

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

To: Mayor and Members of Council
From: Michael Irwin, Building Compliance Coordinator
Date: August 6, 2020
Subject: Asset Management Flooring Contractor Roster

Recommendation

It is recommended that:

1. Flooring Roster- Asset Management (R20-237) be approved using the following contractors for a period of one year with an option of two one-year renewals:
 - Sacwal Flooring
 - Sure General Contractors

Background

The Asset Management department frequently uses a wide variety of contractors as a part of its day to day operations in the maintenance of 115 facilities across the municipality. As per the Purchasing By-law, projects may only be direct awarded up to an amount of \$2,500.00 (HST Included) before posting items for bid.

Under the Purchasing By-law, a roster of approved contractors may be used to direct award work up to \$75,000 (HST Included). The increase in value threshold that a roster list provides will allow the Asset Management Department to greatly reduce lead times and increase efficiency while responding to issues throughout its asset portfolio.

Comments

A Request For Proposal (RFP) was prepared for each individual roster list and posted to the bids and tenders page of the municipal website. Each roster submission required two sealed packages, the first detailing experience and equipment, and the second detailing prices.

The roster submissions were evaluated by a three member panel of Municipal staff. Upon averaging the scores from the equipment and experience packages, the pricing submissions were opened from all submissions deemed to be qualified. 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. In each case, the number one contractor will be contacted, and if they are not able to complete the project, the number two contractor will be contacted.

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

Company Name	Final Grade (%)
Sacwal Flooring	86
Sure General Contractors	57
*Owen Flooring	47

*Owen Flooring will not be accepted as a contractor of the Flooring Roster due to their low score.

Areas of Strategic Focus and Critical Success Factors

The recommendation in this report supports 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 recommendation in this report supports 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 all Asset Management roster RFPs.

Financial Implications

Projects completed under Asset Management roster lists will be paid for through the Building Lifecycle budget or General Maintenance budget lines depending on project scope.

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

Jennifer Scherle,
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Attachment: None

C: None

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