

Request for Decision United Townships of Head, Clara & Maria Council

Type of Decision									
Meeting Date	Thursday, October 17, 2019				Report Date	Wednesday, October 2, 2019			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #17/10/19/1101- Roof Replacement – Deux Rivieres Salt Shed									

SUBJECT: Roof Replacement required for Deux Rivieres Salt Shed

RECOMMENDATION:

That Council authorize roof replacement of the Deux Rivieres Salt Shed.

BACKGROUND/EXECUTIVE SUMMARY:

In May 2018, Staff received a quote from Mackey Construction to have the roof replaced on the salt shed in Deux Rivieres with a total cost of \$4915.50. \$5000 was allocated under Special Projects for the 2018 budget; however the work was never completed.

Staff requested an updated quote for 2019 which resulted in an increase of \$245.78, bringing the total cost to \$5161.28 including HST. The replacement project includes removing existing shingles, repairing the roof deck at its edges, removing the wooden light mast, installing roof underlayment and galvanized metal roof and disposal of debris.

As per the Procurement By-Law:

“20.1. Quotations are recommended but not mandatory for purchases between \$2,500 and \$5,000. This will be left to the discretion of the Clerk and/or Treasurer depending on the availability of suppliers and competitive pricing.

20.2. Two quotations are required for purchases from \$5,001 to and including \$10,000.

i The purchaser shall demonstrate that the selection process used to purchase the goods, service or construction in this total acquisition cost range shall demonstrate that fair market value was achieved.

ii Quotations shall be obtained via informal, low value procurement methods such as: verbally, via phone, in person; in writing, via letter, fax or email; through on-line research by staff; or through vendor advertisements and/or catalogues.”

At least one additional quote will be obtained as per the Procurement By-Law. It is recommended that the roof be replaced before the winter to prevent further damage. Contractor timelines and availability will also be a determining factor in awarding the project; along with price, experience, insurance etc.

FINANCIAL CONSIDERATIONS/BUDGET IMPACT:

The total cost of the project is \$5161.28. The project may be eligible to claim under AMO Gas Tax funding.

OTHERS CONSULTED:

Darryl Francoeur, Mackey Construction

Approved and Recommended by the Clerk

Crystal Fischer,
Clerk-Treasurer