

INFORMATION SHEET : BEST PRACTICES FOR MUNICIPALITIES ON CURBSIDE RECYCLING

CALL FOR BIDS PROCESS FOR COLLECTION AND TRANSPORTATION

The call for bids process is governed by legal and administrative requirements, such as the *Cities and Towns Act* or the *Municipal Code*, or municipal contract management regulations and procurement policies. In addition to those legal and administrative requirements, sound management practices that also influence the bidding process may be implemented in order to optimize benefits for municipal organizations. Here are the results of the committee's reflection on the matter.

APPROACH RECOMMENDED BY THE EXPERTS COMMITTEE REGARDING THE CALL FOR BIDS PROCESS FOR COLLECTION AND TRANSPORTATION



DOS

- Be sure to schedule the call for bids more than one year prior to the end of the current contract in order to have enough time to respect deadlines for the various steps.
- Plan for a minimum 1 to 2-month period for publication.
- Plan for an 8 to 10-month period between the time the contract is awarded and the start of collection operations.



DON'TS

- Under-evaluate the scale of the task, especially regarding determining needs and drafting the call for tender specifications.
- Limit publication of the call for bids to the 15-day minimum period required by law.
- Under-evaluate the time required to hold consultations on change management.



EXPECTED BENEFITS

- Higher number of bidders.
- Better value for money.
- Increased potential for competitive proposals.

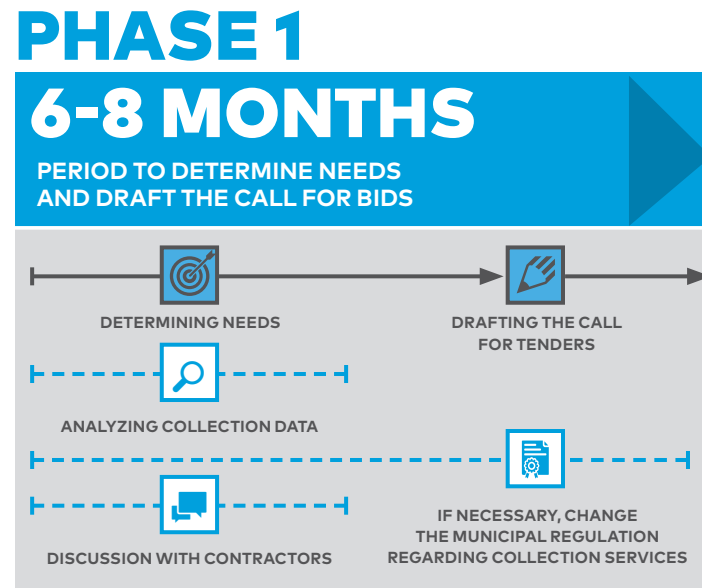
THE COMMITTEE OF EXPERTS ON CURBSIDE RECYCLING

The experts committee on curbside recycling 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 Quebec municipalities.



**CALL FOR BIDS PROCESS
FOR COLLECTION
AND TRANSPORTATION**

**FIGURE
15 TO 20 MONTHS
TO CARRY OUT
AN OPTIMAL
TENDERING PROCESS**



1 DETERMINING NEEDS AND DRAFTING THE CALL FOR BIDS

The administrator responsible for the call for bids must have a solid understanding of issues pertaining to the territory so that the bids requirements meet the municipal organization's specific needs.

Scheduling a period of 6 to 8 months will give you time to analyze the available data and hold consultations with administrators, elected officials or the territory's municipalities in the case of MRCs. These consultations will also help the administrator to identify potential sensitivities to change.

Once this process is completed, the definition of services needed and proposal should be approved, ideally, by the general manager or elected officials. Some changes might occur subsequently, but these should be minor.

DISCUSSION WITH CONTRACTORS

Individual meetings with contractors can be held before the drafting process in order to evaluate whether the market is able to respond to new needs. If the meetings are indeed planned, it will be necessary to make sure they are not prohibited under the contract management regulations. A sufficient number of contractors must be met with, and no privileged information must be communicated during these meetings.

This step is meant to be complementary to meetings with the current contractor in order to target areas that need improvement for the future contract.

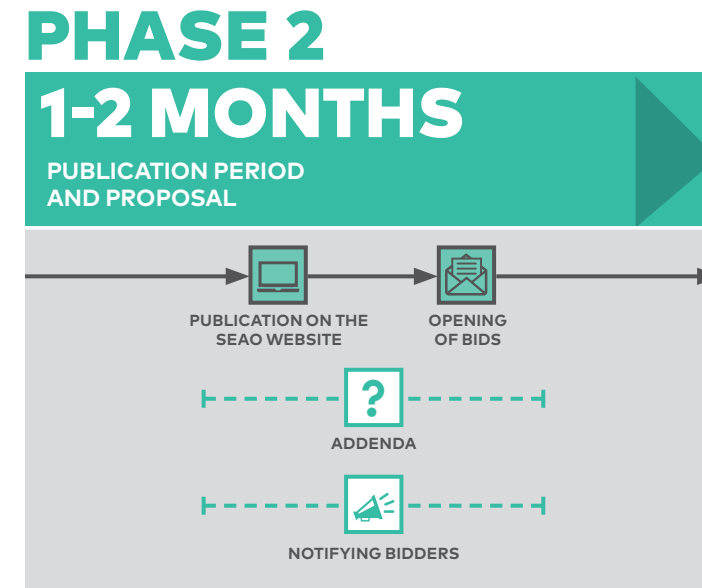
Be mindful not to underestimate the scale of the task and the time required to carry out the drafting, reviewing, legal validation, and approval of call for tender documents.

