



## Public Works and Transportation Committee

Council Chambers, City Hall  
6911 No. 3 Road

Tuesday, December 14, 2021  
4:00 p.m.

Pg. #      ITEM

### MINUTES

**PWT-4**

*Motion to adopt the **minutes** of the meeting of the Public Works and Transportation Committee held on November 16, 2021.*



### NEXT COMMITTEE MEETING DATE

January 19, 2022, (tentative date) at 4:00 p.m. in the Council Chambers

### DELEGATION

1. Jeff Jones, Richmond resident, to speak to the traffic light operations at intersections and current road design hazards.

ENGINEERING AND PUBLIC WORKS DIVISION

2. **AWARD OF CONTRACT 6690Q: SUPPLY AND DELIVERY OF HYBRID AND/OR FULLY ELECTRIC CREW CAB PICKUP TRUCKS**

(File Ref. No. 10-6370-01) (REDMS No. 6782711)

PWT-10

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See Page PWT-10 for full report

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*Designated Speaker: Suzanne Bycraft*

STAFF RECOMMENDATION

*That the acquisition of three (3) hybrid crew cab pickup trucks, and four (4) fully electric crew cab pickup trucks be approved in the total amount of \$541,583.95 as outlined in the staff report titled, “Award of Contract 6690Q: Supply and Delivery of Hybrid and/or Fully Electric Crew Cab Pickup Trucks”, dated November 15, 2021, from the Interim Director, Public Works Operations, as follows:*

- (1) A partial award value of Contract 6690Q for the supply and delivery of three (3) hybrid crew cab pickup trucks be awarded to Mainland Ford Ltd. in the total tendered amount of \$154,785.00, excluding outfitting, contingency and taxes; and*
- (2) The second portion of Contract 6690Q for the supply and delivery of four (4) fully electric crew cab pickup be awarded to Metro Motors Ltd. in the total tendered amount of \$325,200.00, excluding outfitting, contingency and taxes.*



3. **AWARD OF CONTRACT 7248P - PROVISION OF JANITORIAL SERVICES FOR THE COMMUNITY SAFETY BUILDING AND CITY CENTRE COMMUNITY POLICE OFFICE**

(File Ref. No. 10-6000-01) (REDMS No. 6779390)

PWT-14

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See Page PWT-14 for full report

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*Designated Speaker: Jeff Lee*

STAFF RECOMMENDATION

- (1) That Contract 7248P - Provision of Janitorial Services for the Community Safety Building and City Centre Community Police Office be awarded to two contractors, for an aggregate contract value of \$1,625,613.44 for a three-year term, to 10647802 Canada Limited dba Dexterra Integrated Facilities Management (Dexterra) and Dynamic Facility Services Ltd.(Dynamic), as described in the report titled “Award of Contract 7248P - Provision of Janitorial Services for*

*the Community Safety Building and City Centre Community Police Office”, dated November 18, 2021 from the Director, Facilities and Project Development;*

- (2) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to extend the initial three-year term, up to the maximum total term of five years, for the maximum total amount of \$2,775,091.45, as described in the report titled “Award of Contract 7248P - Provision of Janitorial Services for the Community Safety Building and City Centre Community Police Office”, dated November 18, 2021 from the Director, Facilities and Project Development; and*
- (3) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to execute the contract and all related documentation with Dexterra and Dynamic.*



4. **GREASE MANAGEMENT PROGRAM UPDATE**

(File Ref. No. 10-6060-03-01) (REDMS No. 6762265)

**PWT-19**

**See Page PWT-19 for full report**

*Designated Speaker: Jason Ho*

**STAFF RECOMMENDATION**

*That the staff report titled “Grease Management Program Update”, dated November 16, 2021, from the Director, Engineering be received for information.*



5. **MANAGER’S REPORT**

**ADJOURNMENT**





## Public Works and Transportation Committee

Date: Tuesday, November 16, 2021

Place: Council Chambers  
Richmond City Hall

Present: Councillor Chak Au, Chair  
Councillor Alexa Loo (by teleconference)  
Councillor Andy Hobbs (by teleconference)  
Councillor Linda McPhail  
Councillor Michael Wolfe (by teleconference)

Also Present: Councillor Bill McNulty

Call to Order: The Chair called the meeting to order at 4:00 p.m.

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Public Works and Transportation Committee held on October 19, 2021, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

December 14, 2021, (tentative date) at 4:00 p.m. in the Council Chambers

### AGENDA ADDITIONS AND DELETIONS

It was moved and seconded

*That Traffic Parking Signs be added to the agenda as Item 7A.*

**CARRIED**

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**PLANNING AND DEVELOPMENT DIVISION**

**1. BARNES DRIVE AND FLURY DRIVE - TRAFFIC CALMING UPDATE**

(File Ref. No. 10-6450-09-01) (REDMS No. 6752296)

Steve Badesha, resident of Barnes Drive, referred to his correspondence (attached to and forming part of these minutes as Schedule 1), and expressed concern with regard to the traffic along Barnes Drive, noting his support for the proposed traffic calming measures on Barnes Drive and Flury Drive.

