



Report to Council

Department: Community Services

Division: Parks and Facilities

Date: July 20, 2020

Prepared by: Jackson Tang, Assistant Manager, Business Services

Report Number: Parks and Facilities-2020-06

Subject: Results of Request for Tender – Roof Replacement of Harrow Arena Section C and Section E

Number of Pages: 4

Recommendation(s)

That Parks and Facilities 2020-06 entitled Results of Request for Tender – Roof Replacement of Harrow Arena Section C and Section E prepared by Jackson Tang, Assistant Manager, Business Services dated July 06, 2020 be received, and

That Council award the Request for Tender – Roof Replacement of Harrow Arena Section C and Section E to Gillett Roofing Inc. in the amount of \$171,923.52 including non-refundable Harmonized Sales Tax.

Purpose

In accordance with the Town Procurement By-Law Number 1043, Council approval is required for purchases in excess of \$100,000.00. This report is to seek Council's approval to appoint a qualified contractor to provide the Town with services for Roof Replacement of Harrow Arena Section C and Section E.



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Background and Discussion

The Town of Essex sought Tenders from qualified contractors for Roof Replacement of Harrow Arena Section C and Section E. A copy of the map on the area of the roof being replaced is attached.

A Request for Tender, following the guidelines as set out in the Town's Procurement By-Law Number 1043 was posted both on the Town's website and Merx, and closed on May 20, 2020 at 3:00:00 pm.

The Tenders were reviewed for arithmetic errors, completeness, legibility, revisions and irregularities. In addition, there were no apparent unbalanced prices in the Schedule of Items and Prices. 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%)
Semple Gooder Roofing Corp	\$229,449.47
Horizon Roofing Ltd	\$183,015.36
Quimm Roofing Solutions Inc	\$150,604.80
2271092 Ontario Ltd	\$177,469.44
Gillett Roofing Inc	\$171,923.52
Accent Roofing	\$191,325.49



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Rauth Roofing Ltd	\$187,492.80
Flynn Canada Ltd	\$270,395.65

Quimm Roofing Solutions Inc. submitted the lowest bid. Upon review of their tender document, it was concluded that their quoted roof materials do not conform to the tender specifications.

Gillett Roofing Inc. submitted the second lowest bid. Upon review of their tender document, it was concluded that their tender is complete and satisfies all of the tender specifications. They are the previous supplier for roof repairing with satisfactory services.

Financial Impact

The approved Capital Budget (CS-20-0092, GL Account: 2-5-54-542-55450) for the roof replacement of Harrow Arena Section C and Section E is \$175,000.00. As a result, there are sufficient funds in the approved budget to proceed with the works as detailed within this report by Gillett Roofing Inc. in the amount of \$171,923.52 including non-refundable Harmonized Sales Tax.



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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.



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Report Approval Details

Document Title:	Request for Tender - Roof Replacement for Harrow Arena - Parks and Facilities-2020-06.docx
Attachments:	- Map RFT-CS-20-015.pdf
Final Approval Date:	Jul 14, 2020

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

No Signature - Task assigned to John Olsen, Manager, Parks and Facilities was completed by workflow administrator Shelley Brown, Deputy Clerk, Legal and Legislative Services

John Olsen, Manager, Parks and Facilities - Jul 14, 2020 - 2:59 PM

A handwritten signature in black ink, appearing to read "Doug Sweet".

Doug Sweet, Director, Community Services/Deputy CAO - Jul 14, 2020 - 3:50 PM

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

Chris Nepszy, Chief Administrative Officer - Jul 14, 2020 - 3:51 PM