



**REGIONAL MUNICIPALITY OF DURHAM**  
**RFP 168-2012**

**REQUEST FOR PROPOSALS (RFP) TO OPERATE AND MAINTAIN THE REGION'S MATERIALS  
RECOVERY FACILITY (MRF) LOCATED AT 4590 GARRARD ROAD IN WHITBY, ONTARIO**

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**ADDENDUM NO. 1 – August 23, 2012**

This addendum will form a part of RFP Documents for the above-noted RFP and shall be read in conjunction therewith. This addendum will take precedence over all requirements of the original RFP Documents and any addenda issued previously. Respondents shall acknowledge receipt of this addendum number on the "Form of Proposal" or sign and return this addendum with the completed RFP submitted. If, in the opinion of the Region, the addendum issued affects the price of RFP and the addendum is not returned or acknowledged in the "Form of Proposal", then RFP submitted will be deemed non-compliant and rejected. If, in the opinion of the Region, the addendum does not affect RFP price and it is not submitted with RFP or acknowledged in the "Form of Proposal", the Respondent will be allowed two working days to submit the missing signed addendum to the Region of Durham Purchasing Section.

1) **SECTION 1, INTRODUCTION AND INSTRUCTIONS TO RESPONDENTS, Item 1.05 Contract Term and Work Schedule**

Delete the chart and replace with the following:

<b>Activity</b>	<b>Date/Duration</b>
Issue of RFP	August 10, 2012
<b>Mandatory Bidders Meeting</b>	August 21, 2012
Optional Facilities Tour	August 27, 2012
Deadline for Bidder's Question Submission	August 28, 2012
Region's response to questions by	August 30, 2012
Bid Closing	September 4, 2012
Services Commence	November 19, 2012

Add the following:

Optional Facility Tour

There will be an optional facility tour on **Monday, August 27, 2012, at 9 a.m.**, for Respondents to view the plant in operating mode. The site is located at 4590 Garrard Road in Whitby.

2) **DEFINITIONS**

The Following definition on page 8 is **DELETED** :

Qualified Contractor Means a Contractor that has operated a Municipal or Privately owned two-stream recycling facility within the last five years and at a minimum throughput of 40,000 tonnes/year.

and is **REPLACED** with :

Qualified Contractor Means a Contractor that has operated a Municipal or Privately owned two-stream or single stream recycling facility(s) within the last five years and at a combined minimum annual throughput of 30,000 tonnes/year

3) **SECTION 2 SUBMISSION FORMAT AND CONTENT, Item 2.01 Company Background, Qualifications and Experience**

Item 2.01 is **DELETED** :

**2.01 Company Background, Qualifications and Experience**

**a) Company Background, Qualifications and Experience**

- A written statement that describes generally its waste management experience and capabilities
- A detailed description of its recyclable materials processing experience including, but not limited to, : past and current experience with MRF operations including operating a Municipal or Privately owned two-stream recycling facility within the last five years and at a minimum throughput of 40,000 tonnes/year, value and size of past and current contracts, and duration, location and processing methods (Municipal single or dual stream processing and IC&I recyclables processing) is relevant and deemed appropriate for this project's scope of work
- A detailed description of the organization chart and staffing plan for facility management and operations including job descriptions for the entire facility
- A description of the Company's reporting and communications structure

and is **REPLACED** with:

**2.01 Company Background, Qualifications and Experience**

**a) Company Background, Qualifications and Experience**

- A written statement that describes generally its waste management experience and capabilities
- A detailed description of its recyclable materials processing experience including, but not limited to, : past and current experience with MRF operations including operating a Municipal or Privately owned two-stream or single stream recycling facility(s) within the last five years and at a combined minimum annual throughput of 30,000 tonnes/year, value and size of past and current contracts, and duration, location and processing methods (Municipal single or dual stream processing and IC&I recyclables processing)
- A detailed description of the organization chart and staffing plan for facility management and operations including job descriptions for the entire facility
- A description of the Company's reporting and communications structure

4) **SECTION 2 SUBMISSION FORMAT AND CONTENT, Item 2.10 References**

Item 2.10 is **DELETED** and **REPLACED** with:

**2.10 Qualifications and References (Pass / Fail)**

Proposals should include a list of at least three references the Region may contact (see **Form of Proposal – Appendix ‘A’, RERERENCES**). The form provided in Appendix ‘A’ may be used, or an alternate format may be used. This is to be provided with the proposal submission.

