



## BID COMMITTEE REPORT

Meeting Date: December 10, 2020  
 Contact: Alexander Ralph  
 Contact No.: 604 829 2092

TO: Bid Committee  
 FROM: Chief Procurement Officer

### RECOMMENDATION

Recommendation to enter into a contract with:

Comcor Environmental Limited  
 12-320 Pinebush Road  
 Cambridge, Ontario N1T 1Z6

in relation to Request for Proposals No. PS20200570 - Gas Flare Planning and Maintenance Services - Vancouver Landfill.

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:	Request for Proposals No. PS20200570 - Gas Flare Planning and Maintenance Services - Vancouver Landfill
Description of the Goods or Service:	Engineering consultant services for gas flare and health and safety planning, planned and unplanned maintenance/repair services for the Landfill gas flares and associated systems.
Recommended Vendor:	Comcor Environmental Limited
Contract Term and Estimated Contract Value:	The recommended term of the contract is three years, with the option to extend for six additional one-year terms.  The estimated contract price is \$878,788.10, plus applicable taxes, over the initial term of the contract.

## PROCUREMENT SUMMARY

Date of Issuance of RFP:	August 5, 2020
Notices Sent:	Supply Chain Management sent notices to six potential proponents.
Closing Date:	September 29, 2020
Responses Received:	Comcor Environmental Limited
	GHD
	Golder Associates Inc.

Evaluation Criteria	Evaluation Weighting
Technical	65%
Financial	30%
Sustainability	5%
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, which is also the highest-scoring vendor 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;
- e) The Chief Procurement Officer and General Manager, Engineering Services Department to be authorized to execute and deliver all legal documents on behalf of the City; and
- 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 No. PS20200570 - Gas Flare Planning and Maintenance Services - Vancouver Landfill with Comcor Environmental Limited, under the authority of the City's Procurement Policy ADMIN-008, as required by such policy.