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## 2019 Household Hazardous Waste Program – Award of RFP

### Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the proposal submitted by GFL Environmental Inc. for the supply of the 2019 and 2020 Household Hazardous Waste Collection Days Program at an estimated cost of \$250,000 per year be approved; and
2. That His Worship the Mayor and the City Clerk be authorized to execute the contract documents as prepared by the City Solicitor under the Corporate Seal.

### Topic and Purpose

The purpose of this report is to obtain City Council approval to award the Request for Proposals (RFP) to GFL Environmental Inc. (GFL) (formerly Envirotec Services Incorporated) for the supply of the Household Hazardous Waste (HHW) Collection Days Program for drop-off events scheduled in 2019.

### Report Highlights

1. On August 9, 2018, the City of Saskatoon (City) advertised an RFP for the provision of the HHW Collection Days Program as the current program will expire on December 31, 2018. The RFP closed on September 12, 2018.
2. Three proposals were received, and Administration is recommending GFL based on the evaluation of the proposals.
3. The City has delivered a safe, convenient and successful collection program for household hazardous wastes since 2006.
4. The HHW Collection Days Program will continue to be offered to Saskatoon residents through eight monthly events, and will continue to be held at a temporary location until a permanent location (i.e., Recovery Park) is available. In 2019, these events will be held in the south-east parking lot at the Civic Operations Centre (COC).

### Strategic Goals

The HHW Collection Days Program contributes directly to the City's performance target of diverting 70% of Saskatoon's waste from landfills by 2023.

### Background

City Council, at its meeting held on May 5, 2014, approved the Award of RFP to Envirotec Services Incorporated for the supply of the HHW Collection Days Program to the end of 2015, with the option to extend the professional services agreement annually to the end of 2018. The options to extend have been utilized, with the current and final agreement set to expire on December 31, 2018.

**Report**

Award of RFP

On August 9, 2018, a RFP was advertised on the SaskTenders website 8 for the provision of the HHW Collection Days Program. The RFP closed on September 12, 2018.

Proposals were received from three companies:

- GFL Environmental Inc. (Saskatoon, SK)
- Miller Environmental Corporation (Winnipeg, MB)
- Tervita (Calgary, AB)

Systematic evaluations of the proposals were completed by a team of three employees from the Environmental & Corporate Initiatives division, based on the following rated criteria:

- Experience and Qualifications (25%)
- Process and Quality Control (40%)
- Pricing (35%)

Based on the evaluation and ranking results, Administration recommends awarding the RFP to the highest scoring proponent, GFL. The term of the new agreement is for a period of two years, with an option to extend the agreement – subject to the City and the proponent agreeing to the terms, conditions and any modification in pricing – for up to two additional one-year terms. GFL has provided professional services for the City’s household hazardous waste program for over 15 years.

2012-2017 Household Hazardous Waste Program Summary

The HHW Collection Days Program has shown significant growth in participation, total weight collected and total cost since 2012. Program efficiencies have reduced the average cost per participant since 2015.

	2012	2013	2014	2015	2016	2017
Total # of events	16	16	12	8	8	8
Total participants	1,451	1,611	2,737	2,381	2,891	2,954
Average participants per event	91	101	228	298	361	369
Total weight collected (kg)	40,036	51,598	73,942	76,176	101,205	102,153
Average weight collected per event (kg)	2,502	3,225	6,162	9,522	12,651	12,769
Average weight collected per participant (kg)	28	32	27	32	35	35
Total cost of program	\$83,493	\$106,868	\$187,042	\$220,920	\$234,907	\$236,923
Total cost per event	\$5,218	\$6,679	\$15,587	\$27,615	\$29,363	\$29,615
Average cost per participant	\$58	\$66	\$68	\$93	\$81	\$80

2019 Household Hazardous Waste Collection Days Program

SaskTel Centre has provided a ‘temporary’ collection point for HHW events since 2013; however, the location will not be available in 2019. Finding a collection point that meets the unique requirements of the program – including safe and effective access/egress – has been challenging. Fortunately, the City’s COC meets all program requirements and has been confirmed as the collection point for 2019. Ideally, the collection events would be hosted at COC for the duration of the contract until a permanent facility (Recovery Park) is operational; however, the location(s) of events beyond 2019 still needs to be confirmed.

**Communication Plan**

The availability of COC allows the Administration to schedule HHW events much further in advance than in previous years. Event dates and the new location will be communicated as soon as they have been confirmed through the City’s website and online collection calendar (including the Waste App and reminders). Further promotion of events will occur through Public Service Announcements, social media campaigns and other waste reduction communications.

Communications will continue to highlight information about the type of materials accepted in the HHW Collection Days Program and the hazards and safety concerns these materials pose. An additional focus for the 2019 campaign will be the relocation of events to the COC.

**Financial Implications**

The HHW Collection Days Program budget was increased from \$200,000 to \$220,000 in 2018 to align program costs with budget. The 2018 program is still expected to be over-budget with a projected cost of \$245,000 (11% over-budget). Based on the price proposal submitted by GFL and the observed annual growth of the program, the Administration estimates the annual cost of the HHW Collection Days Program, in its current form, to be \$255,000 in 2019 and is expected to increase to approximately \$285,000 by 2022. As such, the Administration’s recommended budgets for future years will be adjusted accordingly. The HHW Collection Days Program will be discontinued once a permanent collection site for these materials is established at Recovery Park.

Total Base Fees	\$236,922.85
GST	\$ <u>11,846.14</u>
Total Fees	\$248,768.99
GST Rebate	(\$ <u>11,846.14</u> )
Total Net Cost to the City	<u>\$236,922.85</u>

**Environmental Implications**

Household hazardous waste includes a variety of common substances used in and around homes which can pose serious environmental and human health concerns if not managed properly. Many of these substances contain corrosive, toxic, flammable or reactive ingredients that require special handling during use and disposal. Improper

containment or disposal (e.g., in recycling or waste bins) poses significant safety risks to people and waste management equipment, and can ultimately lead to contamination of our air, land and water resources. The availability of this safe and convenient HHW Collection Days Program diverted over 102 tonnes of hazardous materials from the waste stream in 2017.

**Safety/Crime Prevention through Environmental Design (CPTED)**

The RFP has been reviewed by the chair of the CPTED Review Committee to ensure conformance with principles of CPTED. The successful proposal will be reviewed to ensure conformance.

**Other Considerations/Implications**

There are no options, public and/or stakeholder involvement, policy, or privacy implications or considerations.

**Due Date for Follow-up and/or Project Completion**

Updates on the HHW Collection Days Program will be provided to the Standing Policy Committee on Environment, Utilities & Corporate Services, as necessary. These updates may include the performance of the HHW Collection Days Program, as well as the status of a permanent collection point for household hazardous waste (Recovery Park). Reporting on program results will continue to occur regularly as part of the annual Integrated Waste Management Report.

**Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

**Report Approval**

Written by: Matthew Regier, Environmental Coordinator, Environmental & Corporate Initiatives  
Reviewed by: Amber Weckworth, Manager of Education and Environmental Performance, Environmental & Corporate Initiatives  
Brenda Wallace, Director of Environmental & Corporate Initiatives  
Dan Willems, A/General Manager, Corporate Performance Dept.  
Approved by: Jeff Jorgenson, City Manager

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