

MUNICIPALITY OF THE COUNTY OF ANTIGONISH

ASSET MANAGEMENT AGENDA

Tuesday, December 3, 2019, 5:30 pm

Council Chambers

Municipal Administration Building

285 Beech Hill Road

Beech Hill, NS B2G 0B4

1. Call to Order – Chairman, Councillor Bill MacFarlane
2. Approval of Agenda
3. Approval of October 29, 2019 Asset Management Minutes
4. Business Arising from the Minutes
5. Continuing Business
 - a. Update on 2019/20 Capital Program
 - b. Courthouse Repairs Update
 - c. Review of Draft 2020/21 Capital Program
 - d. Resurfacing of a Section of Mount Cameron Circle & Harbourview Drive
6. New Business
 - a. Administrative Office Condenser Unit Replacement Tender Award
7. Additions to the Agenda
8. In Camera Items

This subject matter falls within Section 22(2) of the Municipal Government Act as that which a committee may discuss in a closed session. It is recommended that a motion be made to initiate an in-camera session. Materials will follow.

9. Adjournment

STRATEGIC PRIORITIES CHART (amended Feb. 2019)

COUNCIL PRIORITIES	
NOW <ol style="list-style-type: none"> CELLULAR & BROADBAND CONNECTIVITY: Business Case, Funding & Advocacy WATER INFRASTRUCTURE: Assessment, Plan & Implementation RENEWABLE ENERGY: Explore Partners & Develop Options PAQTNKEK PARTNERSHIP: Transition Plan & Milestones TOURISM: Plan Development 	
NEXT <ul style="list-style-type: none"> ACCESSIBILITY: Improvements & Engagement INFRASTRUCTURE FUNDING: Plan & Implementation WATER & SEWER: Assessment & Plan ACTIVE TRANSPORTATION PLAN: Implementation MUNICIPAL AWARENESS: Plan & Implementation RECREATION PLAN: Implementation BUSINESS PARK: Determine need for new / LSR Options. 	ADVOCACY/PARTNERSHIPS <i>Connectivity Funding (Prov & Feds)</i> <i>Physician Recruitment & Retention (Prov)</i> <i>Long-Term Care Facility Funding (Prov)</i> <i>Aging In Place Program (Prov)</i>
ADMINISTRATION	FINANCE
<ol style="list-style-type: none"> CELLULAR & BROADBAND CONNECTIVITY: May 2019 TOURISM: Plan – December 2019 INFRASTRUCTURE FUNDING: Plan & Implementation - Ongoing <ul style="list-style-type: none"> BUSINESS PARK: Determine need for new / LSR Options – June 2019 Asset Management System: Complete Phase 1 & 2 – June 2019 	<ol style="list-style-type: none"> INFRASTRUCTURE FUNDING: Plan & Implementation - Ongoing Water Meter System: Integration – Mar 2019 Water Utility Rates: Review – Oct <ul style="list-style-type: none"> Information Technology Strategy: Oct 2019 Receivables and Payables: Ongoing
PUBLIC WORKS	RECREATION
<ol style="list-style-type: none"> WATER INFRASTRUCTURE Assessment, plan and Implementation. SEWER SYSTEMS: Assessment - October. WATER SYSTEM: Fringe Water Upgrades - 2020 <ul style="list-style-type: none"> Day-to-day operations 	<ol style="list-style-type: none"> ACTIVE TRANSPORTATION PLAN: Trunk 104 Concept Design – Mar 2020 RECREATION PLAN: Community Hubs Concept Design – Nov 2019. RECREATION PLAN: <ul style="list-style-type: none"> Summer, After School & Learn to Swim Programing: Ongoing
SUSTAINABILITY	PLANNING
<ol style="list-style-type: none"> RENEWABLE ENERGY: Options Development – Jan 2020 PAQTNKEK PARTNERSHIP: Transition Plan from CEDI & Key Milestones for 2020 – Sept 2019. ACCESSIBILITY: Improvements and Engagement – Feb 2020 <ul style="list-style-type: none"> MUNICIPAL AWARENESS: Plan & Implementation – Nov 2019 	<ol style="list-style-type: none"> Eastern Antigonish Plan Review – Sept. Bill 58 Amendments to the MGA assessment and response – Summer 2019 Development Applications – Ongoing Building and Fire Inspection – Ongoing <ul style="list-style-type: none"> Certification of Assistant Building Inspector

