



## Council Report

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<b>Report Number:</b>	PUR2022-021
<b>Meeting Date:</b>	August 23, 2022
<b>Title:</b>	High Score Request for Quotation 2022-39-OQ Operation and Maintenance of the Lindsay Ops Landfill Gas Wellfield, Flare and Generator
<b>Author and Title:</b>	Marielle van Engelen, Buyer David Kerr, Manager of Environmental Services

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### Recommendation(s):

**That** Report PUR2022-021, **High Score Request for Quotation 2022-39-OQ Operation and Maintenance of the Lindsay Ops Landfill Gas Wellfield, Flare and Generator**, be received.

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

## **Background:**

The current contract for operation and maintenance of the Lindsay Ops Landfill Gas wellfield, flare and generator expires December 31, 2022.

A high score request for quotation was issued for the operation and maintenance of the Lindsay Ops Landfill gas wellfield, flare and generator. A high score request for quotation allows for other criteria to be scored, along with the pricing.

In addition to the annual costs, hourly rates were requested for unscheduled maintenance and major repairs as well as alarm call outs that may be required over and above the routine maintenance. In case of a malfunction, an inventory of critical parts will be kept on hand as backup should they be required.

Quotation 2022-39-OQ Operation and Maintenance of the Lindsay Ops Landfill Gas Wellfield, Flare and Generator was issued in accordance to the Purchasing Policy. The quotation closed on Thursday June 16, 2022 and was opened by Launa Macey, Procurement Supervisor with the following results:

<b>Submissions Received From</b>
Comcor Environmental Limited

As per the Purchasing Policy, procurement awards for operational contracts with an aggregate value of \$100,000 or greater must be approved by Council if the recommendation encumbers future operating budgets.

The submission was scored based on the criteria set out in the quotation document, Comcor Environmental Limited was compliant to the request and references were checked and found to be satisfactory.

Council's authority has been delegated to the Chief Administrative Officer (CAO), in accordance with by-law 2022-013. Section 4.5 of the Purchasing Policy, further clarifies that the delegation of Council's purchasing authority transfer to the CAO in the case of Restricted Acts (Lame Duck), therefore this report is being provided to Council for information purposes only.

## **Rationale:**

The current contract expires December 31, 2022.

The operation and monitoring required for a power generation, gas collection and flare system is very specialized and the City does not have staff with the relevant expertise, qualifications and/or certification that's required to manage this type of system.

In accordance with Ontario Regulation 212/01 Gaseous Fuels, Section 6.1 states:

"No person shall install, alter, purge, activate, repair, service or remove any appliance, equipment or other thing employed or to be employed in the handling or use of gas unless the person is the holder of a certificate for that purpose."

Staff recommend that Comcor Environmental Limited, be awarded the High Score Request for Quotation 2022-39-OQ Operation and Maintenance of the Lindsay Ops Landfill Gas Wellfield, Flare and Generator.

Staff recommend that Council authorize the option to renew the contract, after the initial four (4) year term of January 1, 2023 to December 31, 2026, for an additional two (2) one (1) year terms, based upon annual budget approval, mutual agreement and successful completion of the initial term and each term there after.

An annual increase will be applied to the unit pricing based on the annual percentage change in the Consumer Price Index (CPI) – All Items – Ontario at the time of renewal.

## **Other Alternatives Considered:**

No other alternative is being considered as the recommendation to award was achieved through an open, fair and transparent competitive procurement process.

## **Alignment to Strategic Priorities**

This project aligns with Strategic Priority 1, Healthy Environment, as operation of the Landfill Generator and Flare will reduce methane gas emissions to the air from the landfill. Methane gas is a green house gas and measures to reduce green house gases from city facilities is consistent with our commitment to our Healthy Environment Plan.

**Financial/Operation Impacts:**

Funds for the operation and maintenance of the Lindsay Ops Landfill gas wellfield, flare and generator is budgeted annually in the Public Works, Solid Waste operating budget. Staff will ensure that there are sufficient funds are allocated for this work in future operating budgets.

**Department Head email:** brobinson@kawarthalakes.ca

**Department Head:** Bryan Robinson, Director of Public Works

**Department File:** 2022-39-OQ