



## Town of Canmore – Natural Gas Supply

### Request for Proposal (RFP)

#### FOR NATURAL GAS HEDGING & RETAIL SERVICES

**SUMMARY:**

The Town of Canmore is soliciting proposals for providing retail natural gas services and related commodity products for its three portfolios: Municipal, Water & Waste Water Treatment and the Bow Valley Regional Housing Authority. Qualified respondents will form a prequalified pool of suppliers that will be eligible to bid on Town of Canmore natural gas purchases for a period of up to seven (7) years.

**CLOSING DATE:**

May 6, 2025

**CLOSING TIME:**

14:00:00 Mountain Time Zone

**DATE ISSUED:**

April 22, 2025

**NOTE:**

RESPONSES WILL NOT BE OPENED PUBLICLY

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## 1.0 INSTRUCTIONS FOR RESPONDING TO THIS REQUEST FOR PROPOSALS

- 1.1.1 Closing Date and Time:** Proposals must be received not later than 14:00:00 hours Mountain Time Zone (Canmore local time) on **Tuesday, May 6, 2025**.
- 1.1.2** Responses are to be delivered to:
- Proponents shall submit their proposal to the Town of Canmore by email to the attention of Stephen Hanus, Manager of Facilities at [stephen.hanus@canmore.ca](mailto:stephen.hanus@canmore.ca), as well as Thomas Glenwright, Senior Director, Energy Associates International at [thomasg@eaiglobal.com](mailto:thomasg@eaiglobal.com). The proposal document is to be in PDF format only (.pdf) and all components shall be formatted and combined into one file that is attached to the email submission. Responses by facsimile will not be accepted.
- 1.1.3 RFP Contact Person:**
- For clarification or additional information, Proponents shall **only** contact the person listed below.
- Thomas Glenwright, EAI
- Email: [thomasg@eaiglobal.com](mailto:thomasg@eaiglobal.com)
- See Section 2.0, item 2.6 below for additional information for Questions and Clarifications.
- 1.1.4** The Town of Canmore may in its sole discretion disqualify responses that do not meet the formatting and other criteria set out in Section 4.0 of this RFP.
- 1.1.5** Responses must be in English.
- 1.1.6** Pricing submissions shall be stated in Canadian dollars with Goods and Services Tax (GST) extra.
- 1.1.7** Each Proponent is solely responsible for ensuring that its response is received at the specified address (physical address or email address) by the specified closing date and time. Strict adherence to the closing date and time will be maintained, and unless the deadline date is extended by issue of Addendum, all responses received after this time and date will be returned unopened.
- 1.1.8** This Request for Proposals is not a tender and the Town of Canmore does not intend for the laws of competitive bidding to apply.

**END OF SECTION 1.0**

## 2.0 GENERAL CONDITIONS OF RESPONSE

### 2.1 PURPOSE OF THE REQUEST FOR PROPOSAL (RFP)

The purpose of this Request for Proposal (RFP) is for the Purchase of firm and competitively-priced natural gas Supply from a qualified Energy Provider, henceforth referred to as the Bidder. Only those Proponents designated as being in good financial standing and prequalified will be invited to bid on the Client's requirements.

The period for requirements will be 5 (five) years, with up to 2 (two) year optional extension from the RFP issue date of April 22, 2025. During the period of requirements, the Town of Canmore shall have the option to request firm pricing term options for periods of up to 5 (five) years from the transaction date, from all prequalified Proponents.

From Proposals received, the Client will select Proponents which shall be the standard for future orders under the terms of each Contract awarded by virtue of this RFP throughout the Term. The current total annual normalized Natural gas usage by the Client is approximately 76,500 GJ/ year for 61 sites. Note that the portfolio is represented by three sub-portfolios, each to be priced and contracted separately under the Town of Canmore: Municipal, Water & Wastewater Treatment and the Bow Valley Regional Housing Authority. Note that sites and volumes are subject to change prior to the firm bid round. All participating Proponents will receive an updated final list for firm bid round purposes.

The Town of Canmore reserves the right to modify the terms or cancel the RFP process at any time.

### 2.2 SUBMISSION OF RESPONSE TO THE RFP

**2.2.1** By submitting a response to this RFP, each Proponent accepts its terms and conditions. In addition, by submitting its response each Proponent waives all claims, rights, demands and the benefit of any provisions of any statute, rule of law or regulation that might adversely affect the rights of the Town of Canmore under this RFP.

**2.2.2** Each Proponent shall make full disclosure of any actual or potential conflict of interest arising from any existing business or personal relationships with any of the following (each, a "Conflicted Person"): (i) any employee of the Town of Canmore; (ii) any member of the Town of Canmore Town Council (councillor); (iii) any board or committee member; (iv) any family member of any such employee, councillor or board/committee member; or (v) any business entity controlled by or otherwise not at arm's length to any one or more of any such employee, councillor, board/committee member or family member.

Without limiting the foregoing, details should be provided of any direct or indirect pecuniary interest of any Conflicted Person in the supply of the services contemplated by this RFP.

Disclosure of any such actual or potential conflict of interest shall be made in writing with the Proponent's response.

**2.2.3** This RFP and any contracts subsequently entered into as a result hereof shall be governed by the laws of the Province of Alberta and the laws of Canada applicable therein. The courts of the Province of Alberta shall have exclusive jurisdiction over this RFP and any contracts entered into as a result hereof.

