

REPORT NUMBER: 2020-107
REPORT TO COUNCIL October 13, 2020
RE: Masonic Hall Window Replacement RFP Award
PREPARED BY: Ray Morrison, CAO/Treasurer

RECOMMENDATION:

THAT Council authorize the Mayor and the Clerk to enter into a contract with Wiltse – Brockville Glass in the amount of \$20814.15, plus H.S.T. for window replacement at the Main Street Recreation Centre in North Augusta.

BACKGROUND:

In 2019, Augusta Township received \$44,150.38 in Provincial funding for Main Street Revitalization. This funding was channelled to several local area businesses based on applications and improvements at those locations. After all the Main Street Revitalization initiative applications for local businesses were awarded, the Township had surplus funds available to be used by October 31, 2020.

To utilize the remaining funds, an RFP was issued for replacement windows for the Main Street Recreation Centre in North Augusta (aka Masonic Hall), which is also an allowable project under the grant. It is anticipated that public events and activities hosted at this location will continue to generate customer traffic and benefits to the other businesses of North Augusta and surrounding area.

ANALYSIS:

The RFP sealed bid opening was conducted October 13th with four bids being received. The following bids were submitted:

Chevron Inc.

\$27,035 plus H.S.T.

Competitive Renovations

\$32,206.48 plus H.S.T.

Christie Aluminum Products Limited

\$22,872.50 plus H.S.T.

Wiltse Sales Limited

\$20,814.15 plus H.S.T.

A detailed analysis of the bids ensured that all essential requirements were included in the bids. Based on this analysis, the author is satisfied that no additional renovation or modification costs will be incurred. Wiltses – Brockville Glass was the lowest bidder and has a good reputation throughout Leeds and Grenville for quality products and services. It is recommended they be awarded the contract.

FINANCIAL IMPACTS:

The primary funding for this RFP will be from the Reserve for Main Street Revitalization a/c 210-01-042, until it is fully utilized. The remaining funds required for this project will be allocated from the Reserve for Recreation projects a/c 210-01-034. Given all funds are available from Reserves, this will have no direct impact on the 2020 Operating budget, other than unallocated staff time.

Ray Morrison
CAO/Treasurer

Nicole Walker
Community Development and Recreation Co-ordinator