

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR2017-059

Date: November 14, 2017

Time: 2:00 p.m.

Place: Council Chambers

Ward Community Identifier: ALL

Subject: Tender 2017-88-OT Household Hazardous Waste Services

Author Name and Title: Marielle van Engelen, Buyer

Angela Porteous, BESc., Regulatory Compliance Officer

Recommendation(s):

RESOLVED THAT Report PUR2017-059, **Tender 2017-88-OT Household Hazardous Waste Services**, be received;

THAT Envirosystems Inc. of Hamilton be selected for the award of Tender 2017-88-OT for Household Hazardous Waste Services for a two (2) year term, for the total tender price of \$414,890.00, excluding HST, as per the unit prices submitted for the estimated quantities in the original tender document;

THAT Envirosystems Inc. be selected for the award of the the following two provisional items of Tender 2017-88-OT for a two year term, Emergency Services and Annual Training for total tender price of \$5,600.00, excluding HST, as per the unit prices submitted for the estimated quantities in the original tender document and as completed at the discretion of the City;

THAT Council approve the option to renew this tender, including provisional items, for an additional three (3) one (1) year terms, pending vendor performance, annual budget approval and in accordance with the Purchasing Policy;

THAT subject to the receipt of the required documents, the Mayor and City Clerk be authorized to execute the agreement to award RFT 2017-88-OT Household Hazardous Waste Services; and

THAT the Purchasing Division be authorized to issue a purchase order to Envirosystems Inc.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The City of Kawartha Lakes currently offers household hazardous waste (HHW) management services to residents through two depots, located at the Lindsay Ops and Fenelon landfills, as well as event day services. The household hazardous waste program protects our environment by effectively diverting hazardous waste and corrosive liquids from the landfill and providing the public an appropriate method of disposal. The current contract for these services expires December 11, 2017 with all optional renewals being utilized.

Request for Tender 2017-88-OT Household Hazardous Waste was released for advertising in accordance with the City's Purchasing Policy. This tender is for a contractor to provide the same level of service required to collect, transport and process household hazardous waste dropped off by the public at the Fenelon and Lindsay Ops hazardous waste depots as well as event days.

The initial term of the contract is for two (2) years, commencing on December 12, 2017 and ending on December 31, 2019. The City shall have the option to renew the contract for an additional three (3), one year terms, pending vendor performance. The terms and conditions of the original contract will apply. All contract renewals are subject to satisfactory performance and the City of Kawartha Lakes' Council approved annual operating budget.

If the City elects to exercise the option to renew the contract for the additional years, the Contractor may request an annual increase to their unit pricing which does not exceed the annual percentage change in the most recent issuance of the Consumer Price Index (CPI) All items- Ontario, as issued by the Statistics Canada.

The tender closed on October 12, 2017 and was opened in public by Doug Elmslie, Councilor and Marielle van Engelen, Buyer with the following results:

Part	Household Hazardous Waste Service	Tender Amounts Read at Opening (Excluding HST) Amounts for the Initial term of 2 years	
		Buckham Transport	Envirosystems Incorporated
A & C	HHW Packaging, Transportation and Disposal	\$ 303,750.00	\$ 276,260.00
B	HHW Event Day Operations Packing, Transportation and Disposal	\$ 35,580.00	\$ 22,830.00
	HHW Event Day Operations	\$ 14,400.00	\$ 16,000.00
D	Operation of Lindsay Ops Depot - Saturdays	\$ 44,200.00	\$ 46,800.00
E	Bulk Waste Oil - Transportation and Disposal	\$ 30,000.00	\$ 48,000.00
F	HHW Underground Spill Containment tank (cleaning and inspection)	\$ 10,000.00	\$ 5,000.00
Provisional items			
A	Emergency Services	\$ 2,000.00	\$ 1,600.00
A	Annual Training	\$ 1,000.00	\$ 4,000.00
D	Operation Fenelon HHW Depot	\$ 54,600.00	\$ 52,000.00

In accordance the City's Purchasing Policy, an irregular result of a competitive procurement process occurred as fewer than three (3) submissions were received.

The tender packages were evaluated for mathematical accuracy and conformity to the tender requirements. Reference checks were conducted and no concerns were identified.

Rationale:

Staff recommends that Envirosystems Inc. of Hamilton be selected for the award of Tender 2017-88-OT Household Hazardous Waste Services for a two (2) year term for the total tender price of \$414,890.00 plus \$5,600.00 including two of the provisional items, excluding HST, and based on estimated quantities.

Staff have chosen not to award the provisional work for the operation of the Fenelon HHW Depot at this time. Instead, Staff have allocated internal resources within the 2018 operating budget to complete this work. This will result in an operational savings to the City. The use of internal resources will be monitored through the term of the contract. Should the City require contracted services to perform this work, the provisional amount under Item D will be awarded via change order in accordance with the City's purchasing policy.

The services provided under this tender include receiving HHW at the Lindsay Ops depot and event day sites along with the packing, transportation and processing at all depots and events. The training of City staff in the handling of HHW forms part of this contract.

Other Alternatives Considered:

No other alternatives are being considered as the household hazardous waste program protects our environment by effectively diverting HHW and industrial wastes from the landfill. As well, the City is not approved to dispose of HHW within the landfill.

Financial/Operation Impacts:

Costs for these services are included in the Solid Waste Operating Budget. The first year of this contract covers the period December 12, 2017 to December 31, 2018. It is anticipated that approximately \$10,000 will be applied to the 2017 operational budget.

The total annual cost for this contract for two years equals \$207,445.00 in 2018 and \$207,445.00 in 2019 for a total tender price of \$414,890.00, excluding provisional items. In anticipation of this contract, staff has incorporated sufficient funds within the proposed 2018 budget. Therefore, in approval of this contract, there will be no additional operational impact for 2018 beyond the proposed budget. The 2019 budget will be proposed accordingly.

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

This report contributes to the Council Adopted Strategic Plan, namely Strategic Action 3.1.2 which is "Executing the Waste Management Strategy". This report

aligns with the City's Integrated Waste Management Strategy to divert materials from landfill and find further recycling opportunities to save landfill space.

Also, the household hazardous waste recycling program aligns with Goal #3 of a "Healthy Environment". The act of hazardous waste diversion aligns with the City's vision of a naturally beautiful community that protects our local environment, enhances water quality and creates an improved quality of life.

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson, Director of Public Works

Department File: 2017-88-OT