

NO: R199

COUNCIL DATE: October 17, 2011

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **October 12, 2011**

FROM: **General Manager, Parks, Recreation and Culture** FILE: **1220-01**

SUBJECT: **Contract No. 1220-030-2011-006 -
Provision of Upper Level Aquatic Services at Indoor Pools**

RECOMMENDATION

The Parks, Recreation and Culture Department recommends that Council authorize staff to enter into a three-(3) year contract with L.I.T. Aquatics Ltd. with an option in favour of the City for a two-year extension of the contract for the provision of Upper Level Aquatic Services at each of the City's indoor swimming pools as generally described in this report.

INTENT

The purpose of this report is to obtain approval from Council to enter into a contract for the provision of Upper Level Aquatic Services at each of the City's indoor swimming pools, including:

- North Surrey Indoor Pool;
- South Surrey Indoor Pool;
- Surrey Sport and Leisure Pool;
- Newton Wave Pool; and
- indoor pools that may open within the next three years.

It is noted that the Five Year (2011-2015) Capital Plan includes the construction of two new indoor pools.

BACKGROUND

The City has contracted for the provision of Upper Level Lifeguard Training, Swimming Instructor Training and First Aid and Fitness Training services at the City's four indoor pools since 1999. This operating model has proven to be an efficient and effective method for delivering this program of courses at the indoor pools. The current contract for the delivery of this program of courses expired on May 31, 2011. The City and the current contractor are working on a month-to-month basis until a new contract is awarded.

A Request for Proposals (RFP) was issued by the City for the provision of Upper Level Aquatic Services, including advertisements on the City's web-site and on the BC Bid web-site. The work of the contract as articulated in the RFP includes:

- (a) Provide instructors for and conduct Upper Level Aquatic courses (lifeguard training and swimming instruction training courses), plus First Aid instruction and instruction of Fitness Instructors at each of the City's four indoor pools;
- (b) Adhere to standards of program quality as established by City Policies and outside governing bodies, including but not limited to Lifesaving Society, Red Cross and British Columbia Recreation and Parks Association;
- (c) Comply with all applicable procedures with regard to health, safety, security, emergency and evacuation;
- (d) Ensure that the operations are conducted by professionally trained and competent staff, and lifeguards who hold current instructor trainer certification established by but not limited to Lifesaving Society, Red Cross, and British Columbia Recreation and Parks Association;
- (e) Contribute to staff development by sharing expertise in workshops and in-service programs;
- (f) Optimize revenues generated from participants of the various programs;
- (g) Outreach to the various diverse communities in Surrey; and
- (h) Ensure efficient Upper Level Instructor structure.

DISCUSSION

The City only received one proposal in response to the RFP from L.I.T. Aquatics Ltd. L.I.T. (Leaders in Training) has held this same contract with the City since 1999 and has delivered the service in a satisfactory manner and with satisfactory results over the years. The limited response to the RFP is not considered surprising based on the specialization that is required for the delivery of such services.

L.I.T Aquatics Ltd. has succeeded since 1999 in generating revenues that are above budget targets and in increasing participation in the subject aquatic programs. The contract provides for revenue sharing between the contractor and the City in relation to fees generated from participants in the courses. Under the proposed contract 70% of the revenue generated from the courses will be directed to the contractor with 30% being retained by the City. Under the contract the City will manage the registration process and will remit the appropriate revenue share to the contractor. The revenue sharing structure proposed under this new contract is identical to structure under the most recent previous contract. Staff is satisfied that L.I.T. Aquatics Ltd is fully capable of undertaking all aspects of the contract, that program participation will remain strong and that the revenue returned to the City by the contract will remain at or above levels experienced in the current and prior years. It is noted that total revenues generated by this contract in 2010 amounted to \$662,058, which was shared on a 70/30 basis between the contractor and the City.

Duration of Contract

The contract has a three (3) year term with an option in favour of the City to extend the contract for an additional two (2) years with the same revenue sharing formula being applied during the extension.

CONCLUSION

Based on the above discussion, it is recommended that Council authorize staff to enter into a three-(3) year contract with L.I.T. Aquatics Ltd. with an option in favour of the City for a two-year extension of the contract for the provision of Upper Level Aquatic Services at the City's indoor swimming pools as generally described in this report.

Laurie Cavan
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cc General Manager, Finance and Technology