

Township of South Glengarry
RFQ 15-2021
Garbage & Recycling Waste Management Services
ADDENDUM # 2

Issued: October 12th, 2021

1. Would the Township consider accepting submissions via email, due to the risks inherent in physical document delivery during the ongoing COVID-19 pandemic?
 - **Yes, Respondents should submit one (1) electronic copy by email to kcampeau@townshipofsouthglengarry.com or mail a USB drive in a sealed package to the mailing address indicated in the RFP.**

2. Page 3 of the RFP states, "Leaf and Yard Waste May 9, 2022. Week of May 24th, 2022." Could the Township confirm which day the curbside collection of leaf and yard waste is to occur?
 - **The Leaf and Yard Waste occurs from May 9th – May 12th, 2022 on regular collection days (Monday- Thursday).**

3. Page 3 of the RFP states, "Free Access to Landfill May 24th, 28th at Beaverbrook and June 4th at North Lancaster". Is this free landfill access for residents, or for the contractor?
 - **Free access is for residents of South Glengarry.**

4. Page 3 of the RFP states, "possibility of an extra-large pick up and Leaf and Yard Waste collection days". Could the Township explain what these "extra-large pick up and Leaf and Yard Waste collection days" are? What would these days entail for the contractor?
 - **A special collection of leaf and yard waste will take place on regular collection days the week of May 9th, 2022. Residents are asked to place their leaf and yard waste at the curb on their regular collection day. The leaf and yard waste is delivered to the Beaverbrook Landfill site.**
 - **Large item collection is not part of the items regularly collected at the curbside and every year the Township has a special collection of large items. Large Item Collections will occur the week of May 24th, 2022.**
 - **Consideration for an extra week of Yard Waste Collection is being discussed by Administration. There is a possibility we will be adding an extra week in 2022. This is yet to be determined.**

5. Page 2 of the RFP states, "Proponents can submit proposals on Parts A, B, C, D, or E, F." To clarify, can proponents submit proposals for one single Part, or any combination of Parts? Or must all Proponents bid on Parts A, B, and C, at a minimum?
 - **Proponents may submit any combination of parts. There is no minimum.**
6. Parts D, E, and F are listed as "provisional" (see RFP pages 31-32). Does this mean that Parts D-F are optional, and proponents are not obligated to bid on these Parts?
 - **Please see answer above. Parts D,E are services that we already provide to our residents and may look to enhance in the future. Bids submissions should include D,E.**
 - **Part F is a service would do not currently provide and are exploring costs and service delivery. Submission of F is not mandatory.**
7. Page 3 of the RFP states that Organic Waste Collection is Weekly or Biweekly, however, the Bid Sheet on page 83 only contains an Option for Weekly Organic Waste Collection. Could the Township add a Biweekly line item for Organic Waste Collection to the Bid Sheet?
 - **Yes, please see revised Bid Sheet attached.**
8. Page 45 of the RFP states, "The allowable contamination rate for recycling collection is 5% or less." Could the Township provide historical data on the average contamination rate for recycling collection over the past 5 years?
 - **Please see attached Waste Composition Study data from 2020/2021.**
9. Could the Township provide a list of acceptable recyclable materials?
 - **Please see attached mixed recycling guide.**
10. How much has been issued in liquidated damages over the past 2-3 years for the current service provider?
 - **Historically the Township has not collected any liquidated damages from our Contractors.**
11. Page 48 states, "Under no circumstances will collection vehicles used in carrying out any of the work of the contract engage in private collections or collections above the standardized level of service while completing a Municipal Collection route." To clarify, does the Township expect all primary and spare vehicles to be 100% dedicated to this Contract? Or are collection vehicles only "dedicated" when actively servicing the Township's Municipal Collection routes?
 - **100% of all vehicles should be dedicated to this contract. If the bidder can prove in their submission that a dedicated service schedule would work with our existing collection schedule, we will consider it.**

12. Will the Township accept digital e-bonds for the Bid Bond and Agreement to Bond, as required for this RFP? Some of the benefits of using digital bonds include, but are not limited to:

- E-bonds save time, as they are created and sent much faster than physical bonds,
- No couriers are required to deliver documents, and
- E-bonds are environmentally friendly, as no printing is required.
- **Yes, we will accept a e-bond.**

13. Does the Township know where it intends to process recyclables, so that bidders can estimate travel/delivery costs?

- **We currently have a contract with a Material Recovery Facility in the City of Cornwall at 2590 Cornwall Center Rd, Cornwall ON K6H 5T9. However, the township is exploring other options and this could change after the contract is awarded.**

14. Is the Township planning to release an RFP for recycling processing services in the near future?

- **The Township is currently researching other recycling processing services.**

15. The Introduction of the RFP states that recyclable materials will be delivered to locations at the Municipality’s discretion based on cost. However, Section 9.8.0 Processing and Disposal Locations (page 45), states “All recyclables shall be delivered by the Contractor to a Waste Management facility of their choosing”. Can you please clarify whether the Contractor or Municipality decides where this material goes?

