



## Report to Council

Department: Community Services  
Division: Recreation and Culture  
Date: June 21, 2021  
Prepared by: Doug Sweet, Dir. of Community Services/Deputy CAO  
Report Number: Recreation and Culture-2021-02  
Subject: Results of Request for Quote – New Office at Essex Recreation Complex  
Number of Pages: 4

### Recommendation(s)

The following three (3) recommendations are **provided for Council's consideration**:

1. That Recreation and Culture-2021-002 entitled Results of Request for Quote – New Office at Essex Recreation Complex prepared by Doug Sweet, Director of Community Services/Deputy CAO dated June 21, 2021 be **received**, and
2. That Council **award** the Request for Quote – New Office at Essex Recreation Complex to TCI Titan Contracting Incorporated in the total amount of \$31,798.78 including non-refundable Harmonized Sales Tax; and
3. That Council **approve** utilizing approved grant funding of \$31,798.78 from the Investing in Canada Infrastructure Program: COVID-19 Resiliency grant for project CS-21-0104 New Office at Essex Recreation Complex.

### Purpose

Council approval is required for changes to the approved Capital budget.

## Background and Discussion

In 2021, Council approved in the Capital Budget for a new staff office to be built at the Essex Recreation Complex in the amount of \$30,000 with the Town of Essex and Greater Essex County School Board splitting the capital cost equally.

On October 28, 2020, Ontario announced the COVID-19 Resilience Infrastructure Stream (“COVID stream”) Grant Funding under the Investing in Canada Infrastructure Program (ICIP) in Ontario. Under the new COVID-19 Resilience Infrastructure Stream, \$250 million in combined federal-provincial funding will be dedicated to local governments across the province.

The federal government has indicated that investments under this stream are to support public infrastructure, defined as tangible capital assets, including temporary infrastructure related to pandemic response, primarily for public use and/or benefit which include retrofits, repairs and upgrades for municipal buildings.

Administration was notified in May 2021 that the Town was successful in its grant application and full funding for the new Essex Recreation Complex office would be funded through the grant.

As this project is occurring at the Essex Recreation Complex which is owned by the Greater Essex County District School Board, Town Administration met with the school board to discuss the project and location. The school board fully supported the project and requested since the project is part of the school that the Town send the Request for Quote package to **the Greater Essex County School Board’s 14 pre-qualified contractors.**

A Request for Quote following the **guidelines as set out in the Town’s Procurement By-Law** Number 1043 and the Greater Essex County District School Board Procurement policy for the creation of a new staff office at the Essex Recreation Complex was developed and distributed and closed on May 12, 2026 at 3:00:00 PM.

Administration has reviewed the quote 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 non-refundable Harmonized Sales Tax (1.76%)
TCI Titan Contracting Incorporated	\$31,798.78
Alliance General Contracting of Windsor Inc	\$49,760.64
Trillium Contracting Inc	\$40,648.03

Based on the pricing provided in the submissions, it is recommended that the lowest tender submitted by TCI Titan Contracting Incorporated be accepted.

## Financial Impact

As per the 2021 Capital budget, \$30,000 (Project Code: CS-21-0104) was approved for a new staff office to be built at the Essex Recreation Complex. The Town applied to the Federal **Government's** Investing in Canada Infrastructure Program: COVID-19 Resiliency grant fund for this project and the Town was successful in receiving grant funding. The original project had 50% of funding coming from the Town of Essex (Asset Management Reserve account) and 50% coming from the Greater Essex County School Board and with the Town receiving full grant funding for the project, the Town's **original budgeted commitment of \$15,000 will** remain in the Asset Management Reserve account.

## Consultations

Greater Essex County School Board Facility Department

Architecttura Consultants

Town of Essex Finance Department

Manager of Recreation and Culture

## 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-2021-Results of Request for Quote - New Office at Essex Recreation Complex - Recreation and Culture-2021-02.docx
Attachments:	
Final Approval Date:	Jun 15, 2021

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". The signature is fluid and cursive, with a large initial "C" and a stylized "N".

**Chris Nepszy, Chief Administrative Officer - Jun 15, 2021 - 1:39 PM**