

ADDENDUM TO RENFREW COUNTY HOUSING CORPORATION REPORT

Prepared by: Laura LePine, Director of Community Services

May 17, 2023

RESOLUTIONS

3. **Contract Approval – RE-2023-10-RH Lea Street Roof Replacement, Pembroke, Ontario**

Recommendation: THAT the Renfrew County Housing Corporation Board of Directors approve a partial proposal submitted by Norlock Operations, Pembroke, Ontario for the replacement of asphalt shingle roofs and mansard wall insulation at four of the six Row Housing units on Lea Street in Pembroke, Ontario in the amount of \$349,000.50 plus HST; AND FURTHER THAT a Contract be executed.

Background

Renfrew County Housing Corporation (RCHC) issued a request for proposal for the replacement of asphalt shingle roofs and insulation of mansard walls at six row housing units in Pembroke, Ontario. The deadline for tenders was 2:00 p.m. on May 11, 2023. The asphalt shingles on these units were last rehabilitated between 2008 – 2010 and show signs of shortened life expediency. Due to the design of the mansard style units, shingles frequently become dislodged, requiring continuous repairs. The units also have poor insulation, leading to excessive heat loss and favorable conditions for mold growth. Seven companies requested proposal documents, and four companies attended the mandatory site meeting. Only one proposal was received to complete the work:

- | | |
|-------------------------|--------------|
| 1. Norlock Operations | \$457,401.40 |
| Amount excludes 13% HST | |

In accordance with the Renfrew County Housing Corporation's RCHC-02 Policy for the Procurement of Goods and Services, competitive tenders with results greater than \$100,000 require RCHC Board of Directors approval. The procurement of the services included in this proposal followed the requirements set out in Policy RCHC-02.

Financial Implications

The cost for this contract will be covered by two funds: \$290,000 via capital allocation and \$121,845 from Canada-Ontario Community Housing Initiative (COCHI) for a total of \$411,845. The contract was written as a proposal, separating each row housing unit as an item. It is recommended that the Committee award the contract for four of the row housing units, totaling \$349,000.50. This allocation will allow for unexpected additional costs in order to address deficiencies from the original construction. Staff confirm that there are sufficient funds in the 2023 Departmental budget to partially complete the project.