

MEMORANDUM

2013-40

To: Mayor & Council
From: Deputy Treasurer
Date: February 7, 2013
Re: OFFICE SUPPLIES TENDER AWARD RECOMMENDATION

OFFICE SUPPLIES TENDER; OB-003

An invitation to tender was issued in 2012 for a three year contract for office supplies. Our office supplies are currently supplied by Grand & Toy. The tender required pricing for over 50 items that make up over 50 percent of our office supplies value. A discount on catalogue prices for all items not listed in the tender was also required. The results were:

Company	Amount	Discount on Catalogue Prices
Monk	\$ 11,474	65 %
E Madill	\$ 12,046	60 %
Staples	\$ 12,583	62 %
Grand & Toy	\$ 13,285	60 %

As a result of the tender, clerical staff from various departments evaluated Monk's online ordering system and references checks were conducted. The online system received high praise from staff and their references were excellent.

That it be recommended to Council that the tender for office supplies be awarded to Monk based on low bid.



Fernando Pimentel
Deputy Treasurer

2013- 41

MEMO



TO: Council
FROM: Director of Engineering Services
DATE: February 7, 2013
RE: St. Patrick Storm Water Pump Station

BACKGROUND

There are numerous pump stations throughout the municipality (see attachment #1). The aged St. Patrick Storm Water Pump Station is approximately 50 years old. The pumps are constantly in need of maintenance and the outfall is undersized and deteriorating. In extreme events such as high tide, heavy rain, and high winds, this pump station is the last line of defense for flooding in a catchment of approximately 347 homes (see attachment #2). This pump station has been considered for rehabilitation\replacement for about 15 years. In 2012 Council approved funding to upgrade this station. Work has been on-going on this project since the budget was approved in 2012. Work on this station has proceeded since 2012 and into 2013. Much of the progress on the works is dictated by extenuating circumstances e.g. fisheries windows, tide levels etc. The work is scheduled to be completed in 2013.

DISCUSSION

The design methodology includes a new, larger outfall that sits higher in the water than does the existing outfall. Therefore, at certain tide levels more of the outfall will be in view. As a result of this visual change, I believe it is appropriate to share with Council the aesthetics, cost and hydraulic issues that have been considered. To that end I have invited our consultant, Kerr Wood Leidal, to deliver a brief presentation on these issues.

