



REQUEST FOR DECISION

File # 0810-05

Report To: **Mayor and Council**
From: **Kylah Bryde, Director of Community Services**
Subject: **Administration Report No. 0080/26**
Community Services 2026 Group Purchasing for North Peace Arena
Basement Heating and Ventilation System Upgrade
Meeting: **Regular Council**
Meeting Date: **May 25, 2026**

RECOMMENDATION:

"THAT, Council approve Administration Report No. 0080/26 - Community Services 2026 Group Purchasing for North Peace Arena Basement Heating and Ventilation System Upgrade for the purchase price of \$254,444, plus applicable taxes."

CAO'S COMMENTS:

Staff are proposing that the four (4) Daikin Energy Recovery Ventilators (ERVs) which are required to ensure the functionality of the HVAC system at the North Peace Arena, as well as reduce safety risks, be acquired in a manner consistent with our procurement policy through the Canoe Procurement platform.

ALTERNATIVE RECOMMENDATION:

"THAT, Council receive Administration Report No. 0080/26 - Community Services 2026 Group Purchasing for North Peace Arena Basement Heating and Ventilation System Upgrade for information."

KEY ISSUES(S)/ CONCEPTS DEFINED:

This report summarizes the owner-supplied procurement of four (4) Daikin Energy Recovery Ventilators (ERVs) through the Canoe Group Purchasing Organization (GPO) in support of the North Peace Arena HVAC Improvement Project. The Invitation to Bid for the project closes on May 28, 2026, and the purchase is included in the Council-approved 2026 Capital Budget.

RELEVANT POLICY:

City Purchasing and Tendering Policy No. 22/22

IMPLICATIONS OF RECOMMENDATION

COMPLIANCE WITH STRATEGIC PILLARS:

Vibrant Community – Invest in community safety, social, cultural, and recreational programs.

Organizational Excellence – Provide a healthy workplace that is inclusive and builds on our diversity, engagement, and sense of community.

Managing Assets – Build and manage assets that support the current and future needs of the community.

COMPLIANCE WITH STRATEGIC OBJECTIVES:

Vibrant Community

- Support robust, affordable, and accessible wellness and recreation opportunities for the community.
- Promote community pride and a strong sense of belonging.

Organizational Excellence

- Foster an environment in which employee safety, health, and wellness are prioritized.

Managing Assets

- Invest in the development, improvement, and maintenance of physical and digital assets.
- Ensure accountable, transparent, and responsible financial management that emphasizes value.

GENERAL:

The existing equipment is more than 25 years old and is experiencing increasing maintenance requirements. During the winter months, the chimney system is prone to freezing, creating back-drafting concerns. Replacement parts are also becoming increasingly difficult to obtain due to the age of the unit. In addition, the current system affects service delivery, as it supplies air and heat to the entire basement without the flexibility to accommodate different user groups or varying outdoor temperatures.

The project design has been completed, and an Invitation to Bid has been issued. Based on the Schematic Design Report prepared by EHP Engineering, sufficient funding is available to support both the equipment purchase and the related contract work. To avoid further delays, owner-supplied equipment is required to help ensure the project can meet operational requirements in the fall, in advance of scheduled ice-rink use. The equipment specifications were developed to ensure operational suitability and overall value. The selected units meet the required criteria and represent a compliant, cost-effective solution.

The specifications are as follows:

Four (4) Energy Recovery Ventilators (ERVs)

- Daikin Model No. DAHA04A- 30 kW Electric Heat
- Daikin Model No. DAHA03A- 18 kW Electric Heat
- Daikin Model No. DAHA07A- 36kW Electric Heat
- Daikin Model No. DAHA03A - 18 kW Electric Heat

The City is a member of cooperative purchasing groups, including the Canoe Procurement Group of Canada, one of the largest group purchasing organizations in the country. Through Canoe, the City can access a streamlined procurement process that satisfies municipal legal purchasing requirements. Pricing through the group purchasing organization is standardized across member municipalities, meaning the cost for this equipment in Fort St. John is comparable to pricing available nationwide. This approach helps ensure competitive pricing and delivers overall value to the City.

Engaging a Group Purchasing Organization (GPO) provides several operational and procurement-related benefits:

- Administrative efficiency: Pre-established contracts and vendor arrangements reduce the time and effort required to complete a full procurement process.
- Procurement reliability: Pre-qualified vendors help ensure dependable products, service, and ongoing support.
- Cost effectiveness: Leveraged purchasing power supports competitive and consistent pricing across member organizations.

ORGANIZATIONAL:

Council to approve the required items procured through Canoe Procurement in accordance with Council Policy No. 22/22, City Purchasing and Tendering Policy.

