



REGIONAL DISTRICT of Fraser-Fort George

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REPORT FOR CONSIDERATION

TO: Chair and Directors
FROM: Sarah White, General Manager of Financial Services
DATE: March 7, 2025
SUBJECT: Procurement Quarterly Report: October to December 2024
SUMMARY: Purpose: For Information
Attachments: None
Previous Reports: None

RECOMMENDATION(S):

THAT the report dated March 7, 2025 regarding "Procurement Quarterly Report: October to December 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 October 1 to December 31, 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 (excluding taxes)	Supplier
ES-24-12	As and When Engineering Services for Solid Waste – November 1, 2024 to October 31, 2027	\$25,000 or less per project	Tetra Tech Canada Inc.
ES-24-17	Caretaker Services – Bear Lake, Summit Lake and McLeod Lake Regional Transfer Stations – January 1, 2025 to December 31, 2027	\$176,400 (\$4,900/month)	R and M Maintenance Services
PS-24-01	Computer Aided Dispatch System – Five-Year Maintenance Agreement	\$772,113	Intergraph ULC (Hexagon)
PS-24-07	Paving Public Safety Operations Building Access Route	\$324,385	Knappett Industries (2006) Ltd.

Sole Sourcing Approved by Board:

Service	Project/Services	Expected Expenditure (excluding taxes)	Supplier
None			

Agreements Approved by Board:

Service	Project/Services	Expected Expenditure (excluding taxes)	Supplier
None			

Contract Extensions Approved by Board:

Competitive Bid Number	Project/Services	Expected Expenditure (excluding taxes)	Supplier
ES-20-21	Janitorial Services - 155 George Street – January 1, 2025 to December 31, 2025	Approximately \$61,788	Acme Janitor Service Ltd.
ES-22-11	Solid Waste Hauling Services – McBride and Valemount Regional Transfer Stations – January 1, 2025 to December 31, 2025	Approximately \$371,241 (\$2,051.06/haul)	Twin Rivers Developments Ltd.

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

Competitive Bid Number	Project/Services	Approved Amount (excluding taxes)	Supplier
CS-24-03	Bear Lake Maintenance Contract – September 1, 2024 to August 31, 2025	\$32,400 (\$2,700/month)	Ronald Aken
DS-24-01	2024 or 2025 Chevy Equinox EV AWD	\$52,090.50	Wood Wheaton Super Centre
ES-24-14	Supply and Install Phase One Fencing – 155 George Street, Prince George	\$100,000	Superior Fencing
ES-24-15	Aerial Survey Services – Regional Landfills	\$60,792	Sperling Hansen Associates

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

Competitive Bid Number	Project/Services	Approved Amount (excluding taxes)	Supplier
ES-24-13	HVAC Assessment and Sustainable Replacement Options for 155 George St Office Building, Prince George	\$22,067.50	McCuaig & Associates Engineering Ltd.
PS-24-06	Snow Clearing Services for the Public Safety Operations Building – November 1, 2024 to October 31, 2025	\$165/hour	Bartlett Contracting Ltd.

Sole Sourcing Approved by Administration:

Service	Project/Services	Expenditure (excluding taxes)	Supplier	Note
Environmental Services	Lab Processing for Leachate at FBRL	\$10,400.67	ALS Canada Ltd.	1
Public Safety	McBride District Volunteer Fire Department – Turnout Gear	\$16,250.00	Brogan Fire and Safety	2
Community Services	Bear Lake Community Hall Upgrades – Painting	\$18,600.00	Excel Painting	3
Public Safety	Ground Ladder Testing	\$14,449.00	Inter-Mtn. Testing Ltd.	4
Community Services	CVRC 2nd Story Addition Feasibility Report and Concept Design	\$25,098.96	McElhanney Ltd.	5
Community Services	RVRC Roof Upgrade Feasibility Study	\$24,950.59	McElhanney Ltd.	6
Community Services	Bear Lake Community Hall Upgrades – Replacement of Furnaces and Hot Water Tanks	\$21,921.94	Polar Refrigeration	7
Public Safety	Red Rock-Stoner Volunteer Fire Department – Back Up Generator	\$27,694.48	Primus Electric Inc.	8
Public Safety	Ness Lake Fire Hall Roof Repair	\$146,305.00	SteelGrid Construction Corp.	9
Community Services	Bear Lake Community Hall Upgrades – Accessibility Ramp Replacement	\$12,189.67	Swamp Creek Ventures Ltd.	10
Public Safety	Pilot Mountain Volunteer Fire Department – Turnout Gear	\$10,259.98	T & I Safety Equipment	11
Public Safety	Hixon Volunteer Fire Department – Turnout Gear	\$14,162.84	T & I Safety Equipment	12
Environmental Services	Azu Water System – Repairs to system PLC/CPU	\$11,811.15	Westcana Electric Inc.	13

