

Addendum #1



To: Prospective Bidders **File No:** 1220-20 RFP
Date: October 31, 2024
From: City of Duncan Public Works Department
Re: Addendum #1 RFP 2024-07 – Three-Stream Automated Solid Waste Collection Carts – Supply and Distribution

Please review the following addendum in regards to City of Duncan RFP 2024-07 Three-Stream Automated Solid Waste Collection Carts – Supply and Distribution.

1. Question: *Does the City require (3) hard copies of the Proposal or does an electronic submittal via email suffice?*

Response: An electronic (PDF) submission by e-mail will be sufficient. Hardcopies can be helpful for City staff who are reviewing multiple submissions but are not mandatory to be provided.

2. Question: *The specifications require a bar code and UHF RFID Tag on carts. These items are somewhat duplicates of each other, yet the bar code is easily scratched during collection or normal use, which renders the bar code unusable. The only replacement for a damaged bar code is a sticker, which is less reliable. (The UHF RFID Tags are installed into the handle of cart bodies, protecting the tag from elements, ability to mar, etc.). Will the City delete the requirement for the Bar Codes and/or make the bar code an optional feature if a bidder needs the bar code for its own systems?*

Response: Thank you for identifying this duplication. Bar codes can be optional – not mandatory. They are unlikely to be used by the City but may be helpful to the Supplier for their own systems.

3. Question: *Pricing Table 1 - The cart quantities outlined in Table 1 are itemized by cart body and cart lid. Industry standard cart pricing includes a price for a full cart with body, lid and all components included as a unit price, and the City may realize savings with this cart pricing. Will the City accept pricing for each cart as full cart pricing (body, lid, and wheels in one price) unit pricing, even as optional pricing? Will the City please share its reason for requiring the body and lid as separate pricing?*

Response: For every cart body listed there is at least one (1) coloured lid to correspond with the cart body. However, there are more lids requested than the total number of cart bodies. This is to provide the City with flexibility for assigning carts to different collection streams after initial roll-out as we do not have precise requirements for how many residents will want a second cart and for which collection stream. Pricing is welcomed for full cart pricing (body,

lid, and wheels in one price) as long as the specified numbers of coloured lids are included, and the additional spare lids are also priced.

4. Question: *Pricing Table 2 – Pricing in Table 2 gives Proposer’s the option of quoting 32-gallon (120L) organics carts. Will the City accept pricing in Table 1 for 32-gallon (120L) garbage and 32-gallon (120L) organics carts in lieu of the 26-gallon (100L) garbage and 26-gallon (100L) organics carts? Not all proposers have a 26-gallon size of cart. If the City prefers a smaller size cart, will they allow for pricing in Table 1 for 24-gallon (90L) garbage and 24-gallon (90L) organics carts in lieu of the 26-gallon (100L)?*

Response: The default size for the City for garbage and organics for planning the program implementation is currently 100L. 120L cart pricing is requested as an option for organics carts but not for garbage carts. The City will consider 90L carts for garbage carts if proposed by a Proponent. It is unlikely the City would consider a 90L cart for organics so the most likely outcome would be 90L cart for garbage and 120L cart for organics in this instance. Please make all assumptions clear in your submission.

5. Question: *Will unloading, assembly, and delivery be required?*

Response: Yes, as outlined in the RFP, these services will be required.

6. Question: *What is the expected start date for crews to begin receiving and delivering the carts?*

Response: As outlined in the RFP, the new three-stream automated collection program is anticipated to be rolled out by the City in February – March 2025. The manufactured carts may be accepted for storage by the City of Duncan prior to this timeframe subject to negotiation with the Contractor; however, this will not be a preferred outcome.

The City will work cooperatively with the selected to Supplier for scheduling of receiving, assembly and delivery. Fixed dates are not required to be submitted (nor will fixed dates be accepted).

