



REPORT REC-2014-002

TO: Mayor and Members of Council

FROM: Donna Tremblay Deputy Clerk

SUBJECT: Hardwood Flooring – Puslinch Community Centre
Results of Request for Quotation
Replacement of Parquet Flooring – Q-017-14

File No. F18-COM

RECOMMENDATIONS

That Report REC-2014-002 regarding the Hardwood Flooring – Puslinch Community Centre – Results of Request for Quotation – Replacement of Parquet Flooring – Q-017-14 be received; and

That Council authorize staff to accept Option 2, remove and repair parquet floor supply and install new parquet flooring, including 4 inch rubber base board/trim; and

That Project No. Q-107-14 Replacement of Parquet Flooring at the Puslinch Community Centre be awarded to Falcon Commercial Flooring Installation Inc., 6781 Snowgoose Lane, Mississauga, ON, L5N 5J2 at their tendered price of \$22,330.00, \$1,800.00 for re-carpeting of the stage area, excluding HST @13%; and

That council authorize the Mayor and CAO to execute the necessary contract documents; and

That Council authorize staff to carry out the recommendations made in Prime Air Systems report dated November 29, 2013, including:

- relocating thermostat sensor in the return duct.
- Install a portable, commercial type, dehumidifier
- Confirm thermostat program times, and temperatures.

DISCUSSION

Purpose

The purpose of this Report is to obtain Council's direction to approve an option for the Replacement of Parquet Flooring Q-107-14 at the Puslinch Community Centre.

Background

On October 2, 2013, Township Council passed Resolution No. 2013-056 as follows:

That Council in addition to the previous direction given through Resolution 2013-056 date May 1, 2013, that staff obtain detailed information and costs in accordance with the Township's purchasing by-law on the replacement of the existing flooring at the Puslinch Community Centre with a parquet floor or alternate flooring option and report back to Council on the results of all three (3) options.

Township staff sought the assistance of the Purchasing and Procurement Department at the Town of Halton Hills in preparation of the Request for Quotations (RFQ) with respect the replacement of the hardwood flooring at the Puslinch Community Centre.

Initial preparation of specifications for RFQ

Due the unusual high humidity which resulted in significant lifting of the present parquet flooring in July, 2013, and in preparation of the specifications for the request for quotations, Town of Halton Hills staff, Township staff and a representative from Prime Air Systems conducted a site visit of the Puslinch Community Centre (PCC) with a view to inspecting the heating and air conditioning equipment (HVAC) at the PCC. There are presently two different areas within the PCC which contain HVAC equipment, these are located in both the main hall next to the bar area and in the upper portion of the Alf Hales Room.

In November 2013, Township staff received a report from Prime Air Systems, a copy of which is attached as Schedule "A" to this report.

To summarize, the report made the following recommendations:

The following is a list of recommendations to help the system operate efficiently during high latent load conditions, and will help with overall comfort:

- *relocating thermostat sensor in the return duct. If this work is to be performed, the evaporator fan must run continuously.*
- *Install a portable, commercial type, dehumidifier*
- *Confirm thermostat program times, and temperatures. The unoccupied temperatures should not deviate from the occupied temperature by more than four degrees. Three degrees is recommended for this application.*

Main Hall Equipment

Prime Air Systems commented that the HVAC equipment contained in the main hall appeared to be in good working condition and maintained properly. The replacement of this equipment should be noted in the Township's equipment life cycle planning schedule for 2020. Prime Air Systems estimated the total cost for replacement to be \$26,000.00.

Alf Hales Equipment

Prime Air Systems commented that the HVAC equipment appeared to be in good working condition. However, due to their age, repair parts may become obsolete if they are not already. Replacement of this equipment in the near future is recommended solely based on their age and recommended that these items be included in the Township's equipment life cycle planning. Prime Air Systems estimated that the total cost for replacement be \$18,000.00.

In addition to the inspection of the HVAC systems Town of Halton Hills Staff recommended that the Township conduct a moisture and humidity test on the concrete floor in order to determine the appropriate specifications for the Request for Quotation.

