

DATE: September 26, 2018**FILE:** 1200-01**TO:** Chair and Directors
Comox Valley Regional District
(Comox Strathcona Waste Management) Board**FROM:** Russell Dyson
Chief Administrative OfficerSupported by Russell Dyson
Chief Administrative Officer**R. Dyson****RE: Contract award report**

Purpose

To report back to the Comox Strathcona Waste Management (CSWM) board regarding solid waste contract awards that have occurred subsequent to the new Procurement Policy adoption in January 2018.

Recommendation from the Chief Administrative Officer:

This report is presented for information only.

Executive Summary

- The Comox Valley Regional District's (CVRD) updated procurement policy framework was adopted in January 2018.
- The policy achieved compliance with updated trade treaties, incorporated recommendations from the Auditor General for Local Government (AGLG) and included best practices in public procurement.
- One fundamental change included increased delegation to staff for awarding contracts.
- In consideration of the updates to the policy, staff committed to reporting back to the board on procurement activities to ensure the board remains informed.
- Appendix A provides the details of the CSWM contracts in excess of \$250,000 awarded to August 31, 2018.

Prepared by:

Concurrence:

S. Hainsworth***B. Dunlop***

Scott Hainsworth
Manager of Operating and Capital
Procurement

Beth Dunlop, CPPB, CPA, CGA
Corporate Financial Officer**Background/Current Situation**

On January 23, 2018, the CVRD board adopted bylaw no. 510 being "Comox Valley Regional District Delegation of Purchasing Authority". In parallel, the CVRD board also approved the procurement policy. The updated bylaw and policy constituted a significant overhaul of the procurement policy framework. Of note, approval of contracts exceeding \$100,000 would be delegated to staff provided that they are within the board approved financial plan. Board approval for contracts would be reserved for procurements that are flagged for approval during the financial

planning process or flagged by staff for an opportunity that may have been of particular interest to the board (i.e. CVRD regional office building project).

The updated procurement policy also includes:

- Compliance with updated trade treaties
- Recommendations from the AGLG
- Best procurement practices
- Emerging trends in procurement
- Enhanced transparency for procurement at a local government.
- Insulation of the board from lobbying and wrongful perception

Further, the policy has achieved its intended goal of improving efficiency in the procurement process, specifically during the time period between identifying a successful bidder and award of contract. Time pressures on the procurement process have further been mitigated allowing staff more flexibility in reacting to bidder requests for additional time responding to opportunities.

At the time the policy was adopted, staff committed to reporting back to the board regularly to review contract awards ensuring the board is informed on procurement activities. Appendix A includes a list of all contracts in excess of \$250,000 that have been awarded subsequent to policy and bylaw adoption and up to August 31, 2018. Other operating and capital contracts of lesser value have been awarded during this time period and are not included in this report.

Policy Analysis

Bylaw No. 510, being the “Comox Valley Regional District Delegation of Purchasing Authority Bylaw No. 510, 2018” and the CVRD board approved procurement policy shifted the approval of most contract awards to staff provided the expenditure is approved in the board approved financial plan. The board maintains the ability to identify opportunities during the financial planning process that requires their approval prior to staff awarding a contract.

Options

This report is presented for information only.

Financial Factors

All contracts awarded during this period are included in the board approved financial plan. One procurement was cancelled where the lowest bid exceeded the approved financial plan. Staff are reaching out to the marketplace to assess the viability of solutions within budget and the item will be deferred to 2019.

Interdepartmental Involvement

The Financial Services department works closely with the CSWM staff when developing and executing procurements.

Citizen/Public Relations

To ensure transparency, procurement opportunities are publically posted to the CVRD website and the BC Bid website. BC Bid is the province of British Columbia’s central electronic tendering website and is the main hub of all public procurement in the province. The successful vendor and the contract award amount is also posted to both of these sites.

Attachments: Appendix A – “Contract Award Report”

Appendix A – CSWM Contract Award Report

The following CSWM contracts above \$250,000 were awarded between January 23, 2018 and August 31, 2018 and are within the 2018 approved financial plan:

1.	Procurement:	Campbell River Waste Management Facility Storm Water Improvements
	Successful Vendor:	Berry and Vale Contracting Ltd.
	Award Value:	\$428,000
	Award Method:	Direct Award - Publically posted Notice of Intent to Direct Award
	Compliant Responses:	0
	Non-Compliant Responses:	0
	Bid/Proposal Ranking:	N/A
2.	Procurement:	Comox Strathcona Waste Management Bird Control Services
	Successful Vendor:	West Coast Wildlife Control Services Ltd.
	Award Value:	\$413,100
	Award Method:	Highest ranked proponent based on evaluation criteria
	Compliant Responses:	2
	Non-Compliant Responses:	1
	Bid/Proposal Ranking:	1. West Coast Wildlife Control Services Ltd. 2. Pacific Northwest Raptors Ltd.