



Request for Proposal

MRF Material Composition and Density Study

Proposal due by 4:00 pm
Thursday, July 27, 2017

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1 Introduction

1.1 Background

Under the Waste Diversion Act and the Blue Box Program Plan, the Resource Productivity and Recovery Association (RPRA, formally Waste Diversion Ontario) conducts an annual municipal datacall in which they survey Ontario municipalities on materials diverted and waste disposed. A number of municipalities report tonnage figures for commingled materials instead of individual materials. For example, a municipality might report on hardpack instead of providing separate weights for specific paper fibres such as newspaper, corrugated cardboard, boxboard, etc.

In order to determine the overall tonnes of the various Blue Box materials recovered in Ontario each year, Stewardship Ontario (SO) allocates material for reported commingled materials based on waste composition data.

While Blue Box performance and cost metrics are primarily expressed as weight-based measures, (i.e. tonnes collected as a proportion of tonnes generated, material cost per tonne managed and fee rates per kilogram), understanding the volume of individual Blue Box waste materials is equally as important.

This is especially evident in the operational planning and management of Blue Box waste in the field where the volume of individual materials poses more restrictions and requirements for capacity and handling than material weight. In addition, Blue Box wastes are often transformed during the various stages of collection, transportation and post-collection processing, (i.e. from curbside to baler) impacting the volume of the individual materials throughout the process.

Individual material densities for Blue Box waste informs Stewardship Ontario’s Activity-Based Costing (ABC) tool and are used as a proxy to allocate common program costs not associated with any particular material. Blue box wastes are sampled annually to reflect any changes in packaging and printed paper design and the processes used to manage them in the collection and post-collection system.

This Request for Proposal (RFP) is to secure a competent and qualified contractor or contractors to complete a two-series MRF Material Composition and Density Study within the defined scope of work and time limits.

1.2 2017 Project Partners

The 5 partners for the 2017 MRF Material Composition and Density Study are presented in Table 1 below.

Note: we request that proponents do not make direct contact with our partners regarding this project until the successful contractor is chosen. Any questions regarding their involvement should be directed to Clayton Sampson at: csampson@stewardshipontario.ca.

Table 1: Partners for the MRF Material Composition and Density Study

Program Name	MRF Address	MRF Configuration	Notes
Bluewater Recycling Association	415 Canada Avenue, Huron Park	Single-stream	
City of Kingston	170 Lappans Lane, Kingston	Two-stream	
City of Peterborough	390 Pido Road, Peterborough	Two-stream	Limited space for sorting work
City of Sudbury	1805 Frobisher Street, Sudbury	Single-stream	Sorting of material will have to be accomplished after hours. Contractor will have to complete approved safety training course provided by City.
City of London	3438 Manning Drive, London	Two-stream	

1.3 Right to Change Scope

Stewardship Ontario reserves the right to adjust the scope of work in consultation with the selected Contractor (s) . This may include changes in sorting locations; changes in materials to sort, etc. Any increase in scope will involve the appropriate negotiations with the selected contractor to modify current contract pricing.

1.4 Terminology

Partner: A municipality, contractor or facility operator who has expressed an interest in, and been selected to participate in the MRF Material Composition and Density Study as outlined in this RFP.

Contractor: Company or companies retained to provide MRF material composition sampling services under this RFP.

2 Scope of Work

2.1 Purpose and Objective

Stewardship Ontario is requesting Proposals for contractors to collect primary data on the composition of post-sort Blue Box material and residue at 5 material recycling facilities (MRF's) across Ontario (see Table 1 showing which studies will be completed at each facility). Density measurements of the ready to be baled commodities and individual sorted material categories will also be collected. These data will be collected through a two-series study to be completed over the summer and fall seasons of 2017.

Stewardship Ontario will use these data for material and volume allocation purposes associated with the process of calculating the quantities of Blue Box materials recovered in Ontario, which is ultimately used in the fee setting methodology. As such the acquisition of concise, accurate and robust data is a high priority.