**2.2.4** Proposal documents must be completed in accordance with the requirements of the Request for Proposal documents and no amendment or change to proposals will be accepted after the closing date and time.

**2.2.5** All documents submitted by Proponents in response to this RFP are to remain the property of the Town of Canmore.

**2.2.6** Proposals shall be irrevocable for sixty (60) days following the closing of the RFP and the proposals shall

be retained by the Town of Canmore, with the exception of Indicative Pricing quotes.

- 2.2.7** Proposals shall be signed by an authorized signatory of the Proponent using the Signature and Waiver Sheet in Section 5.0. Proponents who are sole proprietorships or partners shall sign their RFP response in such a way as to irrevocably bind the Proponent in an authorized manner.

## **2.3 NO COMMITMENT**

- 2.3.1** No commitment on the part of the Town of Canmore shall exist under this RFP unless and until the Proponent receives official written confirmation from the Town of Canmore that it has been selected to complete the work.

## **2.4 LIMITATION OF LIABILITY**

- 2.4.1** The Town of Canmore will have no liability to any person or entity for any damages, including, without limitation, direct, indirect, special or punitive damages, arising out of or otherwise relating to this RFP, the Proponent's participation in this RFP process or the Town of Canmore's acts or omissions in connection with the conduct of this RFP process. This limitation applies to all possible claims by a Proponent, whether arising in contract, tort, equity, or otherwise, including, without limitation, any claim for a breach by the Town of Canmore of a duty of fairness or relating to a failure by the Town of Canmore to comply with the terms set forth in this RFP.

## **2.5 ACCEPTANCE OR REJECTION**

- 2.5.1** The Town of Canmore reserves the right to reject any or all responses. Without limiting the generality of the foregoing, the Town of Canmore may reject any response which it deems:
- a) is incomplete, obscure, irregular, unrealistic or noncompliant;
  - b) has erasures, ambiguities, inconsistency or corrections; or
  - c) fails to complete, or provide any information required by, any provision of this RFP.

Further, a response may be rejected on the basis of the Town of Canmore's understanding of the Proponent's past record of work, its general reputation, its financial capabilities, the completion schedule or a failure to comply with any applicable law.

The purpose of the Town of Canmore is to obtain the most suitable responses to the Project and to further the interests of the Town of Canmore and what it wishes to accomplish in carrying out the Project. Therefore, the Town of Canmore has the right to waive any irregularity or insufficiency or noncompliance in any response submitted and to accept the response or responses which it deems most favourable to its interests or to reject all responses and cancel the RFP.

In addition to any rights identified elsewhere in this RFP, the Town of Canmore reserves the right to:

- a) reject any and all responses;
- b) add, delete or change the terms of this RFP at any time prior to the specified closing date and time;
- c) during the evaluation period, seek clarification of any Proponent's response, including consequential amendments, or any additional information from any Proponent;
- d) accept or reject, in whole or in part, any response without giving any reason;
- e) have any documents submitted by the Proponent reviewed and evaluated by any party, including independent Consultants;

- f) cancel the RFP process without penalty at any time for any reason; and
- g) negotiate and enter into an agreement with any Proponent notwithstanding any noncompliance by the Proponent's response with any requirement of this RFP.

The Town of Canmore is the sole and final judge with respect to the selection of any Successful Proponent as a result of this RFP process.

All Proponents submitting a response to this RFP will be advised of the results of the RFP process by email or regular mail. Please allow at least two weeks for responses to be evaluated by the Town of Canmore.

## **2.6 QUESTIONS AND CLARIFICATIONS**

- 2.6.1** Procedural or technical questions shall be submitted in writing and should include references to a specific section and item number.
- 2.6.2** Dependent upon their nature, comments or answers will be returned via email or through an addendum should the information be applicable to all Proponents.
- 2.6.3** Amendments to this RFP will be valid and effective only if confirmed by written addenda. Addenda may be issued during the proposal response period. All addenda become part of the agreement and receipt must be confirmed in the Proponents proposal submission.
- 2.6.4** Any addenda documents will be issued by the same method that this RFP was issued.
- 2.6.5** It is the Proponent's responsibility to clarify the interpretation of any item of this RFP a minimum of 72 hours prior to the stated closing date and time by contacting the Town of Canmore's designate (as above).

## **2.7 DISCREPANCIES IN NUMBERS**

- 2.7.1** In the event of a numerical discrepancy or error in a Proposal, the written number will prevail.
- 2.7.2** In the event of pricing extension errors, the unit price will apply.

## **2.8 CONFIDENTIALITY AND FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

- 2.8.1** All information including, without limitation, any technology of a proprietary or novel nature which is disclosed to a Proponent by the Town of Canmore or a third party as a representative of the Town of Canmore (which information, in addition to the confidentiality requirements hereunder, will be kept confidential by the Proponent in accordance with the terms of its disclosure by such third party) or which is otherwise obtained by the Proponent in connection with this RFP process, other than that which is common knowledge or within the public domain, is the confidential property of the Town of Canmore and must not be disclosed by the Proponent, except to duly authorized representatives of the Town of Canmore. Such confidential information or property is not to be employed other than in connection with responding to this RFP unless otherwise duly authorized by the Town of Canmore in writing. These confidentiality provisions will remain binding obligations on each Proponent following the conclusion of this RFP process until the Town of Canmore reasonably determines that such confidential information referred to herein has become part of the public domain (other than by disclosure or use prohibited herein) and releases the Proponent from its confidentiality obligation. This requirement does not prohibit any Proponent from complying with an order to provide information or data issued by a court or other authority with proper jurisdiction or to act to correct or report a situation which the Proponent may reasonably believe to endanger the safety or welfare of the public.