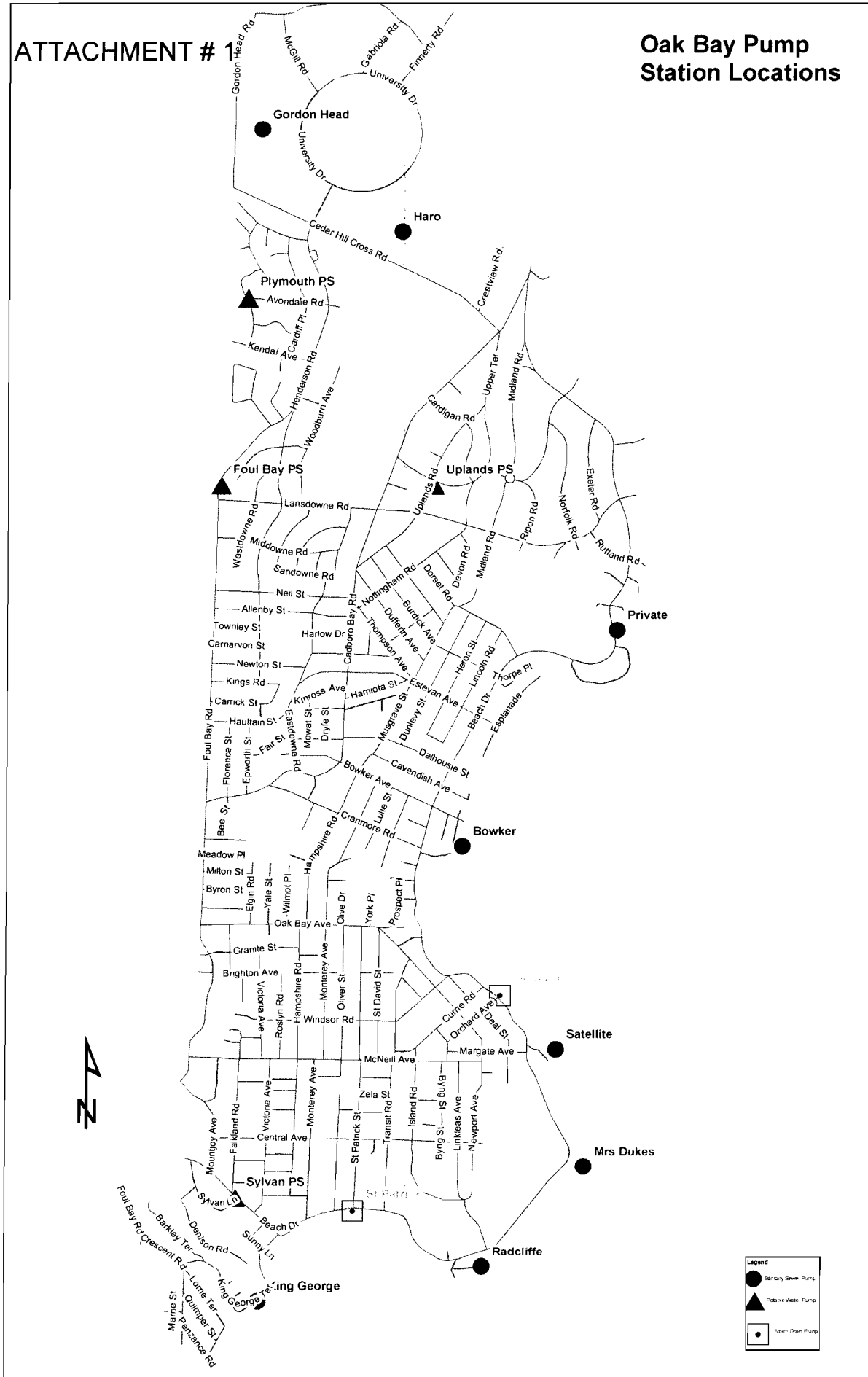
RECOMMENDATION

That the Council receive this report for information.

