

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – February 13, 2025

AUTHOR: Marc Sole, Manager, Solid Waste Services

SUBJECT: **REQUEST FOR PROPOSAL 2435002 CONTRACT AWARD FOR ISLAND CLEAN UP SERVICES**

RECOMMENDATION(S)

- 1) **THAT the report titled Request for Proposal 2435002 Contract Award for Island Clean Up Services be received for information;**
 - 2) **AND THAT a contract be awarded to Freedom Diving Systems Ltd. in the amount of up to \$890,000 (excluding GST) for a contract term of up to five years;**
 - 3) **AND FURTHER THAT the delegated authorities be authorized to execute the contract.**
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BACKGROUND

The Sunshine Coast Regional District (SCRD) provides collection services once a year for specific materials from residences on the following islands: Gambier, Anvil, Keats, Ragged, Mickey, Pasley, Worlcombe, Popham, Hermit, Trail, Thormanby, Nelson and Hardy.

The service is provided as a series of events based on access to either a communal location or pre-registered individual docks. The events are scheduled in the summer and typically occur in July or August. In order to provide the Island Clean Up service, a barge, containers, and hauling services are required and provided by a contracted service provider.

The purpose of this staff report is to seek Board approval to award a contract with a term of three years with one additional two-year renewal option.

DISCUSSION

Request for Proposal Response

The current contract expires in March 2025. Staff went to the market through a Request for Proposal (RFP) procurement process in November 2024 and two compliant bids were received. Led by Purchasing, the evaluation team independently reviewed and scored the proposals based on the evaluation criteria set out in the RFP. Based on this evaluation, Freedom Diving Systems Ltd. was the highest ranked submission.

Financial Implications

The total value of the contract is up to the amount of \$890,000 (excluding GST). The term of the contract is three years with one additional two-year renewal option, at the SCRD's discretion.

Table 1: Projected Contract Values from Tendering Process

	2025	2026	2027	2028	2029
Projected Contract Value	\$164,624	\$171,050	\$177,733	\$184,683	\$191,910

The Island Clean Up service is administered through Regional Solid Waste Services [350] and is funded entirely through taxation.

Subject to contract award, the financial implications of the program budget, estimated costs, and associated surpluses and deficits can be found in Table 2.

Table 2: Island Clean Up Service Budget

	2025	2026	2027	2028	2029
Budget	\$194,001	\$194,001	\$194,001	\$194,001	\$194,001
Estimated Costs	(\$176,664)	(\$183,989)	(\$191,572)	(\$198,522)	(\$205,750)
surplus/(deficit)	\$17,336	\$10,012	\$2,429	(\$4,521)	(\$11,749)

The estimated deficit in 2028 to 2029 will be monitored and, if required, a budget proposal will be brought to the Board as part of the 2028 budget cycle.

STRATEGIC PLAN AND RELATED POLICIES

These recommendations are aligned with the Board's Service Delivery Focus Area of Solid Waste Solutions: Enhance diversion and recycling programs and look for ways to reduce costs.

CONCLUSION

In accordance with the SCRD Procurement Policy, RFP 2435002 was issued for Island Clean Up services. Two compliant bids were received and evaluated.

Staff recommend awarding the contract for Island Clean Up services to Freedom Diving Services Ltd. in the amount up to \$890,000 (excluding GST) for a contract term of up to five years.

Reviewed by:			
Manager	X – C. Suveges	Finance	X- A .Taylor
GM	X – R. Rosenboom	Legislative	
CAO	X-T.Perreault	Purchasing/Risk	X – V. Cropp