



Request for Quotations
Blue Box Waste Audit Program 2014
Single-Family and Multi-Family Audits

Quotations Due by 4:00PM CST
March 12, 2014

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Background

1.1. Multi-Material Stewardship Manitoba

Multi-Material Stewardship Manitoba, a corporation without share capital, was established to respond to a proposed Printed Paper and Packaging Regulation that would obligate stewards to develop, implement and operate waste diversion programs for printed paper and packaging normally collected in a residential collection system.

1.2. Multi-Material Stewardship Manitoba Waste Audit Program Plan

It is MMSM's intention to conduct a waste audit program annually in Manitoba.

It is proposed that test areas be selected from the following locations:

1. **City of Winnipeg** – the City of Winnipeg is the largest city in Manitoba with a population of approximately 664,000. Winnipeg has a combination of curbside, back lane and automated collection systems. A city-wide single-family curbside and multi-family dwelling recycling program exist with weekly collection of recyclables. Multi-family has two types of collection systems, automated cart and front end bin, for both garbage and recycling. Garbage is collected weekly. If the designated multi-family building has a cart collection system for recycling and garbage, the contractor must collect both. If the designated multi-family building has front end bin service for recycling and garbage, the contractor will be required to collect recycling only. The garbage will be collected by the regular hauler and then delivered to the assigned audit location.
2. **City of Brandon** – the City of Brandon is the second largest city in Manitoba with a population of approximately 46,000. Brandon has front and rear lane automated cart collection for garbage and recycling which is collected each week. Multi-family buildings also use automated cart collection for garbage and recycling. The contractor will be required to do the collection of recycling and garbage.
3. **City of Steinbach** – The City Steinbach has a population of 13,524 with curbside recycling and garbage services provided on a weekly basis servicing approximately 5,390 households and 80 Multi-family complexes. The recycling material is being collected commingled in a side load compactor truck. The material is delivered to a recycling facility for processing. The collection truck is also equipped with a separate compartment being used at times to collect glass separate from other materials.
4. **The City of Selkirk** - The City of Selkirk has a population of approximately 10,000 servicing approximately 3,160 households and 41 Multi-family complexes. The City has weekly curbside collection for recycling using clear bags, blue boxes and depots.
5. **City of Morden** - The City of Morden has a population of 7,812 servicing approximately 2,745 households and 50 Multi-family complexes. The City has a weekly curbside collection program for recycling.
6. **The Town of Swan River** - The Town of Swan River has a population of 2,546 servicing approximately 945 households. The Town has a bi-weekly curbside collection program using

blue boxes.

1.3. Objectives

The primary objectives of a waste audit program are to:

- Provide the estimated annual per capita waste generation rate.
- Provide the generation and composition of both the recycling and garbage streams.
- Help show the current by material recovery rate of all recyclable materials.
- Compare the data to previous waste audits to measure the change in waste generation, composition and recovery rates.

Secondary objectives include the following:

- To provide the participating municipalities with a measure of the effectiveness of their recycling and other waste reduction initiatives.
- To determine the recycling set-out and participation rates in the sample areas studied.

1.4. Terminology Used in the RFQ Document

- **Host Municipality:** A municipality that has agreed to participate in MMSM's Waste Audit Program.
- **Sample Area:** One of a number of sampling locations identified by the MMSM Project Manager in conjunction with the host municipality, from which the Contractor will collect material for sorting.

2. Scope of Work

2.1. Purpose and Objectives

The purpose of this undertaking is to support the MMSM Program. The data generated from this undertaking will be used for setting steward fees, measuring performance of blue box programs and identifying potential target materials.

The purpose of this Request for Quotations is to:

- a) Solicit bids from consultants to conduct one single-family residential waste audit and one multi-family audit within the City of Winnipeg in the Spring of 2014; to conduct one single-family residential waste audit and one multi-family audit within the City of Brandon in the Spring of 2014; to conduct one single-family residential waste audit and one multi-family audit within the City of Steinbach in the Spring of 2014; to conduct one single-family audit within the Town of Swan River in Fall of 2014; to conduct one single-family residential waste audit and one multi-family audit within the City of Morden in the Fall of 2014 ; and

to conduct one single-family residential waste audit and one multi-family audit within the City of Selkirk in the Fall of 2014.

- b) Solicit bids from consultants to conduct composition audits from incoming commingled material at City of Winnipeg recycling facility, Brandon recycling facility, Steinbach recycling facility (Eastman Recycling), Morden (Pembina Valley Recycling) and Swan River(Valley Lions facility). The sample audited will consist of 2 separate 200 kgs samples.

2.2. Task 1 – MMSM Waste Audit Training Session

Depending on familiarity and experience with MMSM’s sampling and sorting methods the successful Contractor may be required to attend a half-day MMSM waste audit training session on sampling and sorting methods, material categories and data reporting requirements. MMSM requires all contractors to use the same methods and be familiar with MMSM printed paper and packaging sort categories.

2.3. Task 2 - Kickoff Waste Audit Planning Meeting

The Contractor must attend a half-day pre-audit planning meeting with representatives of the host municipality. The purpose of the meeting is to meet one another, sort out any insurance issues, and discuss collection logistics, the sorting location, the management of post-sorting materials and how to handle questions from residents.

2.4. Task 3 - Conduct Single-Family and Multi-Family Waste Audits

2.4.1. Sample Areas, Sample Size and Household Selection

The MMSM Project Manager, in conjunction with the host municipality, will identify the sample areas and the specific households to sample from. The host municipality will provide to the Contractor and to MMSM a list of street addresses in each sample area, and a collection schedule for the audit.

