

**TO: David Creery, Chief Administrative Officer**  
**FROM: Craig Wallace, Manager of Building and Facilities**  
**RE: SOLE SOURCE PURCHASE – COWAN PARK SPORTSPLEX GENERATOR**

---

**AIM**

To obtain City Council's consideration and approval for the selection of a single source vendor to supply and install the proposed generator at the Cowan Park Sportsplex.

**BACKGROUND**

This project has been divided into two parts and two proposals have been single sourced to provide the generator and associated electrical work at Cowan Park Sportsplex. Sommers Generator Systems has provided a quote for the generator and Roes Zehr Electric Ltd. has provided a quote for the associated electrical work. This project was approved in the 2024 Capital Budget with a value of \$150,000. Council approval is required for the purchase of goods when they are sole sourced.

**COMMENT**

The proposed generator will provide backup electrical power to the facility for the continuous operation when a power failure occurs. The facility is also a designated reception center under the City of Woodstock Emergency Response Plan.

Sommers Generator Systems has provided a quote of \$109,103 plus HST for the supply and installation of the generator. Sommers was solicited for their quality products and ability to provide fast reliable service and maintenance. This company has supplied a generator system to City Hall and the Engineering/Public Works building. The system includes an ethernet device to monitor the systems remotely and provide on demand email messages to staff. Roes Zehr Electric Ltd provides the majority of the electrical maintenance work at Cowan Park Sportsplex and has provided a quote of \$23,500 plus HST and includes the supply and installation of all underground ducting, breakers, panels and associated wiring. The City can be confident that both companies will provide highly qualified work and efficient service.

The total cost for the generator installation and electrical work is \$132,603 plus HST and is within the budget of \$150,000. The project also includes minor costs for the engineered design and exterior concrete pad. After reviewing the proposals and based on both company's experience in their related fields, City staff strongly supports working with Sommers and Roes Zehr Electric Ltd for the generator installation.

**RECOMMENDATION**

That City Council approve the purchase of the Cowan Park Sportsplex generator.

*Authored by: Craig Wallace, C.E.T., CBO, Manager of Building and Facilities*

*Approved by: Harold deHaan, P. Eng., City Engineer*

*Approved by: David Creery, P. Eng., MBA, Chief Administrative Officer*