The results of the moisture test resulted in high humidity and moisture levels.

It has been recommend to Township staff that due to the high humidity and moisture levels, it is important that whatever option that Puslinch Township decides upon, the Township must consider acquiring dehumidification equipment and ensure a good moisture retardant/shield under the floor is used along with good glue.

It has also been recommended to staff that due to the age of the PCC, issues with the respect to the flooring and recommendations received from Prime Air Systems regarding the PCC's HVAC system, that a structural audit of the facility be performed. The purpose of the structural audit will be to assess the mechanical workings and structure of the facility and to develop a list of priority works and/or replacements that

the Township may wish to engage with respect to this facility. Pending Budget approval, a date for a structural audit has been tentatively set for April 26, 2014. Staff have set aside \$10,000 in the Recreation Operating Budget, as a Base Budget Increase (BBI), in order to address any immediate concerns raised in this report.

Preparation and Issuing of RFQ

On January 14, 2014, with the assistance of the Purchasing Department from the Town of Halton Hills, a Request for Quotation Q-107-14, Replacement of Parquet Flooring was issued. Attached as Schedule "B" is a copy of the RFQ.

Based on the information and recommendations received with respect to both the HVAC equipment and moisture testing, the RFQ included contractors submit quotes as follows:

Option	Description
Option 1	Cost to remove and dispose of current parquet floor, supply and install new subfloor (using moisture resistant wood) including vapor retarder and new parquet flooring, including 4 inch rubber base board/trim.
Option 2	Cost to remove and dispose of current parquet floor, supply and install new parquet flooring, including 4 inch rubber base board/trim.
Option 3	Cost to remove and dispose of current parquet floor, supply and install with new Commercial VCT flooring, including 4 inch rubber base board/trim. Price to include supply and installation of Vera Shield underlayment to prevent future moisture issues and two (2) coats of Eternal Floor Sealer which shall be buffed for an even shine.
Option 4	Cost to repair current parquet floor and replace sections where required due to damage and or wear. Sanding and resealing current floor is required

In accordance with the RFQ, a mandatory site visit was held on Thursday, January 30, 2014 at 9:30 a.m. in order that bidders could take exact measurements, photos, review exterior doors/landings, review wooden stage and how this will affect floor install,

inspect all existing conditions and ascertain the amount of work involved. Only bid submissions from bidders who attended the site visit would be considered.

At the meeting on January 30, 2014, those in attendance were advised that all options must include pricing for re-carpeting of the stage area and were asked to provide other options for flooring as an additional Option 5.

On Tuesday, February 11, 2014, submissions were received. Attached as Schedule "C" is a copy of the bids submitted exclusive of HST@13%.

Evaluation of Options

Staff with the experience in Community Centre Facility Management at the Town of Halton Hills assisted Township staff with review of the various options. The following recommendations on the various options and reasoning for such are outlined below.

Option 1 – Remove and replace parquet floor and install new subfloor

Staff have recommended that Council **not** consider this option.

This option would be the practical direction if this was a completely new floor including the concrete. For parquet to be installed directly on a concrete floor and to eliminate any possibility of the floor lifting, it is strongly recommended that a sub floor be constructed using moisture and mould free wood such as blue wood. However, due to the height of the concrete and the number of interior and exterior doors to the main community room (hall) this would create extreme trip hazards at most doors.

This option is not being recommended by staff.

Option 2 – Remove and replace parquet floor

Staff recommends that Council consider this option as it maintains the current wood feeling and look.

This option would be successful, if the Township were to complete all the recommendations provided by Prime Air Systems and acquire dehumidification equipment (portable or permanent).

This option may require more than the nine (9) days Township staff have allocated for the installation. If Council were to accept this option, Township staff would work with the vendor in order to obtain a mutually convenient time for installation.

Option 3 – remove parquet floor and replace with VCT.

Staff would recommend that Council **may wish** to consider this option.

While not the preferred option this a good option provided that a good commercial VCT grade is used and a good underlayment. Negatives associated with this option are that the product is not available in a wood finish and there would be a loss of the present natural wood feeling and look. There is also the possibility of the VCT being damaged over time due to the type of use.

