



January 9, 2023

ENQUIRIES AND RESPONSES # 2
NWRFP-22-16
Multi-Family Recycling, Food Scraps, and Glass Packaging Collection Program
New Westminster, BC

ANSWERS TO SUBMITTED QUESTIONS

- Q1 Who is responsible for bringing the totes out of the garbage rooms to street level for service? Is it the responsibility of the proponent or is this something that the building managers do?
- A1 Mixed responsibility, driver responsibility is within 50 meters of truck without losing sight of vehicle. Building managers are encouraged to have totes ready for pickup.
- Q2 From the list of addresses, is there a way to identify which locations are serviced at street level without having to bring them out?
- A2 Unfortunately, the data report does not show this information so there is no real way to provide it. I would say 25-30% would be realistic (Answer supplied from Waste Management.)
- Q3 Does the City of New Westminster have a contract with Recycle BC and is there a designated facility for the materials?
- A3 Yes to contract, designated facility is Urban Impact Recycling Ltd at 5 Capilano Way, New Westminster, BC V3L 5G3.
- Q4 Does the City of New Westminster have a contract with a Recycling Facility? Will the materials be billed to the City of New Westminster?
- A4 Yes, location mentioned above. Materials billed to City.
- Q5 Does the City of New Westminster have a contract with a Organics Facility? Will the materials be billed to the City of New Westminster?
- A5 Yes, Convertus. Materials billed to City.
- Q6 Who is responsible for coordinating the removal of the current contractor's containers so that the successful Proponent can place new containers at each Multi-Family site?
- A6 City and current contractor.

- Q7 Does the City have an arrangement with the current Contractor to have all keys, remotes and fobs returned to the City at the end of the Contract? Will the successful Proponent be able to collect all required keys, remotes and fobs from the City, rather than collecting them from each Multi-Family site individually?
- A7 All required keys, remotes and fobs will need to be collected from applicable sites rather than through the City.
- Q8 Can the City provide historical collected tonnages from the past two (2) years for all material streams (i.e., Multi-Family Recycling, Foods Scraps, and Glass Packaging)?
- A8 (For Organics 100Mt a month is a good average)
City of New Westminster Estimated Multi-Family Average Monthly Mixed Containers Material weight from Jan 2022 – Nov 2022 = 46.51 tonnes/month
City of New Westminster Estimated Multi-Family Average Monthly Mixed Paper & Cardboard Material weight from Jan 2022 – Nov 2022 = 46.10 tonnes/month
There is no data available for glass packaging.
- Q9 RFP p. 9, Part 2, Section 1.6 states, “penalties issued to the City relating to this contract will be passed on and paid by the successful Proponent”. What is the criteria that Recycle BC uses to assess and issue penalties?
- A9 Contamination (3%) as determined through on-going Contamination Remediation Plan.
- Q10 Can the City provide a list of historical fines and penalties issued to the City by Recycle BC over the past two (2) years?
- A10 Zero to date.
- Q11 Has the City received any performance improvement requirements from Recycle BC? If yes, can the City provide the performance improvement plan that was submitted to Recycle BC by the City, so the successful Proponent can follow this plan?
- A11 On-going and will share when completed.
- Q12 RFP p. 10, Part 2, Section 1.11 states, “Upon pick-up, ownership of the collected materials becomes that of the Contractor. The Contractor shall be responsible for the collected material from the point of pick-up onward.” To clarify, does this mean that the Contractor owns all Recycling, Foods Scraps, and Glass Packaging collected as part of this Contract?
- A12 Indicates that during possession, until delivery to facilities, collected materials are the responsibility of and owned by contractor. Spills, as an example, would be the responsibility of the contractor for proper clean up as the materials in your possession are owned by you.
- Q13 Is the Contractor responsible for delivering all Foods Scraps collected to an approved organics processing facility, and delivering all Recycling and Glass Packaging to an approved material recovery facility?
- A13 Yes.
- Q14 Will the City allow the submission of alternative proposals?
- A14 Yes, in addition to submission of RFP as prescribed.

Q15 With an estimated Contract start date of March-May 2023, contractors have a very tight timeline in which to procure trucks and containers. As such, when does the City anticipate awarding the Contract, so that contractors can place purchase orders as soon as possible for all required equipment and supplies?

A15 February 2023.

Q16 In Part Two, Section 3.0, Submission Requirements, g) Social and Sustainability, the RFP asks, "How do you manage waste in your facility or on a job site?". Can the City further explain what this question is specifically asking for? Is the City asking how the Contractor will manage residue or contamination?

A16 Yes, and spill containment/clean up process.

Q17 In Part Two, Section 1.0, the RFP states that the successful Proponent must provide a "program guide... that shall be distributed to all multi-family units prior to the commencement of collection services" and will be updated on an "annual basis." Does the City require an electronic or physical program guide?

A17 Physical program guide delivered to multi-family units and electronic copy provided to City.

Q18 In Part Two, Section 3.0, Submission Requirements, d) Cost/Schedule, the RFP document states that bidders must submit a "labour summary matrix that provides person-hour estimates for each of the work activities." Can the City provide a template or an example of a labour matrix summary?

A18 This requirement is included in our standard template and generally is intended for consultants. In this Request for Proposal, it has been determined to be unnecessary and may be stricken from the list of requirements.

Q19 Has the City established a maximum distance for pull outs? If so, does the Contractor have the ability to implement an additional charge if containers are placed beyond that maximum distance?

A19 As per the answer to question 1, the driver is responsible for within 50 meters of truck without losing sight of vehicle. Amicable placement is preferred through negotiations between properties and vendor.

END of Enquiries and Responses

Yours truly,



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City of New Westminster