CHANGING THE MUNICIPAL REGULATION REGARDING THE COLLECTION SERVICE

In some cases, the municipal organization will adopt regulatory changes to ensure alignment with the contract (prohibition of leaving materials next to bins, limitation of approved collection containers, etc.). In such cases, regulatory change proposals must be submitted to the municipal council. The new regulations must be in effect at the time the new contract starts.

ANALYZING COLLECTION DATA

Municipal organizations have a wealth of data on collection operations on their territory, specifically regarding monthly tonnage, number of housing units, containers serviced, etc. These data are necessary to understand the scale of the task required by the contractor and must be presented in the call for bids specifications. Reviewing this information is also a good way to assess whether contractor accountability required is sufficient or if certain improvements should be made to the specifications (e.g.: require monthly reporting of weigh slips in an Excel spreadsheet).



2 PUBLICATION PERIOD AND PROPOSAL

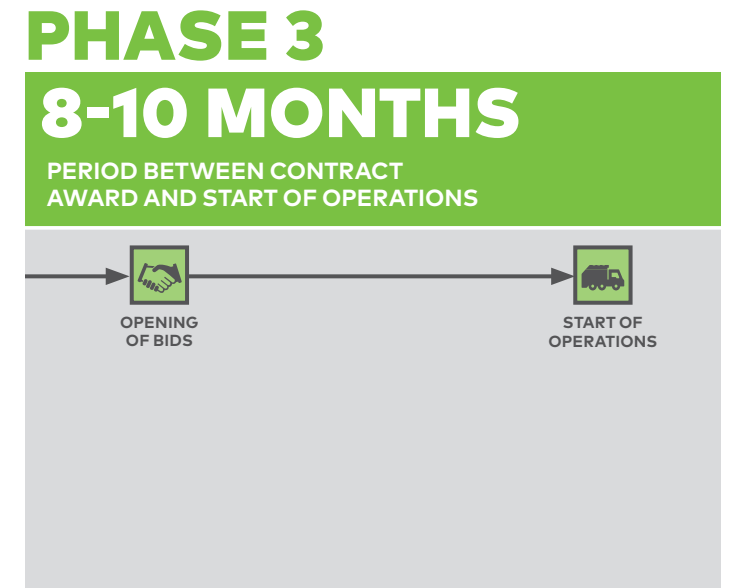
Bidders need time to get familiar with the tender documents, visit the territory and draft their proposal. Also, the current contractor generally have a considerable competitive advantage thanks to his experience with the territory. Allowing for a publication period of 1 to 2 months will encourage competitive bidding.

ADDENDA

Any questions received from bidders regarding the work to be carried out or any other questions raised must be responded to via an addendum to be published on the SEAO public tendering website. The law stipulates that if call for bids documents are modified in a manner susceptible of impacting the price of bids, the addendum must be published at least seven days before the expiration of the receipt of bids deadline. If necessary, that date is postponed so that the period to publish addenda can be complied with.

NOTIFYING POTENTIAL BIDDERS

Unless contract management regulations prohibit the practice, nothing in the law prevents municipal organizations from notifying the highest number of potential bidders about the publication of a call for tenders on the SEAO and inviting them to obtain the call for tenders documents via this intermediary.



3 PERIOD BETWEEN CONTRACT AWARD AND START OF OPERATIONS

Timelines generally observed for this period are from a few weeks to 1 year. A long timeline, say from 8 to 10 months, will enable potential bidders to secure the necessary labour and equipment to carry out the contract. The period of 8 to 10 months is generally the time it takes to order and receive a collection truck.

The complaints mechanism introduced under the Act respecting the Autorité des marchés publics requires, as of May 25, 2019, that municipal organizations reconsider their schedules for phases 2 and 3.

When a complaint is filed, the tender opening date may have to be postponed and, consequently, the awarding of the contract and start of operations will also be delayed.

Therefore, this presents a risk of additional delays ranging from 40 to 50 schedule days to be anticipated between the deadline to file complaints and the date the contract is awarded.

GOOD MOVES – MUNICIPAL BODIES

“For our waste management contracts, we now leave a 10-month period between the time the contract is awarded and the start of operations. That way, the successful bidders have time to get the trucks they need to cover the territory. This practice has enabled us to secure a higher number of bidders who didn’t have the equipment at the time they submitted their bid.”

– **Catherine Loriot**, Project manager, Environment Department, City of Gatineau

LIMITATIONS

ÉEQ has produced a series of information sheets on best practices for 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 and better prices.

THANKS

ÉEQ would like to thank the members of the municipal curbside recycling expert committee for their support in the identification of the best practices outlined here.

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* The committee wishes to pay tribute to the late Sylvain Massicotte and thanks him for his invaluable contribution.

To obtain more information or speak with one of our resource persons, contact us at: chantier@eeq.ca.



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