



Community Services *Staff Report*

REPORT NO: CS-2025-15

TO: Council

SUBMITTED BY: Chris Catania, Director of Community Services

PREPARED BY: Amber Schenck, Project Coordinator

REVIEWED BY: Harold O'Krafka, Acting Chief Administrative Officer

DATE: June 23, 2025

SUBJECT: Award of RFT-2025-15 Flat Roof Replacement St. Agatha Community Centre

RECOMMENDATION:

THAT Report CS-2025-15, Award of RFT-2025-15 Flat Roof Replacement St. Agatha Community Centre be received for information and:

That Council award to Smith-Peat Roofing and Sheet Metal Ltd in the amount of \$128,865.00 plus HST as the lowest compliant bidder for RFT-2025-15 Flat Roof Replacement at the St. Agatha Community Centre

SUMMARY:

To provide Council information related to the Flat Roof Replacement at the St. Agatha Community Centre and to seek Council award of contract for this replacement project.

BACKGROUND:

Roof inspections conducted for the St. Agatha Community Centre in 2021 revealed moisture within the roof structure. In response, Township staff were instructed to identify any visible holes or areas of concern and reseal all utility penetrations. Despite thorough efforts, moisture continued to reappear. To extend the life of the flat roof, an investigative inspection was carried

out to pinpoint the source of the penetration, which led to several instances of patching. However, the leaks persisted despite these remedial steps. A recent Thermographic Roof Inspection has identified the main flat roof section as being saturated, in poor condition and requiring immediate replacement.

Water penetration within the ceiling of the gymnasium has not only caused visible damage to the facility's interior but has also created safety hazards, leading to programming interruptions and increased maintenance costs. Replacing the main flat roof section, the most critical section ensures a cost-effective, phased approach method on these immediate needs.

Council approved in the 2025 Capital budget project #CS-2025-013 replacement of the flat roof section at the St. Agatha Community Centre. This facility serves as a versatile venue for numerous community functions, including Pickleball league activities, theatrical performances, weddings, dances, and family gatherings.

REPORT:

The failed, end of life St. Agatha Community Centre flat roof, its replacement and the accompanying safety enhancements will prevent further damage, increase safety for the public/staff and limit costly emergency repairs. Additionally, addressing permanent rooftop access and fall protection for maintenance personnel will alleviate complex procedures, such as tie-offs or lift access, as well as increased maintenance costs and prolong operational interruptions.

Competitive Procurement Process

Request for Tender 2025-15 for the St. Agatha Flat Roof Replacement was released on Thursday, May 22, 2025. A total of 20 contractors responded and downloaded RFP documents. RFT 2025-15 was open for a period of 21 days, meeting the public procurement industry standards and requirements. The RFT closed on Thursday, June 12th, 2025, with nine (9) contractors submitting pricing. Corporate Services monitored the procurement process. Additionally, Township staff performed due diligence with checked references and collected mandatory documentation required from each of the vendors.

Recommended Contractor Specializes in Roofing Systems

Smith-Peat Roofing and Sheet Metal Ltd. was the lowest compliant bid with a total of \$128,865.00 excluding HST and within the approved 2025 capital budget.

Smith-Peat Roofing and Sheet Metal Ltd. is a roofing contractor serving southwestern Ontario since 1998. Smith-Peat Roofing and Sheet Metal Ltd. has been built from excellent customer service and the installation of quality roof systems that are functional, energy-efficient, and cost-effective. They deliver on roofing solutions that align with structural capacity while balancing durability, operational efficiency, and long-term performance.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Financial Stability

FINANCIAL CONSIDERATIONS:

Council approved 2025 Capital Budget Request CS-2025-013 at \$250,000 for the St. Agatha Roof Replacement project funded through the Infrastructure Renewal Reserve Fund. Staff scoped RFT-2025-15 to address only the flat roof section. Additional safety guard rails, ladders, scupper drains, and interior ceiling deck items (ceiling tiles) will be addressed through separate procurements to satisfy the Capital Budget Request of CS-2025-013. At this time, Staff recommends Council approve the award of RFT 2025-15 to Smith-Peat Roofing and Sheet Metal Ltd. in the amount of \$128,865 excluding taxes for this flat roof replacement.

Budget and Funding Sources (All amounts listed are excluding taxes)

St. Agatha Community Centre Roof Replacement	
2025 Capital Budget (Infrastructure Renewal Reserve Fund)	\$250,000
RFT 2025-15 Award	\$128,865

ATTACHMENTS:

N/A