- 2.8.2** The Proponent acknowledges that any information or documents provided by it to the Town of Canmore may be released pursuant to the provisions of the *Freedom of Information and Protection of Privacy Act*. This acknowledgement shall not be construed as a waiver of any right to object to the release of any information or documents.
- 2.8.3** The Town of Canmore acknowledges that a Proponent's response may contain information in the nature of a Proponent's trade secrets or commercial, financial, labour relations, scientific or technical information of or about a Proponent. The Town of Canmore agrees that portions of responses to this RFP which are provided in confidence will be protected from disclosure to the extent permitted by law. The Town of Canmore is bound by the *Freedom of Information and Protection of Privacy Act* (Alberta), as amended from time to time, and all documents submitted to the Town of Canmore will be subject thereto. Each Proponent must identify appropriate parts of its response or other documents submitted to the Town of Canmore as confidential and specify what harm could reasonably be expected from its disclosure; however, the Town of Canmore may not be able to ensure that such parts will not be protected from access.
- 2.8.4** Proponents are advised that the Town of Canmore will, as necessary, be disclosing the responses on a confidential basis to its employees and advisors who have a need to know in connection with this RFP process for, among other things, the purpose of evaluating and participating in the evaluation of the responses. It is the responsibility of each Proponent to ensure that all personal information provided to the Town of Canmore with respect to the Proponent's personnel and their experience is supplied with the informed consent of such individuals and in accordance with applicable law. By submitting any personal information each Proponent represents and warrants that it has obtained the informed consent of the individuals who are the subject of such information to its collection, use and disclosure for purposes of this RFP response. Also, such individuals are agreeing to the use of such information as part of the RFP evaluation process, for any audit of the procurement process and for contract management and performance purposes.
- 2.8.5** Proponents in custody or control of records provided to the Proponent by the Town of Canmore records shall abide by the privacy and non-disclosure provisions of the *Freedom of Information and Protection of Privacy Act* respecting these records as if this act applied directly to the Proponent, and shall generally assist the Town in its own compliance with the *Freedom of Information and Protection of Privacy Act* respecting records provided to the Proponent.

## **2.9 COST OF PREPARATION**

- 2.9.1** Any cost incurred by the Proponent in the preparation of its response to this RFP shall be borne solely by the Proponent.
- 2.9.2** Shortlisted candidates may be invited to participate in an interview. The Town of Canmore will not pay for the time required or travel expenses incurred to participate in the interview.

## **2.10 OWNERSHIP OF SUBMISSIONS**

- 2.10.1** All responses submitted to the Town of Canmore become the property of the Town of Canmore and shall not be returned. They will be received and held in confidence by the Town of Canmore, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.
- 2.10.2** Unsuccessful Proponent submissions will be kept as record for the procurement process until two years after the date of decision for the RFP award.

## **2.11 CLARIFICATION FROM PROPONENTS**



- 2.11.1** The Town of Canmore reserves the right to seek from any/all Proponents any further clarification it may require on responses submitted pursuant to this RFP.

## **2.12 PROPONENT PERFORMANCE**

- 2.12.1** The selected Proponent may be evaluated throughout the course of service delivery in connection with any specific work or projects undertaken as a result of any agreement entered into between any Proponent and the Town of Canmore. The Town of Canmore may also conduct periodic reviews/assessments of any selected Proponent, taking into consideration, in addition to specific work related to the project undertaken by the Proponent, ongoing Proponent staff qualifications, experience, training, and staff changes. Any evaluation/assessment will be shared with the Proponent, with the goal of immediate and permanent resolution where concerns have been raised. The Town of Canmore reserves the right to remove from the roster any selected Proponent who has been qualified by this RFP process by way of written notice if, in the sole discretion of the Town of Canmore, based on any on-going or specific evaluation or assessment of the Proponent or its performance of any work, it is deemed to be in the Town of Canmore's best interests.

## **2.13 LENGTH OF AGREEMENT**

- 2.13.1** The initial purchase term by the Town will commence on January 1, 2026, for a term of up to five (5) years. Subsequent transactions of varying term lengths may be made during the prequalified bidder term outlined in section 2.1.
- 2.13.2** The Town reserves the right to extend the above-noted timelines to complete any work in progress.
- 2.13.3** Additional award periods will generally be based on mutual agreement between The Town and the Successful Proponent. The Town reserves the right to negotiate changes to existing agreements for the work to reflect current conditions at the time of extension or renewal.

## **2.14 FORM OF CONTRACT**

- 2.14.1** The Town of Canmore will execute the Successful Proponent's natural gas energy services agreement, as negotiated between both parties to deliver the work described within this RFP.

