

The Corporation of the City of Kawartha Lakes
Council Report

Report Number PUR2019-19

Date: July 16, 2019
Time: 1:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Title: Request for Proposal 2019-32-OP Processing and Marketing of Recyclable Materials

Author and Title: Marielle van Engelen
David Kerr, Manager of Environmental Services

Recommendation(s):

That Report PUR2019-16, **Request for Proposal 2019-32-OP Processing and Marketing of Recyclable Materials**, be received;

That the highest scoring proponent Canada Fibers Ltd. of Toronto be selected for the award of Request for Proposal 2019-32-OP for the Processing and Marketing of Recyclable Materials;

That the initial term of the contact is for five (5) years;

That the additional four (4) - one (1) year terms be awarded pending mutual agreement and successful completion of the initial five (5) year term and each term thereafter; and

That subject to receipt of the required documents, the Mayor and Clerk be authorized to execute the initial contract and subsequent extensions.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The current contract for processing and marketing of recyclable materials expires September 23, 2020. This report is for the award of the next processing and marketing of recyclables to start September 24, 2020. This is the same date that the City's contract for waste and recycling collection ("the Miller contract") expires. To prepare for the release of a request for proposal for the next collection contract, the location of the facility that will be processing the recyclables needed to be determined with the award of this contract (RFP 2019-32-OP).

Request for Proposal 2019-32-OP Processing and Marketing of Recyclable Materials was released for advertising in accordance with the purchasing policy.

The proposal closed on June 20, 2019 and was opened in public by Andy Letham, Mayor and Linda Lee, Buyer. Proposals were received from the following:

Name of Company
Canada Fibers Ltd. Toronto, Ontario
Halton Recycling Ltd. dba Emterra Environmental Burlington, Ontario
The County of Northumberland Cobourg, Ontario

An evaluation committee carefully evaluated and scored each Proposal by consensus based on the criteria described within the Request for Proposal.

Proposals were evaluated based on a two (2) envelope system to ensure that the firms bidding for the work were properly screened to meet the required minimum threshold. Key points of the evaluation criteria were experience and qualifications, overall contract management, methodology, marketing and proximity of the proponent's facility from the City's transfer station. Scoring was based on 60% on the written portion of the submission and 40% on the financial consideration. Proposals were ranked accordingly.

Rationale:

Canada Fibers Ltd. owns and operates a facility in Oshawa, Ontario that accepts dual stream recyclables and has the approval and capacity to process the City's recyclable material. Canada Fibers Ltd. has had several years experience in

managing similar long term municipal contracts and is well experienced in marketing of recyclables.

The evaluation committee is confident Canada Fibers Ltd. will be able to process and market our recyclables and at the same time adapt to the rapidly changing recycling industry.

Therefore staff recommends that the highest scoring proponent, Canada Fibers Ltd. of Toronto, be selected for the award of Request for Proposal 2019-32-OP Processing and Marketing of Recyclable Materials.

That the initial term of the contract is for five (5) years; with the option to renew the contract for an additional four (4) - one (1) terms upon mutual agreement and successful completion of the initial term and each term thereafter.

That subject to the receipt of the required documents, the Mayor and Clerk be authorized to execute the contracts.

Other Alternatives Considered:

No other alternative is being considered as a competitive procurement process was conducted and the highest scoring proponent is being recommended.

Financial/Operation Impacts:

Funds for the processing and marketing of recyclable materials will be allocated in the 2020 and following annual Solid Waste operating budgets since the contract would not start until 2020.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

The selection of Canada Fibers Ltd. for the Processing and Marketing of Recyclable Materials contributes to the following Goals:

- Goal 1 - A Vibrant and Growing Economy
 - The City gave value to Proponents that were working to preserve material quality to obtain the highest possible revenues.
- Goal 3 – A Healthy Environment
 - The City has evaluated the proposals to ensure that a Recycling Facility in close proximity to Kawartha Lakes is given preference to reduce the distance needed for transport. This not only will promote a healthy environment but will also reduce associated transportation costs that apply in the Collection and Transportation of Waste and Recyclables contract.
 - The City has evaluated the proposals on their processing facilities equipment and the materials they are able to process to ensure the most material possible is diverted from landfill.

Consultations:

Waste Technician II

Supervisor of Waste Management Operations

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson, Director of Public Works

Department File: 2019-32-OP