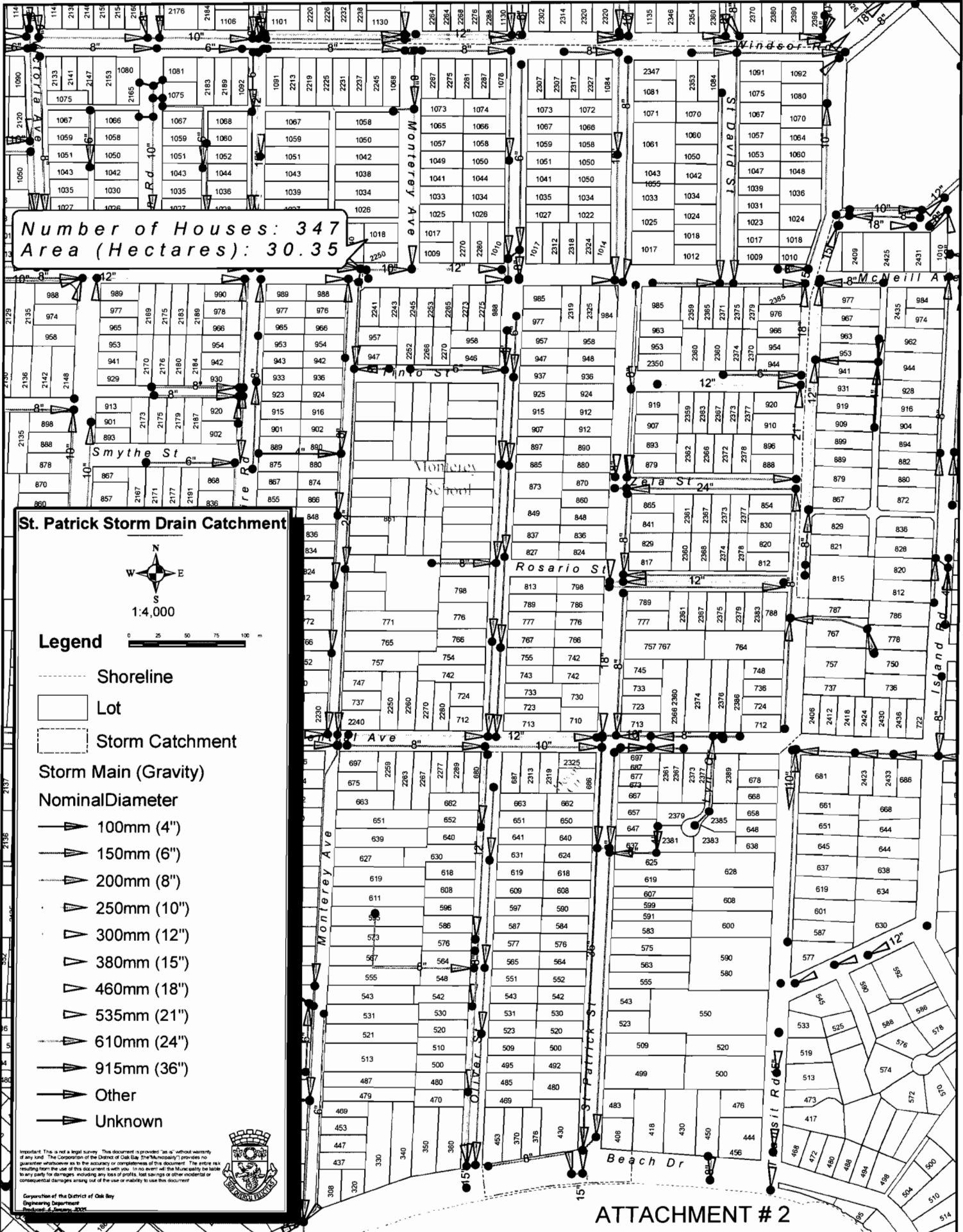
D. Marshall B.Sc., A.Sc.T.

Director of Engineering Services

Oak Bay Pump Station Locations



Legend	
●	Secondary Sewer Pump
▲	Public Waste Pump
■	Storm Drain Pump
●	Private



Number of Houses: 347
 Area (Hectares): 30.35

St. Patrick Storm Drain Catchment



Legend

- Shoreline
- Lot
- Storm Catchment

Storm Main (Gravity)
Nominal Diameter

- 100mm (4")
- 150mm (6")
- 200mm (8")
- 250mm (10")
- 300mm (12")
- 380mm (15")
- 460mm (18")
- 535mm (21")
- 610mm (24")
- 915mm (36")
- Other
- Unknown

Important: This is not a legal survey. This document is provided "as is" without warranty of any kind. The Corporation of the District of Oak Bay (the "Municipality") provides no guarantee whatsoever as to the accuracy or completeness of this document. The entire risk resulting from the use of this document is with you. In no event will the Municipality be liable in any capacity for damages, including any loss of profits, lost savings or other incidental or consequential damages arising out of the use or inability to use this document.



Corporation of the District of Oak Bay
 Engineering Department
 Prepared: 4 January, 2009

2013- 42



TO: Council
FROM: Director of Engineering Services
DATE: February 7, 2013
RE: Proposed Location of Electrical Vehicle Charging Station

BACKGROUND

Oak Bay is amongst the first group of organizations approved by the Province of BC to receive a grant to install Electrical Vehicle (EV) charging stations. The approved station is a dual charging station. The total estimated cost is \$10,000 and the province will contribute 75% of the total cost which is \$7,500. The deadline for the installation is March 31, 2013.

DISCUSSION

For the last several months, staff has worked jointly with other municipalities in the region and selected a charging station equipment supplier - AddÉnergie Technologies Inc from Quebec. The equipment has been delivered to Oak Bay and is now ready to be installed.

