

THE CORPORATION OF THE TOWNSHIP OF HORTON

## Community Centre Building Sub Committee Meeting

September 4, 2013

There was a Meeting of the Community Centre Building Sub Committee held in the Municipal Council Chamber on Wednesday September 4, 2013. Present was Chair David Bennett, Mayor Don Eady, Councillor Glen Campbell, Councillor Bob Kingsbury, Councillor Jamey Larone, Councillor Margaret Whyte, Ralph Miller, Valerie Miller, Jamie Holmes and Randy Corbin. Staff present was Kathleen Rogers, Recreation Program Manager and Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Chair Bennett called the Meeting to Order at 7:10 p.m.

2. DECLARATION OF PECUNIARY INTEREST

Chair Bennett informed the Committee Members that there is the possibility that his company's services will be provided to one of the bidders for the community centre expansion. He will vacate the Chair for the review of the expansion tenders opened at the Council meeting held yesterday.

There was no other declaration of pecuniary interest by Members or Staff.

3. ITEMS TO BE ADDED TO THE AGENDA AND ADOPTION OF THE AGENDA

There were no requests to add items to the agenda.

Moved by Margaret Whyte, Seconded by Jamey Larone that the agenda for the September 4, 2013 Meeting of the Community Centre Sub Committee be adopted.

Carried

4. MINUTES OF AUGUST 13, 2013

Chair Bennett requested each Member review the August 13<sup>th</sup> Meeting Minutes which had already been approved by Council.

5. BUSINESS ARISING

Councillor Larone referred to page 3 of the minutes and asked if the excavated materials were to be left on site. Chair Bennett said that the top lift of granular A is reusable and any B gravel that is not contaminated by clay would also be reused.

Councillor Larone asked what would be required if a contractor ran short of material. Chair Bennett said the tender requires that all extra granulars are to be supplied by the contractor.

Councillor Larone asked if staff members had contributed to a payroll deduction plan as a donation to the fundraising for the expansion. Kathleen Rogers said that 4 employees had contributed.

### Expansion Tender Review

The result of the three tenders received for the Community Centre expansion during yesterday's Council Meeting is:

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|---|----------------------|
| • Garnet Headrick Building and Renovations Ltd. | \$89,645.00 plus HST |
| • Cobus Homes Inc                               | 119,000.00 plus HST  |
| • J. Pallen and Sons Construction               | 135,249.00 plus HST  |

Chair Bennett said he could answer any generic questions about the tender and construction project before he vacates the Chair.

Councillor Kingsbury asked if there was any review of the tender proposal. Chair Bennett said staff reviewed the proposal document. He referred to the excavating work and also noted that the stone veneer on the building has been discontinued. We could use a contrasting stone or we could put on more steel siding. The existing steel siding and stone is being removed and saved for reuse.

Councillor Larone asked if there was an additional labour charge for the installation of the shortage material. Chair Bennett said the labour for additional steel and stone is to be included in the tender price.

Chair Bennett noted that in the lowest quote, the contractor has referenced "drawings" and it was assumed that there was an issue with the engineer's plans. It turns out to be "financial draws" i.e. when the contractor will get his money.

Councillor Campbell asked if there will be any holdup with the lowest contractor starting the work. Chair Bennett said no. The sign-off has been drafted and ready for the contractor's execution. He added that we need to decide on heat – in floor would need to be installed before concrete floor is installed.

Councillor Campbell asked if the power for the contractor is supplied by the township. Chair Bennett said yes. Councillor Campbell asked if the contractor would require a temporary panel outside. Chair Bennett said power is simple to address but it would be a cost to the township.

Mayor Eady asked if the \$2 million insurance and the WSIB are in place. Chair Bennett said that the contractor has to provide this information once he is awarded the contract.

Councillor Larone asked if we had a timetable when the contractor will start the contract. Chair Bennett said no. If Council accepts the tender, staff will sit down with the contractor right away to get the contract rolling.

Councillor Whyte noted that the Township has received three tenders. She asked if the Township would be accepting the lowest tender – is there a difference between tenderers. Chair Bennett said that all the contractors can do this work. He added that any future tenders should include a requirement that all contractors supply their own "job proposal" documents setting out the work they are going to perform.

Councillor Campbell asked if the roof line we are going with is the one on the stamped drawings. Chair Bennett said yes.

Chair Bennett vacated the Chair and the Sub Committee members appointed Councillor Kingsbury to the Chair.

Acting Chair Kingsbury asked the Members if there were any further questions on the expansion tenders received.

Councillor Whyte asked if the lowest tender was the one the Sub Committee Members were considering. Acting Chair Kingsbury said yes.

Councillor Larone informed the Members that he received a copy of the lowest tender from the CAO/Clerk after last night's Council Meeting. It would have been nice if the other two contractors had provided their own "Job Proposal". He reviewed the job proposal provided by the lowest contractor.

Mayor Eady said that Council opened the tenders last evening and staff was given direction to provide this Sub-Committee meeting with a recommendation. He asked for the CAO/Clerk's recommendation. The CAO/Clerk recommended the lowest tender be accepted.

Jamie Holmes noted that the lowest quote seemed to meet the required scope of work.

<p><u>Moved by Ralph Miller, Seconded by Val Miller</u> that the Sub-Committee recommend that Council accept the lowest quote of Garnet Headrick Building and Renovations Limited in the amount of \$89,645.00 plus HST.</p> <p style="text-align: right;">Carried.</p>
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Chair Bennett did not vote on this resolution or take part in the specific discussion on the lowest tender.

6. DATE AND TIME FOR NEXT SUB-COMMITTEE MEETING

The Committee agreed to meet Monday September 23, 2013 at 7:00 p.m.

7. ADJOURNMENT

Moved by Val Miller, Seconded by Jamie Holmes that this Sub Committee Meeting be adjourned at 7:45 p.m.

Carried

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CHAIR

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CAO/Clerk