2.2 Kickoff Meeting

The selected contractor will arrange a project initiation meeting with representatives of Stewardship Ontario within seven business days of contract award to review the project work plan, timing and deliverables of awarded work.

2.3 Selection of Commodities

Prior to beginning the field work, the contractor must ensure their staff and subcontractors have received suitable and appropriate training for the current work environment (i.e. WHMIS) and are familiar with the sampling methods outlined in this document. In addition, staff and subcontractors must understand the nature of the work and the risks presented, and are familiar with techniques to minimize the risk of personal injury.

The samples will come from post-processed Blue Box materials that are either ready to be baled or ready to be shipped loose. In the event that only baled material is available, the contractor will confer with Stewardship Ontario to determine if sorting baled material is the best course of action at the time.

Commodities to sample will include:

- ONP
- OCC
- Hardpack
- Mixed Paper
- Mixed polycoat (gable top and aseptic)
- PET
- HDPE
- Mixed Plastics #1 to #7 or #3 to #7
- Tubs and Lids
- Aluminum
- Steel
- Commingled Fibre and Containers
- MRF residue stream

Please see Appendix A to understand the level of effort (sorting) that will be required by commodity type. Stewardship Ontario anticipates that there will be between 4 to 6 target commodities available for sampling at each MRF.

2.4 Study Period

This study requires the sampling of MRF post-sort commodities to be completed twice in the 2017 calendar year (see table below), referred to as Series #1 and Series #2. Contractors should expect to spend two days sampling at Bluewater, Peterborough, Kingston, Sudbury MRF’s, and 3 days at the London.

Table 2: Timing of MRF Commodity and Density Studies:

Study Series	Site Visit Period	Final Tables Submitted
#1 Summer	August 8 th – September 15 th	September 29 nd
#2 Fall	October 10 th – December 2 nd	December 9 th

The contractor will work with the partner municipalities/MRF operators to schedule the work such that the following conditions are met:

- the maximum range of materials is available for sampling on the days of the study;
- the study is completed when the MRF is operating at normal capacity under normal operating conditions (i.e. with the usual number of staff on the lines and the equipment operating properly); and
- avoid times where commercial material is being processed.

3 Specifications for MRF Sampling

3.1 Sample Extraction Procedures

3.1.1 Post-sort commodity material

The commodity samples will be obtained in an unbiased way from storage bunkers and/or cages and/or baler in-feed belt by hand using shovels and bins or with the assistance of a MRF staff loader operator. In some cases where access to loose material is restricted, it may be necessary to get the samples from bales that have been opened (this would only be done if the de-baled material could be sorted relatively easily, i.e. the containers are not too stuck together).

The contractor is to sort four (4) 50 kg (± 5 kg) samples of each of the targeted commodities that are available at the time of the audit (assume 4 to 6 target commodities will be available at each MRF).

Stewardship Ontario will select and provide the target commodities at each MRF that will reflect a representative mix of samples requiring varying amounts of time to sort. The contractor will have to verify that these commodities will be available at the time of the work.

Before gathering and sorting a sample, the contractor is required to consult with MRF staff and confirm that the sample material meets the requirements of the study. If the contractor is aware that the material does not meet the requirements of the study, is unsure, or feel they cannot get sufficient material for four samples, they are to contact Clayton Sampson at SO csampson@stewardshipontario.ca for further direction.

3.2 Specifications for Sorting MRF Material

The partners are required to provide appropriate space in their MRF for the sorting, ideally a 20' x 20' area in an out of the way area with low traffic flow and adequate lighting and ventilation. An electrical outlet will be required in the vicinity to power the weigh scale. The partner municipalities will also be called on to provide assistance obtaining sample material from bunkers and/or cages.

The contractor will provide all the equipment and supplies to conduct the waste sorting including (but not limited to):

- heavy-duty puncture resistant gloves, safety footwear, reflective safety vests, protective coveralls, ear plugs and air-filter safety masks;
- work tables on which to sort the waste;
- leak-proof containers for sorting and weighing the Blue Box material;
- an electronic weigh scale capable of measuring from 0.005 kg to at least 120 kg, of sufficient accuracy to provide weight measurements within $\pm 1\%$ of true weight;
- a first aid kit; and
- any other items necessary to complete the sort (e.g. broom, dustpan, etc.).

