



REQUEST FOR INFORMATION (RFI)
THE REGIONAL MUNICIPALITY OF DURHAM

NUMBER: RFI-677-2014

SCOPE: REQUEST FOR INFORMATION FOR ORGANIC TECHNOLOGIES

**DATE
RESPONSES
DUE:** Tuesday, October 21, 2014

**CONTACT
INFORMATION:** See Article 6 – Submission Instructions

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1. DEFINITIONS

Region - The Regional Municipality of Durham, its successors and assigns,

Respondent - The person, party or parties, firm or corporation submitting a response to this request for information to the Region,

RFI – Request for Information

2. REQUEST FOR INFORMATION – SCOPE

This RFI is being issued for the purpose of gathering marketplace information about options for diverting additional organic materials and potentially other materials from the waste generated within its boundaries. The Region is particularly interested in those technologies capable of processing materials from multi-family (MF) buildings (e.g. mixed waste or heavily contaminated source separated organic waste) and potentially an expanded stream of organics from single family (SF) households and recovering valuable material (e.g. organic products, recyclables, energy, biogas).

This detail may be compiled and used for an RFP (Request for Proposal). No guarantee is being made by the Region that by responding to this RFI, an RFP will be issued or that any purchase of goods and/or services will result.

3. BACKGROUND INFORMATION

The Region started a “Green Bin” source separated kitchen organics (SSO) diversion program in four of its eight local municipalities in 2003 and extended it to all its other municipalities in 2006. The program was initially rolled out to the single family sector and small businesses receiving municipal garbage collection. The Region currently does not provide a Green Bin program for larger multi-family buildings.

The Region had an overall diversion rate of 52% in 2013; 12% of the total amount of waste diverted by the Region consisted of SFD SSO (food waste) (27,486 tonnes). In 2013, the Region had approximately 24,000 multi-family households and 200,000 single family households.

The existing SF source separated organic material stream consists primarily of food waste (e.g. fruit and vegetable waste, meat, dairy, table scraps etc.) paper (e.g. fast food drink trays, soiled paper towels, paper plates and cups etc.) and some other compostable items (e.g. houseplants, wood shavings, dryer lint, hair etc.). Residents are required to use 100 percent compostable film bags as certified by the National Quality Institute and the Bureau de Normalisation du Quebec. Other organic materials (e.g. pet waste, diapers, sanitary waste) are present in the remaining waste stream, but not accepted within the existing SSO program. Currently the non-compostable residue in the SF SSO is less than 5%. A recent waste composition study of the Region’s MF waste stream indicates that the organic fraction is in the order of 45 to 50% of the residual waste.

The Region continues to actively look for ways to divert additional material and increase its diversion rate including:

- Expanding the SF SSO material stream to include other materials (e.g. pet waste, diapers, sanitary waste), which would increase the non-compostable contaminants in the SF SSO materials;
- Expanding SSO diversion to the MF sector, for either the currently accepted SSO stream or an expanded SSO material stream; or
- Processing residual waste generated by the MF sector in lieu of providing SSO diversion to this sector.

A technology which could process contaminated source-separated or mixed waste and recover additional materials from these waste streams would allow the Region to achieve higher diversion rates.

4. RFI SCOPE

The Region is investigating options to divert additional organic materials and potentially other materials (e.g. recyclables) from the residential waste stream. The materials subject to this RFI would include materials from an expanded SF SSO stream, SSO from the MF sector (either current SSO or an expanded SSO material stream) and/or residual waste generated by the MF sector.

The objectives of this RFI are to:

- Gather information about processing technologies which can process highly contaminated organic material streams and/or MSW and the types of marketable materials which could be recovered;
- Solicit information on reference facilities which the Region may visit in the next 6 months; and
- Gather information which may be used to support the development of a procurement process.

No guarantee is being made by the Region that by responding to this RFI, an RFP will be issued or that any purchase of goods and/or services will result. This RFI is not being used to evaluate the Respondent's corporate structure, history, experience and expertise, or the technologies as described in the submission.

Respondents are requested to provide a reference facility that is currently processing 25,000 metric tonnes per year (or more) of materials similar to those identified by the Region with a high percentage of organic content, using the technology being proposed that would be available for a facility tour. The Respondent acknowledges that should the Region wish to arrange for a tour of a reference facility, the facility referenced in the RFI submission is an active facility which would be representative of the technology being proposed and available for a tour by Regional representatives. No commitment of any kind should be inferred from a tour of a facility by the Region.

Respondents are requested to provide a description of the technology provider including company history, how long they have been in business, type and number of facilities developed/operated and the role in facility development.

Respondents are requested to provide a description of any other facilities that use the proposed technology (including location, throughput, feedstock) and the length of time that these facilities have been in operation.

Respondents may provide diagrams, fact sheets, corporate information, reference facility information and other literature with their submission in the appendices.

5. INFORMATION REQUESTED

If your company can provide any or all of the services listed above, please follow the instructions herein.

Respondents are asked to complete and sign a Respondent Submission Form (Appendix "A") that acknowledges, among other things, that this RFI and any Respondent submissions shall not create a legal or binding relationship or obligation regarding the procurement of any good or service.

6. SUBMISSION INSTRUCTIONS

Respondents are requested to submit their information by Tuesday, October 21, 2014 to the following address and attention of the following contact:

Ray Rodrigues, CPPB
Procurement Officer
The Regional Municipality of Durham
605 Rossland Road East,
Level 4, PO Box 623,
Whitby, ON
L1N 6A3
908-668-4113 x2098

Submissions may be identified using the Submission Return Label - Appendix "B".

