FROM:** Maureen Sinclair, Director Parks, Recreation & Culture  
**SUBJECT:** **Purchase Requisition Approval**

**RECOMMENDATION:** Council consider and resolve:

That a single source purchase request from Fraser Valley Refrigeration in the amount of \$148,000 for the supply and installation of the new chiller for the north arena as provided for in the 2018 Parks, Recreation & Culture capital budget be approved.

The purpose of this memo is to seek Council's support to award the purchase and installation of the north arena chiller directly to Fraser Valley Refrigeration. Because the total purchase amount exceeds \$100,000 the award must be approved by Council as per FIN.24 the Procurement, Stores and Disposition Policy.

The 2018, Parks, Recreation & Culture capital budget includes \$150,000 to cover the cost to replace the north arena chiller which is now beyond its typical life expectancy. The chiller is a key component of the arena refrigeration unit which is managed under contract by Fraser Valley Refrigeration (FVR). Staff, including the Purchasing Manager, have reviewed the submission from FVR and agree that a single source award is recommended in this case.

The proposed work needs to be completed before the ice is put back in the arena and therefore ordering and installing the unit needs to be completed within a very tight window. Staff are therefore requesting that Council approve this award as per the requirements of the DOM Procurement Policy FIN.24.

A handwritten signature in black ink that reads "Maureen Sinclair".

Maureen Sinclair

Director of Parks, Recreation & Culture