Each 50 kg (± 5 kg) sample (both post-sort commodity will be sorted separately into Stewardship Ontario's material categories. Refer to Appendix A for a summary of the required material categories.

All material will be processed using Stewardship Ontario's standard methods for sorting residential waste. Best efforts will be made to empty all food and beverage containers before weighing. Any item that substantially skews the overall weight of a particular category should be weighed separately and the weight noted on the datasheet using the Excel comment function.

All weight measurements will be expressed in kilograms to two decimal places and will be recorded in the Excel workbook provided.

On completion of the sampling, the contractor will promptly remove their equipment and supplies and leave the site as it was prior to the sampling exercise.

3.3 Specifications for Density Measurements

Density measurements are required to be taken for 1) targeted commodity prior to the consultant sorting into the Stewardship Ontario material categories, and 2) individual material categories after sorting by the consultant as required in Section 3.2 above.

1). Commodity Density Measurements of Samples

For the identified commodities to study at each MRF the consultant will ensure that two (2) completely full 'Container A' (see section 5.2. below) samples are weighed and density recorded as per the provided worksheets. For commodities with greater densities (ONP, Mixed Fibres), a full Container A will have a weight greater than the 50 kilogram samples that are to be collected and sorted into material categories as required in Section 3.2. In these cases, the two full 'Container A' samples can be used to create the four (4), 50 kg samples to be sorted as per Section 3.2. For each MRF, a total of 8-12 commodity-level density measurements will be required per study series, depending on the number of commodities selected.

2). Material-Specific Density Measurements (from commodity samples only)

Density measurements are required for sorted materials for each of the identified individual material sorting categories. The objective for the study is to obtain, at minimum, six (6) density measurements for each material category from at least two (2) different MRFs per study series. Since there are a total of 28 material categories in the Stewardship Ontario sorting category list that will require density measurement, a total of 168 samples per study series is expected. For 20 of the 28 material categories requiring density measurement, the contractor is required to count and record the number of units found within the density measurement container. The material categories requiring density and unit count measurements are identified on the "Material Categories" worksheet of the Excel workbook to be used for this study (see Appendix A for the materials that will require unit counts).

Sorted materials from the same category can be combined from multiple 50 kg samples so that a full Container A or B can be measured. Should there be insufficient quantities of a material type (i.e. steel paint cans) to completely fill the chosen container size during the study visit at a particular MRF, the contractor is permitted to combine these materials with the same material category from another MRF. Where it is not possible to obtain six (6) full containers for certain material categories, the contractor shall notify Stewardship Ontario to request suitable substitutes.

For both commodity-level and material-specific density measurements, during the sorting process and prior to weighing, the contractor will gently shake the container for approximately five to ten seconds periodically to assist the material to settle and level out. Material should not be compressed by hand or stood upon by the contractor.

4 Study Deliverables

The contractor is required to enter the weight data from each MRF Material Composition and Density Study into the electronic spreadsheets provided by Stewardship Ontario. The Excel workbook for this study has been provided as an attachment to this RFP. The file contains the following worksheets:

Audit Description: The contractor is required to enter general information about the conditions at the MRF at the time of sampling (i.e. weather conditions, etc.) into this sheet and submit it to Stewardship Ontario at the end of the study.

Material Categories: The contractor should print this sheet and make it available for reference during the waste sort.

Commodity Sort Results: The contractor is required to enter the weight measurements into this sheet and submit to Stewardship Ontario at the end of the study. Instructions for entering the data are provided on the worksheet.

Density – Commodity-Level: The contractor is required to enter weight measurements into this sheet and submit to Stewardship Ontario at the end of the study. Instructions for entering data are provided on the worksheet.

Density – Material-Specific: The contractor is required to enter weight measurements into this sheet and submit to Stewardship Ontario at the end of the study. Instructions for entering data are provided on the worksheet.

