

COUNCIL REPORT

To: Mayor and Council

From: Operations

Date: February 2, 2024

Subject: 2024 – 2025 Electrical Services Contract

RECOMMENDATION:

THAT Council approves the submission from Frontline Industries Limited for the 2024 – 2025 Electrical Services Contract;

AND THAT the Chief Administrative Officer be authorized to execute the contract and any related documentation.

BACKGROUND:

In 2021, Council requested staff bring back a report analyzing the costs associated with hiring an electrician on staff in comparison to contracting out electrical services. It was decided, due to the amount of work not justifying the requirement to hire an electrician on staff, that the District would move forward with an electrical services and field service representative contracted service agreement. The previous report has been attached for further information.

Procurement Process

In response to a Request for Proposal issued by the District on BC Bid, District website, and Facebook from November 24, 2023 to January 2, 2024 the District received four submissions from electrical contractors.

Staff are recommending Frontline Industries Limited for the following reasons:

- The District will be a priority. Frontline has multiple staff and equipment available to cover holidays and meet the District's expectations.
- Materials and overhead costs are lower throughout the duration of the contract.
- Value added services. They also have various other tradesmen and equipment available if the District requires them.

Copies of all proposals received are available in Centre Table File for Council's information.

2024 - 2025 Electrical Services Contract Rates:

\$95 per hour for a Journeyman Electrician
\$70 per hour for an Apprentice

\$60 per hour for a Laborer

These rates will be from January 15, 2024 – December 31, 2025 with no increases, with an option for an additional 3rd year if mutually agreed upon by both the District and the Proponent.

BUDGETARY IMPACT:

The following table provides a breakdown of electrical service costs in the last two years:

2022		2023	
Capital Labour	\$ 450.00	Capital Labour	\$1,620.00
Capital Materials	\$10,000.00	Capital Materials	\$1,521.00
Total Capital:	\$10,450.00	Total Capital:	\$3,141.00
Operational Labour	\$13,330.00	Operational Labour	\$15,193.25
Operational Materials	\$13,391.56	Operational Materials	\$11,039.86
Total Operational:	\$26,721.56	Total Operational:	\$26,233.11
TOTAL 2022:	\$37,171.56	TOTAL 2023:	\$29,374.11

Costs vary year to year based on the projects intended to be completed. Funding for this years' contract is already allocated in the 2024 Public Works Operating Budget.

COUNCIL PRIORITIES:

Strong Governance and Finances

- As the municipality's elected governing body, we serve all residents and businesses in the community. We engage residents and stakeholders on important issues and make our decisions through open and transparent processes. We are careful in our use of resources, mindful of the need to maintain programs and services, while also meeting the community's infrastructure needs.

RESPECTFULLY SUBMITTED:

Joe Murray, Director of Operations

Reviewed By: Corporate and Financial Services

Approved By: Chief Administrative Officer