



Request for Expressions of Interest 739-2013

FOR EDUCATIONAL PROGRAMMING IN ASSOCIATION WITH THE 4R WINNIPEG DEPOTS (FORMERLY REFERRED TO AS CRRCS)

The City of Winnipeg (the City) is requesting Expressions of Interest (EOI) from organizations, for educational programming to run at the future 4R Winnipeg Depots (formerly referred to as Community Resource Recovery Centres - CRRC) or for programs which could repurpose materials collected at the 4R Winnipeg Depots for educational purposes.

1. BACKGROUND:

- 1.1. In October 2011, Winnipeg City Council approved the Garbage and Recycling Master Plan (GRMP) which contained a recommendation for the development of up to four (4) 4R Winnipeg Depots. The first centre is expected to open to the public in 2014; this centre will be located at the Brady Road Resource Management Facility (BRRMF). A second centre opening in summer 2015 will be located at 1140 Pacific Avenue west of McPhillips Street.
- 1.2. The 4R Winnipeg Depots will be facilities where Winnipeg residents can recycle any approved material they no longer want or need. Unlike a landfill, materials will be separated into commodities allowing reuse and recycling of a variety of items which are presently landfilled. The goal of these sites is to increase diversion from landfill while improving the safety, convenience and user experience for city residents. City resident confusion about the right place to send discarded materials will be minimized as the new site will accept materials presently not accepted at the landfill, such as Household Hazardous Waste (HHW) and Electronic Waste (eWaste). To encourage diversion from landfill, the fee structure of the Depots will be set to give an incentive for separating materials; most separated materials will have no or minimal charges, while disposal of residual material will have a higher charge per tonne disposed. Over time, as new markets can be found and developed, the centres will evolve so that residual materials become a diminishing fraction of what is received.

2. EDUCATION OPPORTUNITIES:

- 2.1. An essential component of the GRMP is improved education of and communication with Winnipeg residents on issues of resource management. Any program can only succeed with informed residents who understand the value of managing materials as “resources” rather than “wastes”. Literally one person’s trash is another’s treasure. With this in mind the City of Winnipeg is requesting Expressions of Interest regarding resource management educational programs which could run at the Depots. Also of interest are programs which can reuse selected materials for educational art projects or similar endeavours that increase the understanding of resource management and build capacity in the community to manage materials more efficiently. While Expressions of Interest will

be issued for managing (i.e. reusing and recycling) specific materials, this EOI is focused on receiving Expressions of Interest primarily from the Non-Government Organizations (NGO), social enterprises and not-for-profit community for innovative training or educational programs. The focus of these programs should be primarily educational, rather than the reuse and recycling of a high volume of materials

2.2. The Depots will incorporate features which are intended to aid educational program delivery. The features include innovative materials demonstrating material reuse and recycling in their construction. The facilities will also have landscaped areas showcasing native, low maintenance drought tolerant species, and demonstration areas for grass-cycling, leaf-cycling, as well as backyard composting. In addition there will be provision for staging areas and other public out-reach. The vision for the facilities in 3 to 5 years is to provide a 4 season venue for engaging the public and educating visitors or groups about better practices and available programs. Examples of potential programs include:

- i. Composting education
- ii. Low resource/maintenance landscaping practices
- iii. Use of city produced composts in landscaping
- iv. Grass and Leaf cycling on lawns
- v. Art programs reusing materials.
- vi. Repair, reuse or other educational use of items such as small appliances, mechanical equipment, furniture refinishing, etc.
- vii. Smart shopping/smart consumption programs demonstrating how to choose less resource intensive products
- viii. Reused and recycled building products
- ix. Repair or fix-it program teaching the general public how to repair their possessions.
- x. Handmade reused and repurposed item markets
- xi. Supplies for maker-spaces
- xii. And many other innovative programs we can't think of (but we hope you can)

3. EOI PROCESS

3.1. The City of Winnipeg Solid Waste Services Division anticipates receiving and reviewing Expressions of Interest received from prospective organizations with a view to evaluate the opportunities available, leading to Requests for Proposal and formal contracts. It is anticipated that further discussions and agreement development will take place in spring and summer of 2014, so that some programs may be in place when the first Depot opens at the Brady Road Resource Management Facility (BRRMF).

4. SUBMISSION INFORMATION:

4.1. The deadline for application submission is:

4:00 P.M. December 13, 2013

4.2. The Manager of Materials may extend the Submission deadline by issuing an addendum at anytime prior to the time and date specified above.