**In order to be considered for award, firms bidding on this RFP must be a Qualified Contractor and shall have successfully operated a Municipal or Privately owned two-stream or single stream recycling facility(s) within the last five years and at a combined minimum annual throughput of 30,000 tonnes/year.** Respondents to include such projects as part of their proposal and thereby consent to the Region contacting the references, or any others deemed appropriate by the Region, in order to obtain further information to validate that this requirement has been met. The Region reserves the right not to award this RFP to any firm whose qualifications or experience is deemed unsatisfactory for the services required under this RFP. The Region also reserves the right to not award this RFP to any firm with whom the Region has experienced consistent service-related quality/performance problems within the past two year from date of RFP.

**Further, upon meeting the qualifications above, references will only be rated as a Pass or Fail. In order for references to generate a pass, they must be considered accurate and relevant, based on similar size and scope of the Region’s requirements, and prove to validate, to the Region’s satisfaction, that the Respondent generally met the reference’s expectations. Note that the *Region* and/or staff that are currently employed with the *Region* or any individual employed by the Region during the most recent Contract Term for these products and services must not be listed as client references or utilized to provide letters of recommendation, letters of acknowledgement or any similar documentation meant to provide the same information.**

In each case, include the Company Name, Description of Services Provided, Approximate Annual Value of Services, Contact Name & Title, Phone Number and Email Address. Please also include a list of existing clients.

Note: The Region reserves the right to obtain and consider reference feedback from Regional Staff having experience with a respondent who has provided services to the Region of Durham within the last three years.

5) **SECTION 3, EVALUATION CRITERIA AND SELECTION PROCESS, Item 3.10 Reserved Rights of the Region**

This section is amended to include the following:

**3.10.1**

The Region reserves the right to elect not to award the contract to any bidder even where one or more compliant bids are received. Specifically, all bidders acknowledge that the Region has made a commitment to the Canadian Union of Public Employees (CUPE) that CUPE may attend before the Works Committee of the Region of Durham to provide a proposal and/or a recommendation that the Region of Durham take over and operate the Material Recycling Facility directly as a Regional facility. The Region reserves the right to evaluate the option to operate the Material Recycling Facility as a Regional facility against any proposals received in response to this Request for Proposals. To facilitate this process and preserve the fairness and integrity of the Request for Proposal process, two separate and independent Regional committees have been established. No information from bid submissions by respondents will be shared outside of the committee evaluating those bid submissions.

6) **SECTION 3 EVALUATION CRITERIA AND SELECTION PROCESS, Item 3.04 Evaluation Criteria and Maximum Evaluation Points Summary**

**ITEM 3.04 2) Company Background, Qualifications and Experience is DELETED:**

- 2) Company Background, Qualifications and Experience [50]**
- The appropriateness to which the written statement describes generally its waste management experience and capabilities
  - The extent to which the description of its recyclable materials processing experience including, but not limited to, : past and current experience with MRF operations, value and size of past and current contracts, and duration, location and processing methods (Municipal single or dual stream processing and IC&I recyclables processing) is relevant and deemed appropriate for this project's scope of work
  - The degree of appropriate details provided in the organization chart and staffing plan for facility management and operations including job descriptions for the entire facility
  - The appropriateness of the organizations reporting and communications structure

and is **REPLACED** with:

- 2) Company Background, Qualifications and Experience [50]**
- The appropriateness to which the written statement describes generally its waste management experience and capabilities
  - The extent to which the description of its recyclable materials processing experience including, but not limited to, : past and current experience with MRF operations, value and size of past and current contracts, and duration, location and processing methods (Municipal or privately owned single or two-stream processing and IC&I recyclables processing)
  - The degree of appropriate details provided in the organization chart and staffing plan for facility management and operations including job descriptions for the entire facility
  - The appropriateness of the organizations reporting structure

7) **SECTION 5, BACKGROUND AND SCOPE OF WORK, Item 5.02 Requests for Proposals (RFP) Overview**

**5.02 Requests for Proposals (RFP) Overview**

**Paragraph 2 (stated below) supersedes Clause 3.09 Award**, within Section 3, Evaluation Criteria and Selection Process.

The intent of this RFP is to select a Proponent for the provision of services as per the entire scope of Work in RFP No. 168-2012 Materials Recovery Facility Operations and Maintenance for the Region at their municipally-owned MRF located at 4590 Garrard Road, in Whitby, Ontario.

8) **APPENDIX 'A', FORM OF TENDER, Section 1.0 Pricing,****DELETE AND REPLACE PAGE 2 WITH 2R ATTACHED HEREIN**

For further clarification of the pricing model to be followed, an example is provided for reference only.

## Example Only

The Proponent, by submitting a Bid in response to this RFP, hereby offers to complete the Work specified in accordance with the terms, conditions and specifications of this RFP, for the prices bid for the following Sections. **Proponents must submit pricing for all Pricing Scenarios to be considered for award.**

All quantities provided are for evaluation purposes only, as actual quantities will vary.

### 1.1 Total Yearly Operating Bid Price:

Scenario #	Description	U/M	Estimated Qty (A)	Unit Price (B)	Ext Price (C = A x B)
1	Per tonne processing fee for the existing suite of materials only as per Section 5.03	Marketed Tonne	60,000	\$ 50.00	\$ 3,000,000
2	<b>Incremental</b> Per tonne processing fee for #1 thermoform PET and #3 - #7 plastic food and beverage containers as per 5.03	Marketed Tonne	60,000	\$ 1.00	\$ 60,000
3	<b>Incremental</b> Per tonne fee for baling Newspapers	Marketed Tonne	30,000	\$ 2.00	\$ 60,000
3	<b>Incremental</b> Per tonne processing fee for household scrap metal	Marketed Tonne	60,000	\$ 3.00	\$ 180,000
3	<b>Incremental</b> Per tonne processing fee for #3 – #7 plastics non-food and non-beverage containers	Marketed Tonne	60,000	\$ 4.00	\$ 240,000
3	<b>Incremental</b> Per tonne processing fee for expanded polystyrene	Marketed Tonne	60,000	\$ 5.00	\$ 300,000
3	<b>Incremental</b> Per tonne processing fee for plastic film	Marketed Tonne	60,000	\$ 6.00	\$ 360,000
3	<b>Incremental</b> Per tonne processing fee for small handheld electronic devices	Marketed Tonne	60,000	\$ 7.00	\$ 420,000
3	<b>Incremental</b> Per tonne processing fee for Hot Drink Containers	Marketed Tonne	60,000	\$ 8.00	\$ 480,000
<b>TOTAL OPERATING BID PRICE FOR SCENARIOS #1, #2 and #3 :</b>					<b>\$ 5,100,000*</b>

I/we hereby acknowledge receipt of this addendum.

\_\_\_\_\_  
Signed (Must be Signing Officer of Firm)

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of Firm

Attachments:  
Page 2R

END OF ADDENDUM

**THE REGIONAL MUNICIPALITY OF DURHAM  
REQUEST FOR PROPOSAL NO. RFP-168-2012**

**SECTION 1.0 PRICING:**

The Proponent, by submitting a Bid in response to this RFP, hereby offers to complete the Work specified in accordance with the terms, conditions and specifications of this RFP, for the prices bid for the following Sections. **Proponents must submit pricing for all Pricing Scenarios to be considered for award.**

All quantities provided are for evaluation purposes only, as actual quantities will vary.

**1.1 Total Yearly Operating Bid Price:**

Scenario #	Description	U/M	Estimated Qty (A)	Unit Price (B)	Ext Price (C = A x B)
1	Per tonne processing fee for the existing suite of materials only as per Section 5.03	Marketed Tonne	60,000	\$	\$
2	<b>Incremental</b> Per tonne processing fee for #1 thermoform PET and #3 - #7 plastic food and beverage containers as per 5.03	Marketed Tonne	60,000	\$	\$
3	<b>Incremental</b> Per tonne fee for baling Newspapers	Marketed Tonne	30,000	\$	\$
3	<b>Incremental</b> Per tonne processing fee for household scrap metal	Marketed Tonne	60,000	\$	\$
3	<b>Incremental</b> Per tonne processing fee for #3 – #7 plastics non-food and non-beverage containers	Marketed Tonne	60,000	\$	\$
3	<b>Incremental</b> Per tonne processing fee for expanded polystyrene	Marketed Tonne	60,000	\$	\$
3	<b>Incremental</b> Per tonne processing fee for plastic film	Marketed Tonne	60,000	\$	\$
3	<b>Incremental</b> Per tonne processing fee for small handheld electronic devices	Marketed Tonne	60,000	\$	\$
3	<b>Incremental</b> Per tonne processing fee for Hot Drink Containers	Marketed Tonne	60,000	\$	\$
<b>TOTAL OPERATING BID PRICE FOR SCENARIOS #1, #2 and #3 :</b>					\$ *

*Note: All prices bid exclude HST.*

**\* To be used for evaluation of pricing as detailed in Section 2.08 and 3.05.**

NOTE: The Region reserves the right to implement any or all of the Scenarios within the Pricing Section, in whole or in part, throughout the duration of the term of the contract, at its sole discretion.

In the case that the Region chooses to include any of the Scenarios at a date other than the beginning of this contract, the respective Unit Prices shall be adjusted based on the annual CPI at the date of implementation.

**\*THIS PAGE MUST BE RETURN WITH THE PROPOSAL SUBMISSION OR PROPOSAL WILL BE REJECTED\***