The sample material for the single family audit shall come from 100 single-family homes within the municipality. The material will be sourced from 10 homes in a row in 10 sample areas that together are as representative as possible of the municipality’s single-family housing as a whole.

The sample material from the multi-family buildings will come from 2 or 3 multi-family dwellings depending on the Town or City and will be collected from these buildings by either commercial haulers, by the municipality or the contractor.

For the purposes of this study the term “multi-family complex”, or “complex”, refers to apartment buildings, condominiums and townhouse complexes where waste and recyclable materials are collected at a central location. Townhouses receiving door to door curbside collection are not included. Apartment buildings with fewer than 6 units are not included.

Table 1 – Description of Sample Areas and Sizes

	No. of sample areas	No. of households per sample area	Collection Frequency	Total No. of Households
Winnipeg Single Family Residential	10	10	weekly	100
Winnipeg Multi-Family Residential	3 buildings	ideally all garbage and recycling from each building	weekly	tbd in final selection by host municipality
City of Brandon Single Family Residential	10	10	weekly	100
City of Brandon Multi-Family Residential	2 buildings	ideally all garbage and recycling from each building	weekly	tbd in final selection by host municipality
City of Steinbach Residential	10	10	weekly	100
City of Steinbach Multi-Family	2 building	ideally all garbage and recycling from each building	weekly	tbd in final selection by host municipality
City of Morden Residential	10	10	weekly	100
City of Morden Residential Multi-Family	2 building	ideally all garbage and recycling from each building	weekly	tbd in final selection by host municipality
City of Selkirk Residential	10	10	weekly	100
City of Selkirk Multi-Family	2 building	ideally all garbage and recycling from each building	weekly	tbd in final selection by host municipality
Town of Swan River Residential	10	10	Bi-Weekly	100

2.4.2. Length of Audit and Collection Scheduling

Each audit shall be two weeks long (two consecutive weeks).

City of Winnipeg and City of Brandon

In the City of Winnipeg and the City of Brandon garbage and recyclables are collected on a weekly basis. The Contractor(s) is responsible for collecting all waste (recycling, garbage) set out at the curb by each sample household over the two-week audit period even if the wastes are set out on different days of the week.

The 100 households audited in the first week shall be audited again in the second week.

While MMSM recommends that the Contractor collect and sort sample material from 20 or 30 households per day, we recognize that this may not always be possible due to timing issues /

collection schedules. Therefore, there is an allowance for sampling from up to 60 households per day if necessary.

The 3 multi-family buildings (in Winnipeg) audited in the first week (two multi-family buildings in Brandon) shall be audited again the second week. MMSM will be responsible together with the municipality to ensure the material is collected from each of the buildings and the delivery to the sorting site.

City of Steinbach

In the City of Steinbach garbage and recyclables are collected on a weekly basis. The Contractor(s) is responsible for collecting all waste (recycling, garbage) set out at the curb by each sample household over the two-week audit period.

The 100 households audited in the first week shall be audited again in the second week.

While MMSM recommends that the Contractor collect and sort sample material from 20 or 30 households per day, we recognize that this may not always be possible due to timing issues / collection schedules. Therefore, there is an allowance for sampling from up to 40 households per day if necessary.

The 2 multi-family buildings in Steinbach audited in the first week shall be audited again the second week. MMSM will be responsible together with the municipality to ensure the material is collected from each of the buildings and the delivery to the sorting site

The City of Morden

In the City of Morden garbage and recyclables are collected on a weekly basis. The Contractor(s) is responsible for collecting all waste (recycling, garbage) set out at the curb by each sample household over the two-week audit period.

The 100 households audited in the first week shall be audited again in the second week.

While MMSM recommends that the Contractor collect and sort sample material from 20 or 30 households per day, we recognize that this may not always be possible due to timing issues / collection schedules. Therefore, there is an allowance for sampling from up to 40 households per day if necessary.

The 2 multi-family buildings in Morden audited in the first week shall be audited again the second week. MMSM will be responsible together with the municipality to ensure the material is collected from each of the buildings and the delivery to the sorting site

The City of Selkirk

In the City of Selkirk garbage and recyclables are collected on a weekly basis. The Contractor(s) is responsible for collecting all waste (recycling, garbage) set out at the curb by each sample household over the two-week audit period.

The 100 households audited in the first week shall be audited again in the second week.

While MMSM recommends that the Contractor collect and sort sample material from 20 or 30

households per day, we recognize that this may not always be possible due to timing issues / collection schedules. Therefore, there is an allowance for sampling from up to 40 households per day if necessary.

The 2 multi-family buildings in Selkirk audited in the first week shall be audited again the second week. MMSM will be responsible together with the municipality to ensure the material is collected from each of the buildings and the delivery to the sorting site

The Town of Swan River

In the Town of Swan River garbage is collected weekly and recyclables are collected on a bi-weekly basis. The Contractor(s) is responsible for collecting all waste (recycling, garbage) set out at the curb by each sample household over the two-week audit period.

The 100 households audited in the first week shall be audited again in the second week.

While MMSM recommends that the Contractor collect and sort sample material from 20 or 30 households per day, we recognize that this may not always be possible due to timing issues / collection schedules. Therefore, there is an allowance for sampling from up to 40 households per day if necessary

2.4.3. Timing of Audit

The "Spring" single family and multi-family audits will be completed over a two-week period during the months of April and May 2014 for **City of Winnipeg, City of Brandon and the City of Steinbach.**

The "Fall" single family and multi-family audits will be completed over a two-week period during the months of September and October 2014 in the each of the **City of Morden, The City of Selkirk and the Town of Swan River.**

MMSM will coordinate the sampling dates with the host municipality and the Contractor.