## **2.15 SERVICES TERMS AND CONDITIONS**

- 2.15.1** Final agreements with the successful Proponent may consist of any number of the following documents, including all amendments thereto:
- Request for Proposal
  - Addenda
  - Letter of Award
  - Executed natural gas energy services agreement
- 2.15.2** The executed natural gas energy services agreement sets out the terms and conditions of services to the Town of Canmore.
- 2.15.3** Any inconsistent or conflicting provisions contained within the documents forming the Agreement shall be

resolved in the following order:

- Executed natural gas energy services agreement
- Letter of Award
- Addenda
- Request for Proposal

## **2.16 NON-ASSIGNMENT**

- 2.16.1** The Successful Proponent will be expected to deliver the work. Neither the contract nor any rights or obligations to perform the work under the contract will be assignable by the Successful Proponent without the prior written consent of the Town of Canmore. The granting of such consent shall be within the sole and unfettered discretion of the Town of Canmore, and based on the terms of this consent may not relieve the Successful Proponent of liability to perform the work. Proponents who anticipate requesting to assign some or all of the contract must notify the Town as part of their responses to this RFP.

## **2.17 TERMS OF PAYMENT**

- 2.17.1** Invoices will be paid within 30 calendar days from the approval date of the invoice. The successful bidder will be required to have the finalized energy services agreement reflect these payment terms.

## **2.18 INDEMNIFICATION**

- 2.18.1** The Successful Proponent agrees to indemnify and save harmless the Town of Canmore, its councillors, officers, agents, representatives, and employees, against all suits or claims, requests, legal action and liability regardless of the nature and expenses sustained from injuries or death or any damages or loss to property as a result of the usage of premises or in the execution of the Successful Proponent functions arising from this contract except to the extent of the Town of Canmore's gross negligence.
- 2.18.2** At no time will the Town of Canmore be responsible for any injury sustained by the Successful Proponent, their employees or any person on the Town of Canmore's premises, nor will the Town of Canmore be responsible for any loss, including loss of profits or damage caused to the goods of the Successful Proponent, their employees or any other person, including damage to vehicles and their contents, while these goods are on the Town of Canmore's premises or site.
- 2.18.3** The Town of Canmore shall not be liable for any incidental, indirect, special or consequential damages or any loss of use, revenue or profit of the Successful Proponent arising out of or in any way related to this RFP or subsequent contract.

## **2.19 CANADIAN FREE TRADE AGREEMENT**

- 2.19.1** This RFP and corresponding purchases are subject to *Chapter Five – Government Procurement of the Agreement*. The name of the Successful Proponent and the value of the award will be posted on the Alberta Purchasing Connection.

## **2.20 DEBRIEFING**

- 2.20.1** The Town of Canmore will offer a debrief to unsuccessful Proponents on request.

**END OF SECTION 2.0**

### 3.0 PROJECT OVERVIEW AND SCOPE

#### 3.1 RFP DEFINITIONS

|                      |  |
|----------------------|--|
| Owner                | the Town of Canmore  |
| Project              | Natural Gas Supply   |
| Proponent            | a firm, individual or company who or which intends to submit or submits a Proposal pursuant to this RFP.   |
| Proposal             | a submission to the Town of Canmore in response to this RFP.   |
| Successful Proponent | a firm, individual or company with whom the Town of Canmore may decide to initially discuss contract arrangements based upon acceptance of the Proponent's Proposal. |
| Service Provider     | the Successful Proponent with whom the Town of Canmore a retail natural gas energy services agreement.   |

#### 3.2 PROJECT DESCRIPTION/DESCRIPTION OF NEED

- 3.2.1** The purpose of this RFP is for the purchase of firm, competitively-priced, retail natural gas supply from a qualified energy retailer.

#### 3.3 PROJECT SITE

- 3.3.1** The Town of Canmore shall provide a list of site ID's and service addresses to be served under the energy services agreement.

#### 3.4 SCOPE OVERVIEW/SCOPE OF SERVICES

- 3.4.1** GENERAL SCOPE OF WORK  
The successful Bidder shall be responsible for providing retail services for the Town of Canmore's natural gas portfolio, as outlined in the energy services agreement.
- 3.4.2** DUTIES, RESPONSIBILITIES AND DELIVERABLES OF NATURAL GAS HEDGING & RETAIL SERVICES  
The successful Bidder shall provide retail services for the agreed to natural gas hedging product as executed with the Town of Canmore. Specifically, the successful Bidder shall be required to provide monthly invoices that clearly show details of all relevant transactions for each site (including, but limited to commodity transactions, regulated delivery/ transportation costs, riders, local access fees and taxes). Additionally, the Bidder shall provide access to an online data portal whereby the Town of Canmore, at minimum, can access electronic copies of invoices, usage and costs reports. The Bidder shall be responsible for pre-paying all regulated delivery costs to the utility, and flowing them through at no cost to the Town of Canmore on the subsequent invoice.

#### 3.5 ANTICIPATED PROJECT SCHEDULE

- 3.5.1** The start date of the retail natural gas supply agreement shall be January 1, 2026.

**END OF SECTION 3.0**



## 4.0 RESPONSE REQUIREMENTS AND EVALUATION CRITERIA

### 4.1 PROPOSAL SUBMISSION REQUIREMENTS

Proponents are requested to submit a proposal containing the following:

#### **Invoicing Details and Samples**

Proponents are required to provide a sample draft invoice that clearly demonstrates the suggested layout of relevant cost items. The invoice should, at minimum, provide a summary detail of aggregated costs for the entire portfolio, as well as detail page(s) for each unique site ID.

