

Region of Waterloo

Corporate Services

Treasury Services

To: Regional Council

Meeting Date: November 19, 2025

Report Title: T2025-157 Library Headquarters Roof Replacement

1. Recommendation

That the Regional Municipality of Waterloo take the following action with respect to T2025-157 Library Headquarters Roof Replacement as set out in report COR-TRY-25-034 dated November 19, 2025.

- a) Accept the tender of Pollard Enterprises Ltd. for the T2025-157 Library Headquarters Roof Replacement in the amount of \$324,950.00 plus all applicable taxes.
- b) Increase the 2026 capital budget by \$95,000 to be funded by the Library Services Reserve \$65,000 and the Facilities Life Cycle Reserve \$30,000

2. Purpose / Issue:

Purchasing by-law 22-034 Section 9 item 3 requires Council approval for tenders in excess of \$150,000 but less than \$10,000,000 if the tender with the best overall cost that is compliant exceeds the budget for the acquisition of the goods and services and approval from Council to increase the budget is desired.

3. Strategic Plan:

Award of this contract meets the 2023-2027 Corporate Strategic Plan priorities, Equitable services and opportunities. Design equitable Regional services that meet local community needs: We will work to ensure people have access to the services they need when, where, and how they need them most.

4. Report Highlights:

Tenders were called for T2025-157 Library Headquarters Roof Replacement and were advertised on the Region's website. Eleven (11) bids were received.

Additional budget approval and funding is required to complete the work, per the financial implications section. Subject to Council approval, the work of this contract will begin April 20, 2026 with completion expected by May 29, 2026.

5. Background:

- The roof has surpassed its life expectancy, is categorized as being in poor condition, and is currently experiencing active leaks.
- Tenders were called for T2025-157 Library Headquarters Roof Replacement and were advertised on the Region's website. Eleven (11) bids were received.
- The following tenders were received:

Pollard Enterprises Ltd.	Burlington, ON	\$324,950.00
Proteck Roofing & Sheet Metal Inc.	Etobicoke, ON	\$332,800.00
Top-Line Roofing and Sheet Metal Inc.	Mississauga, ON	\$339,005.00
George Roque Roofing Corp.	Hamilton, ON	\$340,000.00
Applewood Roofing and Sheet Metal Ltd.	Toronto, ON	\$357,450.00
Nedlaw Roofing Ltd	Breslau, ON	\$409,800.00
Atlas-Apex Roofing Inc.	Etobicoke, ON	\$416,454.00
Trio Roofing Systems Inc.	Brampton, ON	\$418,600.00
T.P. Crawford Limited	Gloucester, ON	\$439,300.00
Maxim Roofing Limited	Mississauga, ON	\$475,366.29
Flynn Canada Ltd.	Stoney Creek, ON	\$490,000.00

- The final date of acceptance for this tender is December 17, 2025.
- As the cost of the work exceeds the budget available in the 2025 Capital Program, capital budget amendments are required (with funding from 2026).
- The work under this contract includes the removal and replacement the roof in its entirety – Existing roof is well past its service life, replacing will preserve the life of the building.

6. Communication and Engagement with Area Municipalities and the Public

N/A

7. Financial Implications:

The table below outlines the costs associated with the project. Additional budget approval and funding is required to complete the work.

T2025-157 Library Headquarters Roof Replacement	\$325,000
Regional Engineering	\$69,200
Consulting	<u>\$34,500</u>
Sub-total	\$428,700
Plus: Applicable Net HST of 1.76%	\$6,300
Total	<u>\$435,000</u>

The Library approved 2025-2034 Capital Budget includes \$340,000 (\$285,000 – 2025, \$55,000 – 2026) for Library Renewal (project 70001). An additional \$95,000 has been requested in the draft 2026-2035 Library Capital Budget (total of \$435,000) to ensure adequate budget for this work which is funded from the Library Services Reserve (\$285,000), and Facilities Life Cycle Reserve (\$150,000).

8. Conclusion / Next Steps:

Subject to Council approval, the work of this contract will begin April 20, 2026, with completion expected by May 29, 2026.

9. Attachments:

N/A

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