



# REPORT

To: Chair and Directors

Report Number: ENV-BRD-055

From: Solid Waste Committee

Date: April 15, 2021

**Subject: April 1, 2021 Solid Waste Committee Recommendation**

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## **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board award Request for Proposal 05-2021 “Hudson’s Hope Transfer Station Attendant” to Carol Johnson for attendant services at the Hudson’s Hope Transfer Station, at a total cost of \$225,000 (excluding taxes), for a 3 year term; further, that the Chair and Chief Administrative Officer be authorized to sign the contract on behalf of the Peace River Regional District.

## **BACKGROUND/RATIONALE:**

Between the years 2000 and 2002, the Hudson’s Hope Landfill was closed down and replaced by what is now the Hudson’s Hope Transfer Station. The site is considered a “Transtor<sup>1</sup>” site; however, it accepts most of the same materials as a Tier 1 site and is operated as a joint venture between the District of Hudson’s Hope (the District) and the PRRD. For these reasons, the site is unique compared to other manned transfer stations.

At the Hudson’s Hope Transfer Station, the PRRD is responsible for receiving bagged waste from area residents and transporting the material to the landfill. The District is responsible for all other waste streams collected on the site; currently, the District accepts metals, White Goods (large appliances), used oil, tires, sorted wood, and compostable yard waste at the site, as an additional service to their residents. The attendant is responsible for directing customers to dispose of waste in the appropriate areas onsite.

The site is kept operational for the PRRD with the use of two contracts:

1. Hudson’s Hope Attendant Contract
2. Transtor Collection Haulage Contract

The current contract for the Hudson’s Hope attendant services expires on June 1, 2021.

Staff has since gone out to market with a Request for Proposal (RFP) to secure the best pricing for the next three years. Three proposals were received. The proponents were evaluated on experience, qualifications, and budget. The chart below summarizes the ranking of each of the three.

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<sup>1</sup> Transtor refers to the style of bin located on the site to collect garbage.

	Carol Johnson	Tervita Corp	William Scott Kylo
<b>Mandatory Requirements</b>			
Submission Form (Appendix B)	✓	✓	✓
Pricing (Appendix C)	✓	✓	✓
<b>Scoring Matrix Results</b>			
Total Score	77.67	72.00	59.00
ANNUAL AVERAGE PROPOSAL COST (Excluding GST)	\$75,000.00	\$81,152.00	\$87,600.00

All three submissions met the mandatory requirements of the RFP. Based on the scoring matrix above, Carol Johnson is the preferred proponent.

#### ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

#### STRATEGIC PLAN RELEVANCE:

- ☒ Not applicable to Strategic Plan.

#### FINANCIAL CONSIDERATION(S):

The cost of the contract in 2020 was \$55,200 (\$4,600/month).

For 2021, the proposed proponent has an annual cost of \$75,000 (\$6,250/month), which is an increase of 35.8% compared to the previous contract.

Year	Contract	Monthly Cost	Annual Cost
2013	Contract 1	\$4,200	\$50,400
2014		\$4,300	\$51,600
2015		\$4,400	\$52,800
2016	Extension	\$4,400	\$52,800
2017	Extension	\$4,400	\$52,800
2018	Contract 2	\$4,500	\$54,000
2019	Contract 3	\$4,600	\$55,200
2020		\$4,600	\$55,200
2021	Contract 4	\$6,250	\$75,000
2022		\$6,250	\$75,000
2023		\$6,250	\$75,000

The increase in costs from 2020 to 2021 are attributed to expansion of the workforce and the rise in costs of daily living for the employees working under Ms. Johnson.

#### COMMUNICATIONS CONSIDERATION(S):

None at this time.

**OTHER CONSIDERATION(S):**

Ms. Johnson has held the contract since 2013 and was a part-time attendant from 2011 – 2013.

The Hudson's Hope TS does not collect tipping fees for any waste streams. The PRRD invoices the cost of the bagged waste to the District, which in turn is paid by their residents through municipal taxes.

In June of 2018, the Regional Board made a resolution to convert the Hudson's Hope Transfer Station into a Tier 1 site. This project was delayed in anticipation of the Regional Solid Waste Management Plan's renewal, which should be completed by June of 2021. The plan is to design the site in 2022, with construction to take place in 2023. The conclusion of the proposed three year term for this contract aligns with the timeline anticipated to convert the site into a Tier 1 site.

If the site turns into a Tier 1 site fully operated by the PRRD, tipping fees will apply in accordance with Solid Waste Regulation and Fees Bylaw No. 2065, 2013 (as amended).