



Essex-Windsor Solid Waste Authority Administrative Report

July 8, 2019

To: The Chair and Board of the Essex-Windsor Solid Waste Authority
From: Cathy Copot-Nepszy, Manager of Waste Diversion
Meeting Date: Wednesday, July 10, 2019

Subject: Tender Award for the Provision of Equipment and Labour for the Receiving, Loading, Transportation and Disposal of Municipal Hazardous and Special Waste, and for the Operation of (MHSW) Depots at Essex-Windsor Solid Waste Authority Facilities

Purpose

To recommend that the Authority award the Municipal Hazardous or Special Waste (MHSW) tender to Envirosystems Incorporated for the period August 11, 2019 to December 31, 2020 with an option, at the Authority's discretion, for two additional one year terms.

Discussion

The current contract with Buckham Transport Ltd. expires August 10, 2019. Buckham has been the service provider since 2014. On June 19, 2019, the Authority issued a tender for the provision of equipment and labour for the operation of the Municipal Hazardous or Special Waste program in Essex-Windsor to solicit prices to carry out this necessary work.

The above noted tender was emailed to 31 potential contractors, posted on the EWSWA, Biddingo and MERX websites and advertised in the Windsor Star. The tender closed on Wednesday, July 3rd, 2019. On that date, the General Manager of the Essex-Windsor Solid Waste Authority and the Executive Secretary administered the public opening of the tenders received. Three tenders were received from reputable contractors in the MHSW field:

| Contractor | Annual Price (excludes 13% HST) |
|---------------------------------------|--|
| Envirosystems Incorporated (Hamilton) | \$389,525 |
| Buckham Transport Ltd. (Peterborough) | \$401,885 |
| Drain-All Ltd. (Ottawa) | \$454,085 |

The low tenderer is Envirosystems Incorporated and is an approved processor under the current industry stewardship programs and has several contracts with other Ontario municipalities. The bid from Envirosystems Incorporated meets all tender specifications.

Financial Implications

The bid amounts are comprised of two components, disposal costs and labour costs. The low bidder, Envirosystems, bid \$184,525 in disposal costs and \$205,000 in labour costs. The labour costs are based on charges of \$50/hour for a Chemical Technician/Supervisor and \$38/hour for a General Labourer. The rates being paid to the current contractor (Buckham) are \$27/hour and \$20/hour respectively. The Authority has been paying these rates to the current contractor since the beginning of the contract term, being 2014. For the current tender, Buckham bid \$55/hour and \$45/hour respectively (\$233,500/year) and Drain-All bid \$70/hour and \$55/hour (\$291,500/year).

The Authority's 2019 budget includes \$110,000 for contracted MHSW labour costs. Therefore there is a difference of \$95,000 in labour costs on an annual basis between the expiring contract and the new contract. Since the new contract will be in effect for the last 4 ½ months of the year this represents an additional \$35,600 to the 2019 operating expenditures.

With regard to disposal costs, the Authority's 2019 budget also includes \$110,000 for this expenditure. Therefore there is a difference of \$74,500 on an annual basis between the budgeted amount and the estimated amount under the new contract. The difference over the last 4 ½ months of the year amounts to approximately \$28,000. This amount could be higher or lower since it is a function of the amount of materials that residents bring for disposal which varies from month-to-month or year-to-year.

Recommendation

That the Authority award the MHSW tender to Envirosystems Incorporated for the provision of labour and equipment for the operation of the municipal hazardous or special waste program in Essex-Windsor as per the terms and conditions contained in their tender submission dated July 2, 2019 for the period August 11, 2019 to December 31, 2020 with an option, at the Authority's discretion, for two additional one year terms.

Submitted By

A handwritten signature in blue ink, appearing to read "C Copot-N", is displayed on a light gray rectangular background.

Cathy Copot-Nepszy, Manager of Waste Diversion