Staff noted that a review for lower speed limits and other traffic calming measures are considered on a case by case basis, which includes a fairly robust consultation, and that the traffic speed study determined the total volume of vehicles in the area, including local traffic, is fairly low.

Staff further noted that correspondence will be provided to all residents in the neighbourhood, advising of the new speed limit, and that staff will monitor for any adjustments that may be required following installation of the revised speed limit signs.

It was moved and seconded

- (1) *That Option 3 to establish a 30 km/h speed limit on Barnes Drive and Flury Drive as described in the staff report titled "Barnes Drive and Flury Drive – Traffic Calming Update" dated October 12, 2021, from the Director, Transportation, be endorsed; and*
- (2) *That should Option 3 be endorsed, Traffic Bylaw No. 5870, Amendment Bylaw No. 10301, to revise the posted speed limit on Barnes Drive and Flury Drive to 30 km/h, be introduced and given first, second and third reading.*

**CARRIED**

**2. TRANSLINK 2022 COST-SHARE FUNDING APPLICATIONS**

(File Ref. No. 01-0154-04) (REDMS No. 6755808)

Staff noted the proposed programs will be reviewed at a future budget review.

A brief discussion ensued with respect to the proposed projects and guidelines/policy consideration for any additional traffic calming measures such as raised crosswalks.

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It was moved and seconded

*That as described in the report titled “TransLink 2022 Cost-Share Funding Applications” dated October 10, 2021 from the Director, Transportation:*

- (a) the submission of road, pedestrian, bicycle, and transit facility improvement projects as part of the TransLink 2022 cost-share programs be endorsed and the information be considered in the 2022 Capital Budget process; and*
- (b) the Chief Administrative Officer and General Manager, Planning and Development be authorized to execute the successful funding agreements.*

**CARRIED**

**ENGINEERING AND PUBLIC WORKS DIVISION**

**3. AWARD OF CONTRACT 6691Q - SUPPLY AND DELIVERY OF ONE (1) SEWER VACUUM COMBO UNIT ON A CITY PROVIDED CAB AND CHASSIS**

(File Ref. No. 10-6370-01) (REDMS No. 6764224)

A brief discussion ensued with respect to the life expectancy and replacement of City equipment and parts.

It was moved and seconded

*That the acquisition of a hydro excavator be approved in the total amount of \$760,000 as outlined in the staff report titled, “Award of Contract 6691Q - Supply and Delivery of One (1) Sewer Vacuum Combo Unit on a City Provided Cab and Chassis”, dated October 13, 2021, from the Interim Director, Public Works Operations as follows:*

- (1) That Contract 6691Q Supply and Delivery of One (1) Sewer Vacuum Combo Unit on a City Provided Cab and Chassis be awarded to Vimar Equipment Ltd. in the total tendered amount of \$473,852.00 excluding outfitting, contingency and taxes; and*
- (2) That the supply of one (1) cab and chassis be awarded to Peterbilt Pacific Ltd. in the amount of \$210,462.00 excluding outfitting, contingency and taxes in accordance with the standardization method approved by Council and as outlined in the staff report titled, “Standardization of City’s Single and Tandem Axle Vehicle Fleet”, dated April 3, 2017.*

**CARRIED**

**Public Works & Transportation Committee**  
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4. **AWARD OF CONTRACT 6437F - SUPPLY OF DRAINAGE PUMPS, PARTS AND SERVICES**

(File Ref. No. 10-6050-01) (REDMS No. 6760871)

Staff provided a brief overview of the contract consideration and selection process.

It was moved and seconded

- (1) *That Contract 6437F – Supply of Drainage Pumps, Parts and Services be awarded to KSB Pumps Inc. on an “as and when required” basis for a term of five years with a maximum contract value not to exceed \$2.51 million, plus applicable taxes.*
- (2) *That the Chief Administrative Officer and the General Manager, Engineering and Public Works be authorized to negotiate and execute on behalf of the City, the contract identified above and as outlined in the staff report titled, “Award of Contract 6437F – Supply of Drainage Pumps, Parts, and Services” dated October 7, 2021, from the Interim Director, Public Works Operations.*

**CARRIED**

5. **CHANGE ORDER APPROVAL – CONTRACT 6715P – TRAFFIC CONTROL SERVICES**

(File Ref. No. 10-6000-01) (REDMS No. 6740009)

In response to questions from the Committee, staff noted the additional cost outlined in the report for year three is based on the previous three years, and includes the significant impact from the COVID-19 pandemic. It was further noted that upgrades for technical plans, set up, and safety awareness, are also more stringent than in previous years.

