

## Report to Council

<b>Report Title:</b>	Cargill Roof RFQ Contract Award		
<b>Prepared By:</b>	Colleen Gillis, Director of Community Services		
<b>Department:</b>	Recreation		
<b>Date:</b>	November 25, 2025		
<b>Report Number:</b>	REC2025-24	<b>File Number:</b>	C11REC
<b>Attachments:</b>	N/A		

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### Recommendation:

That the Council of the Municipality of Brockton hereby receives Report Number REC2025-24 - Cargill Roof RFQ Contract Award, prepared by Colleen Gillis, Director of Community Services and in doing so approves awarding the contract to H. Bye Construction LTD to the amount of \$215,367.00 plus HST and further approves Option \_\_\_\_ in regards to roof eave detail and to be funded by \_\_\_\_\_.

### Report:

#### Background:

At the July 15, 2025 meeting, Council approved moving forward with the reconstruction of the Cargill Community Centre roof, directing staff to engage engineering services to finalize the design, establish a clear project scope, and manage the tender process. Council also requested that the tender include an alternative option for structural steel work to extend the building eave as part of the redesigned roof.

In accordance with this direction, staff issued a non-binding RFQ through the Bids and Tenders platform with a closing date of September 15, 2025. Only one submission was received, totaling \$938,000—approximately three times higher than the project’s preliminary estimate. After consulting with legal counsel to ensure fairness and transparency, staff cancelled the RFQ and attempted to negotiate reduced pricing with the bidder, who did not respond by the stipulated deadline.

To improve competitiveness and encourage broader participation, staff retendered the project in October 2025 with several key adjustments: extended timelines, altered submission requirements, modified bonding expectations, and allowing bids by email in addition to Bids and Tenders. Despite these key changes and widespread communication, no bids were submitted. Follow-up discussions indicated that contractors were fully booked, uncertain they could meet the spring deadline, or simply missed the submission window.

A third retender was issued in November 2025, further extending the project completion timeline to July 1, 2026. Staff once again connected with local contractors and emphasized the importance of the project to the community and the need to complete repairs in a timely manner.

This final approach was successful, and multiple bids were received prior to the November 24, 2025, deadline.

### **Analysis:**

In reviewing the tender submissions and considering the long-term maintenance needs of the Cargill Community Centre, staff evaluated both the base roof design and the optional eave extension included in the RFQ. The alternative design element was requested by Council to improve the building's long-term durability and ensure consistency with the existing East End (kitchen) addition.

The RFQ required bidders to provide separate pricing for the optional extended eave detail, which was submitted at a cost of \$22,267.00. This enhancement is intended to:

- Reduce the amount of water striking the cladding and sealants, decreasing the risk of premature façade deterioration and potential interior leaks.
- Provide greater visual and structural consistency with the East End addition, enhancing the overall appearance of a key community asset.

Council now has two design options to consider:

#### **Option 1: Base Roof Only – \$215,367.00**

- Lowest upfront cost; however, does not address ongoing moisture exposure to the building façade.
- Increased risk of future repairs to cladding, sealants, soffits, and potential interior water remediation.

#### **Option 2: Roof with Eave Extension – \$237,994.00 (Base Roof + \$22,267.00)**

- Higher initial investment; however, improves water management and protects the building envelope, potentially reducing long-term repair costs.
- Ensures the new roof design matches the existing kitchen addition, creating a cohesive exterior appearance.

Staff recommend that Council award the contract to the lowest tender, H. Bye Construction Ltd., and approve the eave extension at an additional cost of \$22,267.00, to be incorporated into the contract award for the Cargill Community Centre Roof Project.

### **Strategic Action Plan Checklist:**

What aspect of the Brockton Strategic Action Plan does the content/recommendations in this report help advance?

- |   |     |
|---|-----|
| • Recommendations help move the Municipality closer to its Vision                       | Yes |
| • Recommendations contribute to achieving Heritage, Culture, and Community              | Yes |
| • Recommendations contribute to achieving Quality of Life                               | Yes |
| • Recommendations contribute to achieving Land Use Planning and the Natural Environment | N/A |
| • Recommendations contribute to achieving Economic Development                          | N/A |

- Recommendations contribute to achieving Municipal Governance

N/A

### Financial Impacts/Source of Funding:

- Do the recommendations represent a sound financial investment from a sustainability perspective?  
N/A

#### Option 1: Base Roof Cost:

Item	Amount
Bid Price	\$215,367.00
Engineering Services including preparation of all tender/ construction drawings and specifications, review during construction.	\$12,500
Total Estimated Cost of Project	\$227,867.00 +HST
Less CDCF Funding (over 5-year span)	(\$100,000)
Less insurance monies	(\$38,352)
Funding Required	<b>\$89,515.00</b>

#### Option 2: Eave Roof Extension Cost:

Item	Amount
Bid Price	\$215,367.00
Engineering Services including preparation of all tender/ construction drawings and specifications, review during construction.	\$12,500
Additional Eave Extension (provisional items)	\$22,627.00
Total Estimated Cost of Project	\$250,494.00 +HST
Less CDCF Funding	(\$100,000)
Less insurance monies	(\$38,352)
Funding Required (including provisional items)	<b>\$112,142.00</b>

#### Funding Source Options:

- **Recreation Equipment Reserve** – this reserve fund is for all recreational maintenance and replacement, for all facilities, parks, trails, pool, including equipment. With a balance of \$495,000.
- **Future Recreation Facility Reserve Fund:** This reserve fund was established for the future replacement or rehabilitation of the Walkerton Community Centre/Arena. With a balance of \$1,525,000 – with \$800,000 locked into long-term investment account.

#### Reviewed By:



Trish Serratore, Chief Financial Officer

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**Respectfully Submitted by:**

*Colleen Gillis*

Colleen Gillis, Director of Community Services