

INFORMATION SHEET: BEST PRACTICES IN CURBSIDE RECYCLING FOR MUNICIPALITIES

DETAILS TO PROVIDE FOR CALLS FOR TENDERS

To submit a competitive offer for the curbside recycling services that municipalities require, bidders must have access to a range of key information. Municipal organizations have everything to gain from making these details available since more businesses may then choose to bid.

APPROACH RECOMMENDED BY THE EXPERT COMMITTEE WITH REGARD TO THE DETAILS TO PROVIDE TO BIDDERS



DO

→ Provide all the information that bidders require to accurately evaluate the workload and understand the territory covered in the call for bids.



AVOID

→ Providing partial or out-of-date information or presuming that bidders will search for details themselves, regardless of whether the information is public or available through different sources.



EXPECTED BENEFITS

→ Higher number of bidders
→ Lower curbside recycling costs per household

THE CURBSIDE RECYCLING EXPERT COMMITTEE

The curbside recycling expert committee brings together waste managers from municipal organizations and representatives from sector businesses. Assembled by Éco Entreprises Québec (ÉEQ), the committee sets out recommendations on best practices in curbside recycling for the province's municipalities.



BEST PRACTICES
INITIATIVE
For effective
curbside recycling

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GENERAL PRINCIPLE

A call for bids for curbside recycling services generally includes a range of information on the territory, such as the number of occupied units, the tonnage generated and maps. Many of these details are critical since they enable potential bidders to better understand the territory and mandate and ultimately submit a fair price for the services outlined in the call for bids. In addition, in the eyes of potential bidders, exhaustive territory data reduces the competitive edge of the company that currently holds the contract. It sends a clear message that the municipality is seeking to foster competition. The presentation of relevant information can lead to an increase in the number of bidders and, in the end, a better price.

WHAT COLLECTORS HAVE TO SAY

"Bidding is a long and demanding process. Before making the decision to bid, we quickly assess the complexity of the call, the information provided and the time required to draft the bid. The more complete, concise and coherent the information, the more likely we are to bid."

— Cyrille Nottoli, activities director
Derichebourg Canada Environnement

The list below presents the information that the expert committee has identified as important to include in calls for bids. Critical information is indicated with an : *

Basic requirements and constraints

- Territorial limits and collection sectors*
- Types of containers*
- Collection schedule

Buildings and units

- Number of buildings and units*
- Number of households per unit category

Tonnage

- Current tonnage*
- Historical tonnage
- Monthly tonnage

Containers

- List of containers per type and volume, ownership and location (address)*

Particulars of the territory

- List of sectors with specific collection schedules
- List of sectors with limited access
- List of private streets and alleys to cover
- List of equipment in public spaces
- Number of kilometres of streets



BASIC REQUIREMENTS AND CONSTRAINTS

Territorial limits and collection sectors *

The specifications must clearly set out the geographic limits of the territory to be covered, as well as each of the sectors. Territory maps enhance the description and provide visual overviews of the sectors and their schedules, as well as of certain constraints (e.g. railways, waterways, one-ways, etc.)

Types of containers used on the territory *

The specifications must indicate the type and volume of the containers that are accepted and specify whether they are compatible with automated collection. This information is critical since certain types of containers require specific collection modes and tools (120-l bins, 1 100-l bins, bags, etc.).

If the municipal organization limits the number of bins collected per residence or from members of the institutional, commercial and industrial (IC&I) sectors, this limit must be indicated in the specifications.

Collection schedule

The current or proposed collection schedule should be included in the specifications. The substitute collection days for holidays should also be indicated.

ATTRACTING NEW BIDDERS

“By providing clear and comprehensive information on our territory, we were able to obtain five different bids in several boroughs, including one from a foreign firm.”

— Alain Leduc, Chef d’équipe
Service de l’environnement, Ville de Montréal

BUILDINGS AND UNITS

Number of buildings and occupied units served *

The number of occupied units to be served is the base unit from which bidders evaluate the extent of the contract and workload. In cases in which the collection days are already determined, the number of units per collection day enables bidders to assess the balance between the days. The municipality will base these data on the property assessment role.

The number of buildings and the number of occupied units provide a more accurate estimate of the number of stops along the collection route, especially in municipalities in which there is a high number of multi-family residences¹.

Number of households per unit category

This information enables bidders to better assess the sectors to be covered. For example, a high number of multi-family residences will influence operations (higher tonnage collected on fewer stops, potential rear collection, etc.).

The unit categories generally include:

- Single-family homes
- Multi-family
- Plexes (duplexes, triplexes, etc.)
- Organizations in the industrial, commercial and institutional sectors (IC&I)

These data are also available in the summary assessment role.

PRESENTING SECTOR DATA:

ESSENTIAL TO EVALUATING

THE WORKLOAD

In cases in which the municipal organization separates the territory into sectors to be covered over several days, the data must reflect this division. Bidders will then be able to assess the workload of each collection day. For example, here is the way the number of occupied units covered over five days would be presented. The same logic applies to the tonnage and containers data.