4.3. The Proponent should submit response detailing the following information:

- i. **Background Information**

- a) The name of the Proponent organization, mailing address, and contact information for key personnel.
 - b) Profile of the organization, number of staff and volunteers, annual budget, current programs offered, existing partnerships with the City and other pertinent information about the organization.
- ii. **Details of the Proposed Program**
- a) Background and overview of proposed program
 - b) Target audience
 - c) Educational objectives
 - d) Program frequency and capacity
 - e) Evaluation metrics
 - f) Required city resource input (staff or materials)
 - g) Required Depot facilities
- iii. **Details of Proposed Materials (if applicable)**
- a) Specify materials targeted for educational and training reuse or recycling
 - b) Quantity and requirements of the materials
 - c) Final fate of program materials
- iv. **Benefits to the Community**
- a) The economic, social, and environmental benefits to the City of Winnipeg and its residents. For example volunteer opportunities with the Proponent Organization, job opportunities created, charitable programs supported, etc.
- v. **Other Information**
- a) Any other information which the Proponent considers pertinent to its response.

4.4. Interested parties should submit their EOI Submission in a sealed package clearly marked “**EOI 739-2013 FOR EDUCATIONAL PROGRAMMING IN ASSOCIATION WITH THE 4R WINNIPEG DEPOTS (FORMERLY REFERRED TO AS CRRCS)**”

4.5. EOI Submissions shall be delivered to:

The City of Winnipeg
Materials Management Department
185 King Street, Main Floor
Winnipeg, MB R3B 1J1

5. ENQUIRIES:

5.1. All enquiries shall be directed to:

Alex Singbeil, P. Eng.
Solid Waste Services Division
Phone number: 204-986-2962
asingbeil@winnipeg.ca

5.2. If the Proponent is unsure of the meaning or intent of any provision therein, the Proponent should request clarification as to the meaning or intent prior to the Submission Deadline.

- 5.3. Responses to enquiries which, in the sole judgment of the City's representative, require a correction to or a clarification of the EOI will be provided by the City's representative to all Proponents by issuing an addendum.
- 5.4. Responses to enquiries which, in the sole judgment of the City's representative, do not require a correction to or a clarification of the EOI will be provided by the City's representative only to the Proponent who made the enquiry.
- 5.5. Proponents may submit their questions by e-mail to the City's representative.
The Proponent shall not be entitled to rely on any response or interpretation received, unless that response or interpretation is provided by the City's representative in writing.

6. NO CONTRACT:

- 6.1. This is an inquiry only. By responding to this EOI with a written Submission or otherwise participating in the process as outlined in this EOI, each Proponent expressly agrees that no contract of any kind is formed under, or arises from this EOI and that no legal obligations as between any one or more of the Proponents and the City of Winnipeg will arise.

7. OWNERSHIP OF SUBMISSIONS:

- 7.1. The City will be entitled to retain all EOI Submissions received in response to this EOI without pay or compensation. Proponents are advised that the City of Winnipeg is subject to The Freedom of Information and Protection of Privacy Act (Manitoba) and that any documents or other records provided to the City may, by law, be subject to disclosure.

8. RIGHT TO ALTER:

- 8.1. Prior to the submission deadline, the City of Winnipeg reserves the right to alter any of the conditions and criteria outlined in this EOI, including the deadline for submissions, by posting addenda on the City of Winnipeg website at:

<http://www.winnipeg.ca/matmgt/bidopp.asp>.

- 8.2. It is the responsibility of each Proponent to ensure that any possible addenda have been reviewed.
- 8.3. The City's representative will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.
- 8.4. The Proponent is responsible for ensuring that it has received all Addenda and is advised to check the Materials Management Division website for Addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.

9. NO LOBBYING:

- 9.1. Any form of political or other lobbying whatsoever in relation to the Project or with a view to influencing the outcome of this EOI process is strictly prohibited. Failure to comply with this provision may result in disqualification from the Project.

10. CONFIDENTIALITY:

10.1.1. Information provided to a proponent by the City or acquired by a proponent by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator. The use and disclosure of the confidential information shall not apply to information which:

- a) was known to the Bidder before receipt hereof; or
- b) becomes publicly known other than through the Bidder; or
- c) is disclosed pursuant to the requirements of a governmental authority or judicial order.

10.1.2. The Bidder shall not make any statement of fact or opinion regarding any aspect of the Bid Opportunity to the media or any member of the public without the prior written authorization of the Contract Administrator.