

APPENDIX B

PROCESSING & MARKETING TECHNICAL REQUIREMENTS

PRINCIPLE		INFORMATION REQUESTED
B 1.0 EFFICIENCY		
B 1.1	<p>Management & Track Record (10 points)</p> <p>Information demonstrating the Proponent has the necessary experience and resources to implement and provide the services requested in this RFP.</p>	<ul style="list-style-type: none"> • Company details, including but not limited to, officers, number of employees, office locations • Number of years in business • Subcontractor (if any) company details, including but not limited to, officers, number of employees, office locations • Subcontractor (if any) number of years in business • Annual financial statements (including auditor's opinion) for the past two years • Articles of Incorporation • Experience undertaking curbside recycling processing and marketing • Value and size of past and current contracts • Duration, location and processing/marketing methods (ie. number of streams collected/ number and grade of sorts etc.) utilized for past and current contracts • Contact persons and phone numbers for three or more past clients • Provide confirmation of compliance with all relevant bylaws, statutes, and regulations • Describe any orders, charges, or violations to your company by relevant regulatory bodies over the past five (5) years, including but not limited to, the Ministry of Environment, Ministry of Labour Relations and Workplace Safety, or City of Saskatoon • Annual tonnes processed, annual tonnes marketed, and annual revenues from material marketed <p><i>NOTE: In the event that the Proponent is a private company and are not willing to provide the requested information, a statement from the Proponent's auditor attesting to the Proponent's financial capability to carry out the project may be provided instead. The Proponent is asked to provide satisfactory evidence to demonstrate that the legal entity proposing to undertake the contract is in sound financial position and has the economic capacity to complete the contract. In the event that a parent or affiliate company proposes to guarantee the obligations of the contracting entity, similar evidence should be provided in respect of that parent or affiliate. Such evidence may include audited or accountant-reviewed financial statements, as well as bank or trade references. Proponents will be evaluated based on the quality of the evidence provided.</i></p>

PRINCIPLE		INFORMATION REQUESTED
B 1.0 EFFICIENCY		
B 1.2	<p>Quality Control / Quality Assurance (5 points)</p> <p>An overall contamination rate of not more than 5% is preferred.</p>	<ul style="list-style-type: none"> • Method to determine tonnes of Recyclable Materials processed and marketed under the Agreement • Outline of methods to minimize residuals or unacceptable items (e.g. items not included in the recycling program). For example, staff incentive programs, training, audits, etc. • MRF estimated tonnes per hour and estimated tonnes per year • Plans for handling Waste Electronics or Household Hazardous Waste (not part of the program) • Plans to ensure adequate staff training, and ongoing communication to ensure quality control • Plans to liaise with the Collector and achieve win-win scenarios • Demonstrated commitment to quality assurance certifications (i.e. ISO or other) • Details on how the quantities for payment under the Agreement will be assured
B 1.3	<p>Communication Plan (5 points)</p> <p>The Collector will be the main point of contact for customers utilizing the City curbside recycling program.</p> <p>The City will be responsible for the development of all content and materials for education and promotion of the curbside program (in collaboration with the Collector and Processor).</p>	<ul style="list-style-type: none"> • Method of regular communication with the City, including but not limited to, how the City will stay informed about processing and marketing matters arising, shutdowns, planned facility maintenance, other service changes, alterations, etc. • Customer service plan for meeting the requirements of program communications, including contingencies • Procedures and communication flows, including but not limited to, response to a direct complaint by the Collector made either to the City or the Processor directly • After-hours response procedure • Accommodate public tours of the MRF, and in that regard keep the MRF and surrounding areas presentable, including providing washroom facilities for visitors and keeping them in a clean and presentable state
B 1.4	<p>Reporting (5 points)</p> <p>How the Proponent will meet requirements for ad hoc, monthly and annual reporting</p>	<ul style="list-style-type: none"> • Complaints and resolutions (with residents and Collector) • Legal weight receipts Recyclable Materials received for the City program; • Monthly and annual tonnages (per commodity) marketed for the City program • Rejected loads and contamination issues • Education and promotion activities • Contract performance review • Compliance with delivery of fibre to Cosmopolitan Industries on a regular and ongoing basis

PRINCIPLE		INFORMATION REQUESTED
B2.0 SUSTAINABILITY		
B 2.1	Economic Viability (20 Points) The Proponent shall describe their proposed management of the processing and marketing program described in the RFP.	<ul style="list-style-type: none"> Proposed organizational structure, including but not limited to, the name and resumes for the following key individuals as they would relate to the Agreement: <ul style="list-style-type: none"> district/regional manager(s)/senior executive staff; senior administration staff; supervisory staff; any other management staff <p><i>NOTE: If a specific person is not named for any of the above positions, the Proponent shall identify the position by title and description and list the key qualifications of the person who would ultimately hold the position.</i></p> Describe how the Agreement would be directly supervised and how personnel will be allocated to ensure daily performance Technical specifications including age for all equipment and assets to be used for the provision of expected services Outline and schedule of the staff training plan and procedures for contract start-up and implementation A detailed list of efficiency measures (ie. standard operating procedures) to be adhered to in the provision of expected services Rationale and calculations to support management of seasonable tonnage increases and population growth over the term of the Agreement
B 2.2	Environmental Impact (2 points) Description of the proposed methods for minimizing the potential for environmental issues.	<ul style="list-style-type: none"> Plans and Corporate policies that address facility energy consumption or other resource consumption associated with the provision of Processing and Marketing services as outlined in this RFP Location of MRF (existing or proposed) A Spill Response Plan to address mechanical failures
B 3.0 CONVENIENCE TO RESIDENTS		
B 3.1	Participation (4 points) Description of the proposed methods for facilitating citizen participation in the recycling program.	<ul style="list-style-type: none"> Maintain a Recycling Depot located at the MRF and make available for the public's use on a 24-hour a day basis. Removal of any non-recyclables left at this depot will be the full responsibility of the Processor Maintenance of the Depot and the Containers and clearing of all recyclable materials shall be the responsibility of the Processor Proposed approach to Processing & Marketing services to accommodate stat holidays

