



BOARD REPORT

TO: Chair and Directors

File No: 2240 85

SUBJECT: Salmon Arm Refuse Disposal Site – Scale and Site Attendant Operations Contract Award

DESCRIPTION: Report from Ben Van Nostrand, Team Leader, Environmental Health Services, dated September 1, 2022. Salmon Arm Refuse Disposal Site Scale and Site Attendant Contract Award.

RECOMMENDATION: THAT: the Board empower the authorized signatories to enter into an agreement with Seldom Silent Enterprises Ltd. to provide scale and site attendant services at the Salmon Arm Refuse Disposal Site over a three-year term commencing October 1, 2022 and expiring on September 30, 2025, for a total cost of \$1,057,163 plus applicable taxes, with an option to extend for an additional two-year term, this 22nd day of September, 2022.

SHORT SUMMARY:

The existing agreement for the contracted scale and site attendant operations at the Salmon Arm Refuse Disposal Site expires on September 30, 2022. Seldom Silent Enterprises Ltd. was the lowest compliant bidder to the CSR’s recent Invitation to Tender for scale and site attendant operations. As the value of the agreement is in excess of \$500,000, Board authorization is required prior to the contract being awarded.

VOTING: Unweighted LGA Part 14 Weighted Stakeholder
 Corporate (Unweighted) Corporate (*Weighted*)

BACKGROUND:

In May 2022, the CSR and the existing scale and site attendant contractor at the Salmon Arm Refuse Disposal site began discussions to extend the current contract for an additional two-year term, as authorized by the agreement. The current term expires on September 30, 2022. During this process, the existing contractor proposed a 30% increase in fees for the two-year extension period.

CSR staff determined this amount was too large for a contract extension without a formal tender process. Typically, the remuneration rates proposed in a two-year extension run in the 5%-10% range for increases. A formal tender was issued in July 2022. This allowed the existing contractor to submit an updated bid and allowed other interested contractors the opportunity to provide pricing for services.

The process closed in August 2022 and Seldom Silent Enterprises Ltd. was the lowest compliant submission. Seldom Silent Enterprises Ltd. currently operates the scale and attendant operations at the Scotch Creek, Skimikin and Revelstoke Refuse Disposal sites and has provided quality services to date.

POLICY:

CSR Policy No. F-32 Procurement of Goods and Services indicates any contract recommended for award in excess of \$500,000 requires Board approval.

FINANCIAL:

There are adequate funds budgeted for the program within the 2022 Five-Year Financial Plan. Increases for the 2023-2026 years will be addressed in the next budget cycle for the 219 (Solid Waste) budget function.

IMPLEMENTATION:

Upon Board approval, the contract will be issued to the successful bidder.

COMMUNICATIONS:

CSRD staff will notify the bidder of the Board's decision.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation(s).

BOARD'S OPTIONS:

1. *Endorse the Recommendation(s).*
2. *Deny the Recommendation(s).*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

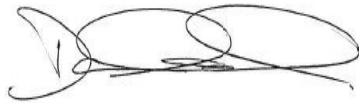
Report Approval Details

Document Title:	2022-09-22_Board_OM_SA-Landfill-Scale and Attendant-Contract.docx
Attachments:	
Final Approval Date:	Sep 13, 2022

This report and all of its attachments were approved and signed as outlined below:



Phaedra Turner



Darcy Mooney



Sheena Haines



Jennifer Sham

No Signature - Task assigned to Jodi Pierce was completed by assistant Jennifer Sham

Jodi Pierce