This option would only be successful by completing the recommendations from Prime Air Systems and installing a portable or permanent dehumidification system.

The nine (9) days to complete the installation of this option may not be achievable and Township staff would work with the vendor in order to obtain a mutually convenient time for installation.

Option 4 – Repair current parquet floor

Staff would recommend that Council **not** consider this option.

This option is not being recommended as the preferred option as it would be difficult to locate all the areas that need to be repaired, lifted and reset. The entire floor would need to be sanded and refinished and even once the works have been completed, the Township may still discover other spots that lift over time. Staff have been advised that the remaining life expectancy once the floor has been sanded is only a few more years.

If Council were to consider this option, the recommendations provided by Prime Air Systems must be completed along with installing a portable or permanent dehumidification system.

The nine (9) days to complete the works associated with this option may not be achievable and Township staff would work with the vendor in order to obtain a mutually convenient time for installation.

Alternates

Option 5 - remove parquet floor and replace with porcelain tile.

Staff would recommend that Council **may wish** to consider this option.

While not the preferred option, this a good option. The negatives associated with this option are that the Township may experience a cold floor during the winter season. Ceramic tile also does not possess a natural wood look and feel.

The recommendations provided by Prime Air Systems and the need for dehumidification would need to be completed.

Summary

Of the 4 options presented staff would recommend that Council consider the following options:

Option 2 – Remove and replace parquet floor;

Option 3 - Remove parquet floor and replace with VCT, upgraded VCT or LVT materials; or

Option 5 – Remove parquet floor and replace with porcelain tile.

Staff anticipates that the works would be completed in March, 2014.

Financial Implications

Funds in the amount of \$10,000 to repair and refinish the flooring was included in the 2013 Recreation Operating Budget.

In 2014, this project has been included in the Proposed 2014 Capital Budget at a capital cost of \$40,000 with \$30,000 funded from the Cash-In-Lieu of Parkland Reserve Fund and \$10,000 funded from the Recreation Facility Improvement Working reserve.

Staff have set aside \$10,000 in the Recreation Operating Budget, as a Base Budget Increase (BBI), in order to address any immediate concerns raised in a Structural Audit.

Applicable Legislation and Requirements

Township Purchasing By-Law

SCHEDULE "A"



PRIME AIR SYSTEMS

December 1, 2013

John Archibald
Town of Halton Hills
221 Guelph St.
Georgetown, Ontario
L7G 4A8

**PUSLINCH COMMUNITY CENTRE
SITE SURVEY**

Dear John,

The following is an estimated cost to replace the existing heating and cooling equipment at the Puslinch Community Centre.

DAYCARE

Approximate Total Cost \$ 18,000.00

COMMUNITY HALL

Approximate Total Cost \$ 26,000.00

Please note the above estimates are an approximation only, not an official quotation. Equipment and labour costs used in this estimate are valid for thirty days and may differ at time of replacement.

If you have any questions please do not hesitate to contact me.

Robert Moncrieff
Prime Air Systems

RM/sm

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Prime Air Systems
14 May St. Georgetown, Ontario, Canada L7G 5T9
Tel: (416) 871-2389 primeairsystems@gmail.com



PRIME AIR SYSTEMS

November 29, 2013

John Archibald
Town of Halton Hills
221 Guelph St.
Georgetown, Ontario
L7G 4A8

**PUSLINCH COMMUNITY CENTRE
SITE SURVEY**

Dear John,

The following is a list of heating and air conditioning equipment and its current condition located at the Puslinch Community Centre as requested.

