

REPORT

REPORT TO: Chair and Members of the Community and Corporate Affairs Committee

REPORT FROM: Simone Gourlay, Manager of Purchasing

DATE: April 30, 2018

REPORT NO.: CORPSERV-2018-0027

RE: Award of the Request for Proposal for an Electricity and Natural Gas Consultant
File: TE/F18

RECOMMENDATION:

THAT Report No. CORPSERV-2018-0027 dated April, 30, 2018, regarding the Award of the Request for Proposal for an Electricity and Natural Gas consultant, be received;

AND FURTHER THAT Council approve the award of Request for Proposal for an Electricity and Natural Gas Consultant to E2 Energy Inc., 6711 Mississauga Road, Mississauga, ON L5N 2W3 for a three (3) year term with three (3) one (1) year options to renew at a cost of \$5,441.00 plus applicable taxes per year;

AND FURTHER THAT the Mayor and Clerk be authorized to sign the Natural Gas Management Services and Agency Agreement with E2 Energy Inc., Union Gas Agency Appointment Agreement, Union Gas' Unionline Access Agreement, Tri-Party Agency Acknowledgement Agreement with our existing suppliers, New Supplier Agreements and any other necessary agreements for the strategy and procurement of the supply of electricity and natural gas.

BACKGROUND:

In 2011, Council authorized the Town's participation in a Natural Gas Procurement Program through Report CS-2011-0200 together with the City of Burlington, the Regional Municipality of Halton and the Town of Milton through the consultant E2 Energy Inc. In 2013, Council authorized the Town's participation in an Electricity Procurement Program through Report CS-2013-0027 together with the City of Burlington, the Regional Municipality of Halton, Conservation Halton and the Town of Milton through the consultant E2 Energy Inc.

The current consultant contract term with E2 Energy Inc. is expiring but the gas and electricity supply remains in place. As such, Halton Hills together with Halton Region, Burlington and Conservation Halton developed and issued a Request for Proposal for electricity and natural gas consulting services.

COMMENTS:

The Request for Proposal was issued on February 16, 2018. The bid was advertised on the Town of Halton Hills' website and on www.biddingo.com. Twelve (12) firms downloaded the bid and five (5) firms submitted bids.

Aegent Energy Advisors	Toronto
E2 Energy Inc.	Mississauga
ECNG Energy Group	Burlington
VIP Energy Services Inc.	Waterloo
Wattsworth Analysis Inc.	London

The five bids were evaluated on:

- Experience of the firm, team and designated project manager
- Approach, Methodology and Value Add
- Fees

Two firms were shortlisted and interviewed by Purchasing and Energy Management staff from Halton Region, Burlington and Halton Hills. E2 Energy Inc. ranked the highest. They have consulted for numerous non-profit agencies including the City of Mississauga, Thames Valley School Board and the Ontario Association of Physical Plant Administrators for all of the Ontario universities. E2 will be able to provide the Town and other agencies involved with the required services and reports to make timely decisions regarding our natural gas and electricity procurement. Although the consulting fees are minimal, E2 will be providing a strategy for procuring natural gas and electricity for all Town Hall facilities.

RELATIONSHIP TO STRATEGIC PLAN:

The recommendations of this report directly support the Strategic Directions, Goals and Objectives of the Town of Halton Hills Strategic Plan of Municipal Service Delivery through effective, efficient and economical delivery of the Town's existing services.

FINANCIAL IMPACT:

The annual operating budget for all Town of Halton Hills' facilities is approximately \$300,000 for natural gas heating, and \$2,150,000 for electricity. The consulting fee is included in this amount.

CONSULTATION:

Staff has worked in conjunction with purchasing staff and energy specialists from the Region of Halton and the City of Burlington to evaluate the bid submissions for the Electricity and Natural Gas Consultant. All are in agreement with this recommendation.

PUBLIC ENGAGEMENT:

There is no public engagement impact.

SUSTAINABILITY IMPLICATIONS:

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report is not applicable to the Strategy's implementation.

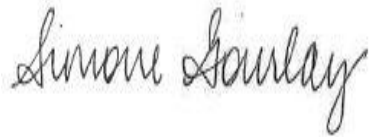
COMMUNICATIONS:

There is no communications impact.

CONCLUSION:

Staff recommend the award of the Request for Proposal for the Electricity and Natural Gas Consultant to E2 Energy Inc.

Reviewed and Approved by,

A handwritten signature in black ink that reads "Simone Gourlay". The script is cursive and fluid.

Simone Gourlay, Manager of Purchasing

A handwritten signature in black ink that reads "Jane Diamanti". The script is cursive and fluid.

Jane Diamanti, Commissioner of Corporate Services

A handwritten signature in black ink that reads "Brent Marshall". The script is cursive and fluid.

Brent Marshall, CAO