



# Corporate Report

NO: R035

COUNCIL DATE: February 20, 2006

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TO: Mayor & Council DATE: February 17, 2006  
FROM: General Manager, Parks, Recreation and Culture FILE: 1220-30-38-05  
SUBJECT: Request For Proposal No.: 1220-30-38-05 Outdoor Pool Operations

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## RECOMMENDATION

That Council authorize staff to finalize contract negotiations for a three-(3) year agreement and an optional two-year extension with Tide's Out Services Ltd. for the City's outdoor pool operations.

## INTENT

To obtain approval to prepare and award a contract for the provision of outdoor pool operations.

## BACKGROUND

The current contract with Leisure Aquatics Inc. expired September 15, 2005. This contract expiry was an opportunity for the City to pursue a competitive process to secure an outdoor pool operator. The City's outdoor pools have been operated by a contractor since 1997. This operating model has proven to be an efficient and effective method of service delivery.

## DISCUSSION

In September 2005, the City issued a Request for Proposal (RFP) for the provision of outdoor pool operations. The RFP was advertised on the City web-site as well as BC Bid web-site. Traditionally, there has been limited competition in the area of aquatic facility operations. To ensure a fully open process the following clause was noted in the RFP:

***“RFP Open to Any Interested Participants***

*This RFP is being advertised on the City’s website and the BC Bid website. The invitation is open to any interested participants, which could include employees or others who may have previously been involved in City pool operations.”*

Previous and current proposals received have included past and present employees of the City. The current preferred proponent’s company does include a City employee. The employee will resign from the City if the proponent is awarded the contract. Both Legal Services and Purchasing have provided consultation regarding the RFP to ensure a fully competitive process was achieved.

Proposals received on September 30, 2005 were from the following companies:

1. Tide’s Out Services Ltd.
2. Canadian Recreation Excellence Corporation
3. Leisure Aquatics Incorporated

All three (3) Proponents have extensive experience in outdoor pool operations.

The goals and objectives of the RFP were to:

- (a) Maintain all outdoor pool facilities in a first rate manner in respect to operation, cleanliness and services;
- (b) Ensure water quality is safe and according to the current Health Act, R.S.B.C. 1996, Chapter 179, as amended;
- (c) Comply with all procedures in regards to health, safety, accident, security, emergency and evacuation;
- (d) Be operated by professional, trained and competent staff, and lifeguards to hold NLS and C.P.R. Basic Rescuer certificates in accordance with current Provincial Regulations;
- (e) Provide a variety of programs including lessons, i.e., child-swim, life saving, lifeguard at various levels (elementary, intermediate, advanced);
- (f) Optimize revenues generated from participants to the various programs;
- (g) Outreach to the various diversified communities, which will include providing access to low income families; and
- (h) Provide the appropriate level and type of support to ensure efficient outdoor pool operations.

### **Duration of Agreement**

The City will award a three (3) year term with the option to renew for an additional two (2) years to a maximum of five (5) years. The RFP required that Proponents submit proposals based on a five-year period.

### **RFP Evaluation Process**

The evaluation team comprising of staff from Parks, Recreation and Culture, Facilities and Purchasing, who met and evaluated the three (3) proposals based on the following criteria in three (3) categories:

- a) Experience, Reputation & Resources,
- b) Technical, and
- c) Financial.

Tide's Out Services Ltd. scored the highest evaluation points. The annual contract is \$693,360 (GST included) for the three year term.

### **CONCLUSION**

After a thorough and comprehensive evaluation of the Proponents proposals, it is recommended that staff enter into final negotiations with Tide's Out Services Ltd. based on their experience and technical strength. Staff would enter into final negotiations of the contract based upon Council's endorsement. There are significant benefits to the City from a financial and operational perspective. It is intended that the preparation of the programs will commence immediately upon the award of contract.



Laurie Cavan  
General Manager  
Parks, Recreation and Culture

- c.c. - General Manager, Finance, Technology & HR  
- Manager, Purchasing & Payments