7. Question: *Would crews be required to arrive early to receive / unload the carts at the staging yard, leave for a period, and then come back to begin cart deliveries to residences at a later date?*

Response: As in Q6, that is a possibility depending on the Supplier’s own timeline for manufacturing versus the City’s timeline for program roll-out. It would be the City’s preference that the receiving dates and the assembly / delivery dates are in as close proximity as possible (eg. same week or two consecutive weeks, a short gap in between, etc.) but the City anticipates that suppliers will not have precise control of manufacturing windows to align perfectly with the assembly / delivery dates. Another option may be for the Supplier to store the carts after manufacturing and hold them at their own facility for later shipping to the City in order to better align with the assembly / delivery dates, but this would be entirely up to the Supplier to coordinate. The City will have a space designated to store the carts at the Public Works Yard in the event that there is a gap between receiving dates and the carts assembly / delivery dates.

8. Question: *Is there a final deadline for completing all cart deliveries?*

Response: No. The City will work with the selected to Supplier for scheduling of receiving, assembly and delivery (ie. program roll-out). Obviously, establishing this timeline will need to include the City's own requirements for preparing for program roll-out with limited staff resources.

9. Question: *What method of data capture is preferred for cart deliveries: checklist data, serial number recording, or RFID scanning?*

Response: No preference – the City is open to recommendations from the Supplier.

10. Question: *What is the estimated total number of homes within the city? Will each home in the city receive a cart for every stream, or will deliveries be subscription-based (meaning only homes that subscribe to collection services will receive carts)? If subscription-based, will delivery addresses be spread throughout the city or concentrated in specific areas?*

Response: As outlined in the RFP, the City has 1285 service locations (+/-) and each service location is to receive three new carts for the initial roll-out. Each service location will receive the same three carts (grey, green, blue), except for a small number (< 5) of congested multi-family lots that may receive larger carts instead.

11. Question: *Will deliveries be made to single-family homes, multi-family units, or group collection areas (e.g., mobile home parks)?*

Response: The service locations are single-family homes, duplexes etc. and a small number (< 5) congested multi-family lots that may receive larger carts instead. The City can directly assist with these specific addresses as needed.

12. Question: *Will there be deliveries to commercial accounts (e.g., businesses, schools, libraries)? If so, how many carts of each stream will be delivered to each commercial account?*

Response: All of the service locations are residential units as described in Q10 and Q11.

13. Question: *Please describe the type of literature that will be included in the information packets (flyers, brochures, magnets, etc.) How many literature pieces are included in the information packets? Will crews need to pre-stuff literature into plastic bags, or will the city provide the information packets already pre-stuffed into plastic bags?*

Response: As outlined in the RFP, the City will provide the Contractor with information packages to be distributed with the carts. The information packages can be attached to the carts in a plastic bag that is tied to the carts (by looping), with removable ties/straps, or by using stick-on backing, etc. Proponents are invited to suggest the best methods to the City.

For stuffing, the City anticipates having to complete this in advance. However, if this could be an optional add-on service provided the Contractor, please feel free to outline this option. Assumption would be a collated booklet of 6-8 pages and possibly one or two additional leaflets.

14. Question: *Are crews required to apply stickers to the carts? If so, please specify the size and type of stickers (e.g., roll, sheets, center peel).*

Response: No stickers have been identified at this time.

15. Question: *Will there be any deliveries to alleyways? If so, how many accounts within the city have alleyway service?*

Response: There are a small number of streets or lanes that do not easily facilitate turn-around of larger vehicles and may require backing-in / backing-out for the delivery vehicle. Overall, there should not be anything of consequence that a standard delivery van will not be able to access.

16. Question: *Will writing addresses on the lids of carts with a rubber marking crayon be required? If so, please advise whether unit numbers only or full addresses are required.*

Response: There are a few congested multi-family units (< 5) where this would be required, and a small number of cul-de-sacs. The unit number would be sufficient. There may be a few additional locations as well, anticipated no more than 20-30 service locations total.

17. Question: *Will there be access to restrooms/handwashing facilities at the staging yard for cart delivery crews to utilize during the project timeframe?*

Response: As per the RFP, the initial carts delivery and assembly location is City of Duncan Public Works Yard, 1091 Marchmont Road, Duncan, BC V9L 2M8. The Public Works Yard has gravel and paved surfaces and is fenced. If cart assembly requires a paved area, this can be arranged. The Yard is open Monday to Friday from 7:30 am to 3:30 pm; however, access for a later end time for assembly and distribution can be arranged. The Yard has indoor washrooms and water sources available.