Based on discussions with neighboring municipalities, the initial trend is for free public use of the charging stations. The policies around this station can be determined by Council in due course. Details of how to use the charging station will be available for the public on the station itself once it is installed.

Under the terms of the grant program, the dual charging station is required to be installed in the Municipal Hall parking lot. While the station could be installed in any location in the parking lot, there are implications to consider. In particular, installation across the parking lot from the Municipal Hall would result in higher costs in terms of having to dig a trench for the electrical infrastructure. Locations that are further from the Municipal Hall building may be problematic in terms of potential vandalism along with the additional costs for electrical infrastructure having to be installed over a longer distance.

Three possible options have been illustrated in Attachments A, B, and C for consideration. The details associated with each of these locations have been described below:

- A) To retain the same number of short term parking spaces, remove 2 of the 3 existing 15 minute parking signs. Install 2 new 30 minute parking signs for the charging station, **without** restricting parking to EV's only.
- B) To retain the same number of short term parking spaces, remove 2 of the 3 existing 15 minute parking signs. Install 2 new 30 minute parking signs for the charging station, **with** a sign restricting parking to EV's only.
- C) Convert 2 regular parking spaces into new 30 minute parking for the charging stations, **without** restricting parking to EV's only. This would essentially create 5 short-term spaces.

The proposed restrictions could be revisited at a later date, however, the station will not be relocatable after the initial installation without significant cost.

