



BOARD REPORT

TO: Chair and Directors

SUBJECT: Electoral Area D: Falkland and Glenemma Transfer Station Snow Removal Contract Award

DESCRIPTION: Report from Ben Van Nostrand, General Manager, Environmental and Utility Services, dated November 8, 2024. Seeking Board authorization to award the Snow Removal Contract for the Falkland and Glenemma Transfer Stations.

RECOMMENDATION #1: THAT: the Board endorse the authorized signatories to enter into an agreement, for snow removal at the Falkland and Glenemma transfer stations, Westside Property Maintenance Ltd., for a three-year term, including the two, one-year options to renew, in the amount of approximately \$75,000 plus applicable taxes and annual CPI adjustments over the term of the agreement.

Corporate Vote Weighted

RECOMMENDATION #2: THAT: the Board endorse the authorized signatories to enter into a Municipal Insurance Association of British Columbia Service Provider Agreement between the Columbia Shuswap Regional District and Westside Property Maintenance Ltd., dated November 21, 2024.

Corporate Vote Weighted

SUMMARY:

The contract for the snow removal at the Falkland and Glenemma transfer stations has expired. The purpose of this Board report is to justify the award of an agreement to Westside Property Maintenance (WPM).

BACKGROUND:

In the fall of 2024, in preparation for the expiry of the snow removal contracts for CSR D transfer stations, the CSR D's procurement team put out a request for proposals, 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 for snow removal and sanding services at CSR D transfer stations. The CSR D did not receive any submissions for the Electoral Area D transfer stations and moved to engage in discussions with a local service provider WPM, who has provided excellent service to the CSR D in the past. Discussions with WPM revealed that the reason for not submitting a proposal was related to the challenges in meeting insurance requirements.

In an effort to find a solution, CSR D staff reached out to the Municipal Insurance Association of BC (MIABC) to explore options related to insurance and has been advised that under a Service Provider Agreement (see attached) the CSR D can cover off the insurance requirements on behalf of the service provider for specific services.

POLICY:

The CSRD put out a request for proposals as per [Policy F-32](#) Procurement of Goods and Services, and in the absence of receipt of qualified proposals the CSRD may negotiate and directly award a contract.

The contract for snow removal requires liability risk insurance per [Policy A-31](#) Contractors Liability Insurance Coverage. As the vendor is unable to provide proof of such coverage, the CSRD has negotiated the required coverage through the MIABC Associate Member program.

FINANCIAL:

Depending on snow fall throughout the winter, snow removal expenses vary from season to season. However, on average the CSRD spends approximately \$15,000 annually for snow removal from the transfer stations servicing Electoral Area D. The costs for the CSRD to provide the insurance through MIABC is \$1,500 and will be incorporated into the contract expense.

KEY ISSUES/CONCEPTS:

Small independent contractors in some cases, and more specifically operating snow removal equipment, where the contractor is providing a service on behalf of the local government and is unable to attain the required insurance, the MIABC's Associate Member program is a viable option.

IMPLEMENTATION:

If the Board agrees with the staff recommendation, staff will formalize an agreement with Westside Property Maintenance Ltd. for the snow removal contracts at the CSRD's Glenemma and Falkland Transfer Stations.

COMMUNICATIONS:

Staff will work to ensure good lines of communication are in place between CSRD staff, WPM and Glenemma and Falkland Transfer Station attendants.

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_Falkland_and_Glenemma_Snow_Removal_Contract_Award.docx
Attachments:	- MIABC_Service Provider Agreement.pdf
Final Approval Date:	Nov 19, 2024

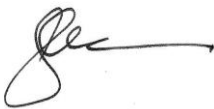
This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Jodi Pierce was completed by delegate Sheena Haines

Jodi Pierce



Jennifer Sham



John MacLean