



Multi-Municipality Recycling RFP/ Tender and Promotion & Education Material Project Final Report

CIF Project No: 956

Renfrew Country Multi-Municipal Waste Group:

Town of Arnprior

Town of Renfrew

Township of Horton

Township of McNab/ Braeside

December 2018

Acknowledgement

The Continuous Improvement Fund (CIF) has provided consultation and financial support to the Renfrew County Multi- Municipal Waste Group: The Town of Arnprior, the Town of Renfrew, Township of Horton, and the Township of McNab/ Braeside. This assistance was used to support a joint tendering process and to develop and purchase promotion and education materials.

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1. Introduction

In 2016, the Renfrew County Multi-Municipality Waste Group contacted the Continuous Improvement Fund (CIF) for assistance with RFP/ Tender development, for assistance with the standardization of contracts, and for financial assistance for the development of promotion and education (P&E) materials. The group had the overall goal of developing a joint waste management tender document between all municipalities to standardize recycling and waste management contracts.

2. Background

Renfrew, Arnprior, Horton and McNab/ Braeside are located in the Ottawa Valley, northwest of Ottawa. The population of the four municipalities together is approximately 27,108. Prior to application to the CIF grant, each municipality individually tendered and contracted for recycling and waste collection. Each municipality has between two and four curbside recycling collection days, on a bi-weekly basis (weekly alternate stream collection in Horton).

2.1 Joint Tender

The goal of the joint tender process serves multiple purposes. Ideally, by optimizing collection schedules across all four municipalities, the number of collection days in each municipality could be reduced to two or maybe even one day by devoting more trucks to a single location. By jointly tendering this contract it was anticipated that more contractors would be able to bid on this tender than if each individual Town/Township tendered independently, increasing competition and potentially lowering operation costs. Secondly, the cooperation of all four municipalities offered the potential to optimize collection schedules. The ability to pair recycling and garbage collection into a single day, or even single collection truck may also provide the opportunity to add convenience and potential cost savings for tax payers. At the time of the initial consultation between the CIF and the group, all four municipalities' garbage and recycling contracts were becoming due shortly, making this the ideal time to begin discussions about the potential of a joint program. The group consulted with the CIF for assistance and advice for the tender development process.

2.2 Promotion and Education Material

The group also had the goal of developing Promotion and Education Material (P&E). The municipalities, specifically the Towns of Arnprior and Renfrew, identified that there is significant room for improvement in the current collection services available to multi-residential buildings. Many multi-residential buildings operators did not provide private collection services to their tenants and many tenants of those multi-residential buildings have accessibility issues that limit them from being able to use the curbside Blue Box collection service. The cumulative number of multi-residential stops now present between the municipalities will hopefully allow the implementation of municipal cart collection services at a reasonable cost. An additional \$7,500.00 was applied for the development and implementation of joint P&E should a new contract be awarded.

3. Discussion

3.1 Project Outcomes

Ultimately, all four municipalities have entered into recycling and waste management contracts through a tendering process. Two of the four municipalities found success in their original bids through the joint-tender documents, while the other two municipalities released supplementary, individual tenders. It is believed that all four municipalities benefitted from the CIF consultation, whether it resulted in a signed contract immediately from the original joint tender document or through a supplementary, individual process.

All four municipalities ordered and utilized P&E materials. The group designed and printed “OOPS” stickers- a sticker that the recycling contractor can place on a residents recycling container to outline why their recycling was not collected that day (whether it was due to improper sorting, materials placed in the bins that are not recyclable, soiled materials, or various other reasons.)

Arnprior and Renfrew purchased and implemented multi-residential totes for recycling collection at larger residential buildings. Along with the implementation of these totes, the two municipalities also purchased and utilized stickers to outline what materials should be placed in each bin.

3.2 Project Reflection

Overall, it was a common take-away that the joint tendering process assisted in the development of relationships between neighbouring municipalities. The process created communication channels that may not have otherwise existed. Further, municipalities were able to develop contacts for consultation on future waste management inquiries. Additionally, working together in a large group as such allowed for multiple different prospective and opinions. Questions and comments were brought up that may not have been discussed if each municipality worked on their own.

As with every project, some negative experiences were encountered. Due to working in a large group made up of four municipalities, it was often difficult to coordinate the schedules of all parties. Further, not all municipalities benefitted from the joint tendered contract- two out of four municipalities received lower bid prices when tendering individually versus within the group.

4. Conclusion

Overall, the Renfrew County Multi-Municipality Waste Group recognizes this experience as positive and beneficial. The group worked together and faced many challenges, which ultimately became a valuable learning experiences for all involved. The success of the project is directly due to the consultation and funding provided by the CIF.