

**Stewardship Ontario & the Continuous  
Improvement Fund**

**Request for Proposal**

**Curbside and Multi-Residential Waste Composition Studies**

**Posted: April 24, 2018**

**Response Deadline: May 9, 2018 (2:00pm)**

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## SECTION 1: Information to Proponent

### 1.1 Purpose and Objectives

The purpose of this Request for Proposals (RFP) is to solicit Proposals from qualified contractors to conduct single-family residential and multi-residential waste composition studies in a number of selected municipalities in Ontario.

The contractor will be responsible for collecting, sorting and classifying single-family residential and multi-residential wastes and providing the data to Stewardship Ontario (SO) and the Continuous Improvement Fund (CIF) for dissemination at their discretion in cooperation with their municipal partners.

The waste study scope of work outlined in this RFP, is based on the WDO (now Resource Productivity and Recovery Authority or RPRA) “Terms of Reference: Curbside and Multi-Residential Waste Composition Studies”, a copy of which is available [here](#) for reference.

The objectives of the Single-Family Residential and Multi-Residential Waste Composition Studies are to:

- Collect accurate single-family and multi-residential waste composition and generation data in appropriate municipalities across Ontario;
- Estimate provincial waste generation rates (kg/household/week) for single-family households and multi-residential households by material category; and
- Estimate typical recovery rates for recyclable Blue Box wastes.

The results of waste composition studies are used for the following purposes:

- Assess Blue Box material generation rates, in order to set Steward fees;
- Development of a public dataset representative of the nine datacall municipal groupings;
- Assess opportunities and priorities for improving cost-effective recovery;
- Determine the recovery performance of existing programs; and
- Validate possible best practice assumptions.

The acquisition of concise, accurate and robust data is a high priority. The purpose of this RFP is to obtain a contractor(s) that will provide a high quality service and demonstrate a commitment to quality assurance in undertaking the work outlined.

### 1.2 Timing of Single-Family and Multi-Residential Waste Composition Studies

**Single Family Studies:** Four (4) two-week long waste composition studies will be completed in each partner municipality. The two-week long waste composition studies will be completed during the following time periods:

“Summer”: June 25 to September 22 2018

“Fall”: October 1 to December 15, 2018  
 “Winter”: January 14 to March 16, 2019  
 “Spring”: April 8 to June 15, 2019

**Multi-Residential Studies:** The multi-residential building/complex studies will be completed over a single week of waste generation. In the event a single family study is also being completed in the participating municipality, the multi-residential study will be completed within the same 2 week time frame.

The contractor(s) will, in co-operation with the partner municipality, SO and the CIF, schedule the sampling weeks for each of the municipalities after award of the work. Waste composition study work in each of the partner municipalities **must** be completed in each of the seasonal time frames outlined above.

### 1.3 Partnering Municipalities (2018/2019)

The partner municipalities for the *Curbside and Multi-Residential Waste Composition Studies* are:

Partner Municipality	Waste Streams to be Studied
City of Ottawa	Curbside and Multi-Residential
Waterloo Region	Curbside
City of Thunder Bay	Curbside
City of Woodstock	Curbside
Township of East Ferris	Curbside
Township of Drummond-North Elmsley	Curbside
Quinte Waste Solutions (Belleville Area)	Multi-Residential
Municipality of Huron Shores	Depot**(4 Locations)
Township of Central Frontenac	Depot** (4 Locations)

\*\* Note: The methodology for the Depot Studies is detailed in Section 3.5

These are the Partner Municipalities that the proposal will be based on. Stewardship Ontario and the CIF reserve the right to change the participating Partner Municipalities. If there is a change in the participating municipalities, SO and the CIF will enter into negotiations with the contractor (s) for changes to budget and payments.

There is an opportunity for the selected contractor to complete supplementary work on behalf of the partner municipalities who may require additional information (e.g. composition of the organics stream or additional detail beyond the standard Blue Box categories) at the discretion and cost of the municipality.

## 1.4 Project Timeline

<b>RFP Release</b>	April 24, 2018
<b>RFP Questions Due</b>	May 2, 2018 (by 2:00pm)
<b>Proposal Submission</b>	May 9, 2018 (by 2:00pm)
<b>RFP Award</b>	May 25, 2018
<b>Kick-Off Meeting</b>	June 1, 2018
<b>Site Meetings</b>	June 22, 2018
<b>Study Work Commences</b>	June 25, 2018
<b>Study Work Completed</b>	June 15, 2019

## SECTION 2: Instructions to Proponent

### 2.1 Submission of Proposal and Due Date

The contractor must provide a proposal, of no more than 6 pages (not including the Proposal Submission Sheet, Pricing Sheet, references and appendices for staff CV's) that demonstrates a capability, understanding and knowledge of the work and indicates a grasp of the requirements needed to complete the work. This would include, but is not limited to:

- An outline of the methodology and process that will be used to undertake and conduct the study work;
- Listing of all equipment utilized, including collection vehicle, materials, supplies and services they will provide in order to successfully complete the study work;
- Specify the *number and roles of workers to be used to complete each waste study*. The contractor must supply sufficient numbers of qualified sorters and support staff to complete the work in a timely fashion;
- Identification and list the use of any subcontractors (including temporary labour staff) that will be utilized for the work.

The contractor must provide no more than 3 references of similar work previously completed.

To be considered for this contract Proponents must:

- Complete the Pricing Table supplied, indicating which of the municipal waste study locations are being priced (this can be all/any number of locations).
- Complete the Proposal Submission Sheet supplied.

This RFP solicits technical and price information, so the proposal submission will be a “two-envelope” system. The technical component will first be evaluated without reference to any price information (no price or cost information is to be included in the technical part of the proposal). Proponents must score at least 49 in the technical score to have their price submission evaluated. If a score of 49 is not achieved, the submission will be disqualified and the price submission will not be opened. The price information is to be on the Pricing Sheet and this will only be evaluated

after all the technical evaluations are complete. The following submission procedure will be followed:

- Technical information is to be provided in a separate e-mail, subject: Waste Composition Study - Technical Proposal (Note: this submission file **must not contain any price information**).
- Price Information is to be provided in a separate email, subject: Waste Composition Study – Price Submission (Note: the pricing has to be detailed on the supplied Price Sheet)

Proposals must be consistent with, and conform to, the instructions contained in this RFP to be considered for evaluation. Submission of a proposal indicates acceptance by the Proponent of the terms and conditions contained in this RFP. All proposals received shall become the property of SO.

