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| SO Logo |
| Request for QuotationsBlue Box Material Composition Study at Material Recycling Facilities |
|  |
| Quotations due by 4:00 pmMonday May 6, 2013 |
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|   |

April 19, 2013

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# Introduction

## Background

Under the Waste Diversion Act and the Blue Box Program Plan, 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 allocates material for reported commingled materials based on waste composition data.

The purpose of this Request for Quotations (RFQ) is to secure pricing to complete a two-series MRF Material Composition Study within the defined scope of work and time limits.

## 2013 Municipal Partners

The partner municipalities for the required MRF Material Composition Study are:

* Bluewater Recycling Association
* Durham, Region of
* Guelph, City of
* Kingston, City of
* London, City of
* Norfolk, County of
* Northumberland, County of
* Peterborough, City of
* Quinte Waste Solutions
* Toronto, City of
* Waterloo, Region of
* York, Region of

Pertinent information about these municipalities and the MRFs is presented in Table 1.

*Note: we request that proponents do not make direct contact with our partner municipalities regarding this project until the successful contractor is chosen. Any questions regarding their involvement should be directed to Sherry Arcaro –* *sarcaro@stewardshipontario.ca**.*

Table 1: Partner Municipalities for the MRF Material Composition Study

| **Program Name** | **MRF Address** | **MRF Configuration** |
| --- | --- | --- |
| Bluewater Recycling Assoc.  | 415 Canada Avenue, Huron Park, ON | Single Stream |
| Region of Durham | 4600 Garrard Road, Whitby, ON | Two Stream |
| City of Guelph | 110 Dunlop Drive, Guelph, ON | Single Stream |
| City of Kingston | 196 Lappan's Lane, Kingston, ON | Multi-Stream |
| City of London | 3438 Manning Dr, London, ON N6L 1K6 | Two Stream |
| Norfolk County | 28 Grigg Drive, Simcoe, ON | Two Stream |
| Northumberland County | Edwardson Rd, Grafton, ON  | Single/Two Stream  |
| City of Peterborough | 390 Pido Rd, Peterborough, ON  | Two Stream |
| Quinte Waste Solutions | Quinte Waste Solutions - 270 West St, Trenton, ON | Two Stream |
| City of Toronto – Dufferin  | 35 Vanley Crescent, Toronto, ON, Canada | Single Stream |
| Region of Waterloo | 925 Erb St., Waterloo, ON  | Two Stream |
| York Region | 100 Garfield Wright Blvd, East Gwillimbury, ON  | Single Stream |

## Right to Change Scope

Stewardship Ontario reserves the right to adjust the scope of work in consultation with the selected Contractor. 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.

## Terminology

**Partner municipality:** A municipality who has expressed an interest in, and been selected to participate in the MRF Material Composition Studies as outlined in this RFQ.

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

# Scope of Work

## Purpose and Objective

Stewardship Ontario is requesting quotations for contractors to collect primary data on the composition of processed, ready to be baled Blue Box material and residue at 11 material recycling facilities (MRF’s) across Ontario. These data will be collected through a two-series study to be completed over the spring/summer and fall seasons of 2013. Stewardship Ontario will use these data for material 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.

## 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.

## 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 #8
* ONP #6
* Hardpack
* Mixed Paper
* Mixed polycoat (gable top and aseptic)
* 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 determine the level of effort required by commodity type. It is unlikely that any of the selected MRFs will be marketing all of these commodities. Stewardship Ontario anticipates that there will be between 4 to 6 target commodities available for sampling at each MRF.

## Study Period

This study requires the sampling of MRF post-sort commodities to be completed twice in the 2013 calendar year (see table below), referred to as Series #1 and Series #2. Contractors should expect to spend a minimum of one day, up to a maximum of two days, sampling at a MRF for each of the two series.

Table 2: Timing of MRF Commodity and Residue Studies:

|  |  |  |
| --- | --- | --- |
| **Study Series** | **Site Visit Period** | **Final Tables Submitted** |
| #1 Spring/Summer | May 27th – July 12th  | July 26th  |
| #2 Fall | October 21st – December 6th | December 16th  |

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 day of the audit;
* the audit is completed when the MRF is operating a 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.

# Specifications for MRF Sampling

## Sample Extraction Procedures

The 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 six (minimum) 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). The contractor is required to sort between 1200 kg and 1800 kg of material at each location (e.g. 4-5 target commodities per MRF x 6 samples weighing 50 kg each per commodity = 1200 to 1800 kg).