It was moved and seconded

- (1) *That staff be authorized to issue a change order to increase the value of the current contract between the City of Richmond and Ansan Traffic Group, Lanesafe Traffic Control, and Traffic Pro Services as detailed in the staff report titled “Change Order Approval – Contract 6715P – Traffic Control Services”, dated October 13, 2021 from the Interim Director, Public Works Operations, by \$906,110, bringing the new contract value to \$2.4 million over the maximum available term of three years; and*
- (2) *That the Chief Administration Officer and the General Manager, Engineering and Public Works be authorized to execute a contract amendment with Ansan Traffic Group, Lanesafe Traffic Control and Traffic Pro Services, to reflect the increase in predicted usage of services over the three year term.*

**CARRIED**

**Public Works & Transportation Committee**  
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**6. UPDATE ON 2021/2022 SNOW AND ICE RESPONSE PREPARATIONS**

(File Ref. No. 10-6000-00) (REDMS No. 6765794)

The Committee expressed concern with respect to potential damage to snow removal equipment as a result of various driveways that have been paved up to the road with excess asphalt remaining on road and invisible when covered by snow. Staff noted they will review usage of snow removal equipment on such surfaces.

The Committee further expressed concern with snow removal resulting in large amounts of snow remaining in the middle of roads, hindering the ability for vehicle traffic to pull out on to the road and cross lanes, and for pedestrians to cross roads. In response, staff noted that roadways are first priority, with hand crews attending to clear street corners and bus pads as well as lower any build up of snow along the middle of roads. As a result of the discussion, the following **referral motion** was introduced:

It was moved and seconded

*That staff report back to the Committee with options to prioritize walk friendly snow removal routes to provide foot traffic access to key services.*

The question on the motion was not called as discussion ensued regarding the current level of snow removal services.

Staff noted the bylaw that establishes property owner responsibility with respect to snow removal. It was further noted that Parks staff are responsible for clearing the parking lots for their facilities and have salt and brine equipment for cleaning walkways. Staff add they can bring back options for Council to consider to the policy regarding snow removal.

The question on the referral motion was then called and it was **CARRIED**.

It was moved and seconded

*That the staff report titled “Update on 2021/2022 Snow and Ice Response Preparations”, dated October 14, 2021, from the Interim Director, Public Works Operations, be received for information.*

**CARRIED**

**7. MANAGER’S REPORT**

**(i) November 14, 2021 Rainfall Event**

Staff provided an overview of the November 14, 2021 rainfall event, noting that all City pumps performed well and that preparation for any possible issues arising from the volume of water exceeding capacity was well organized.



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Staff also reported they will be working with the Ministry of Transportation to mitigate any future incidents and, in addition to posting incident inspections, will also be monitoring storm tides.

#### (ii) *Parking Regulations*

As a result of the discussion pertaining to parking regulation issues, the following **referral motion** was introduced:

It was moved and seconded

*That staff review parking regulations for the 2400 block of Smith Road, north of Sea Island Way, and provide a report back to the Committee with recommendations for parking restrictions.*

**CARRIED**

## ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (5:21 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Public Works and Transportation Committee of the Council of the City of Richmond held on Tuesday, November 16, 2021.

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Councillor Chak Au  
Chair

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Lorraine Anderson  
Legislative Services Associate



# City of Richmond

## Report to Committee

**To:** Public Works and Transportation Committee  
**From:** Suzanne Bycraft  
Interim Director, Public Works Operations  
**Date:** November 15, 2021  
**File:** 10-6370-01/2021-Vol  
01  
**Re:** **Award of Contract 6690Q: Supply and Delivery of Hybrid and/or Fully Electric Crew Cab Pickup Trucks**

### Staff Recommendation

That the acquisition of three (3) hybrid crew cab pickup trucks, and four (4) fully electric crew cab pickup trucks be approved in the total amount of \$541,583.95 as outlined in the staff report titled, "Award of Contract 6690Q: Supply and Delivery of Hybrid and/or Fully Electric Crew Cab Pickup Trucks", dated November 15, 2021, from the Interim Director, Public Works Operations, as follows:

1. A partial award value of Contract 6690Q for the supply and delivery of three (3) hybrid crew cab pickup trucks be awarded to Mainland Ford Ltd. in the total tendered amount of \$154,785.00, excluding outfitting, contingency and taxes; and
2. The second portion of Contract 6690Q for the supply and delivery of four (4) fully electric crew cab pickup be awarded to Metro Motors Ltd. in the total tendered amount of \$325,200.00, excluding outfitting, contingency and taxes.

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

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Finance Department	<input checked="" type="checkbox"/>	
Purchasing	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

The City undertakes fleet replacements as part of standard replacement cycles under approved Capital Budget allocations. Where considered feasible to achieve standardization and best value, replacements may be amalgamated and issued to the marketplace to achieve economies of scale.

