



THE RESORT VILLAGE OF
CANDLE LAKE

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AGENDA
SPECIAL MEETING OF COUNCIL

Date: Monday, March 21st, 2016 Time: 7:00 PM

Resort Village of Candle Lake Council Chambers

1. Call to order:

Deputy Mayor Carey Painchaud will call the Meeting to order

2. Submission of Pecuniary Interest Forms:

3. Approval of Agenda:

Recommendation: That the Agenda for this meeting be approved.

4. Presentations, Delegations and related Reports: None

5. Correspondence: None

6. Reports:

6.1 Page 1– Report 36/2016 from Administrator dated March 16th, 2016 Re: Health Clinic Project Update.

Options:

1. Receive and file.

6.2 Page 5 – Report 38/2016 from Administrator dated March 21, 2016 Re: Hall Renos – Clinic Tender.

Options:

1. That Council award the tender for the Health Clinic renovations to Steve Co. Construction Ltd. for the tendered price of twenty seven thousand, one hundred and forty three dollars and twenty-eight cents (\$27,143.28) pending the purchase of a business license from the RVCL, a successful reference check, the securing of a bond or surety for \$5000 and a timeline suitable to the needs of the clinic, **AND**

2. That pre budget approval be given for the tendered amount of twenty seven thousand, one hundred and forty three dollars and twenty-eight cents (\$27,143.28) to be allocated to account # 530-600-120 **AND**

3. That the Administrator is authorized to sign the contract once prepared, **OR**

4. That Council direct administration to retender the project, **OR**

5. In the event that timelines or other conditions outlined in Option 1 cannot be met, that council provide direction to administration regarding the clinic renovations **OR**

6. Receive and file

7. Project Updates: None

8. Motion: None

9. Adjournment



THE RESORT VILLAGE OF
CANDLE LAKE

REPORT

Report Title:	Health Clinic Project Update (Report # 36/ 2016)
Date:	March 16, 2016
Prepared By:	Joan Corneil, CAO
Prepared For:	Council

This report provided for information only

Options: 1. Receive and file

Justification for In Camera:

Background: The Health Clinic is in need of renovations in order to meet code. A plan and project scope was developed internally by staff in consultation with the Health Clinic Board and staff. Council, at the March 11, 2016 directed administration to tender the work. Administration prepared the attached tender.

Take Off Pounds Sensibly (TOPS) has been operating out of the Health Clinic since 1991. They are being displaced due to the renovations. Their constitution does not allow them to cancel more than 2 meetings per year. The renovations will interrupt their meetings by more than 2 occurrences. They have requested and been granted temporary use of the hall kitchen and bar until after the renovations have been completed. The use of the bar is necessary due to the fact they need to lock up the scale that is used for weigh-ins.

Discussion: The representatives from TOPS indicated they may be in need of a more permanent location as the renovations will make the waiting area in the clinic smaller. They are currently exploring options.

Financial Implications:

Communications:

Attachments: tender documents

Conclusion: Administration has prepared the tender documents and is working with the users of the health clinic to make the renovation period as less stressful as possible. The clinic will be closed for the renovation period. Staff will assist with the removal of equipment and furnishing to be stored in a trailer.

Respectfully submitted,



Joan Corneil, CAO

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INVITATION TO TENDER –

Tenders due March 21, 2016, at 2 p.m. for the following:

-To complete renovations of the Candle Lake Health Clinic

The Resort Village of Candle Lake is in need of a General Contractor to complete renovations in the Health Clinic located within the Community Hall. The renovations are outlined as the requirement for an Emergency Exit, Emergency lighting, lighting, Handicapped accessible washrooms, private treatment rooms and office, soundproofing, fire rated door on electrical room and storage areas. There may be a need to review the heating system (hot and cold air returns) as related to the addition of walls. The electrical system will also have to be improved. Final painting of the office is also required. The attached floor plans show the existing clinic (1) and the proposed changes (2). Final cleanup must be completed by completion date.

The clinic can be open for viewing Thursday March 17, 2016, by appointment between the hours of 1pm to 4:30pm. The administrator will also be available to answer any questions by calling 306 929 2236 or email candleadministrator@sasktel.net.

There is urgency in completing these renovations. Ideally they should be completed by April 04, 2016. Please indicate in your bid if your company can meet the timelines or give an alternate timeline for completion of the work. Please also include references for past work done and indicate your permission to contact those references.

Prior to signing any agreement, the successful bidder must have a current business license with the RVCL and be available to provide services in consultation with the Maintenance Manager and/or Administrator. The successful bidder must also insure any subcontractors have a valid business license with the Resort Village of Candle Lake prior to commencing work with the General Contractor.