Note(s):

1. Emergency sampling required to meet regulations for overflow events at FBRL.
2. Purchased from this vendor to ensure consistency of inventory.
3. This project was funded through the Community Works Fund. Attempted to obtain three quotes for this purchase, but only one quote was received.
4. Annual ladder testing services purchased from this vendor as it is the only vendor in BC that is mobile and provides this service with required engineering letter backing.
5. Funded in part by \$17,000 grant from Columbia Basin Trust. Project came in under original budget of \$38,150. Feasibility study was expedited in order to meet grant deadline and have information available for Community Consultation Committee to consider in capital planning.
6. Vendor selected in order to incorporate roof assessment into 2022 assessment completed by the same vendor. Project came in under original budget of \$27,850.
7. This project was funded through the Community Works Fund. Attempted to obtain three quotes for this purchase, but only one quote was received.
8. Back up generator for Red Rock-Stoner Volunteer Fire Hall. Funded from Community Grants in Aid.
9. This project was funded through the Community Works Fund. An Invitation to Tender was issued with no bids received. The RD then obtained two quotes from qualified vendors in order to complete the roof repair.
10. This project was funded through the Community Works Fund. Attempted to obtain three quotes for this purchase, but only one quote was received.
11. Purchased from this vendor to ensure consistency of inventory. Items purchased from UBCM grant.
12. Purchased from this vendor to ensure consistency of inventory.
13. Repairs to Azu drinking water system well supply watermain and pumphouse.

Procurement Approved by Administration:

Procurement Process	Service	Project/Services	Expenditure (excluding taxes)	Supplier
Quotations	Public Safety	Beverly Fire/Rescue – Hydraulic Generator for Rescue 12	\$16,421.61	Fort Garry Fire Trucks Ltd.
Quotations	Community Services	Fire Weather Monitoring for Dore River Mitigation Project	\$15,025.00	Geoterra Integrated Resource Systems Ltd.

Procurement via Pre-Qualification:

Service	Project/Services	Expected Expenditure (excluding taxes)	Supplier
None			

Contract Extensions Approved by Administration:

Competitive Bid Number	Project/Services	Expected Expenditure (excluding taxes)	Supplier
ES-20-13	Compaction and Cover of Demolition Materials – Mackenzie Select Waste Landfill – August 1, 2024 to July 31, 2025	\$4,200 per service event	Nahanni Construction Ltd.

Recurring Annual Renewals Approved by Administration:

Service	Project/Services	Expenditure (excluding taxes)	Supplier	Note
Information Technology	Annual Software Renewal	\$27,322.08	CentralSquare Canada Software Inc.	1
Information Technology	Annual Software Renewal	\$12,558.44	GTY Software Inc.	2
Information Technology	Annual Software Renewal	\$19,749.00	Noratek Solutions Inc.	3

Service	Project/Services	Expenditure (excluding taxes)	Supplier	Note
Public Safety	Tower Site Rental - Gunn Road	\$22,225.68	SBA Canada ULC	4
Information Technology	Annual Software Renewal	\$11,768.92	Softchoice LP	5
Public Safety	Radio Dispatch Console System Service Support Agreement	\$29,125.16	Intertalk Critical Information Systems	6

Note(s):

1. Required annual maintenance agreement for accounting software.
2. Required annual maintenance agreement for financial reporting and budgeting software.
3. Required annual licensing to maintain City Reporter Software for payroll and liability inspections. Software is a custom package; therefore, only one vendor to purchase licensing from.
4. Required annual contract for tower site.
5. Required annual licensing for SQL and WIN Servers
6. Due to the proprietary nature of the system that is used, this supplier is the only source able to provide maintenance and upgrades to the unit.

Flow through of Government Grants:

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

Procurement via Emergency Purchasing:

Incident	Service	Project/Services	Expenditure (excluding taxes)	Supplier	Note
Emergency repairs	Public Safety	Buckhorn Volunteer Fire Department - Fire Hall Lift Station Repairs	\$10,996.00	Mayfair Industries Inc.	1

Note(s):

1. Emergency plumbing and grinder pump repairs to Buckhorn Volunteer Fire Hall lift station.

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 October 1 to December 31, 2024.

Respectfully submitted,

“Sarah White”

Sarah White
General Manager of Financial Services

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