



## BID COMMITTEE REPORT

Meeting Date: December 5, 2019.  
Contact: Alexander Ralph  
Contact No.: 604 829 2092

TO: Bid Committee  
FROM: Chief Procurement Officer

### RECOMMENDATION

Recommendation to enter into a contract with Elbow River Marketing Ltd., in relation to Request for Proposals PS20190967 – Transfer of Validated Carbon Credits under the Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act.

The Chief Procurement Officer recommends that the Bid Committee approve the entry into the following contract, under the authority of the City's Procurement Policy ADMIN-008 (subject to final negotiations).

Solicitation Number:	PS20190967 Request for Proposal
Description of the Goods or Service:	Transfer of the City's Validated Carbon Credits under the Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act.
Recommended Vendor:	Elbow River Marketing Ltd.
Contract Term and Estimated Contract Value:	The recommended term of the contract is 2 years, with the option to extend for one additional one-year term.  The estimated revenue from the contract is \$961,000, plus applicable taxes, over the initial 2-year term of the contract.

## PROCUREMENT SUMMARY

Date of Issuance of RFP:	September 13, 2019
Notices Sent:	Supply Chain Management sent notices to 5 proponents.
Closing Date:	October 31, 2019
Responses Received:	Elbow River Marketing Ltd. Husky Oil Operations Limited

Evaluation Criteria	Evaluation Weighting
Financial	100%
Total	100%

## COMMENTS

For the recommended contract, the following requirements have been met:

- a) The solicitation documents were publicly advertised in accordance with the City's Procurement Policy ADMIN-008;
- b) The contract is proposed to be entered into with the vendor offering the best value, determined in accordance with the criteria, factors or methods previously disclosed in the public solicitation documents;
- c) Financial Planning & Analysis and the applicable business unit have reviewed and concur on the budget and recommendation;
- d) Bid Committee approval authority exists, as outlined in the City's Procurement Policy ADMIN-008 due to the value being in excess of \$750,000; and
- e) The Director of Legal Services, Chief Procurement Officer and General Manager, Planning, Urban Design & Sustainability Group to be authorized to execute and deliver all legal documents on behalf of the City.
- f) The Bid Committee approval is pre-contract award, the final contract information may vary subject to final negotiations and award.

## DECISION

The Bid Committee approved the entry into a contract in relation to Request for Proposals PS20190967 Transfer of Validated Carbon Credits under the Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act with Elbow River Marketing Ltd., under the authority of the City's Procurement Policy ADMIN-008.