



City of Richmond

Report to Committee

To: Public Works and Transportation Committee **Date:** May 14, 2024
From: Suzanne Bycraft **File:** 10-6370-01/2024-Vol
 Director, Public Works Operations 01
Re: Award of Contract 8225Q – Bike Reuse Pilot Program

Staff Recommendations

1. That Contract 8225Q – Bike Reuse Pilot Program as detailed in the staff report titled “Award of Contract 8225Q – Bike Reuse Pilot Program” dated May 14, 2024 from the Director, Public Works Operations be awarded for an initial one-year term effective August 1, 2024 to Pedal Foundation for an estimated total value of \$82,269;
2. That Staff be authorized to extend the initial one-year term up to the maximum total term of five years, for the maximum total amount of \$445,308, as described in the report titled "Award of Contract 8225Q – Bike Reuse Pilot Program” dated May 14, 2024, from the Director, Public Works Operations; and
3. That one-time funding of \$91,000 from the General Solid Waste and Recycling Provision for the Bike Reuse Pilot expenditures be approved and that the Consolidated 5 Year Financial Plan (2024-2028) be amended accordingly.

Suzanne Bycraft
 Director, Public Works Operations
 (604-233-3338)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF DEPUTY CAO
Finance	<input checked="" type="checkbox"/>	
Purchasing	<input checked="" type="checkbox"/>	
Sustainability & District Energy	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

In an effort to support the community, the *Richmond Circular City Strategy* and in alignment with the goals outlined in the 2023 Recycling and Solid Waste Management report, a bike reuse pilot program is proposed at the Recycling Depot (Depot). This initiative, designed to foster and promote reuse, would include contracting with an organization to assess, repair, refurbish and redistribute appropriate bikes to the community.

To engage a qualified service provider, a procurement process was undertaken via Request for Quotation 8225Q – Bike Reuse Pilot Program.

This report presents the results of this Request for Quotation and recommends award of the contract to Pedal Foundation.

This report supports Council's Strategic Plan 2022-2026 Focus Area #2 Strategic and Sustainable Community Growth:

Strategic and sustainable growth that supports long-term community needs and a well-planned and prosperous city.

2.4 Enhance Richmond's robust transportation network by balancing commercial, public, private and active transportation needs.

This report supports Council's Strategic Plan 2022-2026 Focus Area #5 A Leader in Environmental Sustainability:

Leadership in environmental sustainability through innovative, sustainable and proactive solutions that mitigate climate change and other environmental impacts.

5.1 Continue to demonstrate leadership in proactive climate action and environmental sustainability.

5.3 Encourage waste reduction and sustainable choices in the City and community.

This report supports Council's Strategic Plan 2022-2026 Focus Area #6 A Vibrant, Resilient and Active Community:

Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.

6.4 Support vulnerable populations through collaborative and sustainable programs and services.

Analysis

As a component of its comprehensive recycling programs, the City provides services to collect various recyclable items, including bikes, through the Large Item Pick Up Program and through public drop off at the Depot. An estimated ten to fifteen bikes are collected each week for recycling as scrap metal through these services or approximately 500 bikes annually.

Through the proposed Bike Reuse Pilot, the scope of materials accepted will include bikes and bike accessories such as wheels, tires, frames, trailers, locks, mirrors, tools, stands, bells, horns, cages, fenders, reflectors, baskets, and bike racks. E-bikes and e-scooters are not included as these items are currently handled within established extended producer responsibility programs.

Request for Quotation 8225Q – Bike Reuse Pilot Program

The above referenced Request for Quotation was posted to BC Bid on January 10, 2024 and closed on February 7, 2024. Pedal Foundation located in Vancouver was the only respondent; the quoted pricing is outlined in Table 1.

Table 1

Bidder	Respondents' Pricing Based on estimated annual volume maximum 5 year term					Total
	Year 1	Year 2	Year 3*	Year 4*	Year 5*	
Pedal Foundation 2429 Main St, Vancouver, B.C.	\$82,269	\$85,493	\$88,913	\$92,468	\$96,165	\$445,308

*Pricing estimates based on 4% escalation

The City will incur additional costs to temporarily store bikes and bike accessories awaiting collection at the Depot, protecting them from weather damage and scavenging. An additional one-time cost of approximately \$9,000 includes a secure shipping container, bike racks and Depot signage, making the total program cost for the pilot to be an estimated \$91,000. Information about the Bike Reuse Pilot Program will be shared with various communication tactics to increase program awareness and participation.

Pedal Foundation proposes to refurbish bikes and bike accessories collected at the Depot to a safe and dependable standard, then donate them to Richmond residents facing ongoing financial hardship or through other initiatives to support the community. Richmond residents interested in receiving a refurbished bike can apply online to the “Pedals for the People” program through their Our Community Bikes webpage¹. Given these social benefits for the community, the quotation submitted by Pedal Foundation is therefore recommended for award.

¹ Our Community Bikes, Pedals for the People Free Bike Program Webpage: <https://ourcommunitybikes.org/pftp-free-bike-program/>

The key terms of the service contract will include:

1. *Services:* Contractor to repair and refurbish bikes and bike accessories for the purpose of reuse and donation. Bikes that cannot be refurbished will be disassembled and parts used for bike repairs. Bikes or items that can't be reused will be recycled.
2. *Term:* After the initial one year pilot, the City can renew under the same terms and conditions for an additional two (2), two (2) year terms for a maximum contract length of five (5) years. Staff will provide summary information on the pilot to Council prior to contract renewal.
3. *Unit price contract:* Costs are based on a per unit amount as tendered for bikes and bike accessories collected from the Depot, and transportation fee per collection. Total value will vary based on the total number of items collected and received through the City's recycling service programs.
4. *Escalation:* The proposal includes pricing for Years 1-2, with unit price increases of approximately 4%. Pricing in future years will be negotiated with the contractor based on actual volumes and costs incurred by the contractor.
5. *Transportation:* Contractor to collect materials from the Depot, transport and unload materials at Contractor facility. City pays Contractor fee per collection.
6. *Reporting:* Contractor to provide monthly report which includes quantities of bikes and bike accessories collected, repaired, donated and sold to the community.

Financial Impact

If approved by Council, the initial one-time cost of \$9,000 and the annual contract value of \$82,269 can be funded from the General Solid Waste and Recycling Provision and the Consolidated 5 Year Financial Plan (2024-2028) will be amended accordingly. If uptake of the program is favorable, formalization of the Bike Reuse Program will be brought forward as an additional level of service as a part of the Sanitation and Recycling Utility budget process for Council approval in future years.

Conclusion

This report presents the results of a competitive procurement under 8225Q – Bike Reuse Pilot Program. It is recommended that Council direct staff to award the contract to Pedal Foundation at the unit rates quoted for the pilot commencing August 1, 2024.



Kristina Nishi
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