

## CITY OF VAUGHAN

### EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 21, 2017

Item 18, Report No. 10, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on March 21, 2017.

#### **18 AWARD OF RFP17-024 - OPERATIONS AND MAINTENANCE OF VAUGHAN LANDFILL GAS COLLECTION AND FLARING SYSTEM - WARD 1**

The Committee of the Whole recommends approval of the recommendation contained in the following report of the Deputy City Manager, Public Works, and the Director of Environmental Services, dated March 7, 2017:

##### Recommendation

The Deputy City Manager, Public Works, and the Director of Environmental Services in consultation with the Director of Procurement Services and the Director of Financial Planning and Development Finance & Deputy City Treasurer, recommend:

1. That RFP17-024 Operations and Maintenance of Vaughan Landfill Gas Collection and Flaring System be awarded to Comcor Environmental Limited in the amount of \$33,300.00 plus applicable taxes for a contract term of nine (9) months and an allowance for provisional items of \$9,000.00 plus applicable taxes;
2. That a contingency allowance in the amount of \$4,230.00, plus applicable taxes, be approved within which the Deputy City Manager, Public Works, or his designate is authorized to approve amendments to the contract;
3. That staff be authorized to extend the contract for an additional one (1) year period subject to satisfactory Contractor performance and availability of sufficient funds; and,
4. That the Mayor and City Clerk be authorized to sign the appropriate documents.

##### Contribution to Sustainability

This report is consistent with the priorities in the Green Directions Vaughan, Community Sustainability Environmental Master Plan, 6.1:

To fully support the implementation of Green Directions at all levels of City operations.

##### Economic Impact

The total estimated cost of the contract for the nine (9) month period is \$47,350 and has been allocated in the Environment Services department's 2017 operating budget. The total estimated cost of the contract, including contingency allowance and applicable taxes is calculated as follows:

| <b>Total Costs (Year 1 – 2017 (9 months))</b> |                     |
|---|---------------------|
| Comcor Environmental Limited (excluding HST)  | \$ 33,300.00        |
| Provisional Items (excluding H.S.T.)          | 9,000.00            |
| <b>Sub-Total</b>                              | <b>42,300.00</b>    |
| Contingency Amount (10%)                      | 4,230.00            |
| <b>Sub-Total</b>                              | <b>46,530.00</b>    |
| H.S.T. (1.76%, Not Recoverable)               | 818.93              |
| <b>Total Costs</b>                            | <b>\$ 47,348.93</b> |
| <b>Rounded:</b>                               | <b>\$ 47,350.00</b> |

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The City's current contract expires on March 31, 2017. The term of the new contract will be for a period of approximately nine (9) months, from the date of contract execution, but not earlier than April 1, 2017, to December 31, 2017. The City will have the option to extend this contract for an additional one (1) year period, subject to satisfactory contractor performance. Should this option be exercised, the total estimated cost of the contract in 2018 is \$60,300.

#### **Communications Plan**

Not applicable.

#### **Purpose**

The purpose of this report is to award the contract for RFP17-024 Operations and Maintenance of Vaughan Landfill Gas Collection and Flaring System to Comcor Environmental Limited.

#### **Background - Analysis and Options**

The City's current Landfill Gas Collection and Flaring System contractor is Comcor Environmental Limited, whose contract expires on March 31, 2017. A competitive procurement process for the provision of operations and maintenance was launched by Staff.

RFP17-024 was advertised on the City of Vaughan's website, Biddingo and OPBA on January 9, 2017, with closing date of January 26, 2017. One Addendum was issued on January 24, 2017 to respond to the questions received. A total of two (2) Plan Takers registered for this RFP, and one (1) compliant bid was received as per below:

|  |
|--|
| <b>Proponent(s):</b>   |
| <ul style="list-style-type: none"><li>Comcor Environmental Limited</li></ul> |



An Evaluation Committee comprised of staff from Public Works, facilitated by the Procurement Services Department, carried out the evaluation process. The City's bid package provided details of the contract, including the following criteria to be used in the evaluation of the submissions:

#### **Evaluation Process**

The Proposal was evaluated based on the following scoring criteria:

- Project Team Qualifications – 30 points
- Project Team Experience – 15 points
- Project Understanding, Approach, Methodology & Schedule – 25 points
- Financial Proposal Fees – 30 points

The submission from the compliant proponent was evaluated and scored based on the above criteria. Based on the Evaluation Committee's review, Comcor Environmental Limited successfully fulfilled the requirements set forth in the RFP.

As such, staff recommends the award of contract for RFP17-024 Operations and Maintenance of Vaughan Landfill Gas Collection and Flaring System to Comcor Environmental Limited.

#### **Relationship to Term of Council Service Excellence Strategy Map (2014-2018)**

In consideration of the Term of Council Service Excellence Strategy Map (2014-2018) priorities and strategic initiatives, the project will provide:

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- Continuing to ensure the safety and well-being of citizens.
- Invest, renew and manage infrastructure and assets.

**Regional Implications**

Not applicable

**Conclusion**

Staff recommends that the contract for RFP17-024 Operations and Maintenance of Vaughan Landfill Gas Collection and Flaring System be awarded to Comcor Environmental Limited, in the amount of \$33,300.00, plus applicable taxes.

**Attachments**

NA

**Report prepared by:**

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