Stewardship Ontario and the CIF reserve the right to accept, in whole or in part, or reject any or all submissions and to negotiate any part of the scope of work with the successful Proponent.

Questions about this RFP are to be directed to:

Clayton Sampson of SO [csampson@stewardshipontario.ca](mailto:csampson@stewardshipontario.ca)  
cc Bradley Cutler of CIF [bcutler@thecif.ca](mailto:bcutler@thecif.ca) **by Wednesday, May 2, 2018 by 2:00 p.m.**

Proposal Submissions in response to this RFP must be sent electronically to:

Clayton Sampson of SO at [csampson@stewardshipontario.ca](mailto:csampson@stewardshipontario.ca)  
cc Bradley Cutler of CIF at [bcutler@thecif.ca](mailto:bcutler@thecif.ca)

Submission must be received **by Wednesday, May 9, 2018 by 2:00pm.**

## 2.2 Evaluation of Submissions and Awards

All Proposals received will be independently evaluated by SO and the CIF staff. The evaluation will be based on the following elements and weightings:

	<b>Evaluation Element</b>	<b>Weighting</b>
1	Demonstrated understanding of the Waste Composition Study Project	15%
2	Qualification and experience of the contractor and referenced projects	20%
3	Feasibility of methodology for completion of work and provision of equipment and staff	35%
4	Price	30%

The technical submissions evaluations will be completed prior to the price submissions being opened. The technical evaluation score will be the sum of evaluation elements 1, 2, and 3 to receive an amount out of 70. Proponents must reach a minimum score of 49 to have their price submission evaluated.

The price evaluation will be conducted based on the low price receiving the full amount (30) and the subsequent prices being prorated as on the ratio low price/submission price x 30 to determine the awarded amount.

It is the intent of SO and the CIF to contract with contractor(s) that will provide the best overall value to meet the needs of SO and the CIF.

Stewardship Ontario/the CIF 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.

## **2.3 Payment**

Contractors will be paid by SO after each completed seasonal waste composition study (e.g. two week study) upon receipt and verification of an invoice that outlines the work done and related information. Additionally, submission of the respective dataset for the seasonal waste composition study will have to have been received and verified, to the satisfaction of SO and the CIF, before any payment is made. Stewardship Ontario does reserve the right to request and review any receipts of the contractors expenses incurred in undertaking the work as part of an audit/due diligence/verification process for payment. Invoices must reference the partner municipality and waste composition study date. HST shall be shown separately on the invoice.

Invoices, and supporting documentation, are to be submitted electronically to:

Clayton Sampson ([csampson@stewardshipontario.ca](mailto:csampson@stewardshipontario.ca))  
cc Bradley Cutler ([bcutler@thecif.ca](mailto:bcutler@thecif.ca))

Invoices will be paid by SO within forty-five (45) days of receipt of the invoice provided that such invoices are proper, accurate and not in dispute.

## **SECTION 3: Scope of Work**

The following is an outline of the work tasks and requirements that the contractor is expected to adhere to in performance of this project. This is to be used as the basis for developing the proposal and pricing by the contractor.

### **3.1 Overview**

Contractor(s) are required to demonstrate the appropriate qualifications, resources, experience and ability to complete the work outlined in this RFP.

The contractor will use the electronic data collection forms that will be provided by SO/the CIF to record, track and submit data from the waste study work.

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 supply appropriate training and personal protective equipment to all staff as required.

The contractor shall provide regularly scheduled informal progress updates (email) when conducting study work to SO and the CIF.

Each partner municipality will provide the following for the contractor for performing the study work:

- An area suitable for waste sorting, with good ventilation and lighting, low traffic flow, and on-site washroom facilities.
- Disposal/recycling bins for the material that has been sorted. The partner municipality will arrange to have the bins emptied as required.
- A container for hazardous materials (e.g. needles and sharps, etc.).

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

### **3.2 Kickoff Meeting and Site Visits**

The selected contractor(s) will arrange a project initiation conference call with representatives of SO and the CIF within two weeks of contract award to review the project work plan, timing and deliverables of the awarded work.

The contractor(s) must assist in organizing a pre-study site meeting with the partner municipality and SO and/or CIF representatives. The meetings must be completed no later than June 22, 2018. The purpose of the meeting is to determine/verify the sample areas, the sort site, and discuss collection logistics and other matters such as disposal of the sorted wastes, communications, and resolve any concerns in advance of the study. The site meeting will be a teleconference call. Site visits prior to the work may be conducted, at the contractor's discretion with agreement from the participating municipality.

### **3.3 General Sorting Requirements**

- The contractor will supply a sufficient number of sorters and support staff (as detailed in the proposal) to complete the work in a timely fashion.
- The contractor will provide, and use for all weight measurements, a suitable electronic weigh scale capable of measuring from 0.01 kg to at least 60 kg. This weigh scale must be of sufficient accuracy to provide weight measurements within  $\pm 1\%$  of true weight.
- All weight measurements will be expressed in kilograms to two decimal places and will be recorded in the Waste Sort Log.
- The waste samples should be sorted and disposed of on the day they are collected. Materials may be held over and sorted on another day if the partner municipality and the operators of the facility where work is carried out permit it. Waste held over should be covered to protect against moisture loss, damage by pests, etc.