Contract 6690Q for the Supply and Delivery of Hybrid and/or Fully Electric Crew Cab Pickup Trucks incorporated six such vehicle replacements, which was further increased to seven (as permitted by the Request for Quotation within 12 months) and was issued to the marketplace targeted at achieving Council objectives under the Green Fleet Action Plan. This particular award aligns specifically with Council's September 27, 2021 decision to join the West Coast Electric Fleets Diamond Lane pledge. This pledge adopts the commitment to replace above 10% zero emission vehicles for all new corporate fleet passenger vehicle procurements.

The results of the Request for Quotations Contract 6690Q is presented within this report and includes the acquisition of the City's first fully electric crew cab pickup trucks. This makes Richmond one of the first local governments in Western Canada to receive fully electric trucks. Council approval is sought to award contracts to both Mainland Ford Ltd. for three hybrid electric crew cab pickup trucks and Metro Motors Inc. for four fully electric crew cab pickup trucks.

This report supports Council's Strategic Plan 2018-2022 Strategy #1 A Safe and Resilient City:

*Enhance and protect the safety and well-being of Richmond.*

*1.1 Enhance safety services and strategies to meet community needs.*

This report supports Council's Strategic Plan 2018-2022 Strategy #2 A Sustainable and Environmentally Conscious City:

*Environmentally conscious decision-making that demonstrates leadership in implementing innovative, sustainable practices and supports the City's unique biodiversity and island ecology.*

*2.1 Continued leadership in addressing climate change and promoting circular economic principles.*

### Analysis

#### Background

Crew cab pickup trucks are used for a variety of departmental needs throughout all Public Works operations at the City. In accordance with the Green Fleet Action Plan, the City has a goal to adopt new technologies which improve fleet fuel efficiency and reduce overall vehicle emissions. The diverse nature of the City's fleet, inclusive of larger trucks and equipment, limits

options for hybrid and fully electric pickup trucks due to their limited availability in the marketplace. This procurement presents the opportunity to advance fleet greening and the utilization of new technologies.

Of the seven crew cab pickup trucks being replaced, this request for quotations will allow the City to acquire three hybrid Ford F150 and four fully electric F150 Lightning crew cab pickup trucks. The hybrid F150 trucks utilize technology that enables the batteries to be charged through a regenerative braking system, which recaptures energy normally lost during coasting or braking. When the hybrid trucks come to a complete stop, all accessories run off the battery, resulting in zero idling time. The four fully electric Ford F150 Lightning trucks are completely electric and generate zero emissions. The addition of these seven units will result in reduced vehicle emissions and continue to place the City as a leader in adopting green fleet technologies.

#### Public Tendering

A competitive bid process was undertaken for the supply and delivery of hybrid and/or fully electric crew cab pickup trucks. A replacement for unit 1159 was added into the quotation, as permitted by the Request for Quotation within 12 months, bringing the total to seven units for replacement. A procurement document for the above noted work was prepared by staff and posted to BC Bid and bids&tenders on July 15, 2021. Two quotations were received for hybrid crew cab pickup trucks and two quotations were received for fully electric pickup trucks.

Table 1: Hybrid Pickup Truck Quotations

<b>Vendor</b>	<b>Tendered Cost (3 units, base and options) (plus contingency, outfitting and taxes)</b>
Mainland Ford Ltd.	\$154,785.00
Metro Motors Ltd.	\$174,525.00

Table 2: Fully Electric Pickup Truck Quotations

<b>Vendor</b>	<b>Tendered Cost (4 units, base and options) (plus contingency, outfitting and taxes)</b>
Metro Motors Ltd.	\$325,200.00
Grande West Transportation Inc. Ltd.	\$739,064.00

Due to market demand, the seven units are not expected to be delivered until Q2 2022. Delivery timing may be impacted as a result of flooding in other parts of BC and the BC State of Emergency, which is currently impacting key transportation routes and the trucking industry.

#### Review Process

Staff have evaluated the quotations and determined Mainland Ford Ltd. and Metro Motors Ltd. are the lowest bidders that are able to meet departmental needs and represent best value to the City.

Disposal Plan – Existing Units

The seven units being replaced will be sent to auction where they are expected to yield the highest recovery amounts. All revenues received will be applied to the Fleet Reserve to ensure sustainable funding for future vehicle/equipment replacements.

**Financial Impact**

The acquisition of three hybrid and four electric crew cab pickup trucks requires a total expenditure of \$541,583.95, inclusive of contingency, outfitting by City forces and taxes as shown in Table 3. This total expenditure was approved by Council as part of the 2019, 2020 and 2021 capital project submissions for “Vehicle and Equipment Reserve Purchases (Public Works and Corporate Fleet)”. These replacements were held awaiting the availability of new hybrid and fully electric technologies and units.