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 audit. 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 six samples, they are to contact Sherry Arcaro at Stewardship Ontario sarcaro@stewardshipontario.ca for further direction.

## Specifications for Sorting MRF Material

The partner municipalities are required to provide appropriate space in their MRF for the sampling, 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 the following equipment for waste sorting:

* 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 0.02 kg to at least 60 kg, of sufficient accuracy to provide weight measurements within ± 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 will be sorted separately into the material categories for that particular commodity or residue stream. Refer to Appendix A for a summary of the required material categories.

All material will be processed using Stewardship Ontario’s standard methods (noted in 3.1) 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. (See sample workbook included with this RFQ).

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.

# Study Deliverables

The contractor is required to enter the weight data from each MRF Material Composition Study into the electronic spreadsheets provided by Stewardship Ontario. The Excel workbook for this study has been provided as an attachment to this RFQ. 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.

**Waste Sort Log:** The contractor should print this log and use it during the sort for recording weights. Weight measurements can be entered directly into the Sort Results spreadsheet if the contractor prefers.

**MRF Waste 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.

**Photo documentation** – The contractor is required to take a pre-sort photo of each sample and a post-sort sample of the materials that have been extracted and classified as “Other Accepted Recyclables”, and “Other Materials”.

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 Sherry Arcaro at sarcaro@stewardshipontario.ca and Chris van Rossem at cvanrossem@stewardshipontario.ca.

Upon conclusion of each series of this project, Stewardship Ontario will provide the partner municipalities with the results from the study conducted at their facility.

# General Requirements

## 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 numbers 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 RFQ.

On the form provided in Appendix D, the contractor must specify the number and roles of persons supplied to complete each MRF Material Composition 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 RFQ.

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.

## 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 RFQ.

Stewardship Ontario shall provide the contractors with all the necessary worksheets and logs for data collection and reporting purposes as described in this RFQ. A sample of the workbook has been provided with this document.

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.

## 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 require 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.

## Confidentiality and Indemnity

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

# Submission of Quotation, Due Date and Overall Project Timeline

To be considered for this contract bidders must:

* Provide a brief letter outlining the companies qualifications, experience, capacity and availability (please attach a brief resume for the principle members of the team referencing applicable projects/experience);
* Complete the Pricing Tables below and appropriate tables (Appendices B-E) in the appendices.

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

Submissions in response to this RFQ must be sent electronically to Sherry Arcaro at Stewardship Ontario at sarcaro@stewardshipontario.ca. In addition to what has been noted above, each quotation must be accompanied by the signed confirmation receipt for each addendum (if applicable).

Questions about this RFQ are to be directed to Sherry Arcaro at Stewardship Ontario at sarcaro@stewardshipontario.ca or 416.725.3156 before 4:00pm on Monday, April 29th, 2013.

Quotations must be received by 4:00 pm on Monday, May 6th, 2013. Each quotation must be accompanied by the signed confirmation receipt for each addendum (if applicable).

Table 3: Project Timeline

|  |  |
| --- | --- |
| **Project Milestone** | **2013 Project Due Date** |
| RFQ Posted | Friday, April 19th |
| Deadline for questions | Monday, April 29th by 4:00pm |
| Deadline for submissions | Monday, May 6th by 4:00pm |
| Review of submissions | May 7th – 9th  |
| Successful proponent notification |  by Monday, May 13th |
| Initial kick-off meeting | between May 13th and May 24th  |
| Series #1 field work | May 27th to July 12th  |
| Series #1 data submission | July 26th |
| Series #2 field work | October 21st to December 6th  |
| Series #2 data submission | December 16th |

## Price Sheet for MRF Material Composition Study

The proposed level of effort and hourly rate should be presented for each team member. Note that this work requires bidders to provide a minimum of 2, and preferably 3, sorters for 7.5 hours per day for up two days per MRF. Expense estimates should be broken out to include travel, accommodation, meals, etc.

The contractor shall enter their price quotations in Table 4 below. The price quotes shall include all expenses (e.g. travel, accommodation, supplies, etc.). The contractor’s prices shall be in effect for a period of 30 days from the date of RFQ closing.

