1. Call to Order

2. Call of Roll

3. Announcements

4. Approval of Agenda, including additions or deletions

5. Business Arising from the Minutes and Related Correspondence
   a. Notice of Rescission of the motion of March 13, 2018 Council Meeting
      “…that should the Town of Windsor withdraw from the UARB Amalgamation process that Council agree to work with the Town of Windsor and the Province on a regional governance project.”

6. Report(s) of the Committee(s) and Officer(s)
   a. Report of the Chief Administrative Officer
      i. Supply of Additional Organic Carts (Recommendation Report)
      ii. Water Reservoir Rehabilitation - Standpipe Coating (Recommendation Report)

7. Date of Next Meeting – June 12, 2018

8. Adjournment
To: Members of West Hants Council

Submitted by: Martin Laycock, Chief Administrative Officer

Date: May 22, 2018

Subject: Supply of Additional Organics Carts

Origin:

Department of Public Works has determined the need for additional organic carts to meet the demand throughout West Hants. Public Works had conducted the original evaluation of Tender # WHPW17-08 issued for Supply of Organics Carts.

Legislative Authority:

Municipal Government Act, Section 65 (q) collecting, removing, managing and disposing of solid waste; authorizes Council to expend funds for municipal purposes.

Recommendation:

It is recommended that:

Council approve funds for the supply up to an additional 840 organics carts to Speed Eco in the amount of $50,400 plus applicable taxes, to be funded from the Operating Reserve.
And:

Council award a Contract for assembly and distribution of up to 840 organics carts to Speed Eco in the amount of $5,040 plus applicable taxes, to be funded from the Operating Reserve.

Background:

On September 12, 2017 Council approved a motion to provide green cart service to the entire Municipality. Staff was directed to provide a detailed cost breakdown to Council for green cart service, which includes cost to procure the organics carts for the customers.

Discussion:

Public Works staff has contracted the distribution of nearly 5600 carts throughout the Municipality of the District of West Hants. This was the estimated number of organic carts required for the Municipality based on; distribution information from other municipal units, shared carts on private roads/lanes, the survey data and Councillor feedback, all of which equates to just over 81% of the residences. As the carts are being distributed, public demand for carts is much higher than anticipated.

As a result, there have not been enough carts from the original purchase of 81%, to complete the distribution throughout the entire Municipality. To date, many of the rural residences within Districts 1 and 2 have not received an organics cart or been provided the collection service. To provide carts for all public roads, shared locations on private roads, small businesses that have not yet received a cart, and have a small inventory a total of 840 additional organic carts would be required.

Financial Implications:

Cost to supply 840 organics carts to the residents of the Municipality would be $50,400, plus applicable taxes. It is proposed to expend this amount through Operating Reserve.

Cost to assemble and distribute up to 840 organics carts to the residents and small businesses of the Municipality would be $5,040 (quoted at a fixed price of $6 per cart), plus applicable taxes. It is proposed to expend this amount through the Operating Reserve.

Alternatives:
Council may choose to reduce or increase the quantity of this contract. This is not the recommendation by staff.
Attachments:
None

Report Prepared by: ___________________________________________________
Brad Carrigan, P.Eng., Director of Public Works

Report Reviewed by: _________________________________________________
Martin Laycock, Chief Administrative Officer
THE MUNICIPALITY OF THE DISTRICT OF WEST HANTS
RECOMMENDATION REPORT

To: Members of West Hants Council

Submitted by: __________________________
Martin Laycock, Chief Administrative Officer

Date: May 22, 2018

Subject: Water Reservoir Rehabilitation – Standpipe Coating

Origin:

Department of Public Works has conducted the evaluation of Tender # WHPW18-01 issued for Water Reservoir Rehabilitation for both the Town of Windsor Water Utility and Falmouth Water Utility. This was a joint project tender initiative shared by the Public Works Departments of both the Municipality of the District of West Hants and the Town of Windsor.

Legislative Authority:

Municipal Government Act, Section 65 (al) water systems; authorizes Council to expend funds for municipal purposes.

Recommendation:

It is recommended that:

Council award a Contract to Byron MacDonald Ltd. for Water Reservoir Rehabilitation - Standpipe Coating, in the amount of $607,060 plus applicable taxes with $420,000 of funding coming from the Gas Tax.
Reserve and the remaining $88,260 plus applicable taxes to be funded from the Falmouth Water Utility Depreciation Reserve.

Background:

On April 18, 2018, the Public Works Department issued a Request for Tender for the provision of services for the Water Reservoir Rehabilitation – Standpipe Coating for both the Town of Windsor Water Utility and the Falmouth Water Utility. This was a joint tender opportunity recognized by the Public Works staff of the Municipality of West Hants and Town of Windsor, to combine services for a single tender, and selection of a single contractor to perform both required 2018 rehabilitation projects at the same time for the purpose of reducing the overall project costs for both Municipal units.