- The contractor will sort and weigh 100% of the material that is collected from the curbside residential sample homes, as well as the material collected from the depot programs. The multi-residential sample material, depending on amount generated, may either be 100% sorted and weighed or sub-samples taken (as per the outlined procedure) which must be fully sorted and weighed.
- The contractor is not required to weigh the curbside residential/depot sample material before it is sorted. The multi-residential samples will be weighed prior to delivery to determine if sub-sampling of the material may be required.
- The material will be sorted into the prescribed material categories detailed in Appendix B
- The sample material will be sorted by stream (i.e. garbage, recycle) and by sample area (10 household groups; MR complex) into the prescribed material categories. The depot samples may be sorted by collection location.
- Any bagged material found within the recycling stream or the curbside/MR garbage bags will be opened and materials inside sorted into the prescribed material categories.
- The contractor will disassemble multi-material items that are easy to separate. For example, if the paperboard insert in a plastic bubble pack is not bonded to the outer packaging, the sorters will remove it and sort the card into the Boxboard category and the plastic into the proper plastic category.
- The contractor will make best efforts to separate food wastes from their packaging before weighing. This can be achieved by opening all packaging and shaking out the contents (i.e. fluid emptied out of beverage containers).
- 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 before weighing.
- Bags/containers containing hypodermic needles, lancets, other sharps or other special or hazardous wastes will be set aside, weighed, and described and recorded separately under the category “Other HSW”. A container for hazardous wastes such as used hypodermic needles will be provided.
- The contractor will record the weights in the Waste Sort Log as follows:
  - Record multiple weights for one category (e.g. “25.15+5.25”).
  - Enter a “0” if there is no material for a category.
- The contractor will make note of and weigh separately any item/material that significantly affects the total weight measured for a material category (e.g. an 18-litre PET bottle; a magazine collection).
- If the contractor is not sure to which category an item belongs, they will either contact SO and/or the CIF representative immediately for assistance or select the most appropriate category and include a note to identify the item and its weight, so that it can be properly allocated by SO/the CIF later on.
- The contractor will document sorting work with digital photographs, which will be provided to SO/the CIF.
- The contractor shall ensure that all staff do not read copy or retain any of the materials found in the waste streams at any point during the work (both sample collection and sorting).

- The contractor will keep the sort site in a reasonably clean state and will clean the floor, sorting tables, sort bins and other surfaces in contact with the waste at the end of each day.
- All waste materials handled during the study work will be collected post-sort by the municipality or designated waste contractor and disposed of in the approved manner.
- Upon completion of the waste composition study work, the contractor will promptly remove all of their equipment and supplies and return the sort site to its pre-study state.

### 3.4 Curbside Single-Family Waste Collection Parameters

- The sample material will come from 100 selected single-family homes. Homes will be in groups of 10 located on the same street.
- The contractor will collect (and sort) material from a minimum of 20 households per day. The schedule for collection will be finalized in co-operation with the partner municipality, and SO/the CIF as part of the site meetings prior to the commencement of work.
- The contractor is required to visit each of the sample areas before the study begins to confirm that the areas and the homes in the areas to ensure familiarity with the locations.
- Information will be provided to the contractor detailing the sample areas and the partner municipality's waste services in order to complete the required study report.
- The distance between sample areas and the sort site should be within a 45 minute drive time, under normal circumstances (this may vary depending on the size of the community).
- Residents in the sample areas will not be notified in advance of the study. Questions from residents about the waste composition project are to be directed to the partner municipality. The contractor will be provided with a letter from the partner municipality explaining the initiative and providing contact information, which is to be distributed to residents seeking information.
- The contractor is responsible for collecting all recycling and garbage set out at the curb by each sample household over the two-week sampling period.
- Yard waste (leaves, grass, trimmings, Christmas trees, pumpkins, etc.) set out as a separate stream will not be collected and weighed. However, the contractor is required to collect, sort, identify and weigh yard wastes found in the garbage and/or recycling stream.
- Source Separated Organics (SSO), where applicable, may have to be weighed at curbside, but not collected. The partner municipality may request that SSO be weighed or collected and studied; this will be additional work that will be negotiated between the contractor and municipality.
- Bulky Items and White Goods (i.e. furniture, mattresses, refrigerators, freezers, clothes washers and dryers, dishwashers, etc.) will not be collected and are to be left at the curb for the regular hauler. The partner municipality will give the contractor a definition of bulky items and white goods.
- The partner municipality will advise their regular hauler(s) of when the study work is being conducted.

- Upon agreement with the partnering municipality, the contractor may be in contact with the regular hauler(s). This will allow the contractor to coordinate and confirm with the contractor the sample areas, homes and collection times. If the contractor is not allowed to contact the regular hauler, then all coordination will be through the partner municipality contact.
- The contractor will collect materials only during the times specified in the partner municipality's waste collection by-laws. If there is any reason to suspect that the material is not all set out on the first pass for collection (i.e. not all the households setting out materials), the contractor must revisit the sample area to collect the later set-outs. The contractor will be required to make no more than 3 passes to ensure that all the set-outs have been collected. The intent is to ensure all waste is collected and the results reflect actual waste generation and recycling levels.
- The contractor will note on the Collection Log the total number of bags/bins/carts that is set out at each house and the number of full bag/bin/cart equivalents.
- Weather conditions are to be documented in the Collection Log. The contractor will note if the material at the curb – particularly the recyclable paper – is wet and note whether participation could have been hampered due to inclement weather.
- If weather, or any other circumstance, impacts the ability to collect materials from the locations, then this collection will have to be made up on another week. Discussion with SO/the CIF and the partner municipality will be initiated to determine the schedule and logistics. Additional compensation for this work may be justified; this will be negotiated between the contractor and SO on a case by case basis.
- If a household does not set out material, the contractor will note this in the Collection Log.
- If a household does not set out material, or their material is inadvertently picked up by the regular hauler, the contractor will not collect substitute material from another home.
- The contractor and partner municipality are to decide how to handle waste set-outs that do not meet municipal waste set-out requirements (e.g. bag tags are required but the bag has no tag, loose garbage, oversized pieces of cardboard, etc.).
- The contractor will ensure that all workers doing collection have the full complement of personal protective equipment, specifically high visibility clothing. The workers will demonstrate a level of professionalism in both appearance and conduct that is commensurate with the standards of the partner municipality.
- The contractor will provide an unmarked vehicle for waste collection purposes. "Unmarked" is defined as the absence of logos and decals such as those typically found on U-Haul vehicles. The partner municipality may elect to provide the contractor with magnetic logos or signs to identify the vehicle as being affiliated with the partner municipality to reduce concerns from residents.
- The contractor will provide bags or containers for collecting loose material, or material set out in bins, cans or carts.
- The contractor is to notify SO/the CIF and the partner municipality immediately if any problems are encountered during collection (e.g. a resident refuses to give up their garbage, the regular hauler has picked up sample material, etc.).
- The CIF and Stewardship Ontario will prorate payment to the contractor for any missing data points resulting from lack of project control by the contractor.

