



The Corporation of the Municipality of Wawa

Municipal Refuse Collection RFP 2024-03 Results

Office of Infrastructure Services

Prepared For: Committee of the Whole	Report No.: RW 2024-12
Agenda Date: July 23, 2024	File No.: C11

Purpose

The purpose of this report is to provide Council with a summary of the results from the Municipal Refuse Collection RFP (RFP 2024-03).

Background

The Municipality of Wawa (Municipality) has maintained a refuse collection contract with J. Provost Contracting for the past five (5) years. Refuse collection pick-ups occur 5-days a week, covering both commercial businesses and residential neighbourhoods, including the Michipicoten River Village, and Hawk Junction. It should be noted that the Municipality has an agreement with Hawk Junction to manage the refuse collection contract for them. However, with this contract renewal, the new fees for Hawk Junction have to be agreed to by the Hawk Junction Local Services Board to renew the agreement for the Municipality to manage the refuse collection contract on their behalf.

The weekly pick-ups provided are exclusively for garbage collection. The Municipality does not have a formal recycling/ blue bin program for paper/cardboard, plastics, cans, glass, etc.. However, Municipal Staff have approached the Resource Productivity and Recovery Authority (RPRA), the regulatory body for recyclables, to identify areas of opportunity to initiate a recycling program. However, due to the extensive process to begin the “blue box” program, recycling could not be included in the new Request for Proposals (RFP) for refuse collection.

The Municipality issued RFP 2024-03 Refuse Collection Municipality of Wawa & Hawk Junction for a contract term of three (3) years (2024-2027), with the opportunity to extend the contract by one (1) year twice (2027-2028 and 2028-2029). The RFP was issued on Monday, April 8, 2024, and closed on July 11, 2024, at 2:00PM. A public opening was held on July 11, 2024, at 3:00PM in the Council Chambers and was held over Zoom.

RFP Results

The RFP that was issued was for the refuse collection for both the Municipality of Wawa and Hawk Junction. There was one (1) bid submission for RFP:

- J. Provost Contracting Limited

J. Provost Contracting Limited provided two schedule of fee prices, one for the Municipality of Wawa’s refuse collection and a second for Hawk Junction. The following paragraphs summarize the refuse collection fees associated with each community.

Municipality of Wawa – Refuse Collection Fees for 2024-2027

J. Provost Contracting Limited provided a fee summary based on vehicle hours associated with collecting refuse for the Municipality of Wawa. Table 1 summarizes the proposed annual fees for the refuse collection contract for the Municipality:

Table 1 - Wawa Refuse Collection Fees (2024-2029)

Year	Wawa Refuse Collection Fees	HST	Total
2024-2025	\$ 435,499.38	\$ 56,614.92	\$ 492,114.30
2025-2026	\$ 442,129.05	\$ 57,476.78	\$ 499,605.83
2026-2027	\$ 448,957.61	\$ 58,364.49	\$ 507,322.10
Total (3-Year Contract)			\$ 1,499,042.23
2027-2028 (optional +1-year contract extension)	\$ 453,646.56	\$ 58,974.05	\$ 512,620.61
2028-2029 (option +1-year contract extension)	\$ 457,994.49	\$ 59,539.28	\$ 517,533.77
Total with Optional 1-Year Extension (4-Year Contract)			\$ 2,011,662.84
Total with Optional 2-Year Extension (5-Year Contract)			\$ 2,529,196.61

Hawk Junction – Refuse Collection Fees 2024-2027

As previously noted, this refuse collection contract and associated fees for Hawk Junction must be agreed to first by the Hawk Junction Local Services Board. The fees associated with Hawk Junction’s refuse collection contract are as follows:

- The cost for J. Provost Contracting to provide the refuse collection service;
- Tipping fees for disposing of waste at the Municipality’s Waste Disposal Site;
- Administrative fees for the Municipality to administer the refuse collection on behalf of Hawk Junction; and
- A HST surcharge of 13.539%, which covers the HST that the Municipality is not rebated on.

Table 2 summarizes the proposed annual fees for J. Provost Contracting portion of refuse collection contract for Hawk Junction:

Table 2 - Hawk Junction Refuse Collection Fees (2024-2029)

Year	Hawk Junction Refuse Collection Fees	HST	Total
2024-2025	\$ 36,605.58	\$ 4,758.7300	\$ 41,364.31
2025-2026	\$ 37,162.83	\$ 4,831.1700	\$ 41,994.00
2026-2027	\$ 37,736.80	\$ 4,905.7800	\$ 42,642.58
Total (3-Year Contract)			\$ 126,000.89
2027-2028 (optional +1-year contract extension)	\$ 38,130.9300	\$ 4,957.0200	\$ 43,087.95
2028-2029 (option +1-year contract extension)	\$ 38,496.3900	\$ 5,004.5300	\$43,500.92
Total with Optional 1-Year Extension (4-Year Contract)			\$ 169,088.84
Total with Optional 2-Year Extension (5-Year Contract)			\$ 212,589.79

As noted above, the Municipality also charges Hawk Junction tipping fees for their use of the Municipal Waste Disposal Site. Tipping fees for Hawk Junction are based on the schedule of fees for the landfill site.

