



Report to Council

Department: Community Services
Division: Parks and Facilities
Date: November 2, 2020
Prepared by: John Olsen, Manager of Parks and Facilities
Report Number: Parks and Facilities-2020-08
Subject: Results of Request for Tender – Supply and Install
Roof Access Ladders at Harrow OPP Station
Number of Pages: 4

Recommendation(s)

That Parks and Facilities 2020-12 entitled Results of Request for Tender – Supply and Install Roof Access Ladders at Harrow OPP Station prepared by John Olsen, Manager of Parks and Facilities dated November 2, 2020 **be received**; and

That Council **award** the Request for Tender – Supply and Install Roof Access Ladders at Harrow OPP Station to Gillett Roofing Inc. in the amount of \$36,521.66 including non-refundable harmonized sales tax; and further

That Council **approve** the additional funding of \$6,521.66 above the allocated 2020 Roof Access Ladder Harrow OPP Station capital budget of \$30,000 with the additional funds coming from 2020 OPP Capital Contingency budget which currently has a \$25,000 balance.

Purpose

To obtain Council approval for additional funding to award and complete the project to install roof access ladders on the Harrow OPP station in 2020.

Background and Discussion

In 2020, Council approved in the OPP Capital Budget project PD-20-0002 for the installation of roof access ladders at the Harrow OPP station in the amount of \$30,000. This item has been identified by the Town's Joint Health and Safety committee as a safety concern for any staff or contractor to access the roof at the Harrow OPP station and proper access needs to be installed (see appendix A).

A Request for Quotation following the guidelines as set out in the Town's Procurement By-Law Number 1043 for supply and installation of roof access ladders at the Harrow OPP station was posted both on the Town's website and Merx, and closed on May 27, 2020 at 3:00:00 PM.

Administration reviewed the Tender submissions for specification compliance and found it to be complete. The results of the submitted tender prices are noted in Table below:

Name of Tenderer	Total Tender price including Harmonized Sales Tax (13%)	Total Tender price including Non-refundable Tax (1.76%)
Gillet Roofing Inc.	\$40,555.70	\$36,521.66
Horizon Roofing Ltd	\$44,027.06	\$39,647.73
Vince Ferro Construction Ltd.	\$44,514.09	\$40,086.32

Based on the pricing provided in the submissions, it is recommended that the lowest tender submitted by Gillett Roofing Inc. be accepted.

Financial Impact

During the 2020 budget deliberations Council approved project PD-20-0002 for the supply and installation of roof access ladders at the Harrow OPP station in the amount of \$30,000. The project has been tendered and the lowest price from Gillet Roofing Inc. was for \$36,521.66 including the non-refundable tax. The approved capital budget for this project is \$30,000 which leaves a deficit of \$6,521.66. Administration is requesting that the additional funds to supply and install the roof access ladders at the Harrow OPP station in the amount of \$6,521.66 be transferred from the approved 2020 capital project PD-20-0001 Harrow OPP Capital Contingency fund which has a current balance of \$25,000.

Consultations

Finance Division

Assistant Manager of Business Services

Appendix A – Harrow OPP Roof Ladder Locations



Link to Strategic Priorities

- ☒ Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- ☐ Create a safe, friendly and inclusive community which encourages healthy, active living for people of all ages and abilities.
- ☐ Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- ☐ Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community.
- ☐ Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.
- ☐ Improve the Town's capacity to meet the ongoing and future service needs of its citizens while ensuring the corporation is resilient in the face of unanticipated changes or disruptions.

Report Approval Details

Document Title:	CS-Parks and Facilities-2020-08 RFT - Supply Access Ladders at Harrow OPP Station.docx
Attachments:	
Final Approval Date:	Oct 26, 2020

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read "Chris Nepszy".

Chris Nepszy, Chief Administrative Officer - Oct 26, 2020 - 5:20 PM