### 3.5 Depot Residential Waste Collection/Sampling Parameters

- The Depot sampling of households has been designed to achieve a representative sample of material from an equivalent of 100 household's material generated over a seven day period.
- The "depot tool", which will be supplied, will be used by the proponent to determine and track how much material from individual generators will be collected.
- The amount to be collected/sampled during the study will be equivalent to 700 household generation days (100 households X 7 days of generation).
- The "depot tool" will calculate the "household generation days" that the material represents from the specific resident. A running total of the remaining number of household generation days required is automatically calculated so that the contractor knows how many residents to sample to achieve the targeted 700 household generation days.
- The collection is to be carried out within a defined 2 week period during each of the four seasons. If the equivalent 700 household generation days cannot be reached in that time, then the amount collected will be the sample for the season.
- When the equivalent 700 household generation days are reached, that will end the material collection/sampling for that seasonal study.
- If there are multiple depot locations in the municipality, the contractor will undertake collections at all depot locations, with each location having a sample that is approximately the same number of household generation days as the others.
- The sampling/collection will be carried out during the operation days and times of the depot (which can vary from location to location).
- The collected material will be taken to the sorting facility by the contractor. Sorting can be carried out at the depots, however depot facilities may not be suitable to allow for any sorting work to be carried out.
- When selecting materials from residents bringing material to the depot, the resident must be disposing of both recyclables and garbage to be included in the study. Only residential material will be accepted, no commercial, industrial, institutional material is to be sampled.
- Residents disposing of just garbage should only be included if it can be confirmed that the resident did not source separate recyclables.
- For residents having material collected/sampled, the proponent will enter the following information into the tool for each residential generator:
  - Whether the resident is a permanent or seasonal occupant;
  - The number of households that the material represents. (I.e. if the resident is disposing of both their own household material and their neighbour's material, then the number of households would be 2);
  - The number of days of generation the material represents.
- This sampling/collection methodology will require interaction and interviewing of residents disposing of material at the depot. The contractor will have to utilize staff that has sufficient experience to be able to interact with residents effectively and with courtesy. The depot will have a municipal staff person on site during the operations.

## 3.6 Multi-Residential Waste Collection/Sampling Parameters

- There will be 5 complexes studied in each of the designated municipalities.
- The study for each of the MR complexes will be for a one week of waste period. The material for sampling will be delivered to the sorting location.
- The complexes will vary in size. Larger complexes may generate large quantities of waste materials (more than 400 kg of garbage and 200 kg of recycle per week). In this case, representative samples for studying may be utilized. The sampling procedure for garbage and recycling is detailed below.
- The contractor must visit each of the complexes before the work begins to check that the information on the complex is correct (i.e. number of bins/carts, etc.).
- The selected complexes collection times/days will, to the best efforts, be spread out over the two-week study period as much as possible. Given the storage and processing issues of the MR material, this material will have priority for studying over the curbside material if an excess amount of sample material arrives at the sorting site on any given day.
- The partner municipality will coordinate the arrangements for the collection and delivery to the sorting site of the sample material from the selected complexes. It should be noted that some complexes may have two garbage pick-ups per week.
- If weather, or any other circumstance, impacts the ability to have materials collected from any of the complexes, then this collection will have to be made up on another week. Discussion with SO/the CIF and the partner municipality will be initiated to determine the schedule and logistics. Additional compensation for this work may be justified; this will be negotiated between the contractor and SO on a case by case basis.
- A representative from the partner municipality will be available by phone to answer questions about collection, or with the permission of the municipality, the contractor may deal directly with the hauler in arranging/scheduling collection.
- The contractor must notify the partner municipality and SO/the CIF immediately if any problems are encountered with collection.
- The contractor is required to monitor the hauler's weighing and tipping activities to ensure that accurate weights are received and that all the collected material is accounted for.
- If the contractor discovers commercial waste in the load, or suspects that the load contains material from another building or illegally dumped material, they must immediately notify the partner municipality and SO/the CIF. If possible, the contractor will attempt to salvage the load by separating the unwanted material and weighing it.
- If the contractor has any reason to believe that the truck weight is not accurate, or a significant amount of water or snow/ice spills out of the truck when it tips, the contractor will make every effort to weigh the unsorted material. This will ensure that accurate weights are determined for the loads delivered.

### 3.6.1 Sampling Requirements

- If a complex generates less than 200 kg of recyclables per week (single-stream programs), or at least 100 kg of fibres and at least 100 kg of containers per week (multi-

stream programs), the contractor is required to sort the entire load(s) delivered to the sorting site.

- If a complex generates less than 400 kg of garbage per week, the contractor is required to sort the entire load delivered to the sorting site.
- If the complex generates more than 201 kg of recyclables per week (single-stream programs, or at least 101 kg of fibres and at least 101 kg of containers per week multi-stream programs) or more than 401 kg of garbage per week, the contractor may either:
  - Option 1 - Sort the entire load(s) delivered to the sorting site as one sample (two samples for multi-stream programs); or
  - Option 2 - Extract sub-samples from the delivered load(s) to be subsequently sorted.

