

TO: MAYOR & COUNCILLORS
FROM: DEPUTY GENERAL MANAGER FINANCE
SUBJECT: **CI – HIRED EQUIPMENT – PIT VIPER CONTRACTING LTD.**
PURPOSE: To obtain Council approval to award a Contract Increase (CI) to Pit Viper Contracting Ltd. for hired equipment services.

RECOMMENDATION

THAT a contract increase to Pit Viper Contracting Ltd. for an estimated cost of \$544,000 including GST in the amount of \$25,905 as outlined in the report titled “CI – Hired Equipment – Pit Viper Contracting Ltd.” dated for October 7, 2024 be approved; and,

THAT final payment will be based on actual quantity of services delivered and hourly rates as submitted.

1.0 POLICY SECTION

The City’s Change Order Policy requires Council’s approval for change orders, which individually or when accumulated with prior change orders; increases the total value of the contract by \$1,000,000.

2.0 BACKGROUND

Following a Request for Standing Order (RFSO) in December 2022, the City awarded contracts to multiple vendors including Pit Viper Contracting Ltd. in the amount of \$100,000 including GST in the amount of \$4,762. The contract term is from January 1, 2023 to December 31, 2025.

Since the award of this contract, there have been two contract increases with a total amount of \$600,000 including GST in the amount of \$28,572. The contract increases have been necessary due to an increase in operational requirements and construction work around the City. In addition, work originally planned for other contracted vendors on the hired equipment list was redirected to Pit Viper Contracting Ltd. as City staff were impressed with Pit Viper Contracting Ltd’s pricing, quality of work, and customer service.

The scope of work of this contract is to provide hired equipment services on an “as and when requested” basis to support City staff in completing construction work, maintenance programs, and emergency callout responses at fixed hourly rates for operators and equipment.

3.0 GENERAL INFORMATION

This recommendation is to approve a contract increase of \$544,000 including GST in the amount of \$25,905. This contract increase is required in anticipation of additional construction work, maintenance programs, and emergency callout responses during the remainder of the contract term. The total estimated contract value will be \$1,244,000 including GST in the amount of \$59,239.

Contract History	Date	Accumulative Total Change (including GST)
Contract Award	Jan 2023 – Dec 2025	\$100,000
1 st Increase	December 2023	\$140,000
2 nd Increase	February 2024	\$460,000
3rd Increase	Pending	\$544,000
TOTAL		\$1,244,000

City staff have reviewed the contract increase and believe it appropriately addresses our needs at a competitive cost. The General Manager Engineering and General Manager Parks, Recreation, and Culture concur with this recommendation.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

The RFSO #76-03-22 Hired Equipment Services (Attachment 1) was publicly advertised. Upon closing, the City received a total of thirty-two submissions.

5.0 FINANCIAL CONSIDERATIONS

Funding for this work is provided in various operating and capital accounts included in the 2024 – 2028 Financial Plan.

Respectfully submitted,
 Ratan Grewal, Deputy General Manager Finance

ATTACHMENTS

Attachment 1 – RFSO 76-03-22

REPORT CONTRIBUTORS

This report was prepared by Rebecca Yeung, Senior Buyer, and reviewed by Robyn Tegart, Senior Manager, Procurement Services – Operations.