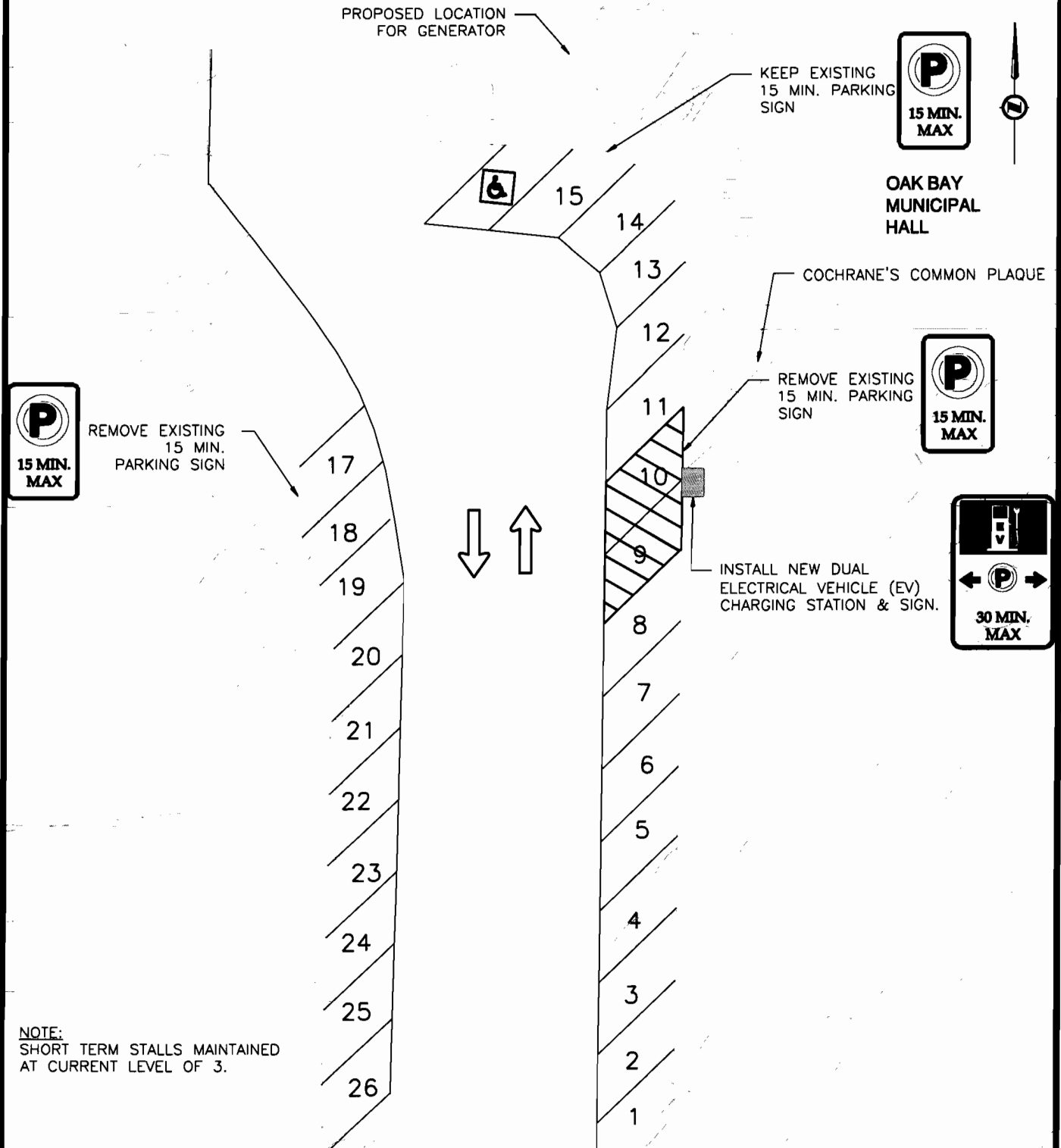
RECOMMENDATION

The Municipal Hall parking lot is already very busy and regular parking spaces are at a premium. A demand for EV parking has not yet been demonstrated, and the intention is not to substitute full home charging with charging at a public facility, but rather to provide interim charging when necessary. In this regard, it is felt that short term parking is supportable. Accordingly, the signage and location proposed in Attachment “A” is the recommended option.

A handwritten signature in black ink, appearing to read "D. Marshall", with a long horizontal flourish underneath.

D. Marshall B.Sc., A.Sc.T.
Director of Engineering Services

ATTACHMENT "A"



APPROVED:	DM
DESIGN:	RD
CHECKED:	RD
DRAWN:	AV

PROJECT	
ATTACHMENT "A"	
ELECTRICAL VEHICLES CHARGING STATION	
DATE:	FEB 07, 2013
DWG No.:	FIG-2013-02-01
SCALE:	N.T.S.
SHEET No.:	01 OF 03
ISSUE:	A

ATTACHMENT "B"

