



**City of Kingston  
Report to Council  
Report Number 21-146**

---

**To:** Mayor and Members of Council  
**From:** Brad Joyce, Commissioner, Corporate Services  
**Resource Staff:** Speros Kanellos, Director, Facilities Management & Construction Services  
**Date of Meeting:** May 18, 2021  
**Subject:** Award of Contract - Cataraqui-Kinsmen Arena Roof Replacement and Repairs

---

**Council Strategic Plan Alignment:**

Theme: Corporate business

Goal: See above

**Executive Summary:**

The purpose of this report is to seek Council approval to award a contract to Roof & Building Service Intl. for roof replacement and repairs at the Cataraqui-Kinsmen Arena.

Two (2) compliant submissions were received and evaluated in response to Request for Proposal (RFP) F18-CS-FMCS-2021-04. It is recommended that F18-CS-FMCS-2021-04 for roof replacement and repairs at the Cataraqui-Kinsmen Arena be awarded to Roof & Building Service Intl. In accordance with Section 3.4 (iv) of By-Law 2000-134, "A By-Law to Establish Purchasing Policies and Procedures for the City of Kingston", Council approval is required when less than three (3) valid responses from vendors are received.

**Recommendation:**

**That** Council authorize the Mayor and Clerk to enter into an agreement with Roof & Building Service Intl pursuant to RFP F18-CS-FMCS-2021-04, in the amount of \$473,325.00 plus applicable taxes for roof replacement and repairs at Cataraqui-Kinsmen Arena, as well as any related amendments thereto or other documents required to complete the work as directed by

May 18, 2021

Page 2 of 5

the Director, Facilities Management & Construction Services and in a form satisfactory to the Director of Legal Services.

May 18, 2021

Page 3 of 5

**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

\_\_\_\_\_  
**Brad Joyce, Commissioner,  
Corporate Services**

ORIGINAL SIGNED BY CHIEF  
ADMINISTRATIVE OFFICER

\_\_\_\_\_  
**Lanie Hurdle, Chief  
Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Paige Agnew, Commissioner, Community Services Not required

Peter Huigenbos, Commissioner, Business, Environment & Projects

Jim Keech, President & CEO, Utilities Kingston Not required

Desirée Kennedy, Chief Financial Officer & City Treasurer

Sheila Kidd, Commissioner, Transportation & Public Works Not required

May 18, 2021

Page 4 of 5

**Options/Discussion:**

The Cataraqi-Kinsmen Arena was originally constructed in 1972, with major additions in both 1992 and 1995. It serves as a significant community center with two ice pads and two community halls. Various parts of the building envelope of this facility have reached the end of their life cycle and require repairs or replacement over the next few years. The scope of this work includes demolition, structural improvements, and construction of a new modified bituminous roof located over the Cataraqi Arena Ice Plant, as well as various roof coatings and miscellaneous repairs to other parts of the facility.

The Request for Proposal for F18-CS-FMCS-2021-04 for the roof replacement and repairs at the Cataraqi-Kinsmen Arena at 1030 Sunnyside Road in Kingston was advertised on Biddingo and closed on April 29, 2021. Two (2) submissions were received and evaluated by the three (3) members of the Facilities Management & Construction Services team.

Below is a summary of the companies who submitted bids for this RFP, and their scored based on the evaluation criteria.

Rank	Proponent	Cost	Score
1.	Roof & Building Service Intl.	\$473,325.00	90.7
2.	Bel-Con Design Builders Ltd.	\$547,480.00	63.5

It is recommended that this contract be awarded to Roof & Building Service Intl., having submitted the highest-scored and lowest-priced submission. The mandatory submission and technical requirements of the RFP were met.

There are sufficient funds available in the current capital budget to proceed with the award of a contract as recommended in this report.

In accordance with Section 3.4 (iv) of By-Law 2000-134, “A By-Law to Establish Purchasing Policies and Procedures for the City of Kingston”, Council approval is required when less than three (3) valid responses from vendors are received.

**Existing Policy/By-Law:**

Section 3.4 (iv) of By-Law 2000-134, “A By-Law to Establish Purchasing Policies and Procedures for the City of Kingston”, as amended.

**Notice Provisions:**

None

May 18, 2021

Page 5 of 5

**Accessibility Considerations:**

None

**Financial Considerations:**

There are sufficient funds available in the current capital budget to proceed with the award of a contract as recommended in this report.

**Contacts:**

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

**Other City of Kingston Staff Consulted:**

Lacricia Turner, Director, Recreation and Leisure Services

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

Brent Funnell, Supervisor, Procurement Operations, Financial Services

Luke MacDonald, Project Manager, Facilities Management & Construction Services

**Exhibits Attached:**

None