Scope of the project is the perform the interior re-lining (blast and recoat), exterior re-coating (wash and re-coat), application of the West Hants “wave” logo, along with additional services required for rehabilitation of the corrosion control system, welding repairs, and add necessary safety appurtenances to the Falmouth Standpipe. Scope of the project is also to perform the exterior re-coating (wash and re-coat), and application of the Windsor “hockey” logo only to the Windsor Standpipe. There is a single contingency allowed for the overall project, which was specified in the tender at a value of $35,000.

Discussion:

A public opening was held on May 17, 2018 at 2:01 pm, with four (4) tenders received. The 2-part tender defined the bid scoring process to be used; that combined both a weighted technical criteria component as well as weighted financial component. All four bids were received with unit pricing based on the quantities specified in the scope of work. Tenders were reviewed and evaluated by members of both Public Works departments (Municipality of West Hants and Town of Windsor).

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Technical</th>
<th>Financial</th>
<th>Combined</th>
<th>Tender Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Byron MacDonald Ltd.</td>
<td>46/50</td>
<td>50/50</td>
<td>96/100</td>
<td>$607,060.</td>
</tr>
<tr>
<td>MacDonald Applicators Ltd.</td>
<td>46/50</td>
<td>49/50</td>
<td>95/100</td>
<td>$615,500.</td>
</tr>
<tr>
<td>CMS Steel Pro Inc.</td>
<td>41/50</td>
<td>49/50</td>
<td>90/100</td>
<td>$613,540.</td>
</tr>
<tr>
<td>JAMAC Painting &amp; Sandblasting</td>
<td>42/50</td>
<td>35/50</td>
<td>77/100</td>
<td>$865,902.</td>
</tr>
</tbody>
</table>

Technical Criteria Evaluation included:
- Product & Resources
- Additional Product Benefits
- Warranty
- Maintenance/Service
- Delivery
Financial Criteria Evaluation:
  • (Lowest Bid / Bidder’s Price) x Price Weighting

Application has been made to the NS Utility and Review Board (UARB) for approval of construction/maintenance of Capital Assets for the Falmouth Water Utility, for the year 2018/2019, in accordance with Section 4250 of the NS Water Utilities Accounting and Reporting Handbook.

Pending approval of Council and the UARB, the intended project scope is planned to start construction/maintenance activities by June 1, 2018 with anticipated project completion by July 15, 2018.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior Coating of Falmouth Standpipe</td>
<td>$278,000</td>
</tr>
<tr>
<td>Removal &amp; Reinstallation of Cathodic Protection</td>
<td>$4,000</td>
</tr>
<tr>
<td>Welding Repairs of Falmouth Standpipe</td>
<td>$7,500</td>
</tr>
<tr>
<td>Reservoir (Fall-Restraint &amp; Rescue) Accessories</td>
<td>$19,760</td>
</tr>
<tr>
<td>Exterior Coating of Falmouth Standpipe</td>
<td>$160,000</td>
</tr>
<tr>
<td>WH Logo on Falmouth Standpipe</td>
<td>$4,000</td>
</tr>
<tr>
<td>Project Contingency</td>
<td>$35,000</td>
</tr>
<tr>
<td><strong>Total (plus applicable taxes):</strong></td>
<td><strong>$508,260</strong></td>
</tr>
</tbody>
</table>

Cost for the supply of the services exceeds the maximum expenditure limit of the CAO, as per the Municipal procurement policy; and, therefore requires approval by Council.

**Financial Implications:**

Cost to provide this service would be up to $508,060, plus applicable taxes. Note that $35,000 for project contingency has been specified in this figure, however it should be noted that the contingency amount would likely be proportionally divided between each Municipality, depending on the actual project requirements encountered during construction. It is proposed to expend up to $420,000 through Gas Tax with the remaining $88,260 plus applicable taxes through the existing Falmouth Water Utility Deprecation Reserve.

The remaining $98,800 (plus applicable taxes) of the contract funding is the Town of Windsor portion for exterior coating of the Windsor Standpipe.

**Alternatives:**

Council may choose to award this contract to another tenderer. This is not the recommendation course of action.

**Attachments:**
1. Falmouth Standpipe Design Concept
2. Windsor Standpipe Design Concept

Report Prepared by: Brad Carrigan, P.Eng., Director of Public Works

Report Reviewed by: Martin Laycock, Director of Finance
Please review this proof carefully, verify all spelling and possible omissions.

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Windsor, NS
Birthplace of Hockey