



REPORT

To: Chair and Directors

Date: February 21, 2020

From: Kari Bondaroff, Environmental Services Manager

Subject: **Contract #09-2020 Award – Invasive Plant Management Area Controller**

RECOMMENDATION: *[Corporate Weighted]*

That the Regional Board award the “Invasive Plant Management Area Controller” Contract #09-2020 to MGP Contracting for a one year term beginning May 1, 2020, at an annual rate of not more than \$40,000 (excl. taxes), with an option to renew for up to three additional one year terms upon satisfactory performance; further, that the Chair and Chief Administrative Officer be authorized to sign the contract on behalf of the Peace River Regional District.

BACKGROUND/RATIONALE:

In 2019, the contract term for the current Invasive Plant Management contract expired. Early in 2020, a Request for Proposal was publicly advertised to solicit proposals from individuals or companies specializing in invasive plant management for a 1-year contract, including an option to extend for a maximum of 3 subsequent years, subject to satisfactory contract performance. The Area Controller will manage all PRRD owned and operated lands for both vegetative and invasive plant management. Further, the Area Controller will be required to conduct noxious weed and invasive plant management treatments on private land, and other jurisdictions where Weed Control Notices have been issued through the authority granted in the *Weed Control Act*.

Two proposals were received; one from MGP Contracting Ltd. and one from Melburn Vegetation Ltd. Proposals were evaluated based on experience, schedule, program proposal, scheduling, equipment lists, and costs. Proponents rated as shown below:

	MGP Contracting Ltd.	Melburn Vegetation Ltd.
Cost ¹	\$50/hr.	\$66.63 ² /hr.
Ratings	29/30	21.5/30


Highlights of the evaluation were as follows:

- Both proponents had adequate resources to perform the work.
- MGP Contracting was the low-cost proponent.
- MGP demonstrated detailed familiarity with the PRRD Invasive Plants Program.

¹ Costs are based on hourly rate per worker including all associated equipment.

² Based on average cost rate from Melburn's submission (4 rates were provided, based on different equipment).

Staff Initials: 

Dept. Head: 

CAO: 

As a result, staff is recommending MGP Contracting Ltd. for award of the Invasive Plant Management Area Controller for a maximum period of 4 years; a one-year initial term and an option for annual renewal based on contract performance for up to three additional one year terms.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide alternative direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

MGP's bid to perform the work under Contract #09-2020 was 33% lower than the competitor bid (\$50/hr. vs \$66.63/hr.).

The contract work has been budgeted for at \$40,000 in the draft 2020 Financial Plan (Invasive Plants Cost Centre 520, GL 01-2-2500-6305), which was previously reviewed by the Board. Each subsequent extension will be to a maximum of \$40,000 per year, pending work performance, and will be reflected in future draft budgets from 2021-2023. As the combined amount over 4 years is an estimated \$160,000 (maximum), Board approval is required for this contract under the PRRD Procurement Policy:

Approval Thresholds

- a) *Where funding is allocated within an approved budget, the delegate responsible for the award of a competitive bid process will be determined as follows:*
 - i. *\$0 - \$5,000 – Manager or designate*
 - ii. *\$5,000 - \$15,000 – Manager or designate*
 - iii. *\$15,000 - \$50,000* – Department Head or designate*
 - iv. *\$50,000+ - Board of Directors*

OTHER CONSIDERATION(S):

None.