

Township of South Frontenac

Recycling Collection RFP

**Prepared By The Emerald Group
On behalf of Continuous Improvement Fund
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Disclaimer

This report is provided as opinion for discussion only and is **not** designed to replace qualified engineering, architectural or legal advice in any way. Municipalities are cautioned to obtain qualified advice and certified/approved drawings and plans prior to undertaking or adopting any recommendations that may affect their programs or facilities.

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Background

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In the fall of 2009 the Township of South Frontenac applied to the CIF for consulting assistance to help staff develop a new collection RFP.

The Township of South Frontenac has a total population of about 18,000 residents with about 9,800 single family households, 75 multi-residential households and 4 multi-residential buildings. Seasonal residents increase the summer population to about 30,000 residents.

About 7,500 single family households are served by the curbside recycling program and about 2,500 households are served by a depot program.

Approximately 1,000 tonnes of recyclable material are diverted annually for a diversion rate of about 20% at a net cost of \$328.25 per tonne. All material is currently processed at the Kingston MRF.

After amalgamation of 4 separate local collection districts in 1998, the Township is trying to move forward in harmonizing consistent services over the entire service area. There are a significant number of private lanes and seasonal residents which makes collection routing and equipment utilization challenging.

Several small contractors currently collect recyclables under separate collection contracts that require updating and standardization.

This report is a summary of the results of the new RFP issued by the township.

Report

Influencing Factors	A number of factors influenced the final form of the RFP (copy attached) issued by the township. The most significant factors are listed below:
Scales	<p>The Township does not have municipally owned weigh scales which makes monitoring and measurement of collections difficult and less effective. The MRF where material is delivered provides monthly production reports but without weights on curbside collection, accurate accounting, residue tracking and generation/diversion rates are difficult to calculate accurately.</p> <p>Local political conditions did not favour a shift to collection by the tonne, however, the new RFP does provide for collection weights to be provided by the contractor starting in the third year of the contract.</p>
Route Reorganization	The township has a substantial challenge with collection routing due to a large number of lakes and cottage roads. This geographic limitation required a reorganization of the collection areas which were divided into four areas. This division was directed by council in an effort to provide small local contractors with an opportunity to bid on smaller portions of the contract or combinations of smaller collection areas. Larger contractors were permitted to bid on any combination or all of the collection areas desired.
Seasonal Collection	Seasonal residents increase the summer population to about 30,000 from 18,000. This added population burden combined with the local geographic limitations required a novel approach to collection and resulted in the creation of multiple collection points at the end of seasonal lanes. This feature was incorporated into the RFP.
Service levels	Because the new RFP covers collection in all areas of the township, a standardized level of service will be introduced. During the next contract cycle, the opportunity will exist to further consolidate the collection areas.

Staff administration requirements are anticipated to reduce with a common contract in place over the winning bidder/s and common service levels in place for all residents. Advertising costs and administration should also be reduced going forward.

Collection Costs

As of the date of this report, council has not awarded the contract so no determination of overall collection costs can be made. However, six proponents submitted qualified bids on this RFP and it is anticipated that enough competition exists to keep overall costs competitive. Additionally, the changes to service levels are likely to increase tonnage collected which will drive overall costs per tonne downward in this situation.

Conclusions

The Township is making steady progress toward increased diversion and recycling efficiency. As with many smaller municipalities, budgetary and staff resources dedicated to recycling and diversion activities are limited.

Other limiting factors include a large seasonal population increase, non-standard levels of service and multiple collection contractors.

This RFP goes a long way toward addressing the limiting factors and standardizing service levels throughout the collection area. It is anticipated that even more progress will be made during the next tender cycle.

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