MUNICIPALITY OF THE COUNTY OF **ANTIGONISH**

Asset Management Meeting Minutes

Tuesday, October 29, 2019, 5:30 pm
Council Chambers
Municipal Administration Building
285 Beech Hill Road
Beech Hill, NS B2G 0B4

Present were: Warden Owen McCarron
Deputy Warden Hugh Stewart
Councillor Mary MacLellan
Councillor Donnie MacDonald
Councillor Vaughan Chisholm
Councillor Remi Deveau
Councillor John Dunbar
Councillor Neil Corbett
Councillor Bill MacFarlane

Regrets: Councillor Gary Mattie

Staff Present: Glenn Horne, Clerk-Treasurer
Beth Schumacher, Deputy Clerk
Allison Duggan, Director of Finance

1. **Call to Order – Chairman, Councillor Bill MacFarlane**

The meeting of the Asset Management Committee was called to order by the Chair, Councillor MacFarlane, at 5:29pm.

2. **Approval of Agenda**

Councillor MacFarlane called for any additions or deletions to the agenda.

Moved By Councillor MacDonald

Seconded By Councillor MacLellan

That the agenda be approved.

Motion Carried

3. **Approval of October 1, 2019 Asset Management Minutes**

Councillor MacFarlane called for any errors or omissions to the minutes of the previous meeting.

Moved By Councillor Dunbar

Seconded By Councillor Corbett

That the Asset Management minutes of October 1, 2019 be approved as presented.

Motion Carried

4. **Business Arising from the Minutes**

There was no business arising from the minutes.

5. **Presentations**

a. **DTIR Team - Semi-Annual Update and Check-in**

Staff from the Department of Transportation provided the Committee with an update on the items that were listed in the spring 2019 Road Priorities List that were addressed over the summer season. Various items that weren't addressed this year were noted as being slated to be added to the 5-year plan, the cost sharing plan, or on the work list for next spring. Some items had been identified for chipseal and it was noted that the department would not be doing any new chipseal work. There was some discussion about the gravel used on Purl Brook Road and the challenges with it binding properly after application.

There was discussion regarding the availability of brush-cutting equipment in the County, which is being shared among the three areas of the County as well as with Guysborough and St. Mary's. Examples were shared where the brush was targeted this summer. Bush cutting in the winter was suggested and well received by the Transportation team. There was an opportunity for a round table discussion, and councillors had the opportunity to flag and/or ask about specific scenarios and locations in their areas in detail.

A suggestion was made by the Transportation team regarding the placement of fire hydrants when future water lines are installed, to avoid the potential for them to be damaged during snow removal.

6. **Continuing Business**

a. **Capital Investment Plan Update**

Mr. Horne provided a review of the approved capital list, discussing the status of each item in detail. Discussion followed regarding the paving work done by the Department of Transportation and Infrastructure Renewal at Cape Jack Road, where concern was raised about a previously paid area not being re-paved when the work was done. Staff will contact the Department of Transportation and request that the turning circle be repaved

b. **Award of Tender - North Grant Watermain Extension**

Mr. Horne reviewed the bids received for the waterline tender, which were summarized in a memo provided to the Committee. Bids received were higher than initially estimated, and the possible reasons for this were discussed.

Moved By Councillor MacDonald

Seconded By Deputy Warden Stewart

The Committee recommends that the North Grant Waterline Extension Project be awarded to Ron Chisholm Hydroseeding Ltd. in the amount of \$757,658.74 + HST.

Motion Carried

7. New Business

a. UARB Response to Request for transfer of assets from the Town of Antigonish to Fringe Area Water Utility

Mr. Horne reviewed the requirements of the UARB's response to the request for the transfer of the water line from the Town to the County. An explanation of how the UARB's suggestion to transition existing users into the County's rate system was provided. The asset has been transferred, and arrangements are being made for the installation of water meters and integration into the municipal water billing system.

8. Additions to the Agenda

There were no additions to the agenda.

9. In Camera Items

There were no in-camera items.

10. Adjournment

Moved By Councillor Deveau

That the Asset Management meeting be adjourned at 6:53 pm.

Motion Carried

Councillor Bill MacFarlane

Glenn Horne, Municipal Clerk/Treasurer

MEMO FOR INFORMATION

TO: Asset Management Committee
FROM: BETH SCHUMACHER, DEPUTY CLERK
SUBJECT: IMPROVEMENTS AT THE ANTIGONISH COUNTY COURTHOUSE
DATE: 03/12/2019

SUMMARY

In early July, the Municipality negotiated amendments to the lease with the Department of Justice for the Antigonish County Courthouse, which provide funding to facilitate capital repairs to the building.