DAYCARE

1. Ducted Unit Heater – manufactured by Lennox
M# LD20-137A-1
S# 6391D661184
Manufactured in April 1991

2. Evaporator Section – manufactured by Lennox
M# C10-51/65-1
S# 5481E04572
Capacity: 4-5 Ton
Manufactured in May 1981

3. Air Handler – manufactured by Lennox
M# HP8-651V-653Y
S# 5481F04792
Capacity: 5 Ton
Manufactured in June 1981

Prime Air Systems
14 May St. Georgetown, Ontario, Canada L7G 5T9
Tel: (416) 871-2389 primeairsystems@gmail.com

The equipment listed above seems to be in good working condition. However, due to their age, repair parts may become obsolete if they are not already. Replacement of this equipment in the near future is recommended solely based on their age. I recommend these items be included in your equipment life cycle planning.

Estimated replacement costs:

COMMUNITY HALL:

1. Ducted Unit Heater – manufactured by Lennox
M# LD24-200A-3
S# 6000H33376
Manufactured in August 2000
2. Air Handler with Evaporator – manufactured by Lennox
M# N/A
S# 5479E04797
Manufactured in May 1979
Capacity cannot be determined without a model number
3. Condensing Unit – manufactured by Lennox
M# HS29-120-3Y
S# 5603K04596
P# 37M76
Capacity: 10 Ton
Manufactured in October 2003

The equipment listed above seems to be in good working condition and maintained properly. The capacity of the cooling portion seems adequate to satisfy a normal cooling load based on the size of the room. In extreme humidity conditions, a properly sized air conditioner will struggle to maintain set-point demands from the thermostat. This is normal. The cooling equipment, at peak performance will begin dehumidifying the space prior to dropping the actual temperature.

The following is a list of recommendations to help the system operate effectively during high latent load conditions, and will help with overall comfort:

- Relocating thermostat sensor in the return duct. If this work is to be performed, the evaporator fan must run continuously.
- Install a portable, commercial type, dehumidifier
- Confirm thermostat program times, and temperatures. The unoccupied temperatures should not deviate from the occupied temperature by more than four degrees. Three degrees is recommended for this application.

The replacement of this equipment should be noted in your equipment life cycle planning schedule for 2020.

John Archibald
Town of Halton Hills

November 29, 2013

If you have any questions regarding this report please do not hesitate to contact me.



Robert Moncrieff
Prime Air Systems

RM/sm

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SCHEDULE "B"



REQUEST FOR QUOTATION

Replacement of Parquet Flooring

Q-017-14

Scope of Work:

The Township of Puslinch is considering replacement of the existing parquet flooring at the Puslinch Community Centre located at 23 Brock Road, South, Aberfoyle. The floor space is approximately 50 feet X 63 feet.

A mandatory site visit will be held on **Thursday, January 30, 2014 at 9:30 a.m.** at the Puslinch Community Centre, 23 Brock Road, South, Aberfoyle. All bidders must attend this meeting, take exact measurements, take photos, review exterior doors/landing, review wooden stage and how this will affect floor install, inspect all existing conditions and ascertain the amount of work involved. Only bid submissions from bidders who attend the site visit shall be considered.

The contractor is responsible for removing existing parquet flooring and vinyl trim and disposing of all waste materials including boxes, bags, containers etc. from construction site to an approved waste site meeting all current legislative regulations. Contractor is responsible for removal of current wooden stage and to re-install it once the floor is replaced. The contractor shall ensure all floor drains and cleaned out, covers are clear and not covered by new installation.

Award is subject to budgetary approval. If Council approves this work in the 2014 budget, all work is to be completed during the hours of 8:00 a.m. to 8:00 p.m. the week of March 10 to 14, 2014.

Contractors are requested to submit 4 quotes as follow:

- 1) Cost to remove and dispose of current parquet floor, supply and install new subfloor (using moisture resistant wood) including vapor retarder and new parquet flooring, including 4 inch rubber base board/trim.
- 2) Cost to remove and dispose of current parquet floor, supply and install new parquet flooring, including 4 inch rubber base board/trim.
- 3) Cost to remove and dispose of current parquet floor, supply and install with new Commercial VCT flooring, including 4 inch rubber base board/trim. Price to include supply and installation of Vera Shield underlayment to prevent future

moisture issues and two (2) coats of Eternal Floor Sealer which shall be buffed for an even shine.

