



# Staff Report

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## Operations – Water & Wastewater Services

**Report To:** COW-Operations\_Planning\_and\_Development\_Services  
**Meeting Date:** October 8, 2024  
**Report Number:** CSOPS.24.041  
**Title:** Single Source for Intake Chlorine Line  
**Prepared by:** Allison Kershaw, Manager of Water & Wastewater Services

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### A. Recommendations

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THAT Council receive Staff Report CSOPS.24.041, entitled “Single Source for Intake Chlorine Line”;

AND THAT Council approve the single source procurement of General Diving Contractors Inc. for the supply and installation of the intake chlorine line

### B. Overview

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This report seeks Council approval to procure the services of General Diving Contractors Inc. to supply and install a new chlorine line from the water treatment plant (WTP) to intake crib, 570 meters offshore. This chlorine line is a necessity to properly treat the Town’s drinking water.

### C. Background

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The existing chlorine line from the WTP to the intake crib 570 meters offshore is approaching the end of its useful life. This line is required to adequately treat the Town’s drinking water, as this is the start of the primary disinfection process.

### D. Analysis

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The intake chlorine line is a critical element of the Town’s drinking water system. This is where the process of disinfecting the Town’s drinking water starts. The chlorine line also provides zebra mussel control, allowing the raw water to flow into the WTP unimpeded.

The existing chlorine line is approaching the end of its useful life. Should the existing line fail, the Town would not be able to produce water that meets the provincial regulations.

Andy Croy of General Diving Contractors is a professional diver that inspects the Town’s intake crib and effluent outfall yearly and has been doing so for several years. The work on the intake crib is very unique and requires familiarity with the structure and its operation.

The work includes the following:

1. Supply new piping for the chlorine line and the raw water sample line with no joints or minimal fusing of the new lines.
2. Supply 316 stainless steel rope for ballast cable and strength member
3. Onshore – disconnect and removal of existing lines at the water treatment plant
4. Offshore – open intake crib and remove the existing chlorine diffuser and free lines to be removed.
5. Inspect the entire intake line with a remotely operated vehicle. This is only possible when the existing chlorine and raw water lines have been removed.
6. Offshore - Pull the new lines through the shore to the intake, out the crib.
7. Offshore – reconstruct the intake crib and video the crib.
8. Onshore – connect the new lines to the existing connections at the water treatment plant.
9. Onshore – general clean-up and disposal of old lines and leftover materials.
10. Provide the Town with a report and video of new installed lines and the as left condition of the crib.

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:

- The compatibility of a purchase with existing equipment, product standards, facilities or service is a paramount consideration.

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.

Staff recommend single sourcing General Diving Contractors Inc for \$85,000, including a modest contingency as they have extensive knowledge of the Town's intake and required appurtenances.

## **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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Replacement of the equipment as it approaches the end of its useful life reduces the risk of catastrophic failure resulting in an inability to produce safe drinking water.

## **G. Financial Impacts**

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The approved 2024 Capital Budget included \$85,000 for the replacement of the chlorine line. The proposal from General Diving Contractors Inc for the supply and installation of a new chlorine line and a new raw water sampling line is \$79,000. Staff are recommending to single source the services of General Diving Contractors Inc for \$85,000, which includes a modest contingency allowance, only to be used at the discretion of the Town.

## **H. In Consultation With**

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Serena Wilgress Manager of Purchasing & Risk Management,

Michael Switzer, Deputy Treasurer,

Meg Boyd, Compliance and Efficiency Coordinator

Rob Gilchrist, Water Supervisor

## **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. However, any comments regarding this report should be submitted to Allison Kershaw, Manager of Water & Wastewater Services [managerwww@thebluemountains.ca](mailto:managerwww@thebluemountains.ca) .

Respectfully submitted,

Allison Kershaw,  
Manager of Water & Wastewater Services

Alan Pacheco  
Director Operations

For more information, please contact:  
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**Report Approval Details**

Document Title:	CSOPS.24.041 Single Source for Intake Chlorine Line .docx
Attachments:	
Final Approval Date:	Sep 9, 2024

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

**No Signature - Task assigned to Allison Kershaw was completed by delegate Pruthvi Desai**

**Allison Kershaw - Sep 9, 2024 - 3:44 PM**

**Alan Pacheco - Sep 9, 2024 - 3:51 PM**