BACKGROUND

Following negotiations with the province, the Municipality committed to maintain the Court House for the duration of the term of the lease and make capital repairs to the structure, with the assistance of a one-time payment from the province as well as an increase in rental income for the property. Staff brought on a construction consultant to assist with the coordination of work on the site, using the buildings audits done on the building, as well as a general inspection of the site.

FALL TENDERING – HEAT PUMPS

Many of the calls received by staff year-round pertains to the heating and cooling of the building. In order to prioritize tenant comfort, with a solution that could be done before the winter months, a tender was issued for a heat pump system that would offer summer cooling as well as supplementary winter heat to the building. Four bids were received; the tender was awarded to DeCoste Electrical and installation is expected in December.

WINTER TENDERING – WOODWORK, ENTRANCE, WINDOWS AND SIDING

Discussions to prioritize and organize the upcoming work on the building have focussed in three areas: structural repairs, building accessibility, and heating efficiency. Projects were also staged in order to reduce the likelihood of work being removed or replaced shortly after was completed.

Given the anticipated impact of these projects on the public access to the building, the execution of several of these repairs will require coordination with the tenant to make alternative arrangements for public building access, or to undertake repairs within an agreed-upon window of time that can be built into the court schedule, which is set months in advance. Staff are proposing to issue the tender for the work early in the new year, with construction to take place early in the spring. It is hoped that this will result in good bid prices, decent construction weather, and minimize disruption to the tenant.

Woodwork repair

The skirting, and possibly the sill at the front of the building has incurred water damage over the years. The suggestion has been made to target this repair as one of the first projects; where this damage is so visible and extensive from the exterior, it should be addressed before further work is done on the siding that could be impacted if it were to be done at a later date.



Replacement of the Concrete Portico at the Front Entrance

The main entrance to the building features a concrete platform accessed by several steps down to a sidewalk connecting to the municipal sidewalk along Main Street. A wooden ramp was installed from the side of the platform out the Court Street, and a combination of tiles, wood boards, and plywood have been used to provide access to the front doors. The space below this concrete porch appears to be hollow and has cracked in places along the front edge. The suggestion was made by the construction consultant to rebuild the porch and replace the front steps and walkway with a ramp directly connecting the sidewalk on Main Street to the front door as a means of providing a better barrier-free ramp option. In order to address concerns with load bearing elements, an Engineer was brought on site to look at the building now, and will continue to be involved as work is done on the building to ensure that the integrity of the building is not compromised by any repairs. They are also taking measurements to prepare drawings for the ramp to ensure proper slopes for accessibility and water drainage.



Front Doors

Despite being refinished in 2016, the front doors of the building are in need of attention. They have weathered and are warped, with some cracking in the wood panels. Replacement of these doors with those of a similar design that is more secure and weather-tight may improve the heating and cooling efforts in the building. It may also offer the opportunity to incorporate automatic doors openers/closers, which, when combined with the new concrete porch/ramp, would improve access into the building.

Windows

Many of the windows throughout the building require repairs to their sills, locking mechanisms, glass panes, and general painting. The windows could be repaired, but a quote received in 2017 to repair only the front four windows was nearly \$30,000. With the siding of the building being considered for replacement, this would be an excellent opportunity to also replace the windows of the building. Custom vinyl products recently installed in other older buildings in the community (e.g. at Immaculate Conception church in Heatherton) were done for a reasonable cost and maintained the character and design of the original windows.

Siding and Trim

The wood clapboard siding on the building has endured decades of weathering and layers of paint. Research into the history of the building identifies that oil paints were traditionally used on the building; at some point in the last twenty years, a latex application was used and has resulted in significant peeling and moisture damage to the wood. When the building was partially repainted in 2016, the removal of the existing paint from the pitted wood took several weeks and is already weathered with rust from the nails coming through the paint.



Improvements in the quality and design of siding products may provide the opportunity to replace the existing clapboard with a product that replicates the existing siding, right down to the woodgrain, without the same amount of maintenance and upkeep as the current aged boards. Replacing the siding may also provide the opportunity to add some insulation to the walls; currently there appears to be no insulation. Insulation would improve heating and cooling, as well as noise mitigation from adjacent uses and traffic. Repairs and replacements of damaged or rotted trim features would be undertaken at the same time as the siding replacement.