2.4.4. Specifications for Waste Collection

A. Each audit shall be two weeks long (two consecutive weeks).

B. For the multi-family audits the Contractor is not responsible for the collection of the material. All of the garbage and recyclables generated over a two-week period will be collected from each of the buildings.

The Contractor may be responsible for the collection of the material. A separate quote should be attached to show the added cost for the collection of the garbage and the recyclables.

C. The sample material for the single family audits shall come from 10 homes in a row in 10 different sample areas within the municipality (i.e. a total of 100 homes).

D. While MMSM recommends that the Contractor collect and sort sample material from 20 or 30 households per day, we recognize that this may not always be possible due to timing

issues / collection schedules. Therefore, there is an allowance for sampling from up to 60 households per day if necessary.

E. The 100 households audited in the first week shall be audited again in the second week.

F. If a household does not set out material; the Contractor shall note this on the Waste Audit Collection Log. The Contractor shall not collect substitute material from another home if the sample home does not set out material.

G. All recycling, residual waste (garbage) and source separated organics (if any) set out by the sample households are to be collected (see below for information on yard waste, bulky waste and white goods).

H. Due to the high variability of yard waste, any yard waste (leaves, grass, branches, etc) that is outside of the regular garbage containers will not be collected.

I. Bulky items (large items over 34 kgs or 5 feet in any direction such as furniture, carpeting, sofas, mattresses, barbecues and television sets) in the City of Winnipeg are collected by special collection only and are not included in this waste audit. The Contractor should document any such items left at the curb (e.g. "one large couch at address number 123") on the Waste Audit Collection Log.

J. White goods (large metal based appliances such as refrigerators, freezers, clothes washers, dishwashers, clothes dryers, ranges, stoves, air conditioners, hot water tanks) shall not be collected.

K. The Contractor and host municipality are to decide how to handle waste set outs that do not meet municipal waste setout requirements. The Contractor shall collect all materials at the curb (except white goods and very heavy or exceptionally large bulky items) unless the host municipality instructs otherwise. The host municipality must provide "material rejection" tags/stickers for the Contractor to use if the host municipality wants the Contractor to reject unacceptable materials.

L. Waste collection cannot begin before the time specified by the municipality's waste collection by-laws (typically not before 7:00 a.m.) Contractor shall drive by the sample homes a second time at the end of the first run to look for and collect any late set outs. The intent is to make sure all waste set out is collected.

M. The Contractor shall complete a record in the Waste Audit Collection Log provided by MMSM. The contractor shall record the number of bags/containers per stream at each house.

N. Weather conditions are to be documented on the Waste Audit Collection Log. The Contractor shall note if the material at the curb (particularly the recyclable paper) is wet or not and whether they believe participation could have been hampered due to inclement weather.

O. A representative from the host municipality will be available by phone to answer questions concerning collection. Questions from residents shall be directed to the

representative from the host municipality.

P. The Contractor is to notify the representative from the host municipality immediately if any problems are encountered during collection, particularly if regular waste collection crews are seen in the sample areas.

Q. The Contractor's fieldwork manager/supervisor must have a cell phone.

R. The Contractor shall provide collection staff with personal protective equipment including heavy-duty gloves, safety foot ware, traffic vests, protective coveralls, safety masks and safety eyewear.

S. The Contractor shall provide a marked 16-foot cube van or similar vehicle for waste collection purposes.

T. The Contractor shall provide bags or containers for collecting loose material or material set out in bins.

U. Sample material from each sample area shall be kept separate and the data kept separate.

V. The individual waste streams (recyclables, source separated organics, yard wastes and residual wastes) shall be managed separately and the data recorded separately.

W. The Contractor shall transport the collected material to the sorting site, a predetermined location provided by the host municipality.

2.4.5. Specifications for Waste Sorting

A. The Contractor shall provide the following pieces of equipment:

- Heavy-duty gloves, safety footwear, traffic vests, safety glasses, coveralls and ear plugs for the sort staff.
- First aid kit.
- Work tables on which to sort the sample material.
- Leak proof containers of sufficient volume and in sufficient number such that the sample materials can sorted and weighed.
- Other items necessary to complete the sort (e.g. broom, dustpan, knives to open the bags, etc.).

B. The host municipality shall provide the following:

- An area for waste sorting, ideally a covered, heated building.
- Bins for recycling or disposal of the post-sorted and weighed wastes. The host municipality shall empty and return the bins as required. The host municipality shall cover all costs associated with these bins including the hauling and disposal of the post-sorted wastes.

C. The Contractor must ensure that their collection and sorting staff are familiar with MMSM material categories and sampling and sorting methods. At the discretion of MMSM, the Contractor's staff may be required to attend a half-day MMSM Waste Audit Training

Session (see Section 2.2).

