



	REPORT No.: 2018-44
MEETING DATE: JUNE 28, 2018	DATE PREPARED: JUNE 7, 2018
SUBJECT: CONTRACT AWARD – PEST CONTROL SERVICES	

RECOMMENDATION

THAT with respect to Report No. 2018-44 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the contract for pest control services to be awarded to Toodaloo Pest and Wildlife Services;

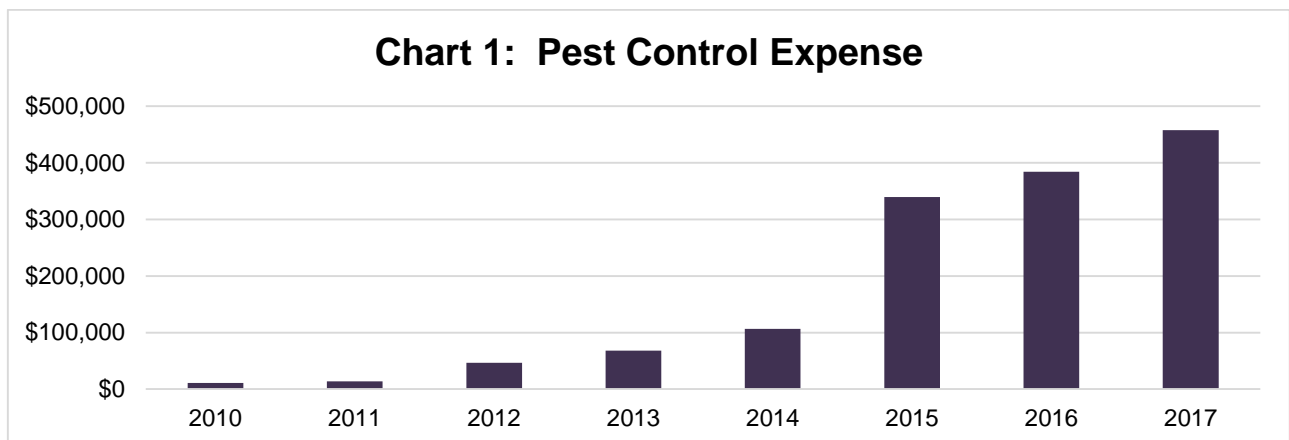
AND THAT the Chief Administrative Officer and Director - Corporate Services Division be authorized to complete any administrative requirements for the award of the pest control services contract, as required.

REPORT SUMMARY

To award a contract for the provision of labour, material and equipment for pest control services in The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board)'s direct-owned properties.

BACKGROUND

Over the last several years, as shown in Chart 1: Pest Control Expense, costs related to pest control have increased significantly. In 2017, TBDSSAB's Facilities Department responded to 656 pest-related calls, using several different vendors. In an effort to manage costs, streamline and co-ordinate service, and implement a co-ordinated pest management strategy, Administration initiated a tender process for pest control services.



On May 12, 2018, the tender for pest control services was advertised in the local newspaper, and was posted on the TBDSSAB website on May 14, 2018. The tender closed on Tuesday, June 4, 2018.

In accordance with the Procurement of Goods, Services and Construction Policy #CS-03:01, and the Approval and Signing Authorization Policy #CS-01:79, a report must be provided to the Board for approval, if the value of the contract award exceeds \$350,000.

COMMENTS

In accordance with standard procurement practices for tenders, because the specifications were identified in the procurement document, the evaluation is based on price, once compliance with identified specifications is confirmed.

Administration has reviewed the submissions to confirm compliance, and the low bidder for this service is compliant with the tender specifications. Proponents were asked to provide pricing for inspection and treatment of identified pests.

The low bidder for pest control services was Toodaloo Pest and Wildlife Services. Based on recent experience, the estimated annual cost is \$250,000. The contract term is one (1) year, plus the option to renew for three (3) additional one (1)-year terms. Since the total potential value of the contract exceeds \$350,000, Board approval is required.

FINANCIAL IMPLICATIONS



The contract award, of approximately \$250,000 per year, will be financed from the annual TBDSSAB Operating Budget.

CONCLUSION

It is concluded that the Toodaloo Pest and Wildlife Services bid is compliant with the tender specifications, is the lowest cost option, and should be awarded in accordance with the tender submission.

REFERENCE MATERIALS ATTACHED

None.

PREPARED BY:	David Hardick, Supervisor, Purchasing and Inventory Control The District of Thunder Bay Social Services Administration Board
APPROVED / SIGNATURE:	 Keri Greaves, CPA, CMA, Acting Director - Corporate Services Division The District of Thunder Bay Social Services Administration Board
SUBMITTED / SIGNATURE:	 William (Bill) Bradica, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board