



NORTHLAND SCHOOL DIVISION NO. 61

SPECIAL BOARD MEETING NO. 16 – 10

AGENDA

Date: August 22, 2016
Location: Divisional Office, Peace River

Page No.

A. CALL TO ORDER

B. GENERAL BUSINESS

1. Approval of Agenda/Waiver 2
2. Ratify Administration Action to Award Contract for Wabasca Temporary Housing..... 3
3. Propane RFP Acceptance..... 5
4. Custodial Supplies and Services RFP Acceptance..... 7

C. ADJOURNMENT

BOARD OF TRUSTEES

**TO: LOIS BYERS,
TRUSTEE OF THE BOARD**

DATE: AUGUST 22, 2016

FROM: TRUDY RASMUSON, SECRETARY TREASURER

SUBJECT: WAIVER

ORIGINATOR: ADMINISTRATION

RECOMMENDATION

That the Board of Trustees waive Section 67 (4) of the School Act.

BOARD OF TRUSTEES

**TO: LOIS BYERS,
TRUSTEE OF THE BOARD**

DATE: AUGUST 22, 2016

PRESENTED BY: TRUDY RASMUSON, SECRETARY TREASURER

SUBJECT: RATIFY ADMINISTRATION ACTION TO AWARD CONTRACT FOR WABASCA
TEMPORARY HOUSING

ORIGINATOR: CHRISTY JELLETT, HOUSING COORDINATOR

RECOMMENDATION

That the Board of Trustees approve ratifying the administrative action awarding the contract for Wabasca Temporary Housing to Schroeder Oilfield Services in the amount of \$205,000, with funds coming from the housing budget, for the relocation of five mobile homes from Slave Lake to Wabasca, to provide temporary housing for teachers; and approve for an additional \$25,000 for incidental repairs, with funds coming from the housing budget.

CURRENT SITUATION:	Some of the current housing in the Wabasca area had to be vacated, as the inspections of the units indicate that there is either health or safety issues that either must be addressed, or the units vacated.
BACKGROUND:	6 townhouse units will be completed this fall for teachers; however, the division will be short at least five rental units. In addition, 24 of the Wabasca housing units were inspected in the spring. All are requiring immediate repairs, totaling \$775,000, with additional repairs over the next five years of \$800,000. Due to the amount of money required and the condition of the homes, the division will be moving staff into other accommodations and will recommend, at a later date, the demolition of some of the units.
INFORMATION:	The Housing Coordinator met with two local contractors in the Wabasca area to discuss the mobile home move. Schroeder Oilfield is the only contractor that can accommodate the entire scope of the project – the moving and setting up of the mobile homes and the serviced lots for the mobiles. Due to the short time available to move and set up the mobiles (must be available for the last week of August), there is not the time available to hire a variety of contractors and sub-contractors to complete the project.

	<p>WAT Holdings was the second company contacted, and although they could complete some of the project, there would be a need for further coordination between the division staff and additional contractors to complete the project. Due to this additional requirement, the use of WAT Holdings for this project is less desirable.</p> <p>The total bid price from Schroeder Oilfield is about \$205,000, which includes about \$30,000 for land rent for the mobiles. The contract price for moving the mobiles and setting them up is about \$175,000, (which includes moving, blocking, stairs, and skirting) which is \$35,000/mobile. The additional costs, of \$25,000, relates to the repairs to the mobiles (cracked drywall, heat tape for sewer lines, replacing chimneys, condensation pumps for the furnaces),</p>
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BOARD OF TRUSTEES

**TO: LOIS BYERS,
TRUSTEE OF THE BOARD**

DATE: AUGUST 22, 2016

FROM: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: PROPANE RFP ACCEPTANCE

ORIGINATOR: PATTY JOHNSON, PURCHASING CLERK

RECOMMENDATION

That the Board of Trustees award the contract for the supply of propane and related services for the jurisdiction to Bluewave for the next 3 years with the Fixed Price per Litre, commencing August 31, 2016.

Bluewave	
Locations:	Fixed Price Per Litre
Fort Chipewyan	0.3476
Chipewyan Lake	0.3476
Trout	0.3476
Peerless	0.3476
Little Buffalo	0.3476
Sandy Lake	0.3476
Susa Creek	0.3476

CURRENT SITUATION: Invitation to participate in Northland's tender for the supply of propane and related services was advertised and was received by the Secretary-Treasurer.

Other Received:

Superior Propane	
Locations:	Fixed Price Per Litre
Fort Chipewyan	0.3415
Chipewyan Lake	0.3415
Trout	0.3415
Peerless	0.3415
Little Buffalo	0.3415
Sandy Lake	0.3415
Susa Creek	0.3415

BACKGROUND:

The contract for services is issued for a three year period. The average dollar value of this contract over the last three years has been approximately \$300,000.

OPTIONS:

Bluewave has a slightly higher per litre cost than Superior Propane; however, Bluewave provides additional services that have to be considered when making the decision. Bluewave provides free tank monitoring (Superior charges \$15/month), and maintains the tank yard free of charge (Superior charges a per hour and travel fee for the service). In addition, Superior will not deliver the propane if there are no employees of NSD to sign the delivery ticket, and will charge us for the wasted trip.

BOARD OF TRUSTEES

**TO: LOIS BYERS,
TRUSTEE OF THE BOARD**

DATE: AUGUST 22, 2016

FROM: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: CUSTODIAL SUPPLIES AND SERVICES RFP ACCEPTANCE

ORIGINATOR: PATTY JOHNSON, PURCHASING CLERK

RECOMMENDATION

That the Board of Trustees approve Wesclean to be awarded the Custodial Supplies, Services and Equipment contract for the bid of \$139,725.51, to supply the jurisdiction of Northland School Division No. 61.

CURRENT SITUATION: The contract with our current vendor expires at the end of August 2016. In order to tender and have a supplier in place for September we need to tender to provide for a potential transition of suppliers. An invitation to tender was advertised and were received by the Secretary-Treasurer.

Other Tenders Received:

W.E. Greer	\$152,193.18
Enviroway	\$97,939.41

BACKGROUND: The contract for services is issued for a three year period at which time it can be renewed for an additional year or re tendered. The average dollar value of this contract over the last three years has been approximately \$180,000.