



## Request for Expressions of Interest 740-2013

### **FOR REUSE AND RECYCLING OF MATTRESSES, BOX-SPRINGS AND UPHOLSTERED FURNITURE ITEMS**

The City of Winnipeg (the City) is requesting Expressions of Interest (EOI) from organizations, for the beneficial reuse and recycling of discarded mattresses, box springs and upholstered furniture items dropped off at 4R Winnipeg Depots (formerly known as CRRCs), or picked up from residences via 311 large item pick-up requests.

#### **1. BACKGROUND:**

- 1.1. In October 2011, Winnipeg City Council approved the Garbage and Recycling Master Plan (GRMP) which contained recommendation for the development of up to four (4) Community Resource Recovery Centres (CRRCs) – to be branded as 4R Winnipeg Depots. The first centre is expected to open to the public in 2014; this centre will be located at the Brady Road Resource Management Facility (BRRMF). A second centre opening in summer 2015 will be located on 1140 Pacific Avenue west of McPhillips Street.
- 1.2. The 4R Winnipeg Depots will be facilities where Winnipeg residents can recycle any approved material they no longer want or need. Unlike a landfill, materials will be separated into commodities allowing reuse and recycling of a variety of items which are presently landfilled. The goal of these sites is to increase diversion from landfill while improving the safety, convenience and user experience for city residents. Resident confusion about the right place to send wastes will be minimized as the new site will accept materials presently not accepted at the landfill, such as Household Hazardous Waste (HHW) and Electronic Waste (eWaste). To encourage diversion from landfill, the fee structure of the 4R Winnipeg Depots will be set to give an incentive for separating waste; most separated wastes will have no or minimal charges, while disposal of residual material will have a higher charge per tonne disposed. Over time as new markets can be found and developed the centres will evolve so that residual materials become a diminishing fraction of what is received.

#### **2. EOI PROCESS**

- 2.1. The City of Winnipeg Solid Waste Services Division expects to be receiving and reviewing Expressions of Interest from prospective organizations with a view to evaluate the opportunities available, and to aid in the development of a Request For Proposal (RFP) process which would lead to multi-year contracts with organizations to divert these materials from landfill. It is anticipated that these RFPs will be posted in Q1 2014, and awarded in Q2 of 2014 so that preparations can be made in the design of the 4R Winnipeg Depot and in operational plans.

### **3. REUSE AND RECYCLING PROCESS:**

- 3.1. Currently the BRRMF receives approximately 100,000 small residential loads or 50,000 tonnes of material annually. It is not currently known what amount of these materials are mattresses and upholstered furniture. Based on experience elsewhere, it is likely that approximately 1,500 to 2,000 tonnes of mattresses and box springs are disposed annually in Winnipeg. The estimated number of units ranges from 30,000 to 40,000 items. Currently the city of Winnipeg receives approximately 15,000 pick-up requests for mattresses or box-springs, and upholstered furniture including abandoned items.
- 3.2. Presently these materials are collected by the large items collection hauler using compactor trucks, the items collected by the hauler and those self-hauled by residents are disposed in the landfill areas at the BRRMF. At the 4R Winnipeg Depots it is expected that these materials could be dropped off by residents in a covered area or building. Alternatively requests for pick-up will be received from residents by Winnipeg 311 and the mattress and upholstered furniture recycling proponent may propose picking these up directly at resident's homes. Currently there is a \$5.00 charge per item when picked-up at residences via a request for service through 311.
- 3.3. It is expected that all agreed on materials collected at the 4R Winnipeg Depots and through 311 service requests would be made available for collection by the recycling proponent. At present it is anticipated that the storage available onsite at each 4R Winnipeg Depot would necessitate daily to weekly pick-up of these items from the Depot.
- 3.4. Proponents should note that the City of Winnipeg is developing a green industry park at the BRRMF. Recyclers wishing to process materials would have the opportunity to lease land for a processing facility.