Photo documentation – The contractor is required to take a pre-sort photo of each sample and a post-sort sample of the materials. The contractor shall also take a photo of each container when recording the density of commodity-level and material-specific sample measurements.

All data and information must be checked for accuracy and errors and be approved by the contractor's project supervisor before it is submitted to Stewardship Ontario.

The contractor will email the completed electronic spreadsheets to Clayton Sampson at csampson@stewardshipontario.ca and Chris van Rossem at cvanrossem@cssalliance.ca.

5 General Requirements

5.1 General Requirements of the Contractor

The contractor must have prior experience and supporting documentation detailing the qualifications and experience of the people who will be carrying out the work, particularly noting specifically where appropriate experience with waste composition measurements and experience monitoring MRF process operations.

The contractor will supply a sufficient number of sorters and support staff to complete the work in a timely fashion.

On the form provided in Appendix B, the contractor must provide three references for the work they are quoting on.

On the form provided in Appendix C, the contractor must list all equipment including, materials, supplies and services they will provide in order to successfully complete the study in accordance with the specifications of this RFP.

On the form provided in Appendix D, the contractor must specify the number and roles of persons supplied to complete each MRF Material Composition and Density Study and must identify by name the contractor's project supervisor.

The contractor must complete Appendix E if they plan to use subcontractors. The use of subcontractors requires prior written approval from Stewardship Ontario.

The contractor shall ensure that all of their staff and subcontractors have received the required training before they start on this project that and be prepared to provide evidence of such training upon the request of SO. This training is that which is applicable to meet the needs of the Workplace Safety and Insurance Board, WHMIS requirements and to achieve the required sorting and documentation as outlined in this RFP.

The contractor shall ensure that all of their staff and subcontractors understand the nature of the work and the risks presented and are familiar with techniques to minimize the risk of personal injury.

The contractor shall provide weekly informal progress updates to Stewardship Ontario and more frequently as required.

The contractor will be required to sign a project agreement with Stewardship Ontario that outlines the roles and responsibilities of the parties involved.

5.2 General Requirements of Stewardship Ontario

Stewardship Ontario will work with the contractor to ensure they are familiar with Stewardship Ontario waste audit methods and reporting requirements as described in this RFP.

Stewardship Ontario will provide the contractor with two different container types with known volumes (m^3) to be used for the purpose of measuring material densities of selected commodities and individual sorted material categories.

Container A: A Gaylord Box with the dimension of 48" x 38.125" x 38.75" (approx. 122 cm x 97 cm x 98 cm) and a known volume of 41 ft^3 or 1.162 m^3 . This container shall be used for the measurement of the density of the commodities and for measuring the density of individual material sort categories such as corrugated cardboard (OCC), boxboard (OBB) and other materials considered too bulky to use Container B.



Container A

Container B: A large box with the dimensions of 18" x 18" x 24" (45.7 cm x 45.7 cm x 70 cm) and a volume of 4.5 ft³ or 0.1274 m³. This container shall be used for the measurement of less bulky materials including containers used for beverages, food and consumer products, LDPE Film, etc.



Container B

Stewardship Ontario shall provide the contractors with all the necessary worksheets and logs for data collection and reporting purposes as described in this RFP.

Stewardship Ontario shall provide a liaison person to handle questions related to collection, sorting and reporting.

Stewardship Ontario shall provide a copy of the results to the partner municipality for their own use.

5.3 Insurance and Liability

The successful contractor will maintain in force for the duration of the project at its own expense comprehensive general liability insurance in the amount of not less than two million dollars. The successful contractor or any employee or contractor subcontracted to the contractor will be required to be registered and remain in good standing with the Workplace Safety and Insurance Board (WSIB) during the duration of this study. An insurance certificate made out in the name of Stewardship Ontario stating the contractor's coverage is required to be submitted before work begins by any of the successful bidders or their staff or sub-contracted contractors.

5.4 Confidentiality and Indemnity

The contractor is required to enter into confidentiality and indemnity agreements with Stewardship Ontario and the project partners as required in order to protect commercially sensitive information made available through this audit or other communications, direct or indirect.

