

Request for Decision

Title	Award of 2023 – 2026 Safety Code Services Contract
Proposed Motion	That Council award the 2023-2026 Safety Code Services Contract to Superior Safety Codes Inc. in accordance with the terms of their proposal.
Administrative Recommendation	Administration recommends that Council award the 2023-2026 Safety Code Services contract to Superior Safety Codes Inc.
Previous Council / Committee Direction	None.
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> • Sturgeon County utilizes an external Authorized Safety Code Inspection Agency for delivery of its safety code program. • The use of an external vendor provides the County a more cost-effective service overall based on current volumes and ensures availability of varied personnel and inspectors with the necessary skills and qualifications to implement the program. • All services are provided in alignment with the Sturgeon County and the Towns of Bon Accord, Gibbons, Legal and Redwater Quality Management Plan (QMP), approved by the provincial Safety Codes Council. • The current vendor contract expires on March 31, 2023. Therefore, Administration issued a procurement for safety codes services for a 3-year term. • Procurement deliverables include the following: <ul style="list-style-type: none"> ○ permit closure procedures in line with the QMP, ○ ensuring all safety code permits are issued and compliant, and ○ administration of safety code orders, and variances with included procedures. • Customer service is also a primary focus including: public education at the permit issuance stage and follow-ups as required, commitments for full time administrator at the County office, and availability of the Safety Code Officers both at the County office Mondays and Wednesdays and

on site as requested by residents, builders, and County staff. In addition, quarterly meetings are held with Administration to review service delivery and contractual matters.

- Superior Safety Codes Inc. has been the County’s safety code inspection agency since 2013 and was the only vendor who responded to the Request for Proposals (RFP).
- Following extensive review of the proposal, Superior Safety Codes Inc.’s submission was deemed to be acceptable and consistent with the County’s goals.
- The proposal includes a 50:50 revenue split between the vendor and the County. The proposal also includes flat rates for some services and an inclusion of maximum fees for very large projects.
- Council approval of the contract award is required as the expected 3-year 50:50 contract has an estimated value above \$500,000. For context, the value of the contract for the period of 2019-2022 was \$643,000.

External Communication

- The Sturgeon County Safety Code Services RFP 2023-2026 was advertised on Alberta Purchasing Connection (APC).
- Individual invitations for proposals were sent to companies known to provide safety code services.

Relevant Policy/Legislation/Practices

- Sturgeon County’s Procurement Policy
- Sturgeon County and Towns of Bon Accord, Gibbons, Legal and Redwater Quality Management Plan (QMP)

Implication of Administrative Recommendation

Strategic Alignment

Operational Excellence – Maintenance of the Safety Code program, as required by the approved QMP, allows authorized and approved staff or service providers with the necessary skills and qualifications to implement the program.

Planned Growth – This contract award will ensure County residents receive high quality safety code services for reasonable cost.

Collaborative Governance – Superior Safety Codes Inc. has been Sturgeon County’s safety code service provider for 10 years. Continuing this relationship maintains stability and consistency within established processes.

Organizational

No changes to existing organizational processes or structures are anticipated, and the onset of the new contract term is expected to be administratively seamless.

	<p><u>Financial</u></p> <ul style="list-style-type: none"> The Safety Code Services contract at the current 50:50 ratio has an estimated permit revenue of \$466,241 (2022), providing \$233,120 to Sturgeon County. The proposed award maintains the ratio. The proposal also includes a maximum flat rate for large permit values.
Alternatives Considered	Council could direct Administration to reissue the RFP for 2023-2026 Safety Code Services.
Implications of Alternatives	<p><u>Strategic Alignment</u></p> <p>Operational Excellence – A delay in the award of the 2023-2026 Safety Code Services contract could overrun the existing end of contract date of March 31, 2023.</p> <p><u>Organizational</u></p> <p>Administrative capacity would be assigned to reissue the RFP and re-evaluate bids, potentially with adjusted tender requirements.</p> <p><u>Financial</u></p> <p>Re-tendering could result in the County not receiving its desired terms, or not receiving sufficient bid(s).</p>
Follow up Action	Execute service contract with the recommended vendor (Procurement Services, February 2023).
Attachment(s)	None.
Report Reviewed by:	<p>Bonnie McInnis, Manager, Planning & Development Services</p> <p>Travis Peter, General Manager, Development & Strategic Services & Acting County Commissioner – CAO</p>

Strategic Alignment Checklist

Vision: *Offering a rich tapestry of historical, cultural, and natural experiences, Sturgeon County is a municipality that honours its rural roots and cultivates desirable communities. Uniquely situated to provide world-class agricultural, energy, and business investment opportunities, the County prioritizes responsible stewardship and dreaming big.*

Guiding Principles: Collaboration | Accountability | Flexibility | Excellence | Safety | Future Readiness | Affordability | Innovation

Community Outcome	Not consistent	Consistent	N/A
Planned Growth			
<ul style="list-style-type: none"> Internationally competitive to attract, grow and sustain diverse businesses; tenacious focus on new growth and innovation 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Modern broadband and digital capabilities 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Low cost, minimal red-tape regulations 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Reliable and effective infrastructure planning; comprehensive land use and infrastructure planning 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Thriving Communities			
<ul style="list-style-type: none"> Beautiful, surprising places with high standards; integrated natural spaces & trail systems; healthy and resilient 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Engaging cultural, historical, and civic amenities; strong community identity and pride 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Safe, welcoming, and diverse communities; small community feel and personal connection; commitment to high quality of life 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Environmental Stewardship			
<ul style="list-style-type: none"> Clean air, land, and water; Carbon neutral municipal practices; circular economy opportunities 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Conservation of natural areas and agricultural lands; enhanced greening and biodiversity; safekeeping ecosystems 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Sustainable development; partnerships with industry and others to drive emission reductions 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Collaborative Governance			
<ul style="list-style-type: none"> Predictable and stable external relationships; volunteer partnerships 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Meaningful connections with Indigenous communities 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Ongoing community consultation and engagement; transparent and action-oriented decision making based on sound rationale 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Respectful and informed debate; clear and supportive governance processes 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operational Excellence			
<ul style="list-style-type: none"> Engaged and effective people – Council, Admin and Volunteers; continuous learning and improvement mindset; nimble and bold, with strong leadership 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Quality cost-effective service delivery; robust procurement and operational practices and policies; asset management and performance measurement; careful debt and reserve stewardship; long-term financial planning and sustainability 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Future focused thinking to proactively respond to emerging opportunities and challenges 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Alternative revenue generation and service delivery models integrated strategic and business planning 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>