### **4. SUBMISSION INFORMATION:**

- 4.1. The deadline for application submission is: **4:00 P.M. December 13, 2013**
- 4.2. The Manager of Materials may extend the Submission deadline by issuing an addendum at anytime prior to the time and date specified above.
- 4.3. The Proponent should respond detailing the following information:
  - i. **Background Information**
    - a) The name of the Proponent organization, mailing address, and contact information for key personnel.
    - b) Profile of the organization, materials handled, materials explicitly not handled.
  - ii. **Details of the Proposed Use(s)**
    - a) Overview of the fate of commodities produced from recycling, and approximate percentages of mattresses expected to be reused, recycled, used in waste to energy and landfilled.
  - iii. **Details of Proposed operation**
    - a) Conceptual operation plan for the pick-up, transportation and recycling of mattresses, box springs and upholstered goods.
    - b) Expected method of collection (roll-off containers, shipping container, other)
    - c) Required condition of mattresses (wet/dry, etc.).
    - d) Anticipated collection frequency.

- e) City resources required beyond collection and storage.
- f) Estimated costs per item recycled.

iv. **Other Information**

- a) Any other information which the Proponent considers pertinent.

4.4. Interested parties should submit their EOI Submission in a sealed package clearly marked:

**“EOI NO. 740-2013 FOR REUSE AND RECYCLING OF HOUSEHOLD GOODS  
(EXCLUDING MATTRESSES AND UPHOLSTERED FURNITURE)”**

4.5. EOI Submissions shall be delivered to:

The City of Winnipeg  
Materials Management Department  
185 King Street, Main Floor  
Winnipeg, MB R3B 1J1

**5. ENQUIRIES:**

5.1. All enquiries shall be directed to:

Alex Singbeil, P. Eng.  
Solid Waste Services Division  
Phone number: 204-986-2962  
[asingbeil@winnipeg.ca](mailto:asingbeil@winnipeg.ca)

5.2. If the Proponent is unsure of the meaning or intent of any provision therein, the Proponent should request clarification as to the meaning or intent prior to the Submission Deadline.

5.3. Responses to enquiries which, in the sole judgment of the City's representative, require a correction to or a clarification of the EOI will be provided by the City's representative to all Proponents by issuing an addendum.

5.4. Responses to enquiries which, in the sole judgment of the City's representative, do not require a correction to or a clarification of the EOI will be provided by the City's representative only to the Proponent who made the enquiry.

5.5. Proponents may submit their questions by e-mail to the City's representative.

5.6. The Proponent shall not be entitled to rely on any response or interpretation received, unless that response or interpretation is provided by the City's representative in writing.

**6. NO CONTRACT:**

6.1. This is an inquiry only. By responding to this EOI with a written Submission or otherwise participating in the process as outlined in this EOI, each Proponent expressly agrees that no contract of any kind is formed under, or arises from this EOI and that no legal obligations as between any one or more of the Proponents and the City of Winnipeg will arise.

## **7. OWNERSHIP OF SUBMISSIONS:**

- 7.1. The City will be entitled to retain all EOI Submissions received in response to this EOI without pay or compensation. Proponents are advised that the City of Winnipeg is subject to The Freedom of Information and Protection of Privacy Act (Manitoba) and that any documents or other records provided to the City may, by law, be subject to disclosure.

## **8. RIGHT TO ALTER:**

- 8.1. Prior to the submission deadline, the City of Winnipeg reserves the right to alter any of the conditions and criteria outlined in this EOI, including the deadline for submissions, by posting addenda on the City of Winnipeg website at:

<http://www.winnipeg.ca/matmgt/bidopp.asp>.

- 8.2. It is the responsibility of each Proponent to ensure that any possible addenda have been reviewed.
- 8.3. The City's representative will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.
- 8.4. The Proponent is responsible for ensuring that it has received all Addenda and is advised to check the Materials Management Division website for Addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.

## **9. NO LOBBYING:**

- 9.1. Any form of political or other lobbying whatsoever in relation to the Project or with a view to influencing the outcome of this EOI process is strictly prohibited. Failure to comply with this provision may result in disqualification from the Project.

## **10. CONFIDENTIALITY:**

- 10.1. Information provided to a Bidder by the City or acquired by a Bidder by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator. The use and disclosure of the confidential information shall not apply to information which:
  - 10.2. Was known to the Bidder before receipt hereof; or
  - 10.3. Becomes publicly known other than through the Bidder; or
  - 10.4. Is disclosed pursuant to the requirements of a governmental authority or judicial order.
- 10.5. The Bidder shall not make any statement of fact or opinion regarding any aspect of the Bid Opportunity to the media or any member of the public without the prior written authorization of the Contract Administrator.