6 Submission of Proposal, Due Date and Overall Project Timeline

The contractor must provide a proposal, of no more than 3 pages (not including the appendices B,C,D; Pricing Sheet,) that demonstrates a capability, understanding and knowledge of the work and indicates a grasp of the requirements needed to complete the work.

To be considered for this contract bidders must:

- Complete the Pricing Tables (Appendix E) and appropriate tables (Appendices B-D) in the appendices.

Proposal must be consistent with, and conform to, the instructions contained in this RFP to be considered for evaluation. Submission of a quotation indicates acceptance by the bidder of the terms and conditions contained in this RFP. All Proposal received shall become the property of Stewardship Ontario. Stewardship Ontario reserves the right to accept, in whole or in part, or reject any or all submissions.

6.1 Contact and Questions

All communications relating to this RFP (including submission of questions) must be by e-mail to Clayton Sampson– Field Services Manager at csampson@stewardshipontario.ca only, and reference “RFP – SO MRF Material Composition and Density Study” in the subject line.

Please see below in Table 3 the project timelines and due dates.

Respondents who wish to submit questions regarding this RFP must do so by no later than the Deadline for questions set out in Table 3. Stewardship Ontario reserves the right to no respond to questions received or to edit and merge questions for clarity and applicability to all respondents generally.

Table 3: Project Timeline

Project Milestone	2017 Project Due Date
RFP supplied	Friday July 14 th
Deadline for questions	Wednesday, July 19 th by 2:00pm
Deadline for submissions	Thursday, July 27 th by 4:00 pm
Successful proponent notification	by Wednesday, August 3 rd
Series #1 field work	August 8 th – September 22 th
Series #1 data submission	September 29 nd
Series #2 field work	October 10 th – December 2 nd
Series #2 data submission	December 9 th

7 Evaluation of Proposal and Awards

All bids received will be independently evaluated by Stewardship Ontario staff. The evaluation will be based on the following criteria:

Criteria	Weighting
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Demonstrated understanding and feasibility of methodology to complete the MRF Material Composition and Density Study,	30%
Provided References (Appendix B)	10%
Equipment Provided (Appendix C)	10%
Staff Provided (Appendix D)	10%
Price (Appendix E)	40%

It is the intent of Stewardship Ontario to contract with a contractor or contractors that will provide the best overall value to meet Stewardship Ontario’s needs.

8 Payment

Stewardship Ontario will issue a purchase order to undertake this work. Invoices for this project should reference “MRF Composition and Density Study 2017”. Invoices shall be supported with documentation indicating hours and fees against tasks.

We anticipate that the contractor shall invoice Stewardship Ontario at the end of each series. However, this may be discussed and agreed upon prior to the inception of work.

Invoices sent by email should be sent to: Clayton Sampson, Field Services Manager
csampson@stewardshipontario.ca

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

Stewardship Ontario may revoke an award under this RFP at any time if a contractor fails to meet any of the conditions and requirements outlined in this RFP.

Appendix A – Material Categories

Stewardship Ontario MRF Material Composition and Density Study – Material Categories