- 4) Cost to repair current parquet floor and replace sections where required due to damage and or wear. Sanding and resealing current floor is required.

All options would include sanding the existing glues from the concrete floor to get the floor smooth enough for new installation. Option 1 to 3 and sections in option 4 where parquet is being replaced, the disposal of the existing floor and wood materials must meet all current legislative regulations and at an approved site. Cost to include all labour, materials, insurance, and permits if required.

Bid Pricing and Submittals

The Town of Halton Hills is assisting the Town of Puslinch with this bid. Any enquiries should be emailed to Simone Gourlay, Manager of Purchasing with the Town of Halton Hills at simoneg@haltonhills.ca or 905-873-2601 x2210.

Bids are due on Tuesday, February 11 2014 by 2pm to the Town of Halton Hills. Bids may be faxed to 905-873-2347 or emailed to simoneg@haltonhills.ca.

Contractor will provide with their bid:

- a) Product brochures and cleaning instructions as provided by the manufacturer.
- b) Provide Manufacturer's Warranty documentation
- c) The attached Price Schedule
- d) List of References
- e) Sample of the quoted flooring top including details on grade, quality and thickness – will be requested after the bid has been closed from the low three bidders

Quality Assurance and References

Contractor must have a minimum of five (5) years' experience in the installation of flooring. Bidders are to provide three (3) references for work of a similar nature completed within the past five (5) years. Include contact name, telephone number, e-mail address and description of work completed.

Warranty

Flooring shall be warranted against defect in material and workmanship for a minimum period of five (5) years from the date of completed installation.

**Price Schedule
Q-017-14**

Option 1

Cost to remove and dispose of current parquet floor, supply and install new subfloor (using moisture resistant wood) including vapor retarder and new parquet flooring, including 4 inch rubber base board/trim. Price excluding HST.

\$ _____

Option 2

Cost to remove and dispose of current parquet floor, supply and install new parquet flooring, including 4 inch rubber base board/trim. Price excluding HST.

\$ _____

Option 3

Cost to remove and dispose of current parquet floor, supply and install with new Commercial VCT flooring, including 4 inch rubber base board/trim. Price to include supply and installation of Vera Shield underlayment to prevent future moisture issues and two (2) coats of Eternal Floor Sealer which shall be buffed for an even shine. Price excluding HST.

\$ _____

Option 4

Cost to repair current parquet floor and replace sections where required due to damage and or wear. Sanding and resealing current floor is required. Price excluding HST.

\$ _____

Reference Summary

List and provide details of three (3) principal projects of similar nature, size, complexity and value your company has completed in the past five (5) years.

1. Project Details: (please print)

Value: _____ Owner/Location: _____

Contact Person: _____ Telephone No. _____

Date: _____ Email: _____

Description of Installation: _____

2. Project Details: (please print)

Value: _____ Owner/Location: _____

Contact Person: _____ Telephone No. _____

Date: _____ Email: _____

Description of Installation: _____

3. Project Details: (please print)

Value: _____ Owner/Location: _____

Contact Person: _____ Telephone No. _____

Date: _____ Email: _____

Description of Installation: _____

SCHEDULE "C"

Township of Puslinch
 Request for Quotation - Replacement of Parquet Flooring
 Q-017-14

Vendor	Option 1	Option 2	Option 3	Option 4	Alternate - upgrade VCT	Alternate - LVT	Alternate - Porcelin Tile	Alternate - Commercial Tile	Alternate - Carpet to Stage
						Patriot LVT - \$21,834.00 Freedom LVT - \$22,826.00 Inspiration LVT - \$25,162.			
Allflor	\$ 31,330.00	\$ 22,330.00	\$ 16,158.00	N/A	\$ 21,808.00		\$ 18,350.00		\$ 1,800.00
Carpet Barn	\$ 49,163.00	\$ 43,515.00	\$ 22,216.00	N/A				\$ 37,290.00	\$ 1,092.00
Sarmazian			\$ 21,852.52			Reflection Plank - 20690.68 Urban Textures - 28106.10			\$ 1,568.81
Tempo				\$ 8,120.50					