

Municipality of Chatham-Kent
Drainage, Asset and Waste Management
Asset Management
Information Report

To: Mayor and Members of Council
From: Wes Lozon
Supervisor, Building Maintenance (Municipal)
Date: July 18, 2018
Re: Emergency Purchase – Airport Terminal Roof

This report is for the information of Council.

Background

A windstorm on May 4, 2018 damaged a large area of asphalt roofing on the airport terminal building. Crews were sent out immediately to tarp the area preventing interior damage. As this damage has happened in the past, the decision was made to replace the roof with a steel roofing product designed to withstand the high winds at the airport.

Concerns were raised regarding the length of time temporary tarping would remain on the roof. If the tarp were to blow off, it could interfere with aircraft or create an accident.

The decision was made to hire Double AA Metal Roofing to install a steel roof system. Approximately 3-4 weeks were saved by emergency purchase vs tender, greatly reducing risk.

Double AA Metal Roofing previously installed the same roofing system at the Ridgeway Municipal Centre through a competitively bid contract.

Comments

The Procurement By-law #03-2016 was adopted by Council on January 11, 2016. The Procurement By-law Section 119, Exceptions to the Competitive Process – Emergency Purchases states:

In the event of an Emergency requiring the purchase of Goods or Services to alleviate the Emergency, Goods and Services may be purchased by the most economical and expedient means, notwithstanding this By-law, as follows:

- a. Under \$100,000: SMT members have the authority to approve Emergency Purchases under \$100,000.

- b. Between \$100,000 and \$200,000: EMT members have the authority to approve Emergency Purchases between \$100,000 and \$200,000.
- c. \$200,000 and above: the CAO has the authority to approve Emergency Purchases of \$200,000 and above.”

As soon as reasonably possible, and no later than three (3) months following the emergency, the authorizing Employee (SMT, EMT or CAO) shall prepare and submit an information report to Council describing;

- a. The circumstances of the Emergency,
- b. The reason and necessity of purchasing the Goods or Services outside of the competitive process,
- c. The total purchase price,
- d. The name of the Supplier, and
- e. And other relevant details or information.

Consultation

The General Manager of Infrastructure and Engineering, and CAO were consulted prior to purchase.

Financial Implications

The project cost of \$29,603.18 (including HST) was paid from the 2018 Building Lifecycle budget.

Prepared by:

Reviewed by:

Wes Lozon
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Tom Skodak, P. Eng
Manager, Municipal Assets
Asset Management

Reviewed by:

Reviewed by:

Tim Dick, C.E.T.
Director,
Drainage, Asset and Waste Management

Thomas Kelly, P. Eng., MBA
General Manager,
Infrastructure and Engineering Services

Consulted and confirmed the content of the consultation section of the report by:

Don Shropshire,
CAO

Attachment: None

C: Matt Torrence, Supervisor Accounting Operations
Jennifer Scherle, Purchasing Officer

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