### 3.6.2 Extracting Sub-samples from Recycling and Garbage Streams

- Each sub-sample will be approximately 100 kg and will be sorted separately.
- In multi-stream programs, fibres and container streams are to be sorted separately.
- The contractor will use a variant of the cone and quartering technique to extract sub-samples from the recycling and garbage loads collected from the multi-residential complexes.
- To avoid breakage, damage and compaction of the collected material, it is **not** recommended to thoroughly mix the load with a front-end loader, as per the cone and quartering technique.
- The following steps are to be followed to obtain sub-samples:
  - The hauler will unload the collected material from the complex onto the tip floor at the sorting site in one continuous pile to avoid gaps in the load, in order to facilitate the collection of the sample.
  - The pile will be divided into two by a straight line through its centre.
  - The pile will be further divided by a second straight line perpendicular to the first, forming four quarters.
  - Sample material will be removed from each quarter and delivered to the sorting area.
  - The approximate weight of material required from each quarter of the pile will be one-fourth of the total quantity required to make the number of 100-kg sub-samples needed for that load. Please see below to determine the amount of material required, depending on the number of pick-ups per week. (For example, if four 100-kg sub-samples are required from a given load, approximately 100 kg of material will be removed from each quarter and delivered to the sorting area).
  - The material will be sorted in 100-kg increments until the required number of sub-samples has been achieved.

Sub-sampling requirements for complexes with weekly garbage and weekly recycling collection:

Waste Stream	Sub-Samples	Sub-Sample to be Sorted (kg)
Garbage Pick-Up #1	#1	~100
	#2	~100

	#3	~100
	#4	~100
<b>Total garbage sorted per complex →</b>		<b>~400</b>
<b>Recycling Pick-Up #1</b>	#1	~100
	#2	~100
<b>Total recycling sorted per complex →</b>		<b>~200</b>
<b>Total waste sorted per complex →</b>		<b>~600</b>

Sub-sampling requirement for programs with more than one garbage pick-up per week and one recycling collection per week:

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

### 3.7 Reporting Requirements of the Waste Composition Study Results

- Only the data collection forms and electronic spreadsheets provided by SO and the CIF are to be used for reporting.
- Reporting for each two-week study is to be completed and provided to SO and the CIF no later than **two weeks** after the final day of sorting.
- Data collected on hard copies of the worksheets and in the logs is to be entered in the electronic spreadsheets.
- All of the spreadsheets are in an Excel file format. The file contains the following six spreadsheets:
  - Waste Study Description: Used to record general information about the study such as sampling dates, location of sorting site, notes on the partner municipality’s waste programs, description of each of the multi-residential complexes, number and type of bins/carts, occupancy rates, general notes on the materials found in the waste streams, problems and issues, and other notes that might helpful with the project..
  - Material Categories: This spreadsheet lists the material categories for sortation and provides detailed descriptions and examples. The contractor must make this

sheet available for reference during the waste sort. A copy of the Material Categories is included in Appendix B.

- Collection Log: The hauler must use this log to record the weights of the loads they collect.
- Waste Sort Log: The contractor must use this log to track the weights of the sorted materials and to record any notes during the sort.
- Collection Results: The contractor is required to enter the collection results from the Collection Log on this sheet for submission.
- Sort Results: The contractor is required to enter the sort data on this sheet for submission.
- All data must be checked for accuracy and errors and approved by the contractor's project supervisor before it is submitted.
- The contractor will email the completed electronic spreadsheets to the following:
  - **SO:** Clayton Sampson - [csampson@stewardshipontario.ca](mailto:csampson@stewardshipontario.ca)
  - **CIF:** Bradley Cutler - [bcutler@thecif.ca](mailto:bcutler@thecif.ca)
- Digital Photographs must be provided in an organized file system. The photos have to be filed by municipality, material stream, group/MR complex, day, etc. Also all photos of problem materials, etc. must be specifically labelled in a way that clearly describes the situation.

## **SECTION 4: Additional Terms and Conditions**

### **4.1 Insurance and Liability**

The contractor will maintain in force, at their own expense (including the payment of all deductibles) the following insurance for the duration of the project in which the services are provided under this RFP:

- Two million dollars (\$2,000,000) of professional liability insurance per occurrence;
- Five million dollars (\$5,000,000) of commercial liability insurance;
- Three million dollars (\$3,000,000) of auto insurance;
- One million dollars (\$1,000,000) of non-owned auto insurance;

The contractor shall, upon request, provide evidence of compliance with the above requirements to the satisfaction of SO and the CIF.

The contractor shall have an Environmental Compliance Approval (Certificate of Approval) for the transport of waste. A copy of which will have to be provided to SO and the CIF prior to commencement of the work.

The contractor is required to remain in good standing with the Workplace Safety and Insurance Board (WSIB) for the duration of this project. A copy of the clearance certificate will have to be provided to SO and the CIF prior to commencement of the work.



## **4.2 Right to Change Scope**

Stewardship Ontario and the CIF reserve the right to adjust the scope of work in consultation with the selected Contractor(s).

## **4.3 Right to Partial Award**

Proponents have the option to supply Proposals for any number of the municipal studies listed. Award of the work will be based on the evaluation of the best value Proposal for each of the different municipal studies. There may be more than one contractor awarded work, the award will be based on a complete study for each municipal partner (only one contractor will complete the work in any individual municipality).

Stewardship Ontario and the CIF may cancel or modify this RFP at any time prior to awarding contracts.

## **4.4 No Collusion**

All Proponents and sub-contractors named on their Proposal, and their employees, consultants, and representatives shall not discuss or communicate, directly or indirectly, with any other Proponent or any of their employees, consultants, and representatives regarding the preparation, content or presentation of their Proposals. By submitting a Proposal, the Proponent, on its own behalf and as authorized agent of each firm, corporation or individual member of the Proponent and sub-contractors named on their Proposal and their employees, consultants, and representatives, represents and confirms to SO and the CIF, with the knowledge and intention that SO and the CIF may rely on such representation and confirmation, that its Proposal has been prepared without collusion or fraud, and in fair competition with proposals of other Proponents.

