



Request for Information # RFI-1075-2019

for

Regional facility's organics waste program

Issued: July 25, 2019

**Submission Deadline: 2:00:00 p.m. on August 20, 2019 local
time**

Part 1 Invitation and Submission Instructions

1.1 Introduction

This Request for Information (“RFI”) is issued by the Regional Municipality of Durham (“the Region”) for the purposes of gathering information about the marketplace in order to assist in the determination of optional waste diversion programs for our facilities to assist in determining specifications for potential future bid opportunities. Respondents are asked to respond to the questions disclosed in Appendix A – Electronic Questionnaire.

This RFI and any respondent submissions will not create a legal relationship or obligation regarding the procurement of any good or service.

1.2 RFI Contact

For the purposes of this procurement process the “RFI Contact” will be:

Kelly Macpherson, CSCMP, Procurement Officer

All questions are to be submitted through the “Submit a Question” button within the Bidding System; not through email to the RFI Contact.

1.3 RFI timetable

Issue date of RFI	July 25, 2019
Deadline for questions	August 9, 2019
Deadline for issuing addenda	August 15, 2019
Submission Deadline	August 20, 2019

The RFI timetable is tentative. It may be changed by the Region at any time, and the Region may choose to waive or extend the Deadline for Questions, Deadline for Addenda and/or the Submission Deadline.

1.4 Submission requirements

Each response should include the following:

- Electronic Submission Form completed and signed by an authorized representative of the company; and
- Appendix A – Electronic Questionnaire, completed by the Respondent

1.5 Submission of responses

1.5.1 Response to be submitted at prescribed location

Responses must be submitted at the Region of Durham's bidding website:
durham.bidsandtenders.ca

1.5.2 Responses to be submitted on time

Responses shall be submitted on or before the Submission deadline. Responses submitted after the Submission deadline will not be accepted. Respondents are advised to make submissions well before the deadline. Respondents making submissions near the deadline do so at their own risk.

1.5.3 Responses to be submitted electronically

All Respondents shall have a Bidding System vendor account and be registered as a Plan Taker for this opportunity, which will enable the Respondent to download the solicitation document, to receive addenda email notifications, download addenda and submit their responses electronically through the Bidding System.

Respondents are cautioned that the timing of their bid submission is based on when the response is received by the bidding system, not when a response is submitted by a Respondent, as transmission can be delayed due to file transfer size, transmission speed or other technical factors.

For the above reasons, the Region recommends that the Respondent allow sufficient time to upload their response and attachment(s) (if applicable) and to resolve any issues that may arise. The closing date and time shall be determined by the Region's Bidding System web clock.

Respondents should contact the RFI Contact at least twenty-four (24) hours prior to the deadline if they encounter any problems. The bidding system will send a confirmation email the Respondent advising when the Response was submitted successfully. If respondents do not receive a confirmation email, they should contact the RFI Contact immediately.

To ensure receipt of the latest information and updates via email regarding this opportunity, or if a Respondent has obtained this solicitation document from a third party, the onus is on the Respondent to create a Bidding System Vendor Account and register at Region of Durham's bidding website (durham.bidsandtenders.ca) as a plan taker for this opportunity.

1.6 Background

The Region's goal is to improve or optimize the Regional Facilities' waste diversion. The information gathered may be used in preparing specifications and requirements for future bidding opportunities to ensure that we are diverting as that we can.

Currently, the organics waste collection and disposal program services the following Regional Facilities:

Location	Department	Address
Regional Headquarters	Administration	605 Rossland Road, East, Whitby, ON
Ajax Child Care	Social Services	22 Centennial Avenue, Ajax, ON

Location	Department	Address
Fairview Lodge	Long Term Care Homes	632 Dundas Street West, Whitby, ON
Hillsdale Estates	Long Term Care Homes	590 Oshawa Boulevard North, Oshawa, ON
Hillsdale Terraces	Long Term Care Homes	600 Oshawa Boulevard North, Oshawa, ON
Durham Regional Police Services (DRPS)	Central East Division	77 Centre Street North Oshawa, ON
Durham Regional Police Services (DRPS)	Central West Division	480 Taunton Road East, Whitby, ON
Durham Regional Police Services (DRPS)	East Division	2046 Maple Grove Road, Bowmanville, ON
Durham Regional Police Services (DRPS)	Forensic Division	2210 Bloor Street, Bowmanville, ON
Durham Regional Police Services (DRPS)	North Division	15765 Highway 12, Port Perry, ON
Durham Regional Police Services (DRPS)	Operations Training	4060 Anderson St., Whitby, ON
Durham Regional Police Services (DRPS)	Property Bureau	19 Courtice Court, Courtice, ON
Durham Regional Police Services (DRPS)	Reporting Centre	650 Rossland Road, Whitby, ON

