



REGIONAL DISTRICT of Fraser-Fort George

Main Office: 155 George Street, Prince George, BC V2L 1P8
Telephone: (250) 960-4400 / Fax: (250) 563-7520
Toll Free: 1-800-667-1959 / www.rdffg.ca

REPORT FOR CONSIDERATION

TO: Chair and Directors
FROM: Sarah White, General Manager of Financial Services
DATE: November 8, 2024
SUBJECT: Procurement Quarterly Report: July to September 2024
SUMMARY: Purpose: For Information
Attachments: None
Previous Reports: None

RECOMMENDATION(S):

THAT the report dated November 8, 2024 regarding "Procurement Quarterly Report: July to September 2024" be received for information.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority

ISSUE(S):

As recommended by the Auditor General for Local Government, this report provides information to the Board concerning contracts entered into by the Regional District of Fraser-Fort George for the time period of July 1 to September 30, 2024.

This report will be provided to the Board quarterly.

The Board is not being asked to take any action.

RELEVANT POLICIES:

- Procurement of Goods and Services Policy No. RD-03-09:
 - provides for procurement levels and limits
- Regional District of Fraser-Fort George Delegation Bylaw No. 3276, 2022:
 - provides for delegation of authority to members of administration to enter into contracts and corporate financial transactions subject to certain provisions and limitations

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement | <input checked="" type="checkbox"/> Statutory or Routine Business | | |

SERVICE RELEVANCE:

Quarterly procurement report applies to all services managed by the Regional District.

FINANCIAL CONSIDERATION(S):

N/A

OTHER CONSIDERATION(S):

Competitive Bids Approved by Board Over \$25,000:

Competitive Bid Number	Project/Services	Approved Amount	Supplier
ES-24-09	Construction and Repair Services - Azu Community Water System	\$196,893 (excluding taxes)	Datoff Bros. Construction Ltd.
ES-24-10	2024 Landfill Gas Well Field Expansion - Construction - Foothills Boulevard Regional Landfill	\$485,118.57 (excluding taxes)	Twin Rivers Developments Ltd.
ES-24-11	Compaction and Cover Services - Foothills Boulevard Regional Landfill November 1, 2024 to October 31, 2029	\$1,741,173.10 (excluding taxes)	Twin Rivers Developments Ltd.

Sole Sourcing Approved by Board:

Service	Project/Services	Expected Expenditure	Supplier
Environmental Services	Landfill Gas System Instrumentation and Process Upgrades	\$250,000 (excluding taxes)	John Zink Company LLC
Environmental Services	Landfill Gas System Instrumentation and Process Upgrades	\$174,167.90 (excluding taxes)	Lakewood Electric Ltd.
Public Safety	Pilot Mountain Volunteer Fire Department Used Pick-Up Truck Purchase	Up to \$100,000	The Driving Force Inc.

Agreements Approved by Board:

Service	Project/Services	Expected Expenditure	Supplier
Environmental Services	Operation of the McBride Regional Transfer Station and Recycling Depot January 1, 2024 to December 31, 2028	2024 - \$67,525.77 2025 - \$69,551.54 2026 - \$72,333.60 2027 - \$75,226.94 2028 - \$78,236.02	Village of McBride

Contract Extensions Approved by Board:

Competitive Bid Number	Project/Services	Expected Expenditure	Supplier
ES-21-10	Caretaker Services – West Lake Regional Transfer Station September 1, 2024 to August 31, 2025	Approximately \$43,200 per year	Shelton Rafferty
ES-21-12	Caretaker Services - Buckhorn Regional Transfer Station October 1, 2024 to September 30, 2025	Approximately \$50,400 per year	Shelton Rafferty

Contract Amendments Approved by Board:

Competitive Bid Number	Project/Services	Expected Expenditure	Supplier
ES-23-23	Amendment to Caretaker Services - Quinn Street Regional Recycling Depot January 1, 2024 to December 31, 2026	\$422,196 per year (excluding taxes)	Westbin Waste (2017) Ltd.

Competitive Bids approved by Administration Over \$25,000:

Competitive Bid Number	Project/Services	Approved Amount	Supplier
None			

Competitive Bids approved by Administration Under \$25,000:

Competitive Bid Number	Project/Services	Approved Amount	Supplier
None			

Sole Sourcing Approved by Administration:

Service	Project/Services	Expenditure	Supplier	Note
Administration	Plant Materials for 155 George Street Landscaping Project	\$18,187.51 (excluding taxes)	Hunniford Gardens	1
Administration	Replacement Desks for 1st Floor	\$14,508.13 (excluding taxes)	Mills Office Productivity	2
Community Services	McBride & District Public Library - Supply and Install of Heat Pump Systems	\$51,755.00 (excluding taxes)	Inland Control & Services Inc.	3
Environmental Services	Regional Parks - Cargo Trailer	\$19,260.00 (excluding taxes)	Barsness Sales & Service Inc.	4
Public Safety	Beaverly Fire/Rescue - Turnout Gear	\$29,700.00 (excluding taxes)	Brogan Fire and Safety	5
Public Safety	Buckhorn Volunteer Fire Department - Fire Hall Culvert Replacement	\$19,300.00 (excluding taxes)	Can You Dig It Contracting	6
Public Safety	Buckhorn Volunteer Fire Department - Top Mount Pumper Added to New Rosenbauer	\$58,668.10 (excluding taxes)	Rocky Mountain Phoenix	7
Public Safety	Hixon Volunteer Fire Department - Fire Pump Packages	\$20,688.73 (excluding taxes)	Wasp Manufacturing Ltd.	8
Public Safety	Ness Lake Volunteer Fire Department - Turnout Gear	\$14,500.00 (excluding taxes)	Brogan Fire and Safety	9
Public Safety	Pilot Mountain Volunteer Fire Department - Rescue Upgrades to Truck	\$13,838.31 (excluding taxes)	Rocky Mountain Phoenix	10

