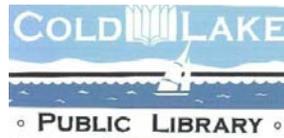


Minutes of the Cold Lake Library Board Meeting
Held Monday, March 27, 2017
Program Room, South Branch

Present: Cynthia Sloychuk, Board Chair
 Marie Manning, Board Vice-Chair
 Leslie Price, Library Director
 Councillor Vicky Lefebvre, City of Cold Lake Representative
 Darren Robson, Board Secretary / Treasurer
 Rebekah Valade, Board Member
 Bruce Sloychuk, South Branch Renovation Project Manager

Absent: Councillor Fred Bamber, MD of Bonnyville Representative
 Allana Nicholas, Board Member

Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Chair at 11:52am.	N/A
2.0 Adoption of Agenda Bruce clarified that Items 3.2 through 3.6 would be discussed together. MOTION 2017-16 Moved by Cynthia, Board Chair, that the agenda be adopted.	Carried
3.0 Bid Evaluation and Approval for South Branch Renovation	N/A
3.1 Bid Evaluation Process Summary Bruce Sloychuck, Project Manager for this South Branch renovation, provided a summary of the project development and bid process. He said this has been a two year process, and he volunteered to act as Project Manager and help finalize the Scope of Work and Budget. The Board initially approached the City for money in Spring 2016, but was turned down. The Board returned to the City in Fall 2016 and received funding for the overall budget of \$56,280. Bruce reminded the Board that they were looking for the bids to come in under \$51,780, which would allow for some contingency funds. He obtained a copy of the City bid evaluation process, and used it as a guide for this bid eval. Leslie had a staff member, not involved in the bid eval process, open the bids and separate the technical and cost portions. Leslie, Bruce and the ILL Manager, Heather Leeb, reviewed the technical bids separately. They each had a bid scoring table with the categories of Scope of Work, Execution Plan, Quality, Schedule and Cost, of which the categories had weight factors of 2, 1.5, 1.5, 1 and 4 respectively. They each separately assigned raw scores for each technical category for each bid, including written justification, and then discussed scores together. Then they	None



Agenda Item and Discussion	Action
<p>reviewed the costs separately and added that score to the table. The lowest bidder received the highest score in this category. Vicky and Rebekah asked Bruce if company reputation was considered. Bruce said they reserved the right to check for references, but said they didn't ask for any. In his opinion, he felt the bidder's all had good reputations. The Scope of Work required that all bidders have a Cold Lake business licence. Item Closed.</p>	
<p>3.2 to 3.6 Bidder Package Summaries</p> <p>Bruce summarized the evaluations of the four bids. Bidders 1 and 2 had very generic proposals, which were simple and short. Bidder 1 cost came under the target and Bidder 2 was the highest.</p> <p>Bidder 3 had detailed technical package, but did not address everything in the Scope of Work. The bid came in under the target as well.</p> <p>Bidder 4 had best technical package and plan. Bidder 4 had the lowest cost and the highest technical score.</p> <p>Leslie has ensured that the evaluations will be kept confidential. Item Closed.</p>	None
<p>3.7 Recommended Winning Bidder</p> <p>After reviewing the four bid evaluations and associated costs, Bruce advised that he, Leslie and Heather selected Bidder 4 as the winner. Bruce identified Bidder 4 as R Reid Projects Ltd. Item Closed.</p>	None
<p>3.8 Board Approval / Rejection</p> <p>MOTION 2017-017</p> <p>Marie moved that Bidder 4, R Reid Projects Ltd, be approved as the winning bidder for the South Branch Renovation. The Board approved.</p>	Carried
<p>3.9 Next Steps</p> <p>Leslie will contact the successful bidder today, as well as the other three bidders to let them know they were not successful. Bruce will carry out a pre-award meeting with the R Reid Project before signing the contract. R Reid has indicated they would start two weeks after contract award and gave a timeline of six weeks to complete the work. Item Open.</p>	Leslie Bruce
<p>4.0 Meeting Adjournment</p> <p>Vicky moved for the meeting to be adjourned at 12:20pm</p>	N/A