Table 4: Price Quotation for MRF Material Composition Study – Series 1&2 (spring/summer and fall)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Number of Staff** | **Per Hour Rate****($)** | **Tasks**  | **Total Hours**  | **Total $ Amount****(with tax)** |
| **ProjectPlanning &Management (hours)** | **Sampling (hours)** | **Data Entry&Reporting****(hours)** |
| **Fees** |   |   |   |   |   |   |   |
| Project Manager |   |   |   |   |   |   |   |
| Field Staff |   |   |   |   |   |   |   |
| Etc. |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |  |
| Fee subtotal  |   |   |   |   |   |   |   |
| **Expenses** |   |   |   |   |   |   |   |
| Accommodation |   |   |   |   |   |   |   |
| Meals |   |   |   |   |   |   |   |
| Etc. |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
| Expenses subtotal |   |   |   |   |   |   |   |
| Total for Series #1 |   |   |   |   |   |   |   |
| Total for Series #2 |  |  |  |  |  |  |  |
| Total for Project |  |  |  |  |  |  |  |
| **Notes:** |   |   |   |   |   |   |   |
|  |
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# Evaluation of Quotations and Awards

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

|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| 1. Qualifications and experience of project team | 60% |
| 2. Price | 40% |

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

Stewardship Ontario is aiming to have the contractor in place by Monday, May 13th.

# Payment

Stewardship Ontario will issue a purchase order to undertake this work. Invoices for this project should reference “Blue Box MRF Composition Study 2013”. Invoices shall be supported with documentation indicating hours and fees against tasks. Expenses for travel and accommodation, etc. will be supported with receipts and are subject to pre-approval before the successful bidder begins any field work.

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 and expense receipts are to be sent to:

**Stewardship Ontario**

1 St. Clair Avenue West, 7th Floor

Toronto, Ontario M4V 1K6

Attention: Finance

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 RFQ at any time if a contractor fails to meet any of the conditions and requirements outlined in this RFQ.

# Other Information

Stewardship Ontario may cancel or modify this RFQ at any time prior to awarding a contract; all registered proponents will be notified immediately of any changes via a posted addendum.

Any questions received by registered proponents prior to Monday, April 29th, 2013, will be addressed and responded to via an addendum process. All registered proponents will be provided with notification of each posted Addendum if required.