BALANCING HERITAGE CONSIDERATIONS

When the Municipality received conditional funding from Parks Canada for repairs to the building in 2017, the expectation that came with that funding was to follow the Standards and Guidelines for the Conservation of Historic Places. These guidelines prioritized the repair of existing materials, and replacement with materials identical to what was originally used if repair was not possible. Where there are very few maintenance or repair records available for the building that pre-date the 1970s, it was difficult to determine whether the siding, doors, windows, or concrete steps were original or replaced at some point since 1855, and many of the measures required to ensure that the work met the expectations was onerous in terms of time commitment, disruption to the continuous operation of the building, and financial impact.

While the Statement of Significance for the building does list physical attributes of the building such as the clapboard siding, columns, and the layout of the windows, it also notes the ongoing and continuous use of the building as a Court House as being a part of its importance. Ensuring the safety, comfort and accessibility of the building are also important in maintaining the Department of Justice as a long-term tenant in the building. The overall design of the building is not proposed to change; the modifications suggested are improvements and part of the ongoing history of this important community landmark.

BUDGET IMPLICATIONS

As part of the renegotiation of the lease with the Department of Justice done in July, the Province provided the Municipality with a one-time payment to assist with the capital repairs to the building. The annual rent payments were also increased, and it is the intent of staff to keep the budget for these repairs within that amount. The hope of staff is that the improvements to the heating and cooling systems, insulation, windows and doors will reduce the operational utility expenses of the building.

NEXT STEPS

The work to install the heat pumps is expected to be completed before the end of the calendar year. Staff is looking to issue the tender/request for proposals in late January/early February, with work to be done in the Spring pending weather and the Justice court schedule. As part of the preparation for issuing this tender, staff has asked an Engineer to prepare drawings of the proposed modifications to the portico and walkway to facilitate the tendering and construction process.

Preliminary 2020/21 Capital Plan		
Project	Description	Estimate
St. Joseph's Water Expansion	Land Purchase	\$20,000
Fringe Water Utility Upgrades	Phase 1 - Post Road Water Tower	\$2,200,000
Fringe Water Utility Upgrades	Phase 2 - Transmission to Trunk 7 & Fisheries to Superstore Looping	\$450,000
Antigonish Court House	Building Upgrades	\$140,000
Equipment	1/2 Tonne Pick-Up - Water & Sewer	\$35,000
Municipal Operations	Accessibility Upgrades	
Municipal Roads	Market Street Repaving	
	Harbourview Drive & Mount Cameron Circle Repaving, Curb & Gutter	\$280,000
J-Class Roads	Somers Road (Chip Seal or Paving)	
	Gilfoy Road (Repaving)	
	Grandview Drive (Repaving)	
	Willowdale Lane (Chip Seal or Repaving)	
Renewable Energy	72kW, 290 Panel, ground-mounted Solar PV System	\$310,000
Connectivity		\$150,000
TOTAL		\$3,585,000

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

MEMO FOR DISCUSSION

TO: ASSET MANAGEENT COMMITTEE
FROM: STAFF
SUBJECT: POST-ROAD WATER TOWER
DATE: DECEMBER 4, 2019

SUMMARY

This memo provides the committee with background concerning the need for a water tower in the area of Post-Road & Trunk 7 and a proposed path forward. Staff are seeking discussion from the Committee and consensus to move forward as discussed. Staff are proposing that Municipal Council consider completing this project in FY 20/21.

BACKGROUND

The Municipality has been aware of low fire flows in the area of Post-Road, Trunk 7 and surrounding areas since the early 2000s. During this time plans to address these low flows were drafted but not carried out. This proposal to move forward with the construction of a water tower in service of this area comes directly from this earlier work. For a technical summary of the proposed tower and the affects of fire flows in this area, please review the attached April 23, 2019, memo from Strait Engineering to Public Works Director, Daryl Myers.

The proposed tower would be 117 feet tall with a 22.5-foot diameter and 340,000-gallon capacity. We are in the process of acquiring up to 1 acre on which to build the tower. This tower will service 800 existing residences and will provide enough capacity and fire flows for a 20-year residential and commercial build out.

CONSIDERATIONS

This project is designed to address the known issue of low fire flows in this area. This limitation affects commercial development. Currently, the Municipality is highly dependent on the Town water system for pressure and volume of water. Having a water tower providing increased pressure can be considered an investment in economic development.

