

**QUESTION AND ANSWERS IN RESPONSE TO SO & CIF REQUEST FOR PROPOSAL (RFP):  
CURBSIDE, MULTI-RESIDENTIAL and DEPOT WASTE COMPOSITION STUDY RFP  
RFP ISSUED MARCH 19, 2020  
Q&A ISSUED: MARCH 30, 2020**

1. Is the total amount of weeks of work for the project:

Curbside: 7 Municipality x 1 week/audit x 4 seasons = 28 weeks

Multi-Residential: 2 Municipality x 1 week/audit x 4 seasons = 8 weeks

Depot: 1 Municipality x 2 week/audit x 4 seasons = 8 weeks

Response: As detailed in the RFP, the curbside waste study occurs for 2 weeks each season in each municipality. The multi-residential waste studies are 1 week's generation in each of the 5 buildings chosen by the municipality. The multi-residential work will occur concurrently to the curbside waste studies in the municipalities having multi-residential waste studies. The depot waste studies are based on obtaining 700 generation days of material (as detailed in section 3.5 of the RFP), the maximum amount of time the contractor will spend at a depot based municipality is 2 weeks, less if the 700 generation days are reached sooner.

2. For the contractor training session, who is required to attend the training from the contractors team? How long should we expect this meeting to be?

Response: The training session is expected to be 1 hour or less. The number of staff will be at the discretion of the contractor.

3. For the kick-off meetings with the municipalities, who is required to attend the meeting from the contractors team? How long should we expect this meeting to be?

Response: The kick-off meetings with the municipalities will be 1 hr or less. The number of staff will be at the discretion of the contractor.

4. How many digital photographs are required to be submitted per audit?

Response: The expectation is that there will be enough photos to accurately represent the work. There is not a set number.

5. The Materials Difficult to Recycle protocol, has this been included this in previous studies? How much material do you expect to fall into this category? If you have done this before, how much time does this additional sort typically add based on the volumes obtained?

Response: The Materials Difficult to Recover (MDR) protocol was implemented for the 2019/20 waste composition studies. The amount of material that will be MDR in any sample varies. It has been noted that multi-residential recycling contains a higher amount of MDR than curbside recycling.

6. The distance between the sort location and the sampling sites is indicated to be within a 45 minute drive. Is 45 minutes one way or round trip?

Response: The 45 minute distance is a guideline, and that is measured as a 1 way distance.

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7. For the curbside sample areas chosen by the municipality are site visits to prior to work mandatory?

Response: No, the contractor is expected to be familiar with the locations to be able to undertake and complete the work.

8. Is the contractor expected to provide sorting tables?

Response: As outlined in Section 3.1 of the RFP "Contractor(s) are required to demonstrate the appropriate qualifications, resources, experience and ability to complete the work outlined in this RFP". As part of the submission, proponents have to detail the equipment that will be used for the work being bid on.

9. For the curbside collections, will the same streets be used for each seasonal audit?

Response: Yes, each municipality will use the same sample locations for each of the seasons.

10. For the depot waste composition study, how many kilograms do you expect from the 7 day period? How many days do we have to audit the waste? How many kilograms per day are we expected to audit?

Response: As detailed in the RFP, the material collected for the depot municipality is based on the generation days, there is no weight amount required. The maximum amount of time to acquire the required 700 household generation days of material is 2 weeks. The contractor is expected to sort 100% of the 700 household generation days of material collected.

11. Are the 3 depots listed for the depot waste composition study all being used to contribute to the 700 household generation days, or are these to be audited separately?

Response: All the depot locations will contribute to the 700 household generation days.

12. For the multi-residential waste studies, the preliminary visits to the complexes to assess if the equipment is correct, how much time should be budgeted - how far apart are the complexes and is the equipment easy to locate (e.g. outside or inside and requiring communication with on-site staff to find and evaluate the equipment)

Response: Site visits to the multi-residential buildings are not required, the host municipality will arrange for the pickup and delivery of material exclusively from study buildings. The contractor will be responsible to obtain the weight of the load and to ensure it is not tipped/mixed into other material at the sorting site.

13. Will all 5 multi-residential complexes be audited in the same 1-week period for each municipality?

Response: The multi-residential waste composition work will be completed in the same time period as the curbside waste composition work.

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14. For complexes with multi-stream programs, is the total recyclables audited still 200kg/week/complex (i.e. 100kg fibre + 100kg containers)?

Response: As detailed in the RFP, the maximum amount of material (garbage stream or recycle stream) to be sorted from any multi-residential location is 200 kg.

15. For the multi-residential material, the materials are delivered to the sort location, what time can we expect the material to be ready for sorting?

Response: The schedule/timing for the multi-residential waste deliveries will be negotiated with the host municipality.

16. For the Provisional Seasonal Site, how much time should be budgeted for transportation to and from the water access site?

Response: The travel time from the Marina to the Devil's Elbow Transfer Station is approximately 15 to 20 minutes. The total travel time there and back is about 30 to 40 minutes, depending on boat traffic and weather.

17. How many staff per audit do you require?

Response: Contractors have varying staffing levels. Contractors are required to have a sufficient level of staffing to undertake the work.

18. How many staff per audit have you found has worked well in the past?

Response: Contractors have varying staffing levels. Contractors are required to have a sufficient level of staffing to undertake the work.

19. How many kilograms per day are we expected to audit per type of audit?

Response: As detailed in Section 3.3 of the RFP, contractors are expected to sort all the materials collected each day.

20. What are the length of hours we are allowed to work at each site?

Response: The length of the work day is based on the amount of material being sorted, the staff level utilized and the hours of operation of the facility where the sorting is being carried out.

21. Who are the competitors also bidding on this RFP?

Response: Bid submissions will not be disclosed.

22. Will the final bids be public when awarded?

Response: No. Unsuccessful proponents can request a submission debriefing if they want.