The invoice should provide all the details of all relevant commodity and delivery costs, including, but not limited to: fixed price transactions, imbalance transactions, administration/ retail fees, Unaccounted For Gas costs, transmission, distribution, rate riders, Local Access Fees and Carbon Taxes and other applicable taxes (hereafter collectively referred to as Delivery Costs). Invoices should, at minimum, detail the quantity of energy purchase in the relevant weighted unit cost (if applicable) and net dollar cost for each of the line items described above. All regulated delivery charges assessed by the Local Distribution Company (LDC), should be paid directly by the selected Bidder, and the charges subsequently invoiced to the Client at cost on the natural gas invoice.

Proponents are requested to identify innovative invoicing features that can possibly meet the Clients needs.

#### **Accounting and Payment Options**

Identify if electronic or web-based invoicing and/or payment options are available, which would provide administrative efficiencies for the Client's accounts payable process.

#### **Reporting Tools**

Energy Management and Management Reporting: Proponents are to identify if they can provide online access to energy management reports, and if so, what additional costs would apply for online access. Proponents should carefully identify all relevant reporting functions that are included with online energy management reporting accounts. Examples of reporting functions include, but are not limited to:

- Usage reports: Data available in daily, monthly and/or annual quantities, on a per-site or portfolio basis.
- Cost reports: Reports would clearly identify Commodity and Delivery costs, with further specific line by line detail available, on a per-site or portfolio basis.
- Delivery Cost reports: Access detailed breakdown of all invoiced regulated Delivery costs from the LDC.
- Invoice reports: Ability to view and download electronic copies of invoices, for both current and all historical invoices, in a variety of file formats.
- Meter data reports: Reports would allow the Client to download meter data in formats provided by the LDC.
- Other: Please identify any additional reports offered that may be of benefit to the Client.

#### **Counter Party Risk Details**

Demonstrate that you, the Bidder, have met all the regulatory requirements, and in current good standing to operate and retail natural gas in Alberta.

Demonstrate that you, the Bidder, have access to sufficient physical natural gas to provide the Client during the term of the supply contract (up to 60 months).

#### **Regulatory Risk Details**

If selected, you will act as the Client's agent. Manage and administer any required Delivery contracts with relevant LDC's on behalf of the Client. Monitor, advocate and advise any LDC procedural/regulatory

changes which may impact the Clients costs. You will pay these Delivery costs on the Client's behalf, and collect such costs from the Client on a flow-through basis via your supplied natural gas invoice.

#### **Draft Agreement**

Supply a draft energy services agreement that your firm would use as the basis for retail energy supply of natural gas.

#### **References**

You must include a list of references of the clients to whom you have supplied similar products. Please include three (3) references, complete with the person to contact, their telephone number, and the type of commodity management services provided.

#### **Indicative Pricing**

See details in 6.0 Appendix A.

## **4.2 EVALUATION PROCESS**

- 4.2.1** The Town of Canmore proposes to use specific evaluation criteria to rate various requirements for evaluation purposes. Unless otherwise specified in the Project Scope, such a rating will be confidential, and no totals or scores of such a rating will be released to any Bidder. Proponents that i) meet Mandatory Submission Requirements, and ii) have a cumulative score of 30/ 40 by stage III will form the prequalified pool of suppliers as identified in section 2.1 and eligible to bid on future natural gas requirements for the Town of Canmore:

| Category  | Score     |
|---|-----------|
| <b>Stage I – Mandatory Submission Requirements</b>  |           |
| Proposal meets mandatory submission requirement   | Yes/No    |
| (Note: Proposals not meeting the mandatory requirement will be rejected and will not be considered) |           |
| <b>Stage II – Evaluation on (Desirable) Evaluation Criteria</b>                                     |           |
| <b>Business Profile</b>   | 10        |
| Experience supplying gas to municipalities  |           |
| References  |           |
| History of company  |           |
| <b>Company Qualifications</b>   | 10        |
| Financial Stability (Security of Supply)  |           |
| - Dunn & Bradstreet, and Standard & Poor credit rating  |           |
| <b>Invoicing &amp; Data Management</b>  | 10        |
| Innovation in invoicing, for energy management or management reporting                              |           |
|   |           |
| <b>TOTAL - Stage II</b>   | <b>30</b> |
| <b>Stage III – Negotiation of Contract Terms Only</b>   |           |
| <b>Acceptable Contract Terms and Conditions</b>   | 10        |
| Agreement reached on Supply Agreement terms and conditions  |           |
|   |           |
| <b>TOTAL – Stage III – Minimum score of 34 needed to advance to firm bid</b>                        | <b>40</b> |
| <b>Stage IV – Firm Transaction Pricing Stage</b>  |           |

|  |    |
|--|----|
| Pricing – Firm Transaction Pricing Stage   | 60 |
| Based on total net cost of Firm Transaction Pricing and associated fees, as set out in RFP |    |

- 4.2.2** A submission will first be reviewed for compliance with the mandatory requirements of this RFP as listed above. A submission not complying with the criteria may be considered non-compliant and not receive further consideration.

