



Essex-Windsor Solid Waste Authority

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Addendum 1

Questions and Responses

Issued October 21, 2022

Bid Opportunity: RFP 2022-10-03

Review of Existing Municipal Waste Collection Logistics and Transfer Sites and Development of a Strategic Plan as it relates to the Commencement of an Organic Waste Collection Program and Regional Solid Waste Collection Program

Closing Date & Time:

Tuesday, November 1, 2022 at 12:00 PM (Noon) EST

1. **Question:** Will Essex-Windsor Solid Waste Authority allow the reference projects to extend beyond the last 5 years and include up to 10 years?

Response: Yes.

2. **Question:** What is the current and planned waste collection program(s)?

Response: The current waste collection calendars for each municipality can be accessed via the EWSWA website www.ewswa.org. Please note that Windsor collects solid waste on a 4-day weekly schedule for eight (8) separate calendars, whereas, yard waste is collected seasonally (13 collections a year, on a 4-day collection cycle). Please review each municipal calendar to understand the current collection program. A future plan for the management of waste collection (i.e., solid waste, organic waste) is part of the scope of work of this RFP, and shall be incorporated into the Strategic Plan to be prepared by the Successful Proponent.



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3. **Question:** In reference to Schedule A, Section 2.6:

- a. What was result of the report?

Response: The referenced report is under development. The information obtained from the evaluation completed under this RFP will be used to formulate the report.

- b. **Question:** Are collections (current or planned) from seven (7) municipalities in a combined regional program or does City and County have separate programs?

Response: As stated in Section 2.3 of Schedule A of the RFP, each municipality currently has their own collection program. To clarify, there are eight (8) separate and distinct contracts, each administered by their respective municipality. The purpose of the evaluation under this RFP, as stated in Section 2.5 of Schedule A, is to identify synergies, benefits and risks of various combinations by which waste can be managed in the Essex-Windsor area. Additionally, the evaluation should identify the most efficient and cost-effective collection strategy (e.g. one (1) collection program for the region that includes Windsor and the County's seven municipalities, or combinations of various municipalities such as LaSalle, Lakeshore, and Tecumseh, etc.) for all collection programs (solid waste, organic waste, leaf & yard waste) within the region.

- c. **Question:** Does or will the selected regional or separate programs include organic waste collection by Seacliff Energy Corp.?

Response: No. A separate collection contract will be procured based on the information provided in the report generated under this RFP.



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4. **Question:** Are the financials to be sent in a separate email from the technical portion of the proposal or two separate documents in one email?

Response: Two separate documents within the same email is acceptable.

5. **Question:** If the financials are to be provided in a separate document, should they be password protected?

Response: The documents do not have to be password protected.

6. **Question:** Does the Authority anticipate that any project deliverables will need to be made public and thereby be required to conform with AODA standards?

Response: At a minimum, documents should be formatted as follows:

- Text should be formatted utilizing accessible fonts such as Arial or Verdana with a minimum size of 12-point
- Non-text content (images, charts, graphs, logos, etc.) must have corresponding alternative text which provides an equivalent description of the image

7. **Question:** Regarding Section 5.1 of the RFP, are proponents able to include a list of contract provisions they would like to negotiate in their proposal?

Response: Proponents were required to submit all proposed changes to the contract by the question deadline. No changes to the contract will be considered after the question deadline.

8. **Question:** Schedule A, Section 3.1.3 of the RFP describes an on-site physical assessment of each of the Authority's existing sites, including the Landfill in Essex, TS1 and MRFs in Windsor, and TS2 in Kingsville. Please confirm the expected scope of the physical assessment. Is the owner looking for a visual condition assessment of each of the facilities by all disciplines (structural, architectural, mechanical and



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electrical)? Please provide further information on the expected scope of the condition assessments.

Response: The purpose of the on-site physical assessments is to gather enough information for each site in order to complete the functional/operational analysis as detailed in Section 3.1.4 of Schedule A of the RFP. A detailed design/evaluation is not required at this stage of evaluation. However, the functional/operational analysis should include a high-level Conceptual Plan and cost estimate of the proposed modifications to the site. The site visit should be detailed enough to gather the information required for this evaluation, and also be able identify any obvious risks at each facility. Conceptual drawings should be prepared to present the proposed modifications to each site, or potential new construction options if deemed necessary.

9. **Question:** We would like to request an extension of the RFP submission date to November 1, 2022, one (1) week after the Final Addendum will be posted for this RFP.

Response: The RFP submission date is extended to Tuesday, November 1, 2022 at 12:00 PM (Noon) EST.