



Request for Information # RFI-1158-2017

for

**Mixed Waste Transfer and Pre-sorting, Organics
Processing, and Beneficial use of By-
Products/End Products**

for the Regional Municipality of Durham

Issued: December 4, 2017

Submission Deadline:

2:00:00 p.m. on January 18, 2018 local time

RFI Document 1 of 4

Hard copy submission only

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Appendix A, B, C and Attachments are posted as a separate PDF documents on the Region's bidding website under RFI-1158-201

Appendix A – Respondent Submission Form

Appendix B – RFI Questions

Appendix C –Background

Attachment 1 – RFI Definitions

Attachment 2 – Map

Attachment 3 – Waste Flow Diagram

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 future purchasing options or requirements. Respondents are asked to respond to the Region and provide the information requested.

2. RFI timetable

Issue date of RFI	December 4, 2017
Pre-bid meeting	December 18, 2017 at 10:00a.m.
Deadline for questions	January 8, 2018
Deadline for issuing addenda	January 12, 2018
Submission Deadline	January 18, 2018 at 2:00 p.m.

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.

A non-mandatory pre-bid meeting will be held on December 18, 2017 at 10:00a.m. at Regional Headquarters, 605 Rossland Road East, Whitby, ON in **Room 1A** to provide prospective respondents with an opportunity to ask questions regarding how to submit a response to this RFI and further clarify the Region’s expectations.

3. Objectives

The Region’s existing organics management contracts are ending in 2019. The Region is utilizing this Request for Information (RFI) process as a precursor to a

2018 Request for Proposals (RFP) necessary to both optimize the Region's integrated waste management system and expand organics diversion away from disposal.

The RFI will involve the receipt and investigation of viable options for implementation of a long-term organics management plan and seeks information on cost-effective, proven and innovative technologies and commercial arrangements and/or potential business relationships which could potentially assist the Region in achieving its objectives which include:

1. Discovering the options for the cost-effective receipt and transfer of municipal solid wastes (MSW) and organics, as well as operations for mixed waste pre-sorting to enhance organics and recyclable waste diversion from disposal for single family and/or multi-residential households. The transfer and mixed waste pre-sorting facilities may be co-located or in separate locations.
2. Implementing a future long-term organics processing strategy that maximizes system wide investment benefits while minimizing net integrated solid waste management system costs;
3. Obtaining relevant information on end markets, revenues and potential end-destinations for by-product opportunities, including compost/digestate, recovered energy, or other opportunities associated with residues related to enhanced organics diversion and processing options; and
4. Meeting all regulatory requirements under the Climate Change Mitigation and Low-carbon Economy Act, 2016 and Waste Free Ontario Act, 2016, including the Waste Diversion Transition Act, 2016, Resource Recovery and Circular Economy Act, 2016 and the proposed Ontario Food and Organic Waste Framework, 2017 and while ensuring compliance, where applicable, with the Ontario Compost Quality Standards.

5. Assessing organic management options based upon an integrated solid waste management system-wide perspective and conducting technical, financial and business case analyses to support recommendations to Regional Council by the spring of 2018, regarding a strategy for implementation of a sustainable and viable long-term organics management plan.

The Region contemplates issuance of an RFP process in 2018 to secure optimal transfer, mixed waste pre-sorting and organics processing; maximize the beneficial use of by-products generated; and, minimize residue disposal costs. This will be based on the exploration of options presented through this RFI, the subsequent business case analysis, the review of the pending provincial regulatory framework and Regional Council approvals.

4. Information requested

The Region is seeking long-term options or approaches for the management of organics and additional recyclables from single-family and multi-residential households. All firms interested in responding to the Region with options or approaches are encouraged to submit a response to this RFI. The Region anticipates that the information gathered from this process will be instrumental in determining the Region's future organics management strategy, including commercial business relationships or approaches, technology options, and service delivery model. A wide range of potential options or approaches will allow the Region to optimize a long-term strategy.

Respondents are advised that any information provided in response to this RFI may be included in a public report to the Region's Council or may be publicly posted unless otherwise deemed confidential pursuant to Appendix A, Sections 2(h) and (i) herein. For greater clarity, as detailed in Appendix A, section 2(i)

confidential pricing information will not be publicly disclosed, except in anonymized aggregated data.

Respondents are being asked to indicate what component/components they are interested in addressing and to provide additional information as requested in the questions included in **Appendix B** for the following components:

- Residual Mixed Waste Transfer;
- Mixed Waste Pre-Sorting (potentially at transfer or processing location);
- Organics Processing; and,
- Byproducts/End Product Opportunities.

Please note that all financial information should be included in Appendix B, Part 4 which will be considered confidential in accordance with Attachment A, Section 2 (h) and (i).

5. Background

Background information on the Region's waste management system can be found in Appendix C.

6. Potential Business Relationship(s)

Respondents who are interested in providing an organics management option which is in line with any of the Service Delivery Models identified in Appendix B Part 2, Question 3 and as defined in the Definitions (Attachment 1) should complete the applicable sections of the RFI Questions (Appendix B).

In addition to this, the Region of Durham invites potential interested parties to submit a response to Part 5 of Appendix B, indicating an expression of interest relating to a business relationship for one or more components of the Region of Durham's long term organics management strategy. The intent would be to identify any business relationship(s) early in the process to inform the

subsequent RFP. For greater clarity, any business relationship that the Region of Durham may enter into will be outside of the RFP process for the overall long term organics strategy described herein.

All potential business relationships will be reviewed by the Region of Durham to determine if further discussions are warranted based on the overall objectives of the RFI. Refer to Appendix B, Part 5 to provide information.

7. **Submission Instructions**

Respondents are asked to submit their information and signed Respondent Submission Form by January 18, 2018 to the following address and to the attention of the following RFI Contact:

Kelly Macpherson, Procurement Officer

Regional Municipality of Durham Headquarters
605 Rossland Road East, 4th Floor, Finance Department
Whitby, ON L1N 6A3

Respondents to submit 4 sets (**1 original and 3 copies**) of their information, in writing, in sealed envelopes and/or packages.

Submissions should include a completed and signed **Respondent Submission Form (Appendix A)** that acknowledges, among other things, that this RFI and any respondent submissions will not create a legal relationship or obligation regarding the procurement of any good or service.

Respondents should direct any **questions** on this RFI process through the **Submit a Question button within the Bidding System**, not through email to the RFI Contact.