18. Question: *Should we plan to provide a forklift for unloading, or will the city provide one for use during the project?*

Response: Unfortunately, the City does not have a forklift available so the Contractor will need to plan to provide one as required.

19. Question: *Does the city anticipate any leftover carts at the end of the project? If so, what is the estimated quantity? Will leftover carts need to be assembled and stacked for storage at the staging yard? Will leftover carts need to be transported to a different storage location? If yes, what is the address of the storage location?*

Response: The RFP Pricing Tables 1 – 2 outline the cart numbers required for basic roll-out and for additional spares. If the spares can be stacked after being assembled, then yes they should be assembled and then stacked and placed in a selected location within the Yard. If the carts cannot be stacked after being assembled, then the components would be stacked / stored as best as possible with the assistance of the Public Works crews. The number of spares is not substantial. The spares will be stored at the Public Works Yard which is the same location where cart receipt and assembly / delivery will occur from.

20. Question: *What are the days/hours crews can deliver carts to the streets and work in the staging yard? Would crews be allowed to work in the yard and deliver carts to residences six days a week, Monday through Saturday? Would Sunday work for deliveries and access to the yard be allowed, if needed? Would the City be willing to extend the hours for access to the staging yard and hours of cart deliveries from 6AM or 7AM to 6PM or 7PM to allow for more deliveries to be completed daily?*

Response: As outlined in the RFP, initial carts delivery and assembly location is City of Duncan Public Works Yard, 1091 Marchmont Road, Duncan, BC V9L 2M8. The Public Works Yard has gravel and paved surfaces and is fenced. If cart assembly requires a paved area, this can be arranged. The Yard is open Monday to Friday from 7:30 am to 3:30 pm; however, access for a later end time for assembly and distribution can be arranged. The Yard has washrooms and water sources available.

Yes, access for a later end time and/or earlier start time can be arranged. Saturday work is acceptable. Sunday work can be approved if required.

As the Public Works Yard is surrounded by residences, a 6AM start time would not be ideal however this can be accommodated if necessary. 7AM to 6PM or 7PM would be readily acceptable.

21. Question: *Are there any hard to service areas such as trailer parks/cottage areas, low hanging trees, low bridges, etc. where a 5-ton box truck cannot enter or will have trouble accessing?*

Response: No, there should not be any barriers or obstructions of any significance. Refer also to Q15.

22. Question: *Can carts be delivered to the curbside at the end of resident driveways?*

Response: Yes, the curbside at the end of the resident's driveway will be the drop-off location for the new carts. The Contractor will be asked to place the carts in a manner that illustrates how the carts should be put out by residents for collection, ie. facing outwards at the curb. For a small number of congested multi-family locations, the carts can be left in a cluster in an appropriate location.

23. Question: *Is there a storage area available on the staging yard that can be used to keep the information packets/literature dry from bad weather? If not, will the city supply dry storage bins or containers for crews to keep the information packets out of the elements?*

Response: The Public Works Yard has an office building and there are storage bays as well. Staff will work with the Contractor on-site for suitable locations to store materials during the assembly / roll-out period.

24. Question: *Will the City be providing the plastic bags for the information packets?*

Response: Yes, the City will print the materials, order plastic bags and arrange for the materials to be collated and stuffed (unless the Contractor wishes to propose an alternate option as per Q13). Proponents are invited to make recommendations for materials to use, etc.

25. Question: *Does the City have a preference for the method of attachment for the Educational Materials (example: lid tuck, zip tying, or any additional suggestions)?*

Response: As outlined in the RFP and in Q13, the City will provide the Contractor with information packages to be distributed with the carts. The information packages can be attached to the carts in a plastic bag that is tied to the carts (by looping), with removable ties/straps, or by using stick-on backing, etc. Proponents are invited to suggest the best methods to the City.

26. Question: *Are there any delivery address lists or route maps that you could provide at this time?*

Response: Yes, posted on BCBid now.