

**QUESTION AND ANSWERS IN RESPONSE TO SO & CIF REQUEST FOR PROPOSAL (RFP):
CURBSIDE AND MULTI-FAMILY RESIDENTIAL WASTE COMPOSITION STUDY RFP
RFP ISSUED TUESDAY, APRIL 24, 2018
Q&A ISSUED: FRIDAY MAY 5, 2018**

1. For previous audits what quantity of staff has successfully completed the Curbside and Multi-residential audits?

Response: Previous contractors have supplied sufficient staff to carry out the work in each location. Specific staffing levels are not available.

2. For previous audits how long have the working days been? e.g. 8 hour days? 12 hour days?

Response: The length of the work day is based on the amount of material being sorted, the staff level utilized and the hours of operation of the facility where the sorting is being carried out.

3. What time are the multi-residential loads typically brought into the facility?

Response: The timing of the delivery of the multi-residential material will be based on discussion/negotiation between the municipality, the hauler and the waste sorting contractor.

4. What hours can the successful proponent use the sorting facilities?

Response: Each location will have differing hours of operation. The host municipalities provide the location for the work to be carried out. The expectation is that the facilities will be made available for the hours required to undertake the work.

5. If the loads come in later than the opening time of the facility, can the team start later and stay later (after 6pm) to complete the sort if needed?

Response: The hours of delivery and operational availability will be discussed and negotiated with each host municipality.

6. The RFP states that site visits are required for the multi-residential buildings, are the buildings close together? If not how far apart are they?

Response: The final decisions on the multi-residential complexes that will be studied are made by the host municipality and will be discussed during the site meeting with the municipality.

7. Is it possible to schedule all multi residential audits in one week as that will affect pricing. For eg, it will be cheaper using 6 sorters for one week that includes multi residential plus curbside audit against using 6 sorters for two weeks where multi residential audits are spread out and included with curbside audits.

Response: The schedule for the multi-residential waste deliveries will be negotiated with the host municipality. Having all buildings done in 1 week is a possibility.

8. Section 3.6, Point 10 mentioned that the contractor will need to monitor the hauler's weighing and tipping activities to ensure that accurate weights are received. Just to confirm, that the successful proponent will have to be on-site at the complex to ensure that the hauler's Garbage and Recycling trucks are empty before the complex's load is filled into the truck?

Response: The host municipality will arrange for the pickup and delivery of material exclusively from study buildings. The contractor will be responsible to get the weight of the load and to ensure it is not tipped/mixed into other material at the site. The purpose of getting a weight of the load is to assist in decision making if sub-samples will be required or if all the material will be sorted.

9. For depot residential waste collection it is mentioned that the sorting wouldn't be possible at the depot location. Is the subcontractor responsible for the collection of samples from the depot location to the respective municipalities transfer station for sorting?

Response: The contractor will be required to collect the material and then take the collected material from the depot location to the location where the sorting work will be carried out.

10. Can you kindly give us more information about depot tool and how are we supposed to calculate the household generation days with respect to the tool, Since the values are purely based on interviewing residents disposing materials at the depot, Is the subcontractor responsible to record customer information for validation?

Response: The Depot Sampling Tool is an Excel based table that will be used to determine the waste generation days. The required information used as inputs (seasonal or permanent resident;# of households, #of days of generation) will be identified in the Tool such that the contractor can obtain this information from residents through interview as waste is collected for study. An example of the required information to be collected for each sample of waste collected has been provided as a table on the following page of this document.

Generator #	Permanent or Seasonal HHLD	# of Households	Days of Generation	Household Generation Days
1	Seasonal	1	4	4

11. Can we assume the City of Ottawa’s Curbside and MF audits would be happening concurrently (i.e. during the same 2 weeks each season) and at the same sorting location?

Response: It is the intent of the RFP that both single family and multi-family studies in a single municipality will be completed during the same 2 week waste generation period.

12. Referencing the Depot audits parameters (section 3.5), In order to achieve the targeted sample size, is it expected that the contractor will be available for collecting samples throughout a municipality’s full depot operating schedule (e.g. all day every day for 7 days/week)? Or can a specified number of days throughout a 2-week audit period be dedicated to sample collection, while the remaining days are dedicated to sorting the samples (understanding that on sorting days, no samples would be collected if sorting is off-site)?

Response: The collection methodology allows for flexibility in number of days for physical collection at the depots. The methodology is to collect 700 generation days of material, there will be room to develop the details of what day’s collection and sorting will be carried out.

13. Referencing the Depot audits parameters (section 3.5), it is requested that the 700 household generation days be split approximately evenly between the 4 depot locations in each municipality. Anticipating that some depots are likely to be busier than others, is it expected that a contractor would move on from a busy depot after receiving ~175 household days, and spend the rest of the time at quieter depot(s) even if it is not likely to achieve the full 700 household days at the end of the 2 week period?

Response: There will be flexibility to determine reasonable proportionality between depot locations based on resident usage. The purpose of the methodology is to ensure that there would be representation of collection from all the drop-off areas for the waste study.

14. If more than one depot is open during the same days/times within a municipality, is it expected that the contractor will have separate staff available at all open locations at the same time? Or is it acceptable for the contractor to be working at only one facility at a time?

Response: As detailed in previous depot questions, there will be flexibility in the operations collections from the depots. The goal is to collect and sort 700 generation days of material from each municipality each season within the 2 week time frame.

15. Even with clarification on the above listed questions, there will still be the unknown variable of how many days it will take to receive the targeted number of samples at any given location, and in any given season. Hypothetically, the 700 samples could be received within a few days in busy locations/seasons or take the full 2-weeks in others.

Response: The RFP details that the goal is to collect 700 generation days of material at each municipality each season for study. If the number of days of generation cannot be met, then the material collected within the 2 weeks at the municipality will be used. Also, it states that once the 700 days of generation of material has been collected, the collection for that season will be complete. There will be variability in collection times between the seasons and the municipalities.