Table 3: Total Project Expenditure

Item	Cost
Three (3) hybrid electric F150 crew cab pickup trucks	\$154,785.00
Four (4) fully electric F150 crew cab pickup trucks	\$325,200.00
Outfitting (City Forces)	\$17,500.00
Contingency Costs	\$10,500.00
PST	\$33,598.95
Total	\$541,583.95

**Conclusion**

In accordance with the City’s Green Fleet Action Plan and West Coast Electric Fleets Diamond Lane pledge, staff recommend that Contract 6690Q for the Supply and Delivery of Hybrid and/or Fully Electric Crew Cab Pickup Trucks be awarded to Mainland Ford Ltd. for the provision of three (3) hybrid pickup trucks in the total tendered amount of \$154,785.00, and to Metro Motors Inc. for four (4) fully electric pickup trucks in the total tendered amount of \$325,200.00, excluding outfitting, contingency and taxes. The total projected expenditure is \$541,583.95 inclusive of ancillary costs.



Kristina Nishi  
Acting Manager, Fleet and Environmental Programs  
(604-233-3301)

KN:kn



# City of Richmond

## Report to Committee

**To:** Public Works and Transportation Committee      **Date:** November 18, 2021

**From:** Jim V. Young, P. Eng.  
Director, Facilities and Project Development      **File:** 10-6000-01/2021-Vol 01

**Re:** **Award of Contract 7248P - Provision of Janitorial Services for the Community Safety Building and City Centre Community Police Office**

### Staff Recommendation

1. That Contract 7248P - Provision of Janitorial Services for the Community Safety Building and City Centre Community Police Office be awarded to two contractors, for an aggregate contract value of \$1,625,613.44 for a three-year term, to 10647802 Canada Limited dba Dexterra Integrated Facilities Management (Dexterra) and Dynamic Facility Services Ltd. (Dynamic), as described in the report titled "Award of Contract 7248P - Provision of Janitorial Services for the Community Safety Building and City Centre Community Police Office", dated November 18, 2021 from the Director, Facilities and Project Development;
2. That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to extend the initial three-year term, up to the maximum total term of five years, for the maximum total amount of \$2,775,091.45, as described in the report titled "Award of Contract 7248P - Provision of Janitorial Services for the Community Safety Building and City Centre Community Police Office", dated November 18, 2021 from the Director, Facilities and Project Development; and
3. That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to execute the contract and all related documentation with Dexterra and Dynamic.

Jim V. Young, P. Eng.  
Director, Facilities and Project Development  
(604-247-4610)

REPORT CONCURRENCE		
<b>ROUTED TO:</b> Finance Department RCMP	<b>CONCURRENCE</b> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<b>CONCURRENCE OF GENERAL MANAGER</b> 
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## **Staff Report**

### **Origin**

The City's previous contract for janitorial services at the Richmond Royal Canadian Mounted Police (RCMP) Main Detachment, known as the Community Safety Building, expired in July 2020.

The original contract with Nutech Facility Services Ltd. has been extended on a month-to-month basis to enable a procurement process to be undertaken. In addition, staff have been working with the stakeholders to develop a needs assessment and plan.

Accommodation of the Municipal Police Unit Agreement between the City and the Province requires the City to provide accommodation for RCMP contract policing. The accommodation includes building and property maintenance services.

This report summarizes the public tendering process for the Contract 7248P and provides a recommendation for the provision of janitorial services at Community Safety Building (CSB) and the City Centre Community Police Office (CCCP). Both buildings are required to operate 24 hours per day and 365 days per year.

This report supports Council's Strategic Plan 2018-2022 Strategy #1 A Safe and Resilient City:

*Enhance and protect the safety and well-being of Richmond.*

*1.2 Future-proof and maintain city infrastructure to keep the community safe.*

*1.4 Foster a safe, caring and resilient environment.*

### **Analysis**

#### **Scope of Work**

The scope of work for this contract is the provision of cleaning and housekeeping services at the CSB and the CCCP, which includes, but is not limited to:

- On-site janitorial labour and on-site supervision;
- Purchase of required equipment and supplies; and
- Maintenance and service of cleaning equipment.

#### **Public Tendering**

A Request for Proposal (RFP) 7248P was posted to BC Bid on September 3, 2021 which resulted in five bids being received by the closing date of October 7, 2021.

The RFP explicitly advised interested bidders that the City would decide whether to award contracts to more than one bidder, after considering the quotations received, in response to the RFP.

The RFP also advised bidders that the City would retain the right to extend the scope of work to other City facilities should there be a need in the future.

The evaluation results of the RFP are summarized in Table 1.

The City's designated representatives reviewed the submitted bids to confirm:

- each bidder's understanding of objectives and outcomes;
- capacity of the firm to complete the work, including company reputation and resources;
- pricing;
- work plan;
- previous experience; and
- quality of references.