## **4.5 Confidentiality**

The contractor shall be required to enter into confidentiality (non-disclosure) agreements with SO, the CIF, the partner municipalities and/or their service providers in order to protect commercially sensitive information made available through this study or other communications, direct or indirect.

## **4.6 Use of Materials**

All material submitted by Proponents, including without limitation their Proposals, shall become the personal property of SO and the CIF and shall not be returned. By submitting a Proposal, the Proponent grants a right to SO and the CIF to use, disclose and reproduce the Proposal for the purpose of conducting the RFP process and Proponent agrees that the implementation by SO and the CIF in its operations of strategies, processes or techniques which may be similar or identical to those disclosed in the Proposal does not violate any intellectual property or other rights of Proponent.

## APPENDIX

### Appendix A - Terminology

**Bulky items:** Large or heavy items such as couches and mattresses that are not accepted or collected with the regular household garbage. The partner municipality will provide a definition of bulky items. This study does not include bulky items.

**Contractor:** Company retained to provide services for the single family and/or multi-residential waste composition study.

**Hauler:** The party that will collect the waste samples from the multi-residential complexes. This could be a private waste management company, or a municipal crew.

**Multi-Residential Complex:** For this study, the term “multi-residential complex”, or “complex”, means 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 six units are not included.

**Partner Municipality:** A municipality that has agreed to participate in the waste study program.

**Sorting site:** Location at which the waste samples are to be unloaded and sorted. Waste samples should be sorted at a waste management facility in a climate-controlled building with good ventilation and lighting, low traffic flow, and on-site washroom facilities.

**Sub-samples:** Samples extracted from a load of garbage or recycling that are collected from a complex using the specified methodology. Each sub-sample weighs approximately 100 kg.

**White goods:** Large metal-based appliances such as refrigerators, freezers, clothes washers and dryers, dishwashers, ranges, stoves, air conditioners, and hot water tanks. White goods are not included in this study.

## Appendix B - Material Categories for Waste Composition Study Work

<b>Stewardship Ontario Waste Composition Studies 2018-19 - Material Categories</b>	
<b>Material Category</b>	<b>Description / Examples</b>
<b>PRINTED PAPER</b>	
<b>Newspapers - Daily and weekly</b>	Daily and weekly newspapers published by the Canadian Newspaper Association (CNA) and the Ontario Community Newspapers Association (OCNA); Globe and Mail, Toronto Star, Hamilton Spectator, community newspapers. Consult Stewardship Ontario's list of OCNA/CNA publications. No inserts, flyers and magazines from newspapers.
<b>Other Newspapers/Newsprint - Other</b>	Non OCNA/CNA publications (e.g. TV guides, Auto Trader, Real Estate News) plus inserts and flyers from OCNA/CNA newspapers made of newsprint. Consult Stewardship Ontario's list of OCNA/CNA publications.
<b>Magazines and Catalogues</b>	Glossy magazines, catalogues, calendars, annual reports and product manuals (must be bound, i.e. stapled or glued).
<b>Directories / Telephone books</b>	Telephone books and other directories such as the Yellow Pages
<b>Other Printed Paper (Obligated)</b>	Mixed fine paper, bills and statements, ad mail, etc. Includes non-newsprint flyers and advertising, promotional calendars. Includes shredded paper as high probability it was obligated paper (bills and statements).
<b>Other Printed Paper (Non-Obligated)</b>	Writing paper, office paper, soft or hard covered books, paper envelopes (blank), gift cards, purchased calendars, gift wrap, construction paper, photographs
<b>PAPER PACKAGING</b>	
<b>Gable Top Containers - Food and other non-beverage</b>	Polycoat containers with a gable shaped top for foods, sugar, molasses etc.
<b>Gable Top Containers - Non-Alcoholic Beverage</b>	Polycoat containers with a gable shaped top for non-alcoholic beverages such as milk and milk substitutes, juice, etc
<b>Gable Top Containers - Alcoholic Beverage</b>	Polycoat containers with a gable shaped top for alcoholic beverages
<b>Aseptic Containers - Food and other non-beverage</b>	Polycoat fibre and foil containers (e.g. Tetra Pak) for soup, sauces etc.
<b>Aseptic Containers - Non-Alcoholic Beverage</b>	Polycoat fibre and foil containers (e.g. Tetra Pak) for non-alcoholic beverages like juice, milk, etc.
<b>Aseptic Containers - Alcoholic Beverage</b>	Polycoat fibre and foil containers (e.g. Tetra Pak) for wine and other spirits

<b>Polycoat Beverage Cups</b>	Hot beverage/food containers, with polycoat on inside only, including coffee cups, soup cups/bowls, chili cups etc. Cold beverage/food containers with polycoat on both sides including fountain drinks, take-out ice cream cups.
<b>Spiral Wound Containers</b>	Polycoat or paper containers with steel bottoms include chip containers, frozen concentrate juices, pre-packaged cookie dough, etc. May also have foil and/or plastic on ends.
<b>Ice Cream Containers and Other Bleached Long Polycoat Fibre</b>	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.
<b>Paper Laminate Packaging</b>	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.
<b>Corrugated Cardboard</b>	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.
<b>Boxboard/Cores/Molded Pulp</b>	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.
<b>Other Paper Packaging (Non-Obligated)</b>	Corrugated moving boxes that can be clearly identified as branded products, paper compost & leaf and yard bags
<b>PLASTICS</b>	
<b>#1 PET Bottles and Jars - Clear - Non-Beverage</b>	Clear and translucent #1 plastic bottles and jars for foods and other consumer products such as cooking oil, honey, dish soap, shampoos, etc.
<b>#1 PET Bottles and Jars - Coloured - Non-Beverage</b>	Solid colour #1 plastic bottles and jars for foods and other consumer products such as cooking oil, honey, dish soap, shampoos, etc. Does not include black PET.
<b>#1 PET Bottles and Jars - Black - Non-Beverage</b>	Black #1 plastic bottles and jars for foods and other consumer products such as cooking oil, honey, dish soap, shampoos, etc.
<b>#1 PET Bottles - Clear - Non-Alcoholic Beverage</b>	Clear and translucent #1 plastic bottles for non-alcoholic beverages such as pop and juice
<b>#1 PET Bottles - Coloured &amp; Black-Non-Alcoholic Beverage</b>	Solid colour and black #1 plastic bottles for non-alcoholic beverages such as pop and juice. Does not include Black PET.