The Municipality is also investigating the opportunity to incorporate renewable, energy efficiency and other sustainable measures into this project. These efforts will focus on exploring innovative yet practical ways to make this infrastructure investment as sustainable as possible, while also ensuring the cost doesn't outweigh the benefit. To this end, engineering advice is being provided

by Hatch, which has assisted the Municipality with Asset Management and the recent Low Carbon Communities Fund application in cooperation with Paqtnkek Mi'kmaw Nation.

BUDGET CONSIDERATIONS

A phased approach to this project is being recommended. The first phase is the most significant, and includes the construction of the water tower, a transmission line to Trunk 7 and a distribution line connection at the Post Road near the Depart of Fisheries Office. This initial phase is estimated to cost approximately \$2.7M.

Future phases to capture maximum benefit of the added storage would include looping of various lines along Trunk 7 (Nova Landing, Keating Court, Tamara Drive and Elliot Lane), replacement of aging lines along Trunk 7 and Post Road, and other opportunities to connect and enhance Crocket Country. These future phases have not yet been costed and would make up a portion of the Municipality's ongoing asset management investments.

Like other significant projects, the Municipality would explore any available sources of outside funding including the Investing in Canada Infrastructure Program and the Federation of Canadian Municipalities' Green Municipal Fund.

NEXT STEPS

Staff are preparing to move this project forward as follows:

- With the support of Hatch, issue an RFP that will meet our minimum design requirements as described above and explores innovative yet practical approaches to enhance sustainability in the areas of renewable energy, energy efficiency and conservation. This RFP can be issued in the coming weeks.
- Explore funding opportunities based on existing opportunities and opportunities identified through the RFP.
- Incorporate this project in the 20/21 Capital Plan and being planning the financial approach.
- Have design drawings prepared and issue a tender in the late winter for a 2020 summer / fall build.

April 23, 2019

Municipality of the County of Antigonish
285 Beech Hill Road
Beech Hill, NS
B2G 0B4

ATTENTION: Mr. Daryl Myers
Public Works Director

Dear Mr. Myers;

RE: POST ROAD WATER TANK ASSESSMENT

The Municipality of the County of Antigonish wish to assess the benefit of a water storage tank in the Post Road area with respect to system pressures emergency storage and fire fighting capability. As part of the investigation is the assessment of interconnecting the Post Road area water system with the No. 7 Highway water system.

An earlier assessment (January 24th, 2019 Letter Report) which we carried out determined that the existing booster pumps located on the Post Road could fill a new storage tank which could be located on the highest ground in the area, behind the Walmart building. The booster pumps located on the No. 7 Highway could also be used to fill the tank either instead of the Post Road booster station or in conjunction with it. If it were to be used instead of the Post Road booster station, the fire flows from the Post Road Booster Station back to the Post Road meter would also see improved fire flows instead of the same low values as seen in the following table (nodes 3120, 3122 and 3124).

The previously mentioned letter report recommended that the Municipality have EXP enter into their water system model (Includes Town and County lines) the affect of the proposed tank, the connector line from the Post Road water system to the No. 7 Highway water system and a few waterline looping connections in the No. 7 system.

This was carried out by EXP and the results summarized in the attached table. The table includes the current system pressures, future pressures with new tank, existing fire flows, recommended fire flows, future fire flows, with the tank on line and future with additional line looping (No. 7 Highway area)

.../2

Mr. Myers

April 23, 2019

Post Road							
Node	Location	Existing Static Pressure (psi)		Future Static Pressure (psi)	Req'd. Fire Flow (USgpm)	Existing Fire Flow (USgpm)	Future Fire Flow (USgpm)
		Boosted	Non-Boosted				
3111	Addington Forks	69	36	61	795	239	1032
3116	Addington Forks	77	37	69	795	238	761
3104	Somers Road	68	34	59	795	250	1471
3106	Somers Road	75	41	67	795	250	817
3109	Somers Road	70	37	62	795	232	458
3107	Beaton Court	68	34	59	1190	225	518
3119 C	Kent Building Supplies		38	62	1580	534	2849
3117	Highway #104		46	71	1680	622	1751
903	Highway #104		71	95	1680	711	1251
905		75	42	67	1680	368	1501
3124 C	Appleseed Drive		53	53	1190	428	1750
3120 C			69	69	1190	602	2463
3122 C			56	56	1190	603	1563

