Organics Program Design – Processing RFP

Evaluation Criteria

The RFPs evaluation will include a matrix of criteria. The following table illustrates draft criteria and weighting that will be finalized once key decisions are made by City Council regarding the City-Wide Residential Curbside Organics Program.

	Rated Criteria Category	Weighting (Points)
Technical Submission	Experience & Qualifications	10
	Management Plans, Business Model & Technology	20
	Support for Project Goals & Operational Details	20
	Risk, Contingency Plan, Schedule, Implementation Plan	15
	Pricing & Financial proposal	35
	Total Points	100

The Pricing component includes an evaluation of the cost for the City of Saskatoon (City) to transport organic materials to receiving sites that are farther away and also a cost to buy back compost from the processor. Pricing will be a multi-year proposal (e.g. 10 years).

The schedule and implementation plan component will award more point to proposals that can demonstrate lower schedule risk, lower risk associated with the availability of the processing service, and a faster implementation schedule. Proposals that cannot provide an operational receiving site in 2020 will receive lower scores than proposals that can.

Expectations of Processor

The following are some of the expectations of the processor proposed for inclusion in the Request for Proposals (RFP):

- The City will not prescribe a processing technology.
- The maximum driving distance that the receiving site can be from Saskatoon's City Hall is 20 km (one-way).
- The quality of finished compost is required to meet or exceed:
    - Canadian Council of Ministers of the Environment Ensure (CCME) Class 'A' quality, and
    - All Canadian Food Inspection Agency (CFIA) requirements with respect to soil supplements.
- Background information will be provided about the multi-unit and industrial, commercial, institutional (ICI) sectors. No requirement for including any of the materials generated by these sectors will be included in the RFP. Proponents will be asked to state their ability to accommodate additional tonnages either as a result of regional growth or based on programs developed for the multi-unit and ICI sectors. The RFP will state that City Council resolved that the City intends to

implement an organics policy/program for the multi-unit residential sector by 2020 and that the City intends to implement an organics bylaw for the ICI sector within the next 2-4 years.

General Contract Terms

The following are some of the general contract terms proposed for inclusion in the RFP:

- The City's responsibilities shall include promotion and education; supply of the material; delivery of the material to the facility; transporting finished compost for the City's buyback program; reconciling the Contractors monthly tonnages against outbound tonnages; and providing payment to the Contractor for material processing services.
- The Contractor's responsibilities within the scope of work include receiving, inspecting and taking ownership of the material supplied by the City; processing material at an appropriate facility and incurring all resulting costs; converting the material into a beneficial use in accordance with the RFP and with applicable federal and provincial regulations, standards and guidelines; disposing of the residual waste resulting from material processing at a properly licensed waste facility and incurring all resulting costs; managing all emissions resulting from material processing including residual waste, air emissions (including odour) and effluent, and incurring all resulting costs; conducting audits and providing reports as defined in the RFP; and preparing and submitting monthly invoices for processing services including supporting documentation in the form of weigh scale tickets from the facility.
- The City will retain ownership of the greenhouse gas emissions savings (carbon credits).

The following sections highlight important program design considerations necessary for the solicitation of responses to the RFP.

Acceptable Materials for Processing – Role of Bags

With respect to the role of bags, the Administration recommends:

- Kraft bags be accepted;
- Compostable bags be accepted;
- Biodegradable and oxo-degradable bags not be accepted; and
- Plastic bags not be accepted.

Accepting compostable bags, in comparison to a program that accepts kraft bags only, is anticipated to:

- Increase participation rates;
- Increase participant satisfaction from the perspective of providing an additional mitigation option for managing odour, ick, and freezing issues;
- Increase organic material capture rates;
- Increase contamination; and
- Increase processing costs.

Although the City is providing citizens with the option to use compostable bags to assist with their composting needs, it should be noted that it is unlikely the processor will be able to distinguish between the different types of bags potentially being used (e.g.

plastic, biodegradable or compostable). It is probable that a percentage of the compostable bags would be screened out and a large percentage ultimately landfilled.

Acceptable Materials for Processing – Materials to Accept

The Administration recommends the following list of acceptable materials that the program would deliver to the processing site.

Yard waste, including but not limited to:

- Fallen fruit;
- Flowers;
- Grass clippings;
- Leaves;
- Pine and spruce cones and needles;
- Plant tops and clippings;
- Small twigs;
- Stalks;
- Tree trimmings[1];
- Weeds; and
- Wood chips and bark mulch.

Food scraps, including but not limited to:

- Baked goods and candies;
- Bread, cereal, pasta, noodles, rice, beans, and grains;
- Coffee filters & grounds, Paper teabags;
- Dairy products, including milk, yogurt, butter and cheese;
- Dry baking ingredients, herbs, and spices;
- Eggs and eggshells;
- Fats, cooking oils, and food grease (liquid or solid);
- Fruits and vegetables (cooked or raw, including peels, scraps and pits);
- Meat, seafood, giblets and bones;
- Nuts and seeds; and
- Salad dressing, mayonnaise, gravy, and sauces.

Food-soiled paper products, including but not limited to:

- Cardboard egg cartons;
- Food-soiled paper napkins, paper towel, & tissues (provided it is free of contaminants, such as household cleaners);
- Food-soiled paper plates, cups, and muffin wrappers (un-waxed and un-plasticized);
- Food-soiled pizza boxes and cardboard;
- Newsprint, and paper bags (to wrap food and line containers);
- Un-plasticized soiled paper food packaging (such as flour bags);
- Waxed paper; and
- Wooden stir sticks, chop sticks, popsicle sticks, toothpicks.

[1] Note that while large bulky items such as tree stumps and logs may not be acceptable in the curbside cart, the City may choose to transfer materials such as this from the City owned compost depots to the processor.

Other organic waste, including but not limited to:

- Christmas trees;
- Household plants (including soil) and cut flowers;
- Human and animal hair; and
- Pumpkins.

Non-Acceptable Materials

The following is a list of materials that the Administration recommends not be accepted by the program but are materials that some participants may wish were included:

- Pet waste;
- Toiletries;
- Personal hygiene/sanitary products;
- Diapers; and
- Biosolids.

While the 2016 waste characterization study reported pet waste to make up approximately 7% of the materials in the black cart, pet waste is a challenging material to accept in an organics program. The processed end product may not meet the fecal coliform standards required by the Canadian Council of Ministers of the Environment (CCME) for Grade A compost (i.e. ensuring there are no greater than 1000 MPN/g of total solids calculated on a dry weight basis). Pet waste can also be challenging to process because it is often bagged, which can lead to plastic bag contamination if residents are not diligent in using compostable bags. Public perception of using a compost product that contained pet waste can also be negative.

Diapers, which also made up a significant portion of the material found in the black cart, have similar challenges with meeting fecal coliform standards, with the added challenge of being comprised of mixed (often plastic) material. The bulk volume of diapers would be separated out and landfilled as contamination, resulting in minimal increases to what the organics program actually diverts from the landfill.

There are organics processing facilities that process pet waste and diapers with minimal issues. Facilities using Anaerobic Digestion (AD)[2] or sophisticated screening systems can better separate the contaminants, often at a significantly higher processing cost. The RFP will include criteria that requests proponents to address their potential ability to process these challenging materials but would recommend that the materials are not mandated to be accepted.

[2] Anaerobic digestion: The process of biodegrading organic material using micro-organisms in the absence of oxygen to produce nutrient-rich digester solids (which can be composted) and biogas (which can be used for heat and/or power)