<b>#1 PET Bottles - Clear - Alcoholic Beverage</b>	Clear and translucent #1 plastic bottles alcoholic beverages
<b>#1 PET Bottles - Coloured &amp; Black-Alcoholic Beverage</b>	Solid colour and black #1 plastic bottles for alcoholic beverages such as vodka or other spirits
<b>#1 PET Bottles and Jars ≥ 5 L - All</b>	#1 plastic bottles and jars ≥ 5 L
<b>#1 PET Thermoform - Clear</b>	#1 clamshells, #1 egg cartons, #1 trays, #1 blister packaging, etc.
<b>#1 PET Thermoform - Coloured</b>	#1 coloured PET microwaveable trays, etc. Does not include black PET.
<b>#1 PET Thermoform - Black</b>	#1 black PET microwaveable trays, etc.
<b>#2 HDPE Bottles and Jugs (Natural) - Non-Beverage</b>	Natural #2 plastic bottles and jugs for laundry soap, shampoo, windshield washer fluid, etc.
<b>#2 HDPE Bottles and Jugs (Coloured) - Non-Beverage</b>	Coloured #2 plastic bottles and jugs for laundry soap, shampoo, windshield washer fluid, etc. Does not include black HDPE.
<b>#2 HDPE Bottles and Jugs (Black) - Non-Beverage</b>	Black #2 plastic bottles and jugs for laundry soap, shampoo, windshield washer fluid, etc.
<b>#2 HDPE Bottles (Natural) - Non-Alcoholic Beverage</b>	Natural #2 plastic bottles and jugs for non-alcoholic beverages such as juice, milk, etc.
<b>#2 HDPE Bottles (Coloured &amp; Black) - Non-Alcoholic Beverage</b>	Coloured and Black #2 plastic bottles and jugs for non-alcoholic beverages such as juice, milk, etc.
<b>#2 HDPE Bottles (Natural) - Alcoholic Beverage</b>	Natural #2 plastic bottles and jugs for alcoholic beverages such as wine, beer or spirits.
<b>#2 HDPE Bottles (Coloured &amp; Black) - Alcoholic Beverage</b>	Coloured and Black #2 plastic bottles and jugs for alcoholic beverages such as wine, beer or spirits.
<b>#2 HDPE Bottles and Jugs ≥ 5 L - All</b>	#2 plastic bottles and jugs equal to or greater than 5 L
<b>#2 Other HDPE Containers</b>	Other #2 containers such as margarine and yogurt containers made from HDPE
<b>Flexible Film Plastic – LDPE &amp; HDPE</b>	HDPE & 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 Non-packaging HDPE & LDPE film (e.g. kitchen catchers, sandwich and freezer bags, etc.) goes in LDPE/HDPE Film - Products (non-packaging)
<b>LDPE/HDPE Film - Products (non-packaging)</b>	garbage bags, kitchen catchers, zip lock bags, leaf bags
<b>#5 PP Bottles - Non-Beverage</b>	# 5 plastic bottles for food and consumer products such as shampoos, sauces, etc.

<b>#5 PP Bottles - Non-Alcoholic Beverage</b>	# 5 plastic bottles for non-alcoholic beverages
<b>#5 PP Bottles - Alcoholic Beverage</b>	# 5 plastic bottles for alcoholic beverages
<b>#5 Other PP Containers</b>	# 5 containers such as margarine and yogurt containers and other containers made from PP, including tubs and lids with resin codes #5 PP
<b>#5 Other PP Containers (Black)</b>	Black # 5 containers made from PP, including tubs and lids with resin codes #5 PP
<b>#6 PS - Expanded Polystyrene</b>	# 6 Foam take-out containers such as drink cups, large, white or coloured packaging foam, meat trays, etc.
<b>#6 PS - Expanded Polystyrene (Black)</b>	Black # 6 Foam take-out containers such as drink cups, large, black packaging foam, meat trays, etc.
<b>#6 PS - Non-expanded Polystyrene</b>	#6 Polystyrene clear clamshell containers such as berry and muffin containers, opaque clamshell containers such as food take-out containers, yogurt containers, rigid trays, small milk or cream containers for hot beverages, cold drink cups.
<b>#6 PS - Non-expanded Polystyrene (Black)</b>	#6 Polystyrene black rigid trays or any other black containers.
<b>Plastic Laminates and Other Film Packaging</b>	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, etc.
<b>Other Rigid Plastic Packaging</b>	Other rigid containers (#3, #4 & #7), non-PET blister packaging, unmarked/coded packaging, plant pots and trays, pails etc.
<b>Other Rigid Plastic Packaging (Black)</b>	Other black rigid containers (#3, #4 & #7), non-PET blister packaging, unmarked/coded packaging, plant pots and trays, pails etc.
<b>Large HDPE &amp; PP Pails &amp; Lids</b>	Equal to or greater than 5 litres and less than 25 litres
<b>Other Plastics - (non-packaging/durable)</b>	Rubbermaid tubs, toys etc.
<b>METALS</b>	
<b>Aluminum- Food Containers</b>	Pet food cans, food cans (e.g., sardine cans)
<b>Aluminum Containers - Non-Alcoholic Beverage</b>	Beverage cans for non-alcoholic drinks such as pop and water, etc.
<b>Aluminum Containers - Alcoholic Beverage</b>	Beverage cans for alcoholic drinks such as beer, ciders, coolers, etc
<b>Aluminum Foil &amp; Foil Trays</b>	Aluminum foil wrap, pie plates, baking trays, etc.
<b>Aluminum Aerosols</b>	Aluminum aerosol containers, hair products, etc.
<b>Other Aluminum (non-packaging)</b>	Aluminum siding, baking trays etc.
<b>Steel Food Cans</b>	Soup, beans, peaches cans, etc.
<b>Steel - Non-Alcoholic Beverage</b>	Apple juice and other non-alcoholic beverages
<b>Steel - Alcoholic Beverage</b>	Steel Alcoholic beverage cans (Sapporo)