Lochaber							
Node	Location	Existing Static Pressure (psi) (Boosted)	Future Static Pressure (psi)	Req'd. Fire Flow (USgpm)	Existing Fire Flow (USgpm)	Future Fire Flow (USgpm)	Looped
24	#7 at Boost	75	95	1680	471	3500	3500
50	Heritage	55	73	1190	387	953	953
2	Ponderosa	55	73	1190	395	1020	1020
42	Keating	73	91	1190	427	2061	2063
51	Keating	62	80	1190	439	1645	1831
44	Tamara Drive	71	89	1190	399	1611	1827
52	Tamara Drive	51	69	1190	351	915	1718
6	Greenhill	67	85	1190	373	1306	1646
3101 C	Trailer Park	72	90	1190	363	1143	1289
3096 C	Trailer Park	58	76	1190	357	1095	1308
8	Parkhurst	52	70	1190	309	826	1550
3100 C	Parkhurst	58	76	1190	278	536	1441
10	Parkhurst	52	70	1190	281	651	1370
46	#7	57	75	795	340	949	1335
47	#7 at Ultramar	52	70	795/1680	264	592	669

.../3

Mr. Myers

April 23, 2019

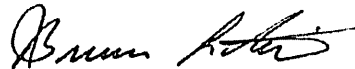
As can be seen in the Table, none of the existing areas in the Post Road zone have fire flows meeting the required fire flows (according to the Fire Underwriters Survey (FUS) publication "Water Supply for Public Water Protection"). With the new tank on line, many of the areas in the zone would have much increased fire flows with most areas meeting and exceeding recommended values.

As with the Post Road area, none of the Lochaber Road area have fire flows meeting the recommended values. When connected to the Post Road system by adding a 12" connector transmission line, many areas get fire flows meeting (or close to meeting) required fire flows. Parkhurst as well as out the #7 Highway to the Ultramar are exceptions with fire flows still very low. When some looping is carried out as per Figure No. 1 attached, only Heritage, Ponderosa and out the #7 Highway do not get recommended fire flows.

After you review the contents of this letter you can touch base with me to discuss the contents and see what you feel the "move forward" approach the Municipality wish to follow.

