



**REGIONAL DISTRICT
of Fraser-Fort George**

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**REPORT FOR
COMMITTEE CONSIDERATION**

TO: Chair and Members, Environment and Parks Standing Committee File No.: TRAN 10.2
 FROM: Darren Wahl, Manager of Solid Waste Operations
 DATE: February 3, 2025
 SUBJECT: Contract ES-25-03 – Caretaker Services – Chief Lake Regional Transfer Station
 SUMMARY: Purpose: Consider Award of Contract
Attachments: Backgrounder
Previous Reports: Item No. 12.2, January 2025

RECOMMENDATION(S):

1. THAT the report dated February 3, 2025 regarding “Contract ES-25-03 – Caretaker Services – Chief Lake Regional Transfer Station” be received for information.
2. THAT the Committee recommend to the Board that Contract ES-25-03 – Caretaker Services – Chief Lake Regional Transfer Station be awarded to Shelton Rafferty, Owner, R and M Maintenance Services, for the total amount of \$6,000 per month (excluding taxes) from April 1, 2025 to March 31, 2028.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

ISSUE(S):

At the January 2025 Board meeting, the Board approved entering into a competitive bid process for caretaker services at the Chief Lake Regional Transfer Station. Invitation to Tender for Contract ES-25-03 – Caretaker Services – Chief Lake Regional Transfer Station was available on the Regional District web page and the Provincial BC Bid@ website as of January 24, 2025, with a closing date of February 7, 2025. One complete bid was received from a qualified service provider.

The Committee is being asked to recommend to the Board to consider the award of Contract ES-25-03 – Caretaker Services – Chief Lake Regional Transfer Station to Shelton Rafferty, Owner, R and M Maintenance Services for the total amount of \$6,000 per month (excluding taxes) from April 1, 2025 to March 31, 2028.

RELEVANT POLICIES:

1. Regional District of Fraser Fort-George Delegation Bylaw No. 3276, 2022:
 - provides for requirement of Board authorization for contracts over \$100,000 in value
2. Policy RD-03-09: Procurement of Goods and Services
 - provides for procurement levels and limits
3. Regional Solid Waste Management Plan (RSWMP):
 - provides for the operation of a transfer station system for the collection of both residential solid waste and recyclable materials

STRATEGIC PRIORITIES ALIGNMENT:

- Indigenous and Intergovernmental Partnerships
- Organizational Strength and Adaptability
- Quality Community Services
- Environmental Stewardship and Climate Action
- Awareness and Engagement
- Statutory or Routine Business

SERVICE RELEVANCE:

The Regional District provides solid waste services for the entire Regional District, including rural transfer stations. Having caretaker services at the solid waste facilities provides a safe site and addresses Regional District liability concerns.

FINANCIAL CONSIDERATION(S):

Budget implications for these services are reflected in the proposed 2025 Solid Waste Management (3305) Budget.

OTHER CONSIDERATION(S):

N/A

DECISION OPTIONS:

1. Approve recommendations.
 - a recommendation will be made to the Board to consider award of Contract ES-25-03 – Caretaker Services – Chief Lake Regional Transfer Station to Shelton Rafferty, Owner, R and M Maintenance Services for the total amount of \$6,000 per month (excluding taxes) from April 1, 2025 to March 31, 2028.

Other Options:

- a. do not make recommendation to Board for award of Contract ES-25-03 – Caretaker Services – Chief Lake Regional Transfer Station
 - would result in the Regional District not having caretaker services at the Chief Regional Transfer Station after March 31, 2025.

COMMENTS:

Environmental Services Administration recommends that Contract ES-25-03 – Caretaker Services – Chief Lake Regional Transfer Station be awarded to Shelton Rafferty, Owner, R and M Maintenance Services for the total amount of \$6,000 per month (excluding taxes) from April 1, 2025 – March 31, 2028.

Respectfully submitted,

“Darren Wahl”

Darren Wahl
Manager of Solid Waste Operations

DW:jt



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BACKGROUND – ES-25-03 AWARD INFORMATION

The Regional District issued an Invitation to Tender for ES-25-03 Caretaker Services at Chief Lake Transfer Station which was made available on the Regional District web page and the Provincial BCBid® website on January 24, 2025. The tender submittal deadline was February 7, 2025. One qualified submission has been received in response to the tender call. Staff have reviewed and evaluated the tender using the criteria outlined in the Invitation to Tender.

The evaluation criteria for the tender include consideration for:

- Tenderers Qualifications, Experience and References
- Past Work Experience with the Regional District
- Tender Price

Name	Total Amount per month (excluding taxes)
Shelton Rafferty, Owner, R and M Maintenance Services	\$ 6,000.00

Shelton Rafferty, Owner, R & M Maintenance Services, meets the requirements of the scope of work and the expected outcome of the required services for Contract ES-25-03 Caretaker Services at Chief Lake Transfer Station.