FINANCIAL:

The total purchase price of these four units is \$254,444, plus applicable taxes and within the 2026 Council-approved capital budget.

FOLLOW UP ACTION:

An Invitation to Bid has been initiated to retain a qualified contractor to complete the installation and execute the project.

COMMUNITY CONSULTATION:

N/A

COMMUNICATION:

N/A

DEPARTMENTS CONSULTED ON THIS REPORT:

N/A

ATTACHMENTS:

Peace Arena HVAC Improvements (Canoe 390300) BOM

RESPECTFULLY SUBMITTED:

Kylah Bryde, Director of Community Services



Canoe Certified Proposal Number: 080824-BC-390300
 City of Fort St John Canoe / Sourcewell Membership ID: BC1011
 Proposal is in accordance with Canoe / Sourcewell Contract# 080824-DIN

112 - 930 W 1st Street, North Vancouver, BC V7P 3N4 | 604-986-1400
 olympicinternational.com | reception@olympicinternational.com

Bill of Material ("BOM")

Description	North Peace Arena Improvements	Tendered Date	2026-03-19 12:00:00 PM
Designer	NO ENGINEER	Printed	Wed., May 13, 2026
Purchaser	OLYMPIC INTERNATIONAL SALES	Our Job ID	JME-0006213
Contact	Accounts Payable	Our Rep	Manjot Thandi
		Drawing Revision	REV.A - IF 60% CLIENT REVIEW - 2026.03.19

Olympic is pleased to provide pricing for the following equipment:

Tag Id	Qty	Bill of Material Description
	4	DAIKIN REBEL ROOF TOP UNIT C/W:
		DAHA04A - 30kW Elec Heat
		DAHA03A - 18kW Elec Heat
		DAHA07A - 36kW Elec Heat
		DAHA03A - 18kW Elec heat
		- Unit Mounted Controls (Microtech Controller)
		- BACNET IP or MSTP
		- ECM Supply fan and exhaust fan
		- 24" Roof Curb with internal transition
		- 1 set of filters (MERV 8)
		- Start up by factory trained technician
		- 2 year parts warranty
		- 1 year labour warranty
		- Electric Heat
		- Down Discharge
		- Heat recovery wheel c/w VFD
		CDI Electric Pre-Heaters
		- ERV-1 = 18kW Pre-Heater
		- ERV-2 = 11.5kW Pre-Heater
		- ERV-3 = 25.5kW Pre-Heater



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Bill of Material

North Peace Arena Improvements	JME-0006213	NO ENGINEER	Wed., May 13, 2026
OLYMPIC INTERNATIONAL SALES		Accounts Payable	Sales Rep: Manjot Thandi

- ERV-4 = 9.5kW Pre-Heater
- Electric pre-Heater requires separate power feed
- Pre-Heater shipped loose and field installed, comes with the required hardware for mounting

Not Including: thermostat, vibration isolation, seismic isolation, extended warranty labour, spare filters, Cooling, heat pump, compressors

Total Price \$ 254,444.00

FOB Factory Freight Allowed to site - truck at curb. Plus GST and PST.
 Quoted prices are subject to change.

Tariff Notice (if applicable):

Certain equipment listed in this BOM may be subject to import tariffs based on the country of origin and prevailing government regulations. Where tariffs apply, once the Brokerage documentation is received Olympic will issue a separate invoice for the amount of the Tarriff with the brokerage documentation attached.

To proceed with the order as listed on this document, please complete all the fields below and return to Olympic International:

Company Name:	
Authorized Signature:	
Name and Title:	
Date:	
Is PST included in Total Price? (Yes/No)	

****By completing the fields above, the Purchaser confirms that they are duly authorized to sign on behalf of the Purchaser and agrees to proceed with the order as described herein. The Purchaser further agrees to be bound by the Terms and Conditions of Sale set out below.**



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Bill of Material

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OLYMPIC INTERNATIONAL SALES		Accounts Payable	Sales Rep: Manjot Thandi

TERMS AND CONDITIONS OF SALE (the "Terms") - *Revised 18 March 2025
Olympic International Sales Ltd. (the "Company")

This proposal for the sale of Daikin Applied's services, parts, and/or equipment, including the pricing and scope of work as described herein, is subject to the terms and conditions of and will be governed exclusively by Canoe / Sourcewell Contract #080824-DIN ("Sourcewell"), incorporated herein by reference. Any other terms and conditions, including those that may be contained in customer's Purchase Order or other customer documents, will have no force or effect unless mutually agreed to by the Parties. Canoe Sourcewell members may access the Canoe Sourcewell contract via the Sourcewell-MN website