The successful bidder must provide proof of WCB, proof of third party liability and/or a bond and must comply with the provisions of Saskatchewan's Occupational Health and Safety framework

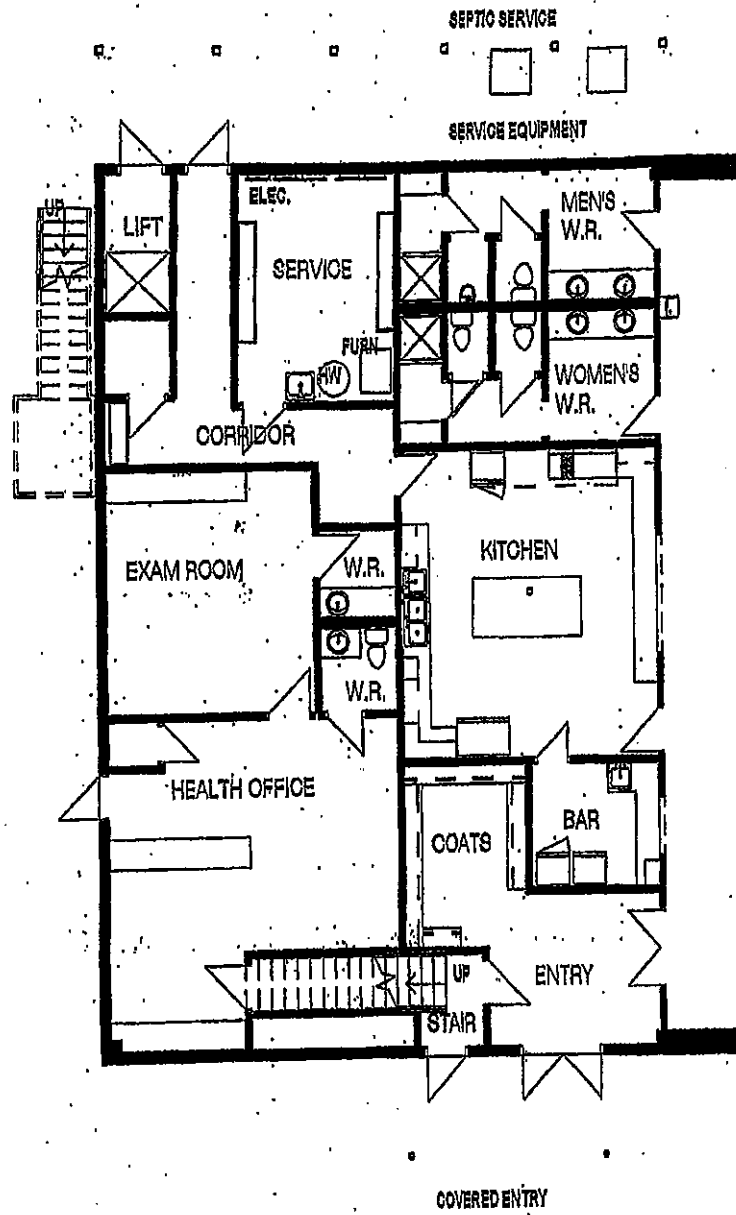
Envelopes must be clearly marked "Clinic Renovations". Price will not be the only criteria for awarding the contract. Tenders will be opened at 2:05 PM Monday, March 21st, 2015 at the Resort Village Office.

Tenders marked "Clinic Renovations TENDER", to be forwarded to:
Joan Corneil, Administrator
Resort Village of Candle Lake
Box 114
Candle Lake, SK S0J 3E0
PHONE: (306) 929-2236
FAX: (306) 929-2201

candleadministrator@sasktel.net

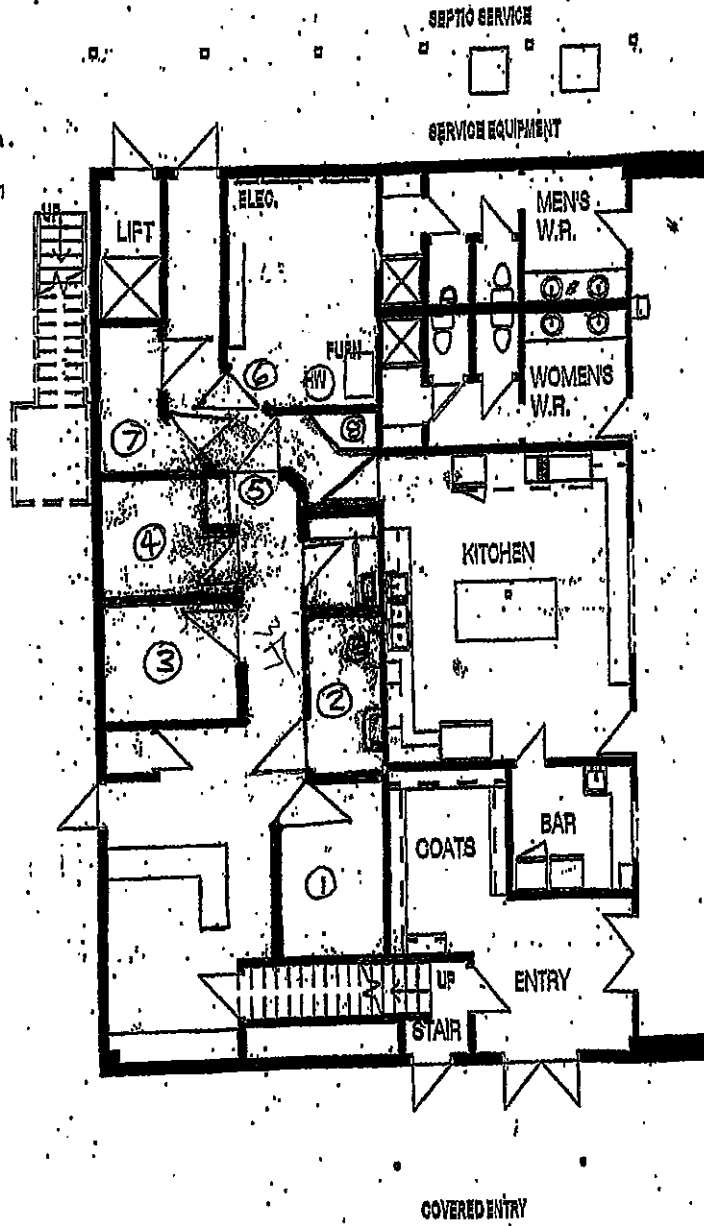
Lowest or any tender not necessarily accepted. Tenders will be awarded using other criteria such as, but not limited to, past experience, references and timing.