PROPOSED LOCATION FOR GENERATOR

KEEP EXISTING 15 MIN. PARKING SIGN



OAK BAY MUNICIPAL HALL

COCHRANE'S COMMON PLAQUE

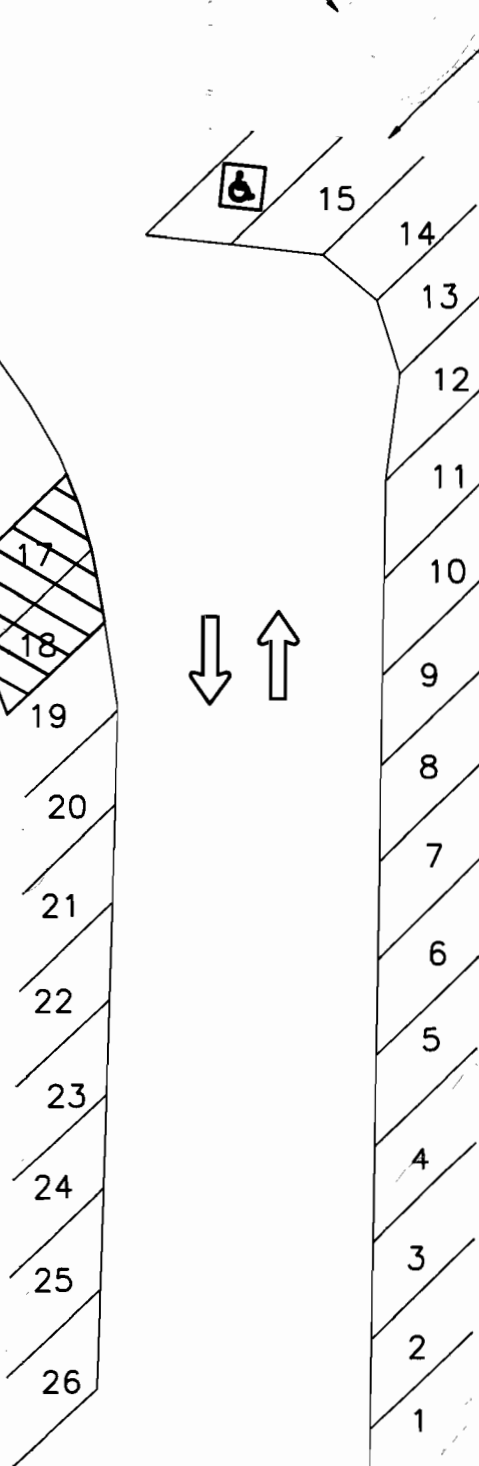
REMOVE EXISTING 15 MIN. PARKING SIGN



REMOVE EXISTING 15 MIN. PARKING SIGN



INSTALL NEW DUAL ELECTRICAL VEHICLE (EV) CHARGING STATION AND SIGN.



The Corporation of the District of **Oak Bay** British Columbia

APPROVED: DM
 DESIGN: RD
 CHECKED: RD
 DRAWN: AV

PROJECT			
ATTACHMENT "B"			
ELECTRICAL VEHICLES CHARGING STATION			
DATE:	FEB 07, 2013	SCALE:	
DWG No.:	FIG-2013-02-02	SHEET No.:	02 OF 03
		ISSUE:	A

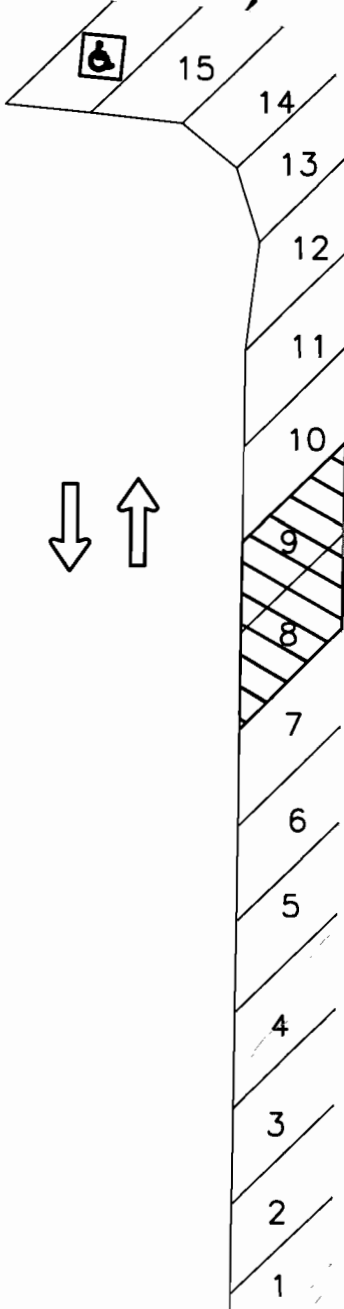
ATTACHMENT "C"

PROPOSED LOCATION FOR GENERATOR

KEEP EXISTING 15 MIN. PARKING SIGN



OAK BAY MUNICIPAL HALL



COCHRANE'S COMMON PLAQUE

KEEP EXISTING 15 MIN. PARKING SIGN



INSTALL NEW ELECTRICAL VEHICLE (EV) CHARGING STATION SIGN.



KEEP EXISTING 15 MIN. PARKING SIGN



The Corporation of the District of **Oak Bay** British Columbia

APPROVED: DM
 DESIGN: RD
 CHECKED: RD
 DRAWN: AV

PROJECT

ATTACHMENT "C"
 ELECTRICAL VEHICLES CHARGING STATION

DATE: FEB 07, 2013

SCALE:

DWG No.: FIG-2013-02-03

SHEET No.: 03 OF 03

ISSUE: A