

**To:** COUNCIL

**Meeting Date:** 06/08/2021

**Subject:** T21-22 - Fire Station 4 Re-roofing

**Submitted By:** Sheryl Ayres, Chief Financial Officer

**Prepared By:** Dave Mawdsley, Manager of Procurement

**Report No.:** 21-163(CRS)

**File No.:** T21-22

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## Recommendation(s)

THAT Report 21-163(CRS) re: Fire Station 4 Re-roofing be received;

AND THAT Council approve the transfers from Reserve Funds as outlined in the Financial Impact section of this report;

AND FURTHER THAT Council approve the award of Tender 21-22 Fire-Station 4 Re-roofing to Atlantic Roofers Ontario Ltd. of Hamilton for the total tendered price of \$309,055, including HST, this being the lowest compliant bid received as outlined in Report 21-163(CRS).

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## Executive Summary

### Purpose

- Council approval is required to transfer additional funding to the capital project and award the project as detailed here-in.

### Key Findings

- There were five (5) compliant bids received through a competitive tender process to pre-qualified roofing contractors, with an average bid price of \$338,803. The bid submitted by Atlantic Roofers Ontario Ltd. is \$24,748.80 or approximately 8.7% below average bid.

### Financial Implications

- The award of this tender will require additional funding from Facility Maintenance Reserve Fund in the amount of \$133,667.

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## Background

The tender was released to pre-qualified roofing contractors selected under P2019-26 in order to obtain competitive bids for work associated with the re-roofing of Fire Station 4.

All five (5) pre-qualified contractors submitted bids in response to the tender.

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## Analysis

### Strategic Alignment

PEOPLE To actively engage, inform and create opportunities for people to participate in community building – making Cambridge a better place to live, work, play and learn for all.

Goal #2 - Governance and Leadership

Objective 2.5 Focus on the responsible management of financial resources, ensuring transparency and accountability.

The public bidding process ensures the City maintains an open and transparent public process that provides accountability on the utilization of financial resources.

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## Comments

Five (5) bids were received in response to the tender as follows:

<b>Company</b>	<b>City</b>	<b>Bid Amount</b>
Atlantic Roofers Ontario Ltd.	Hamilton, ON	\$309,055.00
Atlas-Apex Roofing Inc	Kitchener, ON	\$324,511.14
Flynn Canada Ltd.	Cambridge, ON	\$339,226.00
Semple Gooder	Ayr, ON	\$340,332.10
Provincial Industrial Roofing & Sheet Metal Co. Ltd	Concord, ON	\$355,904.80

Procurement confirms that the rules under Procurement By-law No. 19-187 were adhered to in the issuing ad awarding of this solicitation.

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## Existing Policy/By-Law

Under Procurement By-law 19-187, the Manager of Procurement, or their designate who is under the general direction of the Chief Financial Officer, is delegated the authority to approve the award of Tenders and Proposals over \$500,000 when all of the following conditions have been satisfied:

- a) when there is sufficient funding, as approved by Council through the budget process and verified by the Finance Division by the Departmental Recommendation to Award Report.
- b) when all procedures in accordance with this By-law, have been followed.

- c) when the lowest compliant Tender bid or highest scored Proposal is accepted and recommended; and
- d) when at least three valid responses from vendors have been received.

This procurement requires approval from Council as additional funding is required.

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## Financial Impact

A/00982-40 Fire Station 4 Re-roofing				
Reserve Fund	Budget	Tender T21-22	Other Commitments	Saving/(Deficit)
Facility Maintenance Reserve Fund	\$ 165,000	\$ 278,314	\$ 20,352	(133,666)
Total Project Savings/(Deficit)	\$ 165,000	\$ 278,314	\$ 20,352	(133,666)

The tender scope of work was prepared to reflect information received through the most recent roofing condition assessment which listed the areas of the roof that are in poor condition. The high prices received through this tender are a result of the increase in materials costs and Covid-19 related work regulations. Patching of the lower priority areas will only extend for one year and replacement would be required in 2022. To defer a portion of the work to the future could result in higher costs due to mobilization and inflation. Mobilization costs (approximately \$10,000) would be incurred twice.

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## Public Input

The Request for Tender documents were distributed via invitation to pre-qualified roofing contractors selected under public solicitation P2019-26 - Prequalification of Roofing Contractors for this project.

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## Internal/External Consultation

Request for Tender documents were compiled by Procurement, however the detailed specifications contained within the tender documents were prepared and submitted to Procurement by the Building Design & Construction Division of Corporate Enterprise.

The advertising for this tender was as follows:

Issue Date of RFT	March 15, 2021
Site Visit / Pre-Bid Meeting	Thursday March 18 <sup>th</sup> , 2021 [10:00 AM] local time
Submission Deadline	Friday, March 26, 2021 [2:00 PM] local time

Final Date for Acceptance of Tender: June 24, 2021

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## Conclusion

Council approval of additional funding is required to award Tender T21-22 Fire-Station 4 Re-roofing to Atlantic Roofers Ontario Ltd.

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## Signature

### Division Approval

Reviewed by Legal Services



**Name: Sheryl Ayres**  
**Title: Chief Financial Officer**

### Departmental Approval



**Name: Dave Bush**  
**Title: Deputy City Manager, Corporate Services**

### City Manager Approval



**Name: David Calder**  
**Title: City Manager**

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## Attachments

- N/A