### 4.3 PROPONENT SHORTLIST

- 4.3.1** It is expected that any Proponents meeting the mandatory requirements and minimum cumulative score of 34/ 40 by Stage III will be shortlisted based on the evaluation of submissions for the criteria outlined in section 4.3 above. The Town of Canmore reserves the right to shortlist any number of Proponents. Scoring in firm transaction pricing stage shall be the only metric to evaluate firm bids submissions.
- 4.3.2** Proponents are not guaranteed any paid assignment as a result of being shortlisted via this RFP. Shortlisted Proponents may be required to undergo an interview prior to final selection of the Successful Proponent.

### 4.4 CONFIDENTIALITY OF EVALUATION

- 4.4.1** Evaluation scores and rankings are confidential, and apart from identifying the top-ranked Proponent, no details of the submission, score or ranking of any Proponent will be released to any Proponent.

### 4.5 RFP SCHEDULE

The following schedule for this RFP and award of Contract is as follows. The Client reserves the right to, in its sole discretion:

- a) modify any of the dates below; or
- b) modify any of the steps noted below.

| Step                                   | Date            |
|--|-----------------|
| Release of RFP                         | April 22, 2025  |
| Final Date for Questions/Clarification | May 1, 2025     |
| Closing Date and Time                  | May 6, 2025     |
| Bid Round Date                         | TBD             |
| Contract Start Date                    | January 1, 2026 |
| Additional Bid Rounds (if required)    | TBD             |

**Important Note:** *RFP responses received after the stated Close Date and time, shall be rejected by the Client.*

END OF SECTION 4.0





## 5.0 SIGNATURE, ACKNOWLEDGMENT AND WAIVER SHEET

1. By signing below, the Proponent hereby acknowledges and agrees as follows:
  - (a) Prior to submitting its response to this RFP, the Proponent has obtained from the Town of Canmore and thoroughly reviewed the entirety of the RFP including all addendums hereto and documents incorporated by reference into this RFP.
  - (b) The Proponent has thoroughly reviewed, understands and agrees to be bound by all terms and conditions of this RFP including those in all addendums hereto and documents incorporated by reference into this RFP, unless otherwise waived by the Town of Canmore in its sole discretion and confirmed in writing. The Proponent hereby waives any rights or claims that it was not aware of any document incorporated by reference into this RFP.
  - (c) The Proponent's representative signing below has the full authority to represent the Proponent in all matters relating to the RFP and bind the Proponent to the terms and conditions of this RFP.

|                         |              |
|-------------------------|--------------|
| Name of Business Entity |              |
| Complete Address:       |              |
| Phone                   | Mobile Phone |
| Fax                     | Email        |
| Website                 |              |
| Proponent Signature     |              |
| Title                   |              |
| Printed Name            |              |
| Date                    |              |

**Notes to Signatories:**

Incorporated Proponents should affix a corporate seal to the signature sheet. If an incorporated Proponent does not affix a corporate seal, the Town of Canmore reserves the right to request documentation confirming corporate signing authority in the form of a director's resolution, evidence of current registered officers, or other corporate record.

Unincorporated Proponents must submit proposals signed by individual or legal entity with capacity to execute legal documents and bind the Proponent. The Town of Canmore reserves the right to request documentation confirming individual identities and authority of the signatory to represent the Proponent.

## 6.0 APPENDIX A – INDICATIVE PRICING SCHEDULE

Quotes are to be based on wholesale market conditions on May 5, 2025 at 10:30 am Alberta time. Shaped Block quotes should be based on the requested 70% monthly/ daily volumes profile listed in the volume schedule (bolded columns on following page).

### 1) Shaped Block Product – 70% Equivalent Volumes

| Start Date      | End Date          | Quote (\$/ GJ) |
|-----------------|-------------------|----------------|
| January 1, 2026 | December 31, 2026 |                |
| January 1, 2026 | December 31, 2027 |                |
| January 1, 2026 | December 31, 2028 |                |
| January 1, 2026 | December 31, 2029 |                |
| January 1, 2026 | December 31, 2030 |                |

**Note: Vendors are requested to collect the HUF data directly via Dropchute. Please send your Load Release Form to Lisa Bylsma at lisab@eaiglobal.com for signature. Site list is provided in this document.**

Provide details of any additional non-regulated fees that will be charged to the client, in addition to the commodity charge listed above:

| Fee Type                     | \$/ GJ (or if other, specify) | Applies To:   |
|------------------------------|-------------------------------|---|
| Administration/ Retail Fees: |                               |   |
| Imbalance Fees:              |                               | Excess Volumes: _____<br>Unused Volumes: _____<br>Both: _____ |
| Other Fees:                  |                               |   |

**Volume Schedule – Normalized Monthly Usage (GJ)****1) Municipal Portfolio**

|              | <b>Normalized Profile GJ</b> | <b>70% Equivalent – Monthly GJ</b> | <b>70% Equivalent- Daily GJ</b> |
|--------------|------------------------------|------------------------------------|---------------------------------|
| January      | 4,970                        | 3,479                              | 112.2                           |
| February     | 4,170                        | 2,919                              | 104.3                           |
| March        | 4,070                        | 2,849                              | 91.9                            |
| April        | 3,090                        | 2,163                              | 72.1                            |
| May          | 2,660                        | 1,862                              | 60.1                            |
| June         | 1,800                        | 1,260                              | 42.0                            |
| July         | 1,940                        | 1,358                              | 43.8                            |
| August       | 2,290                        | 1,603                              | 51.7                            |
| September    | 2,290                        | 1,603                              | 53.4                            |
| October      | 3,150                        | 2,205                              | 71.1                            |
| November     | 4,240                        | 2,968                              | 98.9                            |
| December     | 4,990                        | 3,493                              | 112.7                           |
| <b>Total</b> | <b>39,660</b>                | <b>27,762</b>                      |                                 |

