Finance Committee Minutes

Tuesday, August 23, 2011, 11:00 a.m.
Board Room, Administration Office

Present: L. Ross, Chairperson, M. Sefton, M. Snelling, Dr. D. Michaels, K. Zabowski

Guest: B. Ewasiuk (exited at 11:25 a.m.), L. Andrew

Regrets: G. Barnes

1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 11:10 a.m. by the Chairperson, Dr. Ross.

2. APPROVAL OF AGENDA

The Finance Committee Agenda was approved as circulated.

3. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

4. OTHER COMMITTEE GOVERNANCE GOAL ITEMS

A) Truck Tender

Assistant Secretary-Treasurer, Mr. Zabowski noted the tender had been supplied to nine dealerships as well as advertised in the Brandon Sun. He confirmed two bids had been received and were reviewed by himself, Ms. Andrew and Mr. Clark, Director of Facilities and Transportation. Mr. Zabowski noted that both bids received were over budget by more than $2,000.00. He confirmed the over expenditure would be covered in another account in 2011/2012. The Committee discussed the proposals received and asked questions for clarification regarding the specifications requested and the lack of response received from dealerships. The Committee agreed to recommend the low tender from Vickar Community Chevrolet for a new 2011 ½ Ton 4 X 4 Truck.

Recommendation:
That the low tender from Vickar Community Chevrolet in the amount of $22,882.49 plus taxes for the supply of a new 2011 ½ ton 4 X 4 truck funded by the 2011/2012 Capital and Maintenance budget be accepted.

B) Laptop Tender

Assistant Secretary-Treasurer, Mr. Zabowski reviewed the tender process for the supply of computer laptops. He noted the Division had received 22 bids in response to their advertisement placed in the Brandon Sun and Winnipeg Free Press as well as posting to MERX Canadian Public Tenders. He confirmed 14 of those bids made specifications and were reviewed by himself, Ms. Andrew and Mr. Ewasiuk, Director of MIST. The low proposal received was from Powlerland Computers in the amount of $179,600 plus taxes for the supply of 400 laptops. Trustee Sefton brought forward an alternate proposal which he had found while

purchasing his own computer on line noting it met the Division's specifications at a lower cost. Mr. Ewasiuk was invited to speak to the Committee about the tender process and the RPF that had been provided. Mr. Zabowski reviewed Division Policy 3011 – "Purchasing Authority" and the rules regarding tenders. The Committee discussed the matter and agreed the tender process must be followed. The Committee agreed to recommend the low tender from Powerland Computers for the supply of computer laptops.

Recommendation:
That the low tender from Powerland Computers in the amount of $179,600.00 plus taxes for the supply of Computer Laptops funded from the 2011/2012 computer replacement budget be accepted.

5. OPERATIONS INFORMATION

NIL

6. NEXT REGULAR MEETING: Tuesday, September 6, 2011, 8:30 a.m., Victoria Inn (following Welcome Back Breakfast.)

The meeting adjourned at 11:40 a.m.

Respectfully submitted,

L. Ross (Chairperson)	M. Sefton
M. Snelling	P. Bartlette (Alternate)