

Community Services Executive Committee

AGENDA

Tuesday, February 17, 2015 – 3:30 p.m.
Council Chambers – Fort Frances Civic Centre

- 1. CALL TO ORDER (Session #005)**
- 2. ADOPTION OF AGENDA (call for non-agenda items)**
- 3. DISCLOSURE OF CONFLICT OF INTEREST (& the general nature thereof)**
- 4. APPROVAL OF MINUTES – Monday, February 2, 2015**
- 5. ITEMS REFERRED FROM COUNCIL**
NIL
- 6. NEW BUSINESS**
 - a) Daycare Infant Room Renovation
- 7. NON-AGENDA ITEMS**
- 8. INFORMATION**
 - a) Next Meeting Date – Monday, March 2, 2015
- 9. CLOSE**

Community Services Executive Committee

Minutes of Meeting

Date: Monday, February 2, 2015 **Session No.** 004

This meeting of the Community Services Executive Committee was held in the '52 Canadians Meeting Room at the Memorial Sports Centre.

Committee Members present: Ken Perry – Chair; John Albanese – Councillor; June Caul – Councillor; Jason Kabel – Manager of Community Services

1. CALL TO ORDER:

K. Perry called the meeting to order at 10:28 am. J. Kabel recorded the minutes of the meeting.

2. ADOPTION OF AGENDA (call for non-agenda items): Adopted as amended with one non-agenda item.

3. DISCLOSURES OF CONFLICT OF INTEREST (and general nature thereof):
NIL

4. APPROVAL OF MINUTES:

Minutes of the Monday, January 19, 2015 Community Services Executive Committee meeting were approved as circulated.

5. ITEMS REFERRED FROM COUNCIL:
NIL

6. NEW BUSINESS:

a) On-Ice Ceremonies – ORFA Guidelines – A notice will be sent out to user groups with the concerns presented in the ORFA report. Some non-slip footwear will be provided by arena staff for on-ice ceremonies and activities. Helmets will be encouraged but not mandatory. It was recommended that signs be posted at ice surface entrances to inform patrons of the new direction.

7. NON-AGENDA ITEMS:

a) Hydro One Grant Application, Sunny Cove Camp – It was reported that 2 members of the Sunny Cove Advisory Committee were interested in seeking funding for kids play equipment through the Hydro One 'Power Play' grant. The committee agreed in principle with the application submission and that if funding were required from the Town then it would be taken to Council at that time.

8. INFORMATION:

- a) ORFA – Notice to Ontario Registered Refrigeration Plant Owner/Operators
- b) Museum Advisory Committee
- c) Next Meeting Date – Tuesday, February 17, 2015

9. CLOSING

There being no further matters before the Committee at this time, the meeting was closed by K. Perry at 11:11 pm.

Chair

Manager (or Superintendent)/Secretary

CHILDREN'S COMPLEX INFANT ROOM RENOVATIONS

QUOTATION OPENING MEETING MINUTES

February 12th, 2015 10:30 am
Fort Frances Children's Complex

Attendees:	Nicole Cheetham	F.F. Children's Complex	CC
	Jason Kabel	Town of Fort Frances	FF
	Dave Zatulsky	Saulteaux Consulting & Engineering Inc. Project Manager/Building Specialist	SCE

1. Bid opening. Four (4) bids were received prior to the bid closing time.
2. Bids were received from the following contractors.

Kyle Glowasky Contracting
Ed Halvorsen
Construction Ryan
Mason Contracting Ed
Kaun & Sons Ltd.

See the attached Bid Summary for bid breakdown.

3. Discussion was held regarding if the bid submitted for Kyle Glowasky Contracting should be accepted as it was not filled out properly and the mandatory bid security was not enclosed.

Kyle Glowasky was contacted to see if the security had accidentally forgotten to be placed in the envelope. This was not the case.

CC and FF both agreed that his bid should be disqualified.

4. Ed Halvorsen was then contacted and asked for approximate cost of supplying the windows (that he was to supply to the successful bidder – this was explained to each contractor at the site meeting). Each contractor was clearly told at the mandatory site meeting that other components were likely going to be stripped out of the contract (e.g. Plumbing & Electrical) and potentially contracted separately.
5. In conclusion, it was decided that the contract should be awarded to Ed Halvorsen Construction with the exterior windows, plumbing, and electrical works removed from the main contract and performed by Town contractors, as discussed at the site meeting with all contractors.
6. SCE to issue a Letter of Intent after Community Services Executive approval to Ed Halvorsen Construction and advise the other three contractors of their unsuccessful bid.
7. Meeting Adjourned

FORT FRANCES CHILDREN'S COMPLEX – INFANT ROOM RENOVATIONS
BID SUMMARY

CONTRACTOR NAME	BID AMOUNT BEFORE EXCLUSIONS	HST	TOTAL BID	5% BID SECURITY PROVIDED	TIME REC'D FEB. 9, 2015
KYLE GLOWASKY CONTRACTING	\$42,899.00	\$5,576.87	\$48,475.87	NO	8:31 AM
ED HALVORSEN CONSTRUCTION	\$44,050.00	\$5,726.50	\$49,776.50	YES	1:18PM
RYAN MASON CONTRACTING	\$46,962.00	\$6,105.06	\$53,067.06	YES	2 :54PM
ED KAUN & SONS LTD.	\$46,999.91	\$6,109.99	\$53,109.90	YES	3:41PM