*For detailed information on sub-samples from multi-family dwellings please see **Appendix A – Multi-Family Sub-Sampling Methodology**.*

- D. The Contractor should recommend to each member of the waste sorting crew that they have a tetanus shot if they have not had one in the last 10 years.
- E. The Contractor shall provide a suitable electronic weigh scale capable of measuring to 0.01 kg and to at least 60 kg, of sufficient accuracy to provide weight measurements within $\pm 1\%$ of true weight.
- F. All weight measurements will be expressed in metric units (i.e. kilograms) to two decimal places. MMSM recommends that light materials/items be placed directly on the scale for weighing and not in a bin.
- G. The tare weight of all weigh containers shall be determined prior to any sorting and shall be checked periodically during the sorting process.
- H. The sample material shall be sorted by stream and by sample area into the categories show in Appendix B.
- I. The Contractor shall make best efforts to separate food wastes and residual liquid from their packaging before weighing. This can be achieved by opening all packaging and shaking out the contents.
- J. Bags/containers found to contain hypodermic needles or other hazardous wastes shall be set aside, weighed, and described on the Waste Sort Worksheet provided by MMSM. They will then be disposed of in a dedicated container provided by the host municipality.
- K. The Contractor will make note of and weigh separately items that dramatically affects the total weight measured for any one waste category (e.g. someone throwing out a collection of magazines).
- L. The Contractor shall sort and weigh 100% of the material collected. The Contractor is not required to weigh the sample material before it is sorted.
- M. The Contractor shall record the weights of the separated materials by waste stream and by sample area. To ensure accurate weight measurements, MMSM recommends that very light materials/items be placed directly on the scale for weighing and not in a bin.
- N. The following approach will be used for managing “fines” (items <1 cm across):
 - Estimate the composition of the fines by weight (i.e. 10% kitty litter, 30% food waste, 20% mixed fine paper, 30% clear glass and 10% coloured glass);
 - split the mix accordingly; and
 - add material to the appropriate bins prior to weighing.
- O. Residual waste and organic wastes must be sorted and disposed of on the day they are collected. If necessary, recyclables and other dry materials can be held over and sorted on

another day (space permitting).

- P. The Contractor shall keep the sorting area in a reasonably clean state and will wash/wipe/sweep off the sorting bins, floors, sorting tables and other surfaces in contact with the waste at the end of each day.
- Q. Upon completion of the waste audit, the Contractor shall promptly remove all of the Contractor's equipment and supplies and return the sorting area to state in which it was found at the beginning of the audit.

2.5. Task 4 – Reporting the Audit Results

- A. Only the data collection forms and electronic spreadsheets provided by MMSM are to be used for reporting.
- B. Reporting for each two-week audit is to be completed and provided to MMSM no later than one week after the final waste collection day.
- C. All data must be checked for accuracy/errors and approved by the Contractor's project supervisor before being submitted to MMSM.
- D. Data collected on the worksheets and logs is to be entered into the electronic spreadsheets provided by MMSM.
- E. The Contractor shall email the completed electronic spreadsheets to Karen Melnychuk at MMSM (kmelnychuk@stewardshipmanitoba.org).
- F. MMSM will forward an electronic copy of Worksheets and Logs to the host municipality.

3. General Requirements

3.1. General Requirements of the Contractor

- A. The Contractor must have the appropriate qualifications and experience to complete the tasks outlined above and must ensure that the lead person on site has such experience and qualifications.
- B. The Contractor must provide appropriate supporting documentation detailing the qualifications and experience of the people who will be carrying out the work. Please limit qualifications and experience to those relevant to this work.
- C. On the form provided in Appendix D, the Contractor must provide a reference for residential waste audits.
- D. MMSM will require the Contractor to enter into a confidentiality agreement that protects all information provided to the Contractor by MMSM or by any municipality or party contacted by the respondent in order to complete this contract.
- E. The recommended Contractor(s) must provide the necessary certificates of insurance to the

host municipality AND MMSM prior to award of the contract. MMSM's insurance requirements are given in Section 4. MMSM will make the insurance requirements of the host municipalities available to the recommended Contractor(s) prior to awarding the contract.

- F. On the form provided in Appendix E, the Contractor must list all equipment including collection vehicle, materials, supplies and services they will provide in order to successfully complete the audit in accordance with the specifications of this RFQ.
- G. On the form provided in Appendix F, the contractor must specify the number and roles of persons supplied to complete each waste audit and must identify by name the Contractor's project supervisor.
- H. The Contractor must complete Appendix G if they plan to use subcontractors. (MMSM reserves the right to approve or not approve subcontractors suggested by the Bidder for the purpose of a Purchase Order(s) for the work).
- I. The Contractor must complete all audits within the time frames specified in Section 2.4.3.
- J. The Contractor's fieldwork waste audit supervisor/manager must attend a half day MMSM Waste Audit Training Session on sampling and sorting methods, material categories and data reporting requirements. The training session is necessary because MMSM requires that all Contractors use the same methods and are familiar with MMSM printed paper and packaging sort categories.
- K. The Contractor must attend a pre audit planning meeting with each host municipality.
- L. The Contractor shall ensure that all persons participating in the audits have received suitable training prior to commencement and are familiar with MMSM material categories.
- M. The Contractor shall provide weekly informal progress updates to MMSM.
- N. The Contractor shall ensure that all of their staff understands the nature of the work and the risks presented and are familiar with techniques to minimize the risk of personal injury.
- O. The Contractor shall report all injuries to MMSM and the host municipality.
- P. The Contractor shall take digital pictures of the multi-family complexes chosen and pictures of any anomalies, e.g. unusual items in the waste or recycling streams during the audit period.

3.2. General Requirements of the Host Municipality

- A. The host municipality shall identify the sample areas in conjunction with MMSM.
- B. The host municipality shall provide a suitable sorting location with proper facility (i.e water, washroom)(see Section 2.4.5, point B).
- C. The host municipality shall manage the post-sorted material. The host municipality will

provide disposal and recycling bins with easy access to the contractor and cover all costs associated with the bins themselves and the hauling and disposal of the material.

- D. A representative from the municipality will meet with the Contractor prior to the audit.
- E. The host municipality shall provide a liaison person to deal with questions from residents, staff and councillors and to coordinate with municipal collection services.

