# 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

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| **SO/CIF Waste Composition Studies 2017/18 - Material Categories**  |
| ***Material Category*** | ***Description / Examples*** |
| ***PRINTED PAPER*** |  |
| **Newspapers - Daily and weekly** | 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. |
| **Other Newspapers/Newsprint - Other** | 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.  |
| **Magazines and Catalogues** | Glossy magazines, catalogues, calendars, annual reports and product manuals (must be bound, i.e. stapled or glued).  |
| **Directories / Telephone books** | Telephone books and other directories such as the Yellow Pages |
| **Other Printed Paper (Obligated)** | Mixed fine paper, bills and statements, ad mail, etc. Includes non-newsprint flyers and advertising, promotional calendars |
| **Other Printed Paper (Non-Obligated)** | Writing paper, office paper , soft or hard covered books, paper envelopes (blank), gift cards, purchased calendars, gift wrap, construction paper, photographs  |
| **PAPER PACKAGING** |  |
| **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 (excluding alcoholic beverages)** | Polycoat fibre and foil containers (e.g. Tetra Pak) for soy, almond and rice milk, juice boxes, water, soup, sauces etc. |
| **Aseptic Containers - alcoholic beverages** | Polycoat fibre and foil containers (e.g. Tetra Pak) for wine and other spirits |
| **Polycoat Beverage Cups** | 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. |
| **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. |
| ***Material Category*** | ***Description / Examples*** |
| **Ice Cream Containers and Other Bleached Long Polycoat Fibre** | Polycoated paper ice cream containers, typically with a lid, excluding boxboard folded ice cream boxes. Food containers with white fibre and a rolled or folded rim, includes Michelina's frozen food, KFC tubs. |
| **Paper Laminate Packaging** | Paper with aluminum foil, paper with plastic, multi-layered paper - Includes microwave popcorn bags, some cookie bags, dog food bags, paper granola bar wrappers, laminated paper carry out bags, etc. |
| **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. |
| **Other Paper Packaging (Non-Obligated)** | Corrugated moving boxes that can be clearly identified as branded products, paper compost & leaf and yard bags |
| **PLASTICS** |  |
| **#1 PET Bottles and Jars (excluding alcoholic beverages)** | Clear and translucent #1 plastic bottles and jars including pop, juice, cooking oil, honey, dish soap, etc.  |
| **#1 PET Bottles and Jars -Coloured(excluding alcoholic beverages)** | Solid colour #1 plastic bottles and jars for foods and personal products such as shampoos |
| **#1 PET Bottles and Jars ≥ 5 L(excluding alcoholic beverages)** | #1 plastic bottles and jars including pop, juice, cooking oil, honey, dish soap, etc.  |
| **#1 PET Bottles (alcoholic beverages)** | #1 plastic bottles used to contain alcoholic beverages |
| **#1 PET Thermoform - Clear** | #1 clamshells, #1 egg cartons, #1 trays, #1 blister packaging, etc. |
| **#1 PET Thermoform - Coloured** | #1 coloured PET microwaveable trays, etc. |
| **#2 HDPE Bottles and Jugs (Natural)(excluding alcoholic beverages)** | Natural #2 plastic bottles and jugs, juice, milk, laundry soap, shampoo, windshield washer fluid, etc.  |
| ***Material Category*** | ***Description / Examples*** |
| **#2 HDPE Bottles and Jugs (Coloured)(excluding alcoholic beverages)** | Coloured #2 plastic bottles and jugs, juice, milk, laundry soap, shampoo, windshield washer fluid, etc.  |
| **#2 HDPE Bottles and Jugs ≥ 5 L(excluding alcoholic beverage)** | #2 plastic bottles and jugs equal to or greater than 5 L  |
| **#2 HDPE Bottles (alcoholic beverage containers)** | #2 plastic bottles used to contain alcoholic beverages |
| **#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 LDPE/HDPE Film - Products (non-packaging)  |
| **LDPE/HDPE Film - Products (non-packaging)** | garbage bags, kitchen catchers, zip lock bags, leaf bags |
| **#5 PP Bottles** | # 5 plastic bottles includes nutritional supplement drinks, shampoos, etc. |
| **#5 Other PP Containers** | # 5 containers such as margarine and yogurt containers and other containers made from PP, including tubs and lids with resin codes #5 PP  |
| **#5 Other PP Containers (Black)** | Black # 5 containers 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 or coloured packaging foam, meat trays, etc. |
| **#6 PS - Expanded Polystyrene (Black)** | Black # 6 Foam take-out containers such as drink cups, large, black 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. |
| **#6 PS - Non-expanded Polystyrene (Black)** | #6 Polystyrene black rigid trays or any other black containers. |
| **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** | Other rigid containers (#3, #4 & #7), non-PET blister packaging, unmarked/coded packaging, plant pots and trays, pails etc. |
| ***Material Category*** | ***Description / Examples*** |
| **Other Rigid Plastic Packaging (Black)** | Other black rigid containers (#3, #4 & #7), non-PET blister packaging, unmarked/coded packaging, plant pots and trays, pails etc. |
| **Large HDPE & PP Pails & Lids** | Equal to or greater than 5 litres and less than 25 litres |
| **Other Plastics - (non-packaging/durable)** | Rubbermaid tubs, toys etc. |
| **METALS** |  |
| **Aluminum- food and beverage Containers (excluding alcoholic beverage containers)** | Single-serve juice/soft drink cans, pet food cans, food cans (e.g., sardine cans) |
| **Aluminum (alcoholic beverage containers)** | Aluminum cans and bottles used to contain alcoholic beverages |
| **Aluminum Foil & Foil Trays** | Aluminum foil wrap, pie plates, baking trays, etc.  |
| **Aluminum Aerosols** | Aluminum aerosol containers, hair products, etc.  |
| **Other Aluminum (non-packaging)** | Aluminum siding, baking trays etc. |
| **Steel Food and Beverage Cans** | Apple juice, soup beans, peaches cans, etc. |
| **Steel Paint Cans** | Empty paint cans  |
| **Steel Aerosol Container** | Empty spray paint cans, cooking oil, whipped cream, etc. |
| **Other steel (non-packaging)** | Non-packaging steel products including baking trays, frying pans etc. |
| **GLASS** |  |
| **Clear Glass - food and beverage (excluding alcoholic beverage containers)** | Food containers such as pickle jars, salsa jars and dairy tubs, cosmetic containers for creams, beverage bottles |
| **Clear Glass - alcoholic beverage containers** | Wine bottles, spirit bottles, single-serve cooler bottles, beer bottles |
| **Coloured Glass - food and beverage (excluding alcoholic beverage containers)** | Olive oil bottles, balsamic vinegar |
| **Coloured Glass - alcoholic beverage containers** | Wine bottles, spirit bottles, single-serve cooler bottles, beer bottles |
| **Other Glass - non-Blue Box** | Dishes, ceramics, window glass |
| **MUNICIPAL HAZARDOUS OR SPECIAL WASTE** |
| **Pressurized Containers** | All pressurized cylinders used for compresses gases including propane, helium, welding/brazing gases, etc. |
| ***Material Category*** | ***Description / Examples*** |
| **Batteries (Consumer-Type Portable)** | All batteries (primary and secondary) |
| **OTHER MATERIALS** |  |
| **Other Waste** | All other materials not classified elsewhere, wooden fruit basket, vacuum bags, wax candles, furnace filters, tissue and paper towels, organics, etc. |
| **ADDITIONAL CATEGORIES (At request and cost of partner municipality)** |  |
| **Organics** | All compostable materials including food waste, pet waste, leaf/yard, tissue/toweling, paper plates, lint, tea bags, chopsticks, etc. No diapers or large wood/lumber. |
| **Household Hazardous Waste** | Household hazardous waste, including paints, adhesives, oil, antifreeze, cfl bulbs, pharmaceuticals, solvents, fuel, etc. |
| **Electronic Waste** | Audio/video equipment, phones, chargers, computers & peripherals, printers, toys, etc.  |