**2) WWTP Portfolio**

|              | <b>Normalized Profile GJ</b> | <b>70% Equivalent – Monthly GJ</b> | <b>70% Equivalent- Daily GJ</b> |
|--------------|------------------------------|------------------------------------|---------------------------------|
| January      | 1,880                        | 1,316                              | 42.5                            |
| February     | 1,580                        | 1,106                              | 39.5                            |
| March        | 1,530                        | 1,071                              | 34.5                            |
| April        | 1,180                        | 826                                | 27.5                            |
| May          | 850                          | 595                                | 19.2                            |
| June         | 400                          | 280                                | 9.3                             |
| July         | 220                          | 154                                | 5.0                             |
| August       | 300                          | 210                                | 6.8                             |
| September    | 580                          | 406                                | 13.5                            |
| October      | 980                          | 686                                | 22.1                            |
| November     | 1,570                        | 1,099                              | 36.6                            |
| December     | 1,840                        | 1,288                              | 41.5                            |
| <b>Total</b> | <b>12,910</b>                | <b>9,037</b>                       |                                 |

**3) Bow Valley Regional Housing Authority Portfolio**

|              | Normalized Profile GJ | 70% Equivalent – Monthly GJ | 70% Equivalent- Daily GJ |
|--------------|-----------------------|-----------------------------|--------------------------|
| January      | 3,140                 | 2,198                       | 70.9                     |
| February     | 2,600                 | 1,820                       | 65.0                     |
| March        | 2,450                 | 1,715                       | 55.3                     |
| April        | 1,920                 | 1,344                       | 44.8                     |
| May          | 1,480                 | 1,036                       | 33.4                     |
| June         | 990                   | 693                         | 23.1                     |
| July         | 950                   | 665                         | 21.5                     |
| August       | 1,120                 | 784                         | 25.3                     |
| September    | 1,420                 | 994                         | 33.1                     |
| October      | 1,940                 | 1,358                       | 43.8                     |
| November     | 2,790                 | 1,953                       | 65.1                     |
| December     | 3,180                 | 2,226                       | 71.8                     |
| <b>Total</b> | 23,980                | 16,786                      | 70.9                     |

**Note: Volumes subject to change in firm bid rounds. Individual site volumes will be provided for firm bid round pricing requests. Legal name details are below.**

**Legal Name Information**

Operating Name: Town of Canmore

Legal Name: Town of Canmore

Address for Notices: 902 7 Avenue, Canmore AB, T1W 3K1

Signing Authority: TBD

Phone: 403-678-1500

**Site List****1) Municipal**

| Site ID       | Site Address                             | Site Description                                     |
|---------------|--|--|
| 0003000571322 | 700 RAILWAY AVE , CANMORE AB             | Elevation Place                                      |
| 0003007103060 | 602 7 AVE , CANMORE AB                   | Cadet Squadron Building                              |
| 0003025745920 | 1200 STEWARD RD , CANMORE AB             | Canmore Fire Station                                 |
| 0003032636628 | 606 7 AVE , CANMORE AB                   | Roundhouse   |
| 0003038813323 | B-102 BOW VALLEY TRAIL , CANMORE AB      | Waste Management Centre                              |
| 0003044632847 | 20 SANDSTONE TERR , CANMORE AB           | Food Bank  |
| 0003194045213 | 914 MAIN ST , CANMORE AB                 | Scout Hall   |
| 0003194071515 | 907 7 AVE , CANMORE AB                   | Downtown Old Visitor Information Centre              |
| 0003194419816 | 738 7 ST , CANMORE AB                    | Canmore Miners' Union Hall                           |
| 0003228664967 | LOT N/A BLOCK 3 PLAN 9410304, CANMORE AB | Millennium Park Washrooms                            |
| 0003415872314 | 700 9 ST , CANMORE AB                    | Seniors Centre                                       |
| 0003635933318 | 115 BOULDER CRES , CANMORE AB            | Boulder Facility                                     |
| 0003635965218 | 1900 8 AVE , Canmore AB                  | Canmore Recreation Centre Arenas                     |
| 0003667331912 | 100 GLACIER DR , CANMORE AB              | Public Works   |
| 0003675981610 | 1021 RAILWAY AVE , CANMORE AB            | Protective Services Building for the Town of Canmore |
| 0003676163414 | 950 8 AVE , CANMORE AB                   | artsPlace  |
| 0003861813412 | 609 MAIN ST , CANMORE AB                 | NWMP Barracks  |
| 0003912430014 | 602 5 ST , CANMORE AB                    | Centennial Park Washrooms                            |
| 0003920046016 | 902 7 AVE , CANMORE AB                   | Civic Centre   |
| 0003985580217 | 1 SANDSTONE CRES , CANMORE AB            | Elk Run Public Washrooms                             |