The host municipality to provide the contractor with a letter stating the contractor is authorized by the host municipality to collect the garbage and the recyclable for the purpose of the audit

3.3. General Requirements of MMSM

- A. MMSM shall make payments to the Contractor for work originating from this RFQ according to the terms outlined in Section 7.0.
- B. MMSM shall run a half-day waste audit training session for the Contractor(s) (see Section 2.2).
- C. MMSM shall provide the Contractor(s) with all the necessary worksheets and logs for data collection and reporting purposes.
- D. MMSM shall provide a liaison person to deal with questions related to collection and sorting methods and results reporting.
- E. MMSM will analyze the waste audit data and will give a copy of the results to the host municipality.

4. Liability

A. The contractor will purchase and maintain in force, at their own expense (including the payment of all deductibles) for the duration of the period the services are to be provided under this Request for Quotations, the following policies of insurance:

a) Comprehensive General Liability, provided that the policy:

I. Is in the amount of not less than one million dollars (\$1,000,000).

II. Adds MMSM, the partner municipality and any sub-contractors of the contractor as additional insured.

III. Has provisions for cross-liability and severability of interests as between the contractor and any such additional insured.

IV. Provides thirty days prior notice to MMSM and the partner municipality of any cancellation, termination or expiry of, or amendment or change (in a material respect) to the policy.

b) Standard Automobile Liability provided that the policy is in the amount of at least one million dollars (\$1,000,000) for each occurrence.

- B. The Contractor shall from time to time, and at all times hereafter, well and truly save, keep harmless and fully indemnify MMSM and any of its officers, employees, agents,

representatives, invitees, members, volunteers, successors and assigns from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings whatsoever which may be brought against or made upon any of them and against all loss, liability, judgments, costs, demands or expenses which any of them may sustain, suffer or be put to in respect of any loss, damage or injury to any person or property directly or indirectly arising out of, resulting from or sustained as a result of the work done by or on behalf of the Contractor or by reason of, or on account of, or resulting from the provision of the services to be provided under this Request for Quotation. The Contractor shall defend, indemnify and hold harmless MMSM, its officers, employees, subcontractors, agents and representatives from any losses that arise or are related to the Contractor's performance or non-performance of its obligation, including payment obligations, under this Agreement. Upon assuming the defense of any action covered under this section the Contractor shall keep MMSM reasonably informed of the status of the matter, and the Contractor shall make no admission of liability or fault on MMSM's part without MMSM's written permission.

- C. MMSM contractors are required to remain in good standing with the Worker's Compensation Board of Manitoba (WCB) during the duration of the project.

5. Price Quotation

Contractors can bid on any or all of the single family or multi-family audits shown in Table 2.0, however, MMSM prefers that a single contractor conduct the Winnipeg single family and multi-family audits at the same time and also that the contractor conduct the Brandon single family and multi-family audits at the same time.

The Contractor will enter their price quotations for each audit in the Price Quotation table below. The price quotes will include all expenses (e.g. supplies, travel, accommodation, etc.). The Contractor's prices will be in effect for a period of 90 days from the date of closing the RFQ.

The Contractor shall enter their price quotations in Table 2.0. The price quotes shall include all expenses (e.g. travel, accommodation, meals, collection vehicle, gas, etc.). The Contractor's prices shall be in effect for a period of 90 days from the date of closing the RFQ.

Table 2.0

Partner Municipality	Audit	Sampling Period	Price Per Audit not including GST (\$)*
City of Winnipeg Single-family waste audit	Spring Audit:	2 weeks	
City of Winnipeg Multi- family waste audit	Spring Audit:	2 weeks	
City of Brandon Single-family	Spring Audit:	2 weeks	
City of Brandon Single-family	Spring Audit:	2 weeks	
City of Steinbach Single family	Spring Audit:	2 weeks	
City of Steinbach Multi- family waste audit	Spring Audit:	2 weeks	
City of Morden Single family	Fall Audit:	2 weeks	
City of Morden Multi-family waste audit	Fall Audit:	2 weeks	
City of Selkirk Single family	Fall Audit:	2 weeks	
City of Selkirk Multi-family waste audit	Fall Audit:	2 weeks	
Town of Swan River Single family waste audit	Fall Audit:	2 weeks	

Partner Municipality	Composition Audit	Quantities	Price Per Composition not including GST (\$)*
City of Winnipeg	Spring	2 x 200 kg's sample	
City of Brandon	Spring	2 x 200 kg's sample	
City of Steinbach	Spring	2 x 200 kg's sample	
City of Morden	Fall	2 x 200 kg's sample	
Town of Swan River	Fall	2 x 200 kg's sample	

Submission of Quotation and Due Date

Quotations must be consistent with, and conform to, the instructions contained in this RFQ to be considered for evaluation. Submission of a quotation indicates acceptance by the bidder of the terms and conditions contained in this RFQ. All quotations received shall become the property of MMSM. MMSM reserves the right to accept or reject any or all quotations.

Quotations may be submitted to MMSM by any of the following ways:

- Electronically to mracicot@stewardshipmanitoba.org.
- By fax to 204.953.2013.
- By courier or personal delivery to 200-283 Bannatyne Ave, Wpg, MB, R3B 3B2.
- By mail to 200-283 Bannatyne Ave, Wpg, MB, R3B 3B2.

Quotations must be received by 4:00PM CST March 12th,2014. Questions that arise during the preparation of the submission shall be forwarded to Martin Racicot at mracicot@stewardshipmanitoba.org or tel. 204.953.2016.

