

Municipality Of Chatham-Kent
Drainage, Asset and Waste Management
Asset Management

To: Mayor and Members of Council
From: Michael Irwin, Building Compliance Coordinator
Date: October 27, 2020
Subject: Civic Centre Window Replacement
Request for Proposal (RFP) R20-305

Recommendations

It is recommended that:

1. The Civic Centre Window Replacement RFP # R20-305 in the amount of \$377,192.87 (including HST) be awarded to Westhoek Construction.
2. The total project cost of \$377,192.87 (including HST) be funded from the Building Lifecycle budget.

Background

The remaining windows at the Civic Centre are currently leaking and have poor thermal seals causing water damage, air drafts and uncomfortable working conditions. New windows will match the 3rd floor east side windows that were replaced in July 2020.

These windows must be replaced to prevent further water damage and allow for a proper and comfortable workplace.

As per the Purchasing Policy, a RFP document was posted to the purchasing page of the municipal website on August 31, 2020 and a mandatory site meeting was held on September 15, 2020 for all interested bidders.

The RFP closed on September 23, 2020.

Eleven bidders attended the mandatory site meeting. Six bids were received.

Comments

A RFP was prepared and posted to the bids and tenders page of the municipal website. Each contractor was required to submit a two-part bid. The first detailing experience and equipment, and the second detailing prices.

The submissions were evaluated by a three member panel of Municipal staff. Upon averaging the scores from the equipment and experience packages, pricing submissions were opened from all submissions deemed to be qualified. Not all submissions were considered for the pricing portion of the evaluation due to low initial grading. An aggregate score was created for each qualified submission based on all scores (equipment, experience, and price). The aggregate score was used to create the final ranking for each RFP.

The final ranking scores for each RFP are shown in the tables below:

Company Name	Final Grade (%)
Weshoek Construction Limited	99
AUBI	91
Jayden Construction	88
Sabcon	75

Areas of Strategic Focus and Critical Success Factors

The recommendations in this report support the following areas of strategic focus:

- Economic Prosperity:
Chatham-Kent is an innovative and thriving community with a diversified economy
- A Healthy and Safe Community:
Chatham-Kent is a healthy and safe community with sustainable population growth
- People and Culture:
Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community
- Environmental Sustainability:
Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

- Financial Sustainability:
The Corporation of the Municipality of Chatham-Kent is financially sustainable

- Open, Transparent and Effective Governance:
The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership
- Has the potential to support all areas of strategic focus & critical success factors
- Neutral issues (does not support negatively or positively)

Consultation

The Purchasing Department as well as the Director of Drainage, Asset and Waste Management were consulted during the preparation and issuing of this RFP

Financial Implications

Project to be paid for through the Building Lifecycle budget over the course of the next two years.

Recommended RFP (including 13% HST)	\$377,192.87
Less HST rebate @ 11.24%	\$37,519.00
Total Project Cost	\$339,678.87

Prepared by:

Reviewed by:

Michael Irwin
Building Compliance Coordinator

Tom Skodak, P. Eng.
Manager, Municipal Assets

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

Attachment: None

C: FS Financial Analyst 1

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