Table 1: Evaluation Results

<b>Ranking</b>	<b>Company</b>	<b>RFP Score</b>
<b>1</b>	<b>10647802 Canada Ltd. dba Dexterra Integrated Facilities Management</b>	<b>87%</b>
<b>2</b>	<b>Dynamic Facility Services Ltd.</b>	<b>84%</b>
3	Nutech Facility Services Ltd.	71%
4	Ultra-Tech Cleaning Systems (1991) Ltd.	64%
5	Overtime Building Maintenance Co. Ltd.	44%

10647802 Canada Ltd. dba Dexterra Integrated Facilities Management (Dexterra) and Dynamic Facility Services Ltd. (Dynamic) were found to be the most responsible and responsive with meeting the City's requirements.

#### Award Recommendation

Staff have reviewed the proposals and recommends awarding the contract to Dexterra and Dynamic as it will ensure the City:

- maintains sufficient capacity to service both facilities;
- operational flexibility; and
- backup support.

Dexterra has 75 years of industry experience. They have experience with enhanced security buildings and have provided services to Vancouver International Airport, Metrotowers I and II, Ivanhoe Cambridge, McArthurGlen Designer Outlet, and Coast Capital Savings, as well as many other projects throughout British Columbia. In addition, they have provided services across Canada, which includes Toronto Pearson International Airport and Toronto Armouries.



Dynamic is a British Columbia owned and operated organization that has more than 43 years of experience in the janitorial industry. Dynamic was also a past janitorial contractor for the City of Richmond from 2011-2016 for the CSB, Hamilton Community Centre, Lang Centre, Watermania, Richmond Courthouse and several fire halls including the Temporary Fire Hall No. 1 that previously existed at the CCCP location. Dynamic was also a past contractor for the City of White Rock for their municipal buildings including City Hall, the RCMP detachment, libraries, public pier washrooms and recreational centres.

Services will only commence once security clearances have been obtained for each firm's proposed on-site team.

### Financial Impact

As summarized below in Table 2, the total value of the proposed contract over a three-year term is \$1,625,613.44, including contingency. A 20% contingency is required to accommodate potential changes, such as increased services related to the COVID-19 pandemic or user requirements.

Table 2: Total Three-Year Term Cost

	<b>Dynamic (CSB Annual)</b>	<b>Dexterra (CCCP Annual)</b>	<b>Total (CSB and CCCP)</b>
Year 2022	\$298,648.94	\$152,910.35	\$451,559.29
Year 2023	\$298,648.94	\$152,910.35	\$451,559.29
Year 2024	\$298,648.94	\$152,910.35	\$451,559.29
Subtotal	\$895,946.82	\$458,731.05	\$1,354,677.87
Contingency (20% )	\$179,189.36	\$91,746.21	\$270,935.57
<b>TOTAL (3 Years)</b>	<b>\$1,075,136.18</b>	<b>\$550,477.26</b>	<b>\$1,625,613.44</b>

The City has the option to extend the initial three-year contract for two additional one-year terms, for a total value of \$1,149,478.01 including contingency. The estimated cost associated with this extension is summarized in Table 3.

Table 3: Contract Extension Cost

	<b>Dynamic (CSB Annual)</b>	<b>Dexterra (CCCP Annual)</b>	<b>Total (CSB and CCCP)</b>
Year 2025	\$313,581.39	\$155,968.56	\$469,549.95
Year 2026	\$329,260.46	\$159,087.93	\$488,348.39
Subtotal	\$642,841.85	\$315,056.49	\$957,898.34
Contingency (20% )	\$128,568.37	\$63,011.30	\$191,579.67
<b>Total (2 Years)</b>	<b>\$ 771,410.22</b>	<b>\$ 378,067.79</b>	<b>\$1,149,478.01</b>

The total amount for the maximum five-year term is \$2,775,091.45. The decision to extend the contract by an additional two years would be based on the company's individual performance over the initial term.

The services contract will be executed upon mutual consent of all parties. The Facility Services annual operating budget account will fund the contract, which is subject to yearly approval by Council. The actual expenditures of the contract for Provision of Janitorial Services for the CSB and CCCP will be according to Council approved budgets. Upon contract expiration, excess funding shall be returned to the originating budget source.

### **Conclusion**

Janitorial services are essential for the tenants, management, and all stakeholders at the RCMP CSB and CCCP Buildings. Staff recommend that contract 7248P be awarded to Dynamic and Dexterra to ensure continuity and sufficient capacity for both RCMP essential services facilities.



Jeff Lee, CEM, RPA, FMA  
Manager, Facility Services  
(604-276-4027)

JL:am



# City of Richmond

## Report to Committee

**To:** Public Works and Transportation Committee  
**From:** Milton Chan, P.Eng.  
Director, Engineering  
**Re:** Grease Management Program Update

**Date:** November 16, 2021  
**File:** 10-6060-03-01/2021-  
Vol 01

### Staff Recommendation

That the staff report titled "Grease Management Program Update", dated November 16, 2021, from the Director, Engineering be received for information.