In addition to Hawk Junction’s refuse collection and tipping fees above, the Municipality applies an administrative fee for managing the refuse collection contract on Hawk Junction’s behalf. For the 2019 refuse collection contract, this fee was \$9.50/week. However, typically administrative mark-up fees are approximately 20% of the contract value. Understanding that this may be an unexpected increase in fees for the Hawk Junction Local Services Board, Municipal Staff are recommending a 10% administrative mark-up, with a 2%

increase each consecutive year (12% for 2025-2026, 14% for 2026-2027), until an administrative fee of 20% is reached.

Further, the Municipality is eligible for an 86.461% HST rebate for expenses. Historically, the Municipality has applied this rebate to HST that is applicable for the services provided to Hawk Junction. As a result, a 13.539% surcharge is applied to Hawk Junction's refuse collection fees to cover the HST that is not recoverable by the Municipality.

Staff Recommendation

Given the duration that the RFP was posted and how soon the new contract is to start, Municipal Staff are recommending to reward J. Provost Contracting the 3-year contract for refuse collection with the Municipality of Wawa. Further, in discussions with J. Provost Contracting, the Contractor's staff are willing to work with Municipal Staff to identify viable recycling opportunities for the community and assist with initiating a recycling program once the administrative aspects of the program are complete.

Recommended Next Steps

Municipal Staff recommend the following next steps:

- Provide the Hawk Junction Local Services Board with a memorandum indicating the proposed refuse collection contract fee as per J. Provost Contracting Ltd proposal, including the Municipality's tipping, administrative, and HST surcharge fees for their review and acceptance or refusal;
- If the fees associated with Hawk Junction's refuse collection is agreeable with the Hawk Junction Local Services Board, Mayor and Council initiate an agreement with the Hawk Junction Local Services Board to continue to administer the refuse collection contract on Hawk Junction's behalf; and
- Mayor and Council review the proposal submission for the Municipality's portion of the fees and if the Contract is agreeable with Mayor and Council to proceed with initiating the contract by resolution and with an agreement at the August council meeting.

Attachments

- J. Provost Contracting Refuse Collection Proposal Documents

If you have any comments or questions, please do not hesitate to contact us.

Respectfully submitted by:

Becca Weatherall / Dan Beach



MUNICIPALITY OF WAWA

REFUSE COLLECTION FOR THE MUNICIPALITY OF WAWA

AND HAWK JUNCTION

RFP 2024-003

Cover Letter**RE: Refuse Collection for the Municipality of Wawa and Hawk Junction**

We have respectfully submitted our quotation and certify the truthfulness and accuracy of all of the contents of the quotation. Our **Contact Person** is Jason North, Project Manager, J Provost Contracting Ltd, 683 E Hwy 17N, Box 1518, POS 1K0, Direct Line 705-206-1575, Fax 705-856-1768, E-Mail jnorth@provost.ca

J Provost Contracting, Ltd is the Respondent to this R.F.P. and will be responsible for the staging, execution and quality control of the project.

J Provost Contracting Ltd was incorporated in 1986 and has strived to provide quality civil construction materials and services throughout Northern Ontario. Our head office is located in Wawa Ontario. In addition, Provost operates over 15 aggregate properties, 1 Portable Asphalt Plant and a portable ready-mix concrete plant and refuse/septic collection services. We have conducted business in this area for over thirty years, which has allowed us to forge strong working and community ties with local Municipalities, First Nations and other government agencies. Provost employs over 48 people, many of whom have been with the company over twenty years.

Yours very truly

Mario Villeneuve

J PROVOST CONTRACTING LIMITED

Mario Villeneuve

Vice President

(705) 856-4513

Contractor Qualifications

J Provost Contracting Limited is the Respondent for this opportunity and it was critical to the Senior Management Team at Provost that we submit our Statement of Qualification.

We have 35 years of experience working with in and around the Municipality of Wawa and has considerable experience managing teams consisting of constructors and engineers in various projects settings – this also includes the organization, implementation and execution of refuse collection services for the Municipality of Wawa for 14 years. We will have RRT (Refuse/Recycling Team) organizing daily operations; any quality issues or potential issues are communicated to our entire team with this direct-to-management approach. Staffing and logistic coordination will be done by our management team. We deploy our safety program; safety will be implemented in every aspect of the implementation and execution of this opportunity.

We currently employ one full time refuse (DZ) driver – and is supplemented with a “helper” or general labourer to collect the curb-side refuse; Provost has been locally employing these positions for 13 years.

In addition to our qualifications above J. PROVOST CONTRACTING possess an (3444-6H9J7Y) ECA license to collect all subject materials and transport them to the townships landfill. In addition, we also possess two operational refuse compactor trucks.

Key Personnel

Name	Position	Qualification and Experience
Jason North	Project Manager	9 years of refuse experience administrating and operating contracts
Mark Paquette	Refuse Driver	Operating as the current Municipality of Wawa Refuse driver, B licensed – 5 years of refuse experience

Safety

J. PROVOST CONTRACTING LTD. will manage itself for this work and will ensure that all work is carried out in accordance with current MECP and Ontario Ministry of Labour and the Client’s requirements. Personal protective equipment (i.e.: hard hats, safety glasses and approved footwear) are to be worn at all times on the jobsite. No subcontractors are anticipated for this contract and is completely self-performed.

