



# City of North Bay Report to Council

Report No: CORP 2021-30

Date: March 26, 2021

Originator: Mary-Ann Kotylak / Karin Pratte

Business Unit:  
Corporate Services

Department:  
Financial Services Department

Subject: Request for Proposal 2021-22 Merrick Landfill Methane Gas Repair and Maintenance

Closed Session: yes ☐ no ☒

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## Recommendation

That City Council approves the award of a contract to Comcor Environmental Limited, based on the unit rates specified in their proposal for RFP 2021-22 for methane gas repairs and maintenance at the Merrick Landfill for a term of three years, with an option in favour of the City to extend the agreement for two additional terms of up to one year each.

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## Background

The Merrick Landfill receives approximately 45,000 tonnes of waste per year. 30-50% of waste is organic in nature and when the organic waste is buried at the site it breaks down naturally to produce landfill gas, of which methane is the main constituent. The City partnered with North Bay Hydro Services to install a power generation facility that utilizes landfill gas produced at the Merrick Landfill. The methane gas is captured through methane gas wells and piping networks throughout the landfill and is fed to a generator which feeds power back to the electrical grid. The City of North Bay is paid a unit rate for the methane gas fed to the generator. The better quality and quantity of methane gas produced; the more revenue the City will obtain.

The methane gas system requires scheduled maintenance as well as emergency repairs in order to ensure it is operated effectively and efficiently to produce the best quality and quantity of methane gas.

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## Financial/Legal Implications

A formal bid request, which closed February 26, 2021, was administered by the Purchasing Department and was publically advertised in accordance with the City's Purchasing By-Law 2013-200. Four proposals were evaluated by the Purchasing Manager, Manager of Roads Traffic & Landfill Operations, Senior Facilities & Environment Engineer and the Capital Project Coordinator. The evaluation considered experience, qualifications, service, support, response time, reporting and price.

The results are as follows:

Ranking	Company	Overall Score
1	Comcor Environmental Limited	94.00
2	Gas Logics Inc.	79.18
3	JSM Controls Inc.	*
4	Bernard Rochefort Ltd.	*

\* Proponents marked with an asterisk provided proposals that did not meet the minimum mandatory requirements

The bid price of \$134,856.70 (plus HST) from Comcor Environmental Limited represents a total cost over the initial three year term based on the estimated quantities specified in the RFP. Under the terms of the contract, the City will pay the rates specified in the bid and is not bound to any specific quantities. The actual quantity and the value of the work requested will vary based on operational requirements and budget availability. The proposal from Comcor Environmental Limited scored highest and provides the best overall value to the City. Their bid is considered fair and reasonable.

Funding for work provided under this contract is managed within the operating budget of Environmental Services. Sufficient funding will continue to be requested in future years.

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## Corporate Strategic Plan

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|---------------------------------------------------------------------------|--------------------------------------------------|
| <input checked="" type="checkbox"/> Natural North and Near                | <input type="checkbox"/> Economic Prosperity     |
| <input checked="" type="checkbox"/> Affordable Balanced Growth            | <input type="checkbox"/> Spirited Safe Community |
| <input checked="" type="checkbox"/> Responsible and Responsive Government |                                                  |

## Specific Objectives

Protect, promote and enhance the environment in all aspects of the city's operations and plans.

Maintain infrastructure across the city in a good state of repair.

Ensure the efficient and effective operations of the city, with particular consideration to the impact of decisions on the property tax rate.

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## Options Analysis

1. That City Council approves the award of a contract to Comcor Environmental Limited, based on the unit rates specified in their proposal for RFP 2021-22 for methane gas repairs and maintenance at the Merrick Landfill for a term of three years, with an option in favour of the City to extend the agreement for two additional terms of up to one year each.
2. Do not award a contract. This option is not recommended because the Merrick Landfill methane collection system feeds landfill gas to a generator which provides power back to Hydro One. The City is paid, by North Bay Hydro, for the volume of gas that is produced. If the Merrick methane gas collection system is not maintained, it will not operate effectively and efficiently and gas quality and quantity will be reduced which will in turn reduce the revenue stream.

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## Recommended Option

That City Council approves the award of a contract to Comcor Environmental Limited, based on the unit rates specified in their proposal for RFP 2021-22 for methane gas repairs and maintenance at the Merrick Landfill for a term of three years, with an option in favour of the City to extend the agreement for two additional terms of up to one year each.

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Respectfully submitted,

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Mary-Ann Kotylak  
Purchasing Manager

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Karin Pratte  
Senior Facilities and Environment  
Engineer

We concur in this report and recommendation.

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Domenic Schiavone  
Director Public Works & Parks

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Margaret Karpenko, CPA, CMA  
Chief Financial Officer/Treasurer

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David Euler, P.Eng., PMP  
Chief Administrative Officer

Personnel designated for continuance:  
Name: Karin Pratte  
Title: Senior Facilities and Environment Engineer