



BOARD REPORT

TO: Chair and Directors

SUBJECT: Household Hazardous Waste Collection Contract Award

DESCRIPTION: Report from Ben Van Nostrand, General Manager, Environmental and Utility Services, dated November 6, 2024. A report seeking Board authorization for awarding the Household Hazardous Waste Collection contract.

RECOMMENDATION#1: THAT: the Board endorse the authorized signatories to enter into an agreement, for servicing the CSR D’s Hazardous Waste Depots, with GFL Environmental Services Inc. for a three-year term, including the two, one-year options to renew, in the amount of approximately \$750,000 plus applicable taxes and annual CPI adjustments over the term of the agreement.

Corporate Vote Weighted Majority

SUMMARY:

The contract for the collection and treatment of household hazardous waste, from the Columbia Shuswap Regional District (CSR D) Golden, Revelstoke and Salmon Arm landfill hazardous waste depots has expired. The purpose of this Board report is to outline the results of the procurement process and the associated recommendation to award a three-year contract, plus two, one-year options to renew, to GFL Environmental Services Inc. (See Attached)

BACKGROUND:

In the summer of 2024, in preparation for the expiry of the Household Hazardous Waste Collection contract (five-year agreement) the CSR D put out a call for written quotations, whereby bidders were required to submit proposals that outlined their experience, operations methodology and pricing for a three-year contract, plus two, one year options to renew.

POLICY:

[Policy F-32](#), the CSR D Procurement of Goods and Services Policy, states any agreement with a value greater than \$500,000 requires Board approval. Although the value of the contract varies from year to year, depending on the volume of materials received and processed, given the historical annual costs (approximately \$150,000) associated with the service, staff anticipate that the value of the contract will be over the Policy threshold, hence the recommendation for Board approval.

FINANCIAL:

The estimated annual contract value, given the history of this service, is approximately \$150,000. GFL Environmental Services Inc.’s submission detailed minimal increases over the expiring contract and the value of the agreement is accounted for in the Recycling (218) budget.

KEY ISSUES/CONCEPTS:

The procurement process for soliciting and evaluating bids, via a request for written quotes, allowed staff to consider best value to the CSRD. Staff are confident that the successful proponent, as they have done for the past five years, will continue to provide the CSRD with effective and efficient servicing of the CSRD's hazardous waste depots.

IMPLEMENTATION:

Based on the Board's endorsement of the recommendation contained in this report, staff will conduct meetings with the successful proponent to ensure that the requirements of the contract are clearly understood.

COMMUNICATIONS:

All bidders will be informed of the results of the procurement process.

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:	2024-11-21_Board_EUS_Household_Hazardous_Waste_Collection_Contract_Award.docx
Attachments:	- Household Hazardous Waste Collection - Evaluation Summary Final.docx
Final Approval Date:	Nov 13, 2024

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



Jodi Pierce

No Signature - Task assigned to Jennifer Sham was completed by assistant Crystal Robichaud

Jennifer Sham



John MacLean