Or

Responses may be emailed to the Region of Durham in a PDF format to: durhamregionquotes@durham.ca. Responses are to specify **RFI-677-2014** in the subject line of your email bid submission.

In the event the Respondent receives a "Delivery Failure" notification after sending their response, it is the Respondent's sole responsibility to advise the Region's contact by phone of receipt of such a message immediately.

All questions or queries pertaining to this RFI should be submitted by email to the contact above at ray.rodriques@durham.ca. The Region will review all questions received and prepare a response that will be sent to all document takers.

1.0 RESPONDENT INFORMATION

1.1 Respondent's registered legal business name and any other name under which it carries on business:

1.2 Respondent's address, telephone, fax, website, contact name of email address of the contact person for the respondent:

1.3 Whether the respondent is an individual, a sole proprietorship, a corporation, a partnership, a joint venture, or other legally recognized entity:

2.1 REQUEST FOR INFORMATION NOT A FORMAL COMPETITIVE BIDDING PROCESS

This RFI is issued for information gathering purposes and is not intended to be a formal legally binding "Contract A" bidding process. Without limiting the generality of the foregoing, this RFI will not necessarily result in any subsequent negotiations, direct contract award, invitational tendering process or open tendering process and does not constitute a commitment by the Region to procure goods or services.

2.2 RFI SHALL NOT LIMIT PRE-EXISTING REGION RIGHTS

This RFI shall not limit any pre-existing Region rights. Without limiting the generality of the foregoing, the Region expressly reserves the right, at its discretion, to:

- i. seek subsequent information or initiate discussions with any supplier, including suppliers who did not respond to the RFI,
- ii. initiate negotiations for the procurement of any good or service with any supplier or suppliers regardless of whether the supplier or suppliers responded to this RFI,
- iii. contact a limited number of suppliers, or may include suppliers who did not respond to this RFI, for the purpose of a competitive procurement for the procurement of any good or service,
- iv. elect to proceed by way of open tender call where all potential suppliers, including those who did not respond to this RFI, are eligible to compete for the award of a contract for the supply of any good or service; or
- v. elect not to procure the good or service that is the subject of this RFI.

These expressly reserved rights are in addition to any and all other rights of the Region that existed prior to the issuance of this RFI.

2.3 INFORMATION IN RFI IS ONLY AN ESTIMATE

The Region, its designates or employees make no representation, warranty or guarantee as to the accuracy of the information contained in this RFI or as issued by way of Addenda. Any quantities shown or data contained in this RFI, or provided by way of Addenda, are estimates only and provided as general background information.

2.4 PARTIES SHALL BEAR THEIR OWN COSTS

The Region shall not be liable for any expenses incurred, including the expenses associated with the cost of preparing a response to this RFI. The parties shall bear their own costs associated with or incurred through the RFI process, including any costs arising out of or incurred in: a) the preparation or issuance of this RFI; b) the preparation and making of a submission; or c) any other activities related to this RFI process.

2.5 ACCURACY OF RESPONSES

The Respondent acknowledges that the information provided is, to the best of its knowledge, complete and accurate.

2.6 SUBMISSION PROPERTY OF THE REGION

Except where expressly set out to the contrary in this RFI or in the respondent's submission, the submission and any accompanying documentation provided by a respondent shall become the property of the Region and shall not be returned.

2.7 MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (MFIPPA)

All bid submissions, documentation and information provided to the Region by bidders in connection with, or arising from the Bid Submission and/or subsequent Contract shall become the property of the Region, and as such are subject to requests under the *Municipal Freedom of Information and Protection of Privacy Act*. Accordingly, Bidders are requested to identify any information in their bid submission that, if disclosed, could cause them injury. The Region will make every effort to maintain the confidentiality of such information, but Bidders must be aware that the information may become public through a request for information under the Act. The Region shall not be liable if any such confidential information becomes public or is disclosed. Bidders may not identify their entire bid submission as "Confidential". Such a notation may be considered as grounds for disqualification. The Respondent acknowledges that the Region may make public the name of any and all Respondents.

2.8 CONFIDENTIAL INFORMATION OF THE REGION

All information provided by or obtained from the Region in any form in connection with this RFI either before or after the issuance of this RFI; a) is the sole property of the Region and must be treated as confidential; b) is not to be used for any purpose other than preparing a response to this RFI; c) must not be disclosed without prior written permission from the Region; and d) shall be returned by the Respondents to the Region immediately upon the request of the Region.

A Respondent may not at any time directly or indirectly communicate with the media in relation to this RFI without first receiving the written permission of the Region.

2.9 GOVERNING LAW

This RFI process shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

Signature of Respondent Representative

Date of Signature

Name and Title

Important Instructions:

Responses may be submitted in a sealed package to the address indicated on the Submission Return Label.

Respondents may affix this Label to the Submission Package Envelope



FROM:

Respondent to complete the following:
(Full Legal Name and Address)

NAME: _____

RFI-677-2014

ADDRESS: _____

Date: _____

CONTACT: _____

PHONE: _____

TO: Ray Rodrigues, CPPB
Procurement Officer
Finance Department
The Regional Municipality of Durham
605 Rossland Road East,
Level 4, PO Box 623,
Whitby, ON
L1N 6A3

The Postal Code is to aid in identifying the building only. The onus remains solely with Respondents to instruct courier/ delivery personnel to deliver to the exact floor location specified above.