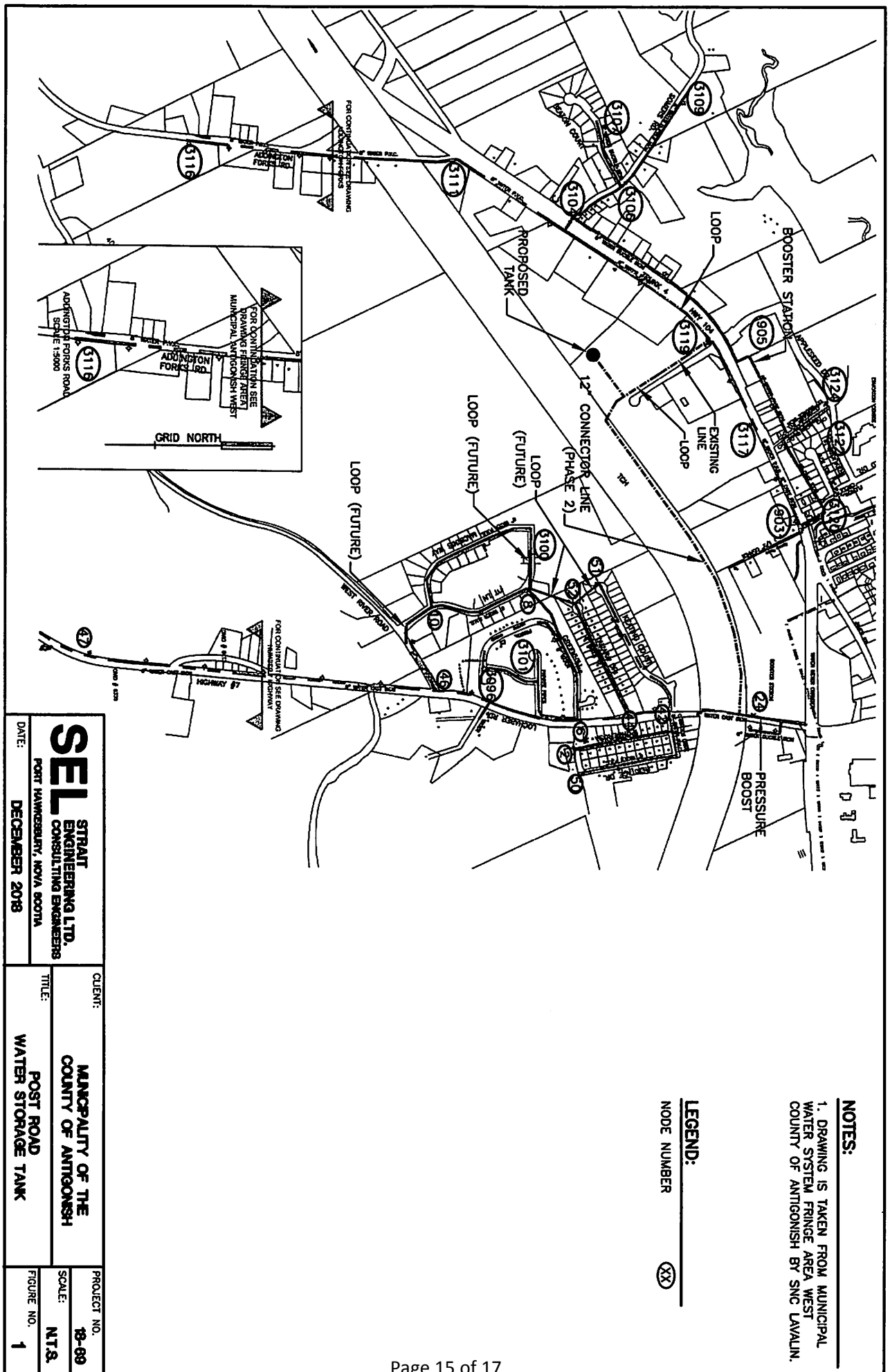
Very truly yours

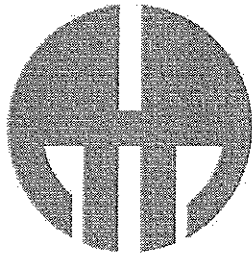
STRAIT ENGINEERING LIMITED



R. Bruce Latimer, P. Eng.

cc: Mr. Josh Chisholm





A.H. Roy & Associates Ltd.

ENGINEERING CONSULTANTS

275 Main Street, Suite 100 • Antigonish, NS B2G 2C3

Tel: (902) 863-2955 • Email: ahroyoffice@ahroy.ca

Web: www.ahroy.ca • Fax: (902) 863-2214

November 25, 2019

Municipality of the County of Antigonish
285 Beech Hill Road
Antigonish, NS B2G 0B4

Attention: Tammy Feltmate

RE: REQUEST FOR PROPOSAL MCA-ACU2019
MUNICIPALITY OF THE COUNTY OF ANTIGONISH

Dear Ms. Feltmate:

This will acknowledge receipt of a copy of the Request for Proposal MCA-ACU2019. A proposal was received from:

Carmichael Engineering	\$ 71,693.00
Ainsworth	92,800.00

HST extra

Both tenders included copies of their letters of Good Standing for Construction Safety and Worker's Compensation.

A certificate of Insurance was provided by each contractor.

Ainsworth provided a copy of their Safety Policy, but Carmichael did not. We would suggest that Carmichael's provide a site-specific Safety Policy and Hazard Assessment if awarded the work and before commencing the work.

Both companies indicate who the trades people will be doing the work.

The only difference we see with the two (2) proposals is that Carmichael's submitted with their proposal a Contract to sign. We don't know what your normal policy would be, but we would usually prepare a contract for the Contractor to sign. We do note what appears to be variation to the Contract requirements in the Tender on Item #17, it indicates "A warranty of ninety (90) days on labor only". Later in the document it indicates one (1) year on labor for any warranty items. If you propose to sign their Contract, we would suggest that this be corrected.

Both Contractors indicated that the installation would take longer than four (4) weeks. We would agree. It would look like a minimum of thirteen (13) weeks before the installation would be complete.

It was also noted that the condensers would be installed on the existing sleepers that are on the roof. It may be wise to investigate the condition and replace them if needed. This would likely be an extra cost.

After reviewing both tender proposals we would recommend the award to the low bidder Carmichael's at \$ 71,693.00, HST extra.

Yours truly,
A. H. Roy & Associates Ltd.

A handwritten signature in black ink, appearing to read 'V. Belliveau', with a long horizontal flourish extending to the right.

Victor J. Belliveau, P. Eng.
President

VJB:jtb
2019-2527