



Meeting June 24, 2025
 File: 5820-20 RFSO #76-03-22
 COUNCIL REPORT

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 Council 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.



MEETING 2022 DECEMBER 12

COUNCIL REPORT

TO: CHIEF ADMINISTRATIVE OFFICER **DATE:** 2022 December 06

FROM: DEPUTY CHIEF ADMINISTRATIVE OFFICER & CHIEF FINANCIAL OFFICER **FILE:** 5820-20
Reference: RFSO#73-03-22

**SUBJECT: CONTRACT AWARD
HIRED EQUIPMENT SERVICES**

PURPOSE: To obtain Council approval to award contracts for Hired Equipment Services.

RECOMMENDATION:

1. **THAT** Council approve contract awards to Hank's Trucking & Bulldozing Ltd, Apex Tree Services Ltd, DC Tree Services Ltd, The F.A. Bartlett Tree Expert Company Ltd, McRae's Environmental Services Ltd, Scott Mitchell Excavating Ltd and Trevor Jarvis Contracting Ltd for an estimated total cost of \$13,025,000.00 including GST in the amount of \$620,238.00 as outlined in this report. Final payment will be based on the actual quantity of services delivered and unit prices as submitted.

REPORT

Thirty-two submissions to a Request for Standing Offer (RFSO) were received by the closing time on 2022 August 30. The City retains a number of contractors to provide Hired Equipment Services on an "as and when" required basis to assist City forces in completing construction works, maintenance programs and emergency callout support at fixed hourly rates for operator and equipment. This involves peak workload supplemental services, including labour and the provision of specialized equipment such as dump trucks/tandems, excavators, vacuum tankers, hydro-vac/flushers, loaders, bobcats, landscaping equipment, flail mowers, concrete breakers, watering trucks and tree chippers. The City spends an estimated \$7,000,000 annually on the Hired Equipment Services program in its entirety. These contract awards are for the seven largest value contractors at amounts greater than \$1,000,000 for a three year period from 2023 January 01 to 2025 December 31, and incorporate Living Wage requirements. City staff recommend awarding contracts for the three year period in the following amounts:

To: Chief Administrative Officer
 From: Deputy Chief Administrative Officer & Chief Financial Officer
 Re: Contract Award
 Hired Equipment Services

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| Company Name | Totals Including GST up to these amounts |
|---|--|
| Hank's Trucking & Bulldozing Ltd | \$2,400,000.00 |
| Apex Tree Services Ltd | \$1,060,000.00 |
| DC Tree Services Ltd | \$1,470,000.00 |
| The F.A. Bartlett Tree Expert Company Ltd | \$2,200,000.00 |
| McRae's Environmental Services Ltd | \$3,730,000.00 |
| Scott Mitchell Excavating Ltd | \$1,005,000.00 |
| Trevor Jarvis Contracting Ltd | \$1,160,000.00 |
| Total including GST | \$13,025,000.00 |

Based on the RFSO evaluation criteria consisting of methodology, qualifications, experience and pricing, Hank's Trucking & Bulldozing Ltd, Apex Tree Services Ltd, DC Tree Services Ltd, The F.A. Bartlett Tree Expert Company Ltd, McRae's Environmental Services Ltd, Scott Mitchell Excavating Ltd and Trevor Jarvis Contracting Ltd received the highest overall scoring for their areas of expertise.

The City will also be awarding Hired Equipment Services contracts to 23 qualified contractors in various amounts below the value thresholds for Council approval.

The recommended companies have provided similar services to the satisfaction of the City. Review by City staff indicates that the companies have sufficient equipment and resources to carry out the work required under these contracts and their rates are competitive. The average increase in rates is 9.4%. The Acting General Manager Engineering and General Manager Parks, Recreation and Cultural Services concur with this recommendation.

Funding for these contracts are provided in various operating and capital accounts included in the 2023 – 2027 Financial Plan.



Noreen Kassam, CPA, CGA
 DEPUTY CHIEF ADMINISTRATIVE OFFICER
 & CHIEF FINANCIAL OFFICER

NK:GC:RY/et:kl

Copied to: General Manager Parks Recreation and Cultural Services
 Acting General Manager Engineering