PRINCIPLE		INFORMATION REQUESTED
B 3.0 CONVENIENCE TO RESIDENTS		
B 3.2	Implementation (1 point)	<ul style="list-style-type: none"> Based on the anticipated award date identified, indicate the earliest possible service commencement date Outline intended communications, equipment and staffing procurement scheduling (including Recycling Containers), staff training schedules, facility siting (if required) and other implementation plans Schedule (tasks and time) from Award of Contract to full implementation of the expected services
B 3.3	Business Interruption/ Contingency Plan (1 point)	<ul style="list-style-type: none"> Describe any circumstance(s) where your company would be unable to deliver any/some of the expected services (e.g., winter storm conditions) Contingency plan for circumstance(s) described, including any past experience(s) Contingency plan for a larger scale or longer term business interruption (e.g., work stoppage)
B 4.0 DIVERSION OF MATERIALS		
B 4.1	Range of Materials (2 points) Bids may be rejected if substantially fewer than the items specified as Recyclable Materials are proposed for Processing and Marketing	<ul style="list-style-type: none"> Range of materials collected includes: <i>aluminum and tin cans; aluminum foil and pie plates, corrugated cardboard; mixed paper; newspaper; polycoat, fine paper, magazines, boxboard; recyclable plastic #1-7 containers that have contained non-hazardous products; all provincially legislated beverage containers excluding glass; milk cartons/jugs</i> <p>Both household glass and legislated glass beverage containers are excluded from this RFP.</p> <ul style="list-style-type: none"> Ability to accept additional materials (please specify which additional materials) for Processing and Marketing Efforts to expand Processing and Marketing to include additional recyclables suitable to a residential curbside program
B 4.2	Material Capture (10 points)	<ul style="list-style-type: none"> Details on how Recyclable Materials will be processed and the specifications that will be achieved for each material type (include anticipated recovery rate per commodity) List of buyers for each commodity type Details on how recovered materials will be marketed

PRINCIPLE		INFORMATION REQUESTED
B 5.0 COSMOPOLITAN INDUSTRIES		
B 5.1	<p>Pricing for Provision of Unsorted Fibre For Delivery (5 points)</p> <p>The City may, in its sole discretion, disqualify a Proposal if a price per tonne for unsorted fibre in good condition delivered to Cosmopolitan Industries is not provided.</p>	<p>The City will continue to supply unsorted fibre to Cosmopolitan Industries on a regular basis. Because the volume of fibre collected at the existing depots is expected to decrease with the implementation of a curbside recycling program, the City will need to divert some paper from the Successful Proponent(s) to Cosmopolitan Industries, which may be up to 4,000 tonnes per year. As part of the financial evaluation, the City is requesting a price per tonne for unsorted fibre in good condition delivered to Cosmopolitan Industries. The fibre must be in approximately the following proportions: 76% ONP, 16% OCC, 8% Mixed Waste Fibre.</p> <p>a) Provide details on the method(s) for providing unsorted fibre for delivery to Cosmopolitan Industries located at 28 Thirty-Fourth Street East, Saskatoon, Saskatchewan, Canada S7K 3Y2.</p> <p>b) Provide pricing in the Financial Submission submitted in a separate sealed envelope as per Appendix A Package 3.</p>

B6 EVALUATION POINTS SUMMARY

Evaluation Criteria	Maximum Available Points
EFFICIENCY: Management and Track Record	10 points
EFFICIENCY: Quality Control/Quality Assurance	5 points
EFFICIENCY: Communication Plan	5 points
EFFICIENCY: Reporting	5 points
SUSTAINABILITY: Economic Viability	20 points
SUSTAINABILITY: Environmental Impact	2 points
CONVENIENCE TO RESIDENTS: Participation	4 points
CONVENIENCE TO RESIDENTS: Implementation	1 point
CONVENIENCE TO RESIDENTS: Interruption/Contingency Plan	1 point
DIVERSION OF MATERIALS: Range of Materials	2 points
DIVERSION OF MATERIALS: Material Capture	10 points
Pricing For Provision of Unsorted Fibre For Delivery To Cosmopolitan Industries	5 points
Financial Submission (Package 3)	30 points
TOTAL	100 points

Financial Submission (30 points)

The Financial Proposal must be submitted in a separate sealed envelope as per Appendix A Package 3.

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