



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: West Hants Regional Municipal Committee of the Whole

Submitted by: Kevin Bennett, Manager Parks & Recreation Facilities

Date: November 25, 2024

Subject: Tender Award – WHRMCD24-10 RFQ Supply of Commercial Kitchen Equipment

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 65, Powers to expend funds for a municipal purpose.

RECOMMENDATION

Committee of the Whole recommends that

COUNCIL APPROVES THE AWARD OF TENDER WWRMCD24-10 TO RH FOOD SERVICE EQUIPMENT TO PURCHASE COMMERCIAL KITCHEN EQUIPMENT AS LISTED IN RFQ IN THE AMOUNT OF \$53,435.28 PLUS APPLICABLE TAXES TO BE TAKEN FROM THE CANADA COMMUNITY BUILDING FUND.

FURTHER COUNCIL APPROVE THE INSTALLATION OF THE KITCHEN EQUIPMENT ALSO BE FUNDED THROUGH THE CANADA COMMUNITY BUILDING FUND.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐
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Tenders were called on the Provincial Procurement site and closed on November 14, 2024.

Included in the 2024-25 West Hants Regional Municipality Capital Budget, Council approved \$250,000 for building upgrades to the Windsor Community Centre. Of that line item we are requesting \$53,435.28 to allocated to the purchase of kitchen equipment.

Although kitchen upgrades are not identified in the Capital Budget until 2026 staff are recommending the work be completed this fiscal year to strengthen community resources.

The current kitchen equipment requires significant upgrades to support the needs of the community. Included in this upgrade is equipment to support those that contribute to addressing food insecurity in our community.

Equipment quoted includes: hand and compartment sinks, reach in freezer, soiled dish table, dishwasher, clean dish table, shelving unit, stainless steel worktable, undercounter refrigerator, reach in refrigerator, convection oven, range, electric kettle.

These improvements will improve food safety, increase capacity for events, enhance cooking efficiency, support community need, attract more bookings and boost community pride.

DISCUSSION

Four proponents responded to the public tender, as follows:

Tender WHRMCD24-10 Supply of Commercial Kitchen Equipment				
Vendor	Item	Purchase Price	Total Value (including applicable taxes)	Average Score
RH Russell Hendrix – a division of Russell Food Equipment Limited	Appliances identified	\$53,435.28	\$55,727.65	met required specifications
Maritime Purchasing Inc	Appliances identified	\$66,309.39	\$67,000.93	Met required specifications
Advantage Restaurant Supply and Service	Appliances identified	\$60,556.17	\$61,187.71	Met required specifications
JR Mahoney Ltd	Appliances identified	\$55,558.00	\$56,137.41	Met required specifications

The tender was reviewed by Community Development Staff to confirm compliance with the requested specifications and that it would meet our requirements.

Staff are recommending the tender award of \$53,435.28 plus applicable taxes to purchase commercial kitchen equipment for Windsor Community Center to awarded to RH Russell Hendrix – A division of Russell Food Equipment Limited.

Staff are further recommending that an amount not to exceed \$50,000 allocated from the previously approved Building Reserve funds be changed to the Canada Community Building Fund (CCBF) to accommodate the installation of the equipment. Installation will include electrical, plumbing, materials, etc.

NEXT STEPS

If approved staff will proceed with purchase.

FINANCIAL IMPLICATIONS

Tendering Timeline:

Posted to Procurement	November 4, 2024
Closing Date	November 14, 2024
Price Expiry Date	December 31, 2024

A purchase agreement must be in place by December 15, 2024, to secure current pricing.

2024-25 Capital Budget – Purchase of Commercial Kitchen Equipment

RH Russell Hendrix – A division of Russell Food Equipment Limited	
Tender Pricing	\$53,435.28
Non-Recoverable Tax (4.29%)	\$2,292.37
Tender Total	\$55,727.65
Estimated Installation Costs	\$50,000.00
Total Project Cost	\$105,727.65
2024-25 Budget Value	\$250,000.00
Kitchen Upgrades	\$105,727.65
2024-25 Capital Expense as of September 30, 2024	\$36,122.00
Remaining within budget	\$108,150.35

\$250,000 was approved in the 2024-25 Capital budget for foundation repairs and building upgrades to the Windsor Community Centre, funded through the building reserve. Due to the nature of upgrade, it has become Canada Community Building Fund eligible. Staff are recommending switching the funding source of the \$105,727.65 for the kitchen upgrades, and installation to now be funded through WHRM CCBF Reserve.

ALTERNATIVES

1. Council may choose not to proceed this this purchase.

ATTACHMENTS

None

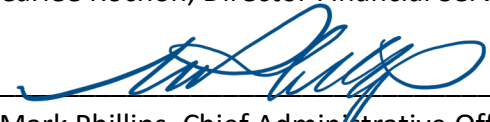
CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Report Prepared by: _____
Kevin Bennett, Manager Parks & Recreation Facilities

Report Reviewed by: _____
Kathy Kehoe, Director Community Development

Report Reviewed by: _____
Carlee Rochon, Director Financial Services

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer