

**REPORT TO ENVIRONMENTAL SUSTAINABILITY COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 27, 2013**

SUBJECT **AWARD OF CONTRACT – WASTEWATER, GROUNDWATER AND SURFACE WATER ANALYTICAL SERVICE PROVIDER**

ISSUE

To award Contract EPRO2012-006 Wastewater, Groundwater and Surface Water Analytical Service Provider.

BACKGROUND

The Capital Regional District (CRD) delivers a number of comprehensive environmental programs to monitor the potential effects of substances released to the environment. Analyses of various liquid samples are required to provide information used to guide the CRD Environmental Sustainability Department and its programs, including:

- the Marine Monitoring Program that assesses the environmental effects of wastewater treatment plant effluent on the marine environment
- the GeoEnvironmental Program that ensures operations at the Hartland Landfill are not adversely affecting water quality and compliance with provincial regulatory requirements and the Regional Source Control Sewer Use Bylaw
- the Regional Source Control Program that monitors the quality of wastewater discharged to the CRD sewer system
- the Stormwater, Harbours and Watersheds Program that monitors stormwater and receiving environment quality to reduce stormwater contamination of streams and the marine environment

These programs are conducted as part of commitments within service bylaws and under the Core Area and Saanich Peninsula Liquid Waste Management plans to monitor environmental quality and meet regulatory requirements for the wastewater treatment plants, the Regional Source Control Program and the regulatory requirements of the Hartland Operational Certificate. Private analytical laboratories carry out the analyses for these programs.

The selection of an analytical laboratory followed CRD policy and procedure for engaging consultants. A request for proposals (RFP) was advertised on the CRD website and two companies submitted proposals. RFP submissions included two separate components: a technical proposal and a fee proposal. A team of three staff members evaluated both submissions following the procedures outlined in the RFP. The scores for the technical component were within 15% of each other; therefore, the fee proposal from each company was opened.

Table 1 summarizes the submitted tenders. Maxxam Analytics was selected based on evaluation of both technical merit and cost.

TABLE 1
Estimated Annual Costs¹ of Tenders Received for
Wastewater, Groundwater and Surface Water Analytical Analysis (excluding HST)
February 2013 to January 2016

	Marine Monitoring	Regional Source Control	Geo Environmental	Stormwater, Harbours and Watersheds	Annual Total
Maxxam Analytics	\$132,587	\$25,765	\$114,624	\$53,487	\$326,463
ALS Environmental	\$184,784	\$36,922	\$147,296	\$53,612	\$422,614

¹ Actual value depends on the number of samples analyzed and the number of parameters analyzed per sample

ALTERNATIVES

That the Environmental Sustainability Committee recommend to the Board:

1. that Contract EPRO2012-006 Wastewater, Groundwater and Surface Water Analytical Service Provider be awarded to Maxxam Analytics at a maximum of \$979,389 (excluding HST) for three years with an option to extend for two years upon satisfactory performance of the contract work.
2. that Contract EPRO2012-006 Wastewater, Groundwater and Surface Water Analytical Service Provider be retendered.

ECONOMIC IMPLICATIONS

The maximum cost for chemical analysis of wastewater, groundwater and surface water samples is estimated at \$326,463 per year or \$979,389 for the three-year term of the contract. This cost is included in the annual budgets for each program.

A three-year contract term allows the CRD to obtain a lower cost per sample due to the volume of samples submitted and the duration of the contract. There is an option to extend the terms of the contract for a further two years upon satisfactory performance of the contract work.

The new contract represents an annual cost saving of approximately \$76,300, relative to the previous contract. Over the three- to five-year life of the contract, this equates to a total cost savings of between \$228,900 and \$381,450.

ENVIRONMENTAL IMPLICATIONS

The collection and analysis of wastewater, groundwater and surface water samples ensures that environmental effects related to the management of liquid wastes in the CRD are assessed and regulatory monitoring commitments are met. It is important that analysis of samples be as consistent as possible from year to year to ensure precision and accuracy of results. Therefore, a three-year contract term, with the option of an additional two-year extension, is recommended.

CONCLUSION

Maxxam Analytics was selected through competitive process to provide laboratory analysis for a three-year period. Maxxam Analytics is a qualified company with experience in completing the required analytical services. The analytical work is conducted as part of commitments within service bylaws and under the Core Area and Saanich Peninsula Liquid Waste Management plans to monitor environmental quality and meet regulatory requirements for the wastewater treatment plants, the Regional Source Control program and the regulatory requirements of the Hartland Operational Certificate.

RECOMMENDATION

That the Environmental Sustainability Committee recommend to the Board:

That Contract EPRO2012-006 Wastewater, Groundwater and Surface Water Analytical Service Provider be awarded to Maxxam Analytics at a maximum of \$979,389 (excluding HST) for three years with an option to extend for two years upon satisfactory performance of the contract work.

Glenn Harris, Ph. D., R. P. Bio.
Senior Manager, Environmental Protection

Larisa Hutcheson, P. Eng.,
General Manager Environmental Sustainability
Concurrence

Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

KW:cam