Material Category	Material Sub-Category	Description / Examples
Printed Paper	Newspaper and Inserts	Daily and weekly newspapers, community newspapers, free newspapers and other newsprint publications. E.g. Globe and Mail, Star, Metro, Auto Trader, Condo Living, Real Estate News. Includes flyers and advertising made of newsprint distributed with newspapers.
	Magazines and Catalogues	Glossy magazines, catalogues, annual reports (must be bound, i.e. stapled or glued).
	Telephone Books / Directories	Telephone books and other directories such as the Yellow Pages.
	Other Printed Paper	Mixed fine paper, bills and statements, envelopes with company logos, ad mail, etc. Includes non-newsprint flyers and advertising, promotional calendars.
	Other Printed Paper (Non-Obligated)	Writing paper, office paper, soft or hard covered books, blank paper envelopes, gift cards, purchased calendars
Paper	Corrugated Cardboard	Includes micro-flute corrugated containers, pizza boxes, waxed corrugated containers, electronic product boxes such as television and computer boxes, boxes used to direct mail for residential consumers. Kraft paper bags and wrap, grocery or retail bags, potato bags, some pet food bags, includes brown, white, and coloured kraft paper and bags. No bags with bonded plastic or foil liners/layers/coatings.
	Boxboard / Cores / Molded Pulp	Boxboard, paperboard, cereal box, shoe box, frozen food box, cores from toilet paper / toweling / gift wrap, etc. Includes wet-strength boxboard, fast food, ice cream boxes, cartons such as fry / onion ring boxes and paper plates. Molded pulp packaging such as egg cartons, drink trays, other trays, molded pulp flower pots/trays, etc.
	Gable Top Containers	Polycoat containers with a gable shaped top, milk and milk substitutes like soy, almond and rice milk, juices, some foods, sugar, molasses, etc.
	Aseptic Containers	Polycoat fibre and foil containers (e.g. Tetra Pak) for soy, almond and rice milk, juice boxes, water, wine and other spirits, soup, sauces etc.
	Polycoat Cups	Hot beverage / food containers with polycoat on the inside only, including coffee cups, soup cups / bowls, chili cups etc. (excludes fountain drink cups), and cold beverage / food containers with polycoat on both sides including fountain drinks, take-out ice cream cups.
	Spiral Wound Containers	Polycoat or paper containers with steel bottoms including chip containers, frozen concentrate juices, pre-packaged cookie dough, etc. May also have foil and / or plastic on ends.
	Ice Cream Containers and Other Bleached Long Polycoat Fibre	Polycoated paper ice cream containers, typically with a lid, excluding boxboard folded ice cream boxes. Food containers with white fibre and a rolled or folded rim, includes Michelina's frozen food, KFC tubs.

Material Category	Material Sub-Category	Description / Examples
	Paper Laminate Packaging	Paper with aluminum foil, paper with plastic, multi-layered paper; includes microwave popcorn bags, some cookie bags, dog food bags, paper granola bar wrappers, laminated paper carry out bags, etc.
	Other Paper (non-packaging)	Moving corrugated Boxes, bristol board, paper napkins, tissue (non-packaging only)
Plastic	#1 PET Bottles and Jars	Clear and translucent #1 plastic bottles and jars including pop, juice, liquor, cooking oil, honey, dish soap, etc.
	#1 PET Bottles and Jars - Coloured	Solid coloured #1 plastic bottles and jars including pop, juice, liquor, cooking oil, honey, dish soap, etc.
	#1 PET Thermoform - Clear	#1 clamshells, #1 egg cartons, #1 trays, #1 blister packaging, etc.
	#1 PET Thermoform - Coloured	Coloured PET microwaveable trays, etc.
	#2 HDPE Bottles and Jugs - Natural	Natural #2 plastic bottles and jugs, juice, milk, laundry soap, shampoo, windshield washer fluid, etc.
	#2 HDPE Bottles and Jugs - Coloured	Coloured #2 plastic bottles and jugs, juice, milk, laundry soap, shampoo, windshield washer fluid, etc.
	#2 Other HDPE Containers	Other #2 containers such as margarine and yogurt containers made from HDPE.
	Flexible Film Plastic – LDPE and HDPE	HDPE and LDPE film, dry cleaning bags, bread bags, frozen food bags, milk bags, toilet paper and paper towel over-wrap, lawn seed bags, grocery and retail carry-out bags.
	Flexible Film Plastic – LDPE and HDPE (non-obligated)	Non-packaging HDPE & LDPE film (e.g. kitchen catchers, sandwich and freezer bags, garbage bags, etc.)
	#5 PP Bottles	#5 plastic bottles includes nutritional supplement drinks, shampoos, etc.
	#5 Other PP Containers	#5 containers such as margarine and yogurt containers and other containers made from PP, including tubs and lids with resin codes #5 PP.
	#5 Other PP Containers - Black	Black #5 containers such as margarine and yogurt containers and other containers made from PP, including tubs and lids with resin codes #5 PP.
	#6 PS - Expanded Polystyrene	#6 foam take-out containers such as drink cups, large, white packaging foam, meat trays, etc.
	#6 PS - Expanded Polystyrene - Black	Black #6 foam take-out containers such as drink cups, large, white packaging foam, meat trays, etc.
	#6 PS - Non-expanded Polystyrene	#6 polystyrene clear clamshell containers such as berry and muffin containers, opaque clamshell containers such as food take-out containers, rigid trays, small milk or cream containers for hot beverages, cold drink cups.
	#6 PS - Non-expanded Polystyrene - Black	#6 black , rigid trays, and other black #6 PS packaging
	Plastic Laminates and Other Film Packaging	Laminated plastic film and bags that are at least 85% plastic (by weight). Includes chip bags, vacuum sealed bags, cereal liners, candy wraps, pasta bags, boil in a bag, plastic based food pouches, and other film plastic not made of LDPE/HDPE or PLA, PHA, PHB.
	PLA, PHA, PHB	All other plastic containers and plastic film consisting of bio-plastics made of either PLA (Polylactic acid), PHA (Polyhydroxyalkanoates) and PHB (poly-3-hydroxybutyrate) polymers
	Other Rigid Plastic Packaging	Other rigid containers (#3, #4 & #7), non-PET blister packaging, unmarked / coded packaging, plant pots and trays, pails, etc.
	Other Rigid Plastic Packaging - Black	Other black rigid containers (#3, #4 & #7), non-PET blister packaging, unmarked / coded packaging, plant pots and trays, pails, etc.