6. Evaluation of Quotations and Award

The Request for Quotations will be reviewed and evaluated by MMSM staff and recommendations made to the MMSM's Waste Audit Subcommittee regarding short listing and interviewing respondents as necessary to identify the recommended Contractor(s). Any decision to accept a submitted quotation, or to proceed with more detailed negotiations with one or more of the bidders, rests with MMSM's Waste Audit Subcommittee.

It is the intent of MMSM to contract with the Contractor(s) with the overall best value to meet MMSM's current and future needs. Cost will be considered but is not necessarily the sole determining factor for an award.

MMSM may revoke the award for this Request for Quotations if the recommended Contractor(s) does not declare to MMSM within 5 business days after notification of award that they agree to provide the services outlined in this RFQ.

7. Payment

The Contractor(s) will be paid upon completion of each two-week audit. The Contractor(s) shall submit an invoice for payment upon completion of each two-week audit. The invoice shall reference the purchase order number for MMSM's Waste Audits Program and shall show the amount of GST separately.

The Contractor(s) shall document all costs and provide receipts to MMSM for all expenses associated with the work.

Invoices shall be sent to:
Multi-Material Stewardship Manitoba
200-283 Bannatyne Ave.
Winnipeg, MB
R3B 3B2

Invoices shall be paid by MMSM within thirty (30) days of receipt of the invoice provided that such invoices are proper, accurate and not in dispute.

8. Other Information

MMSM may cancel or modify this Request for Quotation at any time prior to an award.
MMSM may reject submissions for this Request for Quotation at any time prior to awarding the contract(s).

MMSM may at its sole discretion choose to award all or part of the waste audits.

Appendix A – Multi-Family Sampling Methodology

I. Multi-Family Sampling requirements

Garbage:

- A. If a complex generates less than 400 kg of garbage per week, the audit team is required to sort it all (if this is the case, please skip Section 2.12)
- B. If the complex generates more than 400 kg of garbage per week, the contractor can either:
 - 1) Sort it all as one sample (two samples if garbage is collected two times per week).
 - 2) Extract and sort sub-samples

If you choose Option 1, please skip section 2.12.

Recycling:

- C. If a complex generates less than 200 kg of recycling per week, the audit team is required to sort all of it (if this is the case, please skip Section 2.12)
- D. If the complex generates more than 200 kg of recycling per week, the contractor can either:
 - 1) Sort it all as one sample (containers and fibres will be sorted as one sample even if they are streamed separately for collection).
 - 2) Extract and sort sub-samples.

If you choose Option 1, please skip section 2.12.

II. Extracting sub-samples

Please skip this section if you are sorting the whole load.

- A. Each sub-sample will be at approximately 100 kg and will be sorted separately.
- B. The Contractor will use the “cone and quarter” sampling method for extracting sub-samples from the recycling and garbage loads collected from the complexes.

Cone and quartering is done as follows:

1. The hauler unloads the material collected from a complex onto the tipping floor at the sort site.
2. All bulky items are separated from the load, categorized and weighed (these items will be backed out of the results).
3. The remaining material is mixed by mechanical shovel, or by hand using rakes or shovels, into a uniform, homogeneous pile approximately 0.8 metres high.
4. The pile is divided into four by running a straight line through the centre of the pile and a second line roughly perpendicular to the first.
5. Opposite quarters are removed and set aside (but not discarded), leaving half the original sample.
6. Steps 3 through 6 are repeated until all that remains is the required sub-sample weighing approximately 100 kg. The sub-sample will be set aside for sorting.
7. Steps 3 to 7 will be repeated until the contractor has the required number of 100 kg sub-samples.

C. Sub-sampling requirements for complexes with **weekly or every two weeks garbage or recycling collection**:

Waste Stream	Sub-Samples	Sub- Sample to be Sorted (kg)
Garbage Pick Up #1	#1	~100
	#2	~100
	#3	~100
	#4	~100
Total garbage sorted per complex →		~400
Recycle Pick Up #1	#1	~100
	#2	~100
Total recycling sorted per complex →		~200
Total waste sorted per complex →		~600

D. Sub-sampling requirement for programs with **more than one garbage pick-up per week**.

Waste Stream	Sub-Samples	Sub- Sample to be Sorted (kg)
Garbage Pick Up #1	#1	~100
	#2	~100
Garbage Pick Up #2	#3	~100
	#4	~100
Total garbage sorted per complex →		~400
Recycle Pick Up #1	#1	~100
	#2	~100
Total recycling sorted per complex →		~200
Total waste sorted per complex →		~600

E. If the municipality has a single-stream recycling program (i.e. containers and fibres are mixed), the contractor must sort all the material collected.

Appendix B – Waste Audit Sort Categories

Material Category	Description / Examples
PAPER	
Newspaper – Dailys and Weeklys	Daily and weekly newspapers published by the Canadian Newspaper Association (CNA) and the Manitoba Community Newspapers Association (MCNA); Winnipeg Free Press, Brandon Sun, Winnipeg Sun, Globe and Mail, National Post, community newspapers. No inserts, flyers and magazines from newspapers.
Newspaper - Other	Non OCNA/CNA publications (e.g. TV guides, Auto Trader, Real Estate News) plus inserts and flyers from MCNA/CNA newspapers. Includes glossy flyers and advertising distributed with newspapers.
Telephone Books / Directories	Telephone books and other directories such as the Yellow Pages
Magazines & Catalogues	Glossy magazines, catalogues, calendars, annual reports (must be bound, i.e. stapled or glued).
Mixed Fine Paper	Fine household papers, writing paper, office paper, copy paper, bills and statements, ad mail, etc. Includes glossy flyers and advertising that are not distributed with newspapers.
Books	Hard and soft covered books
Other Paper	Gift wrap, construction paper, photographs, etc. This is a default paper category and as such should not contain a large amount material.
PAPER PACKAGING	
Corrugated Wine Bag in Box	Corrugated box from bag in box wine containers. No plastic liners.
Other Corrugated	Includes micro-flute corrugated containers, pizza boxes, waxed corrugated containers, etc.
Kraft Paper	Kraft paper bags and wrap, grocery or retail bags, potato bags, some pet food bags, etc. Includes brown, white, and coloured kraft paper and bags. No bags with bonded plastic or foil liners/layers/coatings. Includes bags with a light grease coating.