# Appendix A – Material Categories

| **MRF Material Composition Study − Material Categories** |
| --- |
| **Commodity** | **Material Category** | **Description / Examples** |
| * ONP #8
* ONP #6
* OCC/OBB Mix (Hardpack)
* Residential Mixed Papers
* Mixed Fibres
 | 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 distributed with newspapers.  |
| Magazines & Catalogues | Glossy magazines, catalogues, calendars, 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 (Obligated) | Mixed fine paper and bills and statements, ad mail, etc. Includes non-newsprint flyers and advertising.  |
|  | Other Printed Paper (Non-Obligated) | Writing paper, office paper , soft or hard covered books  |
|  | 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 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 include 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 packing such as: Michelina's frozen food, KFC tubs. |
|  | Paper Laminates | Paper with aluminum foil, paper with plastic, multi-layered paper - Includes microwave popcorn bags, some cookie bags, gift wrap, dog food bags, paper granola bar wrappers, etc. |
|  | Other Accepted Recyclables | All other typically accepted recyclable materials in Ontario’s Blue Box Program, plastic containers, film plastic, steel & aluminum containers, glass food & beverage containers |
|  | Other Material | All other material not listed above and other prohibited material not typically accepted in Ontario’s Blue Box Program. |
| * Polycoat Containers
 | 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 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 packaging such as: Michelina's frozen food, KFC tubs. |
|  | Paper Laminates | Paper with aluminum foil, paper with plastic, multi-layered paper - Includes microwave popcorn bags, some cookie bags, gift wrap, dog food bags, paper granola bar wrappers, etc. |
|  | Other Accepted Recyclables | All other typically accepted recyclable materials in Ontario BB Programs (printed paper and paper packaging, plastic containers, film plastic, steel & aluminum containers, glass food & beverage containers) |
|  | Other Material | All other material not listed above and other prohibited material not typically accepted in Ontario BB Programs. |
| * Mixed Plastics
* Tubs & Lids (#2, #4, & #5)
* PET Bottles (#1)
* HDPE (#2)
* Film Plastic
 | #1 PET Bottles and Jars | #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 | #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 & HDPE | 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 bagsNon-packaging HDPE & LDPE film (e.g. kitchen catchers, sandwich and freezer bags, etc.) goes in Other Material.  |
|  | #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  |
|  | #6 PS - Expanded Polystyrene | # 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, yogurt containers, rigid trays, small milk or cream containers for hot beverages, cold drink cups. |
|  | 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, etc. |
|  | Other Rigid Plastic Packaging (#3, #4 & #7) | Other rigid containers (#3, #4 & #7), non-PET blister packaging, unmarked/coded packaging, plant pots and trays, pails, etc. |
|  | Other Accepted Recyclables | All other typically accepted recyclable materials in Ontario BB Programs (printed paper, paper packaging, steel & aluminum containers, glass food & beverage containers) |
|  | Other Material | All other material not listed above and other prohibited material not typically accepted in Ontario’s Blue Box Program. |
| * Aluminum (Cans, Containers, Aerosols, Foil)
 | Aluminum Food & Beverage Cans | Soft drinks, soda, juice, beer cans, certain brands of sardines and cat food, etc. |
| Aluminum Foil & Foil Trays | Aluminum foil wrap, pie plates, baking trays, etc.  |
| Aluminum Aerosols | Aluminum aerosol containers, hair products, etc.  |
|  | Other Accepted Recyclables | All other typically accepted recyclable materials in Ontario BB Programs (printed paper, paper packaging, plastic containers and plastic film, steel containers, glass food & beverage containers) |
|  | Other Material | All other material not listed above and other prohibited material not typically accepted in Ontario’s Blue Box Program. |
| * Steel (Cans, Containers, Aerosols)
 | Steel Food and Beverage Cans | Apple juice, soup beans, peaches cans, etc. |
|  | Steel Aerosol Container | Empty spray paint cans, cooking oil, whipped cream, etc. |
|  | Steel Paint Cans | Empty paint cans. No steel aerosol cans |
|  | Other Accepted Recyclables | All other typically accepted recyclable materials in Ontario’s Blue Box Program (printed paper, paper packaging, plastic containers and plastic film, aluminum containers, glass food & beverage containers) |
|  | Other Material | All other material not listed above and other prohibited material not typically accepted in Ontario’s Blue Box Program. |
| * Residue
 | Printed Paper | Newspaper and Inserts, Magazines & Catalogues, Telephone Books / Directories, Other Printed Paper (both Obligated and Non-Obligated) |
|   | Composite Paper Packaging | Gable Top Containers, Aseptic Containers, Polycoat cups, Spiral Wound Containers, Ice Cream Containers and Other Bleached Long Polycoat Fibre |
|  | Cardboard/ Boxboard /Cores/Kraft Paper Packaging  | Kraft Paper, Corrugated Cardboard, Boxboard/Cores, Molded Pulp |
|  | Other Laminate Paper Packaging | Paper with aluminum foil, paper with plastic, multi-layered paper - Includes microwave popcorn bags, some cookie bags, gift wrap, dog food bags, paper granola bar wrappers, etc. |
|  | Rigid Plastic Packaging | #1 PET Bottles and Jars, #1 PET Thermoform – Clear, #1 PET Thermoform – Coloured, #2 HDPE Bottles and Jugs, #2 Other HDPE Containers, #5 PP Bottles, #5 Other PP Containers, #6 PS - Expanded Polystyrene, #6 PS - Non-expanded Polystyrene, Other rigid containers (#3, #4 & #7), non-PET blister packaging, unmarked/coded packaging, plant pots and trays, pails, etc. |
|  | #2 LDPE/HDPE Plastic Film | 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 bagsNon-packaging HDPE & LDPE film (e.g. kitchen catchers, sandwich and freezer bags, etc.) goes in Other Material. |
|  | 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, etc. |
|  | Aluminum Packaging | Aluminum Food & Beverage Cans, Aluminum Foil & Foil Trays, Aluminum Aerosols |
|  | Steel Packaging  | Steel Food and Beverage Cans, Steel Aerosol Containers, Steel Paint Cans |
|  | Other Material | All other material not listed above and other prohibited material not typically accepted in Ontario’s Blue Box Program. |

# Appendix B: Contractor Reference for MRF Material Composition Study

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

# Appendix C – Equipment and Services Provided by the Contractor

|  |
| --- |
| **Description of Equipment and Services Provided by Contractor** |
| Materials/Supplies: |
| Services: |

# Appendix D – Staff Provided by Contractor

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

|  |  |
| --- | --- |
| Role  | Number of Persons Provided |
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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 – Subcontractors

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

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name | Contact Name | Phone Number | Service Provided |
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