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Material Category	Material Sub-Category	Description / Examples
	Other Plastics - (non-packaging/durable)	Rubbermaid tubs, toys etc.
Steel	Steel Food and Beverage Cans	Apple juice, soup beans, peaches cans, etc.
	Steel Aerosol Containers	Empty spray paint cans, cooking oil, whipped cream, etc.
	Steel Paint Cans	Empty paint cans. No steel aerosol cans.
	Other steel (non-packaging)	Non-packaging steel products including baking trays, frying pans etc.
Aluminum	Aluminum Food and Beverage Cans	Soft drinks, soda, juice, beer cans, certain brands of sardines and cat food, etc.
	Aluminum Foil and Foil Trays	Aluminum foil wrap, pie plates, baking trays, etc.
	Aluminum Aerosols	Aluminum aerosol containers, hair products, etc.
	Other Aluminum (non-packaging)	Aluminum siding, baking trays etc.
Glass	Glass (Clear and Coloured)	Food and beverage containers such as pickle jars, salsa jars and dairy tubs, glass cosmetic containers for creams, beverage bottles
	Other Glass - (non-packaging, not accepted)	Dishes, ceramics, window glass
Other	Other Material	All other material not listed above and other prohibited material not typically accepted in each program.

Shaded Material Sub-Categories are items that will require unit counts as part of the density measurement task.

Appendix B: Contractor Reference for MRF Material Composition and Density Study

Reference 1

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

Reference 2

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

Appendix C – Equipment Provided by the Contractor

Description of Equipment Provided by Contractor to Undertake the Study Work

Materials/Supplies:

Appendix D – Staff Provided by Contractor

Specify the number and roles of persons supplied to complete the waste audits (for all the locations bidding on).

Locations	Number of Persons Provided and the Roles
BRA MRF	
Kingston MRF	
Peterborough MRF	
Sudbury MRF	
London MRF	

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

Contractor's project supervisor:

Name

Appendix E – Price Sheet

The contractor shall enter their price submissions in the sheet below. Prospective contractors may submit pricing on all the work described or portions of it. All prices submitted must be based on the contractor completing all the waste material composition and density work (2 sessions) in a facility. The price quotes shall include all expenses (e.g. travel, accommodation, supplies, etc.) to complete the work. The prices submitted shall be in effect for a period of 30 days from the date of RFP closing and shall remain in effect for the duration of any contract awarded under this RFP.

Location	Summer Session Price	Fall Session Price	Total Price
BRA MRF			
Kingston MRF			
Peterborough MRF			
Sudbury MRF			
London MRF			