NUMBER OF HOUSEHOLDS COVERED BY WEEK DAY (EXEMPLE)	
SECTOR A – MONDAY	6,500
SECTOR B – TUESDAY	7,800
SECTOR C – WEDNESDAY	4,800
SECTOR D – THURSDAY	7,000
SECTOR E – FRIDAY	6,800
TOTAL	32,900

¹ For example, a 30-unit multi-unit residence counts for a building.

TONNAGE

Current tonnage *

The most recent data on the total tonnage recovered on the territory of the municipal organization enable bidders to plan collection based on their trucks' capacities.

When collection days are already set out, daily collection tonnage enables bidders to evaluate the balance between the collection days.

Historical tonnage

The tonnage collected in previous years makes it possible to assess trends in the amounts of materials recovered on the territory of the municipal organization.

Monthly tonnage

The monthly tonnage indicates seasonal variations. These data are especially relevant in resort areas, where occupation peaks and falls.

CONTAINERS

List of containers per type and volume, ownership and location (address) *

Specifications pertaining to container collection must include the complete list of addresses at which the containers are located, as well as the types of containers (front-load, roll off, semi-buried, drop-off containers, etc.) and their volumes. If the frequency of the collection varies, the current or anticipated frequency should also be stated.

If the firm must maintain or provide containers (lease or sale), the ownership of these containers must be indicated (current contractor, owner or municipality).

The entire list should be included in the bid but may also be attached in an Excel file on the SEAO website to facilitate data processing by bidders. The list should also detail the totals for each type per volume and per property to provide bidders with an overview of the collection services that are sought.

A map of the locations at which the containers are placed helps to quickly visualize their distribution across the territory. The map is especially relevant for rural areas and large territories, where transportation distances are significant. The recycling depots sites and sites where bins are kept together (e.g. in the case of a private road) must also be indicated.

WHAT ABOUT THE POPULATION?

Population data is readily available for a given territory but is of relatively little interest to collectors. However, in certain cottage communities, the number of people varies significantly throughout the year. If the municipal organization has information on this seasonal variability, it is relevant to include the data in the call for bids.



SEMI-BURIED CONTAINERS

COLLECTED BY CRANE:

A DISTINCT COLLECTION TOOL

Semi-buried containers collected by crane are increasingly common in Québec. However, not all collectors own trucks that can handle their collection. Indeed, many collectors hire other businesses to carry out the work. Therefore, if your bid includes collection from semi-buried containers, the information on this aspect of the mandate must be clearly detailed.

PARTICULARS OF THE TERRITORY

List of streets with a specific collection schedule

Streets on which collection hours are limited (commercial arteries, tourist sectors, etc.) or extended areas (e.g. industrial parks, etc.) must be listed. Like the section on the collection sectors, this section may also include a map.



List of sectors with restricted access

If certain sectors in the municipality are problematic (e.g. dead-end streets, areas with height restrictions, a bridge with a weight restriction, etc.) or have specific restrictions (e.g. pedestrian commercial artery), these areas should be detailed in the call for bids.

However, it is important to mention that the list is not exhaustive and that bidders are responsible for visiting the territory in order to submit a bid based on sound knowledge.



Planning for the next calls for bids

When drafting the call for bids, certain data may be unavailable, incomplete or in an incompatible format. New specifications are the opportunity to require that the data be provided in a specific format. For example, many municipal organizations only receive their weight bills in paper format. For a municipality, compiling the notes may

List of private streets and alleys

The private streets and alleys that are included in the collection mandate must be indicated in the specifications. The access points and restrictions (e.g. fence or date closures) must also be detailed.



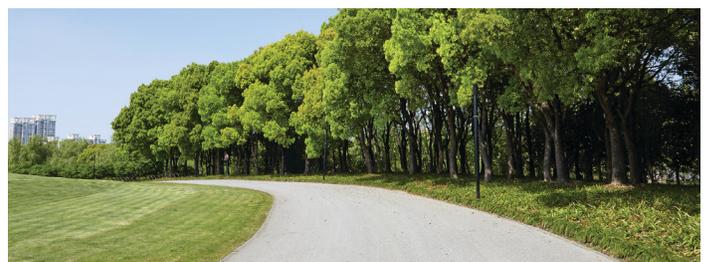
List of equipment in public spaces

When the contract involves collection from the containers located in municipal public spaces (e.g. parks), the list of containers should be provided. The expected or usual frequency and other collection requirements should be set out in the specifications.

When large municipal public spaces are included in the contract (e.g. large park, long commercial artery, etc.), a map with the exact location of the containers may be annexed to the list provided to bidders.

Number of kilometres of roads

The number of kilometres of roads helps better estimate the travel time during collection, especially in rural areas.



prove to be a demanding task and a significant obstacle to the processing and formatting of the information so that it may be integrated into the call for bids. Therefore, in the new specifications, it is best to require monthly tonnage reports in electronic format to facilitate their processing and analysis in order to obtain relevant data to be included in the next call for bids .

LIMITATIONS

ÉEQ has produced a series of information sheets on best practices in curbside recycling, specifically with regard to the bidding process. Implementing the recommendations set out here will increase the probability of receiving a higher number of more competitive bids. A range of other factors impact these aspects, including the number of local contractors, the

regional dynamic in which contracts are renewed (multiple concurrent offers) and the publication period. For these reasons, it is impossible to guarantee that the application of these recommendations will systematically lead to a higher number of bids or better prices.

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