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**REPORT TO PORT RENFREW LOCAL SERVICES COMMITTEE  
MEETING OF THURSDAY 11 FEBRUARY 2010**

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**SUBJECT      SALE OF SURPLUS FABRIC CANOPY - PORT RENFREW FIRE DEPARTMENT**

**PURPOSE**

To present the Port Renfrew Local Services Committee (PRLSC), information regarding the sale of the surplus canvas canopy currently situated at the Beach Camp fire station.

**BACKGROUND**

At the PRLSC special meeting of 19 November 2009, staff were directed to follow the Capital Regional District (CRD) surplus equipment disposal protocol and advertise for sale, the 36-foot long fabric canopy used to house fire department vehicles at the Beach Camp fire station. The canopy was purchased in 2008 for approximately \$4,900 to house additional fire response vehicles. The canopy is no longer needed as the new fire station on Deering Road is built to house the vehicles. The committee dictated a minimum selling price of \$2,500 with no offers less than \$2,500 being considered an acceptable bid.

An 8.5-inch x 11-inch advertisement picturing the canopy, listing dimensions, price, and condition of sale (Attachment 1) was distributed to all residents of greater Port Renfrew utilizing a mail drop at the community post office. The advertisement was also posted on the post office bulletin board and on the CRD's public access website. Four inquiries were made prior to the 11 December 2009 primary deadline, however no bids were received. Staff contacted the four parties as to whether there was still interest, and advised that further bids would be received until the extended date of 18 December 2009. Due to the telephone and internet outage in Port Renfrew in late December, the closing date was further extended to 23 December 2009. The received offers range from a low of \$400 to a high of \$1,100 (Attachment 2). Two late offers were received where each bidder has requested that their offer be considered by the committee. Both offers are considered as non-official bids as they were received outside of the posted and advertised bidding window and should not, and were not entertained.

The Port Renfrew Fire Department vacated the Sigma Six property on Queesto Drive, then serving as the fire station, on 15 January 2010. There is currently no intended purpose or need for the fabric canopy by the Fire Protection and First Response Service. Alternatives were to be presented to the PRLSC meeting of 21 January 2010, however, no confirmed quorum for the two committees was obtained, therefore the PRLSC and PRUSC meetings were postponed until such time that sufficient residents were confirmed available to make a quorum.

The staff recommendation to the PRLSC was:

*That the Port Renfrew Local Services Committee receive this report and approve the sale of the canopy to the highest official bidder (\$1,100). If the highest bidder retracts his offer, then the canopy will be offered to the second highest official bidder (\$450), and the money is deposited into the fire service's capital project fund.*

In a telephone conversation with the Juan De Fuca Electoral Area Director on 21 January 2010, staff were directed to sell the canopy to the highest official bidder as per the staff recommendation. Given the need to have the canopy removed from the Sigma Six property as soon as possible and as per the condition of sale understanding, the highest bidder was notified and sent an invoice, which was promptly deposited for payment at the CRD Sooke office.

### **ALTERNATIVES**

1. That the Port Renfrew Local Services Committee receive this report for information.
2. That the Port Renfrew Local Services Committee receive this report and request further information from staff.

### **IMPLICATIONS**

The highest official bid received provides \$1,100 transferable to the service's capital project fund to help offset the costs of additional works needed for the provision of turn-out gear lockers. If the PRLSC accepted another offer after the bidding closing date, the official high bidder could have considered legal action against the service. It is apparent that there was no market for the fabric canopy at the \$2,500 asking price. If keeping the canopy within the service was the chosen alternative, there would be no money transferred to the capital project fund, and the official high bidder could have recourse to pursue legal action against the service.

One late bid, also the highest amount offered (\$1,200), was \$100 more than the official offer within the extended bidding window. As the advertisement to sell was considered an official *Contract A* (Request for Offer), the PRLSC would have been advised to not consider awarding the sale to the late bidder of \$1,200. The official high bidder of \$1,100 may have, as detailed above, considered legal action. The credibility of the PRLSC must also be considered in accepting a late bid for the benefit of an extra \$100 to the service.

### **SUMMARY**

The three Canadian Tire® catalogues (November and December 2009) each highlight a 20-foot fully enclosed canopy by the same manufacturer for \$349.99. This is probably why there was little interest in the fire department's canopy. Also considering that the canopy would need to be dismantled, removed and needing transport may also have been a deterrent. The original bid window of fifteen days (23 November to 11 December inclusive) garnered little interest as no bids at the suggested minimum \$2,500 price were received. A further extension allowed for interested local parties to submit bids felt more appropriate for the item.

Two late bids were received in 2010 as shown on Attachment 2. (lines 4 and 5). Staff would have advised the PRLSC not to consider them as legal offers. Would the PRLSC have directed staff to not award to the highest official bidder of \$1,100, the service may have faced legal action for default of agreement. The amount sought would be a monetary settlement; the difference between the *winning* bid and what a comparable canopy would cost to purchase.

Negotiations with any bidder, or the accepting of late bids, would have been strongly advised against as the credibility of the PRLSC would be questioned. The money realized from the sale of the canopy is best utilized in providing turn-out gear lockers for the new fire station, as the current contract or budget does not include provision for such. The existing turn-out lockers remain as a structure fixture at the old Beach Camp Fire Hall as a condition of sale to Sigma Six Properties.

**RECOMMENDATION**

That the Port Renfrew Local Services Committee receive this report for information.



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Gary Plevin, ASCT  
Engineering Technician 5

GP:ls

Attachments: 2



**FOR SALE**  
**ONE YEAR OLD SHELTERLOGIC™ INDUSTRIAL FABRIC**  
**CANOPY**

**APPROXIMATE DIMENSIONS: 36'L X15' W X 20'H**

**CAN BE VIEWED AT BEACH CAMP FIRE STATION:  
6641 QUEESTO DRIVE, PORT RENFREW.**



**INTERESTED PARTIES ARE TO SUBMIT SEALED BID OR EMAIL  
BEFORE 4:30 P.M. DECEMBER 11<sup>TH</sup> 2009 TO:**

**GARY PLEVEN, LOCAL SERVICES  
CAPITAL REGIONAL DISTRICT,  
625 FISGARD STREET, VICTORIA, V8W 2S6  
TEL: (250) 360-3099  
[gpleven@crd.bc.ca](mailto:gpleven@crd.bc.ca)**

**THE CANOPY WILL NOT BE AVAILABLE UNTIL JANUARY 2010. THE SUCCESFUL BIDDER WILL BE RESPONSIBLE FOR  
ALL COSTS TO DISMANTLE AND TRANSPORT FROM SITE.**

**ALL BIDS WILL REMAIN CONFIDENTIAL UNTIL AFTER THE CLOSING DATE OF DECEMBER 11<sup>TH</sup> 2009.  
INTERESTED BIDDERS ARE TO INSPECT THE CANOPY, FRAME AND APPURTANANCES PRIOR TO BIDDING AS IT IS  
BEING SOLD "AS IS" AND "WHERE IS".**

**BIDS OF LESS THAN \$2500 CANADIAN DOLLARS WILL NOT BE CONSIDERED.**

**ATTACHMENT 2**

RESPONDER	AMOUNT BID
1	\$1,100
2	\$450
3*	\$400
4	\$300
5*	\$1,200

1. No acceptable bids were received during the first round of bidding when the minimum bid price was set at \$2,500.
  2. Offers through extension of bidding until 18 December 2009 (shown above), are listed by decreasing bid amount 1, 2 and 3, and not when received.
  3. Late offers received in 2010 shown as 4 and 5 and listed as received.
- \* Offers received by same bidder.