**2) WWTP**

| Site ID       | Site Address                     | Site Description           |
|---------------|----------------------------------|----------------------------|
| 0003039517655 | B-102 1A HWY CANMORE, AB         | Wastewater Treatment Plant |
| 0003194962618 | 602 4 ST , CANMORE AB            | Lift Station #1            |
| 0003198042415 | 941 17 ST , CANMORE AB           | Lift Station #5            |
| 0003257824720 | 100 CROSSBOW LANE , CANMORE AB   | Lift Station #10 - 4720    |
| 0003619353211 | 509 RAILWAY AVE , CANMORE AB     | Pump House #1              |
| 0003635968212 | 547 SPRAY LAKES RD , CANMORE AB  | Pump House #2              |
| 0003658851212 | 101 ELK RUN BLVD , CANMORE AB    | Lift Station #6            |
| 0003834596013 | 240 BENCHLANDS TERR , CANMORE AB | Pump House #4              |
| 0003848151613 | 22 CANYON RD , CANMORE AB        | Canyon Booster Station     |
| 0003878178518 | 1100 SILVERTIP RD , CANMORE AB   | Reservoir                  |
| 0003943606610 | 2 VAN HORNE CANMORE, AB          | Lift Station #9            |

**3) Bow Valley Regional Housing Authority**

| Site ID       | Site Address                        | Site Description                                  |
|---------------|-------------------------------------|---|
| 0003017178830 | GARAGE-920 13 ST , CANMORE AB       | Garage 920 Fairholme Drive                        |
| 0003045578177 | A-920 13 ST , CANMORE AB            | Bow Valley Regional Housing - 920 Fairholme Drive |
| 0003198820813 | D-920 13 ST , CANMORE AB            | Bow Valley Regional Housing - Fairholme (A)       |
| 0003198823018 | 920 13 ST , CANMORE AB              | Bow Valley Regional Housing - Fairholme (B)       |
| 0003635975617 | 90 MOOSE ST , BANFF AB              | Mount Edith House                                 |
| 0003636291618 | C-920 13 ST , CANMORE AB            | Bow Valley Regional Housing - Fairholme (C)       |
| 0003636294417 | 2-1730 11 AVE , CANMORE AB          | Bow Valley Regional Housing - 11 Ave              |
| 0003697580816 | 4-1100 COUGAR CREEK DR , CANMORE AB | Bow Valley Regional Housing - Cougar Creek (A)    |
| 0003697581316 | 8-1100 COUGAR CREEK DR , CANMORE AB | Bow Valley Regional Housing - Cougar Creek (B)    |
| 0003699635417 | 300 HOODOO CRES , CANMORE AB        | Bow Valley Regional Housing - Hoodoo Cres         |
| 0003699637614 | 1006 COUGAR CREEK DR , CANMORE AB   | Bow Valley Regional Housing - Cougar Creek (C)    |
| 0003699640811 | 322 PIONEER RD , CANMORE AB         | Bow Valley Regional Housing - Pioneer Rd          |
| 0003699664917 | 127 SETTLER WAY , CANMORE AB        | Bow Valley Regional Housing - Settler Way         |
| 0003699667911 | 206 TRAPPER RISE , CANMORE AB       | Bow Valley Regional Housing - Trapper Rise        |
| 0003803791017 | 1 LARCH CLOSE , CANMORE AB          | Bow Valley Regional Housing - 1 Larch Close       |
| 0003803793316 | 3 LARCH CLOSE , CANMORE AB          | Bow Valley Regional Housing - 3 Larch Close       |
| 0003803795513 | 4 LARCH CLOSE , CANMORE AB          | Bow Valley Regional Housing - 4 Larch Close       |
| 0003803796217 | 9 LARCH CLOSE , CANMORE AB          | Bow Valley Regional Housing - 9 Larch Close       |
| 0003803798414 | 10 LARCH CLOSE , CANMORE AB         | Bow Valley Regional Housing - 10 Larch Close      |
| 0003803815818 | 2 LARCH CRES , CANMORE AB           | Bow Valley Regional Housing - 2 Larch Cres        |
| 0003803828710 | 5 LARCH CRES , CANMORE AB           | Bow Valley Regional Housing - 5 Larch Cres        |
| 0003803831016 | 6 LARCH CRES , CANMORE AB           | Bow Valley Regional Housing - 6 Larch Cres        |
| 0003803833315 | 8 LARCH CRES , CANMORE AB           | Bow Valley Regional Housing - 8 Larch Cres        |
| 0003803838515 | 9 LARCH CRES , CANMORE AB           | Bow Valley Regional Housing - 9 Larch Cres        |
| 0003803840813 | 12 LARCH CRES , CANMORE AB          | Bow Valley Regional Housing - 12 Larch Cres       |
| 0003803841517 | 14 LARCH CRES , CANMORE AB          | Bow Valley Regional Housing - 14 Larch Cres       |
| 0003803876513 | 15 LARCH CRES , CANMORE AB          | Bow Valley Regional Housing - 15 Larch Cres       |
| 0003803878710 | 16 LARCH CRES , CANMORE AB          | Bow Valley Regional Housing - 16 Larch Cres       |
| 0003803881712 | 18 LARCH CRES , CANMORE AB          | Bow Valley Regional Housing - 18 Larch Cres       |
| 0003994293816 | 227 BEAVER ST , BANFF AB            | Bow Valley Regional Housing - Beaver St           |