Main Office (306) 929-2236 • Fax (306) 929-2201 • www.candlelakeresort.ca • rvcandlelakeoffice@sasktel.net



1 MAIN FLOOR PLAN

- ① 2ND TREATMENT Rm.
- ② HANDICAP WASHROOM
- ③ TREATMENT Rm.
- ④ DOCTORS OFFICE
- ⑤ EMERGENCY EXIT
- ⑥ FIRE RATED DOOR
- ⑦ STORAGE ROOM
- ⑧ KITCHEN STORAGE



1 MAIN FLOOR PLAN



THE RESORT VILLAGE OF
CANDLE LAKE

REPORT

Report Title:	Hall Renos- Clinic Tender (Report # 38/2016)
Date:	March 21, 2016
Prepared By:	Joan Corneil, CAO
Prepared For:	Council

OPTIONS:

1. That Council award the tender for the Health Clinic renovations to Steve Co. Construction Ltd. for the tendered price of twenty seven thousand, one hundred and forty three dollars and twenty-eight cents (\$27,143.28) pending the purchase of a business license from the RVCL, a successful reference check, the securing of a bond or surety for \$5000 and a timeline suitable to the needs of the clinic, **AND**
2. That pre budget approval be given for the tendered amount of twenty seven thousand, one hundred and forty three dollars and twenty-eight cents (\$27,143.28) to be allocated to account # 530-600-120 **AND**
3. That the Administrator is authorized to sign the contract once prepared, **OR**
4. That Council direct administration to retender the project, **OR**
5. In the event that timelines or other conditions outlined in Option 1 cannot be met, that council provide direction to administration regarding the clinic renovations **OR**
6. Receive and file

Justification for In Camera: N/A

Background: The Health Clinic is in need of renovations in order to meet code. A plan and project scope was developed internally by staff in consultation with the Health Clinic Board and staff. Council, at the March 11, 2016 directed administration to tender the work. The tender documents were delivered or sent to local contractors.

Tenders closed on March 21 at 2pm. Tenders were received by 2 pm and public opening commenced at 2:10 pm.

Discussion: The tender document states there will be factors related to the award of the tender including price, timing, experience and references. There were three envelopes received by 2pm on March 31, 2016. Two of the envelopes did not have a tender amount attached and one had a tender amount with no references, timing or experience.

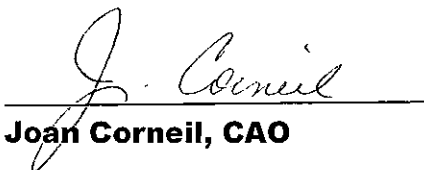
Financial Implications: Pre budget approval for twenty seven thousand, one hundred and forty three dollars and twenty-eight cents (\$27,143.28) to be allocated to account # 530 600-120.

Communications: Notification to bidders

Attachments: Tender opening form

Conclusion: As there is only one tender document received with a valid price attached, Council will make the decision to award or not.

Respectfully submitted,



Joan Corneil, CAO



TENDER OPENING FORM

Name of Tender Officer: JOAN CORNEIL

Name of Project:	CLINIC RENO
Project Location:	HEALTH CLINIC
Tender Closing Date and Time:	MAR 21/16 2 P.M
Tender Opening Date and Time:	MAR 21/16 2:10 P.M

Tenders Received:

Tender Number	Name of Tenderer	Tender Amount	Past Experience	References	Timing	Remarks
1	ALLAN'S BLDG SERVICES	—	—	—	—	LETTER ONLY
2	WHOLE EARTH BUILDERS	—	—	—	—	LETTER ONLY
3.	STEVE Co. CONST.	27,143.28	—	—	—	

Persons Present at Tender Opening:

Name	Signature	Representing
PAT KEMPEL	<i>Pat Kempel</i>	
HEATHER SCOTT	<i>Heather Scott</i>	

Signature of Tender Officer:
