



REQUEST FOR PROPOSAL (RFP) WASTE MANAGEMENT COLLECTION SERVICES

RFP #: WM-12-02

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Section 1

Introduction



1. Introduction

1.1 Requirement

The Corporation of the County of Dufferin (Dufferin) is requesting proposals for waste management collection services for a seven (7) year term beginning June 1, 2013 for Recyclables, Source Separated Organics, Garbage, Yard Waste, Bulk Waste and White Goods. In addition to the collection services; processing services are also required for Garbage, Yard Waste Bulk Waste and White Goods.

Proposals are requested for both manual curbside collection (based on the current waste management programs operated by the local municipalities in the County, which includes some automated collection as per Appendix A) and automated curbside collection for Garbage, Recyclables and Source Separated Organics. All Bidders are to provide quotes for manual curbside collection. For automated collection, which is optional for Bidders, Proponents are to assume that they will own the auto-carts and will purchase, deliver, maintain and supply replacement carts to residents of the County. Costs for all elements are to be included in the per stop cost as described in the Forms of Proposal.

The services required for the start of the contract include:

Single Family Curbside	Multi-Family & ICI Curbside	Municipal Facilities Curbside, Front-end & Roll off
<ul style="list-style-type: none"> Blue Box Recyclables SSO Garbage Yard Waste Bulk Waste (including agricultural bale wrap) White Goods 	<ul style="list-style-type: none"> Blue Box/Cart Recyclables Garbage Bulk Waste White Goods SSO 	<ul style="list-style-type: none"> Blue Box/Cart Recyclables Garbage SSO

Proponents are advised that the services requested by this RFP vary, in certain circumstances for certain material types, between urban and rural areas.

In addition to the collection and processing services, Dufferin requires that the Successful Proponent also provide a Customer Service operation for the purposes of receiving and addressing waste management collection issues and concerns that arise from the performance of the Work.

1.2 Background

The Corporation of the County of Dufferin is located approximately one (1) hour northwest of Toronto and is comprised of eight local municipalities, namely the Towns of Mono, Mulmur, Orangeville and Shelburne and the Townships of Amaranth, East Garafraxa, East Luther Grand Valley and Melancthon.

In 2011, there were approximately 19,786 single family households in the County, approximately 43 multi-family buildings within Orangeville, Shelburne and Grand Valley and approximately 18 County and Local Municipal locations. Collection areas in the County include urban, rural settlement (i.e. settlements in rural areas) and rural.

With respect the County and Municipal facilities, there are 15 that currently receive curbside garbage collection, 24 that receive curbside recycling collection and 10 that receive curbside SSO collection. In addition, there are 14 locations that receive garbage collection via private collection (front end bins and rolling carts) and 2 that receive private recycling collection. Appendix A outlines the particulars of each location.

In addition, the County has 8 Public Housing buildings for which all 8 receive curbside recycling collection (via cart), 2 receive curbside garbage collection and 1 receives curbside SSO collection. The other 6 Public Housing buildings receive private garbage collection.

With respect to the multi-family buildings, 41 buildings receive curbside collection of recyclables (via both cart and box), 2 buildings receive private recycling collection, 25 buildings receive curbside garbage collection, 18 buildings receive private garbage collection and 2 buildings receive curbside SSO collection.

For the locations identified as currently receiving private collection, Dufferin is seeking proposals to collect



from these locations to determine if it is advantageous to include them in this service contract.

Dufferin currently has authority over SSO curbside collection and the local municipalities currently have authority for the curbside collection of all other material streams. In September 2010, County Council passed By-law Number 2010-29 which transfers the responsibility for waste management service delivery, including curbside collection, from all of the local municipalities to the County effective December 31, 2012. A copy of this By-law is provided in Appendix B.

Appendix A outlines the particulars of the current collection programs in each of the local municipalities. Proponents are advised that the County is seeking to harmonize, where possible, the collection service across the local municipalities as expressed in this RFP and as such, Proponents are advised that the information pertaining to the current collection programs is provided for reference only.

It is anticipated that in the year 2015, Dufferin may open its "Dufferin Eco-Energy Park" (DEEP) located in the Township of East Luther Grand Valley. When this site opens, it will be the disposal location for garbage, and bulk waste and, in approximately 2016/2017, the site may also be the disposal location for Recyclables, SSO and yard waste.

Until the DEEP site opens, the Successful Proponent(s) will be required to provide collection and disposal services for garbage, bulk waste, yard waste and white goods. Similarly, until the site opens, the Successful Proponent(s) will be required to collect and deliver Recyclables to Waste Management of Canada Material Recovery Facility located at 505 Conestoga Blvd, Cambridge and collect and deliver SSO to the Region of Peel's Caledon Composting Facility located at 1795 Quarry Drive, Caledon, L7K 1R9 (corner of Regional Road 24 and McLaren Road). The Successful Proponent will be required to deliver the collected yard waste to the composting facility proposed by the Proponent and accepted by Dufferin.

In the event that the Waste Management of Canada MRF in Cambridge is not open to receive the Recyclables as of the start date of this contract, the Successful Proponent will be required to deliver the Recyclables to Waste Management of Canada's facility located in Mount Forest, ON. At least three (3) months prior to the start of this Contract, Dufferin will notify the Successful Proponent of the status of the Waste Management MRF in Cambridge and if it is not expected to be open by the Contract start date, Dufferin and the Successful Proponent will negotiate, in good faith, a temporary adjustment to the collection cost for Recyclables.

The table below summarizes the quantities (tonnes) of the County's 2011 material streams.

Municipality	Garbage	Recyclables	SSO	Yard Waste	Bulk Waste	White Goods
Amaranth	977	298	215	0	0	0
East Garafraxa	448	231	66	0	0	29
East Luther Grand Valley	331	255	192	34	36	10
Melancthon	648	119	54	0	0	58
Mono	922	830	514	209	12	0
Mulmur	1,000	320	142	0	0	0
Orangeville	5,303	3,874	941	1,170	0	21
Shelburne	1,181	570	261	178	0	87
Totals	10,810	6,497	2,385	1,591	48	205

These quantities are based on 2011 data and are provided to give Bidders an indication of the general magnitude of the work and provide a basis for evaluating Proposals. The Corporation of the County of Dufferin in no way warrants or guarantees that such quantities will in fact be collected and expressly disclaims any liability whatsoever arising from reliance or non-reliance on the data.

1.3 RFP Submission Form

Proponents are advised that the RFP Submission Form and Bid Forms are included in Section 14. Proponents are required to complete and submit the RFP Submission Form with the Technical Proposal.

The Work requested by this RFP has been divided into "Service Options". Proponents are advised that Dufferin reserves the right to award separate aspects of the Work to separate Proponents if, it is determined by Dufferin, it is their sole discretion, to do so.



1.4 Project Authority

The services provided will be subject to review and acceptance by Dufferin.

1.5 Inquiries

All inquiries regarding this Request for Proposals (RFP) are to be directed to treasury@dufferincounty.on.ca. Inquiries must be received in writing (e-mail) no later than May 3, 2012 at 2:00 p.m. All inquiries received, and the answers as provided by Dufferin will be provided to all Proponents by way of written addendum, no later than May 10, 2012 by 2:00 p.m. without naming the source of the inquiry.

Dufferin reserves the right to accept or reject any or all proposals received or to cancel the RFP in its entirety, all without any right of recourse on the part of any Proponent, and to seek clarification from one or more Consultants on the contents of their proposal submission.

Dufferin will only make official modifications to the RFP process, or to the actual "terms of reference" through official addendum issue. Any oral statement or other representation from any source should not be accepted as binding, unless confirmed through an official written addendum.

1.6 RFP Schedule

The following is a tentative schedule to assist Proponents. Although every attempt will be made to meet all dates as identified below, Dufferin reserves the right to modify any or all dates at their sole discretion.

Item	Date
RFP Issued	April 24, 2012
Non Mandatory Bidders Meeting	April 30, 2012
Last Date for Question Submission	May 3, 2012
Last Date for Issuance of Addenda	May 10, 2012
RFP Close	May 24, 2012
Anticipated Award of Proposal by County Council	June 14, 2012
Contact Start Date	June 1, 2013

A non-mandatory bidders meeting will be held Monday April 30, 2012 at 55 Zina Street, Orangeville, in the Sutton Room at 10:00 a.m.

The evaluation team will prepare a report recommending the award, as applicable, for the June County Council. It is expected that approval will occur on or about June 14, 2012 and that the contract is anticipated to be awarded prior to the end of July 2012. However, the County reserves the right to revise these dates acting reasonably.

1.7 Resulting Contract

The content of this RFP and Addenda (if any are issued) will be incorporated into any resulting contract. The proposal(s) accepted by the County (if any) will form the basis for negotiating the services contract.



Section 2

Definitions



2. Definitions

In this RFP, the following definitions apply.

The word “**shall**” will be construed as imperative and the word “**may**” as permissive.

Aluminum Food & Beverage Cans and Foil means all cleaned aluminum food and beverage containers and includes items such as pop cans, all pie plates, tart containers, TV dinner trays, roasters, and household aluminum foil (not contaminated with food).

Alternative Fuels means fuels that generally reduce or produce less harmful pollutants and emissions.

Approved Recycling Container means the container(s) Dufferin has approved for usage as acceptable for the set-out of materials. Section 8.6 summarizes the Approved Containers. Please note that while Dufferin does not promote the use of rigid containers (e.g. crates tubs, pails or baskets), residents are currently permitted to use them for recyclables. The successful Proponent shall collect recyclables set out in rigid containers.

Aseptic Containers means any multi-layered beverage and food box container.

Boxboard means single layer paperboard packaging such as cereal and shoe boxes.

Bulk Waste includes: beds and box springs; chairs, couches, furniture, agricultural bale wrap and other items designated by Dufferin and/or the Successful Proponent.

Certificate of Approval means all Certificates of Approval or Provisional Certificates of Approval issued by the MOE to the Contractor.

County Clerk means the person for the time being filling the office of Clerk for the Corporation of the County of Dufferin or the person then acting as such.

County or Corporation or Dufferin means the Corporation of the County of Dufferin.

Collection Vehicles means the vehicles used to collect Recyclables, Garbage, SSO, Yard Waste, Bulk waste and White Goods.

1. **Top, Side or Rear Loading Collection Vehicles** must have fully enclosed steel bodies to prevent loss or spillage of materials. Vehicles must also be mounted on an adequate truck chassis, and they must be capable of loading and unloading of the materials at the curbside residential complexes, Municipally Approved Locations, at the Material Recovery Facility, Composting Facility and/or Transfer Station). Vehicles may be fully automated, semi-automated and non-automated.
2. **Flat Bed Collection Vehicles** possibly used for the performance of the bulk waste and/or white goods collection service must be mounted on an adequate truck chassis, and they must be capable of loading and unloading materials at the County Approved Disposal Locations and/or Transfer Station). Vehicles may be fully automated, semi-automated and non-automated.

Commercial Establishment means any place other than a Residential Household and includes retail outlets, schools, daycares, churches, restaurants and other places of business that put out Garbage or Recyclable Material for collection.

Completion of the Work means the time stipulated in the Contract Documents.

Composting Facility means a facility that accepts either SSO materials or Yard Waste, as defined in this RFP, makes provision to remove contaminants from said materials and manually and/or mechanically composts the materials.

Conditions means all written material or printed descriptions outlining the conditions to which the Work, in compliance with the Specifications, is to be carried out under this Contract.

Contamination means the presence of any item or material not identified as acceptable for collection in the specific material streams as set out by this RFP and the County's waste management by-law.

Consumer Price Index or CPI means the Consumer Price Index for Ontario, all items, as published by Statistics Canada or a comparable successor to such price index should the Consumer Price Index for Ontario, be discontinued in its present form.



Contract means

1. The executed Legal Agreement between Dufferin and the Contractor including the Form of Proposal, Contract Maps/Drawings, this RFP, any RFP addenda and any other relevant documents made pursuant to the provisions of the Legal Agreement.
2. The agreement covering the performance of the Work, including the supply of any and all work, labour, implements and materials that could reasonably be required properly and satisfactorily to complete the Work to be performed and also includes all Contract documents, the plans, specifications, contract bond and any written supplementary agreements that may be made in order to ensure the completion of the Work in an acceptable manner.

Contract Prices means the prices set out in the Form of Proposal for which the Contractor will perform the Work.

Contractor or a pronoun in place thereof means the Proponent or Proponents to whom the Contract has been awarded and who has undertaken to carry out the work as per the Project Specifications and the Form of Proposal. Contractor will be used interchangeable with Successful Proponent throughout the RFP.

Corrugated Cardboard or Old Corrugated Cardboard (OCC) means any paperboard product which consists of a rippled paper insert with paper liners bonded to the outside of the product.

Council means the Council of the Corporation of the County of Dufferin.

Curbside Collection Service means the service that commences at the road side in front of a residence, residential complex (i.e. town houses), or other establishment, as specified in this RFP.

Demonstration Project means a project, or projects, which explore alternative collection systems or methods designed to minimize the cost, increase the convenience and/or improve the waste management programs within Dufferin's solid waste management system.

Designate means the person for the time being who has been appointed to act on behalf of Dufferin by the Public Works Director for the purpose of administering this proposed Contract.

Director means the Director of Public Works for the Corporation of the County of Dufferin having responsibility for the Contract after award.

Downtown Area means locations in Orangeville and Shelburne where curbside set-outs are to be at 6:00 a.m.

Empty Paint Cans means any empty paint can with or without dried residue (lid removed), and falls within the meaning of the definition "empty container" in the regulations made under the Province of Ontario's *Environmental Protection Act*.

Empty Aerosol Cans means empty steel aerosol containers.

End Market means the purchaser or receiver of the Recyclable Materials, SSO, or any other material stream.

End Market Specifications means the specifications for marketing Recyclable Materials as designated by the purchaser of the Recyclable Materials or as defined by the Institute of Scrap Recycling Industries, Inc.'s Scrap Specifications Circular (current year).

Environmental Compliance Approval (ECA) refers to the new instrument of environmental approval that replaces the Certificate of Approval. If a Proponent's C of A is amended and receives an ECA, a copy of the ECA is to be provided to Dufferin, as required.

Equipment means all machinery, equipment and vehicles used for preparing and executing the Work.

Ferrous Metal means all steel food and beverage cans, paint cans and empty aerosol cans.

Film Plastic means grocery bags, milk bags, milk pouches and other retail bags made of a thin flexible sheet, which does not hold a particular shape when unsupported and is sometimes marked with SPI code #4 or #2.

Fine & Mixed Paper means computer paper, all white and coloured ledger paper, which includes writing pad paper, letterhead, reports, business forms, copy paper and scratch pads, flyers, envelopes, advertising mail,



fibre egg cartons, paper cores, books, Kraft paper and other clean paper packaging.

Gable Top Cartons includes any folding top paper beverage or food container.

Garbage means any discarded articles or materials that would normally accumulate but does not include source separated organics, recyclables, yard waste, bulk waste, white goods, hazardous waste, electronic waste or non-collectable waste and is placed for collection in a manner approved by the County.

Glass Bottles & Jars includes all glass food and beverage bottles and jars.

Hauler means the company or companies contracted by Dufferin to collect and deliver materials to the processing facilities approved by Dufferin.

HDPE #2 Plastic Bottles, Jugs & Tubs and Food, Beverage & Liquid Containers means High Density Polyethylene plastic food, beverage and liquid containers with SPI code 2.

In Writing means a form of communication that requires a permanent record such as fax, email or letter.

Inspector means the person or persons appointed by Dufferin to be responsible for inspecting the quality and performance of the Contractor in undertaking the Work.

LCBO Container means any container or package in which alcoholic beverages are sold by the Liquor Control Board of Ontario.

LDPE #4 Plastic Bottles, Jugs & Tubs and Plastic Food, Beverage & Liquid Containers means Low Density Polyethylene plastic food, beverage and liquid containers with SPI code 4.

Magazines & Catalogues means all magazines and catalogues bound with glue or stapled along the spine.

Manager or designate, means he/she who is authorized to act on the County's behalf.

Metal Food and Beverage Containers means all steel and aluminum food and beverage cans and containers.

Material Recovery Facility (MRF) means a facility that accepts Recyclable Material, as defined in this RFP, makes provision to remove contaminants from said recyclables, manually and mechanically sorts the recyclables and prepares recyclables for end markets.

Missed Collection means that 14 of stops, or less, have been missed off of an individual driver's Route.

Missed Route means that 15 of stops, or more, have been missed off of an individual Driver's Route.

Mixed Plastic includes PET, HDPE, PVC, LDPE (rigid and film), PP, PS, and Other Plastic.

Multi-Family Collection Service means the service that commences either at the road side in front of a building (for dwellings with six (6) units or less) or at the back, or side, of the building via a "front-end" bin or rolling cart collection (for dwellings with seven (7) or more units), or as specified in this RFP. **Front end and rolling cart multi-family collection does not include garbage collection.**

MOE means the Ontario Ministry of Environment.

Newsprint means all newspapers including the inserts that are delivered therein.

Other Plastic means any layered plastic food or beverage container sometimes marked with SPI code #7.

Parts refer to the groupings of Work as described in Section 1 of this RFP. The successful Proponent will collect all Recyclable Materials, Garbage, SSO, Yard Waste, Bulk Waste and White Goods as stipulated by this RFP for the Parts of Works that are awarded to the Successful Proponent(s).

Per Stop Price means the cost to provide services to households, businesses, etc as specified by the RFP.

PET #1 Plastic Bottles, Jugs & Tubs and Food, Beverage & Liquid Containers means Polyethylene Terephthalate plastic food, beverage and liquid containers with SPI code 1 (includes rigid clamshell containers).

Polycoat Containers means any paper-based carton packaging for beverage and food products. Polycoat cartons are made of bleached paperboard and polyethylene and some varieties (i.e., aseptic Polycoat containers) have a micro-thin layer of aluminum foil in the middle.



Polystyrene including polystyrene foam and crystal materials such as those used for cups, plates, food trays, and packaging sometimes marked with SPI Code #6.

PP #5 Plastic Bottles, Jugs & Tubs and Food, Beverage & Liquid Containers means clean Polypropylene plastic bottles, jugs, tubs, food, beverage and liquid containers with SPI code 5.

Proponent or Bidder means the Company(s) and Company representative(s) submitting the Proposal(s) for the Work defined by this Contract.

PS #6 Plastic Food, Beverage & Liquid Containers means clear, rigid polystyrene plastic materials such as those used for food, beverage and liquid containers such as cups, plates, food trays with SPI code 6.

Public Works Director means the person for the time being filling the position of the Public Works Director in the Public Works Department of the County of Dufferin or the person then acting as such.

PVC #3 Plastic Food, Beverage & Liquid Containers means clean Polyvinyl chloride plastic food, beverage and liquid containers with SPI code 3.

RFP means Request for Proposal.

Recyclable Materials or Recyclables means those materials listed within the Materials to be Collected, Section 8.1, and excludes material defined as Recyclable Materials Not Acceptable.

Recyclable Materials Not Acceptable refer to Section 8.1

Residues mean waste generated from a processing operation or any other non-hazardous solid material that is not processed or is not marketed as Recycled Materials and that may be disposed of at any approved disposal location located according to the Certificates of Approval issued from time to time to the operators of those facilities pursuant to the Environmental Protection Act (Ontario).

Residential Household or Single Family means any Residential Property, including select multi-family locations, approved to receive curbside collection.

RFP Document means the RFP in its entirety including any addenda.

Rigid Container means a permitted recycling container which includes rigid plastic or metal containers that residents may use to contain Recyclable Materials at the Curbside. Examples of Rigid Containers are laundry baskets, pails, crates and tubs. In its communication with residents, Dufferin will promote the use of Blue Boxes and will not promote the use of Rigid Containers.

Roadway means the part of a street improved, designed or ordinarily used for vehicular traffic.

Route means the pre-established number of stops, served in the same sequence, by the same Collection Vehicle each collection cycle. The geographic area (i.e. the number of streets) along with the number and sequence of stops to be serviced by each individual Collection Vehicle will be those established by the Public Works Director / Designate in conjunction with the Successful Proponent prior to the start of the Contract.

Rural Area means any part of Dufferin not designated as an Urban or Rural Settlement Area, as defined and updated by Dufferin. Currently defined Rural Areas can be found in Appendix C.

Rural Settlement Area means a Hamlet, sub-division or sub-urban setting within the geographic surroundings of a Rural Area, as defined and updated by Dufferin. Currently defined Rural Settlement Areas can be found in Appendix C.

Service Request means a complaint received, in any communication method received by Dufferin or the Contractor.

Source Separated Organics or SSO means the materials listed within the Materials to be Collected Section 8.1.

Specifications means all written material or printed descriptions or instructions pertaining to the method and manner of performing the Work, or to the quantities and qualities of the works to be carried out under the Contract.



Special Consideration Collection (SCC) means the service provided for residents physically unable to set their materials at the Curbside for collection. Collection operators will assist these residents by collecting recyclables from a location on their property mutually agreed upon by Dufferin and the resident (e.g., just outside a resident's front or side door). The contractor will return all collection containers to the agreed upon location.

SPI Code means the **Society of Plastics Industry** voluntary coding system for plastic that identifies bottles and other containers, packaging and products by predominant polymer type to assist in the sorting of plastic by resin composition.

Spiral Wound Containers (also called composite containers) are food containers with metal ends with a spiral wound body made of paper and various other materials.

Steel Food & Beverage Cans means all steel food and beverage cans, empty steel paint cans with lids removed.

Stop or a pronoun in place thereof means the location or household, as appropriate, where materials are to be collected from. Stop will be used interchangeably with household throughout the RFP.

Street means a highway, road, lane, avenue, court, boulevard, square, place, crescent or other public way under the jurisdiction of Dufferin or its local municipalities.

Subcontractor means a person or partnership undertaking an aspect of the Work by virtue of an agreement with Dufferin's Contractor.

Supervisor means the Contractor's authorized representative in charge of the Work.

Successful Proponent or a pronoun in place thereof means the Proponent(s) to whom the Contract has been awarded and who has undertaken to carry out the Work as per the Project Specifications. Successful Proponent will be used interchangeably with Contractor.

Telephone Books means all telephone directories.

Tubs and Lids means a mixture of plastic tubs made of PP, LDPE and HDPE and some PS. Margarine, yogurt, cottage cheese and ice cream are examples of foods sold in tubs.

Urban Area means the Towns of Orangeville, Shelburne and Grand Valley. Refer to Appendix C.

Work means the total operations and related services required by the Contract Documents.

Waste and garbage are synonymous for the purposes of this RFP.

Waste Collection Receptacles means metallic or plastic cans, polyethylene bags and metal bins.

White Goods includes metal, or mostly metal items such as fridges and stoves, either known not to contain Chlorofluorocarbons (CFCs) or affixed with a sticker indicating the CFCs have been removed.

Work or Works (unless the context requires a different meaning) means the whole of the Works, materials, matters and things required to be done or supplied, mentioned, or referred to in the Contract, including all extra or additional work or material, matters or things which may be ordered by the Public Works Director / Designate as herein provided.

Yard Waste means material designated from time to time by the Public Works Director as compostable and for which alternative collection regulations apply. Currently, yard waste includes garden trimmings, hedge trimmings, leaves, fall leaves, brush, and vegetable and plant matter. Proponents are to propose the composting facility and the acceptable materials as part of the proposal.

Yard Waste Collection Receptacles currently means metallic or plastic cans (i.e. reusable, rigid garbage cans), paper yard waste bags, and translucent certified compostable bags, but not include polyethylene bags. Proponents are to identify the acceptable set out receptacles, requirements, materials, dimensions, weights, etc as part of the proposal.

The words **authorized, directed, required, requested, approved, ordered, sanctioned, and satisfactory**, unless some other meaning is obvious from the context, shall mean respectively authorized, directed, required, requested, approved, ordered, or sanctioned by or satisfactory to the Public Works Director.



Section 3

Instructions to Proponents



3. Instructions

3.1 Examination of Documents

Each Proponent must satisfy themselves by their own study of the RFP documents, by calculations, and where required, by personal inspection of the individual sites respecting the conditions existing or likely to exist in connection with the execution of the Works, as to the practicability of completing the Work successfully for the proposed price. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by this Request for Proposal.

3.2 Errors and Omissions

Dufferin shall not be held liable for any errors or omissions in any part of this RFP. While Dufferin has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in the RFP is supplied solely as a guideline. The information is not guaranteed or warranted to be accurate by Dufferin, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve the Respondents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

3.3 Ownership of Materials

All Proposals and materials submitted become the property of Dufferin and shall not be returned.

3.4 Conflict of Interest

The Proponent warrants that, to the best of its knowledge and belief, no actual or potential conflicts of interest exist with respect to the submission of the Proposal. Where Dufferin discovers a Proponent's failure to disclose all actual or potential conflicts of interest, Dufferin may, in addition to any other remedies available, disqualify the Proponent.

3.5 Subject to Approval

Any Contract resulting from the RFP process will be subject to funding availability through the budget process as approved by County Council.

The signed Technical Proposal shall be taken as statement that:

- a) The Proponent understands the Instructions to Proponents and Scope of Work contemplated hereunder and agrees to comply with the Standard Terms and Conditions as well as all other terms, conditions and Specifications stated in the RFP; and
- b) The Proponent will honour the prices submitted on the pricing schedule and all other components of the Proposal.

3.6 Acceptance of Documents and County Rights

The Corporation of the County of Dufferin reserves the right in its absolute discretion to:

- Seek written clarification from any or all Proponents in relation to their Proposal;
- Vary, discontinue or cancel the procurement process, and/or commence a new procurement process for the same or similar deliverables, if it deems reasonable conditions exist to do so;
- Accept more than one Proposal;
- Provide additional written information to Proponents;
- Waive any irregularities or informalities in the process;
- Identify opportunities for collaborative responses to be offered for the delivery of specified services;
- Cancel, add or amend the information, requirements, terms, procedures, or processes set out in this document;
- Amend the proposed requirements, the description of services or any other aspect of this document;
- Attempt to meet all dates noted in this RFP but reserves the right to modify any or all dates at its discretion; and



- These reserved rights are in addition to any other express rights under this RFP and other rights that may be implied in favour of Dufferin in the circumstances.

3.7 Legal Claims and Damages

The Corporation of the County of Dufferin reserves the right not to accept a Proposal from any person or corporation which includes any non-arm's length corporation who, or which, has a claim or instituted a legal proceeding against Dufferin, or against whom Dufferin has a claim or instituted a legal proceeding with respect to any previous contracts, bid submissions or business transactions who is listed as either the proposed general contractor or subcontractor or vendor within the submitted Proposal.

3.8 Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

R.S.O., 1990, CHAPTER M. 56, AS AMENDED AND THE MUNICIPAL ACT, 2001, S.O. 2001, CHAPTER 25, AS AMENDED

The Corporation of the County of Dufferin is a public institution and as such is required to adhere to legislation, including but not limited to the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) R.S.O. 1990, Chapter M.56, as amended. All Quotations, Tender and Proposal responses submitted become the property of the County. Proponents should be aware that any and all documents submitted to Dufferin, including but not limited to Quotations, Tenders, Proposals, correspondence, e-mails and memoranda, will be subject to the protection and disclosure provisions MFIPPA. Proponents are advised that Dufferin may be required to disclose these documents in part or in their entirety pursuant to the provisions of MFIPPA, unless the disclosure would be harmful to the Proponents business interests or would be an unreasonable invasion of personal privacy as defined in MFIPPA. Proponents are reminded to identify in their Quotation, Tender or Proposal material, and in any other documents submitted to Dufferin, any specific financial, scientific, technical, commercial proprietary, or similar confidential information, the disclosure of which could reasonably expect to cause them harm. Complete Quotations, Tenders or Proposals are not to be identified as confidential. **PROPOSERS MUST HIGHLIGHT CLEARLY WITHIN THEIR QUOTATION, TENDER OR PROPOSAL OR ANY OTHER DOCUMENT INFORMATION THEY CONSIDER TO BE CONFIDENTIAL.** Quotations, Tenders and Proposals submitted to Dufferin become subject to the laws that govern the operations of a public institution and Dufferin cannot assure Proponents that any portion of a Quotation, Tender, Proposal or other document, can be kept confidential under MFIPPA if Dufferin is required to disclose any such document as a result of direction by the Information and Privacy Commissioner/Ontario or as may be required by the Municipal Act. The information contained in this document may be utilized by the Proponent's solely for the purpose of preparing a submission to Dufferin. Any other use of the information for any other purpose is not authorized by Dufferin.

Questions about collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56, as amended, should be directed to:

The Corporation of the County of Dufferin
Attention: County Clerk
55 Zina Street
Orangeville, Ontario L9W 1E5
Phone: 519-941-2816 (2503)

The County Clerk has been designated by the Corporation of the County of Dufferin Council to carry out the responsibilities of the Act.

3.9 Exclusion Of Proponent In Litigation

Dufferin may, in its absolute discretion, reject a proposal submitted by a Proponent if the Proponent, or any officer or director of the Proponent is or has been engaged, either directly or indirectly through another corporation, in a legal action against Dufferin, its elected or appointed officers and employees in relation to:



1. Any other contract or services; or
2. Any matter arising from Dufferin exercise of its powers, duties, or functions.

In determining whether or not to reject a proposal under this clause, Dufferin will consider whether the litigation is likely to affect the Proponent's ability to work with Dufferin, its consultants and representatives, and whether Dufferin's experience with the Proponent indicates that Dufferin is likely to incur increased staff and legal costs in the administration of the contract if it is awarded to the Proponent.

3.10 Award

Dufferin reserves the right to accept or reject any Proposal(s) in whole or in part, to negotiate with the Successful Proponent(s) and to waive irregularities and omissions, if in so doing the best interests of Dufferin will be served. No liability shall accrue to Dufferin for its decision in this regard. Any Proposal or any part of any Proposal will not necessarily be accepted. The lowest priced Proposal does not necessarily constitute an award.

The evaluation team will prepare a report recommending the award, as applicable, for the June County Council. It is expected that approval will occur on or about June 14, 2012 and that the contract is anticipated to be awarded prior to the end of July 2012. However, the County reserves the right to revise these dates acting reasonably.

3.11 Negotiations

Dufferin may award the Contract on the basis of Proposals received, without discussion. Each Proposal should, therefore, contain the Proponent's best terms and complete detailed information.

Dufferin reserves the right to enter into negotiations with any Selected Proponent(s). If Dufferin and the Preferred Proponent(s) cannot negotiate a successful agreement, Dufferin may terminate the negotiations and begin negotiations with the next Preferred Proponent(s). This process will continue until an agreement has been executed or all of the Proponent(s) have been rejected. Dufferin may also choose to utilize the Best and Final Offer process as a component of the negotiation. No Proponent shall have any rights against Dufferin arising from negotiations.

3.12 Privilege Clause

It is essential that the elements contained in the proposal be stated in a clear and concise manner. Failure to provide complete information as requested will be to the Proponent's disadvantage.

Proposals should be submitted in the format requested, with an index and preferably including the criteria subject to point rating in a clear identifiable location. If a Proponent feels that the conditions will restrict it unnecessarily in any way, it should so state in its proposal. Any deviation from the stipulated conditions should be given in detail with an explanation as to why such deviations are being proposed. The Corporation of the County of Dufferin reserves the right to accept any proposal as submitted without prior negotiations. It is the responsibility of the Proponent to obtain clarification of the requirements contained herein, if necessary, prior to submitting a proposal.

Each proposal will be evaluated solely on its content.

This RFP does not commit Dufferin to award a contract or to pay any costs incurred in the preparation of a proposal, or attendance at a meeting with Dufferin staff.



Section 4

Requirements at the Time of Closing



4. Submission Requirements

4.1 Proposal Submission

Proponents are required to submit in separate, sealed envelopes, one (1) signed original, unbound; four (4) bound copies; and one (1) electronic copy (on either a CD, DVD or non-returnable Flash Drive) of the Technical Proposal clearly marked ***“RFP# WM-12-02 Waste Management Collection Services – Technical Proposal”*** and one (1) signed original, unbound; and one (1) electronic copy (on either a CD, DVD or non-returnable Flash Drive) of the Financial Proposal clearly marked ***“RFP# WM-12-02 Waste Management Collection Services – Financial Proposal”*** to:

The Corporation of the County of Dufferin
Attention: Treasury Department
55 Zina Street, 2nd Floor
Orangeville, ON L9W 1E5

Proposals **MUST** be received at this location NOT LATER THAN 2:00 P.M. LOCAL TIME, on May 24, 2012. Electronic or facsimile proposals will not be accepted. Late proposals will not be accepted and will be returned unopened.

The onus unequivocally remains with the Proponent to ensure that couriered bids are delivered to the Treasury Department, by closing time, in accordance with the submission process. Misdirected couriered proposals and proposals received after the closing date/time/place will not be accepted and will be returned unopened.

Submissions are to conform to the terms and conditions set out herein. Failure to do so will cause the submission to be rejected. Requests for extensions of the closing date or time or adjustments to bids made by telephone or fax will not be considered.

Proposals will be opened in public with representatives from the County present, within one (1) hour of closing in the Sutton Room at 55 Zina St., Orangeville. Prices will NOT be read out; only the names of the bidders and receipt of the documents will be acknowledged.

Proponents are to ensure the submission to RFP WM-12-02 is clearly labelled on the outside of packaging (for example courier packaging) and the Proponents name is clearly marked on all envelopes in the event that they are to be returned.

4.2 Format of Proposal

Proposals should be submitted in the format requested, with an index and preferably including tabs where each of the Mandatory Requirements and Evaluation Criteria can be found. Proponents are requested to address these requirements in the order in which they appear in the RFP and in sufficient depth in their proposal. Items not addressed in the proposal will be deemed as either not meeting the Mandatory Requirement or given zero points under the Rated Criteria.

Any other supplemental documentation that does not respond directly to the information requested, such as corporate literature, must be submitted on CD or DVD. The County of Dufferin reserves the right not to consider supplemental documentation submitted on CD or DVD in the evaluation of submissions.

4.3 Proposal Validity

Proposals shall remain valid and open for acceptance by Dufferin for a period of one hundred and twenty (120) calendar days, following the due date for receipt of proposals.



4.4 Withdrawal or Alteration of Proposals

A Proponent who has submitted a Proposal may submit a further Proposal at any time up to the specified time and date for RFP closing. The last Proposal received shall supersede and invalidate all Proposals previously submitted by that Proponent for this RFP.

A Proponent may withdraw or alter a submitted Proposal at any time up to the specified time and date for Proposal closing by submitting a letter bearing the Proponent's signature to the Director or the authorized representative who will mark thereon the time and date of receipt. The Proponent's name and the contract number shall be shown on the envelope containing such letter. Facsimiles (faxes), electronic mail, or telephone calls will not be accepted.

Alterations to the Proposal document may be made prior to the Proposal closing date providing they are legible and initialed by the Proponent's signing officer.

Proposals that fail to meet the minimum requirements; are incomplete, conditional, illegible or obscure; contain reservations, erasures, alterations incorrectly submitted, or irregularities of any kind may be rejected.

4.5 Black Out Period

No addendum(s) will be issued within seven (7) days prior to RFP closing. All addendum(s) become part of the bid documents and must be acknowledged and/or submitted as instructed with the bid. All addendum(s) will be posted on publicly available procurement websites (i.e. www.biddingo.com). It is the Proponent's sole responsibility to check the website(s) for addendum(s) prior to submitting their proposal. Any proposal received without addendum(s) acknowledged and/or submitted as instructed will be rejected.

Proponents are advised not to attempt communication with Dufferin between the start of the Black Out Period and the Award date. The only exception to this would be during the evaluation stage and only if the evaluation committee requires clarification from a Proponent(s) regarding the content of their proposals.

4.6 Informal or Unbalanced Proposals

Proposals which are incomplete, conditional, illegible or obscure, or that contains additions not called for, reservations, erasures, alterations or irregularities of any kind, may be rejected as informal.

Proposals that contain prices, which appear to be so unbalanced as likely to affect adversely the interests of the Corporation, may be rejected.

Wherever in a proposal, if the amount proposed for an item does not agree with the extension of the estimated quantity and the proposed unit price, the lowest price shall govern and the amount shall be corrected accordingly.

Dufferin reserves the right to waive informalities at its discretion.

Proponents, who have submitted a proposal which has been rejected by Dufferin because of informalities, will be notified of the reasons for the rejection within ten (10) days after the RFP award.

4.7 Costs Incurred by Respondents

All expenses involved with the preparation and submission of proposals to Dufferin or any work performed in connection therewith shall be borne by the Proponent. No payment will be made for any proposals received, or for any other effort required of or made by the Proponent for the preparation time or submission of this proposal document.

4.8 Proposal Deposit

Each proposal shall be accompanied by a deposit in the form of a certified cheque/bank draft/letter of credit/ or bid bond, using the most current CCDC format, with one hundred and twenty (120) day validity payable to The Corporation of the County of Dufferin in the amount of \$30,000.00.



The deposits of all Proponent's except two (2) highest rated Proponents will be returned within fourteen (14) days from the date of opening proposals. The deposits of the two (2) tenders will be retained until a proposal has been accepted and the contract bond and the other documents required herein have been furnished to the satisfaction of the Solicitor and the Director of Public Works for the Corporation save that if a Proponent has not been notified that his proposal has been recommended to County Council for acceptance within one hundred and twenty (120) days after the date of opening proposals, the deposit will be returned on demand and if a proposal has not been accepted and an Agreement executed within ninety (90) days after the date of opening proposals, any remaining deposit will be returned. After the execution of the contract and the receipt by Dufferin of the contract bond the deposit of the successful Proponent will be returned. The demand for the return of a deposit in accordance herewith or the return of a deposit by Dufferin to a Proponent whose proposals has not been accepted shall constitute the withdrawal of the expiry of the validity of the proposal.

Except as otherwise herein provided the Proponent guarantees that if his proposal is withdrawn before the County shall have considered the proposal or before or after he has been notified that his proposal has been recommended to Council for acceptance or that if Dufferin does not for any reason receive within the said period of seven (7) days and as required herein the Agreement executed by the Proponent, the contract bond executed by the Proponent and the surety company and the other documents required herein, Dufferin may retain the deposit for the use of the Corporation and may accept any proposal, advertise for new proposals, negotiate a contract or not accept any proposal as the Corporation may deem advisable.

4.9 Performance Security

Proponents must provide with their Financial Proposal a completed Agreement to Bond from a Bonding Company registered in the Province of Ontario or a Letter of Credit from a bank registered in the Province of Ontario, evidencing the ability of the contractor to provide a Performance Security in the amount of one hundred percent (100%) of the estimated first year amount of the contract, should the Proponent be contracted to perform the Work. Samples of the Agreement to Bond and Letter of Credit are provided in Appendix D. Proponents may provide their standard forms provided that they conform to the requirements of the sample forms. If a Proponent wishes to provide an alternate form of performance security, an Agreement to Bond would not be required (refer to Appendix D).

The Performance Security submitted must bear an original signature of the issuer and the Proponent. Photocopies or faxed copies will not be accepted and if submitted, will result in the proposal being rejected.

The Performance Security will be reviewed and renewed annually.

4.10 Acceptance or Rejection of Proposals

The Corporation of the County of Dufferin does not bind itself to accept the lowest or any Proposal.

Proponents are required to submit the following with their proposal. Failure to provide the required information will result in the proposal being rejected.

1. Technical Submission, including but not necessarily limited to:
 - a. Certificate(s) of Approval or Environmental Compliance Approval, as appropriate
 - b. Commercial Vehicle Operators Registration (CVOR)
2. Financial Proposal, including but not necessarily limited to:
 - a. Proposal Deposit in the amount of \$30,000.00
 - b. Letter of Agreement to Bond/Letter of Guarantee, or equivalent



Section 5

Technical Submission Requirements



5. Technical Submission Requirements

5.1 General

Dufferin is requesting proposals from firms who are capable of undertaking the work.

The onus is on the Proponent to show their knowledge, understanding and capability to perform the work as outlined in the RFP.

The detail and clarity of the Proposals will be considered indicative of the Proponents expertise and competence.

All information provided in response to this RFP must contain sufficient detail to support the services being proposed; incomplete submissions will not be considered.

All prices must be stated in Canadian funds and be inclusive of customs, duty and freight but exclusive of the Harmonized Sales Tax (H.S.T.).

5.2 Evaluation Criteria

Methodology Overview

The evaluation of Proposals will be conducted by an Evaluation Committee consisting of representatives of Dufferin in accordance with the County's Purchasing By-law and the procedures described in this RFP.

Dufferin may be assisted by, and may consult with, various technical, financial and legal advisors in relation to any or all aspects of this RFP. The appointment of, and consultation by, any one or more of these advisors or consultants will be at Dufferin's sole and absolute discretion. Dufferin may use any such advisors and consultants in any way it, in its discretion, considers useful. All decisions on whether a submission to the RFP meets (or to what degree it meets) the stated requirements are decisions within the consensus of the Evaluation Committee.

Proponents are advised that any and all determinations and decisions made on behalf of Dufferin relating to this RFP and any submissions by Proponents, including without limitation, whether the submissions meet the Mandatory Requirements and the extent to which scoring and points are awarded, are within Dufferin's sole and absolute discretion and are final and binding without appeal whatsoever.

Dufferin reserves the right to request clarification information from Proponents on the content of their proposal at any time(s) during the evaluation stage. Dufferin reserves the right at its sole discretion, to hold clarification meetings with some, or all, of the Proponents. All correspondence related to clarifications must be in writing. Dufferin is under no obligation to request that a Proponent provide missing or deficient information.

Proposal evaluation and the identification of the preferred Proponent will follow a five (5)-step process:

- Step 1:** Opening of the Technical Submissions to screen for the Specified Mandatory Requirements. Technical Submissions that do not meet the Specified Mandatory Requirements will be disqualified and given no further consideration; the Financial Submission will be returned, unopened. Technical Submissions that meet the Specified Mandatory Requirements will proceed to Step 2, Detailed Evaluation and Scoring.
- Step 2:** Technical Submissions will be evaluated against the information requested by this RFP and require a minimum technical score of 80% to proceed in the evaluation process. Proposals failing to reach 80% will be disqualified, given no further consideration and the Financial Submission will be returned, unopened. Technical Submissions that attain an 80% or greater score will proceed to Step 3.
- Step 3:** Opening of the Financial Submissions to screen for the Specified Mandatory Requirements. Financial Submissions not meeting the Specified Mandatory Requirements will be disqualified and given no further consideration; proposals that meet the Specified Mandatory Requirements will proceed to Step 4.



Step 4: Financial Submissions for each aspect of the Work will be recorded; the lowest price will attain the highest financial score. The financial score will then be combined with the technical score for a total score out of 100 comprised of: 25% for technical and 75% for the financial.

Step 5: The Proponent with the highest score will be recommended as the preferred Proponent(s).

Additional details on each of the evaluation steps are provided below.

5.2.1 Step 1 – Screening Technical Proposals for Specified Mandatory Requirements

The purpose of this step is to screen out proposals that do not meet the Specified Mandatory Requirements. Proposals not clearly meeting the Specified Mandatory Requirements will be deemed non-responsive and will be given no further consideration.

The mandatory technical requirements include:

1. A sealed Technical, and a separately sealed Financial, Submission.

Please Note: The Technical Proposal must not contain any price information.

Please Note: If more than one corporate entity is involved in the proposal; the arrangements between the various entities must be clearly explained.

2. A copy of the Proponent's Certificate of Approval of a Waste Management System.
3. A copy of the Proponent's CVOR Abstract.

Please Note: The Proponent must ensure that their CVOR permit is in good standing both at the time of submission and at all times during the Contract if selected as the Successful Proponent. Proponents with a CVOR record in excess of 70% of the Provincial threshold or who have had an Overall Safety Rating below satisfactory (audited or unaudited) will be disqualified and given no further consideration.

4. The provision of all items described in Section 5.3 through 5.5.

5.2.2 Step 2 – Detailed Evaluation and Scoring of Technical Submissions

Proposals that have met all of the Specified Mandatory Requirements of Step 1 of the evaluation process will proceed to Step 2.

Proposals will first be evaluated on technical merit without reference to cost. Technical evaluations will be based on the criteria listed below. Technical submissions will be scored in accordance with the following criteria and weights:

- Criterion 1. Project Team Experience and Capability: 25%
- Criterion 2. Operational Details: 65%
- Criterion 3. Proposal Quality: 10%

Step 2 may include written requests for clarification from selected Proponents to obtain additional clarification information required for decision-making. Step 2 may also include a request for a clarification presentation from one or more Proponents and such a request does not oblige Dufferin to request a presentation from all Proponents. Requested references in the RFP will be used to validate information provided by the Proponent.

Only those Technical Proposals that achieve an overall technical score of 80% or greater will have their Financial Submission envelopes opened. The Financial Submission envelopes for Proponents not receiving a minimum technical score of 80% will not be opened and will be returned to the Proponent.

5.2.3 Step 3 – Screening Financial Proposals for Specified Mandatory Requirements

At this step, the Financial Submissions will be opened for only those Technical Submissions that achieved the required minimum technical score of 80% in Step 2.

The mandatory financial requirements include:

1. The Proposal Deposit, as specified in Section 4.8; and
2. Letter of Agreement to Bond/Letter of Guarantee, as specified in Section 4.9.

5.2.4 Step 4 – Evaluation and Scoring of Financial Proposals

Proposals that have met the Mandatory Financial Requirements of Step 3 will proceed to Step 4.

The price proposal from each Proponent for each Part of the work will be recorded.

The financial score component will be determined by assigning 75 points to the Financial Submission that offers the lowest cost for each Part of the work. Other proposals will receive financial scores that are prorated based on their respective price (denominator) as compared to the proposal with the lowest price (numerator) multiplied by 75. For example, if the lowest price, for Part A, was \$35 per household, that Financial Submission would receive a financial score component in Step 4 of 75 points. A Financial Submission that had a price \$40 per household would receive a financial score component in Step 4 of $35/40 \times 75 = 65.25$ points.

This process will be repeated for each Part of the work to determine financial score for each Part of the work.

5.2.5 Step 5 – Determination of Preferred Proponent Recommendation

The combined scores will be compared and the Proponent(s) with the highest score will be recommended as the preferred Proponent(s).

For proposals that reached Step 4, the technical score will be combined with the financial score for, each Part of the work, to determine a combined score (out of 100).

The technical score component will be determined by multiplying the percentage score attained in Step 2 by 25 points. For example, a Technical Submission that scored 80% in Step 2 would receive a technical score component in Step 4 of $25 \text{ points} \times .80 \text{ score} = 20 \text{ points}$.

Following the example above, the 20 points achieved on the technical submission are added to the 65.25 points achieved on the Part A financial submission to arrive at a Part A combined score of 85.25.

5.3 Evaluation of Technical Submissions

Proponents are to include in the Technical Submission, sufficient information to addresses each of the criteria listed in the tables below. The tables below provide, at a high level, the information that will be evaluated as part of Step 2 in the evaluation process.

1. Project Team Experience and Capability
<p>A. EXPERIENCE</p> <p>The evaluation will consider the Proponent's waste management experience in the following:</p> <ul style="list-style-type: none"> • The experience to undertake the collection service(s) as specified in the RFP • Value of past and current contracts • Size of past and current contracts (number of units served, weekly tonnages)
<p>B. REFERENCES</p> <p>The evaluation shall consider reference information received by the County, based on the Proponent's past and current waste management activities over the past 10 years, as well the Proponent's prior record as a contractor to the County (if applicable).</p>
<p>C. STAFF REQUIREMENTS</p> <p>The evaluation shall consider the Proponent's management capability to perform the services required. The evaluation shall consider the experience of the following key management employees: Senior executive staff, Contract Manager/Supervisor, Designated fleet manager(s) & Route Supervisor(s), Staff requirements for the contract administration & collection operations</p>
<p>D. SIZE</p> <p>The evaluation will consider the size of the Proponent's company or organization including:</p> <ul style="list-style-type: none"> • Waste management facilities in Ontario and Canada • Size of current collection fleet in Ontario and Canada



2. Operational Details - Vehicles

A. TYPE OF VEHICLE(S) AND EQUIPMENT

The Proponent shall provide information on the type of vehicle(s) and equipment to be utilized for the work specified in the RFP. Criteria to evaluate vehicle(s) and equipment include the Make & model of vehicles and the services to be provided by the Collection Vehicles

B. QUANTITY AND SIZE

The Proponent shall provide information on the quantity and size of the Collection Vehicles to be utilized for the Work described in the RFP. Criteria to evaluate the vehicles includes the following:

- Number of collection vehicles to carry out the Work as defined in the RFP
- Sufficient information provided on spare vehicles to carry out the work as defined in the RFP, including numbers and types
- Capacity of Collection Vehicles
- Compartment capacity of Recycling Collection Vehicles (if applicable)

C. AGE

- Age of the vehicles proposed to be used during the Contract

D. FUEL AND ENVIRONMENTAL ISSUES

Incorporation of environmental considerations in the Proponent's submission such as:

- Alternative Fuels
- Green fleet initiatives

3. Operational Details – Work Plan

- A. The Proponent shall provide information on the proposed Work Plan to be used for the services outlined in the RFP. Criteria to evaluate the Work Plan include how the service will be provided, estimated number of stops per route, etc.

- . The Proponent shall provide information related to the proposed purchasing plan, delivery schedule and maintenance activities related to the potential usage of auto-carts for all stops (single family, multi-family residences, small business and institutional) in the County

- B. Organizational structure and staffing plan including number of staff

C. FLEXIBILITY OF WORK PLAN

- Flexibility to accommodate changes in legislation that potentially could change service delivery
- Flexibility to respond to fluctuations in recycling streams, in both quantity and type.

D. VEHICLE MAINTENANCE PLAN

- Including information contained in the Proponent's Commercial Vehicle Operator's Registration (CVOR)

E. CONTINGENCY PLANS THAT ADDRESSES:

- Bad weather resulting in inability to complete day's route
- Road and/or bridge closures
- Collection vehicle failure resulting in inability to complete the day's route.
- Labour Dispute by the Proponent's employees or the employees of the sub-contractor.
- Increased material quantities in early January due to Christmas holidays and longer period between collections due to the different day collection cycle.



4. Operational Details – Proponent's Facilities

- A. The Proponent shall provide information on Facilities to be utilized for the Work specified in the RFP. The evaluation will consider the sustainability of the proposed Facilities, travel/response time for vehicle maintenance and contingency plans to address collection delays/response times if the Facilities are not located in the County. The evaluation will also consider if the Facilities satisfactorily meet the location(s) and size requires for the office(s) and yard for storage of the fleet.

5. Proposal Quality

A. CLARITY

The Proposal clearly identifies the scope of work offered and clearly describes how the Proponent proposes to satisfy the requirements set out in the RFP. All information is complete and presented in a clear, concise, and well-organized manner. The Proponent has provided a clear table of contents for proposal submissions and/or forms for completion particularly for significant elements.

B. UNDERSTANDING THE COUNTY'S REQUIREMENTS

The Proposal demonstrates an understanding of specific goals and objectives as described in the RFP. The Proponent demonstrates a clear commitment in terms of assigning resources to fully support the Projects described in the RFP.

5.4 Overall Selection Process

An evaluation team, overseen by Dufferin, will review and score all proposals using a "**consensus**" approach, in relation to the criteria and points that are identified.

An award may be made solely on the basis of the proposals submission, without a meeting with any of the Proponents. However, one or more Proponents may be invited to attend a formal interview with the evaluation team, or to provide written clarification on their proposal.

5.5 Specific Requirements

Technical Submissions must include the following information for each part of Work being proposed. If the information differs between Parts, the exceptions or additional information must be so noted.

1. Experience & References
2. Staff Requirements
3. Subcontractors
4. Proponent's Company Size
5. Vehicle Information
6. Work Plan
7. Proponent Facilities

5.5.1 Experience & References

Proponents are to describe their general waste management experience in Ontario over the last ten (10) years that has prepared them to undertake work specified in the RFP document (no more than one (1) page); a minimum of three (3) references are required.

The following information is to be included for past and current waste management collection service contracts over the last ten (10) years. Please only include information for contracts. Dufferin shall not be included in the list of previous or current contracts.



- Client Name, Address, Contact Name and Telephone number
- Services Provided including frequency of collection, number of units serviced, weekly tonnage collected
- Collection methods used (such as manual, semi- or fully-automated)
- Operational years and duration of the contract, including any contract extensions
- Vehicle information (such as number of and type of)
- Number of Employees
- Approximate annual value of the contract
- Involvement of sub-contractors, if applicable
- Additional information (such as management of contracts of similar size and scope)

Dufferin reserves the right, in its absolute sole discretion, to contact one or more of the named contact persons to receive reference information for evaluation purposes. Dufferin may also contact other representatives of the same company or organization for whom the work was performed by the Proponent. Dufferin may contact representatives in municipalities that are not listed as references where the Proponent has held contracts. Where applicable, Dufferin will also consider the prior record of the Proponent as a contractor to Dufferin, or its local municipalities, when evaluating reference information.

5.5.2 Staff Requirements

Proponents are to include information on their management capabilities to perform the Work specified in the RFP. The evaluation will consider the experience of key management staff and the staffing requirements for the Contract. The following information must be included:

Senior Executive Staff <ul style="list-style-type: none"> • Name(s) • Experience/Professional Qualifications/Designations • Responsibilities 	Customer Service Staff <ul style="list-style-type: none"> • Name(s) • Experience/Professional Qualifications/Designations • Responsibilities
Contract Manager/Supervisor <ul style="list-style-type: none"> • Name(s) • Experience/Professional Qualifications/Designations • Responsibilities 	Contract Administrative Staff <ul style="list-style-type: none"> • Number of staff • Responsibilities
Designated Fleet Manager(s) & Route Supervisor(s) <ul style="list-style-type: none"> • Name(s) • Experience/Professional Qualifications/Designations • Responsibilities 	Collection Service Staff <ul style="list-style-type: none"> • Total number of staff, number of full-time employees, number of temporary employees, number of Collection Vehicle operators (drivers), number of collection staff (throwers)

5.5.3 Subcontractors

Proponents are to provide a listing of all subcontractors, their address and telephone number and the scope of work they will be performing for the Contract. If subcontractors are not proposed to be used, this shall be stated.

5.5.4 Proponent's Company Size

The submission must provide a description of the Proponent's company or organization and include the following information:

- Current waste collection fleet size in Canada;
- Current waste collection fleet size in Ontario, and
- Any additional information the Proponent deems to be relevant.

5.5.5 Vehicle Information

The following information is required in regards to the quantity and size of vehicles to be used in performing the Work specified in the RFP. If the fleet differs between the parts of Work, the differences need to be clearly identified.



Collection Vehicles:

- Make(s)
- Model(s)
- Type(s)

Number of Collection Vehicles:

- Total number of new and used Collection Vehicles in the proposed fleet (excluding spares). Include the age of the used Collection Vehicles as of the start of the contract.
- Total number of spare Collection Vehicles to be available to carry out the work; indicate the age of each spare vehicle as of the start of the contract.
- Number of other vehicles to be used to carry out the work (such as smaller collection vehicles for use on limited access roads, pick-up trucks for Route Supervisors, etc).
- List and describe any other equipment to be used to carry out the work.
- Describe the maximum holding capacity (expressed in cubic yards) for each make and model of the proposed collection vehicles and the approximate material density taking into account compaction, if compaction vehicles are to be used.
- If co-collection of materials are proposed, describe the individual holding capacities (expressed in cubic yards) for each make and model of the proposed collection vehicles.
- Describe any alternative fuels and/or green fleet initiatives to be used in carrying out the work.
- If alternative fuels are to be used in carrying out the work, describe which fuels will be used and where.

5.5.6 Work Plan

A detailed Work Plan must be included for all Parts of Work identified in the RFP. The Work Plan should include, but is not limited to, the following:

- Description of the implementation schedule, including, but not limited to, the Collection Vehicle purchase timeframe, staff hiring, etc.
- Description of the type, style, quantity, maintenance, etc of the auto-carts to be provided.
- Description of the purchasing plan, delivery schedule and maintenance required for the auto-carts.
- Description of how the service will be provided, including, but not limited to, how the routes will be apportioned between the local municipalities, the estimated number of routes, the estimated number of vehicles to be used per route, and the estimated number of stops per route.
- Staffing plan including the number of staff, their roles and responsibilities and reporting relationships.
- Description of the Vehicle Maintenance Plan including, but not limited to, all items listed on the CVOR reports (i.e. vehicle service requirements, frequency of service, etc.).
- Flexibility of Work Plan - outline how variations in quantity and, or type of material collected or changes in legislation affecting collection, etc would be addressed.
- Contingency Plan - outline the proposed method(s) to be used to deal with situations including:
 - Labour disputes, etc., and emergency (ice storms, natural disasters)
 - Bad weather resulting in poor driving conditions and inability to complete day's route
 - Collection vehicle failure resulting in inability to complete the day's route.

5.5.7 Proponent Facilities

Proponents are to describe the facilities to be utilized for the work specified. Information such as location and size should be included for the office, yard (for fleet storage), vehicle maintenance and any other facilities to be used for the contract (including the use of an interim transfer station, if applicable). Additionally, specify if the facility(ies) is/are owned, leased or rented.

If an interim transfer station is proposed to be used, the proposal must provide and include clear and accurate information related to the transfer station including, but not limited to:

- Providing a copy of the disposal / processing facility's Certificate of Approval (Waste Disposal Site)
- The material type(s) that are proposed to be delivered to the site
- Information on how (and by who) the material will be transferred to the disposal / processing facility
- Providing a letter of agreement (or similar) between the Proponent and the disposal / processing facility(ies) confirming the County's material(s) will be at the disposal / processing location



Section 6

Terms of Reference



6. Terms of Reference

6.1 Background

The Corporation of the County of Dufferin is located approximately one (1) hour northwest of Toronto and is comprised of eight local municipalities, namely the Towns of Mono, Orangeville and Shelburne and the Townships of Amaranth, East Garafraxa, East Luther Grand Valley, Melancthon and Mulmur.

In 2011, there were approximately 19,786 single family households in the County, approximately 43 multi-family buildings within Orangeville, Shelburne and Grand Valley and approximately 18 County and Local Municipal locations. Collection areas in the County include urban, rural settlement (i.e. settlements in rural areas) and rural.

With respect to the County and Municipal facilities, there are 15 that currently receive curbside garbage collection, 24 that receive curbside recycling collection and 10 that receive curbside SSO collection. In addition, there are 14 locations that receive garbage collection via private collection (front end bins and rolling carts) and 2 that receive private recycling collection. Appendix A outlines the particulars of each location.

In addition, the County has 8 Public Housing buildings for which all 8 receive curbside recycling collection (via cart), 2 receive curbside garbage collection and 1 receives curbside SSO collection. The other 6 Public Housing buildings receive private garbage collection.

With respect to the multi-family buildings, 41 buildings receive curbside collection of recyclables (via both cart and box), 2 buildings receive private recycling collection, 25 buildings receive curbside garbage collection, 18 buildings receive private garbage collection and 2 buildings receive curbside SSO collection.

For the locations identified as currently receiving private collection, Dufferin is seeking proposals to collect from these locations to determine if it is advantageous to include them in this service contract.

Dufferin currently has authority over SSO curbside collection and the local municipalities currently have authority for the curbside collection of all other material streams. In September 2010, County Council passed By-law Number 2010-29 which transfers the responsibility for waste management service delivery, including curbside collection, from all of the local municipalities to the County effective December 31, 2012. A copy of this By-law is provided in Appendix B.

Appendix A outlines the particulars of the current collection programs in each of the local municipalities. Proponents are advised that the County is seeking to harmonize, where possible, the collection service across the local municipalities as expressed in this RFP and as such, Proponents are advised that the information pertaining to the current collection programs is provided for reference only.

It is anticipated that in the year 2015, Dufferin may open its "Dufferin Eco-Energy Park" (DEEP) located in the Township of East Luther Grand Valley. When this site opens, it will be the disposal location for garbage, and bulk waste and, in approximately 2016/2017, the site may also be the disposal location for Recyclables, SSO and yard waste.

Until the DEEP site opens, the Successful Proponent(s) will be required to provide collection and disposal services for garbage, bulk waste, yard waste and white goods. Similarly, until the site opens, the Successful Proponent(s) will be required to collect and deliver Recyclables to Waste Management of Canada Material Recovery Facility located at 505 Conestoga Blvd, Cambridge and collect and deliver SSO to the Region of Peel's Caledon Composting Facility located at the corner of Regional Road 24 and McLaren Road in Caledon. The Successful Proponent will be required to deliver the collected yard waste to the composting facility proposed and accepted by Dufferin.

In the event that the Waste Management of Canada MRF in Cambridge is not open to receive the Recyclables as of the start date of this contract, the Successful Proponent will be required to deliver the Recyclables to Waste Management of Canada's facility located in Mount Forest, ON. At least three (3) months prior to the start of this Contract, Dufferin will notify the Successful Proponent of the status of the Waste Management MRF in Cambridge and if it is not expected to be open by the Contract start date, Dufferin and the Successful Proponent will negotiate, in good faith, a temporary adjustment to the collection cost for Recyclables.

6.2 Scope of Work

Dufferin is requesting proposals for a seven (7) year collection contract beginning June 1, 2013. Until the County's DEEP site opens, in approximately 2015, the services required include:

1. Collection and delivery of the Recyclables to Waste Management of Canada Material Recovery Facility located at 505 Conestoga Blvd;
2. Collection and delivery of the SSO to the Region of Peel's Caledon Composting Facility located at 1795 Quarry Drive, Caledon, L7K 1R9 (corner of Regional Road 24 and McLaren Road);
3. Collection and disposal services for garbage and bulk waste; and
4. Collection and diversion services for yard waste and white goods.

When the County's DEEP site opens, all collected SSO, Yard Waste, garbage and bulk waste will be delivered to the DEEP site for processing and possibly Recyclables. Dufferin will provide the Successful Proponent with at least six (6) months notice of this change in delivery location. As part of the Bid Submission, Proponents are required to submit prices for delivery and processing of material to the RFP defined / proposed locations as well as to provide pricing to deliver the specified materials to the DEEP site when it opens. The proposed prices to the DEEP site will be used as the baseline for adjusting the unit prices after the DEEP site opens.

Technical Submissions are to clearly identify the disposal location(s) proposed by the Proponent for garbage, bulk waste, yard waste and white goods to be used until the DEEP site opens. Disposal / processing fees for garbage, bulk waste, yard waste and white goods are to be shown separately in the Bid Forms.

Proposals are requested for both manual curbside collection (required) and automated curbside collection (optional) for Garbage, Recyclables and Source Separated Organics. For manual collection, a "cart-tipper" will be required to service the multi-family buildings that currently utilize carts (refer to Appendix A). For automated collection, Proponents are to assume that they will own the auto-carts and will purchase, deliver, maintain and supply replacement carts to residents of the County.

The services required for the start of the contract include:

Single Family Curbside	Multi-Family & ICI Curbside	Municipal Facilities Curbside, Front-end & Roll off
<ul style="list-style-type: none"> • Blue Box Recyclables • SSO • Garbage • Yard Waste • Bulk Waste (including agricultural bale wrap) • White Goods 	<ul style="list-style-type: none"> • Blue Box/Cart Recyclables • Garbage • Bulk Waste • White Goods • SSO 	<ul style="list-style-type: none"> • Blue Box/Cart Recyclables • Garbage • SSO

Proponents are advised that the services requested by this RFP vary, in certain circumstances for certain material types, between urban and rural areas.

In addition to the collection and processing services, Dufferin requires that the Successful Proponent also provide a Customer Service operation for the purposes of receiving and addressing waste management collection issues and concerns that arise from the performance of the Work.

6.3 Collection Frequency

Dufferin is seeking proposals for two (2) different curbside collection frequencies; namely a four (4) day per week collection schedule and a five (5) day per week collection schedule. For each frequency, Dufferin is requesting proposals for both weekly and bi-weekly curbside collection of garbage for both manual collection and automated collection (for a total of eight (8) scenarios). Further information is provided in Sections 6.4 through Section 6.11. As well, supplemental collection services are required for Yard Waste, Bulk Waste, White Goods, Limited Access Roads and Municipal Locations currently receiving private collections.

The Work to be done shall consist of the supply of all materials, vehicles, facilities, equipment and labour necessary to collection the materials in all of the municipalities in Dufferin between June 1, 2013 and May 31, 2020.



Dufferin is seeking proposals for collection services that are not constrained by local municipal boundaries and involve co-collection schemes.

To supplement each of the Options presented in the following sections, Dufferin is requesting proposals for yard waste, bulk waste and white goods collection (mandatory collection in urban and rural settlement areas and optional collection in rural) and collection on narrow and limited access roads.

In all cases, it is expected that the proposed approach for collections will be in a manner that minimizes the cost to Dufferin by establishing effective and efficient collection routes that maximize diversion rates, revenues (where applicable) and minimizes cost.

6.4 Option 1 – Four (4) Day Manual Collection Schedule – Weekly Garbage

For collection services, proposals are required for:

1. Recyclables and SSO
 - **Weekly** curbside collection from all single family households (approximately 19,786 stops, excludes approximately 56 households on limited access roads);
 - **Weekly** curbside collection from specified Multi-Family buildings, Community Housing buildings and Municipal Facility locations (approximately 73 stops, see Appendix A for Cart and curbside pickup requirements)
2. Garbage
 - **Weekly** curbside collection from all single family households (stops, same as above);
 - **Weekly** curbside collection from specified Multi-Family buildings, Community Housing buildings and Municipal Facility locations (approximately 42 stops, see Appendix A for Cart and curbside pickup requirements);

6.5 Option 2 – Four (4) Day Manual Collection Schedule – Bi-weekly Garbage

For collection services, proposals are required for:

1. Recyclables and SSO
 - **Weekly** curbside collection from all single family households (stops, same as above)
 - **Weekly** curbside collection from specified Multi-Family buildings, Community Housing buildings and Municipal Facility locations (stops, same as above)
2. Garbage
 - **Bi-weekly** curbside collection from all single family households (stops, same as above)
 - **Bi-weekly** curbside collection from specified Multi-Family buildings, Community Housing buildings and Municipal Facility locations (stops, same as above)

6.6 Option 3 – Five (5) Day Manual Collection Schedule – Weekly Garbage

For collection services between, proposals are required for:

1. Recyclables and SSO
 - **Weekly** curbside collection from all single family households (stops, same as above)
 - **Weekly** curbside collection from specified Multi-Family buildings, Community Housing buildings and Municipal Facility locations (stops, same as above)
2. Garbage
 - **Weekly** curbside collection from all single family households (stops, same as above)
 - **Weekly** curbside collection from specified Multi-Family buildings, Community Housing buildings and Municipal Facility locations (stops same as above)

6.7 Option 4 – Five (5) Day Manual Collection Schedule – Bi-weekly Garbage

For collection services, proposals are required for:

1. Recyclables and SSO
 - **Weekly** curbside collection from all single family households (stops, same as above)
 - **Weekly** curbside collection from specified Multi-Family buildings, Community Housing buildings and Municipal Facility locations (stops, same as above)



2. Garbage
 - **Bi-weekly** curbside collection from all single family households (stops, same as above)
 - **Bi-weekly** curbside collection from specified Multi-Family buildings, Community Housing buildings and Municipal Facility locations (stops same as above)

6.8 Option 5 – Four (4) Day Automated Collection Schedule – Weekly Garbage

For collection services, proposals are required for:

1. Recyclables and SSO
 - **Weekly** curbside collection from all single family households (stops, same as above);
 - **Weekly** curbside collection from specified Multi-Family buildings, Community Housing buildings and Municipal Facility locations (stops, same as above)
2. Garbage
 - **Weekly** curbside collection from all single family households (stops, same as above);
 - **Weekly** curbside collection from specified Multi-Family buildings, Community Housing buildings and Municipal Facility locations (stops same as above)

6.9 Option 6 – Four (4) Day Automated Collection Schedule – Bi-weekly Garbage

For collection services, proposals are required for:

1. Recyclables and SSO
 - **Weekly** curbside collection from all single family households (stops, same as above)
 - **Weekly** curbside collection from specified Multi-Family buildings, Community Housing buildings and Municipal Facility locations (stops, same as above)
2. Garbage
 - **Bi-weekly** curbside collection from all single family households (stops, same as above)
 - **Bi-weekly** curbside collection from specified Multi-Family buildings, Community Housing buildings and Municipal Facility locations (stops same as above)

6.10 Option 7 – Five (5) Day Automated Collection Schedule – Weekly Garbage

For collection services between, proposals are required for:

1. Recyclables and SSO
 - **Weekly** curbside collection from all single family households (stops, same as above)
 - **Weekly** curbside collection from specified Multi-Family buildings, Community Housing buildings and Municipal Facility locations (stops, same as above)
2. Garbage
 - **Weekly** curbside collection from all single family households (stops, same as above)
 - **Weekly** curbside collection from specified Multi-Family buildings, Community Housing buildings and Municipal Facility locations (stops same as above)

6.11 Option 8 – Five (5) Day Automated Collection Schedule – Bi-weekly Garbage

For collection services, proposals are required for:

1. Recyclables and SSO
 - **Weekly** curbside collection from all single family households (stops, same as above)
 - **Weekly** curbside collection from specified Multi-Family buildings, Community Housing buildings and Municipal Facility locations (stops, same as above)
2. Garbage
 - **Bi-weekly** curbside collection from all single family households (stops, same as above)
 - **Bi-weekly** curbside collection from specified Multi-Family buildings, Community Housing buildings and Municipal Facility locations (stops same as above)

6.12 Supplemental Services

1. Mandatory Service – Yard Waste



- Curbside collection from all **urban** and **rural settlement** area single family households (approximately 12,862 stops) per the following schedule:
 - Bi-weekly between April 1 and June 30
 - Monthly in July and August
 - Bi-weekly between September 1 and November 30
 - One week in January
- 2. Optional Service – Yard Waste
 - Curbside collection from all **rural** area single family households (approximately 7,104 stops) on optional, on-call basis, between April 1 and November 30 and for one (1) week in January. For this Optional Service, it will be the requirement of the resident to call the contractor to arrange for collection service at least one (1) week ahead of the proposed collection day or as otherwise defined by in the Proponent's proposal.
- 3. Mandatory Service – Bulk Waste and White goods
 - Curbside collection from all single family households (approximately 19,786 stops) and multi-family buildings (61) on a monthly, on-call basis. For this Service, it will be the requirement of the Proponent to submit their rules and regulations with respect to Bulk Waste and White Goods collection including, but not limited to, the acceptable materials, fees and collection arrangement schedule.
- 4. Limited Access Roads – As shown in Appendix C, there are two (2) currently Limited Access Roads in the County. These roads will require either curbside collection service via the use of a specialized or smaller collection vehicle or an approved centralized collection area. These roads include:
 - Jade Mountain Estates, in Mulmur, 18 households
 - Cottage Road, in Mono, 38 households

Proponents are advised that Jade Mountain Estates has limited access in the spring due to soft roads. During the spring, residents prefer to bring their material to intersection at County Road 21. As such, and weather dependent, the Successful Proponent may not be required to travel this road but would be required to collect the material set out for collection at the intersection of Jade Mountain Estates and the County Road 21.
- 5. As shown in Appendix A, there are approximately 18 Multi-Family, 14 County and Municipal locations and 6 Community Housing buildings that currently receive separate, private collection services. The County is seeking separate pricing proposals for these locations should they respectively elect, during the term of the contract, to become part of this collection service.

The quantities set out in this RFP, and including those in the Appendices, are approximate only and are for the sole purpose of indicating to Proponents the general magnitude of the work and shall be used for the comparison of submissions upon which award of the contract will be made.

Dufferin expressly disclaims any liability whatsoever arising from reliance or non- reliance on the data provided.



Section 7

Collection Schedule



7. Collection Schedule

7.1 Current Collection Schedule

Currently, residents of the County receive manual collection services for recyclables, garbage, bulk waste and yard waste from the various local municipalities and Dufferin's collection contractor provides manual collection services for SSO. Some multi-family properties currently receive automated collection of recyclables. The current collection areas in each of the local municipalities are shown on the maps found in Appendix A, and a summary of those multi-family properties currently receiving automated collection in carts can be found in Appendix A.

Proponents are advised that Dufferin is seeking to harmonize, where possible, the collection service across the local municipalities and as such, the information on the current collection programs is provided for reference only.

7.2 Future Collection Schedule

After award of the contract, Dufferin and the Successful Proponent will work cooperatively to design a County-wide collection schedule. Every effort will be made to provide an effective and efficient collection service. As such, the future collection schedule may not be restricted to the local municipal boundaries. While the specifics will be negotiated, several elements will be included in the collection schedule, namely:

- Collection on both sides of the street in Urban Areas
- Same side of the street collection in Rural Areas except for on major thoroughfares and high traffic roads (as shown in Appendix C)
- Collection on narrow and limited access roads (as agreed between the County and the Successful Proponent)

If a collection day falls on a provincially designated Statutory Holiday, collection will not be shifted to the next day. Rather, collection service is to be provided on all provincially designated Statutory Holidays with the exceptions of Christmas Day and New Year's Day.

7.3 Hours of Work

The Successful Proponent will conduct operations so as not to create a nuisance or disturb the peace unnecessarily. Collection Vehicles may not collect materials prior to 7:00 a.m. with the exception of Downtown Areas which may be conducted as early as 6:00 a.m.

In the case of recycling collection, the recyclables must be unloaded at Waste Management of Canada's MRF in Cambridge prior to 7:00 p.m.

In the case of SSO collection, the SSO must be unloaded at the Region of Peel's Composting facility prior to 4:30 p.m.

Whenever the Contractor desires to depart from the normal working hours specified above (e.g. to compensate for weather conditions), approval from the Public Works Director / Designate must be obtained. No Saturday or Sunday work will be permitted except in the case of a Statutory holiday during the week, an emergency or if directed by the Public Works Director / Designate.

Whenever, in the judgment of the Public Works Director / Designate, acting reasonably, it may be necessary or expedient to do additional work from the day collection service at night, on Saturdays, Sundays, holidays or before or after the normal work day, such night or overtime work shall be performed by the Contractor without additional or extra cost to Dufferin.



Section 8

Collection Program



8. Collection Program

8.1 Materials to be Collected

8.1.1 Blue Box Recyclables Collection Service

Effective June 1, 2013, the Dufferin blue box program (County-wide) will be single stream.

Recycling collection is to commence no earlier than 7 a.m. with the exception of the Downtown Areas which shall be no earlier than 6:00 a.m.

The Successful Proponent will be required to collect recyclables from all specified locations including special events throughout the County which will receive carts for temporary use. The exact dates and locations of these carts will be communicated to the Successful Proponent.

Acceptable Blue Box Recyclable materials

Fibre

Newspapers and inserts
OCC, flattened and bundled, no larger than 4 feet in any dimension
Office Papers
Box board
Magazines
Phone Books
Other papers and paper fibres

Containers

Plastic Bottles, Jars, Jugs and Lids (#1-7)
Gable Top, Aseptic and Polycoat containers
Aluminum, Steel and Tin cans and lids
Aluminum Plates, Foil and Trays
Empty Aerosol Cans
Empty Paint Cans
Container Glass

Not Acceptable

Fibre bonded or joined to metals or plastics
Fibre less than 5 inches in at least one dimension
Containers over 5 gallons in capacity
Window glass and mirrors
PVC construction material
Shredded Paper / confetti
Plastic Bags or Polystyrene (Expanded or Crystal)
Wood
MHSW, WEEE
Yard Waste, SSO
Construction waste, bulk waste

Compacting, or non-compacting, vehicles may be proposed for the collection service for dedicated collection (by material stream) or co-collection. Where vehicles capable of compaction are proposed to be used to collect recyclables, the recyclables will not be compacted to greater than 2.5 to 1 (by weight) at any time.

For clarity, the maximum allowable compaction (2.5 to 1) is defined as:

$$\begin{array}{ccccc} \text{Capacity of the holding} & & \text{The loose (un-compacted)} & & \\ \text{compartment,} & \times & \text{density of the single} & \times & 2.5 \\ \text{expressed in cubic yards} & & \text{stream recyclables} & & \end{array}$$

For example: if the collection vehicle's holding capacity for single stream recyclables was 20 cubic yards and the loose density of the single stream recyclables was 50kg/yd³, the maximum quantity of recyclables the Contractor would be able to collect, per vehicle, without exceeding the compaction limit would be:

$$20 \text{ yd}^3 \times \frac{50}{\text{kg/yd}^3} \times 2.5 = 2,500 \text{ kg} \text{ (or 2.5 tonne)}$$



At least one (1) month prior to the start of the collection contract, Dufferin and the Successful Proponent will agree on the maximum compaction value, expressed as the maximum quantity (tonne) of recyclables allowed to be collected on any vehicle and delivered to the processing facility / transfer station.

Collection and/or delivery of recyclables to the processing facility in excess of 2.5 to 1 compaction will result in the assessment of Liquidated Damages as described in Section 8.25.

8.1.2 Garbage Collection Service

Garbage collection is to commence no earlier than 7 a.m. with the exception of the Downtown Areas which shall be no earlier than 6:00 a.m.

The Successful Proponent will be required to collect garbage from all specified locations including special events throughout the County which will receive carts for temporary use. The exact number of events, the dates and locations of these will be communicated to the Successful Proponent during the term of the contract.

There are a variety of partial user pay / bag tag systems for garbage in the County. The requirements are presented below. Until such time as the County passes a County-wide waste management by-law, the Successful Proponent will be required to ensure that all garbage set out for collection is properly tagged according to the requirements of the individual municipality's requirements. If garbage is not correctly tagged, it is to be left behind. All improperly tagged garbage left behind is to be documented and reported to Dufferin daily noting the location of the uncollected garbage. Improperly tagged garbage includes: untagged garbage, garbage with ½ tags not cut lengthwise, garbage with an insufficient number of tags, or items that over the weight limit of 22 kilograms (does not apply to Bulk Waste) as well as over filled garbage. Garbage tags affixed to containers must be removed from the container after the garbage has been emptied. When directed by Dufferin, the Successful Contractor will return to remove tags that have been left on containers at the Contractor's expense.

The Contractor is required to manually pick up garbage set out for curbside collection (either in bags or rigid containers) except where mechanized collection is required.

8.1.3 Bulk waste and White Goods

Bulk Waste and White Goods are to be collected separately from garbage provided the resident has made the appropriate arrangements with the collection contractor, including payment, ahead of time.

8.1.4 Yard Waste Collection Service

In general, residences are currently allowed to place up to twenty (20) bags/bundles/rigid containers of yard waste to the curb for collection per household, per pick up. Yard waste includes hedge trimmings, tree pruning's, leaves, weeds, yard plants and Christmas trees. Yard waste does not include food waste from the kitchen or grass clippings.

Proponents, as part of the proposal, are to define for the County the acceptable materials types, quantities and set out requirements.

8.1.5 Bulk Waste and White Goods Collection Service

Proponents are to define in their proposal the process by which residents will be required to set out material for collection, how they are to make arrangements for Bulk Waste (including Agricultural Bale Wrap) and White Goods collection and the fees, if any, the resident would be required to remit to the contractor prior to the item(s) being collected. For clarity, proposals are to define the terms and conditions for Bulk Waste and White Goods collection and instruction as to how the County will communicate the requirements to the public via the County's Promotion and Education program.



8.1.6 Source Separated Organics Collection Service

The acceptable SSO materials include:

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> • Fruit • Vegetables • General table scraps • Meat and fish products • Dairy products • Egg shells • Confectionary products • Sauces • Bones • Pet food • Fats • Bread and grains rice • Pasta • Coffee grinds and filters | <p>Paper fibres including:</p> <ul style="list-style-type: none"> • Soiled paper towels • Tissues • Paper plates • Soiled paper food packaging (boxboard) • Soiled Cardboard • Newspaper • Other paper packaging materials | <p>Miscellaneous waste including:</p> <ul style="list-style-type: none"> • Houseplants and yard wastes • Dryer lint and hair • Sawdust and wood shavings |
|---|---|---|

Compacting, or non-compacting, vehicles may be proposed for collection service for dedicated collection (by material stream) or co-collection. Where vehicles capable of compaction are proposed to be used to collect SSO, the material will not be compacted to greater than 2 to 1 (by weight) at any time.

For clarity, the maximum allowable compaction (2 to 1) is defined as:

$$\begin{array}{ccccc} \text{Capacity of the holding} & & & \text{The loose (un-compacted)} & \\ \text{compartment,} & & & \text{density of the single} & \\ \text{expressed in cubic yards} & \times & & \text{stream recyclables} & \times \quad 2 \end{array}$$

For example: if the collection vehicle's holding capacity for SSO was 20 cubic yards and the loose density of the single stream recyclables was 100kg/yd³, the maximum quantity of recyclables the Contractor would be able to collect, per vehicle, without exceeding the compaction limit would be:

$$20 \text{ yd}^3 \times 100 \frac{\text{kg}}{\text{yd}^3} \times 2 = 4,000 \text{ kg} \text{ (or 4 tonne)}$$

At least one (1) month prior to the start of the collection contract, Dufferin and the Successful Proponent will agree on the maximum compaction value, expressed as the maximum quantity (tonne) of SSO allowed to be collected on any vehicle and delivered to the processing facility / transfer station.

Collection and/or delivery of recyclables to the processing facility in excess of 2 to 1 compaction will result in the assessment of Liquidated Damages as described in Section 8.25.

8.2 Tonnage Estimates

The quantities set out in this RFP, and including those in the Appendices, are approximate only and are for the sole purpose of indicating to Proponents the general magnitude of the work and shall be used for the comparison of submissions upon which award of the contract will be made.

Dufferin expressly disclaims any liability whatsoever arising from reliance or non- reliance on the data provided.

8.3 Adding/Replacing Materials to Collect

Proponents acknowledge the following:

1. That further changes to the list of acceptable recyclable items for collection may be considered at a future point in time by Dufferin (for example plastic bags, Polystyrene either expanded and/or crystal);
2. That further changes to the list of acceptable SSO items may be considered at a future point in time by Dufferin (for example pet waste, diapers);
3. That government regulations may change requiring the mix of Recyclable Materials to change, and
4. That other significant changes to the Recycling Program not covered in this RFP or any resulting contract may also be entertained by the County from time-to-time.



Proponents agree that should Dufferin wish to add materials to any of the collection programs, or make changes to the programs as noted above, they would negotiate in good faith with Proponent to determine the terms, if any, under which the Proponent shall begin collection of these materials or implement the other significant changes.

It shall be the responsibility of Dufferin to advise residents of any changes to the items that can be set out for collection and the effective date of the change. The Successful Proponent shall, upon the effective date of the change to the materials to be collected, amend its collection practice to include the new materials.

A change in the quantity of recyclables, garbage or SSO collected by more than 25% (increase or decrease), per stop, in two (2) consecutive years, or at a reduced time frame if approved by the Public Works Director / Designate, may form the basis of a re-negotiation of the unit prices.

A change in the quantity of total yard waste collection by more than 50% (increase or decrease), per stop, in two (2) consecutive years, or at a reduced time frame if approved by the Public Works Director / Designate, may form the basis of a re-negotiation of the unit prices.

Dufferin has the right to amend any defined term at any time during the term of this contract. A change in any definition shall be evidenced in writing with at least thirty (30) days notice prior to the effective date of such change by the Public Works Director / designate to the Successful Proponent.

8.4 Set out Limits

8.4.1 Residential Collection

Recyclables: There is no limit to the amount of recyclables that can be set out for collection. Cardboard is to be no larger than four (4) feet in any dimension and all boxes are to be flattened.

Garbage:

1. Effective June 1, 2013, all garbage set out for collection must be placed in clear plastic bags. For clarity, if garbage is set out for collection in a garbage can, the garbage bags contained in the garbage can must be clear.
2. Effective June 1, 2013, residents will be permitted to set out two (2) garbage bags / containers per week without a "bag tag". For clarity, if Dufferin elects to implement weekly garbage collection, there will be a two (2) "free" bag limit and if Dufferin elects to implement bi-weekly garbage collection, there will be a four (4) "free" bag limit per collection day. If more than two (2) or four (4) bags, as appropriate, are set out for collection, residents will be required to affix a County approved "bag tag" to each item set out above the limit.
3. Effective June 1, 2013, the maximum garbage bag size allowed to be set out for collection will be 31 inches by 42 inches. As well, the maximum garbage can size allowed to be set out for collection will be 33 gallons (125 Litres). Furthermore, the maximum garbage item (bag or can) weight limit will be 44 pounds (20kg).

Source Separated Organics: There is no limit to the amount of SSO that can be set out for collection.

Yard waste: Proponents are to clearly define in their proposal the set out limits, maximum weight, length and diameter of yard waste material that will be accepted for collection and processing. Dufferin will communicate this information to all residents as part of the County's communication plan prior to the start of the contract.

Bulk Waste: Includes any item set out for collection that is physically larger or heavier than described for garbage bags or as defined as Bulk Waste in this RFP or as defined by the proposal accepted by Dufferin in response to this RFP. Proposals are to clearly articulate the rules and requirements for Bulk Waste collection. In particular, Proponents are to outline the set out instructions, quantity limits, weight limits, acceptable materials, fee structure, communication methods/tools and collection specifics so that Dufferin can incorporate the information into its Promotion and Education program.

White Goods: Includes any item set out for collection as defined as White Goods in this RFP but be inclusive of any other items or restrictions as defined by the Proponent in the Proponent's proposal. Proposals are to clearly articulate the rules and requirements for Bulk Waste collection. In particular, Proponents are to outline the set out instructions, quantity limits, weight limits, acceptable materials, fee structure, communication methods/tools and collection specifics so that Dufferin can incorporate the information into its Promotion and Education program.



8.4.2 Businesses and Multi-Family Residences

Businesses, non-profit organizations, government agencies and multi-family residences may participate in the curbside program. Non-profit organizations and government agencies typically include: churches, day care centres, schools, community groups, fire stations, optimist centres, etc. These establishments will be required to follow the following conditions:

- Be located on an established residential collection route; and
- Limit their garbage to two (2) bags per unit.

8.5 **Collection Locations & Numbers**

The total number of locations to be served through the collection service at the start of the contract is estimated in the table below.

Single Family Collection	Settlement Area Type	Est. Number of Stops
Orangeville	Urban	8,975
Mono	Rural Settlement and Rural	2,868
Shelburne	Urban	1,951
Mulmur	Rural	1,621
Amaranth	Rural Settlement and Rural	1,320
Melancthon	Rural	1,135
East Luther Grand Valley	Urban, Rural Settlement and Rural	997
East Garafraxa	Rural Settlement and Rural	919
	Total	19,786

These numbers should be taken as a base or estimate of the number of stops to be served by the Successful Proponent. They were estimated based on the actual number of curbside stops in 2011. The Successful Proponent will be required to service new stops as they are constructed, occupied and curbside collection is made possible on a new street or subdivision.

The unit price per stop, as submitted by the Proponent, will be used to calculate the incremental cost to add and delete stops to the contract. The Successful Proponent will be compensated for the additional stops on an annual basis based on the increase or decrease in the number of stops as determined by the Planning Departments of each Municipality within the County.

8.6 **Special Consideration Collection (SCC)**

Special Consideration Collection (SCC) will be provided for residents physically unable to set their materials at the curbside for collection. Collection crews will assist these residents by collecting recyclables from a location on their property mutually agreed upon by Dufferin and the resident. Normally materials will be left just outside a resident's front or side door. The collection operator will return all collection containers to the agreed upon location. As of February 2012, there are no known SCC requirements in Dufferin but should any be required during the course of the Contract, Dufferin will advise the Successful Proponent of the location.

Failure to collect SCC stops as scheduled will result in Liquidated Damages as per Section 8.25.



8.7 Approved Containers – Curbside

Containment of materials is the responsibility of the individual households, designated businesses, etc. Dufferin's desire is to permit some flexibility in allowing residents a choice of curbside container. Currently approved curbside containers for recycling, garbage, yard waste and SSO are listed in the tables below.

Material Stream	Approved and Promoted Options	Notes
Recycling	<ol style="list-style-type: none"> 1. Standard Blue Box (any size) 2. Other rigid containers such as a laundry basket, crate, etc 3. Translucent plastic bags 	<ol style="list-style-type: none"> 1. Plastic Bags are only permitted as an "overflow container" 2. Boxes must be flattened 3. Cardboard must be no greater than 76cm by 76cm by 20cm
Garbage	<ol style="list-style-type: none"> 1. Rigid Containers - maximum 125L (33 gallon) and maximum 20kg (40lbs) 2. Plastic bags - maximum 31" x 42" and maximum 20kg (40lbs) 	<ol style="list-style-type: none"> 1. Set out limit is two (2) per collection day if weekly collection implemented or four (4) per collection day if bi-weekly collection implemented 2. Clear bag requirement 3. Bags /Containers set out above the two (2) or four (4) limit require a County approved "bag tag" to be affixed
Bulk Waste	<ol style="list-style-type: none"> 1. Per the Successful Proponent's specifications 	Per the Successful Proponent's specifications
Yard Waste	<ol style="list-style-type: none"> 2. Per the Successful Proponent's specifications 	Per the Successful Proponent's specifications
SSO	<ol style="list-style-type: none"> 1. Standard Green Bin rolling cart 2. Certified compostable bag 3. Kraft paper bag 	<ol style="list-style-type: none"> 1. Plastic bags are not permitted 2. No pet waste or diapers permitted, at this time

Currently garbage cans, black bags, paper bags and certified compostable bags are available for purchase through retail locations throughout the County.

Bags marked with one or both of the following logos are the only compostable bags accepted in the SSO program.



8.8 Approved Containers – Businesses and Multi-Family

Currently approved containers for businesses, commercial locations, educational locations and multi-family locations for recycling and garbage, are listed in the tables below.

Material Stream	Approved and Promoted Options by the County
Recycling	360 L rolling carts Individual blue boxes
Garbage	Maximum 125 L garbage bags or rigid reusable containers
SSO	Maximum 120 L rolling carts



8.9 Communication with Program Participants

Dufferin will communicate to program participant's information and instructions that illustrate how materials are to be prepared and placed at the curb.

8.10 General Operating Details for Collection

At a minimum, the method of collection:

1. Collection vehicle holding compartments are to be inspected and empty at the start of each collection day and after tipping the collected material at the disposal / processing location;
2. Recyclables are to be collected single stream;
3. Collection vehicles must be fully capable of collecting materials set out in the containers identified in Section 8.7 and Section 8.8, Approved Containers;
4. Collection staff must ensure that when collecting from rigid containers they:
 - Place the materials into the correct compartment in the collection vehicle (for co-collection);
 - Utilize courtesy/Oops stickers and leave behind improperly set-out materials (i.e. contamination);
 - Return non-recyclable material back into the rigid container with a courtesy sticker or handout as per Sections 8.14 Reporting of Non-Collectable Incidents & Use of Courtesy Stickers and 8.19 Labour Dispute Contingency and Emergency Plans; and
 - Return the rigid recycling container(s) to approximately the same location in which they were found prior to collection.
5. Collection staff must collect items:
 - At the curbside or roadside of a public roadway in approved recycling containers, when generated by single family households, businesses, e.g. on a residential route; and
 - At the curbside or roadside, or at a central location, of public or private drives of townhouses, row houses, condominium complexes and trailer parks where the Public Works Director / Designate and Successful Bidder deem such drives to be safely negotiable by recycling collection vehicles
6. Collection staff must adhere to the Local Municipality's respective idling control by-law, as appropriate;
7. Collection staff must ensure that they cause the least possible disruption and inconvenience to vehicular traffic, pedestrian traffic and residences and, or businesses during the performance of their duties; and
8. Collection staff must ensure collected material is transported directly to the approved receiving facility.

8.11 Information Line

The Successful Proponent will be required to operate and maintain a Customer Service Line to manage service requests directly received from residents. Specifically, Proponents are to include in the proposal, information related to how the Proponent will manage the Customer Service Line including a 1-800 toll free number and electronic tracking system.

The service requests and information line will be operated during regular business hours during the term of the contract. The Contractor will determine whether missed materials will be picked up or not, and inform the caller. Some calls may require further investigation by the Successful Proponent. For example, in cases where the materials were not placed in the appropriate location by the prescribed collection start time, the caller may be instructed to store their materials until the next collection day. Calls that require action by Successful Proponent (e.g. incomplete routes) will be forwarded directly to the route supervisor for immediate action.

Additional information with respect to Customer Service can be found in sections 11.5 and 11.6 of this document.

8.12 Returning Containers after Emptying

All containers used to set out materials will be replaced in approximately the same location in which they were found prior to collection, but in no case shall they be replaced on the traveled portion of the road, driveway, parking lot or the pedestrian portion of the sidewalk. Containers will be returned in an upside down position (if empty) and, at no point, be placed as to block a driveway to a residence or business.

Care shall be used not to damage the containers during collection and the Successful Proponent shall be responsible for all damage to blue boxes, green bins and garbage containers as a result of the work and will replace the damaged container with a new one of equal size and quality and deliver it, at their expense, to the address where the damage occurred.



8.13 Successful Bidder Not to Collect

The Successful Proponent will not be required to collect recyclables, garbage, yard waste, bulk waste, white goods or SSO if the materials:

- Are not set out in accordance with the requirements of this RFP, the County's waste management Bylaw or the Successful Proponent's instructions (as appropriate);
- Present a health risk to the collector (i.e. broken glass, hazardous material); or
- Are estimated to contain more than 5% non-compliant materials.

Dufferin will provide the Successful Proponent with courtesy / Oops stickers which will serve to advise residents, business owners, etc of the reasons why the material set out has not been collected by checking off the appropriate reason for leaving the material behind, as presented on the Oops sticker. Under no circumstance will the Successful Proponent provide written information to residents that has not been approved and supplied by Dufferin.

8.14 Reporting of Non-Collectable Incidents & Use of Courtesy Stickers

Level 1 - Routine

The Contractor shall be required to record, manually and/or electronically, the address of where a courtesy sticker was issued. The report will be provided to the Successful Proponent's contract manager on a daily basis and Dufferin will be provided with access to the information as frequently as required. The information to be recorded will include addresses and the nature of the problem. Routine incidents include, but are not limited to:

1. Non-compliant material set out and left behind;
2. Oversized container;
3. Overweight container;
4. Recycling, SSO or Garbage set out with a contamination level (visual estimate) of greater than 5%; and
5. Cardboard boxes not broken down or oversized cardboard.

Level 2 – Hazardous/Dangerous Set-Outs

When a set-out presents a potential health risk to the collector or residents, the Contractor will notify Dufferin immediately (i.e. within one (1) hour) of the address and nature of the problem.

8.15 Missed Collection Stops by the Contractor and Late Set Outs by Residents

If the Contractor misses one (1) or more collection stops or part of a collection route or is asked to return for a late set-out, the Contractor will make every reasonable effort to collect the missed set out or late set out on the same collection day. If this is not possible, the missed or late set out will be collected on the following working day before 9 a.m. Liquidated Damages (Section 8.25) may apply for missed collections. What is "reasonable" or "possible" will be determined by the Public Works Director / Designate acting reasonably.

8.16 Collection Restrictions and Limitations

If the Contractor cannot collect from a stop because it encounters an impassable obstruction, the Contractor must return at least once to the obstructed area prior to the end of the collection day and attempt to make the collection. If it still cannot make the collection, the Contractor shall return at least once on the next collection day and attempt to make the collection. If it still cannot make the collection, the Contractor shall report the incident to Dufferin prior to the end of the collection day.

Weather Conditions: If the Contractor cannot collect the materials on any day because of weather conditions, the Contractor shall notify the Director of Public Works / Designate immediately, so that this information may be passed along to the public, and this material shall then be collected at the earliest opportunity by the Contractor, but not later than the following Saturday.

Road Construction: The Contractor shall make reasonable efforts to traverse roads under construction in order to provide collection service, but if the Contractor deems the road impassable, alternative methods for collection will be negotiated by the Contractor and the Public Works Director / Designate.

If construction will be taking place on any County road, the Contractor will be notified by Dufferin of the dates that such construction will be taking place, as well as the nature of construction work being done, when Dufferin



is aware of them. By notifying the Contractor in advance of construction projects, Dufferin and the Contractor will jointly make arrangements for implementing alternative collection methods for the residents of those roads under construction that are deemed impassable.

Should the Contractor deem that any road or road allowance impassable, the Contractor shall notify Dufferin immediately, so that the public may be informed by Dufferin and alternatives devised jointly by Dufferin and the Contractor.

Strikes & Lockouts: The Contractor is to provide a written plan on how it intends to perform its obligations in the event of a labour dispute, strike, lockout or work stoppage involving its employees or approved sub-contractors.

In the event of the Contractor cannot provide the required service as a result of a labour dispute, strike, lockout or work stoppage, Dufferin may engage another Contractor to perform the work on an interim basis. If Dufferin engages this right, Dufferin will not be obligated to make any payments or compensation to the Contractor during the time that this right is exercised. Dufferin shall have no liability to the Contractor for any claims, demands, actions, causes of action, interest, costs, damages, expenses, fines, penalties, loss, suites or other proceedings during the time that this right is exercised.

8.17 Spillage and Litter

The Contractor is required to clean-up spillage and loose materials resulting from the work. The Contractor will not leave or deposit any material on any portion of the street, sidewalk, boulevard, or other private or public property.

8.18 Mechanical or Oil Spills

The Contractor will report, promptly to Dufferin, spills or discharges of pollutants or contaminants under the control of the Contractor. Such spills or discharges and their adverse effects are defined in the *Environmental Protection Act*, R.S.O. 1990 (EPA), as amended and all regulations thereto. The Contractor shall comply with the requirements of the EPA including all notice requirements including notifying the Spills Action Centre of the Ministry of the Environment (1-800-268-6060).

In addition to the above requirements, any collection vehicles being operated will cease operation until the Contractor's Supervisor arrives on site. Absorbent will be laid down immediately. As soon as the absorbent has had the desired effect, it is to be scraped from the road or affected property. If residue still remains the Contractor will apply another layer of absorbent and repeat the process until the site is in a clean and tidy condition. Failure to respond immediately to this kind of spill may result in damage to asphalt or other damage for which the Contractor will be responsible.

If necessary, at Dufferin's discretion, a power wash and, or blacktopping will be utilized at the contractor's expense as well as any other restoration as required.

8.19 Labour Dispute Contingency and Emergency Plans

The Contractor will provide a written Contingency Plan as to how it intends to perform its obligations under the contract in the event of a labour dispute, strike, slowdown or work stoppage involving employees of the Contractor who are providing the services set out in the contract or employees of a permitted subcontractor.

The Contractor will provide an Emergency Plan. The plan will detail those actions which the contractor will take to deal with emergency situations such as ice storms, extreme snow storms, floods, fire or other natural disasters that would require deviation from normal operating procedures.

The Contractor will provide a copy of both the Contingency and Emergency Plan as part of their proposal submission at the time of closing. The Contractor agrees that these plans shall be amended as requested from time to time by the Public Works Director / Designate. Further, the Contractor agrees to immediately provide the Public Works Director / Designate copies of the amendments to the Plans, as amendments are made.

8.20 Processing & Disposal Locations

8.20.1 Recyclables

All recyclables shall be delivered to Waste Management of Canada's Material Recovery Facility located at 505 Conestoga Boulevard in Cambridge. The Successful Proponent shall not bear any charge for tipping Dufferin's recyclables at this site.



If Proponents propose using an interim transfer station rather than direct hauling the recyclables to the Cambridge facility, the technical proposal is to clearly state the location of the interim transfer station and the financial proposal (via the Bid Forms) are to clearly state the tipping fee, haulage fee and any other fee(s) associated with using the interim transfer station.

When the DEEP site opens, Dufferin may require the Successful Proponent to deliver all or part of the collected recyclables to this site. Alternatively, Successful Proponent may elect to deliver the collected material to an interim transfer station for transfer haul to the DEEP site; Proposals are to contain the pertinent information related to the interim transfer station and the usage of any interim transfer station must be and accepted by the County prior to its usage.

8.20.2 Garbage and Bulk Waste

In the Technical proposal, Proponents are to clearly state the disposal location for garbage and bulk waste (including agricultural Bale Wrap).

Financial proposals (via the Bid Forms) are to clearly state the collection cost separately from the tipping fee (and any other fee(s)) associated with the disposal of garbage and bulk waste.

If Proponents propose using an interim transfer station rather than direct hauling the garbage and/or bulk waste to the disposal location, the technical proposal is to clearly state the location of the interim transfer station and the financial proposal (via the Bid Forms) are to clearly state the tipping fee, haulage fee and any other fee(s) associated with using the interim transfer station.

Dufferin will pay the tipping charges to the Successful Proponent related to Dufferin's garbage and/or bulk waste material being sent to this/these sites.

When the DEEP site opens, Dufferin will require the Successful Proponent to deliver all or part of the collected garbage / bulk waste to this site. Alternatively, the Successful Proponent may elect to deliver the collected material to an interim transfer station for transfer haul to the DEEP site. When the DEEP site opens, the Successful Proponent shall not bear any charge for tipping at this site.

8.20.3 Yard Waste

In the Technical proposal, Proponents are to clearly state the processing location for yard waste.

Financial proposals (via the Bid Forms) are to clearly state the collection cost separately from the tipping fee (and any other fee(s)) associated with the processing of yard waste.

If Proponents propose using an interim transfer station rather than direct hauling the yard waste to the composting location, the technical proposal is to clearly state the location of the interim transfer station and the financial proposal (via the Bid Forms) are to clearly state the tipping fee, haulage fee and any other fee(s) associated with using the interim transfer station.

Dufferin will pay the tipping charges to the Successful Proponent related to Dufferin's material being sent to this/these sites.

When the DEEP site opens, Dufferin may require the Successful Proponent to deliver all or part of the collected yard waste to this site. Alternatively, the Successful Proponent may elect to deliver the collected material to an interim transfer station for transfer haul to the DEEP site. When the DEEP site opens, the Successful Proponent shall not bear any charge for tipping at this site.

8.20.4 White Goods

In the Technical proposal, Proponents are to clearly state the processing location for white goods.

Financial proposals (via the Bid Forms) are to clearly state the collection cost separately from the tipping fee (and any other fee(s)) associated with the processing of white goods.

If Proponents propose using an interim transfer station rather than direct hauling the white goods to the processing location, the technical proposal is to clearly state the location of the interim transfer station and the financial proposal (via the Bid Forms) are to clearly state the tipping fee, haulage fee and any other fee(s) associated with using the interim transfer station.

The Successful Proponent will be entitled to retain all revenue from the sale of the recycled White Goods.



8.20.5 Source Separated Organics

The Successful Proponent will be required to collect SSO and deliver it to the Region of Peel's Composting Facility located at 1795 Quarry Drive, Caledon, L7K 1R9 (corner of Regional Road 24 and McLaren Road).

When the composting facility opens at the DEEP site, Dufferin may require the Successful Proponent to deliver all or part of the collected SSO to this site. Alternatively, the Successful Proponent may elect to deliver the collected material to an interim transfer station for transfer haul to the DEEP site.

The Contractor shall not bear any charge for tipping Dufferin's SSO at this/these site(s).

8.21 **Weighing of Material**

Unless permission is obtained from the Public Works Director / Designate, all collected materials must be weighed when delivered to the assigned disposal / processing location.

All collection vehicles carrying materials collected under the terms of this contract must cross the weigh scales and be weighed. The vehicle must clearly display the identification number and licence plate so that it can be easily recorded by the scale house operator. The driver of the collection vehicle must provide the scale house operator with the particular information related to the material being delivered and where it was collected from.

The Contractor agrees to follow the procedure for off-loading materials at the designated site (Material Recovery Facility and SSO Composting facility).

8.22 **Contamination Management**

The collection crews will make every reasonable effort to ensure that the collections are consistent with the specifications outlined in this RFP and the signed Contract.

The allowable contamination rate for recycling collection is 5%. This means 95% or more of the materials collected, by weight, must be acceptable recyclable materials. If the delivered recyclable material is assessed to have a contamination rate in excess of 5%, the Liquidated Damages, as set out in Section 8.25, and as described under Special Provisions in Section 8.24 Special Provisions will be assessed to the Contractor.

8.23 **Audits and Inspections**

At any time during the contract, the Public Works Director / Designate may:

1. Conduct periodic audits of the material being collected to determine the amount of contamination being set out for collection.
2. Survey any of the contractor's collection vehicles to ensure the contractor's collection vehicles, contractor's staff and the method of collection are in compliance with the requirements of this RFP, the resulting contract and any other legislation.
3. Conduct audits on the delivered material from collection vehicles to ensure that contamination levels (for both recyclables and SSO) are at an acceptable level. The audits shall be completed at the discretion of the Public Works Director / Designate and the load(s) selected for the audit(s) will be inspected by an auditor designated by the Public Works Director / Designate to determine the actual contamination level. If the contamination rate is greater than the allowable rate, the Contractor will pay for the cost of the audit and the Liquidated Damages.

8.24 **Special Provisions**

The Contractor acknowledges that Dufferin will experience increased administrative and operational costs in the event of the Contractor's non-performance or poor performance of its contractual obligations. Accordingly, the parties agree that in view of the difficulty of ascertaining the actual losses which Dufferin will suffer by reason of the non-performance or poor performance of the Contractor's contractual obligations, and in view of the fact that the accumulated effect of repeated incidents of non-performance or poor performance will increase costs to Dufferin, the parties hereby agree upon and fix as the Liquidated Damages that Dufferin will suffer by reason of said non-performance or poor performance, and not as a penalty, the amounts as set out in Section 8.25 of this RFP.

Dufferin will assess Liquidated Damages for each instance of non-performance as identified in Section 8.25.

Dufferin may deduct and retain the amounts of such Liquidated Damages out of the monies that may be due or

become due to the Contractor under the Contract, i.e. deduction from the monthly invoice. The Public Works Director / Designate, in his sole discretion, acting reasonably, may determine whether Liquidated Damages are to be applied. The Contractor agrees to abide by the schedule of Liquidated Damages.

The Contractor shall pay Dufferin the indicated amount per incidence of non-performance or poor performance on a monthly basis. The Liquidated Damages payable under this section are in addition to and without prejudice to any other remedy, action or other alternative that may be available to Dufferin. Without limiting the generality of the foregoing, the assessing of Liquidated Damages shall not prevent Dufferin from recovering from the Contractor the amount of any damages incurred by Dufferin over and above the amount of the Liquidated Damages assessed (e.g. additional costs incurred by Dufferin from measures taken to ensure that the work is completed correctly).

8.25 Schedule of Liquidated Damages

RFP Section Reference	Incident	Liquidated Damages
7.3	Failure to perform collections within the specified hours of work	\$100 per day, per route
8.1.1, 8.1.6 and 9.5	Failure to comply with compaction ratio or weight limits	\$500 per load
8.9	Failure to meet the General Operating Details for Collection	\$100 per incident
8.13, 10.6 and 11.8	Failure to meet the Record Keeping and Reporting Requirements	\$500 per incident
8.14	Failure to complete the day's work (i.e. work carried over to the following day and/or fifteen (15) or more missed collections	1. \$500 per route 2. \$1,000 per route on the 2 nd consecutive day 3. \$1,500 per route on the 3 rd consecutive day
8.20	Failure to meet the Contamination Management requirements	\$100 per incident
8.21	Failure to follow the Off Loading Procedure at the Recyclables and SSO tipping locations	\$100 per incident
9.8	Using vehicles dedicated to this contract to collect material from a private account or making collections not approved by the County	1. \$500 per truck, 1 st incident 2. \$1,000 per truck, 2 nd incident 3. \$1,500 per truck, 3 rd incident
10.2	Failure to respond to service requests as directed by the Public Works Director / Designate	\$100 per incident
10.3 and 10.4	Failure to meet Customer Service Standards	\$100 per incident
10.5 and 10.6	Failure to meet the Health and Safety Standards	1. \$500 per truck, 1 st incident 2. \$1,000 per truck, 2 nd incident 3. \$1,500 per truck, 3 rd incident



Section 9

Collection Vehicles



9. Collection Vehicles

9.1 General

The Contractor is required to provide appropriate collection vehicles for the fulfillment of the work in accordance with the terms of this RFP. Failure to provide such collection vehicle(s) shall be sufficient reason to declare the Successful Proponent in default and forfeiture of the Performance Bond to Dufferin.

9.2 Age of Collection Vehicles

All collection vehicles used in the performance of the work shall not exceed 3 years of age at the commencement of the Contract and no collection vehicle, including spare collection vehicles, shall exceed 10 of age during the term of the Contract.

9.3 Industry, Regulatory, Safety, Licensing & Other Standards

The Contractor will have a valid Commercial Vehicle Operators Registration (CVOR), and the Overall Safety Rating must be satisfactory (audited or unaudited). The CVOR must be maintained in this standing with the Ministry of Transportation for the duration of the Contract. Similarly, the Contractor will also hold in good standing, a valid Certificate of Approval for a Waste Management System with the Ministry of Environment as it is required for waste hauling activity.

Overall, collection vehicles to be used for the performance of service must conform to all current industry, regulatory, safety, licensing and other applicable standards as amended.

9.4 Physical and Mechanical Requirements

All collection vehicles must have fully enclosed steel bodies to prevent loss or spillage of the materials. Collection vehicles must also be mounted on an adequate truck chassis.

9.5 Global Positioning Satellite (GPS) and Automated Vehicle Locator (AVL)

The following is the minimum specifications for all collection vehicles proposed to perform the Work.

Dufferin will require AVL technology in this contract on all collection vehicles and related equipment. The Contractor will be required to use this technology for quality control purposes and Dufferin will be using the technology for quality assurance contract administration.

The Contractor shall equip all vehicles used for the purpose of this contract with GPS-AVL hardware, software and manuals necessary to operate the system.

The equipment provided by the Contractor will retain ownership throughout the Contract by the Contractor and all maintenance, installations and removals will be paid by the Contractor.

The equipment must be tamper resistant, durable and rugged in design.

Equipment must operate on the vehicles power source and is wired to power-on automatically upon vehicle ignition; operator interaction is not required.

All telecommunications Agreement/Contract (e.g. cellular contract) will be managed and paid for by the Contractor.

The Contractor will provide Dufferin with AVL web browser service. The service and data transmission cost will be the Responsibility of the Contractor and ownership of this data will reside with Dufferin.

Dufferin will provide the initial AVL requirements and data retrieval format requirements to the Contractor. The data shall include but not limited to:

- Vehicle ignition on and off;
- Vehicle arrival at and departure from Dufferin's currently contracted processing facilities and the Proponent's proposed processing facilities management facilities;
- Arrival at and departure from each stop on the route;
- Each compaction cycle made;
- Arrival back at the Proponent's base of operations, time spent at each waste management facility(ies) and the exit time from the base of operations;



- Time spent on each collection route;
- Speed and direction of vehicle;
- Idle times; and
- Stops.

Truck activities are to be time and location stamped.

The system must automatically and accurately collect the time and location of every identified event from ignition on, to ignition off.

Location data must be in a format that can be used to map vehicles in Dufferin's to be determined mapping software.

Position data is to be collected on one (1) minute intervals with event data collected on change.

The Contractor must ensure AVL equipment is functioning properly and must report all damages and malfunctions of AVL equipment immediately to Public Works Director / Designate.

The Contractor must guarantee complete back up of all GPS/AVL data and the ability to recover data lost due to system failures within 12 months.

The Contractor shall inform Dufferin of any planned hardware/software activities (e.g. maintenance, upgrades etc.) which may interrupt availability of the GPS/AVL application/data seven (7) days prior to the planned activity.

Any problems with the hardware or software must be fixed within seven (7) working days. If it will take longer to solve any problems, the Contractor must notify the Public Works Director / Designate.

The Contractor is to provide a secure web based application to view the location and event data and provide Dufferin with access to it.

At a minimum the GPS/AVL system and associated secure web based application are required to:

- Monitor both current position and route progress (tracking) via on-screen display of position and/or path on a secure web-site which Dufferin will be granted access to.
- Monitor the condition of on-board sensors (i.e. for compaction cycles) and graphically display sensor status.
- Display vehicle movement, identify and show the position of the vehicle every one (1) minute.
- Display any number, category (i.e. recycling, front-end, garbage, Organics etc.) or all of the fitted vehicles in live or playback modes.
- Record and report distances traveled by vehicles on any given day and total distances since the vehicle became operational.
- Report and record the speed traveled by the vehicles.
- The Contractor shall allow Dufferin to independently assign labels, add or remove vehicles from the display.
- Allow Dufferin to add and subtract any number of landmark icons on the display by turning existing layers on/off.
- Indicate the direction of travel of each displayed vehicle.
- Provide vehicle location by street address and GPS coordinates.

The Historical Data Retrieval features will have the following:

- The system must automatically log all stops with vehicle identification, time stamp, location and specified driver inputs in a format readily suitable for importing to a common database program.
- The data shall be available for no less than 12 months in the software interface.
- The system shall be capable of replaying individual vehicle movements and status for any specified snapshot in time.
- Perform various pre-defined and ad-hoc queries to analyze equipment performance and verify route completion where real-time information is not required.
- Perform pre-defined, selectable queries to filter equipment by activity and display on appropriate map layer in order to verify work performed.
- Perform various ad-hoc queries on all-equipment sensors.



- Playback the path of a vehicle on-screen for a selectable time period.
- All query results are displayed on-screen and allow formatted printing of both tabular data and mapped data.

Data storage and data access:

- Event data to be stored and accessible for 12 months.
- Location data to be stored and accessible for 12 months.
- Units have the ability to store data information when the communication network is unavailable (stored data would be sent once the network was available).
- After 12 months, the Proponent shall send event and location data to Dufferin for storage on Dufferin's systems in an agreed upon file format.
- Dufferin reserves the right to request a download of the data at any time.

The base map on the web base application should include municipal boundaries.

The web based application should have the following but not limited to basic functions:

- Zoom in
- Zoom out
- Pan
- Previous extent
- Identify
- Selection by rectangle
- Print
- Help
- Searches: map an address, map an intersection, quick search i.e. find a road
- Layer list
- Legend
- Reset map
- Reporting

The AVL/GPS system and associated web-based application shall be completed and running by the beginning of the collection contract.

Sign off by Dufferin staff will occur once all requirements have been tested and met.

Web Application Tools

1. **Refresh:** Updates real time location for vehicle(s) in the current extent of the map window, also acts as a general site refresh while maintaining the current map extent.
2. **Auto Refresh:** A Check-box for auto-refresh (updates real time location for vehicle(s) in the current extent of the map window) that automatically refreshes the current extent of the map window every two minutes (smallest frequency) or at a longer interval defined by the user. If another tool/function is used, the Auto-Refresh may be interrupted (specific tools that would interrupt this function include playback in the existing window, find vehicle on map, etc.).

Vehicle Toolsets

1. **Vehicle Listings:** The standard structure of the data tab can be used: i.e. a folder for each vehicle grouping (with the individual vehicles listed in each folder when it is expanded) to make layers visible. When made visible (or on initial load), the last position for each visible vehicle will be displayed. When the user selects refresh or based on Auto-refresh, the real time location of the visible vehicles will be updated (if they are in the map window extent).
2. **Vehicle Selection:** A separate pull-down list of vehicle groupings with individual vehicle(s) by vehicle number that appears on the vehicle. The user shall be able to select all of one category (i.e. recycling, garbage, front-end) or individual vehicle by number on the vehicle. 'Select All / Deselect All' button



should be included. The vehicles should also be selectable by drivers name, type, number and area served.

- a. **Find Vehicle on Map:** Zoom to vehicle selected - vehicle should be labelled on map. If tool tips are not used, a label (or small dialogue box) which contains the latest vehicle information should be added.
- b. **Latest Vehicle Information:** The user should have the ability to determine the latest vehicle information. The fields will include Vehicle, Speed, Heading, Last Reported Event and Day/Time of Last Reported Location.
- c. **Update Real Time Location:** Acts as refresh for a selected vehicle and provides Latest Vehicle Information.

Map Playback Tool – Positions and Vehicle Events: This tool enables you to obtain a history of a vehicle's location and basic events based on history criteria that the user determines. Vehicle position history (playback) should display the selected vehicle with an arrow icon, and the basic vehicle events (ignition on/off, movement start/stops) with appropriate symbols.

Specifics:

- a. Selection of a vehicle from a pull-down list (all vehicles that are available in the map service).
- b. Selection of time ranges ('Quick Time Ranges') from a pull-down, which automatically populate the start date/time and end date/time fields. The user can then proceed to alter the date/time using the calendar pop-up or by manual edit.
- c. After selecting the 'View Map' button, a new window would pop up in which all points in the playback are displayed on a base map with roads, water features, etc., the name of the vehicle, start and end day/time, scale bar. Basic tools are still needed in the pop-up e.g. zoom in/out, pan, re-center, playback, print. The animated playback should begin with one point at a time and continue to add points based on day/time sequence. The symbology for each point should reflect heading e.g. arrow head.

Map Playback Tool – Compaction Cycles: Similar to the tool described above, this tool enables you to view a vehicle's compaction cycle data based on criteria the user selects Playback should display the data with predefined symbology representing the compaction cycle. After the user selects this tool, the tool tab provides the vehicle and date/time selection options to the user.

Specifics:

- a. Selection of a vehicle from a pull-down list (all vehicles that are available in the map service). Same as above.
- b. Selection of time ranges ('Quick Time Ranges') from a pull-down, which automatically populate the start date/time and end date/time fields. The user can then proceed to alter the date/time using the calendar pop-up or by manual edit.
- c. After selecting the 'View Map' button, a new window would pop up in which all points in the playback are displayed on a base map with roads, water features, etc. the name of the vehicle, start and end day/time, scale bar. Basic tools are still needed in the pop-up e.g. zoom in/out, pan, re-center, playback, print. Same as above.
- d. The animated playback should begin with one point at a time and continue to add points based on day/time sequence

Proximity Toolsets

1. **Vehicles Closest to an Address:** The Web based mapping shall have the ability to allow Dufferin to locate the closest vehicle to a service request site through any of the following methods: visual analysis (i.e. the user can look at all of the current vehicle locations to visually determine the closest), address or intersection query (i.e. an address is entered and the closest vehicle to that location is returned on a specified date) or through user-specified spatial location (i.e. the user clicks on the map and the closest vehicle to that location is returned).



The user can select the appropriate vehicle from the Search Results list and the map window then displays the selected vehicle with a label (name of the selected vehicle). The extent is adjusted so that both the address and the vehicle are displayed on the map. The user may right-click to refresh the vehicle location and access additional options (see screenshot).

Miscellaneous Functions

1. **Tool Tip for Vehicle:** As the cursor hovers over an AVL/GPS point, the tool tip that appears will consist of (but may not be limited to): Vehicle (name), Date/Time, Speed, Heading and Current position (address).
2. **Export and Print Map:** Export of the map to JPEG, etc. and print the map extent.

Reporting Functions

1. **Standard Reports:** For a group of vehicles or individually selected vehicles, a number of standard report options should be available. Where an address is included, a link to a map window should be provided. Sample reports are included (but are not limited to) those shown below.
 - a. **Last Known Position**
 - b. **Vehicle Event:** Events include Vehicle Stop/Start, Ignition On/Off, Speed and Compaction Cycles.
 - c. **Stop :** Stopping Thresholds: e.g. Record a stop event when speed is at/or below 0 km/h
 - d. **Speeding:** The Speeding Thresholds option enables the Administrator to designate a speed and duration of time for each vehicle in the fleet. When a vehicle exceeds the designated speed for the set duration of time, this event will be reported. Certain parameters must be defined by the user. (i.e. Speeding thresholds: Record a speeding event when the vehicle exceeds 80 km/h for more than 2 minutes.)
 - e. **Position:** Results should open up in the standard 'Query/Selection Results' window and includes an 'Export to Excel or PDF' option, and should include the vehicle name, date/time, northing, easting, speed, heading and address.

Vehicle Activity Summary

1. **Exception Reports:** For a group of vehicles or individually selected vehicles, a number of exception report options should be available. Where an address is included, a link to a map window should be provided. Sample reports are included (but are not limited to) those shown below.
 - a. **Engine Idle**
 - b. **Start Time**
2. **Training:** The following training will be required:
 - a. Demonstration and training session for users of web-based application
 - b. As part of the training, corresponding hardcopy and electronic format training manuals are to be provided by the Contractor.

Changes in Technology: As new technology is developed or as circumstances and conditions change, Dufferin, without invalidating the Contract, may make changes to the Contract and may alter, add to, or deduct from the work. The Proponent shall proceed with the work as changed, and the work shall be executed under the provisions of the contract. No change shall be undertaken by the Proponent, without written order of the Director of Public Works, except in an emergency endangering life or property, and no claims for additional compensation shall be valid unless the change was ordered.



If, in the opinion of the Director of Public Works, such changes affect the cost of conducting operations, the value of the change to the Contract amount and the method of determining such value shall be negotiated and the lump sum adjusted.

If the Proponent and Dufferin cannot agree on an adjustment to the lump sum price, the issue will be defaulted to the procedure described in Section 13.9, Disputes.

9.6 Compaction Vehicles for Recycling Collection

Compacting or non-compacting vehicles may be used for Collection Service. Where Recycling Collection Vehicles capable of compaction are in use, the Contractor will adhere to a maximum allowable compaction pressure equivalent to 2.5 to 1 (by weight) for the single stream recyclables and a maximum allowable compaction pressure equivalent to 2 to 1 (by weight) for SSO.

9.7 Appearance of Collection Vehicles

The body of all collection vehicles shall be freshly painted at the Contractor's expense prior to commencement of the work. It is expected the collection vehicles will be maintained in a rust free condition for the duration of the contract. Throughout the contract Dufferin will require the Contractor to re-paint any or all collection vehicles as determined by the Public Works Director / Designate (acting reasonably) not in a rust free condition at the Contractor's expense.

The Contractor will not display advertising on the collection vehicles unless approved by the Public Works Director / Designate. Waste management messages may be promoted on the collection vehicles with the approval of the Public Works Director / Designate.

Collection vehicles may display the Contractor's name and logo.

The Contractor shall ensure that each collection vehicle displays its identification number of sufficient size to be easily identified on the front, rear and sides. Any additional collection vehicles which may be required during the contract will also require a similar system of numbering.

The Contractor shall, at their own expense, make arrangements for the exterior of all collection vehicles, including the hopper, to be washed a minimum of once a week or as directed by the Public Works Director / Designate.

9.8 Daily Supply of Collection Vehicles

The Contractor shall license, operate and maintain at all times, a sufficient number of collection vehicles to properly maintain the satisfactory standard of service provided for in the contract.

The Contractor is fully responsible for determining and providing the number of collection vehicles required to perform 100% of each day's collection within the designated times.

In the event of equipment breakdown, the Contractor shall supply without any unreasonable delay, sufficient alternative equipment to complete the work in accordance with the terms of the contract.

If in the opinion of the Public Works Director / Designate, the Contractor does not have adequate collection vehicles to properly provide service in accordance with this contract(s), the Public Works Director / Designate will have the right to require the Contractor to increase the number of collection vehicles required, as determined by him or her, to ensure that the performance is in accordance with the terms of the contract. The Contractor shall comply with the direction and shall not be entitled to additional compensation over and above the contract unit prices as a result of any requirements for these additional collection vehicles.

The Contractor shall have access to a sufficient number of spare collection vehicles to dedicate to this contract to ensure that in the event of a breakdown, the collection continues to be performed in accordance with the terms of the contract. The Contractor shall have access to a sufficient number of spare curbside collection vehicles to effectively perform the work, not more than five (5) years old at any point during the term of the contract. The Contractor should consider parking spare collection vehicles in a yard within one (1) hour driving distance of the geographic boundaries of Dufferin.



9.9 Private Accounts

Under no circumstances will collection vehicles used to perform any of the work engage in private collections while completing a Dufferin collection route. If a collection vehicle used in performing the work is found to be collecting private accounts or making other collections that are not included in this contract while completing a Dufferin collection route, Dufferin will be entitled to Liquidated Damages as described in Section 8.25.

9.10 Maintenance of Collection Vehicles

Collection vehicles must be maintained in an exemplary condition and on a regular basis. The Contractor is responsible for the maintenance, repairs and operating costs of the collection vehicles including fuel, lubrication, licensing, insurance, washing and storage. The Contractor will maintain a record of all maintenance services performed on the collection vehicles and shall forward a copy of the record to the Public Works Director / Designate as requested.

The collection vehicles are to be properly constructed and maintained to eliminate the depositing of debris onto the street during collection and while traveling to the appropriate disposal / processing location. Any collection vehicle found to be depositing debris as a malfunction of the vehicle shall be removed immediately from performing the work.

The Contractor is to ensure that collection vehicles are empty of materials at the end of the day and after tipping material at a disposal / processing location and prior to returning to the collection route.

Dufferin reserves the right, acting reasonably, to have any collection vehicle it deems not mechanically sound, clean or properly labelled removed from the work until such time as the collection vehicle is deemed mechanically sound, clean and properly labelled.

9.11 Additional Equipment for Collection Vehicle

Each collection vehicle will be equipped with a shovel, broom, protective gloves and garbage bags for the purpose of cleaning up any debris that has spilled while performing the work.

Each collection vehicle will also be equipped with a spill kit that shall include absorbent material in the event of oil, fuel, or hazardous material spill and a mat for the purpose of covering storm and sanitary sewers covers / catch basins in order to prevent spills to these locations.

All collection vehicles must be fitted with necessary and functioning safety devices and must be equipped with, at a minimum, a two-way radio. Each collection vehicle will also be equipped with a fire extinguisher, first aid kit and reflective safety vests.



Section 10

Staffing



10. Staffing

10.1 Contract Supervision by the Contractor

Dufferin will be provided, to the satisfaction of the Public Works Director / Designate, with the email addresses and telephone numbers of the Contractor's representatives who may be contacted at anytime, 24 hours per day, 7 days per week, on matters relating to this contract and who shall have overall responsibility for the contract. Email accounts must be checked at a minimum, twice per day (10 a.m. and 2 p. m.), Monday to Saturday. This does not eliminate the need to receive routine emails, telephone calls and work orders throughout the day.

10.2 Route Supervisor(s)

The Contractor must have on duty on all collection days qualified supervisor(s), so as to ensure a courteous, prompt and efficient service for handling service requests. The route supervisor(s) will be available during all hours the trucks are carrying out the work. The supervisor(s) must have a vehicle that is capable of picking up material missed by any of the collection vehicle operators and which in the opinion of the Public Works Director/Designate is the responsibility of the contractor. The route supervisor(s) will be equipped with handheld devices which are capable of both telephone and email communication.

10.3 Customer Service Standards

Employees of the Contractor shall be polite, courteous and respectful towards the public at all times. The Contractor shall employ for this work, only competent and skilful workers. The Contractor shall further ensure that a high standard of service, courtesy and consideration is exhibited in all of its dealings with residents, visitors and the general public, and that it conducts all of its operations, including its administrative functions, with the utmost regard for enhancing public relations; and in recognition of the need to uphold and maintain the positive public image of Dufferin and its local municipalities.

Specifically, the Contractor shall ensure:

- Worker compliance with the collection stipulations outlined in this RFP and resulting contract; and
- Workers are well informed of the customer service standards expected of them, namely to be professional in attitude & appearance.

10.4 Customer Service Training

All staff retained by the Contractor for this contract shall have appropriate, specialized training to ensure that they behave at all times in a polite, courteous and respectful manner while fulfilling their duties. The Contractor will use this training to help prevent any of the following incidents from occurring:

1. Staff in possession of or under the influence of alcohol, illegal narcotics or controlled substances;
2. Unsafe practices;
3. Use of foul, profane, vulgar or obscene language;
4. Exhibiting behaviour that may reasonably be considered offensive and unacceptable customer service;
5. Solicitation of gratuities or tips from the public for services performed under the contract;
6. Refusal to collect and, or handle material placed out for collection in accordance with the contract;
7. Deliberate or reckless destruction of private or public property;
8. Deliberate or reckless scattering, spilling, or disposal of collectable materials, non collectable items; or collection containers that have been set out by program participants;
9. Provision of any collection service by an employee who is not wearing an easily identifiable, neat, and clean uniform; and
10. Scavenging.

The Public Works Director / Designate may bring to the attention of the Contractor, employee performance issues or any of the obligations under the contract or assess Liquidated Damages where the Public Works Director / Designate, in his or her sole discretion, considers that any of the above incidents have occurred.

10.5 Health & Safety Standard

The Contractor acknowledges that it will ensure compliance with all Federal, Provincial, and Municipal occupational health and safety regulations. The Contractor accepts the responsibility for the health and safety



of its employees and its Subcontractors (if Subcontractors are used) and will take all reasonable precautions for the protection of its employees and Subcontractors.

10.6 Health & Safety Training

The Contractor shall provide training for employees and Sub-contractors (if applicable) involved with the contract. The training shall include, but is not limited to, health and safety training, training on how to operate equipment and vehicles, and emergency response measures.

The Contractor shall set up, maintain, and enforce safety policies and procedures for the protection of its staff and other persons involved with their operations.

The Contractor shall provide the Public Works Director/Designate, one (1) month prior to start-up with written confirmation that all employees directly involved with the contract have undergone a complete safety training program before undertaking any activities for the contract. This written confirmation will be updated annually by the Contractor as new employees are engaged. The safety training shall conform to the Contractor's policies and procedures.

10.7 Personnel Listing

The Contractor shall provide the Public Works Director/Designate with a list of management and supervisory positions, including names of persons involved in the Collection Program operations, one (1) month prior to start-up and whenever there are changes to the list due to changes in personnel or the addition or deletion of positions. Included in the personnel listings will be the telephone numbers and email addresses for all administrative and supervisory staff that will be in contact with Dufferin.

10.8 Employee Appearance

The Contractor shall provide satisfactory uniforms for all staff and require them to be maintained and worn at all times. The uniforms shall include a hard hat, safety glasses, safety vests and safety shoes.

The Contractor's employees shall be required to be neat, respectful, courteous and sober at all times and shall perform the duties in a manner which shall present a high level of public relations for the Contractor and Dufferin.

In the event that any person employed by the Contractor in connection with the work arising out of the contract gives, in the opinion of the Public Works Manager / Designate just cause for service requests, the Contractor upon notification by Dufferin in writing shall not permit such person to continue in any future work.



Section 11

Pre Start-up Requirements



11. Pre Start-up Requirements

11.1 Implementation Schedule

The Contractor shall, within two (2) months of the receipt of a set of Executed Contract Documents, submit a proposed implementation schedule to the Public Works Director / Designate for approval. This implementation schedule shall show clearly, in weekly stages, the proposed progress of the main items such as: evidence of purchase plans for Collection Vehicles; purchase and distribution plans for the auto-carts (if awarded by Dufferin), arrangements to open a local office (if one is not currently in operation); initiation of agreements with the sub-contractors (if any) as well as staff recruitment and selection plans.

Collection Vehicles

A minimum of one (1) month prior to Contract start-up, the Contractor will submit for the Public Works Director's / Designate review a finalized listing of all the vehicles to be utilized in the collection program which includes:

- Make;
- Model;
- Type;
- Size (i.e. capacity, expressed in cubic yards);
- The year of purchase for each vehicle, its life expectancy and anticipated replacement date; and
- Licence plate numbers and Vehicle Identification numbers.

Collection Areas and Routes

A minimum of four (4) months prior to Contract start-up, the Contractor will submit for the Public Works Director's / Designate approval, the proposed collection areas and route maps. This information will be included as part of the waste management program information / calendar to be distributed to residents. The information is to clearly outline:

- The collection day /week for each material across the County;
- The route for each truck on each collection day;
- The starting time and location for each route/truck;
- The approximate finishing time and location for each route/truck; and
- The location of town homes, Special Consideration Collections, or any other location with special collection needs.

Once approved, the collection areas, routes and collection days will not be changed during the Contract without prior written approval of the Public Works Director / Designate.

Drivers shall retain the same route and truck number for each collection day and shall maintain a consistent collection time pattern (i.e. pass by a house at approximately the same time each collection day).

Collection Vehicle Pictures / Inspections

A minimum of two (2) weeks prior to the commencement of the Contract, the Contractor shall supply Dufferin with digital pictures of each collection vehicle. The pictures will clearly show the front, rear and two sides of each collection vehicle dedicated to the Contract.

The Public Works Director / Designate may elect to inspect the Contractor's fleet at the Contractor's facility at least two (2) weeks prior to the start of the waste management collection service to ensure there are adequate Collection Vehicles assigned for the Contract.

11.2 Coordination Meetings

The Contractor shall attend such meetings with Dufferin staff as may be required by Dufferin to co-ordinate services affected by the Contract both prior to start-up and during the term of the Contract. During the contract, these meetings will be held, at a minimum, monthly.

11.3 Innovation Clause

To ensure continuous improvement and best practices, the Contractor shall attend meetings annually, or as otherwise agreed upon, to present and discuss proposals for improvements to the effectiveness (percent of



material being recovered) and efficiency (net cost of the materials recovered) of the Contract being delivered. At these meetings, both parties can bring forward and discuss possible Contract amendments. The implementation of any innovations will be at the sole discretion of Dufferin and agreed to by the Contractor and subject to approval by County Council.

11.4 Contractor's Office and Base of Operation

The Contractor shall maintain an office and base of operation within 100 km of the Town of Orangeville during normal business hours (7:00 a.m. to 5:00 p.m.). The office shall be equipped with telephones, computers (with high speed internet and email capability) and a fax machine. The Contractor shall staff the site during normal business hours, Monday to Friday to receive correspondence from the Public Works Director / Designate regarding contract issues and to help carry out the work and corrective actions.

The base of operation shall have adequate parking space available to accommodate the parking requirements of the collection vehicle fleet and any other vehicles used in the administration of the Contract.

The Public Works Director / Designate may visit the Contractor's office from time to time to participate in meetings and to ensure that the facilities are adequately meeting the needs of the Contract.

Proponents shall provide information regarding their office in their Technical Submission.

Contractor(s) will supply an after hour call out list to the Director of Public Works which shall ensure that an employee of the contractor is available to collect and remove material during non-collectible days, weekends, evenings or during emergency situations.

All service requests received by Dufferin shall be recorded and forwarded to the Contractor(s) for the required corrective action.

The Contractor(s) shall provide the Public Works Director / Designate with the address and telephone numbers of the Contractor's supervisor representative. The representatives will be available within reasonable notice 24 hours per day, seven days a week on matters relating to the contract, and the representative shall have overall responsibility for the contract.

The Contractor(s) shall have on duty on all collection days sufficient and qualified supervisors, each having a telephone or two way radio equipped vehicle so as to ensure a courteous, prompt, and efficient service for handling service requests. These vehicles will be equipped such that they will be capable of picking up items which have not been picked up by the Contractor(s), and which in the opinion of Dufferin are the responsibility of the Contractor(s).

In the proposal, Proponents must identify its proposed base office location. The base office will be responsible for the administration of the Contract for the Contractor. It will also be responsible for collecting and responding to service requests and the reporting thereof to Dufferin.

11.5 Customer Relations

Dufferin will communicate the information and instructions to residents illustrating how materials are to be prepared and placed for collection.

The Successful Proponent shall advertise a telephone number(s) for waste management services with respect to this contract. The Contractor(s) shall be responsible to maintain this specific telephone line for the duration of the contract and have it answered by a competent, conscientious, courteous employee who would be in a position of authority to respond to customer concerns in a timely fashion.

All inquiries and service requests received by the Contractor shall be recorded in an electronic format, acceptable to Dufferin. This format should be accessible online in real-time to Dufferin County staff. As well, all responses made by the Contractor to inquiries and service requests shall be recorded in the same electronic system. At a minimum, the electronic system shall be capable of recording the name of the person making the inquiry / service requests, their complete address, the date and time of the inquiry / service requests, the nature of the issue / service requests and the steps taken by the Contractor to address the issue. A summary of all inquiries, service requests and responses shall be supplied by the Contractor to the Public Works Director / Designate within five (5) calendar days upon request by the Public Works Director / Designate. Similarly all service requests received by Dufferin shall be recorded and forwarded to the Contractor for the required corrective action.



11.6 Customer Service

The Contractor shall maintain for the Term of the Contract, a local or toll free telephone number with means of receiving direction from Dufferin and/or service requests, questions or comments from the public during regular working hours. The telephone number used must allow Dufferin to reach staff between the hours of 7:00 a.m. and 5:00 p.m., Monday to Friday, in order to receive service requests, enquiries, and instructions from Dufferin. The Contractor shall be responsible to maintain this specific telephone line for the duration of the Contract and have it answered by competent, conscientious, courteous employees who would be in a position of authority to respond to Dufferin's concerns within twenty four (24) hours.

The Contractor shall provide Dufferin with an emergency after-hours contact complete with telephone number should a problem arise with the performance of the Work.

The Contractor shall implement a procedure to manage all service requests and concerns relative to the execution of the Contract. This procedure shall be in writing and shall be submitted to Dufferin within thirty (30) calendar days prior to the start of the Contract.

The Contractor, on a monthly basis, shall report, in writing, to Dufferin all service requests received and the actions taken to correct them, including the date the action(s) were taken. Reports shall include complainants name, address and telephone number. If no service requests are received, a report is still to be submitted indicating as such.

11.7 Scavenging

Under no circumstances shall the Contractor's staff engage in scavenging of materials collected through Dufferin's waste collection programs or scavenge materials at a facility designated to receive Dufferin's materials.

11.8 Promotion & Education

Dufferin will be responsible for the design, production and distribution of all required promotion and education materials.

The Contractor will participate in the operation of promotion and education campaigns to raise recycling and waste reduction awareness within Dufferin.

11.9 Cooperation with Demonstration Projects

Dufferin is committed to minimizing the cost of waste management services while maintaining convenience and improving the overall diversion of waste from landfill. To this end, Dufferin continues to explore new methods and techniques, and may from time to time undertake Demonstration Projects such as waste composition studies or pilot projects.

In the event a Demonstration Project is undertaken, Dufferin may suspend, delay and, or monitor all or a portion of the Work in a defined area. Dufferin may or may not require the Contractor's staff and, or equipment to participate in, or operate a Demonstration Project. Should the Contractor's staff and, or equipment be required, the basis of payment will be negotiated at the time of the project between Dufferin and the Contractor through mutual consent.

The Public Works Director / Designate reserves the right to contract or partner with any other person, agency or firm, for the purposes of conducting any Demonstration Project.

11.10 Record Keeping & Reporting Requirements

The Contractor is to maintain a comprehensive record keeping program and submit reports to the Public Works Director / Designate concerning program operations. The following table details the record keeping and reporting requirements and their respective due dates.



Record / Report Title	Due Date
Age of Vehicles Report each time a collection vehicle is replaced either because it has exceeded the 10 year mark or due to mechanical failure	Within fourteen (14) days of the change
Accidents All accidents must be accurately documented (whether minor or major) involving the public or damage to public or private property	Within one (1) hour of occurrence
Damage Claims Provide written records and copies of claims (for each occurrence) where damages have been sustained, and as they apply to this contract	Within two (2) business days of receipt of the record or claim
Mechanical or Oil Spills Report any spill to the Spills Action Centre of the Ministry of the Environment (1-800-268-6060) in addition to the Public Works Director / Designate	Immediately (within one (1) hour of the incident)
Routine Collection Issues & Corrective Actions Notify Dufferin of corrective measures taken to resolve routine collection issues such as missed stops, broken blue boxes/carts/bins brought to the attention of the Contractor by Dufferin	End of the day or at a time agreed to by the County
Non-Routine Collection Issues & Corrective Actions Notify Dufferin of all non-routine collection issues such as incomplete routes, disagreements between a resident and the Contractor, etc and the proposed corrective action to be taken in response to the issue	Immediately (within one (1) hour of the incident)
Commercial Vehicle Operator's Registration (CVOR) Provide evidence of a valid CVOR throughout the term of the contract	Annually (June)
Certificate of Approval of a Waste Management System Provide evidence of a valid C of A throughout the term of the contract	Annually (June)
Resolve Claim Notification Provide written confirmation that all claims for damage from residents were resolved within thirty (30) days of the receipt of the claim	Thirty (30) days following the claim

The following information is required to be recorded for all vehicles being weighed when tipped at the respective receiving facility:

- Date;
- Entry Time;
- Departure Time;
- Facility Name;
- Customer Name;
- Transaction Number;
- Account Number;
- Vehicle Identification Number and/or Licence Plate Number;
- Material Source;
- Material Type;
- Gross, Tare and Net weights (expressed in kilograms, kg); and
- Weighmaster's Identification.

The contractor shall, in addition to the records specified above, maintain and provide to Dufferin on a monthly basis, a summary of material collected on behalf of Dufferin and submit this information to Dufferin with each invoice. This shall include, but not necessarily be limited to:

1. Monthly materials collected :
 - Collection summary by weight of each collection vehicle by material stream; and
 - Weigh scale receipts must be maintained and made available in a format and manner as



requested by Dufferin.

2. Refusal Notice / Oops Sticker reports:
 - Collection stops that have been refused service due to inappropriate materials, by material stream.
3. Collection Not Made reports:
 - Locations not serviced as outlined in Sections 8.12 through 8.14.

All reporting shall be done in metric units.

The Contractor(s) shall provide consolidated, computer generated (Excel) monthly status reports for all types of collection and processing related to this contract. The reports shall be submitted to the Public Works Director / Designate at the same time as the monthly invoices. The monthly reports should be in a format acceptable to Dufferin. Failure to provide the necessary backup information will result in delay of payment for services rendered.



Section 12

Requirements at Time of Execution



12. Requirements at the Time of Execution

Subject to an award of the contract, the Successful Proponent is required to submit the following documentation as outlined in this RFP including:

1. Executed Bond
 - i. Performance Bond in the amount of 100% of the Successful Proponent's first year price,
- OR
- ii. Irrevocable Letter of Credit in the amount of 100% of the Successful Proponent's first year price,
2. Insurance Documents
3. Clearance Certificate from the Workplace Safety and Insurance Board
4. Safety Policies and Procedures and Related Documentation
5. Executed Legal Agreement in a form satisfactory to Dufferin

If the Contractor for any reason, defaults or fails in any matter or thing referred to under "Requirements at Time of Execution", Dufferin shall be at liberty to retain the money deposited by the Contractor for use by Dufferin as Liquidated Damages or Performance Bond. In the event of default, Dufferin reserves the right to accept any other proposal, advertise for new proposals or carry out the work in any way as Dufferin may, at its sole discretion, deem best.

12.1 Executed Bond

1. The Contractor shall be required to submit to Dufferin a Performance Bond guaranteeing the full and faithful performance of the work, in an amount of 100% of the Contractor's estimated first year price.
 2. The bonds shall be those as issued by a bonding agency licensed to operate in the Province of Ontario
- OR
3. An Irrevocable Letter of Credit from a recognized Financial Institution in the amount of 100% of the Contractor's estimated first year price, in a form acceptable to the County Treasurer.

The Contractor shall not commence work until such time as the requested Bond/Letter of Credit has been approved by the County Treasurer.

The Irrevocable Letter of Credit shall act as guarantee that the Contractor will perform the work contemplated herein. If the Contractor expressly or by implication repudiates the contract herein, Dufferin may terminate the contract immediately upon written notice and immediately draw upon the Irrevocable Letter of Credit as liquidated damages. Notwithstanding the above, Dufferin shall retain any other right which it may have in law to claim for any and all damages which it may suffer as a result of the Contractor's breach of the provisions set forth in the contract.

The Performance Security will be reviewed and renewed annually.

12.2 Insurance and Indemnification

The Contractor shall at its own expense obtain and maintain until the termination of the contract, and provide Dufferin with evidence of:

1. Comprehensive general liability insurance on an occurrence basis for an amount not less than two million (\$2,000,000) dollars and shall include Dufferin as an additional insured with respect to the successful bidders operations, acts and omissions relating to its obligations under this Agreement, such policy to include non-owned automobile liability, personal injury, broad form property damage, contractual liability, owners' and contractors' protective, products and completed operations, contingent employers liability, cross liability and severability of interest clauses.
2. Automobile liability insurance for an amount not less than two million (\$2,000,000) dollars on forms meeting statutory requirements covering all vehicles used in any manner in connection with the performance of the terms of this Agreement.
3. Environmental Impairment liability insurance covering the work and services described in this Agreement including coverage for loss or claims arising from contamination to third party property or



bodily injury during transit. Such policy shall provide coverage for an amount not less than one million (\$1,000,000.) dollars and shall remain in force for twelve (12) months following completion of work.

4. The policies shown above will not be cancelled or permitted to lapse unless the insurer notifies Dufferin in writing at least thirty (30) days prior to the effective date of cancellation or expiry. Dufferin reserves the right to request such higher limits of insurance or other types of policies appropriate to the work as Dufferin may reasonable require.
5. The Contractor shall not commence work until satisfactory evidence of insurance has been filed with and approved by Dufferin's Treasury Department. The Contractor shall further provide that evidence of the continuance of said insurance is filed at each policy renewal date of the duration of the contract.
6. The Contractor shall indemnify and hold Dufferin harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees occasioned wholly or in part by any acts or omissions either in negligence or nuisance whether wilful or otherwise by the Contractor, its agents, officers, employees or other persons for whom the Contractor is legally responsible.

12.3 Contract Document

Execute a Contract Document in duplicate in a form satisfactory to Dufferin.



Section 13

Terms and Conditions



13. Terms and Conditions

13.1 Contract Period

The term of the contract will be for a period of seven (7) years commencing June 1, 2013.

13.2 Renewal

1. Dufferin, at its absolute sole discretion, has the option to renew the contract for two (2) separate one (1) year periods.
2. In determining whether to renew the contract, Dufferin will consider the following, but not be limited to performance, price and value.

13.3 Taxes and Inflation Adjustments

Harmonized Sales Tax (HST) is extra.

Price adjustments will be made for fuel and general inflation on a regular basis as outlined below.

Increases, or decreases, for fuel will be made quarterly (January 1, April 1, July 1 and October 1). Price adjustments for fuel will be applied to 10% of the applicable unit rate using the following formula:

Fuel Portion Payable	=	0.1	x	Unit Price (from Bid Form)	x	Average weekly Diesel Fuel Price (for Preceding Quarter)
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Where the diesel fuel price will be equal to the Ministry of Energy's diesel fuel price for Toronto-West as found on <http://www.energy.gov.on.ca/en/fuel-prices/fuel-price-data/?fuel=dsl&yr=2012>.

For example:

Unit Price for collection (from Bid Form) was \$40 per stop

Average Diesel Fuel Price for the second quarter of 2013 was \$1.10 per Litre

The fuel portion of the unit rate adjustment beginning the third quarter of 2013 would be:

$$(0.1 \times \$40 \times \$1.10) = \$4.40$$

The remaining 90% of unit rates will be adjusted for inflation annually on June 1 of each year. Annual adjustments (either increases or decreases) will be made to payments using the formula:

General Inflation Payable	=	0.9	x	Unit Price (from Bid Form)	x	$\frac{\text{CPI June (previous year)}}{\text{CPI June (current year)}}$
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The Consumer Price Index will be equal to the Consumer Price Index for Ontario excluding gasoline, by Statistics Canada as found on <http://www.statcan.gc.ca/pub/62-001-x/2012002/t055-eng.htm>.

For example:

Unit Price for recycling collection (from Bid Form) was \$40 per stop

CPI for June 2014 is 115.4

CPI for June 2013 is 117.2

The general inflation portion of the Unit Price beginning June 1, 2014 would be:

$$(0.9 \times \$40 \times 117.2/115.4) = \$36.56$$

In this example, the total payable, per stop, beginning June 2014 would be \$40.96 (\$4.40 + \$36.56).

13.4 Per Stop Cost for Contract Additions / Deletions

The Contactor, upon notification, will assume the responsibility for collection services as soon as any new homes, buildings, subdivisions, businesses, etc are ready for service, as determined by Dufferin. Adjustments to the per stop fee will be calculated and applied to the contract annually.

13.5 Invoices & Documentation

The Contractor shall submit an invoice to Dufferin at the end of each month representing billing for the Work



done for the previous month. The invoice will contain all required data to support that the Contract has been completed.

The Contractor shall also submit documentation on a monthly basis to accompany the invoice. Documentation will include an Excel spreadsheet, in the format agreed to by Dufferin, which summarizes all material collected by zone and route. A copy of this unlocked spreadsheet is to be emailed to Dufferin each month.

13.6 Payment

13.6.1 Options 1, 3, 5 & 7 – Four & Five Day Collection Schedule - Weekly Garbage

The Contractor shall be entitled to receive monthly payments for single family curbside collection of recyclables, garbage, SSO and multi-family curbside collection using the following formula:

Monthly Payment	=	$\frac{52}{12}$	x	Unit Price (for each material type, from Bid Form + fuel adjustment + general inflation)	x	Number of stops
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The Contractor shall be entitled to receive monthly payments for front end and roll off container collection at Municipal locations of recyclables and garbage SSO using the following formula:

Monthly Payment	=	$\frac{52}{12}$	x	Unit Price (for each material type, from Bid Form + fuel adjustment + general inflation)	x	Number of stops
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13.6.2 Options 2, 4, 6 & 8 – Four & Five Day Collection Schedule - Bi-Weekly Garbage

The Contractor shall be entitled to receive monthly payments for single family curbside collection of recyclables and SSO and multi-family curbside collection using the following formula:

Monthly Payment	=	$\frac{52}{12}$	x	Unit Price (for recyclables and SSO, from Bid Form + fuel adjustment + general inflation)	x	Number of stops
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The Contractor shall be entitled to receive monthly payments for single family curbside collection of garbage and multi-family curbside collection using the following formula:

Monthly Payment	=	$\frac{26}{12}$	x	Unit Price (for garbage, from Bid Form + fuel adjustment + general inflation)	x	Number of stops
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The Contractor shall be entitled to receive monthly payments for front end collection and roll off collections at Municipal locations for recyclables and garbage and SSO using the following formula:

Monthly Payment	=	$\frac{26}{12}$	x	Unit Price (for each material type, from Bid Form + fuel adjustment + general inflation)	x	Number of stops
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13.6.3 Supplemental Services – Yard Waste

The Contractor shall be entitled to receive monthly payments for urban and rural settlements curbside collection of Yard Waste using the following formula:

Monthly Payment	=	Weekly Price (from Bid Form +fuel adjustment + general inflation)	x	Number of Collection weeks
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If Dufferin elects to provide rural Yard Waste collection, the Contractor shall be entitled to receive monthly payments for rural curbside collection of Yard Waste using the following formula:

Monthly Payment	=	Unit Price (from Bid Form +fuel adjustment + general inflation)	x	Number of stops
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13.6.4 Supplemental Services – Bulk Waste and White Goods

The Contractor shall be entitled to receive monthly payments for curbside collection of Bulk Waste and White Goods using the following formula:

Monthly Payment	=	Unit Price (from Bid Form +fuel adjustment + general inflation)	x	Number of stops
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13.6.5 Supplemental Services – Limited Access Roads

The Contractor shall be entitled to receive payments for collection of garbage, recycling and SSO from residences on limited access roads using the following formula:

Payment	=	Unit Price (from Bid Form +fuel adjustment + general inflation)	x	Number of stops
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13.6.6 Supplemental Services – Municipal Locations

The Contractor shall be entitled to receive payments for collection of garbage and recycling from Municipal Locations currently receiving private collections that elect to be serviced under this Contract using the following formula:

Payment	=	Unit Price (from Bid Form +fuel adjustment + general inflation)	x	Number of stops
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13.6.7 Auto-Carts

At all times during the contract, the Contractor will retain ownership of the auto-carts and responsibility for supply, delivery, maintenance and replacement shall rest with the Contractor. For the purposes of proposal evaluations, Proponents are required to include, as part of the per stop cost, the costs for the auto-carts.

No payment will be made by the County above and beyond the price submitted in the Bid Form (i.e. for the purchase, supply, maintenance, etc of the auto-carts).

13.7 Monies Due to Dufferin

In the event that there are any monies payable to Dufferin by the Contractor under the terms of this Contract, such monies shall be deducted from and retained by Dufferin from the Contractor or may be recovered from the Contractor or the Contractor's surety pursuant to the performance bond as a debt due to Dufferin.

13.8 Payment Prior to Start of Contract

The Contractor is not eligible for any payment prior to the start-up of the Contract.

When payment is made by Dufferin to the Contractor, the Contractor shall promptly pay to every subcontractor employed any amount properly due such subcontractor on account of Work covered by the Contract.

Dufferin shall not be liable for, or be held to pay, any money to the Contractor except as provided above; and on making the complete payment aforesaid, Dufferin shall be released from all claim or liability to the Contractor for anything done, or furnished for, or relating to the Contract, or for any act or neglect of Dufferin relating to the Work, except the claim against Dufferin of the remainder, if any, of the amounts kept or retained as provided above.

13.9 Disputes

In cases of disputes as to whether or not the service submitted meets the conditions in the accepted proposal, the decision of the County Treasury Department shall be final and binding on all parties.

If a dispute arises between Dufferin and the Contractor as to their respective rights and obligations under this Contract that cannot be resolved informally, the Parties shall use the following dispute resolution procedures to resolve such disputes:

Within fourteen (14) calendar days of the final informal attempt to resolve the dispute, the respective authorized



representative shall provide a 'Notice of Dispute' to the other representative in writing.

The dispute shall be referred by the Parties to non-binding mediation whereby the fees and expenses of the mediator will be divided equally (i.e. 50/50) between Dufferin and the Contractor. The mediator will be appointed jointly by the Parties.

If the Parties are unable to resolve the dispute within a period of thirty (30) days of the first mediation session, the dispute shall be resolved through binding arbitration in accordance with the *Arbitration Act*, 1991, S.O. 1991, c.17, as amended from time to time. The arbitration shall be conducted by a single arbitrator appointed jointly by the Parties. In the event that the Parties cannot agree on a single arbitrator, the arbitration shall be conducted by an arbitral tribunal. Each party will appoint one (1) member who will then appoint a third member to act as chair of the tribunal. The arbitrator, or arbitral tribunal, as the case may be, will apportion the costs of the arbitration to the Parties.

The Contractor shall not be entitled to any interest upon any bill for extra work on account of delay in its approval by the Public Works Director / Designate.

13.10 Arbitration

If there is any misunderstanding or difference of opinion with respect to the interpretation, application, administration, alleged breach of this contract, or the Contractor disputes any decision of the Public Works Director / Designate required by this contract, the Contractor shall submit a written request for a ruling to the Public Works Director / Designate with respect to the matter not later than thirty (30) days after the day the matter arose. The Contractor's request shall identify the contract terms in respect of which the matter arose, state the grounds for the Contractor's position on the matter and submit the records which support their position.

The Public Works Director / Designate shall within thirty (30) days of receipt of the Contractor's request either

1. Request the Contractor to submit such further and other particulars with respect to the matter as required in which case the Contractor shall submit the required particulars within thirty (30) days of receipt of the Public Works Director's / Designates request. Following Public Works Director's/ Designates receipt of the particulars, the Contractor's request with particulars shall be dealt with in the same way as a request for ruling, or
2. Notify the Contractor of his decision.

The Contractor shall be entitled to an arbitration of the matter if:

1. The Public Works Director / Designate fails to respond to the request for ruling, and the Contractor gives notice to Dufferin that they require an arbitration within ten (10) days of the date by which the Public Works Director / Designate was required to give his ruling, or
2. The Contractor objects to the Public Works Director's/ Designates request for particulars and the Contractor gives notice to Dufferin that they require an arbitration within the time prescribed for the delivery of particulars, or
3. The Contractor disputes the Public Works Director's / Designates decision and gives notice to Dufferin that they require arbitration within ten (10) days of receipt of the Public Works Director's / Designates decision.

The Contractor shall be deemed to have abandoned the matter if they fail to observe any time limit specified in the paragraphs above unless Dufferin has extended the time limit in writing.

Dufferin and the Contractor shall agree on an arbitrator within ten (10) days after Dufferin receives the notice provided for in the paragraph above. If the parties fail to agree, either party may apply to a court of competent jurisdiction for the appointment of an arbitrator in accordance with the *Arbitrations Act* of Ontario, as amended. The Contractor shall be deemed to abandon the matter if no arbitrator has been appointed within six (6) months of Dufferin's receipt of the notice specified in the paragraph above.

No one shall be named or act as an arbitrator who is interested in anyway financially in the contract or in the business affairs of either party to it or has been directly or indirectly involved in an attempt to settle the matter.

The arbitrator is not authorized to make any decision inconsistent with the contract, nor shall the arbitrator modify or amend any of the contract terms.



The parties agree that the award made by the Arbitrator shall be final and binding and shall in all respect be kept and observed.

No matter may be submitted to arbitration except in accordance with the above provisions.

13.11 Force Majeure

Delays in or failure of performance by either party under the contract shall not constitute default hereunder or give rise to any claim for damages if and to the extent caused by the occurrences beyond the control of the party affected, including but not limited to the decrees of Governments, acts of God, fires, floods, explosions, riots, war, rebellions, sabotage and atomic or nuclear incident, but lack of finances, strikes or other concerted acts by workers delays or failure arising out of the nature of the Work to be done, or for the normal action of the elements or from any normal difficulties which may be encountered in the performance of the Work having regard to the nature thereof shall in no event be deemed to be a cause beyond the parties control. Normal difficulties include but are not limited to those related to quality of equipment or delay in delivery of equipment.

In the event that performance of this contract in the reasonable opinion of either party is made impossible but by Force Majeure, then either party shall notify the other in writing and Dufferin shall either:

1. Terminate this contract forthwith and without any further payment being made; or
2. Authorize the Contractor to continue the performance of the contract with such adjustments as required by the existence of the Force Majeure and agreed upon by both parties. In the event that the parties cannot agree upon the aforementioned adjustments, it is agreed by the parties that the contract shall be terminated.

13.12 Forfeiture of Contract

At the option of the Public Works Director / Designate, the contract, or any part thereof, may be terminated upon twenty four (24) hours written notice to the Contractor in the event that the Contractor:

1. Does not execute the contract before commencing Work;
2. Fails to commence Work on the commencement date specified in this RFP;
3. Declares their inability to pay their debts as they generally become due;
4. Is judged or adjudicated to be bankrupt or insolvent;
5. Becomes subject to, or requests any benefits or exemptions relating to any provisions or enactments concerning bankruptcy or insolvency;
6. Breaches any term of this contract;
7. Abandons the Work; or
8. Fails to complete 100% of each days collection within the time limits provided.

In the event that Dufferin terminates all or part of the contract, the Public Works Director / Designate may take whatever steps considered advisable to secure the completion of the Work, and any damages or extra expenditures thereby incurred by Dufferin may be collected as deductions from the Contractor's invoices without prejudice to Dufferin's right to take action to recover under the contract performance bond.

13.13 Contract Termination

Dufferin may terminate the Contract if:

1. Without cause at any time, upon six (6) months written notice being provided to the Contractor;
2. Immediately and without notice, if the Contractor attempts to dispose of any divertible material that was collected as part of this contract for processing at any landfill, or other disposal location;
3. Immediately and without notice, if the Contractor commits any act of bankruptcy; or if a receiver is appointed on account of its insolvency or in respect of any of its property; or if the Contractor makes a general assignment for the benefit of its creditors;
4. Immediately and without notice, if the Contractor does not comply with the Health and Safety requirements set out in these documents; or
5. Without notice, if the Contractor repeatedly fails to make sufficient payments for payments due to its Sub-Contractors or suppliers.

Upon expiration of ten (10) days from the date of receipt of written notice to the Contractor, if the Contractor fails to comply with any significant request, instruction or order given by Dufferin; or fails to comply with, or



persistent disregard for statutes, regulations, by-laws or directives of relevant authorities related to the Work; or fails to perform the Work with skill and diligence expected of any similar Contractor; or assigns or sublets the Contract without the prior written consent of Dufferin; or refuses to correct deficient Work; or is otherwise in default in carrying out its part of any of the terms, conditions and obligations of the Contract.

Any termination of the Contract by Dufferin, as aforesaid, shall be without prejudice to any other rights or remedies Dufferin may have.

If Dufferin terminates the Contract as noted above, it is entitled to:

1. Take possession immediately of all the Work and materials in progress and finish the Work by whatever means Dufferin may deem appropriate under the circumstances;
2. Withhold any further payments to the Contractor until the completion of the Work and
3. Recover from the Contractor, any loss, damage and expense incurred by Dufferin by reason of the Contractor's default which may be deducted from any monies due, or becoming due, to the Contractor.

13.14 Remedies

The rights and remedies of Dufferin as set forth in any provision of the contract shall not be exclusive and are in addition to any other rights or remedies provided by law or in equity pursuant to the provisions of this contract.

The exercise of any remedy provided by the contract does not relieve the Contractor of their sureties from any liability remaining under this contract.

The Public Works Director / Designate may take such steps as he/she considers necessary to remedy any breach of contract and any damages or expenditures thereby incurred by Dufferin plus a reasonable allowance for overhead may be collected by deduction of the monthly invoices.

The failure of either Dufferin or the Contractor to insist upon strict performance of any provisions of this contract shall not be construed as a waiver of or relinquishment of the right to insist upon strict performance of such provisions on any future occasion.

13.15 Liens

The Contractor and its surety or themselves, their successors and assignees shall fully indemnify Dufferin and all its' officers, servants and employees from any and all liability or expenses by way of legal costs or otherwise in respect to any claim which may be made for lien or charged at law or inequity or to any claim or liability under the Construction Lien Act or to any attachment or debt, garnishee process or otherwise. Dufferin shall not in any case be liable to any greater extent than the amount owing by it to the Contractor, its successors or assignees.

13.16 Conflicts and Omissions

Neither party to the contract shall take advantage of any apparent error or omission in the contract. Any Work not herein and specified which is necessary for the proper performance and completion of any Work contemplated, which may be implied as included in the contract, at the sole discretion of the Public Works Director / Designate shall be done by the Contractor as if such Work had been specified and shall not be construed as a variation of the Work.

13.17 Interpretation

No change or modification to the contract shall be valid unless it is in writing and signed by the Contractor and the Public Works Director / Designate.

Words importing the singular shall include the plural, and vice versa and words importing the masculine shall include the feminine and words importing persons shall include firms and corporations and vice versa.

13.18 Assignment

Following award of the contract, the Contractor shall not, without written consent of the County Treasury Department make any assignment or any subcontract for the execution of any service or product hereby proposed. The consent of the County Treasury Department may be arbitrarily withheld.



13.19 Compliance with the Accessibility for Ontarians with Disabilities Act, 2005

The Contractor shall ensure that all its employees, agents, volunteers, or others for whom the Contractor is legally responsible receive training regarding the provision of the goods and services contemplated herein to persons with disabilities in accordance with Section 6 of Ontario Regulation 429/07 (the "Regulation") made under the Accessibility for Ontarians with Disabilities Act, 2005, as amended the "Act"). The Contractor shall ensure that such training includes, without limitation, a review of the purposes of the Act and the requirements of the Regulation, as well as instruction regarding all matters set out in Section 6 of the Regulation. The Contractor shall submit to Dufferin, as required from time to time, documentation describing its customer service training policies, practices and procedures, and a summary of its training program, together with a record of the dates on which training was provided and a list of the employees, agents volunteers or others who received such training. Dufferin reserves the right to require the contractor to amend its training policies to meet the requirements of the Act and the Regulation.

13.20 Health and Safety

The Contractor covenants that all his employees are knowledgeable in, and follow the regulations which pertain to their duties which are included in the *Occupational Health and Safety Act* (R.S.O.) 1990, as amended. It should be understood that any contravention of the Act could be considered cause for the County of Dufferin to terminate the Contract.

The Contractor agrees that any damages or fines that may be assessed against the County of Dufferin by reason of a breach or breaches of the *Occupational Health and Safety Act* (R.S.O.), 1990, as amended, by the Contractor or any of its subcontractors will entitle the County of Dufferin to offset the damages so assessed against any monies that the County of Dufferin may, from time to time, owe the Contractor under this Contract or under any other contract whatsoever.

Contractors must work in compliance with the *Occupational Health and Safety Act* and observe obligations relating to Workplace Hazardous Materials Information System (WHMIS).

13.21 Workplace Safety and Insurance Board

The Contractor shall pay to the appropriate provincial Board/Commission all assessments and levies owing to the Board/Commission in respect to any resulting contract and any unpaid assessments or levies shall be the sole responsibility of the Contractor.

Prior to commencing work, Contractors required to be registered in Ontario, must provide evidence of compliance with the requirements of the Province of Ontario with respect to workers' compensation insurance.

Out-of-province Contractors are not exempt from having to register and must comply with the requirements of the Workplace Safety and Insurance Board of Ontario. Prior to commencing work, out-of-province Contractors not required to be registered in Ontario shall provide:

Written confirmation from the Workplace Safety and Insurance Board of Ontario stating the Contractor is not required to be registered in Ontario; and, Evidence of compliance with the requirements of the province or territory of the Place of Business with respect to workers compensation insurance.

At any time during the term of the contract, when requested by the County of Dufferin, the Contractor shall provide such evidence of compliance by himself/herself and his/her Subcontractors. Failure to provide satisfactory evidence in respect to workers compensation insurance shall result in payment being held until satisfactory evidence of compliance, has been received by the Contractor.

13.22 Permits, Licences and Regulations

Proponents shall apply and pay for all necessary permits and licenses, approvals and consents required for the execution of the work. Proponents shall give all necessary notices and pay all fees required by law and comply with all laws, by-laws, rules, regulations, and requirements relating to the work and to the preservation of public health. Proponents shall be responsible for the safety of all workers and equipment in accordance with all applicable safety legislation passed by Federal, Provincial and Local Authorities governing construction safety.



13.23 Authority to Change

No changes shall be made to this document without the approval of the County Treasury Department.

13.24 Assignment

The Contractor shall not assign the Contract nor the proceeds without the written consent of the County.

13.25 County Assumption of the Work

Where the Contractor becomes bankrupt or insolvent, delays commencing or diligently executing the Work, abandons the Work or has otherwise failed to perform any of the provisions of the Contract, Dufferin may, without previous notice and without process or suit at law, take the work out of the hands of the Contractor and have it completed by whatever means are considered necessary. In addition to any other remedy available in law or equity, Dufferin may use all monies due on the Contract to correct or complete the work.

13.26 Changes in Law

The parties acknowledge that performance of the obligations required hereunder may be affected by changes in applicable laws of the Province of Ontario. In the event of a change in applicable legislation that results in a material impact on the performance of any act required by this Agreement, the Parties shall renegotiate in good faith the provisions of this Agreement to achieve mutually acceptable terms for the performance of acts required hereunder. If the Parties are unable to agree on the revised terms and conditions either Party may submit the dispute to arbitration in accordance with the provisions of the Arbitration Act S.O. 1991, C. 17.



Section 14

Forms of Proposal

14. Forms of Proposal

WASTE MANAGEMENT COLLECTION SERVICES RFP SUBMISSION FORM – Page 1 of 2

Proponents are to complete this RFP Submission Form for the Parts of Work they wish to propose. This Form is to be submitted with the Technical Proposal "Envelope 1". The Bid Forms are to be submitted with the Financial Proposal in a separate envelope clearly marked as "Envelope 2".

Part	Description	Yes / No
Option 1	<ul style="list-style-type: none"> Four (4) day per week manual collection schedule <ul style="list-style-type: none"> Weekly, Single Family curbside, recyclables, garbage and SSO Weekly, Multi-Family, Community Housing and Municipal Facility curbside and cart, recyclables, garbage and SSO On-call, Multi-Family, Community Housing and Municipal Facility front end, recyclables and garbage 	
Option 2	<ul style="list-style-type: none"> Four (4) day per week manual collection schedule <ul style="list-style-type: none"> Weekly, Single Family curbside, recyclables and SSO Weekly, Multi-Family, Community Housing and Municipal Facility curbside and cart, recyclables and SSO Bi-weekly, Single Family, Multi-Family, Community Housing and Municipal Facility, curbside, garbage On-call, Multi-Family, Community Housing and Municipal Facility front end, recyclables and garbage 	
Option 3	<ul style="list-style-type: none"> Five (5) day per week manual collection schedule <ul style="list-style-type: none"> Weekly, Single Family curbside, recyclables, garbage and, SSO Weekly, Multi-Family, Community Housing and Municipal Facility curbside and cart, recyclables, garbage and SSO On-call, Multi-Family, Community Housing and Municipal Facility front end, recyclables and garbage 	
Option 4	<ul style="list-style-type: none"> Five (5) day per week manual collection schedule <ul style="list-style-type: none"> Weekly, Single Family curbside, recyclables and SSO Weekly, Multi-Family, Community Housing, Municipal Facility curbside and cart, recyclables and SSO Bi-weekly, Single Family, Multi-Family, Community Housing and Municipal Facility curbside and cart, garbage On-call, Multi-Family, Community Housing and Municipal Facility front end recyclables & garbage 	
Option 5	<ul style="list-style-type: none"> Four (4) day per week automated collection schedule <ul style="list-style-type: none"> Weekly, Single Family curbside, recyclables, garbage and SSO Weekly, Multi-Family, Community Housing and Municipal Facility, curbside and cart, recyclables, garbage and SSO On-call, Multi-Family, Community Housing and Municipal Facility front end recyclables & garbage 	
Option 6	<ul style="list-style-type: none"> Four (4) day per week automated collection schedule <ul style="list-style-type: none"> Weekly, Single Family curbside, recyclables and SSO Weekly, Multi-Family, Community Housing and Municipal Facility curbside and cart, recyclables and SSO Bi-weekly, Single Family, Multi-Family, Community Housing and Municipal Facility garbage On-call Multi-Family, Community Housing and Municipal Facility front end recyclables & garbage 	



WASTE MANAGEMENT COLLECTION SERVICES RFP SUBMISSION FORM – Page 2 of 2

Part	Description	Yes / No
Option 7	<ul style="list-style-type: none">• Five (5) day per week automated collection schedule<ul style="list-style-type: none">○ Weekly, Single Family curbside, recyclables, garbage and, SSO○ Weekly, Multi-Family, Community Housing and Municipal Facility curbside and cart, recyclables, garbage and SSO○ On-call, Multi-Family, Community Housing and Municipal Facility front end, recyclables & garbage	
Option 8	<ul style="list-style-type: none">• Five (5) day per week automated collection schedule<ul style="list-style-type: none">○ Weekly, Single Family curbside, recyclables and SSO○ Weekly, Multi-Family, Community Housing and Municipal Facility curbside and cart, recyclables and SSO○ Bi-weekly, Single Family, Multi-Family, Community Housing and Municipal Facilities curbside, garbage○ On-call, Multi-Family, Community Housing and Municipal Facility front end, recyclables & garbage	
Yard Waste - Mandatory	<ul style="list-style-type: none">• Urban and Rural Settlement areas curbside collection, refer to Section 6.12	
Yard Waste - Optional	<ul style="list-style-type: none">• Rural areas, curbside collection, Refer to Section 6.12	
Bulk Waste and White Goods -	<ul style="list-style-type: none">• County-wide on-call collection, refer to Section 6.12• As required, roll-off container collection from specified Municipal locations	
Limited Access Roads	<ul style="list-style-type: none">• Collection via specialized vehicle on all identified roads	
Private Service Collection	<ul style="list-style-type: none">• Optional pricing to service the Multi-Family, Community Housing and Municipal Facilities that currently are provided with private collections	
Front End and Roll-off	<ul style="list-style-type: none">• Monthly rental rates and per-lift rates	



FOR OPTION 1 – FOUR (4) DAY MANUAL COLLECTION SCHEDULE – WEEKLY GARBAGE

To:

The Corporation of the County of Dufferin

Attention: County Clerk

55 Zina Street

Orangeville, Ontario L9W 1E5

I/We _____

Having carefully examined the proposed works, and all documents relating thereto, hereby propose and offer in accordance therewith to enter into a contract within the prescribed time to perform the work in strict accordance with the RFP documents and such further detail as may be supplied from time to time and to furnish all materials, labour, tools, matters and things necessary to perform the work within the time specified for the sum of (first year contract value):

OPTION 1A - Dedicated Collection Vehicles

_____ Dollars

(\$ _____)

OPTION 1B - Curbside Co-Collection

_____ Dollars

(\$ _____)

or such other sum as may be ascertained in accordance with the RFP. This total proposal price is made up of the components as shown in the following Schedules.



FOR OPTION 2 – FOUR (4) DAY MANUAL COLLECTION SCHEDULE – BI-WEEKLY GARBAGE

To:

The Corporation of the County of Dufferin

Attention: County Clerk

55 Zina Street

Orangeville, Ontario L9W 1E5

I/We _____

Having carefully examined the proposed works, and all documents relating thereto, hereby propose and offer in accordance therewith to enter into a contract within the prescribed time to perform the work in strict accordance with the RFP documents and such further detail as may be supplied from time to time and to furnish all materials, labour, tools, matters and things necessary to perform the work within the time specified for the sum of (first year contract value):

OPTION 2A - Dedicated Collection Vehicles

_____ Dollars

(\$ _____)

OPTION 2B - Curbside Co-Collection

_____ Dollars

(\$ _____)

or such other sum as may be ascertained in accordance with the RFP. This total proposal price is made up of the components as shown in the following Schedules.



FOR OPTION 3 – FIVE (5) DAY MANUAL COLLECTION SCHEDULE – WEEKLY GARBAGE

To:

The Corporation of the County of Dufferin

Attention: County Clerk

55 Zina Street

Orangeville, Ontario L9W 1E5

I/We _____

Having carefully examined the proposed works, and all documents relating thereto, hereby propose and offer in accordance therewith to enter into a contract within the prescribed time to perform the work in strict accordance with the RFP documents and such further detail as may be supplied from time to time and to furnish all materials, labour, tools, matters and things necessary to perform the work within the time specified for the sum of (first year contract value):

OPTION 3A - Dedicated Collection Vehicles

_____ Dollars

(\$ _____)

OPTION 3B - Curbside Co-Collection

_____ Dollars

(\$ _____)

or such other sum as may be ascertained in accordance with the RFP. This total proposal price is made up of the components as shown in the following Schedules.



FOR OPTION 4 – FIVE (5) DAY MANUAL COLLECTION SCHEDULE – BI-WEEKLY GARBAGE

To:

The Corporation of the County of Dufferin

Attention: County Clerk

55 Zina Street

Orangeville, Ontario L9W 1E5

I/We _____

Having carefully examined the proposed works, and all documents relating thereto, hereby propose and offer in accordance therewith to enter into a contract within the prescribed time to perform the work in strict accordance with the RFP documents and such further detail as may be supplied from time to time and to furnish all materials, labour, tools, matters and things necessary to perform the work within the time specified for the sum of (first year contract value):

OPTION 4A - Dedicated Collection Vehicles

_____ Dollars

(\$ _____)

OPTION 4B - Curbside Co-Collection

_____ Dollars

(\$ _____)

or such other sum as may be ascertained in accordance with the RFP. This total proposal price is made up of the components as shown in the following Schedules.



FOR OPTION 5 – FOUR (4) DAY AUTOMATED COLLECTION SCHEDULE – WEEKLY GARBAGE

To:

The Corporation of the County of Dufferin

Attention: County Clerk

55 Zina Street

Orangeville, Ontario L9W 1E5

I/We _____

Having carefully examined the proposed works, and all documents relating thereto, hereby propose and offer in accordance therewith to enter into a contract within the prescribed time to perform the work in strict accordance with the RFP documents and such further detail as may be supplied from time to time and to furnish all materials, labour, tools, matters and things necessary to perform the work within the time specified for the sum of (first year contract value):

OPTION 5A - Dedicated Collection Vehicles

_____ Dollars

(\$ _____)

OPTION 5B - Curbside Co-Collection

_____ Dollars

(\$ _____)

or such other sum as may be ascertained in accordance with the RFP. This total proposal price is made up of the components as shown in the following Schedules.



FOR OPTION 6 – FOUR (4) DAY AUTOMATED COLLECTION SCHEDULE – BI-WEEKLY GARBAGE

To:

The Corporation of the County of Dufferin

Attention: County Clerk

55 Zina Street

Orangeville, Ontario L9W 1E5

I/We _____

Having carefully examined the proposed works, and all documents relating thereto, hereby propose and offer in accordance therewith to enter into a contract within the prescribed time to perform the work in strict accordance with the RFP documents and such further detail as may be supplied from time to time and to furnish all materials, labour, tools, matters and things necessary to perform the work within the time specified for the sum of (first year contract value):

OPTION 6A - Dedicated Collection Vehicles

_____ Dollars

(\$ _____)

OPTION 6B - Curbside Co-Collection

_____ Dollars

(\$ _____)

or such other sum as may be ascertained in accordance with the RFP. This total proposal price is made up of the components as shown in the following Schedules.



FOR OPTION 7 – FIVE (5) DAY AUTOMATED COLLECTION SCHEDULE – WEEKLY GARBAGE

To:

The Corporation of the County of Dufferin

Attention: County Clerk

55 Zina Street

Orangeville, Ontario L9W 1E5

I/We _____

Having carefully examined the proposed works, and all documents relating thereto, hereby propose and offer in accordance therewith to enter into a contract within the prescribed time to perform the work in strict accordance with the RFP documents and such further detail as may be supplied from time to time and to furnish all materials, labour, tools, matters and things necessary to perform the work within the time specified for the sum of (first year contract value):

OPTION 7A - Dedicated Collection Vehicles

_____ Dollars

(\$ _____)

OPTION 7B - Curbside Co-Collection

_____ Dollars

(\$ _____)

or such other sum as may be ascertained in accordance with the RFP. This total proposal price is made up of the components as shown in the following Schedules.



FOR OPTION 8 – FIVE (5) DAY AUTOMATED COLLECTION SCHEDULE – BI-WEEKLY GARBAGE

To:

The Corporation of the County of Dufferin

Attention: County Clerk

55 Zina Street

Orangeville, Ontario L9W 1E5

I/We _____

Having carefully examined the proposed works, and all documents relating thereto, hereby propose and offer in accordance therewith to enter into a contract within the prescribed time to perform the work in strict accordance with the RFP documents and such further detail as may be supplied from time to time and to furnish all materials, labour, tools, matters and things necessary to perform the work within the time specified for the sum of (first year contract value):

OPTION 8A - Dedicated Collection Vehicles

_____ Dollars

(\$ _____)

OPTION 8B - Curbside Co-Collection

_____ Dollars

(\$ _____)

or such other sum as may be ascertained in accordance with the RFP. This total proposal price is made up of the components as shown in the following Schedules.



SUPPLEMENTAL SERVICE 1a – URBAN and RURAL SETTLEMENT AREA YARD WASTE COLLECTION

To:
The Corporation of the County of Dufferin
Attention: County Clerk
55 Zina Street
Orangeville, Ontario L9W 1E5

I/We _____
Having carefully examined the proposed works, and all documents relating thereto, hereby propose and offer in accordance therewith to enter into a contract within the prescribed time to perform the work in strict accordance with the RFP documents and such further detail as may be supplied from time to time and to furnish all materials, labour, tools, matters and things necessary to perform the work within the time specified for the sum of (first year contract value):

_____ Dollars
(\$ _____)

or such other sum as may be ascertained in accordance with the RFP. This total proposal price is made up of the components as shown in the following Schedules.



SUPPLEMENTAL SERVICE 1b – RURAL AREA YARD WASTE COLLECTION

To:

The Corporation of the County of Dufferin

Attention: County Clerk

55 Zina Street

Orangeville, Ontario L9W 1E5

I/We _____

Having carefully examined the proposed works, and all documents relating thereto, hereby propose and offer in accordance therewith to enter into a contract within the prescribed time to perform the work in strict accordance with the RFP documents and such further detail as may be supplied from time to time and to furnish all materials, labour, tools, matters and things necessary to perform the work within the time specified for the sum of (first year contract value):

_____ Dollars

(\$ _____)

or such other sum as may be ascertained in accordance with the RFP. This total proposal price is made up of the components as shown in the following Schedules.



SUPPLEMENTAL SERVICE 2 – COUNTY-WIDE BULK WASTE and WHITE GOODS COLLECTION

To:

The Corporation of the County of Dufferin

Attention: County Clerk

55 Zina Street

Orangeville, Ontario L9W 1E5

I/We _____

Having carefully examined the proposed works, and all documents relating thereto, hereby propose and offer in accordance therewith to enter into a contract within the prescribed time to perform the work in strict accordance with the RFP documents and such further detail as may be supplied from time to time and to furnish all materials, labour, tools, matters and things necessary to perform the work within the time specified for the sum of (first year contract value):

_____ Dollars

(\$ _____)

or such other sum as may be ascertained in accordance with the RFP. This total proposal price is made up of the components as shown in the following Schedules.



SUPPLEMENTAL SERVICE 3 – COLLECTION ON LIMITED ACCESS ROADS

To:
The Corporation of the County of Dufferin
Attention: County Clerk
55 Zina Street
Orangeville, Ontario L9W 1E5

I/We _____
Having carefully examined the proposed works, and all documents relating thereto, hereby propose and offer in accordance therewith to enter into a contract within the prescribed time to perform the work in strict accordance with the RFP documents and such further detail as may be supplied from time to time and to furnish all materials, labour, tools, matters and things necessary to perform the work within the time specified for the sum of (first year contract value):

_____ Dollars

(\$ _____)

or such other sum as may be ascertained in accordance with the RFP. This total proposal price is made up of the components as shown in the following Schedules.



SUPPLEMENTAL SERVICE 4 – PRIVATE SERVICE COLLECTION LOCATIONS

To:

The Corporation of the County of Dufferin

Attention: County Clerk

55 Zina Street

Orangeville, Ontario L9W 1E5

I/We _____

Having carefully examined the proposed works, and all documents relating thereto, hereby propose and offer in accordance therewith to enter into a contract within the prescribed time to perform the work in strict accordance with the RFP documents and such further detail as may be supplied from time to time and to furnish all materials, labour, tools, matters and things necessary to perform the work within the time specified for the sum of (first year contract value):

_____ Dollars

(\$ _____)

or such other sum as may be ascertained in accordance with the RFP. This total proposal price is made up of the components as shown in the following Schedules.



DISPOSAL / DIVERSION PROCESSING SERVICES

To:

The Corporation of the County of Dufferin

Attention: County Clerk

55 Zina Street

Orangeville, Ontario L9W 1E5

I/We _____

Having carefully examined the proposed works, and all documents relating thereto, hereby propose and offer in accordance therewith to enter into a contract within the prescribed time to perform the work in strict accordance with the RFP documents and such further detail as may be supplied from time to time and to furnish all materials, labour, tools, matters and things necessary to perform the work within the time specified for the sum of (first year contract value):

1. Waste Disposal Services _____ Dollars
(\$ _____)
2. Bulk Waste Disposal Services _____ Dollars
(\$ _____)
3. Agricultural Bale Wrap Recycling Services _____ Dollars
(\$ _____)
4. Yard Waste Composting Services _____ Dollars
(\$ _____)
5. White Goods Recycling Services _____ Dollars
(\$ _____)

or such other sum as may be ascertained in accordance with the RFP. This total proposal price is made up of the components as shown in the following Schedules.

14.1 Collection Bid Forms – Option 1

Option 1a – Four (4) Day Manual Collection Schedule - Dedicated Curbside Collection Vehicles for Recyclables, Garbage and SSO

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables – Single Family	Curbside	Weekly	19,786	\$	52	\$
Recyclables – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside and Cart	Weekly	73	\$	52	\$
Garbage – Single Family	Curbside	Weekly	19,786	\$	52	\$
Garbage – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Weekly	42	\$	52	\$
SSO – SF, MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Weekly	19,799	\$	52	\$

Option 1b – Four (4) Day Manual Collection Schedule - Curbside Co-Collection

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables & Garbage ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,859	\$	52	\$
Recyclables & SSO ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for SSO SF, MF, CH and LM	Curbside and Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for Garbage – SF, MF, CH and LM	Curbside and Cart	Weekly	19,859	\$	52	\$
Dedicated Collection ² for Recyclables – SF, MF, CH and LM	Curbside and Cart	Weekly	19,859	\$	52	\$

¹ If Co-collection Option not proposed, insert NA in Columns B and D

² Depending on the Co-collection Option proposed, insert NA in Columns B and D for the rows where Dedicated Collection is not required

14.2 Collection Bid Forms – Option 2

Option 2a – Four (4) Day Manual Collection Schedule - Dedicated Curbside Collection Vehicles for Recyclables, Garbage and SSO

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables – Single Family	Curbside	Weekly	19,786	\$	52	\$
Recyclables – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside and Cart	Weekly	8	\$	52	\$
Garbage – Single Family	Curbside	Weekly	32	\$	52	\$
Garbage – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Bi-weekly	19,786	\$	26	\$
SSO – SF, MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Bi-weekly	12	\$	26	\$
Recyclables – Single Family	Curbside	Weekly	19,798	\$	52	\$

Option 2b – Four (4) Day Manual Collection Schedule - Curbside Co-Collection

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables & Garbage ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,859	\$	52	\$
Recyclables & SSO ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for SSO SF, MF, CH and LM	Curbside and Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for Garbage – SF, MF, CH and LM	Curbside and Cart	Bi-weekly	19,859	\$	26	\$
Dedicated Collection ² for Recyclables – SF, MF, CH and LM	Curbside and Cart	Weekly	19,859	\$	52	\$

¹ If Co-collection Option not proposed, insert NA in Columns B and D

² Depending on the Co-collection Option proposed, insert NA in Columns B and D for the rows where Dedicated Collection is not required

14.3 Collection Bid Forms – Option 3

Option 3a – Five (5) Day Manual Collection Schedule - Dedicated Curbside Collection Vehicles for Recyclables, Garbage and SSO

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables – Single Family	Curbside	Weekly	19,786	\$	52	\$
Recyclables – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside and Cart	Weekly	8	\$	52	\$
Garbage – Single Family	Curbside	Weekly	32	\$	52	\$
Garbage – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Weekly	19,786	\$	52	\$
SSO – SF, MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Weekly	12	\$	52	\$
Recyclables – Single Family	Curbside	Weekly	19,798	\$	52	\$

Option 3b – Five (5) Day Manual Collection Schedule - Curbside Co-Collection

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables & Garbage ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,859	\$	52	\$
Recyclables & SSO ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for SSO SF, MF, CH and LM	Curbside and Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for Garbage – SF, MF, CH and LM	Curbside and Cart	Weekly	19,859	\$	52	\$
Dedicated Collection ² for Recyclables – SF, MF, CH and LM	Curbside and Cart	Weekly	19,859	\$	52	\$

¹ If Co-collection Option not proposed, insert NA in Columns B and D

² Depending on the Co-collection Option proposed, insert NA in Columns B and D for the rows where Dedicated Collection is not required

14.4 Collection Bid Forms – Option 4

Option 4a – Five (5) Day Manual Collection Schedule - Dedicated Curbside Collection Vehicles for Recyclables, Garbage and SSO

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables – Single Family	Curbside	Weekly	19,786	\$	52	\$
Recyclables – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside and Cart	Weekly	8	\$	52	\$
Garbage – Single Family	Curbside	Weekly	32	\$	52	\$
Garbage – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Bi-weekly	19,786	\$	26	\$
SSO – SF, MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Bi-weekly	12	\$	26	\$
Recyclables – Single Family	Curbside	Weekly	19,798	\$	52	\$

Option 4b – Five (5) Day Manual Collection Schedule - Curbside Co-Collection

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables & Garbage ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,859	\$	52	\$
Recyclables & SSO ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for SSO SF, MF, CH and LM	Curbside and Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for Garbage – SF, MF, CH and LM	Curbside and Cart	Bi-weekly	19,859	\$	26	\$
Dedicated Collection ² for Recyclables – SF, MF, CH and LM	Curbside and Cart	Weekly	19,859	\$	52	\$

¹ If Co-collection Option not proposed, insert NA in Columns B and D

² Depending on the Co-collection Option proposed, insert NA in Columns B and D for the rows where Dedicated Collection is not required

14.5 Collection Bid Forms – Option 5

Option 5a – Four (4) Day Automated Collection Schedule - Dedicated Curbside Collection Vehicles for Recyclables, Garbage and SSO

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables – Single Family	Curbside	Weekly	19,786	\$	52	\$
Recyclables – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside and Cart	Weekly	8	\$	52	\$
Garbage – Single Family	Curbside	Weekly	32	\$	52	\$
Garbage – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Weekly	19,786	\$	52	\$
SSO – SF, MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Weekly	12	\$	52	\$
Recyclables – Single Family	Curbside	Weekly	19,798	\$	52	\$

Option 5b – Four (4) Day Automated Collection Schedule - Curbside Co-Collection

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables & Garbage ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,859	\$	52	\$
Recyclables & SSO ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for SSO SF, MF, CH and LM	Curbside and Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for Garbage – SF, MF, CH and LM	Curbside and Cart	Weekly	19,859	\$	52	\$
Dedicated Collection ² for Recyclables – SF, MF, CH and LM	Curbside and Cart	Weekly	19,859	\$	52	\$

¹ If Co-collection Option not proposed, insert NA in Columns B and D

² Depending on the Co-collection Option proposed, insert NA in Columns B and D for the rows where Dedicated Collection is not required

14.6 Collection Bid Forms – Option 6

Option 6a – Four (4) Day Automated Collection Schedule - Dedicated Curbside Collection Vehicles for Recyclables, Garbage and SSO

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables – Single Family	Curbside	Weekly	19,786	\$	52	\$
Recyclables – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside and Cart	Weekly	8	\$	52	\$
Garbage – Single Family	Curbside	Weekly	32	\$	52	\$
Garbage – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Bi-weekly	19,786	\$	26	\$
SSO – SF, MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Bi-weekly	12	\$	26	\$
Recyclables – Single Family	Curbside	Weekly	19,798	\$	52	\$

Option 6b – Four (4) Day Automated Collection Schedule - Curbside Co-Collection

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables & Garbage ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,859	\$	52	\$
Recyclables & SSO ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for SSO SF, MF, CH and LM	Curbside and Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for Garbage – SF, MF, CH and LM	Curbside and Cart	Bi-weekly	19,859	\$	26	\$
Dedicated Collection ² for Recyclables – SF, MF, CH and LM	Curbside and Cart	Weekly	19,859	\$	52	\$

¹ If Co-collection Option not proposed, insert NA in Columns B and D

² Depending on the Co-collection Option proposed, insert NA in Columns B and D for the rows where Dedicated Collection is not required

14.7 Collection Bid Forms – Option 7

Option 7a – Five (5) Day Automated Collection Schedule - Dedicated Curbside Collection Vehicles for Recyclables, Garbage and SSO

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables – Single Family	Curbside	Weekly	19,786	\$	52	\$
Recyclables – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside and Cart	Weekly	8	\$	52	\$
Garbage – Single Family	Curbside	Weekly	32	\$	52	\$
Garbage – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Weekly	19,786	\$	52	\$
SSO – SF, MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Weekly	12	\$	52	\$
Recyclables – Single Family	Curbside	Weekly	19,798	\$	52	\$

Option 7b – Five (5) Day Automated Collection Schedule - Curbside Co-Collection

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables & Garbage ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,859	\$	52	\$
Recyclables & SSO ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for SSO SF, MF, CH and LM	Curbside and Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for Garbage – SF, MF, CH and LM	Curbside and Cart	Weekly	19,859	\$	52	\$
Dedicated Collection ² for Recyclables – SF, MF, CH and LM	Curbside and Cart	Weekly	19,859	\$	52	\$

¹ If Co-collection Option not proposed, insert NA in Columns B and D

² Depending on the Co-collection Option proposed, insert NA in Columns B and D for the rows where Dedicated Collection is not required

14.8 Collection Bid Forms – Option 8

Option 8a – Five (5) Day Automated Collection Schedule - Dedicated Curbside Collection Vehicles for Recyclables, Garbage and SSO

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables – Single Family	Curbside	Weekly	19,786	\$	52	\$
Recyclables – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside and Cart	Weekly	8	\$	52	\$
Garbage – Single Family	Curbside	Weekly	32	\$	52	\$
Garbage – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Bi-weekly	19,786	\$	26	\$
SSO – SF, MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Bi-weekly	12	\$	26	\$
Recyclables – Single Family	Curbside	Weekly	19,798	\$	52	\$

Option 8b – Five (5) Day Automated Collection Schedule - Curbside Co-Collection

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables & Garbage ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,859	\$	52	\$
Recyclables & SSO ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for SSO SF, MF, CH and LM	Curbside and Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for Garbage – SF, MF, CH and LM	Curbside and Cart	Bi-weekly	19,859	\$	26	\$
Dedicated Collection ² for Recyclables – SF, MF, CH and LM	Curbside and Cart	Weekly	19,859	\$	52	\$

¹ If Co-collection Option not proposed, insert NA in Columns B and D

² Depending on the Co-collection Option proposed, insert NA in Columns B and D for the rows where Dedicated Collection is not required



14.9 Collection Bid Forms – Yard Waste

Supplemental Service 1a – Urban Area and Rural Settlement Area Curbside Yard Waste Collection – Single Family Households

Collection Schedule	A Est. # of Stops	B Flat Rate per Week	C Est. # of Weeks	D Annual Price (A x B x C)
Bi-weekly between April 1 and June 30	12,682	\$	13	\$
Monthly in July and August	12,682	\$	2	\$
Bi-weekly between September and November	12,682	\$	13	\$
One week in January	12,682	\$	1	\$

Supplemental Service 1b – Rural Area Curbside Yard Waste Collection – Single Family Households – On-call Service

Collection Schedule	A Est. # of Stops	B Unit Price per Stop	C Annual Price (A x B)
On-call	7,104	\$	\$

14.10 Collection Bid Forms – County-wide Bulk Waste and White Goods

Supplemental Service 2 – On-call Bulk Waste and White Goods Collection

Item	Collection Type	Collection Frequency	A Unit Price per Stop
County-wide, Single Family and Multi Family	Curbside	On-call	\$



14.11 Collection Bid Forms – Limited Access Roads

Supplemental Service 3 – Curbside Co-Collection for Households on Limited access roads

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Flat Rate per Week	C Est. # of Weeks	D Annual Price (A x B x C)
Recyclables	Curbside	Weekly	56	\$	52	\$
Garbage	Curbside	Weekly	56	\$	52	\$
Garbage	Curbside	Bi-weekly	56	\$	26	\$
SSO	Curbside	Weekly	56	\$	52	\$

Note: Technical Submissions are to include a description of the collection schedule for residences on Limited Access Roads (i.e. all to be collected on the same day regardless of their location within the County or to be collection on different days depending on the location within the County).

14.12 Collection Bid Forms – Current Privately Serviced Locations

Supplemental Service 4 – Collection of Material from Multi-Family and Municipal Locations currently receiving Private Collections

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Flat Rate per Week	C Est. # of Weeks	D Annual Price (A x B x C)
Recyclables – MF and ML	Cart	Weekly	4	\$	52	\$
Recyclables – ML only	Front End	Weekly	9	\$	52	\$
Garbage – MF, CH and ML	Front End	Weekly	23	\$	52	\$
Garbage – Multi-Family	Roll Off	Weekly	12	\$	52	\$



14.13 Processing Bid Forms

Through and until the County's DEEP Site opens (approximately 2015), disposal and diversion services will be required for the following materials.

Item	A Est. Tonnes	B Per Tonne Rate	C Sub-Total Disposal / Diversion Cost	D Per Tonne Rate to use Interim Transfer Station ¹	E First Year Price (C + (A * D))
Garbage Disposal	10,810	\$	\$	\$	\$
Bulk Waste Disposal (excluding Agricultural Bale Wrap)	48	\$	\$	\$	\$
Bulk Waste Diversion (Agricultural Bale Wrap)	15	\$	\$	\$	\$
Yard Waste Composting	1,591	\$	\$	\$	\$
White Goods Recycling	205	\$	\$	\$	\$

¹ If the use of an Interim Transfer Station is not applicable, insert N/A in Column D

14.14 Front End Bins and Roll Off Container Bid Forms

Item	A Size (cubic yards)	B Monthly Rental Cost	C Per Lift Cost
Front End Bins	2	\$	\$
	4	\$	\$
	6	\$	\$
	8	\$	\$
Roll Off Containers	20	\$	\$
	40	\$	\$

14.15 Auto-Cart Bid Forms and Optional RFID Technology Pricing

For the provision of Auto-carts to residents, the following assumptions should be used with respect to cart size:

Item	A Equivalent Size	B Sample Dimensions	C Est. #
Weekly Garbage Collection	1 ½ Garbage Bags	<ul style="list-style-type: none"> Height: 99.4cm (39.1 inches) Width: 51.3cm (20.2 inches) Depth: 58.4cm (23 inches) 	19,838
Bi- Weekly Garbage Collection	3 Garbage Bags	<ul style="list-style-type: none"> Height: 103.1cm (40.6 inches) Width: 67.8cm (26.7 inches) Depth: 71.4cm (28.1 inches) 	19,838
Recycling Collection	4 Blue Boxes	<ul style="list-style-type: none"> Height: 103.1cm (40.6 inches) Width: 67.8cm (26.7 inches) Depth: 71.4cm (28.1 inches) 	19,838

Cost per Stop for inclusion of RFID Technology including RFID tags in carts, software and hardware required for reading, transmitting and recording RFID data:

\$ _____



Statements

As an integral part of this RFP, the Proponent shall include with the proposal submission, as separate pages, the following information required by the following Statements.

Statement A: Experience and References

Proponents are to describe their waste management experience in Ontario over the last ten (10) years.

Please only include information for contracts. Dufferin shall not be included in the list of previous or current contracts.

- Client Name, Address, Contact Name and Telephone number
- Services Provided including frequency of collection, number of units serviced, weekly tonnage collected
- Collection methods used (such as manual, semi- or fully-automated)
- Operational years and duration of the contract, including any contract extensions
- Vehicle information (such as number of and type of)
- Number of Employees
- Approximate annual value of the contract
- Involvement of sub-contractors, if applicable
- Additional information (such as management of contracts of similar size and scope)

Statement B: Vehicle information

Proponents are to describe the make, model, type, quantity and size of vehicles to be used in performing the Work. If the fleet differs between the Parts of Work, the differences need to be clearly identified.

Statement C: Contingency and Emergency Plans

Proponents are to provide a written Contingency Plan and Emergency Plan outlining how contractual obligations will be performed in the event of labour dispute, strike, slowdown, work stoppage, inclement weather, natural disasters, etc that would require a deviation from normal operating procedures.

Statement D: Alternative Fuel

Proponents are to describe any alternative fuels or green fleet initiatives being employed.



DECLARATION OF PROPOSAL SUBMISSION

To be submitted with the Technical Proposal

TO THE
Corporation of the County of Dufferin
55 Zina Street
Orangeville, ON L9W 1E5

Page 1 of 2

The Proponent:

1. Agrees that the Proposal, including the Proponent's agreement to the County's Specifications and Conditions and prices submitted in the Form of Proposal, is irrevocable and continues to be open for acceptance for a period of one hundred and twenty (120) days from the closing date of the RFP.
2. Agrees that all expenses incurred by the Proponent in responding to the RFP and in negotiating an agreement are the Proponent's sole responsibility and that the County of Dufferin shall not be liable under any circumstances for all or any such expenses, whether direct, indirect or consequential.
3. Agrees that any or all Proposals may be rejected; that any irregularity in any Proposal may be waived by the County of Dufferin; and further agrees that the Proposal Call process, or any part thereof, may be discontinued at any time:
 - a) Prior to the acceptance of a Proposal, or
 - b) After acceptance, if there are outstanding matters to be negotiated and a mutually satisfactory agreement is not concluded within thirty (30) days after said acceptance.
4. Warrants that it possesses the experience, knowledge, skills, ability and capability to fully implement the Proposal in an effective, expeditious, efficient and good and worker like manner.
5. Shall, if its Proposal is accepted by the County of Dufferin, execute an agreement with the County of Dufferin in accordance with the RFP and the Proposal or, where there are outstanding matters to be negotiated, negotiate in good faith the outstanding matters to finalize an agreement with the County of Dufferin.
6. Agrees that no partnership shall be formed or any agency relationship created between the Proponent and the County of Dufferin by reason of the acceptance of the Proposal by the County of Dufferin.
7. Confirms that no person, firm or Dufferin has any interest in the Proposal other than the Proponent.
8. Agrees that this Proposal is made by the Proponent without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a Proposal for the same work and is in all respects fair and without collusion or fraud.
9. Agrees that no member of the County's Council or employee of County of Dufferin is, will be, or has become interested, directly or indirectly, as a partner, stockholder, surety or otherwise, howsoever, in or in the performance of the said Proposal or in the supplies to be used therein, or in any of the moneys to be derived there from.
10. Agrees that the Proponent has checked www.Biddingo.com and are in receipt of addendum(s) ____ to ____ inclusive, and the bid price includes the provisions set out in such addendum(s).



Page 2 of 2

Signed this _____ day of _____, 2012.

(Print Name and Title)

(Signature)

(Print Company Name)

(Print Company Address)

(Print Telephone No.)

(Print Email Address)

(Print Fax No.)



FORM OF PROPOSAL

To be submitted with the Technical Proposal

Contractual Acknowledgement

The Proponent hereby agrees to be legally bound by the provisions of the resulting Agreement. The Proponent further acknowledges and agrees that the final terms of the resulting Agreement with the Corporation of the County of Dufferin will be concluded and become legally binding on both parties upon receipt and acceptance by the Proponent of a Purchase Order issued by the Dufferin. The Proponent further agrees that acceptance of the Purchase Order will be deemed to take place five (5) business days after receipt of a Purchase Order, unless the Proponent provides the County with a written objection to, or refusal of, the Purchase Order within the said five (5) business day period.

Signed this _____ day of _____, 2012.

I have the authority to bind the Company

(Print Name and Title)

(Signature)

(Print Company Name)

(Print Company Address)

(Print Telephone No.)

(Print Email Address)

(Print Fax No.)

The Proponent is to certify that the prices offered to the County in response to this competitive opportunity are at least as low as those offered to their best/most favoured clients for work similar scope and magnitude. Should an audit, or subsequent information demonstrate that the certification is in error, it is agreed that the Contractor shall make re-payment to the County in the amount found to be in excess of the lowest unit rates.

Proponent accepts:

(Print Proponent Name)

(Date)



Appendix A Current Collection Program, Private Collections and Multi-Residential Site Information

Township of Amaranth

374028 6th Line, RR#7, Orangeville ON L9W 2Z3

T (519)941-1007

T

F (519)941-1802

F

e-mail: township@amaranth-eastgary.ca

Sandhill Disposal & Recycling Inc.

5728 Old School Rd. Caledon ON L7C W6

1-888-941-3345

(905)843-3495

e-mail: sandhill@lincsat.com

2012



GARBAGE COLLECTION

Garbage is to be placed on the designated side of the road, at the curbside or edge of the road **no later than 7:00 a.m.** on the day of collection. **Please do not obstruct your mailbox.**

1. The weight of any receptacle cannot exceed 25kgs (55lbs). A receptacle is defined as:
 - ☐ A durable, rust resistant container with exterior handles and a capacity of not more than 90litres (20gallons)
 - ☐ A plastic bag secured so as to prevent any spillage. The plastic bag shall not exceed 762mm X 965mm (30 in X 38 in) in size.
2. Non-acceptable Waste is defined as:
 - ☐ Construction/Renovation material including: bricks, concrete, cement, limestone, broken plaster, drywall, asphalt or wood shingles, lumber or other waste or residue resulting from any building construction, alteration, repair, demolition or removal.
 - ☐ Tires of any kind.
 - ☐ Batteries, automobile parts or scrap metal, including antennas, satellite dishes, metal sheds, metal shelving
 - ☐ Animal droppings or ashes.
 - ☐ Liquid waste including: liquids sealed in containers, paints, lacquers, thinners, chemicals, radioactive materials, water soluble chemicals, oils or grease (animal, vegetable or mineral origin), gasoline, benzene, phenols, naphtha, fuel oils, acetone solvents or other flammable or explosive matter.
 - ☐ Industrial or trade waste, including but not limited to, all abandoned or rejected products and wire.
 - ☐ Bandages, syringes, medicines, drugs and pathological wastes from medical, dental or veterinarian offices or clinics and hospitals or individual households.
 - ☐ Carpeting – no longer accepted
3. Items not accepted for pick up may be taken to Dufferin Transfer Station & Recycling Facility (519) 943-0101. Tipping Fees will apply.



RECYCLING COLLECTION

All materials must be placed in or beside your recycling box or in transparent blue plastic bags for collection. Additional recycling boxes are available from the Township office. Do not place recycling material out loosely. Place all newsprint and loose paper in the bottom of your recycling box to prevent the wind from blowing them around. Please be sure to flatten all boxes and bundle them securely with string to a maximum size of 60cm X 60cm X 30cm (2ft X 2ft X 1ft).



ORGANICS COLLECTION

Your green curbside composter is picked up weekly on your collection day. This bin is for all organic materials. A full list of acceptable and unacceptable material is available at www.dufferincounty.on.ca



HOUSEHOLD HAZARDOUS WASTE and ELECTRONIC GOODS RECYCLING EVENT DAYS

Held Spring and Fall. Watch for further information or contact Dufferin County at (519)941-2816 ext. 2620. Acceptable *Electronic Goods* are computers, including keyboards, mouse, monitors, printers; laser and inkjet cartridges, telephones, cameras VCR, DVD & Software. Acceptable *Hazardous products* include batteries, cleaners, poisons, gasoline, paints and propane cylinders. **Take it Back Program** available – www.dufferincounty.on.ca



2012 GARBAGE COLLECTION STICKERS

Your green garbage bag stickers are included with this schedule. You have received 104 stickers for the 2010 year. If you require additional stickers, you must purchase them at the Township Office for a cost of \$1.00 per sticker. Stickers must be placed on CLEAR GARBAGE BAGS ONLY. Failure to not use clear bags with sticker attached will result in your garbage not being picked up.

TWP OF AMARANTH'S 2012 COLLECTION SCHEDULE

Please post this calendar on your refrigerator for reference throughout the year

Sandhill Disposal - 1-888-941-3345



Garbage & Green Bin Collection



Recycling & Green Bin Collection



JANUARY - 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY - 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY - 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

AUGUST - 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MARCH - 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER - 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

APRIL - 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER - 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY - 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER - 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JUNE - 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER - 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31				No Collection	

Township of East Garafraxa

RR#3, Orton ON L0N 1N0

T (519)928-5298 (519)941-1007

F (519)941-1802 F

e-mail: township@amaranth-eastgary.ca

Sandhill Disposal & Recycling Inc.

5728 Old School Rd. Caledon ON L7C 0W6

1-888-941-3345

(905)843-3495

e-mail: cnelson@sandhilldisposal.com



GARBAGE COLLECTION

Garbage is to be placed on the designated side of the road, at the curbside or edge of the road **no later than 7:00 a.m.** on the day of collection. **Please do not obstruct your mailbox.**

1. No more than **three (3)** garbage receptacles per unit are allowed, with the exception of *Monday following a holiday*, when **six (6) bag limit** will apply. If additional capacity is needed, residents do have the option of purchasing specially printed garbage bags from the *Township office or Marsville General Store @ \$2.00/each*. The weight of any receptacle cannot exceed 25kgs (55lbs). A receptacle is defined as:
 - ☐ A durable, rust resistant container with exterior handles and a capacity of not more than 90litres (20gallons)
 - ☐ A plastic bag secured so as to prevent any spillage. The plastic bag shall not exceed 762mm X 965mm (30 in X 38 in) in size.
2. Non-acceptable Waste is defined as:
 - ☐ Construction/Renovation material including: bricks, concrete, cement, limestone, broken plaster, drywall, asphalt or wood shingles, lumber or other waste or residue resulting from any building construction, alteration, repair, demolition or removal.
 - ☐ Tires of any kind.
 - ☐ Batteries, automobile parts or scrap metal, including antennas, satellite dishes, metal sheds, metal shelving
 - ☐ Animal droppings or ashes.
 - ☐ Liquid waste including: liquids sealed in containers, paints, lacquers, thinners, chemicals, radioactive materials, water soluble chemicals, oils or grease (animal, vegetable or mineral origin), gasoline, benzene, phenols, naphtha, fuel oils, acetone solvents or other flammable or explosive matter.
 - ☐ Industrial or trade waste, including but not limited to, all abandoned or rejected products and wire.
 - ☐ Bandages, syringes, medicines, drugs and pathological wastes from medical, dental or veterinarian offices or clinics and hospitals or individual households.
 - ☐ Carpeting – no longer accepted
3. Items not accepted for pick up may be taken to Dufferin Transfer Station & Recycling Facility (519) 943-0101. Tipping Fees will apply.



RECYCLING COLLECTION

All materials must be placed in or beside your recycling box or in transparent blue plastic bags for collection. Additional recycling boxes are available from the Township office. Do not place recycling material out loosely. Place all newspapers and loose paper in the bottom of your recycling box to prevent the wind from blowing them around. Please be sure to flatten all boxes and bundle them securely with string to a maximum size of 60cm X 60cm X 30cm (2ft X 2ft X 1ft).



WHITE GOODS COLLECTION ~ call Sandhill Disposal at least one week in advance to ensure collection

Includes: refrigerators, freezers, humidifiers, air conditioners, stoves, washers, dryers, dishwashers, hot water tanks, bath tubs, solid metal desks and propane barbecues (not including the propane tank) will be collected from the roadside on the second Monday of the month as set out on the calendar on the reverse of this flyer. All doors and lids should be removed before setting your appliances out for collection. Please call Sandhill to confirm item is acceptable.



LARGE ITEM COLLECTION ~ call Sandhill Disposal at least one week in advance to ensure collection

Furniture and bulky items including: sofas, chairs, tables, mattresses, and televisions will be collected from the roadside on the second Monday of each month as set out on the calendar on the reverse of this flyer. Please call Sandhill to confirm item is acceptable. **Maximum four (4) items per collection.**



ORGANICS COLLECTION

Your green curbside composter is picked up weekly on your collection day. This bin is for all organic materials. A full list of acceptable and unacceptable material is available at www.dufferincounty.on.ca



HOUSEHOLD HAZARDOUS WASTE and ELECTRONIC GOODS RECYCLING EVENT DAYS

Held Spring and Fall. Watch for further information or contact Dufferin County at (519)941-2816 ext. 2620. Acceptable *Electronic Goods* are computers, including keyboards, mouse, monitors, printers; laser and inkjet cartridges, telephones, cameras VCR, DVD & Software. Acceptable *Hazardous products* include batteries, cleaners, poisons, gasoline, paints and propane cylinders. **Take it Back Program** available – www.dufferincounty.on.ca

EAST GARAFRAXA RESIDENTIAL WASTE COLLECTION SCHEDULE

Please post this calendar on your refrigerator for reference throughout the year

2012



Garbage collection schedule is weekly ~3 bag limit



Recycling collection schedule is weekly

No collection Holiday Mondays ~ 6 bag limit week following.



Green Bin Composting collection schedule is weekly



Large Item & White Goods collection is monthly,
Call at least one week in advance 1-888-941-3345

JANUARY - 2012

Sun	Monday	Tue	Wed	Thu	Fri	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY - 2012

Sun	Monday	Tue	Wed	Thu	Fri	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY - 2012

Sun	Monday	Tue	Wed	Thu	Fri	Saturday
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

AUGUST - 2012

Sun	Monday	Tue	Wed	Thu	Fri	Saturday
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27					

MARCH - 2012

Sun	Monday	Tue	Wed	Thu	Fri	Saturday
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER - 2012

Sun	Monday	Tue	Wed	Thu	Fri	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

APRIL - 2012

Sun	Monday	Tue	Wed	Thu	Fri	Saturday
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER - 2012

Sun	Monday	Tue	Wed	Thu	Fri	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY - 2012

Sun	Monday	Tue	Wed	Thu	Fri	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER - 2012

Sun	Monday	Tue	Wed	Thu	Fri	Saturday
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JUNE - 2012

Sun	Monday	Tue	Wed	Thu	Fri	Saturday
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER - 2012

Sun	Monday	Tue	Wed	Thu	Fri	Saturday
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2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



TOWNSHIP OF EAST LUTHER GRAND VALLEY 2012 GARBAGE AND RECYCLING CALENDAR

2012

Rural Residents

G= Garbage Collection
(Clear bags only)
R= Recycling Collection
LG= Large Garbage Pick-up

Urban Residents

Garbage Collection (Clear Bags Only), Recycling & Compost is on Tuesday each week except Christmas Day -December 25, 2012, and will be picked up Boxing Day December 26, 2012

LB- Large Garbage Pick-up
LB/B- Brush & Yard Waste is picked up on the second Monday of the month from April- November (Urban residents only)

Large Garbage & White Goods

LG= All Rural & Urban residents receive large garbage pick-up on the second Monday of the month (make arrangements at the office the Thursday prior to pick-up)

Christmas Day-no collection
Boxing Day-Grand Valley Waste & Recycling
November 27, 2012- East Luther Garbage pick up.

January

S	M	T	W	T	F	S
1	2	3	<u>R</u>	5	6	7
8	<u>LG</u>	10	<u>G</u>	12	13	14
15	16	17	<u>R</u>	19	20	21
22	23	24	<u>G</u>	26	27	28
29	30	31				

February

S	M	T	W	T	F	S
			<u>R</u>	2	3	4
5	6	7	<u>G</u>	9	10	11
12	<u>LG</u>	14	<u>R</u>	16	17	18
19	20	21	<u>G</u>	23	24	25
26	27	28	<u>R</u>			

March

S	M	T	W	T	F	S
				1	2	3
4	5	6	<u>G</u>	8	9	10
11	<u>LG</u>	13	<u>R</u>	15	16	17
18	19	20	<u>G</u>	22	23	24
25	26	27	<u>R</u>	29	30	31

April

S	M	T	W	T	F	S
1	2	3	<u>G</u>	5	6	7
8	<u>LG/B</u>	10	<u>R</u>	12	13	14
15	16	17	<u>G</u>	19	20	21
22	23	24	<u>R</u>	26	27	28
29	30					

May

S	M	T	W	T	F	S
		1	<u>G</u>	3	4	5
6	7	8	<u>R</u>	10	11	12
13	<u>LG/B</u>	15	<u>G</u>	17	18	19
20	21	22	<u>R</u>	24	25	26
27	28	29	<u>G</u>	31		

June

S	M	T	W	T	F	S
				1	2	
3	4	5	<u>R</u>	7	8	9
10	<u>LG/B</u>	12	<u>G</u>	14	15	16
17	18	19	<u>R</u>	21	22	23
24	25	26	<u>G</u>	28	29	30

July

S	M	T	W	T	F	S
1	2	3	<u>R</u>	5	6	7
8	<u>LG/B</u>	10	<u>G</u>	12	13	14
15	16	17	<u>R</u>	19	20	21
22	23	24	<u>G</u>	26	27	28
29	30	31				

August

S	M	T	W	T	F	S
			<u>R</u>	2	3	4
5	6	7	<u>G</u>	9	10	11
12	<u>LG/B</u>	14	<u>R</u>	16	17	18
19	20	21	<u>G</u>	23	24	25
26	27	28	<u>R</u>	30	31	

September

S	M	T	W	T	F	S
					1	
2	3	4	<u>G</u>	6	7	8
9	<u>LG/B</u>	11	<u>R</u>	13	14	15
16	17	18	<u>G</u>	20	21	22
23	24	25	<u>R</u>	27	28	29
30						

October

S	M	T	W	T	F	S
	1	2	<u>G</u>	4	5	6
7	8	<u>LG/B</u>	<u>R</u>	11	12	13
14	15	16	<u>G</u>	18	19	20
21	22	23	<u>R</u>	25	26	27
28	29	30	<u>G</u>			

November

S	M	T	W	T	F	S
				1	2	3
4	5	6	<u>R</u>	8	9	10
11	<u>LG/B</u>	13	<u>G</u>	15	16	17
18	19	20	<u>R</u>	22	23	24
25	26	27	<u>G</u>	29	30	

December

S	M	T	W	T	F	S
						1
2	3	4	<u>R</u>	6	7	8
9	<u>LG/B</u>	11	<u>G</u>	13	14	15
16	17	18	<u>R</u>	20	21	22
23	24	25	26	<u>G</u>	28	29
30	31					

2012

2012



Township of East Luther Grand Valley Garbage Newsletter

Phone 519-928-5652 Fax 519-928-2275



WHITE GOODS AND LARGE ITEMS CAN BE PICKED UP THE SECOND MONDAY OF EACH MONTH!

**Note: October 8 will be picked
up October 9, 2012**

*Please Note

2012

DEC. 25-CHRISTMAS DAY NO
PICK UP

DEC. 26-BOXING DAY-Grand
Valley waste & recycling

DEC. 27- East Luther Garbage
pick up

Just a reminder that a 2 bag per
week limit (4 every other week in
the rural area) is in effect and any
bags that are not clear will be left
at the curb

Recycling and Composting is
Mandatory in the Township of
East Luther Grand Valley

REDUCE-REUSE-RECYCLE

HOUSEHOLD HAZARDOUS WASTE

Held Spring & Fall. Watch
for further information or
contact Dufferin County at
(519)942-8882. Acceptable
Electronic goods are com-
puters, including keyboards,
mouse, monitors, printers;
laser and inkjet cartridges,
telephones, cameras,
VCR, TV, DVD & Software.
Acceptable Hazardous prod-
ucts include batteries, clean-
ers, pesticide, poisons,
gasoline, paints and pro-
pane cylinders. **Take it
Back Program** available—
contact 519-942-8882. For
dates on Household Haz-
ardous Waste days, please
refer to your tax insert, or go
to the County of Dufferin
Website at
www.dufferincounty.on.ca



White Goods Collection

Call the Municipal office
one week in advance (before
Thursday noon) to ensure collec-
tion. Includes: refrigerators,
freezers, humidifiers, air condi-
tioners, stoves, washers, dryers,
dishwashers, hot water tanks,
bath tubs, solid metal desks (not
including the tank) will be col-
lected from the roadside on the
second Monday of the month as
set out on the calendar on the
reverse of this flyer. All doors
and lids should be removed be-
fore setting your appliances out
for collection, and they must be at
the curb by 7:00 am the morning
of, but no more than 48 hours in
advance.



Large Item Collection

Call the Municipal Office
one week in advance
(before Thursday noon) to ensure
collection. Furniture and bulky
items including: sofas, chairs,
tables, mattresses, and console
televisions will be collected from
the roadside on the second Mon-
day of each month as set out on
the calendar on the reverse of
flyer.

All doors and lids should be re-
moved before setting your furni-
ture out for collection, and they
must be at the curb by 7:00 am
the morning of collection, but no
more than 48 hours in advance.



Brush & Yard Waste Pick-up will be for Urban Residents Only

Rural residents only can
obtain a fire permit. Brush
must be bundled and tied &
no bigger than 4 feet in
length. Yard waste must be
placed in paper bags.
Please note that if the bag
collapses for any reason it
will be the responsibility of
the resident and will not be
picked up. **Dates for pick-
up will be the second Mon-
day of the month from May
to November.**

NON-ACCEPTABLE WASTE IS DEFINED AS THE FOLLOWING:

Construction/Renovation material
including: bricks, concrete, ce-
ment, limestone, broken plaster,
drywall, asphalt or wood shingles,
lumber or other waste or residue
resulting from any building con-
struction, carpeting, alteration,
repair, demolition or removal.

Tires of any kind

Batteries, automobile parts or
scrap metal, including antennas,

satellite dishes, metal sheds,
metal shelving

Animal droppings or ashes.

Liquid waste including : liquids
sealed in containers, paints, lac-
quers, thinners, chemicals, radio-
active, materials, water soluble
chemicals, oils or grease (animal,
vegetable or mineral origin),
gasoline, benzene, phenols,
naphtha, fuel oils, acetone sol-

vents or other flammable or ex-
plosive matter.

Industrial or trade waste, includ-
ing but not limited to all aban-
doned or rejected products and
wire.

Bandages, syringes, medicines,
drugs and pathological wastes
from medical, dental or veterinar-
ian offices or clinics and hospitals
or individual households.

The Township of Melancthon Township Landfill Site

To serve you better and help with any questions about the recycling process, we have set up **9** different stations for you to deposit your items.

The following is an outline of the materials accepted at each station.

STATION ONE

Paper Bin: Cardboard only. Cut down and flattened.

Co-mingle Bin: Cans, bottles, plastic with recyclable stamp only and Styrofoam (not insulation Styrofoam)

STATION TWO

Tire Storage Area: On your Landfill Card, you will find that you are allowed 4 tires without a charge for 2007.

The charge for tires with or without the rim is \$5.00

STATION THREE

Household Goods: Bags of household garbage 104 - 26" X 36" clear bags per year. Your Landfill Card is sent to you, stapled to your Final Tax Bill statement in September. If household garbage is put in a large outdoor leaf bag it will be considered double sized and marked on your Landfill Card as 2 - 26" X 36" bags.

Household Goods...continued

There is a charge of \$1.00 for each additional bag of household garbage.

Shingles, bricks, blocks, unrecyclable plastics and insulation.

Ashes are accepted unless they are warm to the touch, due to the potential of fire.

There is a price list posted at the Landfill Site for truck or trailer loads of household items for disposal.

Pressure Treated, painted or stained wood.

STATION FOUR

Wood Burning Area: Clean wood accepted only. All steel, glass or plastic must be separated from the wood BEFORE entering the Landfill Site.

PRESSURE TREATED, PAINTED OR STAINED WOOD, please refer to Station Three.

STATION FIVE

Appliances: All doors must be removed from the appliance for safety reasons, BEFORE you enter the Landfill Site. All appliances must be placed in an upright position.

STATION SIX

Scrap Steel: Steel, copper, aluminum, tin, galvanized material is accepted. Any wood, plastics, rubber or other contamination mixed with the above, must be separated before entering the Landfill Site.

STATION SEVEN

Wire and/or Wire Fencing: Wire, Steel fencing, galvanized fencing and page wire are all accepted. Wooden posts must be separated from the fencing BEFORE entering the Landfill Site.

STATION EIGHT

Propane Cylinders: All cylinders must be fully drained and the valves left open BEFORE entering the Landfill Site.

STATION NINE

Compost: Cut grasses and leaves are accepted.

Animal carcasses, animal parts or manure are not allowed in the Landfill Site.

HAZARDOUS WASTE is **PROHIBITED** at the LANDFILL SITE.

Car oils, Paints, Batteries, Industrial Hazardous Waste, etc. are examples of Hazardous Waste.

The County of Dufferin holds special days for disposal of these items throughout the year. You may inquire with any Landfill Attendant or call the Township of Melancthon office (519) 925-5525 for dates.

If there are any changes in the recycling process, you will be notified.

Diverting waste today... for a *greener* tomorrow

Green bins and blue box recyclables are collected weekly. Regular garbage is collected bi-weekly (there is a four-bag garbage limit bi-weekly). Place all waste streams out by 7:00 am.

DUFFERIN COMPOSTS!

Place food waste, soiled paper and household organic waste in your **GREEN BIN**

- ✓ **Kitchen Waste:** all food waste including bread, meat, dairy, fruits, vegetables, eggs, sauces, pasta, bones, cooking grease/oil, coffee grinds, filters, tea bags, and leftovers
- ✓ **General Household Waste:** microwave popcorn bags, dust, hair, pet hair, sawdust, wood, paper towels, paper plates, napkins, greasy pizza boxes, facial tissues, cotton balls
- ✗ **Non-Acceptable Items in Green Bin:** ashes, dryer lint, kitty litter, animal wastes (droppings), dead animals, vacuum cleaner bags, diapers, feminine hygiene products, sod, topsoil

PREPARING YOUR ORGANICS FOR THE CURB



- ⇒ Place your food and other household organic wastes into the small kitchen collector provided.
- ⇒ Dump the contents of the kitchen collector, as well as other household organics, in the large green bin.
- ⇒ You can line your green bin with newspaper, a paper bag, a **certified compostable bag** or duct tape a plastic bag into the green bin. During the winter, lining the bin can prevent organics from freezing to the container. Plastic bags (including shopping, garbage or green “recycling” bags, etc.) will not be collected.
- ⇒ Take the bin to the curb on your collection day for pick-up (it does not have to be full to be collected).

BLUE BOX

- ✓ Boxboard and egg cartons (remove inserts and liners)
- ✓ Corrugated cardboard (flatten and tie in bundles 30” x 30” x 8”. Place next to blue box)
- ✓ Newspapers, magazines, catalogues, phone books, fine paper
- ✓ Cans (includes aerosol and empty paint cans)
- ✓ Glass bottles and jars (remove lids and caps)
- ✓ Plastic 1-7 (all plastic food/household product containers, including styrofoam)
- ✗ **No automotive containers (e.g. Windshield washer, antifreeze, oil, etc.)**



Please separate your containers from your paper recyclables into separate blue boxes. Place blue boxes out for collection only when full.

REGULAR GARBAGE

- ◆ Garbage is collected bi-weekly (every two weeks).
- ◆ There is a four-bag garbage limit (bi-weekly).
- ◆ Each bag or container of waste must not exceed 44 lbs.
- ◆ Additional bags/cans must be tagged. Garbage tags are available at the municipal office at a cost of \$1.00
- ◆ If your household has diapers or incontinence products, you have the choice of placing them in clear, blue, or green see-through bags for collection. *These bags will not be included with the four-bag garbage limit. Please place them beside your regular garbage for collection.*
- ◆ **If no collection is done on your scheduled day of collection due to poor winter road conditions, you will be allowed double the garbage on your next regular schedule day.**

For **LARGE ITEMS** and **WHITE GOODS**, such as appliances or furniture, please call Sandhill Disposal at 1-888-941-3345. A nominal fee payable by major charge card will be required upon booking.

Landfill Information

Hours of Operation:

EFFECTIVE JANUARY 1ST, 2008

Saturday 8:00am – 4:00pm

All vehicles must be off-site by 3:45 pm

Location:

The landfill site is located at Lot 24 on the Third Line East. Paved road access is via the Mono Centre Road either west from Airport Road (20 Sideroad) or east from Highway #10/24 (County Road #8/15 Sideroad), then north on the Third Line East.

HOUSEHOLD HAZARDOUS WASTE AND ELECTRONIC GOODS RECYCLING DAYS

Event days are available to drop off your household chemicals, toxics and obsolete/used electronic goods. The 2009 dates are listed on the opposite side of this sheet.

Visit www.dufferincounty.on.ca/waste, or call the County at (519) 941-2816 ext. 2620, for more information regarding acceptable items and guidelines.



Mono's 2012 Collection Schedule & Information

MY COLLECTION DAY IS: _____

Check other side of this sheet for details about the waste diversion programs in your community!

Questions???

Town of Mono:
Phone: (519) 941-3599 ext. 22
Email: lindar@townofmono.com

County of Dufferin (green bin & HHW Days):
Phone: (519) 941-2816 ext. 2620
Email: wastemgmt@dufferincounty.on.ca

JANUARY						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
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MARCH						
S	M	T	W	Th	F	S
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18	19	20	21	22	23	24
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APRIL						
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29	30					

MAY						
S	M	T	W	Th	F	S
		1	2	3	4	5 HHW
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26 HHW
27	28	29	30	31		

JUNE						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9 HHW
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 HHW	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 HHW	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

SEPTEMBER						
S	M	T	W	Th	F	S
2	3	4	5	6	7	8 HHW
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER						
S	M	T	W	Th	F	S
	1	2	3	4	5	6 HHW
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27 HHW
28	29	30	31			


NOVEMBER						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

DECEMBER						
S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Dec 26-29 –garbage, recycling, green bin collection				

Garbage, Recycling and Green Bin

ONLY Recycling and Green Bin

Household Hazardous Waste & Electronic Goods Recycling Event Days
Visit www.dufferincounty.on.ca/waste or call (519) 941-2816 x2620 for locations and times.

 Holiday Interruption (regular collection is shifted to next day)

WINTERFEST Tree Chipping, Mono Community Centre , 12:00 to 4:00 p.m.

Diverting waste today... for a *greener* tomorrow

Green bins and blue box recyclables are collected weekly. Regular garbage is collected bi-weekly (there is a four-bag garbage limit bi-weekly). Place all waste streams out by 7:00 am.

DUFFERIN COMPOSTS!

Place food waste, soiled paper and household organic waste in your **GREEN BIN**

✓ **Kitchen Waste:** all food waste including bread, meat, dairy, fruits, vegetables, eggs, sauces, pasta, bones, cooking grease/oil, coffee grinds, filters, tea bags, and leftovers

✓ **General Household Waste:** microwave popcorn bags, dust, hair, pet hair, sawdust, wood chips, paper towels, paper plates, napkins, greasy pizza boxes, facial tissues, cotton balls

✗ **Non-Acceptable Items in Green Bin:** ashes, dryer lint, kitty litter, animal wastes (droppings), dead animals, vacuum cleaner bags, diapers, feminine hygiene products, sod, topsoil

PREPARING YOUR ORGANICS FOR THE CURB



- ⇒ Place your food and other household organic wastes into the small kitchen collector provided.
- ⇒ Dump the contents of the kitchen collector, as well as other household organics, in the large green bin.
- ⇒ You can line your green bin with newspaper, a paper bag, a **certified compostable bag** or duct tape a plastic bag into the green bin. During the winter, lining the bin can prevent organics from freezing to the container. Plastic bags (including shopping, garbage or green "recycling" bags, etc.) will not be collected.

⇒ Take the bin to the curb on your collection day for pick-up (it does not have to be full to be collected).

BLUE BOX

- ✓ Boxboard and egg cartons (remove inserts and liners)
- ✓ Corrugated cardboard (flatten and tie in bundles 30" x 30" x 8". Place next to blue box)
- ✓ Newspapers, magazines, catalogues, phone books, fine paper
- ✓ Cans (includes aerosol and empty paint cans)
- ✓ Glass bottles and jars (remove lids and caps)
- ✓ Plastic 1-7 (all plastic food/household product containers, including styrofoam)

✗ **No automotive containers** (e.g. Windshield washer, antifreeze, oil, etc.)



Place **YARD WASTES** in paper bags or open containers

✓ Leaves, garden waste

✗ No brush will be accepted*

✗ No plastic bags, please!

(* Brush can be taken to the Mono landfill site subject to tipping fee)

REGULAR GARBAGE

- ◆ Garbage is collected bi-weekly (every two weeks).
- ◆ There is a four-bag garbage limit (bi-weekly).
- ◆ Each bag or container of waste must not exceed 44 lbs.
- ◆ Additional bags/cans must be tagged. Garbage tags are available at the municipal office at a cost of \$1.00
- ◆ If your household has diapers or incontinence products, you have the choice of placing them in clear, blue, or green see-through bags for collection. *These bags will not be included with the four-bag garbage limit. Please place them beside your regular garbage for collection.*
- ◆ If no collection is done on your scheduled day of collection due to poor winter road conditions, you will be allowed double the garbage on your next regular scheduled day.

For **LARGE ITEMS** and **WHITE GOODS**, such as appliances or furniture, please call Sandhill Disposal at 1-888-941-3345. A nominal fee payable by major charge card will be required upon booking.

Landfill Information

Hours of Operation:

Saturday 8:00am – 4:00pm

All vehicles must be off-site by 3:45 pm

Location:

The landfill site is located at Lot 24 on the Third Line East. Paved road access is via the Mono Centre Road either west from Airport Road (20 Sideroad) or east from Highway #10/24 (County Road #8/15 Sideroad), then north on the Third Line East.



The Landfill Site is now a registered collector of used tires under the Ontario Tire Stewardship Program.

Batteries are not allowed at the landfill – save them for your next Hazardous Waste Day.

HOUSEHOLD HAZARDOUS WASTE AND ELECTRONIC GOODS RECYCLING DAYS



Event days are available to drop off your household chemicals, toxics and obsolete/used electronic goods. Please check with the County of Dufferin's Waste Management Division regarding the 2012 dates.

Visit www.dufferincounty.on.ca/waste, or call the County at (519) 941-2816 ext. 2620, for more information regarding acceptable items and guidelines.



township of mulumur

Dear Residents,

We are pleased to inform you that the Household Waste and Recycling Collection contract has been awarded to **WASTE MANAGEMENT** out of Mount Forest. They have a modern fleet of vehicles and are committed to workplace safety and the environment on a daily basis. *WASTE MANAGEMENT prides itself on its many years of providing innovative waste management solutions to both its commercial and industrial clients as well as having a strong sense of community needs.*

As with any new contract, some changes will be forthcoming and will be implemented immediately, such as:

1. **Pickup Day & Statutory Holidays** – Under the new contract the company will be collecting the waste & recycling on Mondays. If the Monday is a Statutory Holiday then the new collection day will be the next day **Tuesday**.
2. **Waste & Recycling Pickup Day** – **MONDAY ONLY**. The entire Township will have its waste and recycling collection on Monday. Please have out by 0700 a.m. or you will miss the pickup. For those residents setting out the evening prior, ensure you use an animal-proof container, otherwise the waste will not be picked up if spread all over the neighbourhood, and you will be responsible to clean up. 1 Clear Bag limit. Additional bag stickers are sold at the Township for \$2.00.
3. **Recycling Material** – **NO LONGER PERMITTED** in Clear or Blue Plastic Bags – All material shall be loose and separated and placed in the appropriate box/container, as illustrated in the information flyer. You may purchase an additional **BLUE BOX** container from the Township for \$5.00 or use/purchase your own, as long as the material is loose and separated as explained previously.
4. **Household Waste** – in appropriate containers as outlined and illustrated in Flyer.
5. **Cardboard Bundles** – Limit of 3 bundles per household as illustrated and explained in Flyer
6. **Property Owners & Dual Residents** - Please inform your tenants of these changes.

LANDFILL SITE

Information:

1. **User Card & ID** - These will be checked. Make sure you have proper Identification with your Mulumur Address and your user card has current year on it, or you will not be allowed to use the Landfill Site.
2. **Scrounging** – Under the Ministry of Environment Regulations there is absolutely no scrounging permitted at any Landfill Sites due to health and safety reasons.
3. **Sorting** – to make things at the landfill site more user friendly, we recommend that you sort your material prior to arriving. This will make it easier for you as well as for the Landfill Site operators.
4. **Large Objects** - Should be broken down or torn apart. Example- Wooden Benches, wooden crates etc...

Director of Public Works
705-466-3341 ex 224

ALL of the Township of Mulmur is collected **MONDAYS**
(Except on statutory holidays when it will be collected ONE DAY LATER)

Recycling Guide

Use separate recycling boxes, one for paper products and one for containers.

Paper Fibres

- Household Paper:** includes mail, computer paper, white & coloured paper and envelopes.
DO NOT include: soiled papers, waxed or foil coated paper, paper towels & tissues
- Newspapers and Telephone Books:** includes newspaper, inserts and flyers.
- Magazines, Catalogues and Books:** includes magazines, catalogues, paper back books and hardcover books (hard covers must be removed and can be disposed of in your garbage).
- Boxboard:** includes cereal, tissue, detergent, paper egg cartons, toilet paper and towel tubes, cracker and shoe boxes. Flatten and remove liners and plastic windows.
DO NOT include: milk and juice cartons, drink boxes, waxed or foil coated take out containers
- Corrugated Cardboard Boxes:** flatten and tie in bundles no larger than 75 cm x 75 cm x 20 cm (30" x 30" x 8"). Please remove food residue and liners from pizza boxes. **DO NOT include:** waxed cardboard boxes



Containers

- Glass Bottles and Jars:** Rinse off food residue. Labels are permitted. Remove and include lids. **DO NOT include:** medication bottles, light bulbs, window glass, drinking glasses or ceramics (plates, mugs, etc.)
- Food and Beverage Cans:** Place lids inside. Please rinse.
- Paint Cans:** EMPTY paint cans accepted - remove and include lid. **DO NOT include:** aerosol cans
- Aluminium Foil Containers and Foil:** such as pie plates, baking pans and foil only take-out food containers. Only CLEAN items are accepted. Please flatten.
- Plastic Bottles, Jugs and Tubs:** Plastic Bottles, Jugs, Tubs and Lids (max. size 4 litres/1 gallon) Only Accepted, must be marked 1 2 4 5 7
- Look on the bottom of the container. Remove and include caps and lids. Flatten to make more room.
DO NOT include: plastic items other than bottles, jugs, tubs and lids marked #1, #2, #4, #5 or #7 such as childrens toys, plastic bags, flower pots, film plastics, styro-foam, unmarked bottles and jugs, tv dinner trays, plastic clam shell packaging (used for baked goods and produce), motor oil containers (causes contamination).



Attention

HELPFUL COLLECTION HINTS

Proper Recycling Set-out

Set Your Recyclables Out This Way...
Or use 2 blue boxes
(1 for Containers 1 for Paper Fibres)



Do NOT MIX containers and paper fibres in one blue box
- set out separately

Proper Placement of Garbage & Recycling at the Roadside



KEEP SEPARATED

CLEAR BAGS ONLY

Max. 1 bag limit

PLEASE ENSURE GARBAGE & RECYCLING IS AT ROADSIDE BY 7:00 AM ON COLLECTION DAY

For more information please call:
WASTE MANAGEMENT @ 1-888-730-3344

Public Works

2012 Info Calendar



Utility Locates

Prior to any excavations, utility locates must be obtained.

The contact information is below:

Orangeville Hydro -- 519-942-8000

Bell Canada & Enbridge Gas -- 1-800-400-2255

Rogers Cable -- 1-800-738-7893

Water/sewer locates -- 519-941-9124
Ext. 4520.

For trenches deeper than four feet, a trench number is required from the Ministry of Labour prior to digging. The telephone number to call to obtain this number is 1-888-299-3138.

Street Lights

The Town of Orangeville is responsible for the maintenance of street lights. Maintenance is performed by Orangeville Hydro on the Town's behalf. To report a street light that is burnt out, please call 519-941-0440 ext. 2250 or e-mail publicworksinfo@orangeville.ca. The information will be forwarded to Orangeville Hydro.



Administrative Information

Public Works Department
87 Broadway
Orangeville, Ontario
L9W 1K1
519-941-0440
Ext. 2250

**Operations Centre
500 C Line
Orangeville, Ontario
519-941-9124 Ext. 4520**

For information on:

Recycling Programs
519-941-9124 Ext. 4520

**Household Hazardous
Waste Days/Green Bins
County of Dufferin
519-941-2816 Ext. 2620**

**After Hours Emergency
(i.e. watermain break,
sewer back-up)
519-941-2671**

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February Winter Challenges

March Transit

April Yard Waste Collection

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 Composters

June Rain Catchers

..... Lawn Watering Restrictions

July Urban Forestry

August Sustainability

September . . . Hydrant Flushing

October Leaf Collection

November . . . Sandhill Disposal

**December Large Item Disposal,
..... Metal Recycling**

Back cover . . . Utility Locates

GARBAGE AND RECYCLING: THE RULES

Each assessed dwelling unit and each industrial, commercial and institutional establishment is entitled to weekly roadside collection of solid waste. The current number of items allowed per dwelling or establishment is one. Waste is to be placed to the roadside in receptacles or bundles.

The receptacles or bundles must weigh less than 20 kg (44 lbs.) and be less than one metre in length, width, height, or diameter. The following are considered acceptable receptacles:

a) A reusable receptacle which:

- is manufactured for the specific purpose of collecting garbage;
 - has a watertight lid and 2 handles; and
 - has a larger cross-sectional area at the top than at the bottom; or
- b) a blue box or can contain recyclable material.

b) a blue box or can cart specifically provided or designated to contain recyclable materials; or

c) A plastic bag sold for the purpose of containing garbage. Plastic bags are not accepted in the recycling program.

Garbage shall not be placed to the roadside before 4 p.m. of the day preceding the scheduled collection day, but must be set out for pick-up no later than 7 a.m. of the collection day.

Garbage shall be placed on the roadside adjacent to the property where the waste was generated and as close to the roadway as possible without obstructing the roadway or sidewalk.

Residents will be provided with two blue boxes -- one for plastics, bottles and cans, and one for paper and cardboard. These boxes are available at the Operations Centre at 500 C Line or at Town Hall, 87 Broadway.

Clearing sidewalks, caring for boulevards

Here are some tips for residents to help minimize damage to the boulevard adjacent to the sidewalk:

- Cut back all brush/tree branches that overhang the sidewalk and may impede/interfere with sidewalk snow clearing operations (cut all the branches that overhang the sidewalk to at least 2.15 metres or seven feet above the sidewalk).
- Remove all landscaping features and/or street furniture that may interfere with sidewalk snow clearing. This includes ensuring that any driveway curbing, fences, posts, hedges, planters, ornaments or any other such features are removed or relocated to provide a clearance of at least 12 inches from the edge of the sidewalk towards your house and at least 24 inches from the edge of the sidewalk towards the road. In

addition to the above, you are advised to remove any obstructions within four (4) feet from the curb or the roadside towards your house.

Note: The Town will not be responsible for damage to features in the municipal right-of-way or those that obstruct winter control operations. The property owner may



be liable if any unauthorized object on the boulevard or sidewalk causes damage to winter control equipment. Although the Town is using standard sidewalk equipment which is also used by other municipalities, there may be some damage to the boulevards adjacent to the sidewalk. This is especially true in areas of 1.2 metre (4 foot) wide sidewalk or areas where the boulevard grass has grown over the sidewalk. The Town will make every effort to clean these clumps of grass and reinstate the damaged area in the spring when weather permits.

The Town will clear sidewalks based on the priorities outlined in the Town's Winter Control Policy, as approved by Council.

Parking is prohibited on Town streets between the hours of 11:30 p.m. and 7:30 a.m. from December 1st until March 31st. Parking is also prohibited on all sidewalks.

JANUARY							www.orangeville.ca
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1 New Year's Day	2	3	4	5	6	7	
8	9	10	11	12	13	14	
		Christmas tree collection begins					
15	16	17	18	19	20	21	
		Christmas tree collection continues					
22	23	24	25	26	27	28	
			Metal recycling				
29	30	31	Christmas trees are chipped and composted. All decorations, nails, etc. must be removed.				
No overnight parking on Town streets from December 1st to March 31st, 11:30 p.m. to 7:30 a.m.							

Winter brings its own challenges

Overnight Parking

Reminder: A municipal by-law is in place that prohibits the parking of vehicles on municipal streets from December 1 of each year through March 31 of the following year. The prohibition is in place between the hours of 11:30 p.m. and 7:30 a.m. to help facilitate effective snow plowing and snow removal operations.

To: Town residents



Please place your garbage and recycling on the driveway about one metre from the street -- and not on snowbanks -- to assist snow removal and waste collection crews.

FEBRUARY

www.orangeville.ca

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	Family Day No changes to waste collection	21	22	23	24	25
26	Property taxes due	28	29 Metal recycling			

No overnight parking on Town streets from December 1st to March 31st, 11:30 p.m. to 7:30 a.m.

Orangeville Transit

Ridership on Orangeville Transit has grown significantly over the last four years. The normal hours of operation are Monday to Friday from 7:15 a.m. to 6:15 p.m. and Saturday from 8:45 a.m. to 5:45 p.m. Service is normally every 30 minutes. There is no service on Sundays and statutory holidays. All transit buses are wheelchair accessible and are equipped with a portable wheelchair. The adult monthly pass is \$35 and the seniors/students and special needs monthly pass is \$25. The adult cash fare is \$2, the seniors and student cost is \$1.50 and 10 ride tickets are also available (\$17 for adults and \$13 for seniors/students). Those with special



needs can apply for the passes at the Town Hall. Applicants are requested to bring proof of disability,



similar to the Ministry of Transportation requirements, or equivalent.

Purchasing tickets/passes

Orangeville Transit 10 ride tickets, adult and senior/student monthly passes are available for purchase at the two recreation centres, along with the regular ticket venues: Town Hall, the Lottery Kiosk at the Orangeville Mall, the Orangeville Public Library (both branches) and Total Convenience.



MARCH

www.orangeville.ca

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28 Metal recycling	29	30	31

No overnight parking on Town streets from December 1st to March 31st, 11:30 p.m. to 7:30 a.m.

Yard Waste Collection

Yard waste collection is available in the Town of Orangeville every other Tuesday of the month beginning April 10 and ending in November. Watch the Town Page and website for updates.

Yard waste must be in paper compost bags or in clearly marked reusable containers (such as a clean and lidless garbage can or bushel basket) or in secure tied bundles of branches, not exceeding 20 kgs (44 pounds), or 1.5 metres (5 feet) in length.

Please ensure that the yard waste is placed to the roadside by 7 a.m. on the specified collection days. It takes a few days to complete the town-wide collection of yard waste, depending on how much yard waste has been set out for collection.

If your garbage day is the same day as the yard waste collection, please have your yard waste

visibly separate from your garbage and recycling.

Examples of the material that will be accepted include:

- leaves
- garden trimmings
- brush
- house and garden plants
- hedge and tree trimmings/branches
- grass clippings
- pumpkins

Yard waste DOES NOT include:

- sod, soil, lumber, tree stumps, or stones

Yard waste must be free of metal, food waste, and garbage.

If you have any questions about collection please call 519-941-9124 Ext. 4520.

APRIL

www.orangeville.ca

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	Good Friday No waste collection	7 Friday waste collection
8	Easter Monday No changes to waste collection	10 Yard waste collection begins	11	12	13	14
15	16	17	18	19	20	21
22 Earth Day	23	24 Yard waste collection	25 Metal recycling	26 Property taxes due	27	28
29	30					

Household Hazardous Waste & Electronic Goods Recycling Days



CORROSIVE
Batteries
Drain Cleaners
Oven Cleaners



TOXIC
Pesticides
Rat Poison
Pharmaceuticals
Cleaning Fluids



REACTIVE
Pool Chemicals
Ammonia
Bleach
Aerosols



FLAMMABLE
Gasoline, Paints
BBQ Starter
Oils, Solvents,
Propane Cylinders

Fluorescent tubes, compact fluorescent light bulbs (CFLs) and syringes are also accepted at the event days.

Acceptable Electronic Goods for Recycling

Obsolete and damaged electronic equipment can be dropped off on these event days. Please note only residential electronics will be accepted; commercially generated electronics will not be accepted.



only e-wastes listed below will be accepted at event days

- Desktop, personal and laptop computers (including keyboards, mice, wires)
- Computer monitors
- Typewriters
- Printers, copiers, scanners, drives and modems
- Telephones (mobile/cellular and hardwire), answering machines
- Personal digital assistants, personal handheld computers
- Electronic pagers
- Fax machines
- Radio and stereo equipment (speakers, tuners, receivers, amplifiers, equalizers)
- Audio players and recorders
- Turntables
- Televisions
- VCRs and DVD players
- Cameras (film, tape, disk, digital)

Items not accepted include:

Appliances (i.e. microwaves, stoves, toasters, coffee machines, refrigerators, washers, dryers), vacuums, lamps, fans, air conditioners, dehumidifiers

For more information call the County of Dufferin at 519-941-2816 Ext. 2620.

Back Yard Composters



Composting in your own back yard is a great way to reduce garbage. The compost will be a valuable addition to your lawns and gardens. Composters are available from the Town of Orangeville at a cost of \$10 (for Orangeville residents) at the Operations Centre, 500 C Line. Call 519-941-9124 Ext. 4520 for more information.

MAY

www.orangeville.ca

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 HHW Day Mono Works Yard
6	7	8 Yard waste collection	9	10	11	12
13	14	15	16	17	18	19
20	21 Victoria Day Regular garbage collection	22 Yard waste collection	23	24	25	26 HHW Day Primrose Operations Centre
27	28	29	30 Metal recycling	31		

Please set out your garbage and recycling by 7 a.m. on collection day

Orangeville Bylaw 118-96 states garbage shall not be placed to the roadside before 4 p.m. of the day preceding the scheduled collection day and no later than 7 a.m. of the collection day.

The Rain Catcher

- Using free rain water to water your garden saves you money!
- This rain catcher collects fresh rain water from your roof
- Chlorine-free rain water is healthier for your plants
- Self-filtering system
- Compact, light-weight and easy to install

For more information or to purchase the Rain Catcher (\$40 for Orangeville residents) call the Operations Centre at 519-941-9124 Ext. 4520.

Lawn Watering Restrictions

By-law 21-2005 regulates lawn and garden watering in the Town of Orangeville.

Consumers are required to follow these simple rules about lawn and garden watering.

1. Even street numbers may water on EVEN calendar dates.
2. Odd street numbers may water on ODD calendar dates.
3. When permitted by 1 or 2 above, lawn and garden watering is ONLY permitted between 5 and 8 a.m. and between 7 and 10 p.m.

JUNE

www.orangeville.ca

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Yard waste collection	6	7	8	9 Goods exchange day HHW Day Orangeville Operations Centre
10	11	12	13	14	15	16
17	18	19 Yard waste collection	20	21	22	23
24	25	26 Property taxes due Metal recycling	27	28	29	30

Urban Forestry

The Town of Orangeville is responsible for planting and maintenance of boulevard trees and the trees in parks. Typically, planting is done in the fall of the year. If you observe a Town tree in need of pruning, removal of dead wood or replacement, please call 519-941-0440 Ext. 2292 or e-mail publicworksinfo@orangeville.ca. Please note that the pruning of Town trees is confined to pruning that is required for safety reasons only.

Tree Care Information

The trees planted on your street were carefully chosen and planted to provide shade, windbreaks, privacy, attract birds and wildlife and to beautify your neighbourhood. In an effort to keep the trees healthy please help maintain your new tree by following these tips:

- Keep lawnmowers and string trimmers away from the stem of the tree to avoid damage to the bark. Severe bark damage can result in the eventual death of the tree.
- Please leave wood chips in place as they protect the tree from damage. The chips also reduce water loss by allowing water and nutrients to penetrate the soil more easily.
- Please do not pile soil or grass clippings over the mulch.
- Each tree is staked at the time of planting. The stakes will be removed by the contractor within the two-year warranty period.
- If you maintain a healthy lawn and boulevard, the tree will receive sufficient amounts of water.
- Please do not overwater, it will drown the tree. During dry periods, water your tree twice a week. Saturating the tree infrequently encourages the production of a deep root system and drought-tolerant trees. Shallow watering encourages surface rooting which makes the tree more vulnerable to drying out.



JULY

www.orangeville.ca

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Canada Day	2	3 Yard waste collection	4	5	6	7 Goods exchange day
8	9	10	11 HHW Day Mono Works Yard	12	13	14
15	16	17 Yard waste collection	18	19	20	21
22	23	24	25 Metal recycling	26	27	28
29	30	31 Yard waste collection begins				

OSAT -- Orangeville Sustainability Action Team

The Orangeville Sustainability Action Team (OSAT) was created to assist in the development, implementation and promotion of environmentally sustainable practices within the Town of Orangeville. OSAT is made up of members of Council, staff and the public.

In its first four years, OSAT has implemented a number of environmental action items including:

- The Town's anti-idling bylaw, with a signage and education campaign;
- The regular publication of 'Eco Tips' in the Town Page of the local newspapers and on the Town's website;
- Eight spring tree planting events including five major co-operative Earth Day events with Credit Valley Conservation, Trout Unlimited Canada, and Trees Ontario which have resulted in the planting of more than 4700 trees and shrubs;
- The introduction and maintenance of the Baby Tree program;
- The development of the web-based Energy and Water

Calculators;

- Providing support and education to Council and the public on a number of topic areas including Earth Hour, energy conservation, trails and the use of bio-diesel fuel;

- The introduction of the Town's first community gardens.

OSAT is continuing to develop environmentally sustainable projects and initiatives. OSAT's ongoing goal is to reduce the Town's environmental impact and improve the quality of life of its residents, now and into the future.

Public involvement is welcomed. For more information contact the Planning Department at 519-941-0440 Ext. 2246.



AUGUST

www.orangeville.ca

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Civic Holiday No change to waste collection	7	8	9	10	11 Goods exchange day
12	13	14 Yard waste collection	15 HHW Day Orangeville Operations Centre 4-8 p.m.	16	17	18
19	20	21	22	23	24	25
26	27	28 Yard waste collection	29 Metal recycling	30	31	

Fire Hydrant Flushing and Maintenance

Fire hydrants in Orangeville are flushed on a regular basis. This work is done for several reasons:

- To ensure the fire hydrant is operating properly;
- To remove any sediment that may have settled in a watermain; and
- To help maintain chlorine residuals required for proper disinfection throughout the distribution system.

All fire hydrants are inspected and flushed at least once per year, typically in the fall. Some fire hydrants are flushed more frequently, depending on their location. For example, fire hydrants located on dead end sections of watermain are generally flushed weekly. The weekly flushing is scheduled for each Wednesday throughout the year.

Occasionally during fire hydrant flushing, sediment in the watermain may be disturbed, causing temporary discolouration of the water. If this occurs, residents are advised to run their cold water tap until the water clears.



SEPTEMBER

www.orangeville.ca

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	Labour Day 3 No change to waste collection	4	5	6	7	8 Goods exchange day HHW Day E. Luther, Grand Valley Works Yard
9	10	11 Yard waste collection	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26 Property taxes due Metal recycling	27	28	29
30		Yard waste collection				

FALL LEAF COLLECTION

The Town of Orangeville only picks up leaves in reusable containers or paper yard waste bags.

Your leaves are recycled into compost and while paper yard waste bags break down, plastic does not. So use paper bags, bushel baskets or other large, open-top containers this season. Weekly leaf collection begins when most of the leaves have fallen from the trees. Please have your containerized leaves to the curb for 7 a.m.

The Town does try to pick up large piles of leaves in the heavily treed areas as time permits. This occurs after the leaves have finished falling and before the first snow. The time available for bulk pick up is very weather dependent and collections cannot be guaranteed.

Call 519-941-9124 Ext. 4520 for further information.



OCTOBER

www.orangeville.ca

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6 HHW Day Primrose Works Yard
7	8	9 Yard waste collection	10	11	12	13
14	15 Thanksgiving Day No change to waste collection	16	17	18	19	20
21	22	23 Yard waste collection	24	25	26	27 HHW Day Orangeville Operations Centre
28	29	30	31 Metal recycling	Please put those scary pumpkins out with yard waste or beside your green bin.		

Serving Orangeville, Caledon, Dufferin County, & Surrounding Areas

ROLL-OFF



CONSTRUCTION, DEMOLITION,
& RENOVATIONS

FRONT END



WASTE, CARDBOARD
& RECYCLE

RESIDENTIAL · INDUSTRIAL · COMMERCIAL · INSTITUTIONAL



MINI-BIN



RESIDENTIAL, COMMERCIAL
& SMALL PROJECTS

TRANSFER STATION



PUBLIC DROP OFF
WASTE, RECYCLE, METAL,
YARD-WASTE & EWASTE

519-943-0101

888-941-3345

www.sandhilldisposal.com

905-843-2552

NOVEMBER

www.orangeville.ca

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 Yard waste collection	7	8	9	10
11 Remembrance Day	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28 Metal recycling	29	30	

Metal Recycling

Metal recycling material is collected, by appointment, the last Wednesday of every month. An item must be more than 75 percent metal to be eligible for pick-up. Please ensure that the lava rocks and wood have been removed from barbecues.

To arrange for a metal item to be collected, please call 519-941-9124 Ext. 4520 before 10 a.m. on the Tuesday preceding the pick-up and **after purchasing a metal tag**. Please provide the address at which the item is to be picked up along with the number on the metal tag that was purchased. Please note that metal tags are not returnable/refundable.



Large Item Disposal

Large garbage items (for example, mattresses, couches, furniture, etc.) may be put out to the curbside provided that they have a **large item tag** on them that has been purchased from the Town of Orangeville or one of its distributors.

The large item tags are \$15 each.

For general questions about garbage collection, recycling and back yard composting programs call 519-941-9124 Ext. 4520 or you can e-mail publicworksinfo@orangeville.ca. Please note that large item tags are not returnable/refundable.

Purchasing Tags

Garbage tags may be purchased, for \$2, at the following locations: Treasury Department/Town Hall at 87 Broadway, the Orangeville Public Library (both branches), Lottery Kiosk at the Orangeville Mall, Metro,

Sobey's, Total Convenience, Home Hardware, A Plus and the Operations Centre at 500 C Line (please call before visiting).

Metal tags and **large item tags** may be purchased, for \$15, at the following locations: Treasury Department/Town Hall at 87 Broadway, the Orangeville Public Library (both branches), Lottery Kiosk at the Orangeville Mall, Metro, Sobey's, Home Hardware and the Operations Centre at 500 C Line (please call before visiting).

DECEMBER

www.orangeville.ca

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Please be advised that effective Jan. 1, 2013 the County of Dufferin will assume responsibility for all waste management services. Please call 519-941-2816 Ext. 2620 for more information.						1 No overnight parking begins
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19 Metal recycling	20	21	22
23	24	Christmas Day 25	Boxing Day 26	27	28	29
30	31	No waste collection	Tuesday waste collection	Wednesday waste collection	Thursday waste collection	Friday waste collection

No overnight parking on Town streets from December 1st to March 31st, 11:30 p.m. to 7:30 a.m.

HERE ARE YOUR 2012 GARBAGE STICKERS

GARBAGE & BLUE BOXES MUST BE AT CURBSIDE BY 7:00 AM TO GUARANTEE PICK-UP

1. HOUSEHOLD WASTE

RESIDENTIAL GARBAGE CURBSIDE COLLECTION - BAGGED HOUSEHOLD WASTE ONLY

Each **occupied** self-contained unit shall receive 104 garbage stickers for the year. This allows the occupant to put out 2 free bags of garbage per week. **Each** can/bag put out for collection must have a sticker attached.

COMMERCIAL GARBAGE COLLECTION - BAGGED REGULAR WASTE ONLY

Each **occupied** unit using municipal collection shall receive 104 garbage stickers for the year. This allows the occupant to put out 2 free bags of garbage per week. **Each** can/bag put out for collection must have a sticker attached.

The maximum number of bags any commercial, industrial or institutional unit may put out for collection is **five** bags. Premises in excess of five bags must make arrangements for private garbage disposal with a contractor who is licensed by the Ministry of the Environment to haul garbage into a Ministry approved landfill.

WEIGHT & SIZE RESTRICTIONS

The maximum weight of every can or bag put out for collection, with contents, must not be more than **40 pounds**. Non-returnable bags must be a maximum size of 30" x 48".

No receptacle shall be filled above the top level.

Empty receptacles, or any material which the collector refuses, must be removed from the street before 8:00 p.m. on the same day collection takes place.

Business Cardboard Limit – Maximum for program is equivalent of 5 bags full of flattened cardboard. This must be placed outside for collection on your regular garbage day. It will not be collected separately.

ADDITIONAL STICKER COST - \$2.00 PER STICKER

Unused garbage stickers may be carried over for use in the following year. No refunds will be given for unused stickers.

2. COMPOST PROGRAM

BACKYARD COMPOSTING PROGRAM

Composters are available by calling 941-2816 ext 2620.

FALL LEAF COLLECTION

The Leaf Collection Policy will be published in the Council Newsletter and posted on the Town website. The Town does encourage participation in the bagging and disposal of leaves. They may be placed in brown kraft bags, garbage pails with no lid, bushel baskets or cardboard boxes and placed at the curb for collection on alternate Tuesdays with yard waste. These containers do not require stickers.

TREE LIMBS AND BRUSH DISPOSAL

Tree limbs and brush will **NOT** be accepted in regular garbage or compost. The Town of Shelburne will pickup and chip large brush (over 1 ½ inches in diameter) three (3) times per year. Dates for this pickup are on the large garbage schedule sheet included in this package. Small limbs (under 1 ½ inches in diameter), can be bundled together with string or twine and will go with the yard waste pickup. To get on the list for the large brush pickup, please call the Town Hall at 925-2600.

CHRISTMAS TREE PICKUP

Free Christmas tree pick-up takes place on January 17th and January 24, 2012. Trees can be placed at the curb for collection, but **NOT BAGGED**. Please make sure to have your tree at the curb by **7:00am on January 17th or January 24th**.

CONTINUED ON OTHER SIDE

TOWN OF SHELBURNE

WASTE REDUCTION PROGRAMS

3. BLUE BOX PROGRAM

The following items are to be placed in the blue box for collection:

- Plastic pop bottles
- Newspapers and inserts
- Aluminum cans and tin cans
- Magazines and books
- Flattened cardboard - 30" x 30" x 8" maximum bundles
- Telephone books
- Foam meat trays (rinsed)
- Glass bottles and jars
- Aluminium foil/plates
- Boxboard (eg. Cereal, detergent boxes, toilet & paper towel holders)
- Egg cartons, milk cartons, juice cartons
- Fine paper (eg. Letters, envelopes)
- Plastic containers (#1, #2, #4, #5 #6, #7)
- Foam packing material

IMPORTANT

DO NOT BAG RECYCLABLES. Place loose in your blue box

Plastic bags will not be accepted in your blue box. **DO NOT** place your recyclables into a grocery bag. Please remove all plastic handles, liners and inserts from the boxboard and either flatten or place smaller boxes inside of larger boxes before placing them in your blue box.

4. HOUSEHOLD HAZARDOUS WASTE DAYS

The County of Dufferin will announce household Hazardous Waste Days. For more information please call 941-2816 ext 2620.

***** PROGRAM FOR LARGE GARBAGE DISPOSAL *****

Shelburne residents can dispose of heavy garbage, once a month. We have a program in place for this, please see enclosed information sheet for details and schedule. This program is offered to residential customers only. Commercial premises must make private arrangements for pick-up.

PLEASE NOTE: If your garbage day falls on Christmas Day, Good Friday or Canada Day (July 1), your garbage will be picked up the day following the holiday. Regular pickup will occur on all other holidays.

THANK YOU FOR YOUR CONTINUED COOPERATION AND PARTICIPATION
IN OUR WASTE MANAGEMENT PROGRAMS!

5. LARGE GARBAGE PICKUP SCHEDULE

We will be picking up large garbage at the curb; following is the schedule for 2012. **You must call 925-2600 ext 300 by the deadline to get on the pickup list. Please list only large metal items or they will not be picked up.** Anything other than large metal items do not have to be listed. Your items need to be placed at the curb on your regular scheduled garbage day by 7:00am for pickup. We do not accept brush (see schedule below), shingles or contractors' waste.

<u>Call Deadline date</u>	<u>Pickup date</u>
Friday January 6, 2012 – NOON	Monday January 9, 2012 Thursday January 12, 2012
Friday February 3, 2012 – NOON	Monday February 6, 2012 Thursday February 9, 2012
Friday March 2, 2012 – NOON	Monday March 5, 2012 Thursday March 8, 2012
Thursday April 5, 2012 – NOON	Monday April 9, 2012 Thursday April 12, 2012
Friday May 4, 2012 – NOON	Monday May 7, 2012 Thursday May 10, 2012
Friday June 1, 2012 – NOON	Monday June 4, 2012 Thursday June 7, 2012
Friday July 6, 2012 – NOON	Monday July 9, 2012 Thursday July 12, 2012
Friday August 10, 2012 – NOON	Monday August 13, 2012 Thursday August 16, 2012
Friday September 7, 2012 - NOON	Monday September 10, 2012 Thursday September 13, 2012
Friday September 28, 2012 - NOON	Monday October 1, 2012 Thursday October 4, 2012
Friday November 2, 2012 – NOON	Monday November 5, 2012 Thursday November 8, 2012
Friday December 7, 2012 – NOON	Monday December 10, 2012 Thursday December 13, 2012

Items that have NOT been picked up on the collection day for one reason or another – need to be removed from the curb by 8:00 pm.

ACCEPTABLE LARGE ITEMS – Residential Only

Material picked up will include items not in the normal weekly household waste collection, such as:

- Discarded household furniture
- Appliances (Freon removed and doors removed) see below
- Clothing
- Waste from **MINOR** household repairs
- Domestic waste material, such as non-recyclable paper, rags cartons and packing materials.

NON-ACCEPTABLE LARGE ITEMS

Do not put out for collection the following:

- Household Hazardous Waste
- Large quantities of building material
- Waste Food products (in excess of the amounts normally handled in regular garbage)
- Roofing shingles
- Brush (may go with large brush pickup or yard waste – see schedule other side of this page)
- Bagged Materials or materials that should be bagged and tagged for regular household pickup

Any resident who requires disposal alternatives between the listed dates, or who have waste needs that exceed the program guidelines, have other options open to them.

1. Waste may be hauled directly to Leferink Transfer Station, 57 Armstrong Avenue, Georgetown, Ontario. For hours of operation and fees – please call (905) 877-1420.
2. Waste may also be hauled to the Dufferin Transfer and Recycling Facility, which is located on County Road 11 just north of County Road 109. They can be contacted at 943-0101 for rates and hours of operation.
3. A waste disposal company may be hired to supply a garbage bin for shingles or renovations. Disposal is the responsibility of the company. Following is a sample of local companies operating in the Shelburne area:

Waste Management
1-800-665-1898

Sandhill Disposal
941-3345

Glen Robson Haulage
1-519-925-6088

APPLIANCE INSTRUCTIONS

By Provincial Law any appliance with freon – fridge, freezer and some air conditioners – must have the freon removed **BEFORE** pickup. A tag will be placed on the item to indicate that the freon has been removed. If there is no tag – the item will not be picked up. John Killen will do this for a fee of approximately \$25.00 and he can be reached at 940-1900.

Any appliance with a door – such as fridge or freezer – must have the doors removed to prevent accidents and injury.

6. BRUSH PICKUP SCHEDULE

Following is a listing of collection dates for brush. To get added to the list for pickup you must call the Town Hall offices at 925-2600. Your brush needs to be placed at the curb for 7:00 am on the pickup date. Anything under 1 ½ inches in diameter needs to be bundled with string or twine

Call Deadline date

Pickup date

Friday May 18, 2012

Tuesday May 22, 2012

Friday July 13, 2012

Monday July 16, 2012

Friday October 19, 2012

Tuesday October 22, 2012

County and Municipal Facilities

Facility	Owned By (Municipality)	Address	Garbage			Recycling			Organics		
			Municipal Program/Separate Private Contract	Equipment	Frequency	Municipal Program/Separate Private Contract	Equipment	Frequency	Municipal Program/Separate Private Contract	Contractor	Details
Dufferin County Museum & Archives	County	Hwy 89/Airport Road, Rosemont, ON	Private	2 Yard	Every Other Wednesday	Municipal - Mixed Recyclables Private - Cardboard	4 Yard Cardboard	Every 4 weeks - Thursdays			
County of Dufferin/Courthouse	County	51 Zina Street, Orangeville	Private	6 Yard	Tuesday and Friday	Municipal - Mixed Recyclables Private - Cardboard	2 yard Cardboard	Both Weekly			
Dufferin Oaks	County	151 Centre Street, Shelburne	Private	2 X 8 Yard	Tuesday and Friday	Municipal - Mixed Recyclables Private - Cardboard	4 Yard Cardboard	Thursday	Municipal		Curbside
Mel Lloyd Centre	County	151 Centre Street, Shelburne	Private	3 Yard	Tuesday and Friday	Municipal - Mixed Recyclables Private - Cardboard	2 yard Cardboard	Every Other Thursday			
Ambulance Station	County	325 Blind Line, Orangeville									
Jean Hamlyn Daycare	County	65 McCarthy St., Orangeville	Private	3 Yard	Every Other Week	Municipal			Municipal		Curbside
Ambulance Station	County	66 Main Street N., Grand Valley	Municipal			Municipal					
Ambulance Station	County	301 Rintoul Crt., Shelburne	Municipal			Municipal					
Public Works Ops Centre	County	Hwy 10&89, Primrose	Private	6 Yard	Wednesday	Municipal - Mixed Recyclables Private - Cardboard	4 Yard cardboard	Every other Thursday	Municipal		Curbside
Shelburne Hospital (to be repurposed- currently not operational)	County	Shelburne	-	4 yard/week (estimated)	-	-	2 yard/week (estimated)	-			
*Bowling Alley * (County Offices - To be completed March 2013)	County	30 Centre Street, Orangeville	-	4 yard/week (estimated)	-	-	2 yard/week (estimated)	-			
Mill St Library	Orangeville	1 Mill Street	Municipal		Thursday	Municipal					
Parsons Florists	Orangeville	52 Townline							Municipal		Curbside
Soulyve Restaurant	Orangeville	14 Mill Street							Municipal		Curbside
Tony Rose Memorial Sports Centre	Orangeville	6 Northmen Way	Private	8 yard	Monday and Friday	Private	6 yard	Friday			
Orangeville Operations Centre	Orangeville	500 C Line	Private	2 X 8 yard	Monday and Friday	Municipal (curbside)	carts	Wednesday			
Orangeville Municipal Office	Orangeville	87 Broadway Ave	Municipal Program		Friday	Municipal (curbside)	carts	Friday	Municipal		Curbside
Water and Sewer Treatment Plant	Orangeville	19 Townline	Private	2 x 2 yard, 3 yard	Wednesday						
Alder Street Rec Centre-	Orangeville	275 Alder Street				Municipal (curbside)	carts	Wednesday			
Alder Street Rec Centre- Library	Orangeville	275 Alder Street	Private	8 yard	Monday and Friday	Private	8 yard	Monday and Friday			
Town of Shelburne Admin Office	Shelburne	203 Main Street East	Municipal	Curbside		Municipal	Curbside	Wednesday			
Shelburne Town Works	Shelburne	420 Victoria Street									
Shelburne Public Library	Shelburne	201 Owen Sound Street	Municipal	Curbside							
Centre Dufferin Recreation Complex	Shelburne	200 Fiddlepark Lane	Private								
Mono Community Centre	Mono	754483 Mono Centre Rd	Private		6 yard	Municipal (curbside)		Tues	Municipal		Curbside
Monora Park			Private		6 yard	Municipal (curbside)		Tues	Municipal		Curbside
Mono Administration Office	Mono	347209 Mono Centre Rd.	Private		2 yard	Municipal (curbside)		Tues	Municipal		Curbside
Township Office Grand Valley	East Luther/Grand Valley	5 Main Street N	Municipal	Curbside	Tues	Municipal	Curbside	Tues			
Grand Valley Public Library	Grand Valley	4 Amaranth Street E	Municipal	Curbside	Tues	Municipal	Curbside	Tues			
East Luther Grand Valley Works Yard	Grand Valley	56 Main Street N									
Grand Valley Community Centre	Grand Valley	90 Main Street N	Municipal	Curbside	Tues	Municipal	Curbside	Tues			
Township of Mulmur	Mulmur	758070 2nd Line E.	Municipal		Weekly/Monday	Municipal		Weekly/Monday			
Fire Hall	Mulmur		Municipal		Weekly/Monday	Municipal		Weekly/Monday			
Gravel Pit - seasonal	Mulmur		Municipal		Weekly/Monday	Municipal		Weekly/Monday			
North Dufferin Community Centre Honeywood	Mulmur	706114 County Road 21, Honeywood, ON	Municipal		Weekly/Monday	Municipal		Weekly/Monday			
Amaranth Town Office	Amaranth	374028 6th Line	Municipal	Curbside	Friday	Municipal	Curbside	Friday	Municipal		Curbside
Township of East Garafraxa	East Garafraxa	RR#3, Orton	Municipal	Curbside	Monday	Municipal	Curbside	Monday			
Township of Melancthon Office	Melancthon	157101 Highway #10	Taken direct to landfill			Taken direct to landfill					

Dufferin County Public Housing List

Address	Units	Recycling			Garbage			Organics			Comments
		Current Equipment	Collection Day	Municipal/Private	Current Equipment	Collection Day	Municipal/Private	Current Equipment	Collection Day	Municipal/Private	
22 Third Avenue Orangeville L9W 2B1	12	Three 95 Gal Carts/week	Friday	Municipal	6 cans	Friday	Municipal				
56 Bythia Street Orangeville L9W 2S5	10	Two 95 Gal carts/week	Thursday	Municipal	1 can/week	Thursday	Municipal				
43 Bythia Street, Orangeville, Ontario, L9W 3R5	89	14 95 Gal Carts/week	Thursday	Municipal	3 yard bin/week	Tuesday	Private				
40 Lawrence Ave, Orangeville	30	Six 95 Gal Carts/week	Wednesday	Municipal	2 Yard	Tuesday and Friday	Private			Municipal	
250 Simon Street, Shelburne	60	Nine 65 Gal Carts/Week	Thursday	Municipal	3 yard bin	Tuesday and Friday	Private				
207 William Street, Shelburne	10	Four 65 Gal Recycling Carts	Monday	Municipal	Share 4 Yard/ Weekly	Tuesday	Private				
227 William Street, Shelburne	20	Four 65 Gal Recycling Carts									
71 Emma Street South, Grand Valley	16	5 carts	Tuesday	Municipal	4 yard	Tuesday	Private				

Multi-Residential Properties - Program Details

			Recycling					Garbage					Organics			
			Address	# Units	Current Service Provider: Private or Municipal	Collection Day	Frequency	Container Type/Size	Current Service Provider: Private or Municipal	Collection Day	Frequency	Container Type/Size	Current Service Provider: Private or Municipal	Collection Day	Frequency	Container Type/Size
Orangeville			34-45 Bredin Parkway Orangeville L9W3X1	93	Municipal	Friday	Weekly	35: 7 Carts Carts 45:2	Private	Friday	Weekly	Big roll bins	Multiple Apartments do Compost and get pick up, however are not on the "pick up" list			
			114 Broadway Ave Orangeville L9W1J9	16					Private	Friday	Weekly	1 Large bin				
			200 Broadway Ave Orangeville L9W1J9	45	Municipal	Thursday	Weekly	Six- Carts	Private	Friday	Weekly	Two bins- 40yrd ₃				
			305 Broadway Ave Orangeville L9W1L4	10	Municipal	Thursday	Weekly	Two blue carts	Municipal	Thursday	Weekly	Five Garbage bins				
			60 C-Line Orangeville L9W0A9	58	Municipal	Thursday	Weekly	8 Full Carts	Private	Wednesday	Weekly	Three 4 yd3				
			100 Century Drive Orangeville L9W4L2	30	Municipal	Wednesday	Weekly	Curbside Pick-up	Municipal	Wednesday	Weekly	Curbside				
			60 Chisholm Street Orangeville L9W1R4	30	Municipal	Wednesday	Weekly	4 Carts	Private	Tuesday	Weekly	1 Locked Bin				
			17 Church Street Orangeville L9W3Y8	71	Municipal	Thursday	Weekly	8 Blue Carts	Private	Tuesday	Weekly	20 yd3 bin				
			8 Fead Street Orangeville L9W3X4	120	Private	Mon/Wed/Fri	3 times a week	Ten -Carts	Private	Friday	Weekly	2- 40yd3 bins				
			14 Fead Street Orangeville L9W A7	36	Municipal	Friday	Weekly	Six- Carts	Municipal	Friday	Weekly	Black Bags				
			37 Fifth Avenue Orangeville L9W1G3	24	Municipal	Friday	Weekly	4- Blue Carts	Municipal	Friday	Weekly	A 40yd3 bin				
			6 First Ave Orangeville L9W1H8	9	Municipal	Friday	Weekly	3 Blue Carts and 2 Blue bins	Municipal	Friday	Weekly	1 Storage bin				
			8 First Ave Orangeville L9W1H8	29	Municipal	Friday	Weekly	3 Blue Carts	Municipal	Friday	Weekly	13 bags of garbage	Municipal	Friday	Weekly	2 bins
			19 First Street Orangeville L9W2C6	15	Municipal	Friday	Weekly	4 Carts	Municipal	Friday	Weekly	8 Cans				
			53 First Ave Orangeville, ON L9W 2E2	29	Municipal	Friday	Weekly	3 Carts	Private	Friday	Weekly	20 yd3 bin				
			57 First Ave Orangeville L9W4N7	21	Municipal	Friday	Weekly	3 Big blue carts	Municipal	Friday	Weekly	2 Garbage Bins				
			63-65 First Ave Orangeville L9W2E6	24	Municipal	Friday	Weekly	2 Carts	Municipal	Friday	Weekly	20 bags				
			70 First Street Orangeville L9W2E5	32	Municipal	Friday	Weekly	6 carts	Private	Friday	Weekly	20 yd3 bin				
			72 First Street Orangeville L9W2E4	33	Municipal	Friday	Weekly	6 Carts	Municipal	Friday	Weekly	One Roll Bin				
			16 Fourth Street Orangeville L9W4N7	48	Municipal	Friday	Weekly	7 Carts	Municipal	Friday	Weekly	One Roll Bin				
			4 Hillside Drive Orangeville L9w1P6	21	Municipal	Thursday	Weekly	3 Cart, 2 Blue boxes	Private	Thursday	Weekly	Bags				
			12 Hillside Drive Orangeville L9W1P6	21	Municipal	Thursday	Weekly	3Cart, 2 Blue boxes	Private	Thursday	Weekly	Bags				
			15 John Street Orangeville L9W2P2	12	Municipal	Thursday	Weekly	6 carts	Municipal	Thursday	Weekly	6 Cans				
			9 McCarthy Street Orangeville L9W1A9	37	Municipal	Friday	Weekly	6 Carts	Municipal	Friday	Weekly	Curbside pickup bags				

Multi-Residential Properties - Program Details

			Recycling				Garbage				Organics					
	Address	# Units	Current Service Provider: Private or Municipal	Collection Day	Frequency	Container Type/Size		Current Service Provider: Private or Municipal	Collection Day	Frequency	Container Type/Size		Current Service Provider: Private or Municipal	Collection Day	Frequency	Container Type/Size
Orangeville	9 Princess Street Orangeville L9W1W1	18	Municipal	Friday	Weekly	23Carts		Private	Friday	Weekly	20 yd3 bin					
	50 Second Street Orangeville L9W1G9	33	Municipal	Friday	Weekly	5 Carts		Private	Friday	Weekly	20 yd3 bin					
	60 Second Street Orangeville L9W1G9	44	Municipal	Friday	Weekly	6 carts		Private	Friday	Weekly	20 yd3 bin					
	61 Second Street Orangeville L9W 2C1	68	Municipal	Friday	Weekly	Curbside Pick-up		Municipal	Friday	Weekly	Curbside pickup bags					
	70 Second Ave Orangeville L9W3Y9	16	Municipal	Friday	Weekly	6 Blue Boxes		Municipal	Friday	Weekly	Curbside pickup bags					
	84 Second Street Orangeville L9W1G3	51	Municipal	Friday	Weekly	7 carts		Municipal	Friday	Weekly	1 Large Bin					
	15 Sherbourne Street Orangeville L9W3Y9	22	Municipal	Friday	Weekly	Curbside Pick-up		Municipal	Friday	Weekly	Curbside					
	22 Sherbourne Court Orangeville L9W3Y9	36	Municipal	Friday	Weekly	Curbside Pick-up		Municipal	Friday	Weekly	Curbside					
	61 Townline Orangeville L9W1V5	18	Municipal	Friday	Weekly	3 Carts		Private	Friday	Weekly	20 yd3 bin					
	16 William Cres Orangeville L9W2R7	14	Municipal	Thursday	Weekly	3 Carts		Municipal	Thursday	Weekly	garbage bags					
	58 William Street Orangeville L9W2R9	8	Municipal	Thursday	Weekly	2 Bins		Municipal	Thursday	Weekly	5 Bins					
	3 Faulkner Street Orangeville L9W 1E1	8	Municipal	Friday	Weekly	curbside		Municipal	Friday	Weekly	Curbside					
	15 Faulkner Street Orangeville L9W1B1	9	Municipal	Friday	Weekly	1 blue cart		Municipal	Friday	Weekly	Curbside					
	18 and 18A Faulkner Street Orangeville L9W2G4	12	Municipal	Friday	Weekly	7 Blue boxes		Municipal	Friday	Weekly	Curbside					
	5 Armstrong Street, Orangeville	44	Municipal	Thursday	Weekly	6 Carts		Private	Thursday	Weekly	front end		Municipal	Wednesday	Weekly	4 Carts
Shelburne	436011 4th Line Shelburne, ON L0N 1S8	9	Municipal	Thursday	Weekly	3 Carts		Private	Thursday	Weekly	20 yard3 bin					
	250 Robert Street Shelburne L0N1S2	39	Municipal	Thursday	Weekly	4 Carts		Private	Thursday	Weekly	2 large bins					
Grand Valley	33 Main Street N Grand Valley L0N1G0	24	Municipal	Wednesday	Weekly	4 Carts		Municipal	Wednesday	Weekly	5 yard bin					
	111 Main Street Grand Valley	10	Municipal	Wednesday	Weekly	curbside		Municipal	Wednesday	Weekly	curbside					



Appendix B County By-law

CORPORATION OF THE COUNTY OF DUFFERIN

BY-LAW NUMBER 2010-29

A BY-LAW TO EMPOWER THE COUNTY OF DUFFERIN TO ASSUME AUTHORITY FOR THE ESTABLISHMENT, OPERATION AND DELIVERY OF WASTE COLLECTION AND TREATMENT PROGRAMS AND SERVICES FOR THE COUNTY OF DUFFERIN AND ALL ITS CONSTITUENT LOWER-TIER MUNICIPALITIES.

WHEREAS authority for waste management in the Corporation of the County of Dufferin (the "County") rests exclusively with the lower-tier municipalities, as set out in Section 11 of the *Municipal Act, 2001, S.O. 2001, c. 25* (the "*Act*"), with the exception of composting, household hazardous waste and e-waste;

AND WHEREAS Section 189(1) and (2) of the *Act* sets out the authority and conditions for the transfer of power to an upper-tier municipality;

WHEREAS the County owns 200 acres of an Environmental Assessment approved landfill site (the "Dufferin Eco Energy Park");

AND WHEREAS the County is looking for alternative methods of solid waste treatment;

AND WHEREAS the County has identified composting of Source Separated Organics ("SSO") and gasification as two alternative methods of waste treatment;

AND WHEREAS the County currently has authority to collect and treat SSO and Household Hazardous Waste pursuant to By-law 2000-32 and By-law 2007-17;

AND WHEREAS the County is developing the Dufferin Eco Energy Park site to utilize these methods of treatment;

AND WHEREAS the County has identified the need to control the waste stream to secure tipping fees that will be competitive with current commercial rates;

AND WHEREAS a coordinated waste system in the County will allow for a greater opportunity for effective promotion/education, diversion and cost savings;

NOW THEREFORE, subject to the conditions set out in Section 189(2) of the *Act*, the municipal council of the County enacts as follows:

Assumption of Power

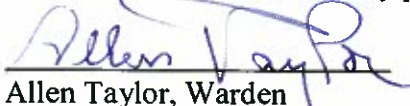
1. The County hereby assumes from all the lower-tier municipalities forming part of the County, the power to establish, operate and deliver household waste collection and treatment programs and services.

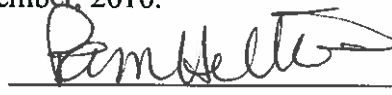
2. Without limiting the generality of Section 1 above, “the power to establish, operate and deliver waste collection and treatment programs and services” shall include, but not be limited to, the following elements:
 - (a) the power to carry out, or to commission, research, studies, and analyses of waste collection and treatment programs and services;
 - (b) the power to enter into agreements and contracts with lower-tier municipalities and other parties for the provision of waste collection and treatment programs and services, including the continuation of existing programs and services;
 - (c) the power to construct, own, and operate a waste facility or facilities;
 - (d) the power to implement a waste collection system or systems that may be required to support such a waste facility or facilities;
 - (e) the power to enter into agreements and contracts for the sale or other disposition of the products of any waste collection and treatment programs;
 - (f) the power to conduct public education programs and otherwise promote waste programs and services;
 - (g) the power to require the separation of waste at the point of collection consistent with continuation of existing programs and services; and
 - (h) the power to:
 - (i) establish incentives to encourage the use of waste programs and services;
 - (ii) establish different classes of waste;
 - (iii) establish fees and incentives that vary based on the volume, weight or class of waste, or on any other basis the Council of the County of Dufferin considers appropriate.
3. Notwithstanding Section 1, the assumption of waste does not include the assumption of any landfill site open or closed and owned by a lower-tier municipality.
4. The tipping fees paid by the County must be competitive with commercial rates at the time of commission.

Transitional Provisions

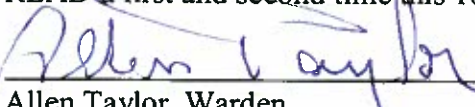
5. The County shall assume all authority granted herein by December 31, 2012 or the latest expiry date of the existing lower-tier collection contracts.
6. Until the assumption identified in Section 5 of this by-law, the County will work with the lower-tier municipalities, at the request of the individual lower-tier municipalities, to administer the waste collection process. The cost of any existing contracts will be borne by the lower-tier municipality until assumption by the County pursuant to this by-law.
7. The County will maintain the current curb-side collection programs offered by the lower-tier municipalities. Melancthon Township Council will have the option of requesting that the County provide curb-side pick up of household waste.
8. In accordance with the provisions of the *Act*, this by-law shall not come into effect unless,
 - (a) a majority of all votes on the County Council are cast in its favour;
 - (b) a majority of the Councils of all the lower-tier municipalities within the County have passed resolutions consenting to the by-law; and
 - (c) the total number of electors in the lower-tier municipalities that have passed resolutions under clause (b) form a majority of all the electors in the County;
5. This by-law will come into effect upon third reading.


READ a third time and finally passed this 9th day of September, 2010.


Allen Taylor, Warden


Pam Hillock, Clerk

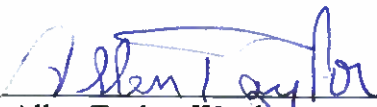
READ ~~a first and second time~~ this 10th day of June, 2010.

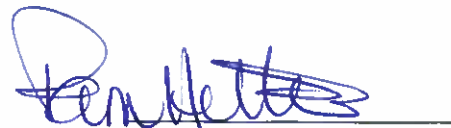

Allen Taylor, Warden


Pam Hillock, Clerk

PURSUANT TO SECTION 189(2) OF THE MUNICIPAL ACT, 2001, S.O. 2001, c. 25

TRIPLE MAJORITY ACHIEVED ON THIS 16 day of September, 2010.

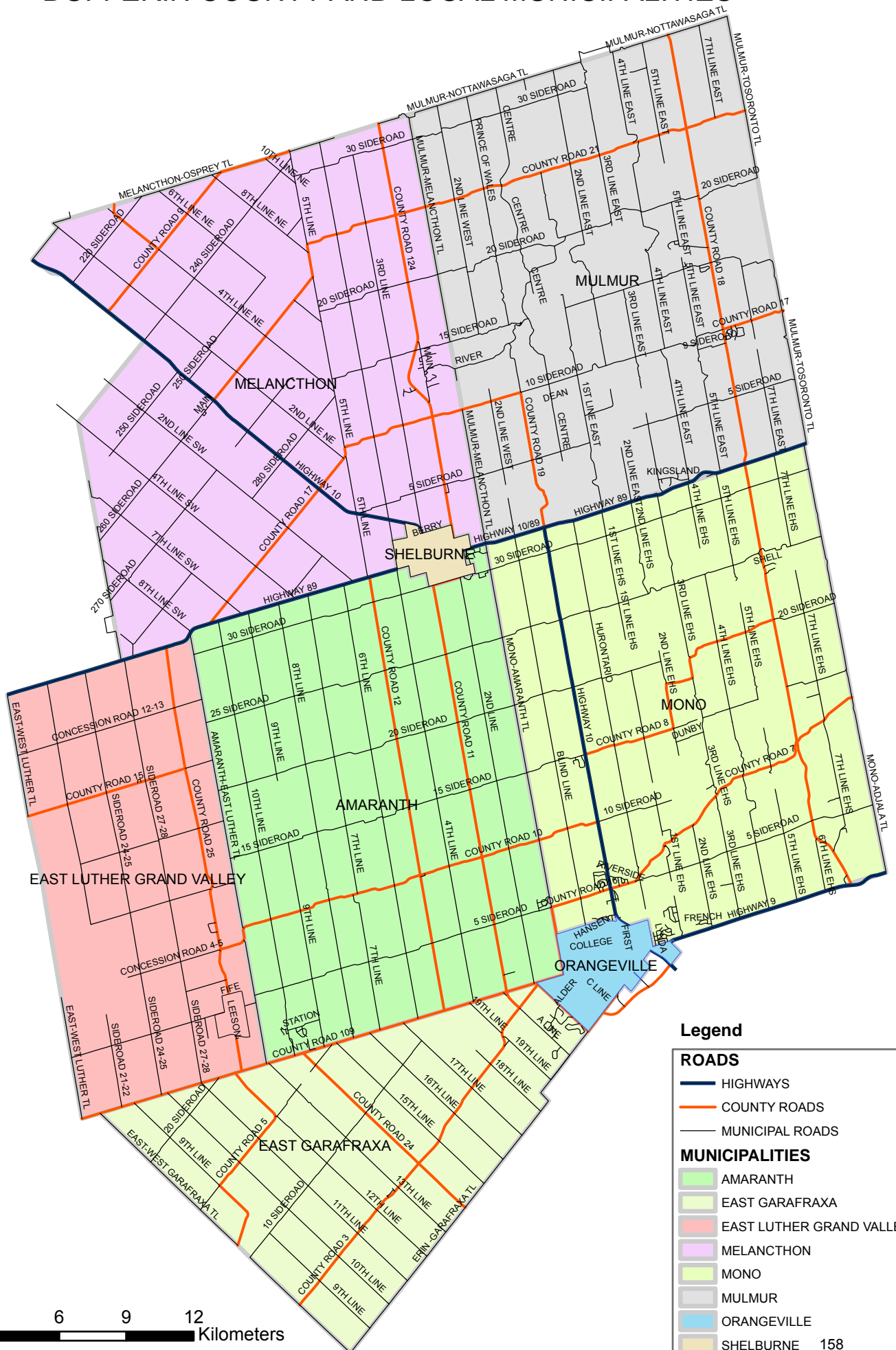

Allen Taylor, Warden


Pam Hillock, Clerk



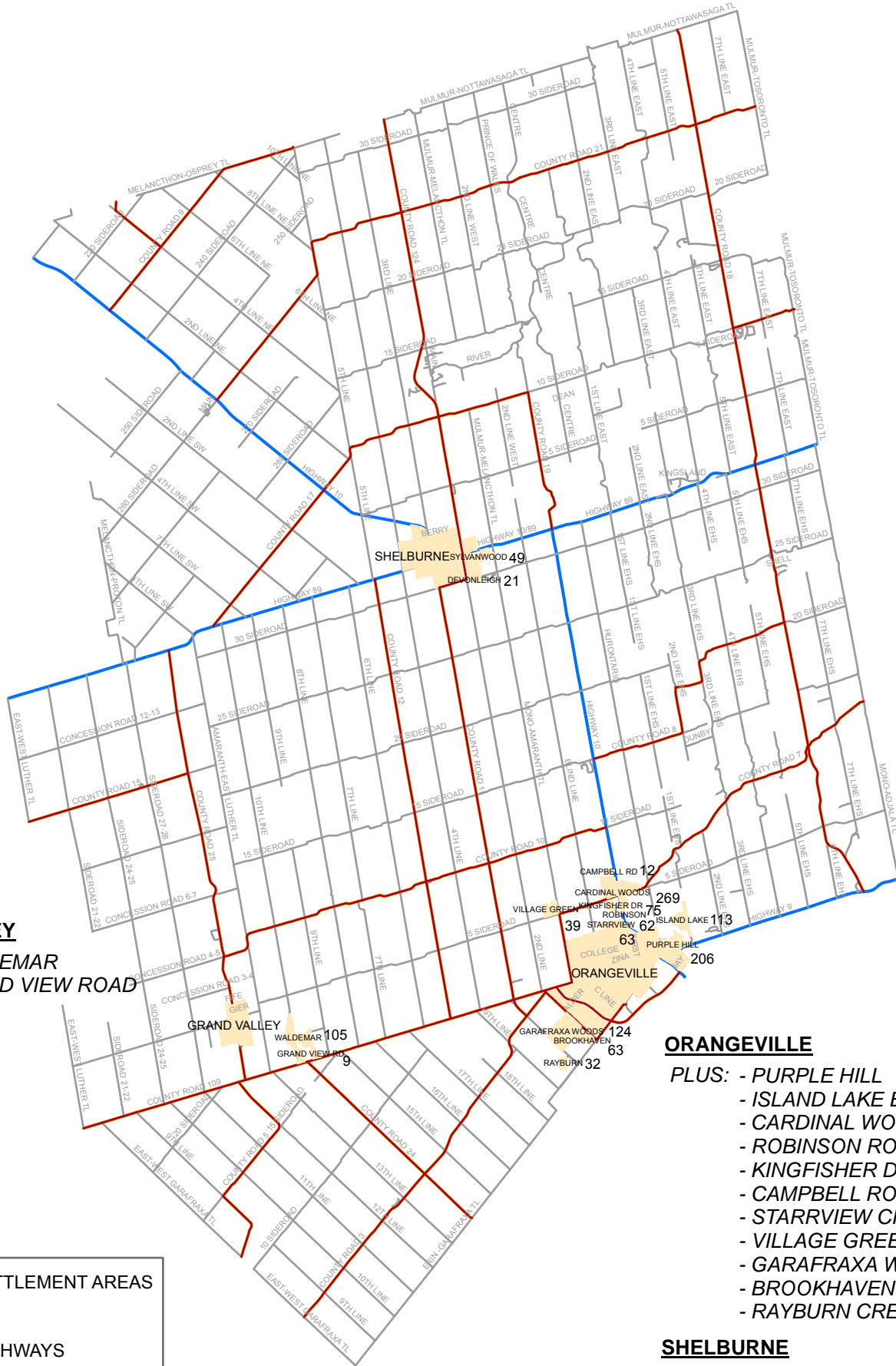
Appendix C Maps

DUFFERIN COUNTY AND LOCAL MUNICIPALITIES





SETTLEMENT AREAS



GRAND VALLEY
PLUS: - WALDEMAR
- GRAND VIEW ROAD

ORANGEVILLE
PLUS: - PURPLE HILL
- ISLAND LAKE ESTATES
- CARDINAL WOODS
- ROBINSON ROAD
- KINGFISHER DRIVE
- CAMPBELL ROAD
- STARRVIEW CRESCENT
- VILLAGE GREEN
- GARAFRAXA WOODS
- BROOKHAVEN CRESCENT
- RAYBURN CRESCENT

SHELBURNE
PLUS: - SYLVANWOOD ESTATES
- DEVONLEIGH DRIVE

Legend

SETTLEMENT AREAS

ROADS

HIGHWAYS

COUNTY ROADS

MUNICIPAL ROADS



DUFFERIN COUNTY

HIGH VOLUME COLLECTION ROADS

ROADS CURRENTLY COLLECTED ON BOTH SIDES	ROADS CURRENTLY COLLECTED ON ONE SIDE
COUNTY RD 10 MONO COUNTY RD 109 COUNTY RD 11 COUNTY RD 124 COUNTY RD 16 COUNTY RD 17 EAST OF HWY 10 COUNTY RD 18 COUNTY RD 19 COUNTY RD 21 COUNTY RD 23 COUNTY RD 24 COUNTY RD 25 COUNTY RD 3 COUNTY RD 7 COUNTY RD 8 COUNTY RD 9 - COULD BE 1 SIDE (NORTH SIDE) HWY 10 HWY 89 HWY 9	COUNTY RD 10 AMARANTH - NORTH SIDE COUNTY RD 12 - EAST SIDE COUNTY RD 15 - NORTH SIDE COUNTY RD 17 WEST OF HWY 10 - SOUTH SIDE COUNTY RD 2 - EAST SIDE COUNTY RD 5 - NORTH / WEST SIDE ALL TOWNSHIP ROADS ARE COLLECTED ON VARIOUS SIDES OF THE ROAD. THIS IS DUE TO MANY DIFFERENT FACTORS INCLUDING: TRAFFIC, SET-OUTS, LINE OF TRAVEL.

Note: Collections to be made on the the same side of the road are to be made on the side of the road with the mail boxes



Appendix D Bonds and Letter of Credit



Sample Agreement to Bond

_____ (CONTRACTOR)

has submitted a written request for proposal to

THE CORPORATION OF THE COUNTY OF DUFFERIN (OBLIGEE)

In consideration of the Obligee accepting the tender and executing an agreement with the Contractor for:

Waste Management Collection Services
RFP # WM-12-02

We the Surety agree to issue for the contractor the following bonds:

- (a) Performance Bond of One Hundred Percent (100%) of the first year contract amount
- (b) Labour and Material Payment Bond of One Hundred Percent (100%) of the first year contract amount

It is a condition of this Agreement that if the above mentioned RFP is accepted, application for said bonds must be made to the undersigned within one hundred and twenty (120) days of the execution of the contract related thereto, otherwise this Agreement shall be null and void.

Dated at _____ this _____ day of 2012.

Name of Bonding Company

Attorney-in-fact

NOTE:

Bonding companies may submit the Agreement to Bond on their standard forms provided they conform to this form.



PERFORMANCE BOND

The Proponent agrees that he will furnish a contract performance bond in the amount of 100% of the first year contract price, using the most current Canadian Construction Documents Committee (CCDC) format. Such performance bond shall guarantee faithful performance of the work during the first year of the Contract.



LABOUR AND MATERIAL PAYMENT BOND

This contract will require 100% Labour and Material Payment Bond. This form is to comply with the most current Canadian Construction Documents Committee (CCDC) format.



Sample Letter of Credit

Name of Bank: _____

Date Issued: _____

Letter of Credit No: _____

Amount: _____

Issued subject to the Uniform Customs and Practices for Documentary Credits being ICC Publication UCP 500.

To: The Corporation of the County of Dufferin

Address: 55 Zina Street, Orangeville, ON L9W 1E5

We Hereby Authorize you to draw on the

for the amount of _____

Up to the aggregate amount of _____ dollars

(\$ _____) available on demand.

Pursuant to the request of our customer: _____

we, the _____ hereby

Establish and give you an Irrevocable Letter of Credit in your favour in the above amount which may be drawing on you at any time and from time to time, upon written demand for payment made upon us by you which demand we shall honour without enquiring whether you have the right as between yourself and the said customer to make such demand, and without recognizing any claim of our said customer, or objection by payment by us.

Demand shall be by way of Letter signed by the Clerk of the Corporation under the Corporate seal attached to which shall be the original Letter of Credit. Presentation shall be made to the bank at:



Court House
55 Zina Street, 2nd Floor
Orangeville, ON
L9W 1E5
Telephone: (519) 941-2816
Fax No: (519) 941-4565

COUNTY OF DUFFERIN

RFP WM-12-02 Waste Management Collection Services

Addendum #1

Issued: April 30, 2012

Subject: Closing Date Extension

1. The closing date has been changed to Thursday, June 14, 2012 at 2:00 pm.
Remove existing Section 1.6 and replace with the following:

Item	Date
RFP Issued	April 24, 2012
Non Mandatory Bidders Meeting	April 30, 2012
Last Date for Question Submission	May 24, 2012
Last Date for Issuance of Addenda	May 31, 2012
RFP Close	June 14, 2012
Anticipated Award of Proposal by County	July 12, 2012
Contact Start Date	June 1, 2013



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55 Zina Street, 2nd Floor
Orangeville, ON
L9W 1E5
Telephone: (519) 941-2816
Fax No: (519) 941-4565

COUNTY OF DUFFERIN

RFP WM-12-02 Waste Management Collection Services

Addendum #2

Issued: May 2, 2012

Subject: Site Meeting Minutes

1. What is the status of the Dufferin Eco Energy Park?
 - At this point in time it is 200 acres of vacant land. An EAA approval was originally received to utilize the space as a landfill. Since that time the necessary Zoning and Official Plan Amendments have been obtained to use it for alternative energy uses as well as the composting facility. EA approvals will still be required for any use. Dufferin has a Memorandum of Understanding with Alter NRG operating as Navitus Plasma Inc. to build and operate an energy from waste facility. Dufferin is also working with the Region of York for the development of a composting facility on site. These facilities would not be up and running until at least 2015.
2. Do proponents have to find their own disposal facility? If so why?
 - Yes proponents are to find their own disposal facility. There was discussion about the need for a transfer station. This will be up to the requirements of the proponents. Proponents are to propose where they will take the collected garbage, yard waste, bulk waste and white goods for disposal/diversion and the respective price per tonne.
3. Is there a specific intent for the amount of GPS data requested?
 - No, the County has this technology on all of its public works vehicles particularly their plows and has proven very beneficial to the County as being a risk mitigating factor. If the RFP requirements are "too much" proponents are to propose alternative solutions that specifically outline what data their GPS system will capture and how the County will access it.
4. Is payment to be based on the number of stops?
 - It is defined in Section 2 as being the number of households. Annual adjustments will be made to reflect the increase/decrease in the number of households and CPI adjustment.



5. Can you define Special Consideration Collection?
 - There will be criteria set out for these individuals but most certainly must have some sort of physical limitation that would make it difficult to place their waste at the end of their driveway. Currently there are no such collections within the local municipalities of Dufferin County.
6. Is there the possibility of proposing an alternative blue box processing location?
 - No, the County went through an RFP process and awarded the blue box processing to Waste Management at their Cambridge MRF. Proponents may propose to utilize a transfer station to transfer and then haul blue box recyclables to Cambridge as opposed to direct hauling the material. If an interim transfer station is proposed, it is to be clearly articulated and the costs associated with it are to be clearly identified.
7. Do all of the municipalities utilize a five (5) day per week collection?
 - No, only Orangeville utilizes a five (5) day per week collection. Bidders have the option to propose 4 and/or 5 day collection schedules for a County-wide collection program.
8. What material types are currently permitted by the Dufferin Eco Energy Park Certificate of Approval?
 - Currently only garbage and SSO collections are to be processed at the Park. The County is primarily looking at alternative energy creators. The potential does exist that a location at the site could also operate a transfer station.



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L9W 1E5
Telephone: (519) 941-2816
Fax No: (519) 941-4565

COUNTY OF DUFFERIN

RFP WM-12-02 Waste Management Collection Services

Addendum #3

Issued: May 10, 2012

Subject: Clarifications

1. Performance Bonds – the use of a renewable bond form is permitted for this RFP. It is the intention of the County that the Performance Bond for the first 12 month period (full year) will be based on the first year bid price. The Performance Bond for subsequent years will be reviewed and renewed annually.
2. Labour and Materials Bond – Appendix D – this section should be deleted from the RFP, a Labour and Material Bond is not required for this RFP.
3. Section 8.15 Bulk Waste and White Goods – the intention is for the resident to pay the cost directly to the contractor, for example by credit card via telephone. The Contractor would receive payment and make all the necessary arrangements.



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L9W 1E5
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Fax No: (519) 941-4565

COUNTY OF DUFFERIN

RFP WM-12-02 Waste Management Collection Services

Addendum #4

Issued: May 17, 2012

Subject: Clarifications

Section 13. Terms and Conditions

13.3 Taxes and Inflation Adjustments

Fuel Portion Payable	= 0.1 x Unit Price (From Bid Form)	x Average weekly Diesel Fuel Price (for Proceeding Quarter)
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1. The Average Weekly Diesel Fuel Price (base fuel price) will be the price as shown for June 4, 2012 (when published) for the Ministry of Energy's Diesel Fuel Price for Toronto-West as found on <http://www.energy.gov.on.ca/en/fuel-prices/fuel-price-data/?fuel=dsl&yr=2012U15T>



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L9W 1E5
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COUNTY OF DUFFERIN

RFP WM-12-02 Waste Management Collection Services

Addendum #5

Issued: May 22, 2012

Subject: Clarifications and Forms of Proposal Revisions

1. Vehicles used for bulk/white goods service must be no more than ten years old at any given time.
2. For Proponents intending to use compressed natural gas (CNG) as fuel for their vehicles, the price adjustment formula shown in Section 13.3 would be adjusted to reflect the changes in CNG prices Toronto West per the Ministry of Energy's fuel price data for June 4, 2012 as found on <http://www.energy.gov.on.ca/en/fuel-prices/fuel-price-data/?fuel=cng&yr=2012>
3. The County is seeking proposals for a variety of service level options including dedicated collection and co-collection. As well, the County is seeking routing options that are not constrained by municipal boundaries. As stated in Section 14, Proponents are to complete the RFP Submission form outlining which of the options are being proposed.
4. RFP Section 6.2, Scope of Work states "For automated collection, Proponents are to assume that they will own the auto-carts and will purchase, deliver, maintain and supply replacement carts to residents of the County." Bid Form 14.15 is the only reference to RFID technology as the management of the auto-carts would be the responsibility of the Proponent and as such, the particulars of the management would be based on the Proponent's requirements. Bid Form 14.15 only applies to the additional cost per stop if RFID technology is used; Bid Forms 14.5 through 14.8 are the base cost per stop for automated collection. Bid Form 14.15 has been adjusted to include SSO collection and a revised estimated number of stops. (see item 9 below for more detail)
5. Should the County require special event collection during the term of the contract and depending on the nature and location of service(s) required at that time, the County and the Successful Proponent would negotiate, in good faith, the amount



of compensation. The negotiations and compensation would be based, in part and where appropriate, on the terms of the contract.

6. In relation to section 8.1.6 regarding the requirement of a compaction limit on SSO collection, violations for over-compaction of SSO would be assessed in accordance with Section 8.25, Liquidated Damages.
7. Note Bid Forms 14.9 and Section 14.10 are for on-call services only (i.e. do not require a 4- or 5- day collection frequency).
8. Note Bid Form 14.13 relates to the costs for disposal / diversion. As such, the processing costs to dispose / divert materials are not to be included in any other bid form.
9. Bid Forms 14.1 through 14.15, pages 100 to 111 are to be replaced with the bid forms attached.



14.1 Collection Bid Forms – Option 1

Option 1a – Four (4) Day Manual Collection Schedule - Dedicated Curbside Collection Vehicles for Recyclables, Garbage and SSO

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables – Single Family	Curbside	Weekly	19,786	\$	52	\$
Recyclables – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside and Cart	Weekly	73	\$	52	\$
Garbage – Single Family	Curbside	Weekly	19,786	\$	52	\$
Garbage – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Weekly	42	\$	52	\$
SSO – SF, MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Weekly	19,799	\$	52	\$

Option 1b – Four (4) Day Manual Collection Schedule - Curbside Co-Collection

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables & Garbage ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,859	\$	52	\$
Recyclables & SSO ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,872	\$	52	\$
Dedicated Collection ² for SSO SF, MF, CH and LM	Curbside and Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for Garbage – SF, MF, CH and LM	Curbside and Cart	Weekly	19,828	\$	52	\$
Dedicated Collection ² for Recyclables – SF, MF, CH and LM	Curbside and Cart	Weekly	19,859	\$	52	\$

¹ If Co-collection Option not proposed, insert NA in Columns B and D

² Depending on the Co-collection Option proposed, insert NA in Columns B and D for the rows where Dedicated Collection is not required



14.2 Collection Bid Forms – Option 2

Option 2a – Four (4) Day Manual Collection Schedule - Dedicated Curbside Collection Vehicles for Recyclables, Garbage and SSO

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables – Single Family	Curbside	Weekly	19,786	\$	52	\$
Recyclables – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside and Cart	Weekly	73	\$	52	\$
Garbage – Single Family	Curbside	Bi-weekly	19,786	\$	26	\$
Garbage – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Bi-weekly	42	\$	26	\$
SSO – SF, MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Weekly	19,799	\$	52	\$

Option 2b – Four (4) Day Manual Collection Schedule - Curbside Co-Collection

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables & Garbage ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,859	\$	52	\$
Recyclables & SSO ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,872	\$	52	\$
Dedicated Collection ² for SSO SF, MF, CH and LM	Curbside and Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for Garbage – SF, MF, CH and LM	Curbside and Cart	Bi-weekly	19,828	\$	26	\$
Dedicated Collection ² for Recyclables – SF, MF, CH and LM	Curbside and Cart	Weekly	19,859	\$	52	\$

¹ If Co-collection Option not proposed, insert NA in Columns B and D

² Depending on the Co-collection Option proposed, insert NA in Columns B and D for the rows where Dedicated Collection is not required



14.3 Collection Bid Forms – Option 3

Option 3a – Five (5) Day Manual Collection Schedule - Dedicated Curbside Collection Vehicles for Recyclables, Garbage and SSO

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables – Single Family	Curbside	Weekly	19,786	\$	52	\$
Recyclables – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside and Cart	Weekly	73	\$	52	\$
Garbage – Single Family	Curbside	Weekly	19,786	\$	52	\$
Garbage – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Weekly	42	\$	52	\$
SSO – SF, MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Weekly	19,799	\$	52	\$

Option 3b – Five (5) Day Manual Collection Schedule - Curbside Co-Collection

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables & Garbage ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,859	\$	52	\$
Recyclables & SSO ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,872	\$	52	\$
Dedicated Collection ² for SSO SF, MF, CH and LM	Curbside and Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for Garbage – SF, MF, CH and LM	Curbside and Cart	Weekly	19,828	\$	52	\$
Dedicated Collection ² for Recyclables – SF, MF, CH and LM	Curbside and Cart	Weekly	19,859	\$	52	\$

¹ If Co-collection Option not proposed, insert NA in Columns B and D

² Depending on the Co-collection Option proposed, insert NA in Columns B and D for the rows where Dedicated Collection is not required



14.4 Collection Bid Forms – Option 4

Option 4a – Five (5) Day Manual Collection Schedule - Dedicated Curbside Collection Vehicles for Recyclables, Garbage and SSO

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables – Single Family	Curbside	Weekly	19,786	\$	52	\$
Recyclables – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside and Cart	Weekly	73	\$	52	\$
Garbage – Single Family	Curbside	Bi-weekly	19,786	\$	26	\$
Garbage – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Bi-weekly	42	\$	26	\$
SSO – SF, MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Weekly	19,799	\$	52	\$

Option 4b – Five (5) Day Manual Collection Schedule - Curbside Co-Collection

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables & Garbage ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,859	\$	52	\$
Recyclables & SSO ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,872	\$	52	\$
Dedicated Collection ² for SSO SF, MF, CH and LM	Curbside and Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for Garbage – SF, MF, CH and LM	Curbside and Cart	Bi-weekly	19,828	\$	26	\$
Dedicated Collection ² for Recyclables – SF, MF, CH and LM	Curbside and Cart	Weekly	19,859	\$	52	\$

¹ If Co-collection Option not proposed, insert NA in Columns B and D

² Depending on the Co-collection Option proposed, insert NA in Columns B and D for the rows where Dedicated Collection is not required



14.5 Collection Bid Forms – Option 5

Option 5a – Four (4) Day Automated Collection Schedule - Dedicated Curbside Collection Vehicles for Recyclables, Garbage and SSO

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables – Single Family	Cart	Weekly	19,786	\$	52	\$
Recyclables – MF, Community Housing (CH) and Municipal Locations (ML)	Cart	Weekly	73	\$	52	\$
Garbage – Single Family	Cart	Weekly	19,786	\$	52	\$
Garbage – MF, Community Housing (CH) and Municipal Locations (ML)	Cart	Weekly	42	\$	52	\$
SSO – SF, MF, Community Housing (CH) and Municipal Locations (ML)	Cart	Weekly	19,799	\$	52	\$

Option 5b – Four (4) Day Automated Collection Schedule - Curbside Co-Collection

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables & Garbage ¹ SF, MF, CH and ML	Cart	Weekly	19,859	\$	52	\$
Recyclables & SSO ¹ SF, MF, CH and ML	Cart	Weekly	19,872	\$	52	\$
Dedicated Collection ² for SSO SF, MF, CH and LM	Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for Garbage – SF, MF, CH and LM	Cart	Weekly	19,828	\$	52	\$
Dedicated Collection ² for Recyclables – SF, MF, CH and LM	Cart	Weekly	19,859	\$	52	\$

¹ If Co-collection Option not proposed, insert NA in Columns B and D

² Depending on the Co-collection Option proposed, insert NA in Columns B and D for the rows where Dedicated Collection is not required



14.6 Collection Bid Forms – Option 6

Option 6a – Four (4) Day Automated Collection Schedule - Dedicated Curbside Collection Vehicles for Recyclables, Garbage and SSO

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables – Single Family	Cart	Weekly	19,786	\$	52	\$
Recyclables – MF, Community Housing (CH) and Municipal Locations (ML)	Cart	Weekly	73	\$	52	\$
Garbage – Single Family	Cart	Bi-weekly	19,786	\$	26	\$
Garbage – MF, Community Housing (CH) and Municipal Locations (ML)	Cart	Bi-weekly	42	\$	26	\$
SSO – SF, MF, Community Housing (CH) and Municipal Locations (ML)	Cart	Weekly	19,799	\$	52	\$

Option 6b – Four (4) Day Automated Collection Schedule - Curbside Co-Collection

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables & Garbage ¹ SF, MF, CH and ML	Cart	Weekly	19,859	\$	52	\$
Recyclables & SSO ¹ SF, MF, CH and ML	Cart	Weekly	19,872	\$	52	\$
Dedicated Collection ² for SSO SF, MF, CH and LM	Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for Garbage – SF, MF, CH and LM	Cart	Bi-weekly	19,828	\$	26	\$
Dedicated Collection ² for Recyclables – SF, MF, CH and LM	Cart	Weekly	19,859	\$	52	\$

¹ If Co-collection Option not proposed, insert NA in Columns B and D

² Depending on the Co-collection Option proposed, insert NA in Columns B and D for the rows where Dedicated Collection is not required



14.7 Collection Bid Forms – Option 7

Option 7a – Five (5) Day Automated Collection Schedule - Dedicated Curbside Collection Vehicles for Recyclables, Garbage and SSO

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables – Single Family	Cart	Weekly	19,786	\$	52	\$
Recyclables – MF, Community Housing (CH) and Municipal Locations (ML)	Cart	Weekly	73	\$	52	\$
Garbage – Single Family	Cart	Weekly	19,786	\$	52	\$
Garbage – MF, Community Housing (CH) and Municipal Locations (ML)	Cart	Weekly	42	\$	52	\$
SSO – SF, MF, Community Housing (CH) and Municipal Locations (ML)	Cart	Weekly	19,799	\$	52	\$

Option 7b – Five (5) Day Automated Collection Schedule - Curbside Co-Collection

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables & Garbage ¹ SF, MF, CH and ML	Cart	Weekly	19,859	\$	52	\$
Recyclables & SSO ¹ SF, MF, CH and ML	Cart	Weekly	19,872	\$	52	\$
Dedicated Collection ² for SSO SF, MF, CH and LM	Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for Garbage – SF, MF, CH and LM	Cart	Weekly	19,828	\$	52	\$
Dedicated Collection ² for Recyclables – SF, MF, CH and LM	Cart	Weekly	19,859	\$	52	\$

¹ If Co-collection Option not proposed, insert NA in Columns B and D

² Depending on the Co-collection Option proposed, insert NA in Columns B and D for the rows where Dedicated Collection is not required



14.8 Collection Bid Forms – Option 8

Option 8a – Five (5) Day Automated Collection Schedule - Dedicated Curbside Collection Vehicles for Recyclables, Garbage and SSO

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables – Single Family	Cart	Weekly	19,786	\$	52	\$
Recyclables – MF, Community Housing (CH) and Municipal Locations (ML)	Cart	Weekly	73	\$	52	\$
Garbage – Single Family	Cart	Bi-weekly	19,786	\$	26	\$
Garbage – MF, Community Housing (CH) and Municipal Locations (ML)	Cart	Bi-weekly	42	\$	26	\$
SSO – SF, MF, Community Housing (CH) and Municipal Locations (ML)	Cart	Weekly	19,799	\$	52	\$

Option 8b – Five (5) Day Automated Collection Schedule - Curbside Co-Collection

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables & Garbage ¹ SF, MF, CH and ML	Cart	Weekly	19,859	\$	52	\$
Recyclables & SSO ¹ SF, MF, CH and ML	Cart	Weekly	19,872	\$	52	\$
Dedicated Collection ² for SSO SF, MF, CH and LM	Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for Garbage – SF, MF, CH and LM	Cart	Bi-weekly	19,828	\$	26	\$
Dedicated Collection ² for Recyclables – SF, MF, CH and LM	Cart	Weekly	19,859	\$	52	\$

¹ If Co-collection Option not proposed, insert NA in Columns B and D

² Depending on the Co-collection Option proposed, insert NA in Columns B and D for the rows where Dedicated Collection is not required



14.9 Collection Bid Forms – Yard Waste

Supplemental Service 1a – Urban Area and Rural Settlement Area Curbside Yard Waste Collection – Single Family Households

Collection Schedule	A Est. # of Stops	B Flat Rate per Week	C Est. # of Weeks	D Annual Price (A x B x C)
Bi-weekly between April 1 and June 30	12,682	\$	13	\$
Monthly in July and August	12,682	\$	2	\$
Bi-weekly between September and November	12,682	\$	13	\$
One week in January	12,682	\$	1	\$

Supplemental Service 1b – Rural Area Curbside Yard Waste Collection – Single Family Households – On-call Service

Collection Schedule	A Est. # of Stops	B Unit Price per Stop	C Annual Price (A x B)
On-call	7,104	\$	\$

14.10 Collection Bid Forms – County-wide Bulk Waste and White Goods

Supplemental Service 2 – On-call Bulk Waste and White Goods Collection

Item	Collection Type	Collection Frequency	A Unit Price per Stop
County-wide, Single Family and Multi Family	Curbside	On-call	\$



14.11 Collection Bid Forms – Limited Access Roads

Supplemental Service 3 – Curbside Co-Collection for Households on Limited access roads

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Flat Rate per Week	C Est. # of Weeks	D Annual Price (A x B x C)
Recyclables	Curbside	Weekly	56	\$	52	\$
Garbage	Curbside	Weekly	56	\$	52	\$
Garbage	Curbside	Bi-weekly	56	\$	26	\$
SSO	Curbside	Weekly	56	\$	52	\$

Note: Technical Submissions are to include a description of the collection schedule for residences on Limited Access Roads (i.e. all to be collected on the same day regardless of their location within the County or to be collection on different days depending on the location within the County).

14.12 Collection Bid Forms – Current Privately Serviced Locations

Supplemental Service 4 – Collection from Multi-Family, Community Housing & Municipal Locations currently receiving Private Collections

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Flat Rate per Week	C Est. # of Weeks	D Annual Price (A x B x C)
Recyclables – MF and ML	Cart	Weekly	4	\$	52	\$
Recyclables – ML only	Front End	Weekly	9	\$	52	\$
Garbage – MF, CH and ML	Front End	Weekly	23	\$	52	\$
Garbage – Multi-Family	Roll Off	Weekly	12	\$	52	\$



14.13 Processing Bid Forms

Through and until the County's DEEP Site opens (approximately 2015), disposal and diversion services will be required for the following materials.

Item	A Est. Tonnes	B Per Tonne Rate	C Sub-Total Disposal / Diversion Cost	D Per Tonne Rate to use Interim Transfer Station ¹	E First Year Price (C + (A * D))
Garbage Disposal	10,810	\$	\$	\$	\$
Bulk Waste Disposal (excluding Agricultural Bale Wrap)	48	\$	\$	\$	\$
Bulk Waste Diversion (Agricultural Bale Wrap)	15	\$	\$	\$	\$
Yard Waste Composting	1,591	\$	\$	\$	\$
White Goods Recycling	205	\$	\$	\$	\$

¹ If the use of an Interim Transfer Station is not applicable, insert N/A in Column D

14.14 Front End Bins and Roll Off Container Bid Forms

Item	A Size (cubic yards)	B Monthly Rental Cost	C Per Lift Cost
Front End Bins	2	\$	\$
	4	\$	\$
	6	\$	\$
	8	\$	\$
Roll Off Containers	20	\$	\$
	40	\$	\$



14.15 Auto-Cart Bid Forms and Optional RFID Technology Pricing

For the provision of Auto-carts to residents, the following assumptions should be used with respect to cart size:

Item	A Approximate Capacity ¹	B Approximate Dimensions ¹	C Est. #	D Unit Price per Stop	E Est. # of Weeks	F Annual Price (C x D x E)
Weekly Garbage Collection	1 ½ Garbage Bags (120 litres)	Height: 96 cm Width: 49 cm Depth: 54 cm	19,828	\$	52	\$
Bi- Weekly Garbage Collection	3 Garbage Bags (240 litres)	Height: 110 cm Width: 62 cm Depth: 70 cm	19,828	\$	26	\$
Weekly Recycling Collection	2 Blue Boxes (120 litres)	Height: 96 cm Width: 49 cm Depth: 54 cm	19,859	\$	52	\$
Weekly SSO Collection	1 Garbage Bag (80 litres)	Height: 87 cm Width: 41 cm Depth: 55 cm	19,799	\$	52	\$

¹ The capacity and dimensions are approximate.



Court House
55 Zina Street, 2nd Floor
Orangeville, ON
L9W 1E5
Telephone: (519) 941-2816
Fax No: (519) 941-4565

COUNTY OF DUFFERIN

RFP WM-12-02 Waste Management Collection Services

Addendum #6

Issued: May 31, 2012

Subject: Clarifications

- 1. Section 8.24 says that the Contractor is responsible for the costs incurred by Dufferin “to ensure that the work is completed correctly”. The word “Correctly” should be replaced with words “in accordance with the contract” or similar words as “correctly” has no meaning in this context.**
 - The word “correctly” is used in this Section in the context of an example. For the purpose of clarity, Proponents are to remove the word “correctly” and replace it with “in accordance with the contract”.
- 2. In the liquidated damages section, a number of the section references are wrong. For example, Section 8.20 is not the contamination management section. In the section described as “failure to comply with compaction ratio and weight limits”, it references section 9.5 which is the requirement for GPS on the vehicle. Please clarify the reference to Section 10.2, failure to comply with service requests as this section talks about the requirement for a route supervisor.**
 - Proponents are to replace RFP Section 8.25 (Schedule of Liquidated Damages) with the revised Section which is presented at the end of this Addendum.
- 3. Section 9.5 at the end, it says that the director of public works can require any alteration, addition or deduction from the work and gives the director of public works the discretion to determine whether or not this results in any change in the cost to the Contractor of conducting its operations. Will Dufferin consider qualifying the exercise of the directors’ discretion to be done “acting reasonably”?**



- Proponents are advised to refer to the second last paragraph of RFP Section 9.5 as it states that if the changes (specifically about changes in GPS/AVL technology) affects the cost of conducting operations, the value of the change will be negotiated and (as stated in the last paragraph of Section 9.5) if the adjustment cannot be agreed to, the issue will be referred to the dispute resolution procedure as provided for in RFP Section 13.9.
- 4. Section 9.10 says that vehicles must be maintained in “exemplary” condition. We have no idea what that means in this context. This should be better clarified in the context of maintenance terminology.**
- RFP Section 9.10 articulates the expectations of the County with respect to vehicle maintenance. Furthermore, RFP Section 9 (including the sub-sections) articulates the County’s expectations related to various vehicle maintenance requirements.
- 5. Section 10.5, should be limited to “applicable” federal, provincial and municipal occupational health and safety requirements for compliance as there will be federal standards that do not apply to GFL.**
- Proponents are advised to remove the text from RFP Section 10.5 and replace it with the following:
 - The Contractor acknowledges that it will ensure compliance with all applicable Federal, Provincial, and Municipal occupational health and safety regulations. The Contractor accepts the responsibility for the health and safety of its employees and its Subcontractors (if Subcontractors are used) and will take all reasonable precautions for the protection of its employees and Subcontractors
- 6. Section 11.9 gives Dufferin the ability to do demonstration projects which may impact the work without compensation unless they require the contractors equipment or staff. Would Dufferin consider providing reasonable compensation to the contractor for the impact on the work of their decision to implement demonstration projects?**
- Proponents are encouraged to review RFP Section 11.9 and in particular the second paragraph. If the County undertakes a demonstration project and the Successful Proponent can effectively demonstrate to the County’s satisfaction that the act of the demonstration project causes a negative impact on the Contractor’s work, the County and the Contractor, acting reasonably, could negotiate a reasonable form of compensation.
- 7. Section 12.0 and 12.3 require at the time of execution, the successful proponent sign a legal agreement “in the form satisfactory to Dufferin”. This should be further qualified by “and consistent with the requirements of this Request for Proposals.”**



- Refer to RFP Section 1.7 (Resulting Contract). Following the proposal evaluation, a Preferred Proponent may be identified and the County would enter into negotiations with that Preferred Proponent to develop the Contract for the work. The statements of “in a form satisfactory to Dufferin” in RFP Sections 12 and 12.3 refer to the negotiated Contract.
- 8. **Section 13.11 says that if there is an event of force majeure, Dufferin can terminate the contract “without any further payment being made”. This should be qualified as “except for services performed in accordance with the agreement prior to termination.”**
 - Proponents are advised that in the event of Force Majeure, the County will make all payments for services performed in accordance with the terms and conditions stipulated in the RFP and resulting Contract.
- 9. **Per Section 13.20, any contravention of the Occupational Health and Safety Act can be cause for Dufferin to terminate. This should be limited to a material breach.**
 - RFP Section 13.20 will not be changed.
- 10. **Note Section 13.25 also gives Dufferin the ability to assume the work where the Contractor fails to perform “any” of the provisions of the Contract. Again, this should be limited to instances of material failure to perform.**
 - RFP Section 13.25 will not be changed.
- 11. **Page 101, in Option 2b, the frequency for the first item is weekly Recyclables & Bi-weekly garbage. Under the Collection Frequency column, it shows that it is Weekly. Should this be Weekly for Recyclables, and bi-weekly for Garbage? If so, should the number of estimated stops for Recyclables and Garbage be blended or if co-collection is biweekly garbage abandoned?**
 - With bi-weekly garbage collection, the only two streams to be co-collected would be Recyclables and SSO. Delete Addendum #5 Bid Forms 14.1 through 14.15 and replace with the bid forms attached at the back of this Addendum #6.
- 12. **Can a line be added to all co-collection options to allow for Garbage + SSO co-collection?**
 - The option for Garbage and SSO co-collection will not be added.
- 13. **The County has provided a “Settlement Areas” map in Appendix C which shows each settlement area and a number beside the name (of area). What**



do these numbers represent? Please clarify whether they are house counts.

- The number represents the estimated number of stops in each.

14. Page 46, Section 8.5 provides a table indicating the estimated number of stops for each Municipality. Is the County able to provide more specific information, separating the number of stops for each settlement area type? This would include separating the urban areas, rural settlement and rural areas for each respective Municipality.

- Refer to the previous answer and RFP Section 6.12.

15. On page 42, Section 8.1.1., it is indicated that Fibre less than 5 inches in at least one dimension is not acceptable. Please provide the reasoning behind this decision.

- RFP Section 8.1.1 outlines the material types that are and are not acceptable as blue box recyclables as these were defined by the Successful Proponent to the County's previously issued and awarded RFP for Blue Box processing services.

16. Does the County expect the proponent to sort out fibre in the blue box or wheel cart that is less than 5 inches? If shredded paper is in the recycling container, does the County expect the Contractor to sort out such fibre or to leave it at the curb? On page 49 of the RFP, it is indicated that the Contractor is not to collect any material that contains more than 5% of non-compliant material but if materials such as shredded paper and fibre less than 5 inches in at least one dimension are allowed to be put out, the contamination rate will be significantly higher than 5%. Since sorting out such material will be a challenge, we request that the County modify the requirement by (a) increase the % of allowable contaminant to more than 5% , say 10% or (b) accept all sizes of fibre.

- The County does not expect the Successful Proponent to perform any physical sorting at the curb but will be required to adhere to the requirements as set out in the RFP and the resulting contract.

17. On page 42 of the RFP, it states that plastic bottles, jars, jugs and lids (#1-7) are acceptable. Does this list include plastic containers (#1-7)? If plastic containers are not acceptable in the County's collection program, we expect that 30% of plastic containers in the plastic grade will be found in residents' blue boxes which will increase the contamination rate resulting in exceeding the maximum 5% allowance.



- The listing shown in RFP Section 8.1.1 has been abbreviated to maximize spacing. Proponents are encouraged to refer to RFP Section 2 (Definitions) as “containers” are defined as acceptable.

18. Is the County able to provide information of current contracts, different service levels and materials accepted by each contractor?

- Proponents are encouraged to review RFP Appendix A (Current Collection Program, Private Collections and Multi-Residential Site Information).

19. Page 9 of the RFP indicates that DEEP will be opened in approximately 2016/2017. When DEEP opens, will the Contractor be required to take their recyclables to the Waste Management site?

- Proponents are encouraged to review RFP Section 8.20.1 (Processing and Disposal Locations) paragraphs 2 and 3.

20. On page 43, Section 8.1.2 states the following:

“All improperly tagged garbage left behind is to be documented and reported to Dufferin daily noting the location of the uncollected garbage. Improperly tagged garbage includes: untagged garbage, garbage with ½ tags not cut lengthwise, garbage with an insufficient number of tags, or items that are over the weight limit of 22 kilograms (does not apply to Bulk Waste) as well as over filled garbage”.

This condition is suitable for manual collection but if the collection is automated, would the resident also be required to have garbage tags?

- The County does not anticipate the need for garbage tags in the event automated collection is chosen.

21. On page 51, Section 8.20.3, the RFP states that Proponents are to clearly state the processing location for yard waste. Does the County have a permanent location where the yard waste is taken or should the Proponent propose a new location?

- The County does not currently have a processing location for Yard Waste.

22. Can the County verify the accuracy of numbers in the table outlined in page 9? The material stream varies significantly from each Municipality.

- The numbers provided in the table on page 9 were provided by the local municipalities and their respective contractors based on their experiences for 2011.



23. Section 8.22 on page 52 states that the allowable contamination rate for recycling is 5%. Does this percentage include cart collection? How does the County expect the Contractor to control the contamination rate? The Contractor does not have any control over the types of materials placed in the carts nor the ability to see the quality of the recyclables inside the cart. Furthermore, we do not have any jurisdiction of the County's residents recycling habits, education of proper recycling, etc.

- Should the County select automated collection as the preferred option, the County would work with both the Program Participants and the contractor on contamination related communication.

24. Section 8.23 on page 52 states the following:

"If the contamination rate is greater than the allowable rate, the Contractor will pay for the cost of the audit and the Liquidated Damages".

Is it reasonable for the contractor to pay for costs of the audit and for the liquidated damages considering that it is extremely difficult to comply with 5% contamination rate?

- The Successful Proponent will be required to provide the services requested by the RFP and resulting contract. If, as a result of any audit(s), it is determined that Successful Proponent delivered material to a processing facility in excess of the stated contamination rate, the County, acting reasonably, will require the Contractor to pay the cost of the audit(s) or the County will deduct the cost of the audit(s) from moneys due or become due to the Successful Proponent. As well, any applicable Liquidated Damages will be applied.

25. Section 9.2 on page 55 states that the vehicles should not exceed 3 years of age at the commencement of the Contract. Section 9.8 on page 50, however states that vehicles should not exceed 5 years of age at the start of the Contract. Please clarify which of the two statements is accurate.

- The reference in Section 9.2 is correct; the reference in Section 9.8 is incorrect. In addition, Proponents are encouraged to review Addendum #5, response #1 with respect to the vehicle age requirement for bulk items and white goods collection.

26. Section 12.2 on page 72 states the following:

"Environmental Impairment liability insurance covering the work and services described in this Agreement including coverage for loss or claims arising from contamination to third party property or bodily injury during transit. Such policy shall provide coverage for an amount not less than one million



(\$1,000,000.) dollars and shall remain in force for twelve (12) months following completion of work.”

Please verify that \$1,000,000 coverage is enough.

- Section 12.2 on page 72 should be replaced with the following:

“Environmental Impairment liability insurance covering the work and services described in this Agreement including coverage for loss or claims arising from contamination to third party property or bodily injury during transit. Such policy shall provide coverage for an amount not less than five million (\$5,000,000.) dollars and shall remain in force for twelve (12) months following completion of work.”

27. Is the transfer station required to have environmental impairment insurance?

- Yes, the transfer station would require environmental impairment insurance and the County should be named as an additional insured.

28. Section 13.12 on page 79 indicates that the County has the right to terminate the Contract upon twenty four (24) hours written notice to the Contractor if the Contractor breaches any term of the Contract or if the Contractor fails to complete 100% of each days collection within the time limits provided. (#s 6 and 8 in Section 13.12).

We request that the County remove points 6 and 8 from section 13.12 due to the following reasoning:

- **Forfeiture of contract should only occur if a major breach of contract occurs**
 - **The County has a dispute mechanism in place and therefore #6 of Section 13.12 is not necessary**
 - **The County has also addressed liquidated damages in the RFP, therefore forfeiture of Contract is not necessary**
- Proponents are advised that items #6 and #8 of Section 13.12 are deleted from the RFP.

29. Section 13.13 on page 79 states that the County of Dufferin may terminate the Contract without cause at any time, upon six (6) months written notice being provided to the Contractor. Furthermore section 3.13 states that the County may terminate the Contract immediately and without notice, if the Contractor does not comply with the Health & Safety requirements set out in the RFP documents.



We request that the County remove these conditions (Numbers 1 & 4 from section 13.13) from the RFP due to the fact that an enormous amount of money will have been invested into the Contract and it cannot be terminated without cause.

- Proponents are advised that item #1 of Section 13.13 is amended as follows: remove the word, "Without cause" and replace "With cause".
- Proponents are advised that item #4 remains a part of the RFP.

30. Can the County disclose who will be on the selection committee?

- The Evaluation Committee will consist of County staff as well as a representative(s) of the consulting firm assisting the County on this RFP.

31. Page 53 section 8.25, 2nd item references section 8.9 – failure to meet the General Operating Details for collection. The incident for liquidated damages is too general. We request that the County delete the 2nd item.

- Suggested Response: Proponents are advised that RFP Section 8.9 stated under the column "RFP Section Reference" referred to in RFP Section 8.25 (Schedule of Liquidated Damages) is incorrect; it should state RFP Section 8.10. The item remains part of the RFP.

32. Section 13.3, Fuel typically represents more than 10% of the cost of collection. Can the inflation formula be changed to 20% fuel and 80% general inflation?

- Formulae stated in RFP Section 13.3 (Taxes and Inflation Adjustments) will not be changed. Proponents are encouraged to review Addendum #5, response #2 with respect to the formula change if Compressed Natural Gas is proposed to be used.

33. Section 13.3, Usually the June CPI rate does not come out in time for the June billing. Can the CPI formula be changed to use May's rates for the current and previous year?

- The June CPI rate indicated in Section 13.3 shall be changed to the May CPI rate.

34. Section 13.6.7, Will the county allow for pricing to the residents for replacement of autocarts when the cart is damaged due to misuse or lost by the resident?

- The unit price per stop requested in RFP Bid Forms 14.5 through 14.8 is to include the purchase, delivery, maintenance and supply of replacement of the auto-carts. It is the County's position that if an auto-cart is damaged as a



result of any action by the Successful Proponent, the Successful Proponent would be responsible for the replacement. If it can be accurately demonstrated that a an auto-cart has been damaged or lost as a result of an action by a Program Participant (i.e. homeowner), the Successful Proponent could request that the Program Participate pay the replacement cost for the auto-cart.

**8.25 Revised Schedule of Liquidated Damages**

RFP Section Reference	Incident	Liquidated Damages
7.3	Failure to perform collections within the specified hours of work	\$100 per day, per route
8.1.1, 8.1.6 and 9.6	Failure to comply with compaction ratio or weight limits	\$500 per load
8.10	Failure to meet the General Operating Details for Collection	\$100 per incident
8.14, 10.6 and 11.6	Failure to meet the Record Keeping and Reporting Requirements	\$500 per incident
8.15	Failure to complete the day's work (i.e. work carried over to the following day and/or fifteen (15) or more missed collections	<ol style="list-style-type: none"> 1. \$500 per route 2. \$1,000 per route on the 2nd consecutive day 3. \$1,500 per route on the 3rd consecutive day
8.21	Failure to follow the Off Loading Procedure at the Recyclables and SSO tipping locations	\$100 per incident
8.22	Failure to meet the Contamination Management requirements	\$100 per incident
9.9	Using vehicles dedicated to this contract to collect material from a private account or making collections not approved by the County	<ol style="list-style-type: none"> 1. \$500 per truck, 1st incident 2. \$1,000 per truck, 2nd incident 3. \$1,500 per truck, 3rd incident
10.2	Failure to respond to service requests as directed by the Public Works Director / Designate	\$100 per incident
10.3 and 10.4	Failure to meet Customer Service Standards	\$100 per incident
10.5 and 10.6	Failure to meet the Health and Safety Standards	<ol style="list-style-type: none"> 1. \$500 per truck, 1st incident 2. \$1,000 per truck, 2nd incident 3. \$1,500 per truck, 3rd incident

14.1 Collection Bid Forms – Option 1

Option 1a – Four (4) Day Manual Collection Schedule - Dedicated Curbside Collection Vehicles for Recyclables, Garbage and SSO

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables – Single Family	Curbside	Weekly	19,786	\$	52	\$
Recyclables – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside and Cart	Weekly	73	\$	52	\$
Garbage – Single Family	Curbside	Weekly	19,786	\$	52	\$
Garbage – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Weekly	42	\$	52	\$
SSO – SF, MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Weekly	19,799	\$	52	\$

Option 1b – Four (4) Day Manual Collection Schedule - Curbside Co-Collection

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables & Garbage ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,859	\$	52	\$
Recyclables & SSO ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,872	\$	52	\$
Dedicated Collection ² for SSO SF, MF, CH and ML	Curbside and Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for Garbage – SF, MF, CH and ML	Curbside and Cart	Weekly	19,828	\$	52	\$
Dedicated Collection ² for Recyclables – SF, MF, CH and ML	Curbside and Cart	Weekly	19,859	\$	52	\$

¹ If Co-collection Option not proposed, insert NA in Columns B and D

² Depending on the Co-collection Option proposed, insert NA in Columns B and D for the rows where Dedicated Collection is not required

14.2 Collection Bid Forms – Option 2

Option 2a – Four (4) Day Manual Collection Schedule - Dedicated Curbside Collection Vehicles for Recyclables, Garbage and SSO

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables – Single Family	Curbside	Weekly	19,786	\$	52	\$
Recyclables – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside and Cart	Weekly	73	\$	52	\$
Garbage – Single Family	Curbside	Bi-weekly	19,786	\$	26	\$
Garbage – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Bi-weekly	42	\$	26	\$
SSO – SF, MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Weekly	19,799	\$	52	\$

Option 2b – Four (4) Day Manual Collection Schedule - Curbside Co-Collection

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables & SSO ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,872	\$	52	\$
Dedicated Collection ² for Garbage – SF, MF, CH and ML	Curbside and Cart	Bi-weekly	19,828	\$	26	\$

¹ If Co-collection Option not proposed, insert NA in Columns B and D

² Depending on the Co-collection Option proposed, insert NA in Columns B and D for the rows where Dedicated Collection is not required



14.3 Collection Bid Forms – Option 3

Option 3a – Five (5) Day Manual Collection Schedule - Dedicated Curbside Collection Vehicles for Recyclables, Garbage and SSO

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables – Single Family	Curbside	Weekly	19,786	\$	52	\$
Recyclables – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside and Cart	Weekly	73	\$	52	\$
Garbage – Single Family	Curbside	Weekly	19,786	\$	52	\$
Garbage – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Weekly	42	\$	52	\$
SSO – SF, MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Weekly	19,799	\$	52	\$

Option 3b – Five (5) Day Manual Collection Schedule - Curbside Co-Collection

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables & Garbage ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,859	\$	52	\$
Recyclables & SSO ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,872	\$	52	\$
Dedicated Collection ² for SSO SF, MF, CH and ML	Curbside and Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for Garbage – SF, MF, CH and ML	Curbside and Cart	Weekly	19,828	\$	52	\$
Dedicated Collection ² for Recyclables – SF, MF, CH and ML	Curbside and Cart	Weekly	19,859	\$	52	\$

¹ If Co-collection Option not proposed, insert NA in Columns B and D

² Depending on the Co-collection Option proposed, insert NA in Columns B and D for the rows where Dedicated Collection is not required

14.4 Collection Bid Forms – Option 4

Option 4a – Five (5) Day Manual Collection Schedule - Dedicated Curbside Collection Vehicles for Recyclables, Garbage and SSO

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables – Single Family	Curbside	Weekly	19,786	\$	52	\$
Recyclables – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside and Cart	Weekly	73	\$	52	\$
Garbage – Single Family	Curbside	Bi-weekly	19,786	\$	26	\$
Garbage – MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Bi-weekly	42	\$	26	\$
SSO – SF, MF, Community Housing (CH) and Municipal Locations (ML)	Curbside	Weekly	19,799	\$	52	\$

Option 4b – Five (5) Day Manual Collection Schedule - Curbside Co-Collection

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables & SSO ¹ SF, MF, CH and ML	Curbside and Cart	Weekly	19,872	\$	52	\$
Dedicated Collection ² for Garbage – SF, MF, CH and ML	Curbside and Cart	Bi-weekly	19,828	\$	26	\$

¹ If Co-collection Option not proposed, insert NA in Columns B and D

² Depending on the Co-collection Option proposed, insert NA in Columns B and D for the rows where Dedicated Collection is not required

14.5 Collection Bid Forms – Option 5

Option 5a – Four (4) Day Automated Collection Schedule - Dedicated Curbside Collection Vehicles for Recyclables, Garbage and SSO

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables – Single Family	Cart	Weekly	19,786	\$	52	\$
Recyclables – MF, Community Housing (CH) and Municipal Locations (ML)	Cart	Weekly	73	\$	52	\$
Garbage – Single Family	Cart	Weekly	19,786	\$	52	\$
Garbage – MF, Community Housing (CH) and Municipal Locations (ML)	Cart	Weekly	42	\$	52	\$
SSO – SF, MF, Community Housing (CH) and Municipal Locations (ML)	Cart	Weekly	19,799	\$	52	\$

Option 5b – Four (4) Day Automated Collection Schedule - Curbside Co-Collection

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables & Garbage ¹ SF, MF, CH and ML	Cart	Weekly	19,859	\$	52	\$
Recyclables & SSO ¹ SF, MF, CH and ML	Cart	Weekly	19,872	\$	52	\$
Dedicated Collection ² for SSO SF, MF, CH and ML	Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for Garbage – SF, MF, CH and ML	Cart	Weekly	19,828	\$	52	\$
Dedicated Collection ² for Recyclables – SF, MF, CH and ML	Cart	Weekly	19,859	\$	52	\$

¹ If Co-collection Option not proposed, insert NA in Columns B and D

² Depending on the Co-collection Option proposed, insert NA in Columns B and D for the rows where Dedicated Collection is not required

14.6 Collection Bid Forms – Option 6

Option 6a – Four (4) Day Automated Collection Schedule - Dedicated Curbside Collection Vehicles for Recyclables, Garbage and SSO

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables – Single Family	Cart	Weekly	19,786	\$	52	\$
Recyclables – MF, Community Housing (CH) and Municipal Locations (ML)	Cart	Weekly	73	\$	52	\$
Garbage – Single Family	Cart	Bi-weekly	19,786	\$	26	\$
Garbage – MF, Community Housing (CH) and Municipal Locations (ML)	Cart	Bi-weekly	42	\$	26	\$
SSO – SF, MF, Community Housing (CH) and Municipal Locations (ML)	Cart	Weekly	19,799	\$	52	\$

Option 6b – Four (4) Day Automated Collection Schedule - Curbside Co-Collection

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables & SSO ¹ SF, MF, CH and ML	Cart	Weekly	19,872	\$	52	\$
Dedicated Collection ² for Garbage – SF, MF, CH and ML	Cart	Bi-weekly	19,828	\$	26	\$

¹ If Co-collection Option not proposed, insert NA in Columns B and D

² Depending on the Co-collection Option proposed, insert NA in Columns B and D for the rows where Dedicated Collection is not required

14.7 Collection Bid Forms – Option 7

Option 7a – Five (5) Day Automated Collection Schedule - Dedicated Curbside Collection Vehicles for Recyclables, Garbage and SSO

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables – Single Family	Cart	Weekly	19,786	\$	52	\$
Recyclables – MF, Community Housing (CH) and Municipal Locations (ML)	Cart	Weekly	73	\$	52	\$
Garbage – Single Family	Cart	Weekly	19,786	\$	52	\$
Garbage – MF, Community Housing (CH) and Municipal Locations (ML)	Cart	Weekly	42	\$	52	\$
SSO – SF, MF, Community Housing (CH) and Municipal Locations (ML)	Cart	Weekly	19,799	\$	52	\$

Option 7b – Five (5) Day Automated Collection Schedule - Curbside Co-Collection

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables & Garbage ¹ SF, MF, CH and ML	Cart	Weekly	19,859	\$	52	\$
Recyclables & SSO ¹ SF, MF, CH and ML	Cart	Weekly	19,872	\$	52	\$
Dedicated Collection ² for SSO SF, MF, CH and ML	Cart	Weekly	19,799	\$	52	\$
Dedicated Collection ² for Garbage – SF, MF, CH and ML	Cart	Weekly	19,828	\$	52	\$
Dedicated Collection ² for Recyclables – SF, MF, CH and ML	Cart	Weekly	19,859	\$	52	\$

¹ If Co-collection Option not proposed, insert NA in Columns B and D

² Depending on the Co-collection Option proposed, insert NA in Columns B and D for the rows where Dedicated Collection is not required

14.8 Collection Bid Forms – Option 8

Option 8a – Five (5) Day Automated Collection Schedule - Dedicated Curbside Collection Vehicles for Recyclables, Garbage and SSO

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables – Single Family	Cart	Weekly	19,786	\$	52	\$
Recyclables – MF, Community Housing (CH) and Municipal Locations (ML)	Cart	Weekly	73	\$	52	\$
Garbage – Single Family	Cart	Bi-weekly	19,786	\$	26	\$
Garbage – MF, Community Housing (CH) and Municipal Locations (ML)	Cart	Bi-weekly	42	\$	26	\$
SSO – SF, MF, Community Housing (CH) and Municipal Locations (ML)	Cart	Weekly	19,799	\$	52	\$

Option 8b – Five (5) Day Automated Collection Schedule - Curbside Co-Collection

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Unit Price per Stop	C # of Weeks	D Annual Price (A x B x C)
Recyclables & SSO ¹ SF, MF, CH and ML	Cart	Weekly	19,872	\$	52	\$
Dedicated Collection ² for Garbage – SF, MF, CH and ML	Cart	Bi-weekly	19,828	\$	26	\$

¹ If Co-collection Option not proposed, insert NA in Columns B and D

² Depending on the Co-collection Option proposed, insert NA in Columns B and D for the rows where Dedicated Collection is not required



14.9 Collection Bid Forms – Yard Waste

Supplemental Service 1a – Urban Area and Rural Settlement Area Curbside Yard Waste Collection – Single Family Households

Collection Schedule	A Est. # of Stops	B Flat Rate per Week	C Est. # of Weeks	D Annual Price (A x B x C)
Bi-weekly between April 1 and June 30	12,682	\$	13	\$
Monthly in July and August	12,682	\$	2	\$
Bi-weekly between September and November	12,682	\$	13	\$
One week in January	12,682	\$	1	\$

Supplemental Service 1b – Rural Area Curbside Yard Waste Collection – Single Family Households – On-call Service

Collection Schedule	A Est. # of Stops	B Unit Price per Stop	C Annual Price (A x B)
On-call	7,104	\$	\$

14.10 Collection Bid Forms – County-wide Bulk Waste and White Goods

Supplemental Service 2 – On-call Bulk Waste and White Goods Collection

Item	Collection Type	Collection Frequency	A Unit Price per Stop
County-wide, Single Family and Multi Family	Curbside	On-call	\$



14.11 Collection Bid Forms – Limited Access Roads

Supplemental Service 3 – Curbside Co-Collection for Households on Limited access roads

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Flat Rate per Week	C Est. # of Weeks	D Annual Price (A x B x C)
Recyclables	Curbside	Weekly	56	\$	52	\$
Garbage	Curbside	Weekly	56	\$	52	\$
Garbage	Curbside	Bi-weekly	56	\$	26	\$
SSO	Curbside	Weekly	56	\$	52	\$

Note: Technical Submissions are to include a description of the collection schedule for residences on Limited Access Roads (i.e. all to be collected on the same day regardless of their location within the County or to be collection on different days depending on the location within the County).

14.12 Collection Bid Forms – Current Privately Serviced Locations

Supplemental Service 4 – Collection from Multi-Family, Community Housing & Municipal Locations currently receiving Private Collections

Item	Collection Type	Collection Frequency	A Est. # of Stops	B Flat Rate per Week	C Est. # of Weeks	D Annual Price (A x B x C)
Recyclables – MF and ML	Cart	Weekly	4	\$	52	\$
Recyclables – ML only	Front End	Weekly	9	\$	52	\$
Garbage – MF, CH and ML	Front End	Weekly	23	\$	52	\$
Garbage – Multi-Family	Roll Off	Weekly	12	\$	52	\$



14.13 Processing Bid Forms

Through and until the County's DEEP Site opens (approximately 2015), disposal and diversion services will be required for the following materials.

Item	A Est. Tonnes	B Per Tonne Rate	C Sub-Total Disposal / Diversion Cost	D Per Tonne Rate to use Interim Transfer Station ¹	E First Year Price (C + (A * D))
Garbage Disposal	10,810	\$	\$	\$	\$
Bulk Waste Disposal (excluding Agricultural Bale Wrap)	48	\$	\$	\$	\$
Bulk Waste Diversion (Agricultural Bale Wrap)	15	\$	\$	\$	\$
Yard Waste Composting	1,591	\$	\$	\$	\$
White Goods Recycling	205	\$	\$	\$	\$

¹ If the use of an Interim Transfer Station is not applicable, insert N/A in Column D

14.14 Front End Bins and Roll Off Container Bid Forms

Item	A Size (cubic yards)	B Monthly Rental Cost	C Per Lift Cost
Front End Bins	2	\$	\$
	4	\$	\$
	6	\$	\$
	8	\$	\$
Roll Off Containers	20	\$	\$
	40	\$	\$

14.15 Auto-Cart Bid Forms and Optional RFID Technology Pricing

For the provision of Auto-carts to residents, the following assumptions should be used with respect to cart size:

Item	A Approximate Capacity ¹	B Approximate Dimensions ¹	C Est. #	D Unit Price per Stop	E Est. # of Weeks	F Annual Price (C x D x E)
Weekly Garbage Collection	1 ½ Garbage Bags (120 litres)	Height: 96 cm Width: 49 cm Depth: 54 cm	19,828	\$	52	\$
Bi- Weekly Garbage Collection	3 Garbage Bags (240 litres)	Height: 110 cm Width: 62 cm Depth: 70 cm	19,828	\$	26	\$
Weekly Recycling Collection	2 Blue Boxes (120 litres)	Height: 96 cm Width: 49 cm Depth: 54 cm	19,859	\$	52	\$
Weekly SSO Collection	1 Garbage Bag (80 litres)	Height: 87 cm Width: 41 cm Depth: 55 cm	19,799	\$	52	\$

¹ The capacity and dimensions are approximate.