<b>Steel Paint Cans</b>	Empty paint cans
<b>Steel Aerosol Container</b>	Empty spray paint cans, cooking oil, whipped cream, etc.
<b>Other steel (non-packaging)</b>	Non-packaging steel products including baking trays, frying pans etc.
<b>GLASS</b>	
<b>Clear Glass - food and other products</b>	Food containers such as pickle jars, salsa jars and dairy tubs, cosmetic containers for creams
<b>Clear Glass - Non-Alcoholic Beverage</b>	Bottles for pop, water, juice and other non-alcoholic beverages
<b>Clear Glass - Alcoholic Beverage</b>	Wine bottles, spirit bottles, single-serve cooler bottles, beer bottles
<b>Coloured Glass - food and other products</b>	Food containers such as pickle jars, salsa jars and dairy tubs, cosmetic containers for creams
<b>Coloured Glass - Non-Alcoholic Beverage</b>	Bottles for pop, water, juice and other non-alcoholic beverages
<b>Coloured Glass - Alcoholic Beverage</b>	Wine bottles, spirit bottles, single-serve cooler bottles, beer bottles
<b>Other Glass - non-Blue Box</b>	Dishes, ceramics, window glass
<b>MUNICIPAL HAZARDOUS OR SPECIAL WASTE</b>	
<b>Pressurized Containers</b>	All pressurized cylinders used for compresses gases including propane, helium, welding/brazing gases, etc.
<b>Batteries (Consumer-Type Portable)</b>	All batteries (primary and secondary)
<b>OTHER MATERIALS</b>	
<b>Other Waste</b>	All other materials not classified elsewhere, wooden fruit basket, vacuum bags, wax candles, furnace filters, tissue and paper towels, organics, etc.

Note: The Material Categories highlighted (light green) are revisions from previous material categories

## Appendix C - Price Sheet for Waste Composition Study Work

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 composition study work (4 seasons of work) in a municipality. 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.

<b>City of Ottawa</b>		
Curbside Residential Waste Composition Study and Multi-Residential Waste Composition Study	<b>Summer 2018 Cost:</b>	
	<b>Fall 2018 Cost:</b>	
	<b>Winter 2019 Cost:</b>	
	<b>Spring 2019 Cost:</b>	
	<b>Total Cost:</b>	
<b>Region of Waterloo</b>		
Curbside Residential Waste Composition Study	<b>Summer 2018 Cost:</b>	
	<b>Fall 2018 Cost:</b>	
	<b>Winter 2019 Cost:</b>	
	<b>Spring 2019 Cost:</b>	
	<b>Total Cost:</b>	
<b>City of Thunder Bay</b>		
Curbside Residential Waste Composition Study	<b>Summer 2018 Cost:</b>	
	<b>Fall 2018 Cost:</b>	
	<b>Winter 2019 Cost:</b>	
	<b>Spring 2019 Cost:</b>	
	<b>Total Cost:</b>	
<b>City of Woodstock</b>		
Curbside Residential Waste Composition Study	<b>Summer 2018 Cost:</b>	
	<b>Fall 2018 Cost:</b>	
	<b>Winter 2019 Cost:</b>	
	<b>Spring 2019 Cost:</b>	
	<b>Total Cost:</b>	
<b>Township of East Ferris</b>		
Curbside Residential Waste Composition Study	<b>Summer 2018 Cost:</b>	
	<b>Fall 2018 Cost:</b>	
	<b>Winter 2019 Cost:</b>	
	<b>Spring 2019 Cost:</b>	
	<b>Total Cost:</b>	



<b>Township of Drummond-North Elmsley</b>		
Curbside Residential Waste Composition Study	<b>Summer 2018 Cost:</b>	
	<b>Fall 2018 Cost:</b>	
	<b>Winter 2019 Cost:</b>	
	<b>Spring 2019 Cost:</b>	
	<b>Total Cost:</b>	
<b>Quinte Waste Solutions</b>		
Multi-Residential Waste Composition Study	<b>Summer 2018 Cost:</b>	
	<b>Fall 2018 Cost:</b>	
	<b>Winter 2019 Cost:</b>	
	<b>Spring 2019 Cost:</b>	
	<b>Total Cost:</b>	
<b>Municipality of Huron Shores</b>		
Depot Residential Waste Composition Study	<b>Summer 2018 Cost:</b>	
	<b>Fall 2018 Cost:</b>	
	<b>Winter 2019 Cost:</b>	
	<b>Spring 2019 Cost:</b>	
	<b>Total Cost:</b>	
<b>Township of Central Frontenac</b>		
Depot Residential Waste Composition Study	<b>Summer 2018 Cost:</b>	
	<b>Fall 2018 Cost:</b>	
	<b>Winter 2019 Cost:</b>	
	<b>Spring 2019 Cost:</b>	
	<b>Total Cost:</b>	

## Appendix D - Proposal Submission Sheet

This Submission Sheet must be completed and accompany the submitted proposal

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**NAME OF COMPANY**

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**ADDRESS**

**CITY / TOWN**

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**PROVINCE**

**POSTAL CODE**

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**TELEPHONE NUMBER**

**WEBSITE**

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**NAME OF AUTHORIZED SIGNING OFFICER**

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**POSITION OF AUTHORIZED SIGNING OFFICER**

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**SIGNATURE**

	<b>Check Box if in Agreement</b>
Have a clear and comprehensive knowledge of the work requirements detailed in the RFP documents.	
Able to meet the insurance requirements detailed in this RFP and able to provide documentation of such.	
Currently in good standing with the WSIB, and able to provide documentation of such.	
Currently in possession of an ECA (C of A) for waste transportation and able to provide documentation of such.	