



# REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-157

From: Gerritt Lacey, Solid Waste Manager

Date: April 5, 2024

**Subject: RFP Award 23-2024 Hudson's Hope Transfer Station Operations**

---

## RECOMMENDATION:

That the Solid Waste Committee recommend that the Regional Board award Request for Proposal 23-2024 "Hudson's Hope Transfer Station Operations" to Secure Energy for a 41-month term ending October 31, 2027 at a total cost of \$917,760 (excluding taxes); further that the Chair and Chief Administrative Office be authorized to sign the agreement on behalf of the Peace River Regional District.

## BACKGROUND/RATIONALE:

The Peace River Regional District (PRRD) has a network of 16 manned Transfer Stations (TS). These 16 sites are staffed by 4 contracts/agreements:

- |  |            |
|--|------------|
| 1. Waste Transfer Station Operation and Haulage Contract | (13 sites) |
| 2. Tumbler Ridge Transfer Site Agreement                 | (1 site)   |
| 3. Hudson's Hope Transfer Station Attendant Contract     | (1 site)   |
| 4. Mile 62.5 Transfer Station Site Attendant Contract    | (1 site)   |

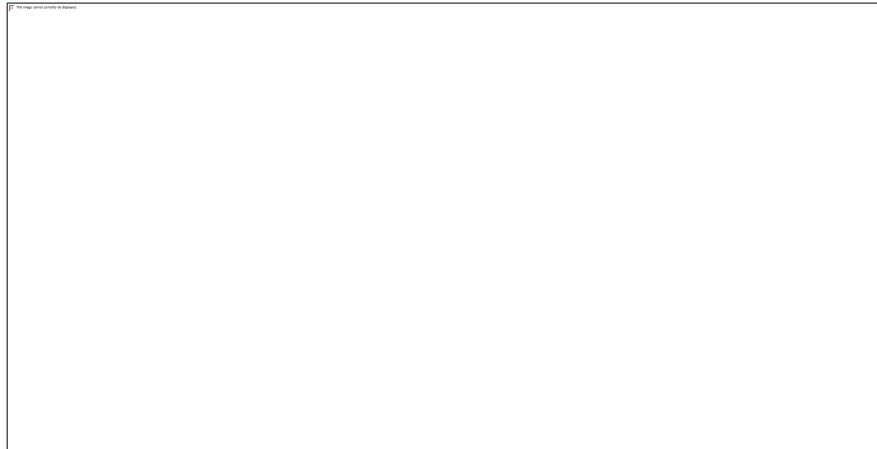
Between the years 2000 and 2002, the Hudson's Hope Landfill was closed and replaced by the Hudson's Hope Transfer Station. The site is considered a Transtor site, however, it accepts *most* of the same materials as a Tier 1 site and is operated as a joint venture between the District of Hudson's Hope (the District) and the PRRD. The PRRD is responsible for collection and transportation of household bagged waste and used oil, while the District is responsible for all other waste streams collected on the site such as, share shed materials, metal, white goods, tires, and sorted wood.

The Hudson's Hope Transfer Station is kept operational through 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 May 31, 2024.

Through the public procurement process, one Request for Proposal (RFP) submission was received from Secure Energy. The proponent was evaluated on Experience and Qualifications, Methodology, and Budget. The chart that follows summarizes the ranking of each of the three rated criteria.



The submission met the mandatory requirements of the RFP.

The term of the contract is for a period of 41 months starting June 1, 2024, and ending October 31, 2027. This aligns the closing date of the contract with the closing date of the Waste Transfer Station Operation and Haulage Contract. In order to increase efficiencies and reduce contract management requirements, the operations of the Hudson's Hope Transfer Station will be included into the Waste Transfer Station Operation and Haulage Contract in 2027.

As part of this RFP, waste hauling and site maintenance services have been included to reflect the PRRDs responsibilities for the Transfer Station upon completion of the Tier 1 Upgrade Project. Previously these costs were borne by the District for the management of materials such as bulky waste, wood, metal, appliances, and tires.

#### **ALTERNATIVE OPTIONS:**

1. That the Solid Waste Committee provide further direction.

#### **STRATEGIC PLAN RELEVANCE:**

- ☒ Asset and Infrastructure Management

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

Table 1 below shows the anticipated costs for the next 41-months:

*Table 1: Annual Contract Rate*

2024	2025	2026	2027
Proposed	Proposed	Proposed	Proposed
\$256,080	\$263,057	\$270,257	\$128,366

The total contract value of \$917,760 represents an increase of 25% compared to the previous contract when comparing attendant services. Additional annual costs are attributed to the inclusion of a 20% contingency, bin rentals and waste hauling of bulky, wood, and metal wastes as a result of the PRRD becoming solely responsible for all material management upon completion of the Tier 1 Upgrade Project.

**COMMUNICATIONS CONSIDERATION(S):**

PRRD Staff will communicate the change of the Transfer Station Operations contractor with the District of Hudson's Hope staff and provide contact information upon the start of the contract.

**OTHER CONSIDERATION(S):**

In 2024, the PRRD initiated the Tier 1 Upgrade Project for the transfer station, this includes building tipping rails for collection of wood, metal, and bulky waste items in roll off bins, as well as building a new recycling station and share shed. This project will bring the transfer station in alignment with other Tier 1 transfer stations operated by the PRRD, and once construction is complete, the PRRD will be solely responsible for the management of all materials collected on the site.