## 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.

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| **Essex-Windsor Solid Waste Authority** |  |
| Curbside Residential Waste Composition Study and Multi-Residential Waste Composition Study | **Summer 2017 Cost:** |  |
| **Fall 2017 Cost:** |  |
| **Winter 2018 Cost:** |  |
| **Spring 2018 Cost:** |  |
| **Total Cost:** |  |
|  |  |  |
| **Richmond Hill**  |  |
| Curbside Residential Waste Composition Study and Multi-Residential Waste Composition Study | **Summer 2017 Cost:** |  |
| **Fall 2017 Cost:** |  |
| **Winter 2018 Cost:** |  |
| **Spring 2018 Cost:** |  |
| **Total Cost:** |  |
|  |  |
| **Simcoe County** |  |
| Curbside Residential Waste Composition Study  | **Summer 2017 Cost:** |  |
| **Fall 2017 Cost:** |  |
| **Winter 2018 Cost:** |  |
| **Spring 2018 Cost:** |  |
| **Total Cost:** |  |
|  |  |  |
| **City of Brantford** |  |
| Curbside Residential Waste Composition Study  | **Summer 2017 Cost:** |  |
| **Fall 2017 Cost:** |  |
| **Winter 2018 Cost:** |  |
| **Spring 2018 Cost:** |  |
| **Total Cost:** |  |
|  |  |  |
| **Peterborough County** |  |
| Curbside Residential Waste Composition Study  | **Summer 2017 Cost:** |  |
| **Fall 2017 Cost:** |  |
| **Winter 2018 Cost:** |  |
| **Spring 2018 Cost:** |  |
| **Total Cost:** |  |
|  |  |  |
| **Quinte Waste Solutions** |  |
| Curbside Residential Waste Composition Study  | **Summer 2017 Cost:** |  |
| **Fall 2017 Cost:** |  |
| **Winter 2018 Cost:** |  |
| **Spring 2018 Cost:** |  |
| **Total Cost:** |  |
|  |  |  |
| **Town of Aylmer** |  |
| Curbside Residential Waste Composition Study  | **Summer 2017 Cost:** |  |
| **Fall 2017 Cost:** |  |
| **Winter 2018 Cost:** |  |
| **Spring 2018 Cost:** |  |
| **Total Cost:** |  |
|  |  |  |
| **City of Timmins** |  |
| Curbside Residential Waste Composition Study  | **Summer 2017 Cost:** |  |
| **Fall 2017 Cost:** |  |
| **Winter 2018 Cost:** |  |
| **Spring 2018 Cost:** |  |
| **Total Cost:** |  |

## Appendix D - Proposal Submission Sheet

This Submission Sheet must be completed and accompany the submitted proposal

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**NAME OF COMPANY**

**ADDRESS CITY / TOWN**

**PROVINCE POSTAL CODE**

**TELEPHONE NUMBER WEBSITE**

**NAME OF AUTHORIZED SIGNING OFFICER**

**POSITION OF AUTHORIZED SIGNING OFFICER**

**SIGNATURE**

|  |  |
| --- | --- |
|  | **Check Box if in Agreement** |
| Have a clear and comprehensive knowledge of the work requirements detailed in the RFP documents. |  |
| Have the resources and capabilities to undertake and complete all the work Proposal on through this RFP. |  |
| 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. |  |