



# Staff Report

## Finance – Facilities & Fleet Management

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**Report To:** Council Meeting  
**Meeting Date:** December 2, 2024  
**Report Number:** FAF.24.152  
**Title:** Single Source for Solar Racking at Fire Hall 2  
**Prepared by:** Phil Pesek, Manager of Facilities & Fleet

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### A. Recommendations

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THAT Council receive Staff Report FAF.24.152, entitled “Single Source for Solar Racking at Fire Hall 2”;

AND THAT Council approve the hard specification and single source of solar racking at the new Fire Station #2.

### B. Overview

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Design for the Fire Station #2 project is rounding 60% design with a critical milestone approaching in late December. To meet our timeline, we need to complete specific racking design for the photovoltaic (PV) system. This will hard spec the racking and force us to single source the racking. The total cost of this component is \$38,900 and less than 1% of the total project cost. The manufacturer is TerraGen.

### C. Background

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The racking system for the solar PV system ties into various structural components for the fire station building. Without fully knowing the design specifics of the racking, the building design cannot round 60% milestone which is required to work against the 2012 building code. As a result, we would like to hard spec the racking through TerraGen, which will allow us to meet critical design timelines and protect our overall project budget. We can then provide tight performance specs for the PV modules to make sure they work with the already-designed racking. The installation contractors can then source matching PV modules from multiple distributors but the racking, however, can only come from one manufacturer.

### D. Analysis

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This overall value of this single source is low but does have major project implications as the racking is tied into overall structural design that needs to be completed. If we do not proceed as suggested our overall timeline and budget will be severely impacted.

Purchasing Policy POL.COR.07.05 notes:

Single Sourcing is a method of procurement whereby there is more than one vendor able to supply and a purchase order is issued or contract awarded without a competitive bidding process. Single Sourcing will be permitted if one or more of the following circumstances apply:

- When competitive procurement may be found to be impractical.

The use of Sole and Single Sourcing with a particular vendor exceeding \$25,000 must be approved by Council. In order for a division to sole or single source for goods or services exceeding \$25,000, an operating strategy must be presented with Purchasing input and approved by Council, outlining the rationale. Input must be sought from the Manager of Purchasing to ensure the purchasing principles in the Town's Procedures are taken into consideration and risk to the Town is minimized.

## **E. Strategic Priorities**

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### **1. Communication and Engagement**

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

### **2. Organizational Excellence**

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

### **3. Community**

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

### **4. Quality of Life**

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

## **F. Environmental Impacts**

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N/A

## **G. Financial Impacts**

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The racking is estimated at \$38,900. (<1% of total project cost.) Class D estimates have the cost of the new building in the 12-14MM range. If we fail to meet the 2012 building code timeline, the cost of the project may balloon an additional .5MM-1MM in capital construction costs.

## **H. In Consultation With**

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Monica Quinlan, Treasurer, Director Corporate & Financial Services  
Serena Wilgress, Manager of Purchasing & Risk Management

## **I. Public Engagement**

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The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required.

Any comments regarding this report should be submitted to Phil Pesek, Manager of Facilities & Fleet Management, [facilities@thebluemountains.ca](mailto:facilities@thebluemountains.ca).

## **J. Attached**

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N/A

Respectfully submitted,

Phil Pesek  
Manager of Facilities & Fleet

Monica Quinlan  
Director Corporate & Financial Services

For more information, please contact:  
Phil Pesek, Manager of Facilities & Fleet  
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**Report Approval Details**

Document Title:	FAF.24.152 Single Source for Solar Racking at Fire Hall 2.docx
Attachments:	
Final Approval Date:	Nov 21, 2024

This report and all of its attachments were approved and signed as outlined below:

**Phil Pesek - Nov 21, 2024 - 2:59 PM**

**Monica Quinlan - Nov 21, 2024 - 5:55 PM**