Milton Chan, P.Eng.  
Director, Engineering  
(604-276-4377)

REPORT CONCURRENCE		
<b>ROUTED TO:</b> Sewerage and Drainage	<b>CONCURRENCE</b> <input checked="" type="checkbox"/>	<b>CONCURRENCE OF GENERAL MANAGER</b> 
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

The impacts of grease in the sanitary system are a significant concern for the City of Richmond and Metro Vancouver. Grease accumulation can result in sewer blockages, reduced system capacity, service disruptions, and costly premature replacement of major infrastructure. In 2011, the Lansdowne Forcemain became completely plugged with grease, resulting in extensive emergency repairs at a cost of approximately \$900,000.

The City has an ongoing Grease Management Program to reduce the risk of grease-related sanitary system failures. Initiatives implemented under this program include grease source control, public education and communications, preventative maintenance works, and monitoring and inspection. A Multi-Family Grease Collection Pilot initiative will also be conducted in 2022 to further expand the Grease Management Program. This report provides an overview of current and upcoming initiatives undertaken as part of the Grease Management Program.

The City's Grease Management Program supports the following strategies within Council's 2018-2022 Strategic Plan:

#### Strategy #1 A Safe and Resilient City:

*Enhance and protect the safety and well-being of Richmond.*

*1.1 Enhance safety services and strategies to meet community needs.*

*1.2 Future-proof and maintain city infrastructure to keep the community safe.*

#### Strategy #4 An Active and Thriving Richmond:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

*4.2 Ensure infrastructure meets changing community needs, current trends, and best practices.*

### Analysis

The Grease Management Program includes grease source control, public education and communications, and preventative maintenance programs to reduce grease build-up in the sanitary sewer system.

The City has also been conducting a grease monitoring program since 2018, with the objectives of identifying sources of significant grease discharges to the sanitary system, establishing baseline grease levels, and optimizing preventative maintenance programs by targeting areas that are identified to have higher levels of grease accumulation. A Multi-Family Grease Collection Pilot is proposed for 2022 to measure the impact of residential grease collection on reducing

grease accumulation in the sanitary system. These programs may be expanded in the future if shown to be effective.

### Grease Source Control

Controlling grease at the source is the most effective way to reduce grease-related issues. Drainage, Dyke, and Sanitary System Bylaw No. 7551 requires that food sector establishments install and maintain grease interceptors to prevent grease from entering the sanitary system. In 2008, Council approved a part-time grease inspector position to enforce the maintenance of grease interceptors according to the bylaw. This position was upgraded from part-time to full-time in 2017, leading to increased inspection rates, greater opportunities for public education, and collaboration between the grease inspector and Public Works Operations.

The grease inspector's primary responsibility is to conduct inspections to confirm if establishments are disposing of grease and maintaining their grease interceptors in accordance with Bylaw No. 7551. As violations are often attributed to property owners or staff that are unaware of bylaw requirements, the grease inspector provides education on the negative impacts of grease, and proper practices for grease disposal and grease interceptor maintenance. Figure 1 shows grease inspection and enforcement statistics from 2012 to present. While there is a high level of compliance, inspection and enforcement remains an important tool for grease management.

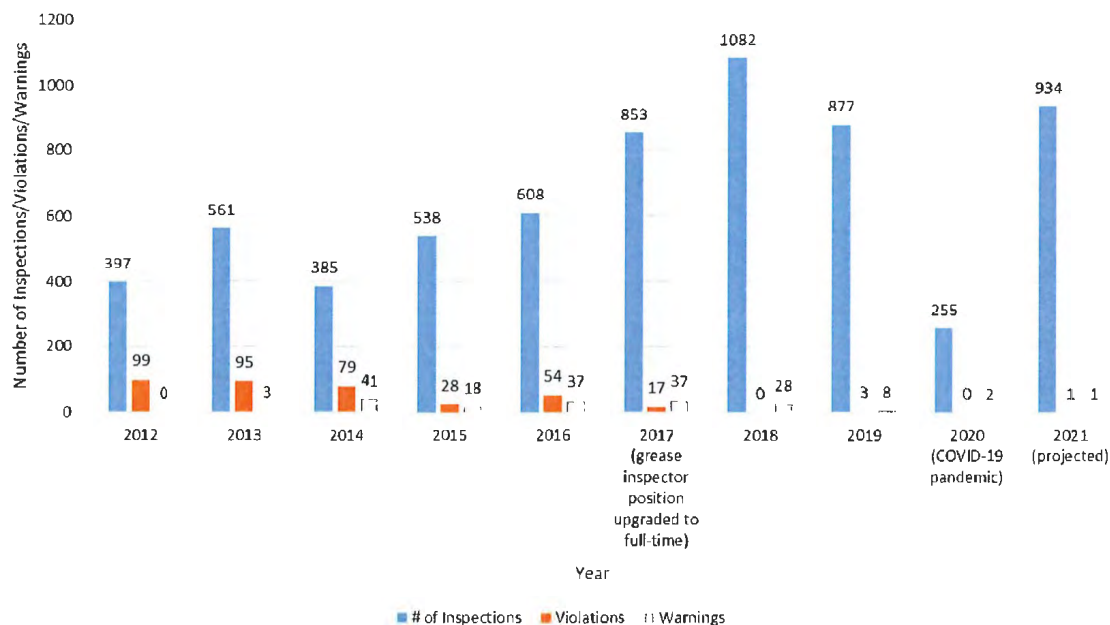


Figure 1: Grease Inspection and Enforcement Statistics (2012 to present)

