



CITY OF KINGSTON
REPORT TO COUNCIL

Report No.: 10-222

TO: Gerard Hunt, Chief Administrative Officer

FROM: Cynthia Beach, Commissioner – Sustainability & Growth

RESOURCE STAFF: Paul MacLatchy, Director – Strategy, Environment & Communications

DATE OF MEETING: 2010-07-20

SUBJECT: Award of Contract for Corporate & Community Greenhouse Gas Emissions Inventory Analysis & Reporting

EXECUTIVE SUMMARY:

A Request for Information (RFI) and Request for Proposals (RFP) for the completion of Corporate and Community Greenhouse Gas Emissions Inventory has been completed. As a result, this report seeks authority to enter into an agreement, satisfactory to the Director of Legal Services with the firm of Five Winds International & Tri-Edge Associates Ltd. to undertake the subject project work. As per the City of Kingston's Purchasing By-law, this request is being made as the terms for delegated authority of staff to award have not been met. Specifically, of the only two proposals received, staff are not recommending the lowest cost option.

In compliance with the Purchasing By-Law 2000-134, Section 3.4, where any one of the criteria required for award by delegated authority is not present, the procurement must be approved by separate report to Council.

RECOMMENDATION:

THAT Council authorize the Mayor and Clerk to enter into an agreement with Five Winds International and Tri-Edge Associates, in a form satisfactory to the Director of Legal Services for the completion of corporate and community greenhouse gas emission inventories and assistance in completion of a Local Action Plan for the reduction of community greenhouse gas emissions for an amount of \$48,175 plus applicable taxes.

AUTHORIZING SIGNATURES:

<p>ORIGINAL SIGNED BY COMMISSIONER Cynthia Beach, Commissioner, Sustainability & Growth</p>
<p>ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER Gerard Hunt, Chief Administrative Officer</p>

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Terry Willing, <i>Community Services</i>	N/R
Denis Leger, <i>Transportation, Properties & Emergency Services</i>	N/R
Jim Keech, <i>President and CEO, Utilities Kingston</i>	N/R

(N/R indicates consultation not required)

OPTIONS/DISCUSSION:

Staff issued a Request for Information (RFI) for the completion of Corporate and Community Greenhouse Gas Emission inventories on December 14, 2008. Following the review of fifteen RFI submissions five firms were selected to receive a Request for Proposals (RFP). An RFP was issued to the five firms on April 14, 2010. Two responses were received.

The RFP submissions were reviewed based on:

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| 1. Quality of Approach & Methodology | 50% |
| 2. Proposed Schedule | 10% |
| 3. Financial Proposal | 35% |
| 4. Ontarians with Disabilities Act Compliance | 5% |

Based on the above, the proposal from Five Winds International/Tri-Edge Associates scored highest.

If award of the subject work can be accomplished within July of 2010, completion of the greenhouse gas emission inventories is anticipated for December, 2010.

EXISTING POLICY/BY LAW:

By-Law 2000-134 to regulate purchasing policies and procedures.

Motion of City Council – Meeting No. 21-2008 (October 21, 2008):

Motion to Request an Inventory and Annual Updates of Greenhouse Gas Emissions

WHEREAS the City of Kingston is a member of the Federation of Canadian Municipalities' Partners in Climate Protection program and, as such, is committed to reducing its greenhouse gas emissions; and,

WHEREAS the City of Kingston has set greenhouse gas reduction targets of 25% of 2000 levels by 2014 for its corporate emissions and 10% for community emissions; and,

WHEREAS it is necessary to track emissions to determine what further policies and plans might need to be put in place to reach these reduction targets; and,

WHEREAS inventories were completed in 2000 of corporate greenhouse gas emissions and in 2000 and again in 2006 of community greenhouse gas emissions;

THEREFORE BE IT RESOLVED THAT staff be directed to complete an inventory of greenhouse gas emissions for 2008 for both the city's corporate emissions and for community emissions for presentation at the May 2009 Environment, Infrastructure and Transportation Policies Committee meeting, and

BE IT FURTHER RESOLVED THAT staff be directed to publish annual updates of corporate and community greenhouse gas emissions on a go forward basis.

CARRIED

NOTICE PROVISIONS:

Not applicable.

ACCESSIBILITY CONSIDERATIONS:

The proposed scope of work for the project was prepared in consultation with the City of Kingston's 2010 Accessibility Plan, the CNIB clear print guidelines, CNIB best meeting practices, and the local chapters of the CNIB and the Canadian Hearing Society. All project meetings will be conducted in an accessible fashion as required by attendees. All final project reports (print and web) shall be produced with consideration of CNIB accessibility guidelines.

FINANCIAL CONSIDERATIONS:

The project cost of \$48,175 will be supported from existing capital budgets previously approved for Partners in Climate Protection (PCP) initiatives.

CONTACTS:

Paul MacLatchy, Director Strategy, Environment & Communications

(613) 546-4291 ext. 1226

OTHER CITY OF KINGSTON STAFF CONSULTED:

Alan McLeod, Senior Legal Counsel

EXHIBITS ATTACHED:

None.