Material Category Description / Examples Boxboard / Cores	Boxboard, paperboard, cereal box, shoe box, frozen food box, cores from toilet paper/ toweling/gift wrap, etc. Includes wet-strength boxboard, fast food cartons such as fry/onion ring boxes and paper plates
Molded Pulp	Egg cartons, drink trays, other trays, molded pulp flower pots/trays, etc.
Paper Cups and Paper Ice-Cream Containers	Includes paper based cups with a plastic lining/layer such as coffee cups, soup cups, french-fry cups. Does not include containers that are plastic or plastic based.
Laminated Paper Packaging	Paper based packaging (at least 85% paper) with foil or plastic liners/layers/coatings, pouches, cookie bags, microwave popcorn bags, fast food sandwich wraps, gift bags, paper based trays, etc.
Composite Cans	Spiral wound cans with paper walls and plastic or metal tops or bottoms; frozen juice, Pringles, raisins, etc.
Gable Top Cartons	Polycoat containers with a gable shaped top; milk, juice, some foods, etc.
Aseptic Alcohol Over 630 ml	Tetra pak type polycoat packaging for alcoholic beverages over 630 ml.
Aseptic Alcohol 630 ml and Under	Tetra pak type polycoat packaging for alcoholic beverages less than or equal to 630 ml.
Aseptic Other Containers	Tetra pak type polycoat packaging, juice boxes, soup, etc.
Tissue/Toweling	Tissues, napkins, paper towels (includes wet/damp items)
PLASTICS	
PET Beer Bottles	#1 clear and coloured beer bottles any size.
PET Other Alcohol Bottles Over 630 ml	#1 clear and coloured wine and liquor bottles over 630 ml.
PET Other Alcohol Bottles Over 100 ml and Less Than or Equal to 630 ml	#1 clear and coloured wine and liquor bottles over 100 ml and less than or equal to 630 ml.
PET Other Alcohol Bottles 100 ml and Under	#1 clear and coloured wine and liquor bottles 100 ml or less.
PET Other Beverage Bottles => 2 litres	#1 soft drink, water, juice, etc. bottles 2 litres or larger
PET Other Beverage Bottles 1 litre but <2 litres	#1 soft drink, water, juice, etc. bottles

	1 litre or larger but less than 2 litres
PET Other Beverage Bottles Less than 1 litre	#1 soft drink, water, juice, etc. bottles less than 1 litre.
PET Other Bottles & Jars	#1 food and non-beverage bottles and jars, cooking oil, peanut butter, dish soap, etc.
PET Other Packaging	#1, bakery, clamshells, trays, ovenable/microwaveable trays, egg cartons. No bottles and jars
HDPE Beverage Bottles	#2 beverage bottles and jugs, juice, milk, etc.
HDPE Other Bottles & Jugs	#2, laundry soap, shampoo, windshield washer fluid, etc.
PVC Bottles & Jars	#3 bottles and jars only, lotions, soaps, bug repellants, shampoos, etc (PVC blister/bubble packs go into "Other Rigid Plastic Packaging")
Other Plastic Alcohol Containers 100 ml and Under	Other plastic alcoholic containers 100 ml or less.
Other Bottles, Jars & Jugs	#4 LDPE, #5 PP, & #7 mixed resin, mustard, ketchup, some juices
Polystyrene Packaging	#6 PS, trays, clamshells, cups & lids, pill and vitamin bottles, seedling trays, PS used to protect boxed product, "peanuts", etc. Non-packaging PS (e.g. plastic cutlery) goes into the "Durable Plastic Products" category
Wide Mouth Tubs & Lids	# 2 HDPE, #4 LDPE & #5 PP tubs and lids, dairy products, etc.
Large HDPE & PP Pails & Lids	>4litres and < 25 litres HDPE & PP pails, lawn, garden, pool supplies, kitty litter, paint, etc.
Polyethylene PE Plastic Bags & Film - Packaging	HDPE & LDPE retail carry-out bags/sacks, dry cleaning bags, bread bags, frozen food bags, milk bags, toilet paper and toweling, over-wrap, lawn seed, soil, peat moss, etc.
Polyethylene Plastic Bags & Film - Non-Packaging	HDPE & LDPE garbage bags, kitchen catchers, blue or clear bags for recyclables, sandwich and freezer bags, etc.
Laminated Pouches & Bag in Box Liners for Alcoholic Beverages	Laminated plastic pouches and plastic bag-in-box liners for wine and other alcoholic beverages.
Laminated/Other Plastic Film and Bags	Plastic film and bags that are at least 85% (by weight) plastic with up to 15% (by weight) other closely bonded or impregnated materials. This includes

