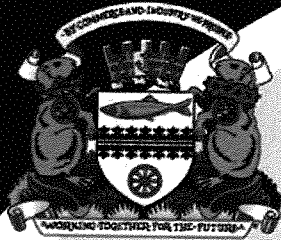


C I T Y O F  
**PORT**  
COQUITLAM



# SPECIAL MEETING OF COUNCIL

## *Agenda*

*Mayor*

*Greg Moore*

*Councillors*

*Mike Forrest*

*Darrell Penner*

*Glenn Pollock*

*Dean Washington*

*Brad West*

*Michael Wright*

**MONDAY, FEBRUARY 6, 2012**

**At 4:30 PM**

**HERITAGE ROOM**

*Third Floor*

*2580 Shaughnessy Street*

*Port Coquitlam, BC V3C 2A8*

***Our Mission***

*We strive to do it right by researching, planning, building  
and executing well-balanced solutions.*

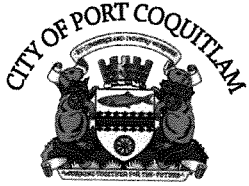
***Our Vision 2020***

*Port Coquitlam is a happy, vibrant, safe community with  
healthy, engaged residents and thriving businesses,  
supported by sustainable resources and services.*

***For enquiries: Telephone 604.927.5421 Fax 604.927.5402***

***Email [corporateoffice@portcoquitlam.ca](mailto:corporateoffice@portcoquitlam.ca)***

***[www.portcoquitlam.ca](http://www.portcoquitlam.ca)***



**COUNCIL AGENDA**  
**February 6, 2012**  
**4:30 PM – Heritage Room**  
2580 Shaughnessy Street, Port Coquitlam

Item No.

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No.

**ADOPTION OF THE AGENDA**

1. Council Agenda of February 6, 2012

**REPORT (STAFF INTRODUCTION)**

*Director of Engineering and Operations*

2. Processing of City-Collected Organics

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**ADJOURNMENT**

**DATE:** February 1, 2012  
**TO:** Mayor and Councillors  
**FROM:** Andrew Wood, Ph.D., P.Eng.  
Director of Engineering & Operations

**SUBJECT: PROCESSING OF CITY-COLLECTED ORGANICS**

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**RECOMMENDATION**

That staff be authorized to issue a Request for Proposals (RFP) for processing and marketing of City-collected organic materials.

**PURPOSE**

This report provides the status of the City's current arrangement for the processing and marketing of City-collected organic materials and seeks Council authorization to obtain a longer term contractual arrangement for these services.

**BACKGROUND**

The City currently has a month to month arrangement with Fraser Richmond Soil and Fibre since December 2009 to transport City organic material (from a transfer site in the Trenton area) and process the material at their composting facility in Richmond. The amount of the City's organics is approximately 6000 tonnes per year.

The partnership arrangement is a result of the development of the City's organics program over the past years between the two organizations. The current transfer and processing arrangement has been successful and key to the development and implementation of the current program.

**DISCUSSION AND COMMENTS**

Now that the residential organics program has matured, it is appropriate for the City to enter into a long term agreement rather than a month to month agreement with a service provider.

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## PROCESSING OF CITY-COLLECTED ORGANICS

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A long term contract provides certainty for a service provider to make the necessary investments to provide and sustain a service as well as provide assurance and stability for City's service delivery to its customers.

As research to the recommendation contained in this report, staff evaluated the City's internal resources and capacity to provide the service and at this time, it is not recommended that this approach be taken, but that the services be procured.

In doing so, because of the City's principal of having a transparent and fair procurement process, staff are seeking Council's approval to approach the market for organics composting services through a Request for Proposals (RFP) process. It is anticipated that the RFP will result in a five-year contract term.

It is expected that the RFP will be evaluated on criteria such as but not limited to:

- Capability of the proponent to meet its commitments (financial, technical and personnel)
- Schedule, certainty and assurance of the proponent to achieve full operations
- Lowest cost to the City (e.g. tipping fee and City's transportation costs to deliver the organics to the location)
- Value of overall community benefits for Port Coquitlam
- Hours of operation
- Approach to control odors and vectors
- Ability and assurance of the proponent to effectively respond to complaints
- Approach to mitigate impacts to the neighbourhood
- In-region processing of the City's organics
- Comprehensiveness of the Proposal submitted

At this time, staff have had discussions with other municipalities and have received interest from their staff that they would appreciate the ability to participate in a formal contract with the successful proponent, subject to their respective analyses and Council review and approval.

As such, if approved by Council, staff will develop a RFP based on sole service to Port Coquitlam and alternate proposal(s) (for exploring economies of scale and partnerships) for additional organics collected from those municipalities should they choose to enter into separate formal contracts with the successful proponent.

### CONCLUSION


The City has been successful in advancing its City Collected organics program over the past couple of years. The program was developed in partnership based on a month-to-month arrangement with Fraser Richmond Soil and Fibre. Now that the program is successful and stabilized, it is appropriate to enter into a longer term arrangement for this service.

**PROCESSING OF CITY-COLLECTED ORGANICS**

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While staff have been pleased with the co-development and services with the current contractor, in seeking a longer term, staff are recommending that an RFP process be initiated to obtain the best value and provide fairness and transparency for the City.



*Prepared by Andrew Wood, Ph.D., P. Eng., Director of Engineering & Operations.*

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