Equipment Schedule

Make/Model	Year	USE
Mack Garbage Truck	2021	Main garbage truck
Mack Garbage Truck	2011	Backup garbage truck

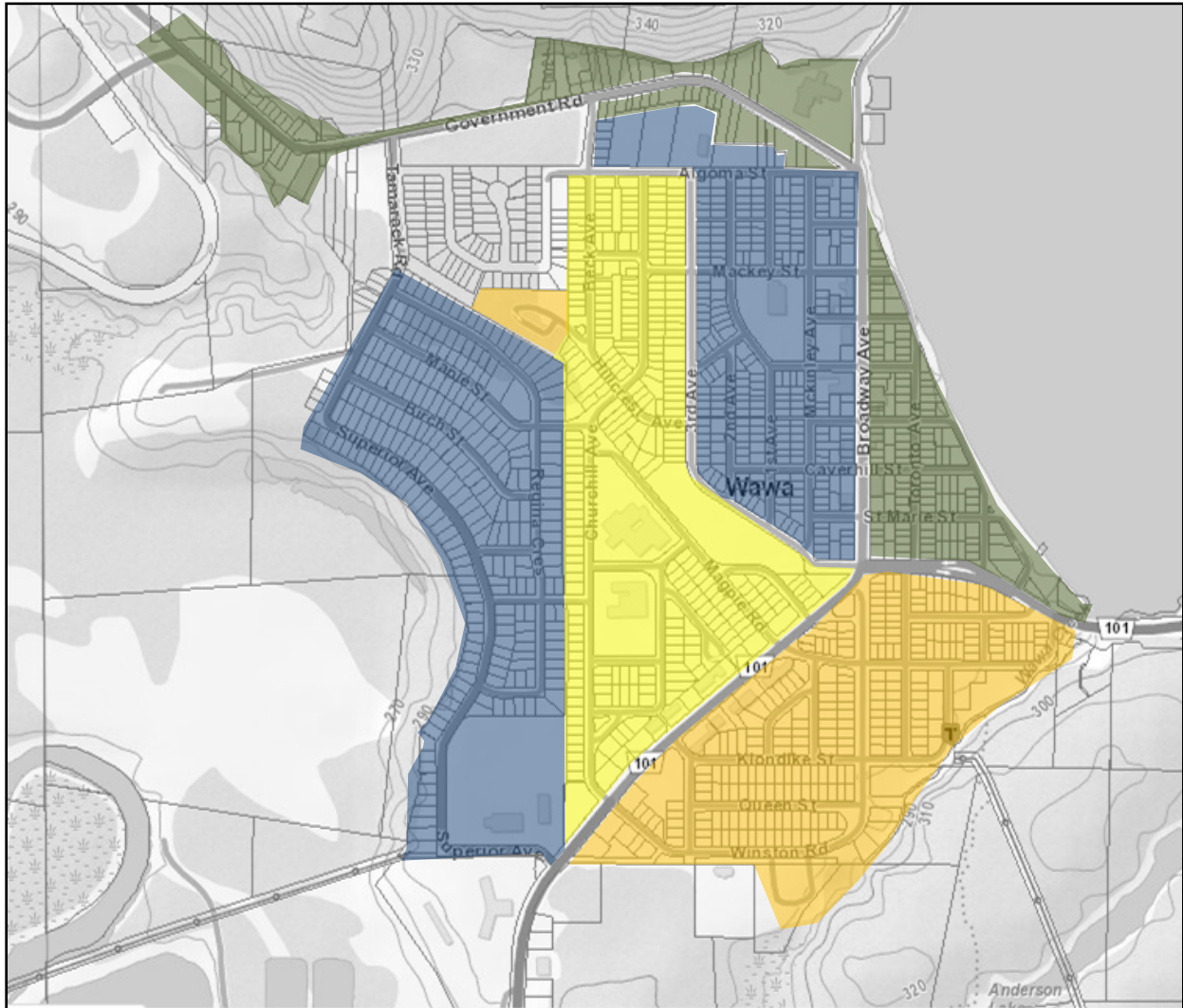
Contract Outline (Scope):

Curb-Side Refuse Collection

J. PROVOST CONTRACTING LTD. will continue the collection refuse following the current routes and schedules put forth agreed by the township. Curb-side residential pickup is conducted from Tuesday to Friday in 4 zones.

Commercial refuse collection will continue with the same scheduled pickup times and intervals. All intervals/tippings are tracked on a daily tally sheet for each business.

Proposed Collection Schedule



Monday	Tuesday	Wednesday	Thursday	Friday
No collection service	Misson Road	1. Hawk Junction 2. Michipicoten Mission 3. Watson's Airbase		1. Hillcrest Heights

- Notes:**
1. Items indicated as number, e.g. "1." are additional pickups to the zone colour.
 2. No collection will occur on a holiday, the disrupted day would be picked up the following business day.