	meat, poultry and fish wrap; vacuum sealed bacon bag; luncheon meat and cheese wrap; cereal liners; chip bags and other snack food bags; candy wraps; pasta bags; boil in a bag; plastic based food pouches; bubble wrap; cling wrap; some cookie bags, etc. No alcohol pouches / bag in box liners.
Other Rigid Plastic Packaging	Blister packaging, tubes for pharmaceutical & health care/cosmetic products, plant pots, unmarked/coded packaging, etc.
Durable Plastic Products	Non-packaging such as VCR tapes, CDs, toys, games, Tupperware, etc. Include multi-material items that are mainly plastic – e.g. a plastic toy truck with metal axles. Plastic shoes, gloves, clothing go in Textiles.
METALS	
Aluminum Alcoholic Beverage Cans Over 1 L	Aluminum alcoholic beverages, beer cans over 1 L.
Aluminum Alcoholic Beverage Cans 1 L and Under	Aluminum alcoholic beverages, beer cans 1 L and under.
Aluminum Beverage Cans	Soft drinks, soda, juice,
Aluminum Food Cans	Certain brands of sardines and cat food
Aluminum Foil & Foil Trays	Aluminum foil wrap, pie plates, baking trays, etc.
Other Aluminum Containers	Aluminum aerosol containers, hair products, tubes, etc.
Steel Alcoholic Beverage Cans Over 1 L	Steel alcoholic beverages, beer cans, Sapporo, etc over 1 L.
Steel Alcoholic Beverage Cans 1 L and Under	Steel alcoholic beverages, beer cans, Sapporo, etc 1 L and under.
Steel Beverage Containers	Apple juice; no alcohol containers
Steel Food Containers	Soup, beans, peaches, etc.
Steel Aerosol Cans	Empty spray paint cans, cooking oil, whipped cream, etc.
Steel Paint Cans	Empty paint cans. No steel aerosol paint cans.
Other Metal	Scrap metal, copper pipe, hardware, etc. Includes multi-material items that are mainly metal. Includes empty propane tanks.
GLASS	
Clear Glass Beer	Clear glass beer bottles any size.

Clear Glass Other Alcohol	Clear glass wine and liquor bottles any size.
Clear Glass Other Beverage	Clear beverage containers all sizes—no alcohol containers.
Coloured Glass Beer	Coloured glass beer bottles any size.
Coloured Glass Other Alcohol	Coloured glass wine and liquor bottles any size.
Coloured Glass Other Beverage Containers	Coloured glass beverage containers any size – no alcohol containers.
Clear Glass Food Containers	Clear glass food containers, all sizes
Coloured Glass Food Containers	Coloured glass food containers, all sizes
Other Glass	Window glass, plates and glasses, light bulbs (fluorescent tubes and compact fluorescents go in Other HSW)
HOUSEHOLD SPECIAL WASTE	
Batteries	All types
Paint & Stain	Cans / tubs still containing product, oil and latex paint, wood stain, varnish, etc.
Motor Oil	Oil filters and jugs or cans still containing oil
Other HSW liquids	Solvents, antifreeze, acids, pool chemicals, weed killer, gasoline, brake fluid, glues, adhesives, cleaners, nail polish remover, etc. Look for signal words such as "Poison", "Danger", "Warning", "Caution", and "Precautionary Statements".
Other HSW	Sharps, drug products, medicine, medical waste, fluorescent tubes, ionized smoke detectors, etc. Look for signal words such as "Poison", "Danger", "Warning", "Caution", and "Precautionary Statements".
ORGANICS	
Food Waste	Vegetable and fruit peelings, meats, fish, fats, oils, bones, etc
Yard Waste	Brush, branches, wood chips, grass, leaves, soil, plant material, ashes
Pet waste	Animal feces, bedding, kitty litter
OTHER MATERIALS	
Diapers and Sanitary Products	Diapers, sanitary napkins, hygiene products, etc.
Textiles	Clothing, shoes, mats, drapes, sheets, etc. Plastic rice sacks go in Other

	Rigid Plastic Packaging
Carpeting	Carpeting, underlay, mats
Construction & Renovation	Lumber, wood cut off, drywall, ceramic tiles, plaster, etc.
Computer / IT Equipment	PCs, notebooks, CRT and LCD monitors, scanners, printers, mouse, cables
Telecom Equipment	Phones, pagers, Blackberry, mobile phones, etc.
TV & Audio Equipment	Televisions, DVD, radio, VCR, etc
Small Kitchen Appliances	Blenders, coffee machine, etc.
Other Electronics	Electronic games, clocks, gadgets, anything with a plug or battery
Tires and Other Rubber	Rubber tires and tubes, other rubber items such as hoses
Ceramics	Ceramic plates, cups, plant pots, etc.
Furniture	Chairs, cabinets, tables, garden furniture
Mattresses	Mattresses and box springs, futons, foam mattresses
Other Large Bulky Items	Other large items not classified elsewhere
Other Waste	Materials not classified elsewhere, wooden fruit basket, vacuum bags, wax candles, furnace filters, etc.

Note: There may be a few changes made to the beverage container categories but these will not increase the total number of categories.

Appendix C – Contractor Reference for Residential Waste Audits

Name:	
Municipality:	
Phone Number:	
Date Audited Completed:	
Scope of Work:	

Appendix D – Equipment and Services Provided by Contractor

Description of Equipment and Services Provided by Contractor	
Collection Vehicle:	
Materials/Supplies:	
Services:	

Appendix E – Staff Provided by Contractor

Specify the number and roles of persons supplied to complete the waste audits.

Role	Number of Persons Provided

Identify the person who will be supervising the project and attach their Curriculum Vitae to the bid document.

Contractor's project supervisor: _____

Appendix F – Subcontractors

If work will be subcontracted, indicate who it will be contracted to and what services they will provide.

Company Name	Contact Name	Phone Number	Service Provided