The grease inspector regularly coordinates with Public Works Operations to investigate and address grease issues. The grease inspector is notified when Public Works staff identify significant quantities of grease within the sanitary sewer system. The team then works collaboratively to trace the source of grease discharge, allowing staff to identify problematic

areas and address significant sources of grease discharge. This integrated approach to target problem areas has made inspection and sanitary sewer maintenance efforts more effective.

As shown in Figure 1, the full-time grease inspector is able to conduct 800 to 1,100 inspections annually, which is approximately 60% to 80% of all the food establishments in the City. As a result, the majority of food establishments are inspected at least once every two years. In recent years, the inspection scope has expanded to include non-food sector establishments (e.g. care homes, hospital, factories, and residential properties), which are now recognized as common sources of grease discharges in the sanitary sewer system.

#### Public Education and Communication

In addition to education provided by the grease inspector, the City provides general education on proper grease disposal measures through online resources, pamphlets, and social media. Residents are encouraged to dispose of small amounts of grease in their green carts, which are then collected as part of the City's solid waste and recycling services. Larger amounts of household grease are accepted at the City's Recycling Depot. The City also has a joint campaign with Metro Vancouver known as the "Fats, Oils and Grease (FOG) Wipe it, Green Bin It" campaign, which is run annually around key holiday cooking times such as Thanksgiving and Christmas.

Door hangers with proper grease disposal procedures are also distributed to households which appear to be contributing to grease accumulations found in the sanitary sewer system.

The education and communications campaigns also promote disposing of food waste into green carts, rather than into garburators or other in-sink disposal systems. Use of garburators can introduce food waste containing grease and other solids into the sewer system, requires considerable amounts of water to run, and increases the cost of treatment at Metro Vancouver's wastewater treatment plants.

#### Preventative Maintenance, Inspection and Monitoring

The City performs routine preventative maintenance to remove grease accumulation from the sanitary system. This includes flushing of gravity sewers and forcemains, and regular cleaning of pump stations.

All gravity sewers are inspected using Closed-Circuit Television (CCTV) at least once every 20 years, allowing structural and operational defects to be identified and addressed. Visual inspection of manholes are conducted more frequently in areas known to have grease accumulation issues. Pressure monitoring is also conducted at each pump station to identify constrictions caused by grease accumulation in forcemains. These inspection and monitoring measures allows for proactive response to grease issues, minimizing rehabilitation cost and service disruption.

#### Grease Monitoring Program

A grease monitoring program commenced in 2018, which includes tracking the location and severity of grease accumulation while conducting routine maintenance on the sanitary sewer

system. This information is entered into the City's asset management system, allowing the data to be used for analysis. Public Works uses this information to identify possible sources of grease and advises when grease inspector intervention is needed.

Public Works also uses this information to schedule preventative maintenance using a condition-based approach, where problematic sewers are targeted for more frequent inspection and flushing. This results in more effective use of resources compared to implementing preventative maintenance schedules simply based on best practice frequencies.

Data has been collected for approximately 50% to 60% of the City's sanitary sewers and manholes. Public Works continues to collect grease accumulation data while conducting routine maintenance and inspection activities, such as flushing and CCTV inspection of the sanitary sewer system.

#### Multi-Family Grease Collection Pilot

As part of the staff report titled, "2022 Utility Budgets and Rates", dated October 22, 2021, from the General Manager, Engineering and Public Works and the Acting General Manager, Finance and Corporate Services, Council endorsed a one-year pilot program to collect waste grease from a select number of multi-family complexes and measure subsequent impacts to grease accumulation in the sanitary sewer system.

Under this initiative, waste household cooking grease will be collected from up to ten multi-family sites (approximately 500-800 units) and taken to a processing facility where it will be de-packaged, put through an anaerobic digester, and used to produce renewable natural gas through a direct connection to a natural gas pipeline.

This pilot program will be used to evaluate the feasibility of residential grease collection and its effect on reducing grease in the sanitary system.

#### **Financial Impact**

None at this time.

#### **Conclusion**

The City's Grease Management Program includes initiatives such as grease source control, public communication, sanitary sewer system monitoring and inspection, on-going maintenance, and pilot programs. Although grease in the sanitary system continues to be a concern, the City's proactive approach to grease management has prevented grease-related sanitary system failures, educated the City's growing population, and encouraged proper grease disposal among the general public.



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