



**City of Kingston
Report to Council
Report Number 19-241**

To:	Mayor and Members of Council
From:	Deanne Roberge, Acting Commissioner, Corporate Services
Resource Staff:	Speros Kanellos, Director, Facilities Management and Construction Services
Date of Meeting:	September 3, 2019
Subject:	Award of Contract – British Whig Building Roof Replacement

Executive Summary:

The purpose of this report is to seek Council approval to award the contract for the British Whig Building Roof Replacement to Roof & Building Service Intl. pursuant to Request for Proposal F31-CES-FMCS-2019-12.

Two (2) submissions were received and evaluated in response to RFP F31-CES-FMCS-2019-12. In accordance with By-Law 2000-134, "A By-Law to Establish Purchasing Policies and Procedures", Section 3.4 iv), Council approval is required when less than three (3) valid responses from Vendors received.

Roof & Building Service Intl. was the highest scoring lowest priced proponent.

This procurement is time-sensitive due to timing the repairs before the winter season. The roof has been leaking for several years and continues to worsen. There is a short timeframe remaining to complete this work in this calendar year to ensure it is watertight before the upcoming winter season.

Recommendation:

That Council authorize the Mayor and City Clerk to enter into an agreement with Roof & Building Service Intl. to provide contracting services for the repair of the roof and other repairs in the scope of the British Whig Building in the amount of \$584,000.00, plus applicable taxes.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Deanne Roberge, Acting
Commissioner, Corporate
Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Lanie Hurdle, Interim Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Peter Huigenbos, Acting Commissioner, Community Services	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	OK
Sheila Kidd, Commissioner, Transportation & Public Works	Not required

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Options/Discussion:

The British Whig Building (BWB), located at 310 King Street East in downtown Kingston, is home to City Staff and The Keg restaurant. Due to how the roof was constructed there have been roof leaks for several years in the building. The original rooftop garden on the roof was removed in the fall of 2014. The roof has been repaired and patched multiple times over the years; however nothing has rectified the situation. It is still leaking and needs a full replacement. Construction work is slated for this fall, with the main roof replacement occurring in September and October before the winter season starts.

The Facilities Management and Construction Services (FMCS) department retained a consultant, Fishburn Sheridan in September 2018, with expertise in roofing repairs and replacements. They were hired to assess the current condition of the roof and the current leaks, and to provide a design for replacement. The recommendation of replacement and design of the roof replacement is based on the report of their findings.

Request for Proposals:

The FMCS department issued a request for proposals in July for construction services for this project. The scope includes a full roof replacement, relocation and reinstallation of the rooftop units, repairs to the wooden patio deck and repairs to the skylights.

In accordance with the City's Purchasing By-Law, RFP F31-CES-FMCS-2019-12 was publicly advertised on Biddingo. The RFP closed on July 31st, 2019. Two submissions were received.

Evaluation of Submissions:

The RFP established an evaluation framework as follows:

Rated Criteria Category	Weighting (Points)
i. Pricing	50
ii. Company Profile, Proposed Project Resources and Demonstrated Similar Experience	15
iii. Project Methodology	15
iv. Project Schedule	15
v. Accessibility	5
Total Points	100

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The following table summarizes the results of the evaluation:

Firm	Rank	Points	Price (excluding HST)
Roof & Building Service Intl.	1	92.5	\$584,000.00
Robert J. Bourgon and Associates Ltd. (Bourgon Construction)	2	89.6	\$600,900.00

Each proponent submitted strong proposals each with their strengths and weaknesses. After careful evaluation, the evaluation team is confident that Roof & Building Service Intl. presents the best combination of experience, qualifications, methodology and price. Staff is recommending award to the highest ranked submission which is the lowest cost proposal.

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Existing Policy/By-Law:

By-Law 2000-134, "A By-Law to Establish Purchasing Policies and Procedures for the City of Kingston", as amended.

Notice Provisions:

Not applicable

Accessibility Considerations:

The *Accessibility for Ontarians with Disabilities Act, 2005* is a consideration and forms part of the evaluation criteria of all Requests for Proposals administered by the City of Kingston.

Financial Considerations:

There are sufficient funds available in the 2019 Capital budget to proceed with the award of a contract for this work.

Contacts:

Speros Kanellos, Director, Facilities Management and Construction Services 613-546-4291 extension 3133

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Other City of Kingston Staff Consulted:

Stephanie Guy, Project Manager, Facilities Management and Construction Services

Jeff Rempel, Manager, Realty Construction, Facilities Management and Construction Services

Brent Funnell, Corporate Buyer, Procurement

Exhibits Attached:

Not applicable