Location	Department	Address
Durham Regional Police Services (DRPS)	Victims Services	1173 Cedar Street, Oshawa, ON
Durham Regional Police Services (DRPS)	West Division	1710 Kingston Road, Pickering, ON

In 2018, an approximately 296,618 Kilograms (Kg) of organic waste was collected from all the facilities. From that amount, approximately 278,821 Kg of organic waste was digested, the rest was landfilled.

Part 2 Terms and Conditions of the RFI Process

2.1 Terms of reference

In responding to this RFI, the Respondent acknowledges its acceptance of the following RFI Terms of Reference:

2.2 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 any goods or services.

2.3 RFI not to limit the Region’s pre-existing rights

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

- seek subsequent information or initiate discussions with any potential supplier, including potential suppliers that did not respond to this RFI;
- initiate direct negotiations for the procurement of any good or service with any potential supplier or suppliers, regardless of whether the potential supplier or suppliers responded to this RFI;
- contact a limited number of potential suppliers, which may include only those that responded to this RFI or may include potential suppliers that did not respond to this RFI, for the purpose of a competitive process for the procurement of any good or service;
- elect to proceed by way of open tender call where all potential respondents, including those that did not respond to this RFI, are eligible to compete for the award of a contract for the supply of any good or service; and
- 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.

a. Pricing information for general information purposes only

Any pricing information provided by Respondents is for general information purposes and is not intended to be binding on Respondents. Any legally binding pricing or purchasing commitments will be established only where specified by the express terms of a subsequent tender call process or where established through the execution of a written agreement.

b. Information in RFI only an estimate

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

c. Parties to bear their own costs

The Region will not be liable for any expenses incurred by a Respondent, including the expenses associated with the cost of preparing responses to this RFI. The parties will bear their own costs associated with or incurred through this RFI process, including any costs arising out of, or incurred in, (i) the preparation and issuance of this RFI; (ii) the preparation and making of a submission; or (iii) any other activities related to this RFI process.

d. Accuracy of responses

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

e. Submissions will not be returned

Except where set out to the contrary in this RFI or expressly requested in the Respondent's submission, the submission and any accompanying documentation provided by a respondent will not be returned.

f. 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 (i) is the sole property of the Region and must be treated as confidential; (ii) is not to be used for any purpose other than replying to this RFI; (iii) must not be disclosed without prior written authorization from the Region; and (iv) must be returned by the Respondent to the Region immediately upon the request of the Region.

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

g. Disclosure of information

The Respondent consents to the Region's collection of information as contemplated under the RFI for the uses contemplated under the RFI.

Respondents should not include information in their response that is proprietary or confidential. Information provided by a Respondent may be released in accordance with governing laws. To the extent that a Respondent does include confidential or proprietary information, the Respondent should identify any information in its submission or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Region. The confidentiality of such information will be maintained by the Region, except where an order by a tribunal or court requires the Region to do otherwise. The Respondent consents to the disclosure, on a confidential basis, of this submission by the Region to advisers retained by the Region for the purpose of reviewing this submission.

The Respondent acknowledges that the Region may make public the name of any and all Respondents.

h. Governing law

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

Part 3 Electronic Form Instructions

3.1 Electronic Form(s) (Appendix A- Electronic Questionnaire)

The information submitted in the electronic questionnaire will be for information purposes only. Respondents should carefully review the questions in Appendix A and provide fulsome information for the Region's consideration.

Information to be completed under the "Response" column beside each question has a 32,500-character limit per cell. Responses must be entered in a text format. Respondents are encouraged to provide (**upload**) additional information and shall clearly identify each attachment to the corresponding question.

3.2 Appendices and Attachments

Appendix A – Electronic Questionnaire