

**To:** COUNCIL

**Meeting Date:** 7/8/2025

**Subject:** Willard Park Workshop – Roof Replacement

**Submitted By:** Sheena Pawliwec, Acting Chief Financial Officer

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

**Report No.:** 25-031-CRS

**File No.:** Q25-27

**Wards Affected:** Ward 5

### **RECOMMENDATION(S):**

THAT Report 25-031-CRS Willard Park Workshop be received;

AND THAT Council directs staff to award Request for Quotations (Low-Bid) Q25-27 Willard Park Workshop – Roof Replacement to Atlas-Apex Roofing Inc., of Kitchener, Ontario, being the lowest compliant respondent of the pre-qualified suppliers, in the amount of \$143,366, excluding taxes;

AND FURTHER THAT it is recommended to draw \$33,466 from the Infrastructure Renewal Fund Reserve as outlined in the Financial Impact section of this report.

### **EXECUTIVE SUMMARY:**

#### **Purpose**

This report provides information to Council on the proposed roof replacement on designated roof areas at the Willard Park Workshop located at 85 Beechwood Road, Cambridge, ON. N1S 3S1.

#### **Key Findings**

All five (5) pre-qualified suppliers under the City's Qualified Supplier Roster for Roofing Contractors were invited to submit quotations. Four (4) submissions were received by the submission deadline.

#### **Financial Implications**

City staff are recommending that Request for Quotations (Low-Bid) Q25-27 Willard Park Workshop – Roof Replacement be awarded to Atlas-Apex Roofing Inc., of Kitchener,

Ontario, in the amount of \$143,366, excluding taxes. Additional funding of \$33,466 is required to award this project, to be drawn from the Infrastructure Renewal Fund Reserve.

**STRATEGIC ALIGNMENT:**

☐ Strategic Action

**Objective(s):** Not Applicable

**Strategic Action:** Not Applicable

**OR**

☒ Core Service

**Program:** Procurement

**Core Service:** Procurement

**BACKGROUND:**

The City undertook an invitational competitive procurement process to secure professional roofing services from a qualified supplier to provide all labour, plant, equipment, and materials necessary to perform to completion Work as described in the Contract Documents for Roof Replacement on designated roof areas at Willard Park Workshop located at 85 Beechwood Rd., Cambridge, ON, N1S 3S1.

Request for Quotation (Low-Score) Q25-27 Willard Park Workshop – Roof Replacement was issued to all five (5) pre-qualified suppliers under the City's Qualified Supplier Roster for Roofing Contractors on March 21, 2025.

The lowest compliant response results in an overall project deficit of \$33,465.78, as outlined in the Financial Impact section of this report below. The costs are to be an accurate reflection of current costs to complete the work.

It is recommended that this RFQ is approved for award and additional funding be drawn from the Infrastructure Renewal Fund Reserve.

**ANALYSIS:**

On March 21, 2025, the City issued the invitational RFQ to all five (5) pre-qualified suppliers under the City's Qualified Supplier Roster for Roofing Contractors.

Four (4) submissions were received at the time of the submission deadline, the lowest compliant respondent being Atlas-Apex Roofing Inc. Quotation amounts are listed below, in order from lowest to highest.

- Atlas-Apex Roofing (Kitchener) Inc. - \$143,366
- Atlantic Roofers Ontario Ltd. - \$146,500
- Semple Gooder Roofing Corporation. - \$149,000
- Provincial Industrial Roofing and Sheet Metal Co Ltd - \$167,300

#### **EXISTING POLICY / BY-LAW(S):**

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 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; and
- c) When the lowest compliant Tender bid or highest scored Proposal is accepted and recommended.

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

#### **FINANCIAL IMPACT:**

The budget for the capital project was developed from a high-level conceptual design prior to completing the detailed design. The successful quotation is higher than the capital project budget, but pricing was determined through a competitive procurement process that included four submissions.

This quotation, including other commitments (design & contingency) is overbudget by \$33,465.78. Table 1 – A/01617-40 Willard Workshop Roof Replace provides a summary analysis. The other commitments which include contingency are built into the budget to mitigate against unexpected findings, once construction begins. It is recommended that additional funding of \$33,465.78 be obtained through Infrastructure Renewal Fund (IRF). No additional impact on revenues, staffing or operating are expected.

Table 1 – A/01617-40 Willard Workshop Roof Replace.

Item of Expense	Funding	Approved Budget	Tender Q24-27 (net of HST rebate)	Other Commitments	Total Cost	Savings/ (Deficit)
Willard Park Workshop Roof Replacement	IRF	<b>126,400.00</b>	145,889.53	13,976.25	<b>159,865.78</b>	(33,465.78)

## PUBLIC VALUE:

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

## ADVISORY COMMITTEE INPUT:

N/A

## PUBLIC INPUT:

Request for Quotation (Low-Score) Q25-27 Willard Park Workshop – Roof Replacement was issued on March 21, 2025 and closed on April 10, 2025.

## INTERNAL / EXTERNAL CONSULTATION:

Request for Quotation documents were compiled by Procurement, however the detailed specifications contained within the documents were prepared and submitted to Procurement by Risk and Facilities.

## CONCLUSION:

City staff are recommending that Request for Quotations (Low-Bid) Q25-27 Willard Park Workshop – Roof Replacement be awarded to Atlas-Apex Roofing Inc., of Kitchener, Ontario, in the amount of \$143,366, excluding taxes.

## REPORT IMPACTS:

Agreement: **No**

By-law: **No**

Budget Amendment: **Yes**

Policy: **No**

## APPROVALS:

**This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:**

**Director**

**Deputy City Manager**

**Chief Financial Officer**

**City Solicitor**

**City Manager**

**ATTACHMENTS:**

N/A