



**REPORT TO CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE  
MEETING OF WEDNESDAY, 23 JANUARY 2008**

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**SUBJECT      SCIENTIFIC PROGRAMS ENVIRONMENTAL WATER AND LIQUID WASTE  
SAMPLES ANALYSES – AWARD OF CONTRACT 08-1599**

**PURPOSE**

To award the contract to perform chemical analyses on water and liquid waste samples required for a number of environmental programs.

**BACKGROUND**

The Scientific Programs division carries out a number of programs that require chemical analyses of water and liquid waste samples. These include:

- the Regional Source Control program that monitors the quality of wastewater discharged to the sewer system
- the Wastewater and Marine Environment programs that assess the environmental effects of wastewater treatment plants on the marine environment
- the Hartland Environmental program that ensures processes and operations at the Hartland landfill are not adversely affecting water quality and assesses compliance with water quality guidelines at the property boundary

These programs are conducted as part of commitments under the Core Area and Saanich Peninsula Liquid Waste Management plans (LWMPs) and to meet regulatory requirements for wastewater treatment plants and the Hartland landfill. Sample analyses for these programs are carried out by private analytical laboratories.

It is important that the analysis of samples be as consistent as possible from year to year to ensure the accuracy of the results. To ensure this consistency, the laboratory carrying out the analyses should not change frequently. Therefore, a three-year contracting term is used for this service. This time period allows the Capital Regional District (CRD) to obtain a lower cost per sample due to the duration of the contract and the volume of samples.

The selection of an analytical laboratory followed the CRD Board's policy and procedure for engaging consultants/laboratories.

**Request for Qualifications**

A request for qualifications (RFQ) for laboratories to provide analytical services for wastewater samples, and Hartland landfill leachate, groundwater and surface water samples, was advertised in the Times Colonist and on the CRD website. Two companies submitted their qualifications. The submissions were evaluated by a team of three Scientific Programs division staff members. Both laboratories fulfilled the criteria outlined in the RFQ and were invited to submit a proposal.

**Request for Proposals**

A request for proposals (RFP) was sent to both companies. RFP submissions had to include two separate components: a technical proposal and a sealed envelope fee proposal. A team of three staff members evaluated the proposals following the procedures outlined in the RFP. The technical components were evaluated. Both companies obtained high technical scores that were within 15% of each other and, therefore, the fee proposal from each company was opened. Scores for both the technical and fee components were added and the company with the highest overall score (which also had the lowest costs) was Maxxam Analytics Incorporated (Maxxam).

**Costs**

Consultants were requested to provide their costs on a cost per sample basis. This allows flexibility in the number of samples sent to the laboratory by the CRD. Table 1 outlines the final negotiated price per sample with Maxxam for the April 2008 to April 2011 wastewater, leachate, groundwater and surface water analyses. The cost per sample will be kept the same throughout the three-year period of this contract. The cost breakdown is presented in Table 1.

The costs are similar to previous years. The comparison of the costs per sample quoted by this company to list prices of other companies showed that Maxxam costs are very competitive. The contract costs fit within the individual core budgets allocated for this work.

The total three-year cost is estimated to be \$512,950. The actual total cost will depend on the number of samples analysed.

**Table 1. Wastewater, Leachate, Groundwater and Surface Water Analytical Costs, April 2008 to April 2011**

	<b>Treatment Plant Wastewater</b>	<b>Sewer System Wastewater</b>	<b>Leachate</b>	<b>Ground Water</b>	<b>Surface Water</b>
<b>Proposed Price per Sample<sup>1</sup></b>	\$716 - \$846*	\$90 - \$150*	\$355 - \$810*	\$65 - \$356*	\$123 - \$216*
<b>Number of Estimated Samples 2008 to 2011</b>	234	544	270	660	450
<b>Estimated Total Cost<sup>2</sup> 2008 to 2011</b>	\$182,364	\$42,366	\$104,123	\$89,200	\$94,889

<sup>1</sup> Costs include Goods and Services tax. (The GST was 6% when the price per sample was negotiated. Prices will be adjusted to reflect the 5% GST as of January 1, 2008.)

<sup>2</sup> Depends on the number of samples analysed and the number of parameters analysed per sample.

\* Depends on the number of parameters analysed per sample.

### **ALTERNATIVES**

1. That Contract 08-1599 for providing laboratory analytical services for wastewater, leachate, groundwater and surface water samples for April 2008 to April 2011 be retendered.
2. That Contract 08-1599 for providing laboratory analytical services for wastewater, leachate, groundwater and surface water samples for April 2008 to April 2011 be awarded to Maxxam at a cost of \$65 to \$846 per sample (depending on the sample type and suite of parameters analysed).

### **FINANCIAL IMPLICATIONS**

The cost for chemical analysis of wastewater, leachate, groundwater and surface water is estimated at \$512,950 over three years. This cost is included in the annual budgets for each program (i.e., the northwest trunk and northeast trunk, the Saanich Peninsula wastewater treatment plant, the Regional Source Control program and the Hartland landfill).

### **ENVIRONMENTAL IMPLICATIONS**

The collection and analysis of Scientific Programs wastewater, leachate, groundwater and surface water samples will ensure that environmental effects related to the management of liquid and solid wastes in the CRD are assessed.

### **SUMMARY/CONCLUSIONS**

The Scientific Programs division carries out a number of programs that require chemical analyses of water and liquid waste samples. These include the Regional Source Control program, the Wastewater and Marine Environment programs and the Hartland Environmental program.

To fulfil program objectives and protect the receiving environment, it is necessary to collect and analyse a variety of samples. To ensure that sample analyses are consistent and to obtain a lower cost per sample, a three-year contracting term is used for this service. The selection of an analytical laboratory followed the CRD Board's policy and procedure for engaging consultants/laboratories. Through this competitive process, Maxxam was selected. Maxxam is a qualified company with extensive experience in conducting laboratory analyses for wastewater, leachate, groundwater and surface water samples. The analytical work is required to monitor for and assess environmental effects, to meet commitments under the Core Area and Saanich Peninsula LWMPs and regulatory and permit requirements.

### **RECOMMENDATION**

That the Core Area Liquid Waste Management committee recommend to the Board that Contract 08-1955 for providing laboratory analytical services for wastewater, leachate, groundwater and surface water samples for April 2008 to April 2011 be awarded to Maxxam Analytics Incorporated at a cost of \$65 to \$846 per sample (depending on the type of sample analysed).

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Concurrence

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**COMMENTS**

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