- **We currently have a contract with a Material Recovery Facility at 2590 Cornwall Centre Road, Cornwall Ontario. The Township is exploring RFP for recycling processing in the near future.**

16. Follow up to the first question. If the Municipality chooses where recyclable materials are delivered, have they confirmed these locations yet? If so, can they please provide them?

- **The only location we can confirm where recyclable materials are delivered is 2590 Cornwall Center Rd, Cornwall ON K6H 5T9**

17. Does the Township of South Glengarry have tonnages from 2019 and 2020 for all material collected?

- **I have included Tonnage Projections from 2020-2026 for your consideration.**

Municipality	2020	2021	2022	2023	2024	2025	2026
South Glengarry							
Residential Population	13,879	13,962	14,044	14,127	14,209	14,292	14,374
Curbside Stops	5,965	5,998	6,031	6,064	6,097	6,130	6,163
Waste Disposed at Municipal Landfill Site(Tonnes)	3,000	3,018	3,036	3,054	3,071	3,089	1,802
Waste Disposed at Private Landfill Site (Tonnes)	-	-	-	-	-	-	1,305
Waste Diverted (Tonnes)	706	710	714	719	723	727	731

Bid Sheet
 TOWNSHIP OF SOUTH GLENGARRY
 6 Oak Street
 Lancaster, ON
 K0C 1N0
 613.347-4166
 southglengarry.com

RFP # 15-2021
Waste Management and Recycling Collection Services

DATE: _____
BIDDER COMPANY NAME: _____
AUTHORIZED SIGNATURE: _____

1. Bidders are to provide the first-year unit prices. Subsequent years will be adjusted based on the prescribed CPI formula
2. Unit Prices are to be shown in Canadian dollars and exclude taxes
3. *Leaf and Yard waste collection is provisional, and shall only be awarded should the Township determine it to be feasible

Table 1: Total Curbside Stops

*Estimated Curbside stops
 Annual 5,965*

Table 2: Curbside Collection Services

Part	Material Stream	Option	# Of Stops (5,965)	# Of Weeks per year	Total Price
Part A	Double Stream Recycling Collection	weekly	5,965	52	\$
Part B	Single Stream Recycling Collection	biweekly	5,965	26	\$
Part C	Garbage Collection	weekly	5,965	52	\$
Part D	Yard Waste Collection	Seasonal	5,965	1 (3 days)	\$
Part E	Large Item Collection	Seasonal	5,965	1	\$
Part F	Organic Waste Collection	Weekly	5,965	52	\$
Part F	Organic Waste Collection	Bi-Weekly	5,965	26	\$

SINGLE STREAM ACCEPTABLE



MIXED RECYCLING GUIDE

www.southglengarry.com

NEWSPAPER, MIXED PAPER, BOX BOARD,
MAGAZINES, CATALOGUES, HOUSEHOLD FINE
PAPER, ETC.



BOOKS, SOFT COVER OR WITH HARD COVER
REMOVED, TELEPHONE BOOKS



BROWN BAGS, WRAPPING PAPER, CORRUGATED
CARDBOARD, ASEPTIC CARTON, ALUMINUM
CANS, CONTAINERS, PLATES AND FOIL



STEEL CANS AND CONTAINERS



METAL PAINT CANS
(EMPTY, DRY, LIDS REMOVED)
NO PLASTIC PAINT PAILS



AEROSOL CANS (EMPTY, NO PROPANE OR
BUTANE CONTAINERS)



FROZEN JUICE CONTAINERS, CARTONS
(MILK, JUICE, CREAM)



EGG CARTONS (PLASTIC OR FIBRE),
CLEAR GLASS CONTAINERS, COLOURED GLASS
CONTAINERS, & CLAM SHELL PACKAGES



PLASTIC CONTAINERS INCLUDING PET, HDPE,
MIXED PLASTICS, TUBS AND LIDS
(GENERALLY #1, 2, AND 5)



**SOUTH
GLENGARRY**



Ontario's Celtic Heartland