



The Corporation of the City of Cornwall
Regular Meeting of Council
Report

Department: Financial Services
Division: Purchasing
Report Number: 2020-375-Financial Services
Prepared By: Nicole Robertson, Supervisor
Meeting Date: December 14, 2020
Subject: RFP Terms of Reference Operation and Preventative
Maintenance Program for Methane Gas Collection System
and Leachate Collection System

Purpose

Pursuant to Council Report 2019-207 Financial Services, the purpose of this report is to provide Council with the Terms of Reference of a Request for Proposal (RFP) prior to the issuance of a RFP document where the following criteria is met:

1. The contract is estimated at \$150,000.01 or more; and/or
2. A change in level of services is being considered.

Recommendation

That Council receive Report 2020-375-Financial Services.

Strategic Priority Implications

This report addresses Council's accountability and transparency to the ratepayers of the City of Cornwall.

Background / Discussion

Project Overview

RFP 20-P16 invites Proposals from qualified proponents to provide for a three-year period to conduct the Operation and Preventative Maintenance (PM) Program associated with the City's Landfill Site Methane Gas Collection System (MGCS) and Leachate Collection System (LCS) according to the specifications, instructions and regulations as indicated within this document. The contract may be extended for two additional one-year terms.

Background

The successful Proponent is required to make weekly visits to ensure that the Methane Gas and Leachate Collection Systems are functioning properly and make adjustments, if necessary. The successful Proponent must visit the MGCS building and record readings such as methane and oxygen concentration, flow, and flare temperature. This job function is an integral part of reducing odours that are emitted from the Landfill Site and therefore it must be ensured that the MGCS is functioning and at an optimum level.

Through the supervision of the designated Job Superintendent who will have overall responsibility of the implementation of the preventative maintenance program, the successful Proponent shall be required to conduct all tasks as described in each of the preventative maintenance work orders as described in the Terms of Reference.

The approximate timetable for the RFP is as follows:

Item	Date
Issue of RFP	December 16, 2020
Site Visit	December 23, 2020
Deadline for Questions	January 5, 2021
Deadline for Submission	January 19, 2021
Award of RFP – Council Meeting	February 8, 2021
Project Commencement	March 1, 2021

Appendix A – Terms of Reference for RFP 20-P16 is attached to this report.

Document Title:	RFP Terms of Reference MGCS Preventative Maintenance Program - 2020-375-Financial Services.docx
Attachments:	- 20-P16 RFP Terms of Reference.pdf
Final Approval Date:	Dec 9, 2020

This report and all of its attachments were approved and signed as outlined below:

Bill de Wit - Dec 8, 2020 - 3:38 PM

Tracey Bailey - Dec 9, 2020 - 8:57 AM

Maureen Adams - Dec 9, 2020 - 11:51 AM