

**TO:** MAYOR & COUNCILLORS  
**FROM:** DEPUTY GENERAL MANAGER FINANCE  
**RESPONSIBLE DEPARTMENT(s):** ENGINEERING  
**SUBJECT:** **CC – HIRED EQUIPMENT SERVICES- MCRAES ENVIRONMENTAL SERVICES**  
**PURPOSE:** To obtain Council approval for a Contract Change (CC) for Hired Equipment Services to McRaes Environmental Services.

## RECOMMENDATION

**THAT** a contract change to McRaes Environmental Services, for an estimated cost of \$847,000 including taxes, as outlined in the report titled “CC – Hired Equipment Services – McRaes Environmental Services” dated June 24, 2025 be approved; and

**THAT** final payment will be based on the actual quantity of goods and 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 EXECUTIVE SUMMARY

This recommendation is to approve a contract change of \$847,000 including taxes to McRaes Environmental Services for hired equipment services. Further details are outlined in Attachment 1.

The contract change is required to ensure McRaes Environmental Services can continue supporting the City’s sewer division with services such as hydro vac cleaning at the Norland Transfer Site which now has a higher level of maintenance to meet Province of BC compliance orders in addition to increased potholing for utility locating, and rinsing of exposed aggregate concrete driveways.

## 3.0 BACKGROUND

Please see previous Council Report dated December 12, 2022 (Attachment 2).

## 4.0 GENERAL INFORMATION

The estimated total contract value is \$4,577,000 including taxes.

City staff have reviewed the change and believe it appropriately addresses the City’s needs at a fair cost.

## **5.0 COMMUNICATION AND COMMUNITY ENGAGEMENT**

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

## **6.0 FINANCIAL CONSIDERATIONS**

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

Respectfully submitted,

Ratan Grewal, Deputy General Manager Finance

## **ATTACHMENTS**

Attachment 1 – Contract History

Attachment 2 – Council Report dated December 12, 2022

## **REPORT CONTRIBUTORS**

This report was prepared by Rajan Sandhu, Senior Buyer, Procurement Services, and reviewed by Scott Lovas, Assistant Manager, Procurement Services.