



## Essex-Windsor Solid Waste Authority

360 Fairview Ave. West, Suite 211 Essex, ON N8M 3G4  
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### Addendum 1

#### Bid Opportunity: RFQ 2022-0906

#### To Provide Audit Services of Ineligible Sources per Ontario Regulation 391/21 for the Blue Box Recycling Program in the Essex-Windsor Region

**Closing Date: Monday, September 19, 2022, 10:00 AM**

Issued September 16, 2022

This Addendum contains amendments and/or clarifications to the Request for Quote (RFQ) Document and shall form part of the Bid Document. Include any and all related costs in the Total Bid Price for the following:

#### Addendum 1A:

In this Addendum, "Schedule C – Proponent's Experience" (page 26) has been updated to reflect the following:

| Customer/<br>Municipality | Date of<br>Service | Type of Audit Services Provided |
|---------------------------|--------------------|---------------------------------|
|                           |                    |                                 |
|                           |                    |                                 |
|                           |                    |                                 |
|                           |                    |                                 |

The Proponent must provide relatable waste curbside audit services that have occurred in Ontario. Under the "Customer/Municipality" heading, please provide a contact person for that organization that includes name, email and phone number.



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### Question 1:

Can you confirm that we have interpreted and understood the following aspects of the Scope of Work correctly?

- In the County an average of 11 trucks are used daily over a 10-day bi-weekly collection schedule (i.e. 11 trucks x 10 days = 110 "routes" per bi-weekly collection cycle)
- In the City an average of 11 trucks are used daily over an 8-day bi-weekly collection schedule (i.e. 11 trucks x 8 days = 88 "routes" per bi-weekly collection cycle)

### Response 1:

Please refer to Schedule A- Scope of Work (p.19-20) under section 27.1 and 27.2 for audit requirements. Section 27.1 (p.19) does note that the County on average uses 11 trucks daily to complete their daily routes. The County's biweekly collection does run across a two-week period for 10 days. So, for example, if all 11 trucks went out daily to service the bi-weekly collection schedule of 10 days, this would equate to a total of 110 routes that are serviced.

Similarly, Section 27.2 (p.20) notes that the City on average uses 11 trucks per day to complete their daily routes. The City's biweekly collection does run across a two-week period for a total of eight weekdays. For example, if all 11 trucks went out daily to service the bi-weekly collection schedule of 8 days, this would equate to a total of 88 routes that are serviced.

### Question 2:

Through three audit rounds of each bi-weekly collection cycle, the audit will accurately identify ALL ineligible sources and stops that are currently receiving recycling collection services in the City and/or the County

- o Can you clarify that all routes are to be audited (i.e. 110 County Routes and/or 88 City Routes), and if so, does
  1. each route have to be audited once over the three audit rounds (e.g. 1/3 of routes during first bi-weekly audit cycle, 1/3 of routes during second audit cycle, 1/3 of routes during third audit cycle)? In this case, 3-4 County and/or City Routes would be audited per day (i.e. the proponent would need to field 3-



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4 vehicles & auditors per day in County x 30 audit days and/or City x 24 audit days) OR

2. each route have to be audited three times over the three audit rounds? In this case, all 11 County and/or City routes would be audited per day (i.e. the proponent would need to field 11 vehicles & auditors per day in County x 30 audit days and/or City x 24 audit days)

### **Response 2:**

As noted in Schedule A- Scope of Work, section 27.0 Background, in the second paragraph:

“Therefore, to capture a representative sampling of ineligible source data, the Authority is requesting that the Proponent’s audit includes three sampling of the bi-weekly residential collection program for each municipality by December 31, 2022, as the Authority currently has access to its ICI collection data.”

The Authority’s requirement is that the Proponent will follow and audit all trucks and all their assigned routes across the bi-weekly collection schedule three times to ensure that all ineligible source data is captured and accurately identified for the Essex-Windsor region. These audits must be completed within two consecutive months.

### **Question 3:**

Section 27.5.12 of the RFQ mentions “sampling and sorting methods”. Can you confirm no sampling or sorting of material is required as part of this project?

### **Response 3:**

Yes, no sampling or sorting is required. The intent of this language was to ensure that auditors were familiar with the Essex-Windsor Solid Waste Authority’s blue box program as it is different than other municipalities.