

TO: MAYOR & COUNCILLORS
FROM: DEPUTY GENERAL MANAGER FINANCE
SUBJECT: **CI – HIRED EQUIPMENT SERVICES - VANPORT**
PURPOSE: To obtain Council approval to award a Contract Increase (CI) for Hired Equipment Services to Vanport Enterprises Ltd.

RECOMMENDATION

THAT a contract increase to Vanport Enterprises Ltd. by an estimated cost of \$400,000 including GST in the amount of \$19,048 as outlined in the report titled “CI – Hired Equipment Services – Vanport” dated April 22, 2025 be approved; and,

THAT final payment will be based on the actual quantity of services delivered and hourly rates 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 \$500,000.

2.0 BACKGROUND

Following Notice of Intent (NOI) 293-11-23 in December 2023, the City awarded a contract for hired equipment services for snow and ice removal in the amount of \$672,000 including GST in the amount of \$32,000. The contract term is from January 1, 2024 to December 31, 2025.

The scope of work of this contract is to provide hired equipment services for Engineering on an “as and when requested” basis to assist City forces in ice and snow removal, excavation, and emergency callout support at fixed hourly rates for operators and equipment.

3.0 GENERAL INFORMATION

This recommendation is to approve a contract increase of \$400,000 including GST in the amount of \$19,048. The contract increase is due to operational requirements, as there has been an increase in excavation works. Without this crucial piece of equipment and operator, the entire project crew would be idle, leading to significant costs and reassignment. Hired equipment services are only requested when internal operators are not available, to ensure that City operations continue.

The estimated total contract value is \$1,072,000 including GST in the amount of \$51,0478.

Contract History	Date	Accumulative Total Change (including GST)
Original Contract Award	December 2023	\$672,000
Contract Increase #1	Pending	\$400,000
TOTAL		\$1,072,000

City staff have reviewed the increase and believe it appropriately addresses the City's needs at a fair cost. The General Manager Engineering concurs with this recommendation.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

NOI #293-11-23 Hired Equipment Services – Snow and Ice Removal (Attachment 1) was publicly advertised. Upon closing, the City did not receive any submissions.

5.0 FINANCIAL CONSIDERATIONS

Funding for this work will be included in the 2025 – 2029 Financial Plan under the Engineering operating and capital budget.

Respectfully submitted,

Ratan Grewal, Deputy General Manager Finance

ATTACHMENTS

Attachment 1 – NOI 293-11-23

REPORT CONTRIBUTORS

This report was prepared by Brian Carter, Director Public Works – Roads & Utilities, Rebecca Yeung, Senior Buyer, and reviewed by Sophan Lum, Senior Manager, Procurement Services and Scott Lovas, Assistant Manager, Procurement Services.