



**REQUEST FOR EXPRESSIONS OF INTEREST
741-2013
FOR REUSE AND RECYCLING OF CLOTHING, FURNITURE, BUILDING
MATERIALS AND OTHER HOUSEHOLD GOODS (EXCLUDING MATTRESSES AND
UPHOLSTERED FURNITURE)**

The City of Winnipeg (the City) is requesting Expressions of Interest (EOI) from organizations, for the beneficial reuse of unwanted clothing, furniture, building materials and other household goods dropped off by residents at Community Resource Recovery Centres (CRRCs).

1. BACKGROUND:

- 1.1. In October 2011, Winnipeg City Council approved the Garbage and Recycling Master Plan (GRMP) which contained a recommendation for the development of up to four (4) Community Resource Recovery Centres (CRRCs). The first centre is expected to open to the public in 2014 and will be located at the Brady Road Resource Management Facility (BRRMF). A second centre opening in summer 2015 will be located at 1140 Pacific Avenue west of McPhillips Street.
- 1.2. The CRRCs 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 over disposal in landfill the fee structure of the CRRCs 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.
- 1.3. Presently the BRRMF receives approximately 100,000 loads or 50,000 tonnes of material annually. It is not currently known with certainty what percentage of these materials would be reusable items acceptable for resale. Based on observations of materials disposed presently and experience in other cities, it is anticipated that the amount of materials would be in the range of several thousand tonnes per year redirected from landfill to resale markets. Prospective organizations must have sufficient capacity to deal with this volume of material.

2. PROCESS

- 1.4. The City of Winnipeg Solid Waste Services Division anticipates Expressions of Interest received 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 reusable materials from landfill. It is anticipated that these RFPs will be posted in Q4 2013, and awarded in Q2 of 2014 so that preparations can be made in the design of the reuse storage building and in operational plans.

3. REUSE AND RECYCLING:

- 3.1. Materials such as clothing, furniture, building materials and household goods, have been identified for diversion opportunities. Presently these materials are seen in the disposal area at the BRRMF. It is expected that these materials will be dropped off by residents in a covered area or building. The materials collected would be passed to third party community organizations for marketing. At this stage it is anticipated that the reuse building would be for temporary storage only. The 3rd party organizations would pick-up materials regularly for redistribution to their retail shops. The organization might also propose provision of staff or volunteers to assist city staff in receiving the materials and triaging or rejecting those materials that are not acceptable for resale.

4. SUBMISSION INFORMATION

- 4.1. The deadline for application submission is:
4:00 P.M. Tuesday October 22, 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 in accordance with 8.1.
- 4.3. The Proponent should submit one (1) Expression of Interest submission 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, retail and distribution locations, staff numbers, volunteer numbers, size of business in sales volume and other pertinent information about the organization.
 - ii. **Details of the Proposed Use(s)**
 - a) Details of the fate of materials marketed by the Proponent i.e. sold locally, aggregated and bulked for sale elsewhere.
 - b) Details of the division or sorting of materials required
 - c) Details of quality and condition required,
 - d) City resources required beyond the storage space provided,
 - e) Percentages of materials projected to be resold, recycled, landfilled, and sent to a secondary market. If a percentage of materials are landfilled within the secondary market, it should be provided if known.
 - f) Potential alternatives if any which could be explored to divert materials not successfully marketed from landfill.
 - g) Capacity of secondary markets to handle the increased volume of unsuccessfully marketed materials.
 - iii. **Details of Proposed operation**
 - a) Conceptual operation plan for the pick-up, transportation and sale of the materials.
 - b) Anticipated collection frequency.
 - c) Staffing or volunteers, if any, that are proposed to assist in the operation of the reuse centre, for example to provide advice to residents on what is and isn't acceptable.

- iv. **Benefits to the Community**
 - a) The economic, social, and environmental benefits to the City of Winnipeg and its citizens. For example the residents served by the reuse, volunteer opportunities with the Proponent organization, job opportunities created, charitable programs supported, etc.
- v. **Other Information**
 - a) Any other information which the Proponent considers pertinent to its EOI.

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

“EOI NO. 741-2013 FOR REUSE AND RECYCLING OF CLOTHING, FURNITURE, BUILDING MATERIALS AND OTHER 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
- 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 the Proponent by the City or acquired by a Proponent 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 Manager of Materials.
- 10.2. The Proponent shall not make any statement of fact or opinion regarding any aspect of the EOI to the media or any member of the public without the prior written authorization of the Manager of Materials.