Note(s):

1. Attempted to obtain three quotes, but only one complete quote was received. Due to the timing of the year, the plant materials were required prior to winter season.
2. Replacement desks covered by insurance claim related to 155 George Street office building flood in 2022.
3. This project was funded through the Community Works Fund and Local Government Climate Action Program. Attempted to obtain three quotes for this purchase, but only one quote was received.
4. Attempted to obtain three quotes, but only one suitable quote was received. This cargo trailer for the Parks service was identified in the 2024 approved capital budget.
5. Purchased from this vendor to ensure consistency of inventory.

6. Replacement of Culvert in front of the Buckhorn Firehall. Funded by Community Grants in Aid.
7. Funded from Community Grants in Aid and Buckhorn Truck Replacement Reserve. Reduced costs by purchasing the equipment from the vendor that was already supplying the new frontline engine and having it installed at the time of the engine's construction.
8. Fire Pumps were partially funded by \$15,000 donation from Enbridge.
9. Purchased from this vendor to ensure consistency of inventory. Items purchased from UBCM grant.
10. Funded from Community Grants in Aid. This is the only supplier in Western Canada for this equipment.

Procurement Approved by Administration:

Procurement Process	Service	Project/Services	Expenditure	Supplier
Quotations	Community Services	Compressor Installation	\$47,612.81 (excluding taxes)	Yeti Refrigeration Inc.
Quotations	Public Safety	AES-2870 Batteries for Longworth Radio	\$15,329.22 (excluding taxes)	OEM Battery Systems Ltd.
Quotations	Public Safety	Ness Lake Volunteer Fire Department - Generator Supply and Install	\$23,807.50 (excluding taxes)	Advanced Industrial Group Inc.
Quotations	Public Safety	Structural Protection Unit Trailer	\$22,204.76 (excluding taxes)	UFA Trailer Sales (reimbursement to Valemount and District Volunteer Fire Department Association)
Quotations	Public Safety	Valemount and District Volunteer Fire Department - Hoses for Structural Protection Unit	\$12,982.80 (excluding taxes)	Alpine Country Rentals Ltd.
Quotations	Public Safety	Valemount and District Volunteer Fire Department - Pumps for Structural Protection Unit	\$13,541.81 (excluding taxes)	Alpine Country Rentals Ltd.
Quotations	Public Safety	Bear Lake Volunteer Fire Department - SCBA Air-Paks	\$24,525.00 (excluding taxes)	Brogan Fire and Safety
Invitation to Quote	Bear Lake Local Community Commission	Clerical Services Contract - September 1, 2024 to August 31, 2025	\$18 per hour	Marlaina McClure

Procurement via Pre-Qualification:

Service	Project/Services	Expected Expenditure	Supplier
None			

Contract Extensions Approved by Administration:

Competitive Bid Number	Project/Services	Expected Expenditure	Supplier
ES-20-13	Compaction and Cover of Demolition Materials - Mackenzie Select Waste Landfill August 1, 2023 to July 31, 2024	\$4,200 per service event	Nahanni Construction Ltd.

Recurring Annual Renewals Approved by Administration:

Service	Project/Services	Expenditure	Supplier	Note
Environmental Services	Annual Software Support	\$12,969.32 (excluding taxes)	Paradigm Software LLC	1

Note(s):

1. Annual Software Support for the Paradigm program used by Mackenzie and Foothills sites for landfill scale software. Continuing with the current provider retains consistency and functionality across multiple solid waste sites and ensures reporting is standardized.

Flow through of Government Grants:

Service	Project/Services – Recipient	Amount of Grant	Grant Provider
None			

Procurement via Emergency Purchasing:

Incident	Service	Project/Services	Expenditure	Supplier	Note
BC Summer Wildfires	Public Safety	BC Wildfire Service	\$11,935.00 (excluding taxes)	Rylie Braun	1
BC Summer Wildfires	Public Safety	BC Wildfire Service	\$11,935.00 (excluding taxes)	Alan Gunnlaugson	1
BC Summer Wildfires	Public Safety	BC Wildfire Service	\$12,035.00 (excluding taxes)	William Hollingsworth	1
BC Summer Wildfires	Public Safety	BC Wildfire Service	\$11,935.00 (excluding taxes)	Gary Jamieson	1
BC Summer Wildfires	Public Safety	BC Wildfire Service	\$12,075.00 (excluding taxes)	Kyle Wilson	1
Red Rock-Stoner Emergency Repair	Public Safety	Water Holding Tank Pipe Repair	\$13,600.00 (excluding taxes)	Can You Dig It Contracting	2

Note(s):

1. Amount paid to volunteer fire fighters who participated in wildfire deployment with crews from volunteer fire protection departments. Amount paid is based on hours worked and corresponds to amounts billed by the Regional District to BC Wildfire Service.
2. Emergency repairs to broken water holding tank pipe. Funded from the Red Rock-Stoner Fire Protection Operating Reserve, approved by the Community Consultation Committee.

DECISION OPTIONS:

1. Approve recommendation.

COMMENTS:

Financial Services Administration has provided this report for the Board’s information to summarize the contracts entered into for the period of July 1 to September 30, 2024.

Respectfully submitted,

“Sarah White”

Sarah White
General Manager of Financial Services

SW:jc;bl