



# REPORT

To: Chair and Directors

Report Number: ENV-BRD-006

From: Paulo Eichelberger, General Manager of Environmental Services

Date: May 6, 2020

**Subject: April 30, 2020 Solid Waste Committee Recommendations**

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The following recommendations from the April 30, 2020 Solid Waste Committee meeting are presented to the Regional Board for its consideration:

**RECOMMENDATION #1: *[Corporate Weighted]***

That the Regional Board award RFP 06-2020, "South Peace Rural Refuse Collection and Transfer Station Service" for waste hauling services to Green for Life Environmental (GFL) for a 2 year term; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

**RECOMMENDATION #2: *[Corporate Weighted]***

That the Regional Board award RFP 07-2020, "North Peace Rural Refuse Collection and Transfer Station Service," for waste hauling services to Green for Life Environmental (GFL) for a 2 year term; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

**RECOMMENDATION #3: *[Corporate Weighted]***

That the Regional Board authorize the purchase of a landfill-transfer station software upgrade, known as "Compuweigh Version 6.0", for a one-time cost of \$232,276, excluding GST; further, that the Chair and Chief Administrative Officer be authorized to sign the purchase agreement on behalf of the PRRD.

**RECOMMENDATION #4: *[Corporate Unweighted]***

That the Regional Board request a report outlining Information Technology (IT) cost allocations to the solid waste management function, including capital costs, for consideration by the Solid Waste Committee.

**RECOMMENDATION #5: *[Corporate Unweighted]***

That the Regional Board request a report outlining options and costs for mobile surveillance at unmanned PL6 transfer stations absent Wi-Fi and hydro availability, for consideration by the Solid Waste Committee.

**BACKGROUND/RATIONALE:**

*South Peace and North Peace Rural Refuse Collection Agreements*

The South and North Peace Agreements provide for the hauling of waste and servicing of the unmanned transfer sites<sup>1</sup>:

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<sup>1</sup> Also services the Mile 62.5 station which operates the same style of bins as the unmanned sites.

- in the South Peace (Lebell, Fellers Heights, Progress, Groundbirch, East Pine, Lone Prairie, Sukunka, Hasler Flats and Mount Lemoray); and
- In the North Peace (Mile 62.5, Osborn, Doig River, Milligan Creek PJ, and Milligan Creek Highway).

Both agreements expire on June 30, 2020. Requests for Proposals were issued to secure best prices for the next two-year period, and two proposals were received. Both submissions were evaluated on qualifications, methodology, and pricing. While mandatory requirements were met, based on the evaluation, GFL is the recommended proponent for both the South and North Peace hauling agreements. For full details, please refer to attachments 1 and 2.

#### Landfill-Transfer Station Software Upgrade

The Regional District utilizes waste transaction software, known as Compuweigh Version 5.0. The software tracks different incoming waste materials as well as financial transactions. The software is beyond the end of its useful life and will no longer be supported in 2021. The newest version, Compuweigh Version 6.0, ensures up-to-date security is maintained; reduces customer wait times as well as annual maintenance costs by \$7,700; and increases efficiencies in waste data tracking, which aids the PRRD in making strategic decisions for waste diversion.

#### Information Technology (IT) for Solid Waste Services

A portion of IT resources work to support the PRRD's solid waste management computer systems. During the April 30<sup>th</sup> meeting, the Solid Waste Committee (SWC) members expressed interest in seeing how costs for IT support are allocated for the solid waste function, both for operations as well as capital work (such as replacement of hardware).

#### Mobile Surveillance

During the April 30<sup>th</sup> meeting, there was discussion on the issue of illegal dumping of non-household waste at the remaining unmanned transfer sites, which utilize bear proof (PL6) garbage bins. In an effort to reduce contractor time spent on cleaning up at the PL6 transfer stations (unmanned sites), it was felt that these sites should be monitored for safety and diligence of operations. To that end, staff will compile a report on surveillance options for the sites, to be reviewed at a future SWC meeting.

### **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

### **STRATEGIC PLAN RELEVANCE:**

- ☒ Organizational Effectiveness
- ☒ Responsive Service Delivery

### **FINANCIAL CONSIDERATION(S):**

#### Recommendation #1 & #2

Previous agreements for waste haulage were based on an hourly rate for the work completed. The previous agreement costs ranged between:

- \$322,217 - \$340,765 annually for the South Peace, varied by +/- 55 hours per year (approximately 1 hour per week); and
- \$91,442 - \$101,084 annually for the North Peace, varied by +/- 30 hours per year (approximately 1/2 hour per week).

This structure provided a stable cost year to year but with varied monthly costs, which makes it difficult to establish trends for the hours spent on scheduled pickup versus bulky material clean up and time spent at each site.

The new agreements for the South and North Peace are based on fixed rate tipping fees for the scheduled waste hauls, and an hourly charge rate for any cleanup of illegally dumped materials. This provides a fixed baseline cost for providing the intended service, while the hourly rate costs indicate sites that are being abused beyond their intended use. Under the new structure, the fixed baseline annual costs for waste hauling and site cleanup will be \$248,176 (South Peace) + \$146,136 (North Peace<sup>2</sup>) = \$394,312.

2020 Budget is \$359,100 (South Peace) + \$109,000 (North Peace) = \$468,100.

### Recommendation #3

The 2020 Solid Waste budget includes \$230,000 to upgrade to Compuweigh Version 6.0. The cost to upgrade is \$2,000 higher than budgeted due to the rapid change in the Canadian dollar, as a result of the COVID pandemic over the last 2 months. Expected annual maintenance costs will reduce from \$23,000 to approximately \$16,000.

In line with the PRRD Procurement Policy, the Regional District may direct award without a competitive process if the product or service is available from only one supplier. The Compuweigh program fits this requirement since it can only be provided by one software provider (see attachment 3) and procuring a new system would increase costs by an estimated \$160,000 over the purchase price.

### **COMMUNICATIONS CONSIDERATION(S):**

None identified.

### **OTHER CONSIDERATION(S):**

Other local governments, such as the Cariboo Regional District and Fraser Fort George, moved to the Compuweigh system of tracking waste due to the enhanced level of service, security and functionality as noted above.

### **Attachments:**

1. Recommendation 1 – SWC Report South Peace Rural Refuse Collection RFP Award
2. Recommendation 2 - SWC Report North Peace Rural Refuse Collection RFP Award
3. Recommendation 3 – SWC Report Paradigm Software Upgrade - Annual Support Services and Licence Sole Source Letter 2020 (Paradigm Software)

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<sup>2</sup> Reflects the addition of the Upper Cache unmanned site, previously under a standalone agreement.