



**City of Kingston
Report to Council
Report Number 16-057**

To: Mayor and Members of Council

From: Denis Leger, Commissioner of Transportation, Facilities, and Emergency Services

Resource Staff: Sheila Kidd, Director of Transportation Services

Date of Meeting: January 26, 2016

Subject: Award of Contract – Parts Washer and Waste Product Disposal Services

Executive Summary:

The Fleet Services Division issued a Request for Proposals (RFP) for the pick-up and disposal of environmentally-sensitive waste products that are generated in the City's fleet garages. Only two qualifying bids were received, therefore staff do not have delegated authority for this purchase and require Council approval to proceed.

Recommendation:

That Council authorize the Mayor and Clerk to execute a contract for Parts Washer and Waste Product Disposal Services (RFP F31-TPES-TS-FL-2015-25), with GFL Environmental Inc. for the disposal of waste products generated within the fleet garages, for a two-year period with an option to renew for one additional year, at the sole discretion of the City, in a form satisfactory to the Director of Legal Services.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Denis Leger, Commissioner of
Transportation, Facilities and
Emergency Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Cynthia Beach, Corporate & Strategic Initiatives

Lanie Hurdle, Community Services

Not required

Jim Keech, President and CEO, Utilities Kingston

Not required

Desiree Kennedy, Chief Financial Officer & City Treasurer

Not required

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Options/Discussion:

The Fleet Services Division issued a Request for Proposal (RFP) for the purchase of parts washer and waste product disposal services. The RFP was for the disposal of waste products generated by the fleet garages for a two-year period, with an option to renew for one additional year at the sole discretion of the City. Two bids were received and evaluated by staff using the following criteria:

- Pricing and related costs – 50%
- Completeness and Compliance with RFP Requirements – 25%
- Company Profile, Resources and Experience – 22%
- Accessibility Standards for Customer Service, Ontario Regulation 429/7 – 3%

The scoring results are as follows:

Vendor	Rank	Rated
GFL Environmental	1	97%
Tomlinson Environmental	2	94%

Waste products generated within the fleet garages require environmentally-responsible disposal methods. The RFP is for the pick-up and disposal of engine oil, oily water, and sludge captured in interceptors from the garage floors, wash lane runoff, discarded oil filters, and fluids from parts washers. The evaluation of the RFP solicited unit prices for the various types of waste material produced in the fleet garages. The evaluation process applied the quoted unit price to a standardized volume for each product/service category. The chart below identifies the product and service categories and the standardized volume that was used for each evaluation.

Product / Service	Standard Amount
Credit for Used Oil	30,000 Litres
Disposal – Oily Sludge	65,000 Litres
Disposal – Oily Water	35,000 Litres
Vacuum Truck	120 Hours

Based on the established standard quantities and unit price submissions, GFL Environmental (GFL) submitted a bid to provide the service for \$23,651 compared to Tomlinson Environmental who submitted a bid for \$24,652. The GFL bid was all-inclusive whereas the bid submitted by Tomlinson Environmental indicates that a \$26.00 fee would be added for each manifest document created. A manifest is required to record all products picked up by the vendor. City staff forwards a copy of the manifest to the Ministry of Environment for tracking purposes. An

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extra staffing charge also applies for the second person required on the vacuum truck for catch basin and floor drain pumping.

Commercial vehicle operator's registration (CVOR) information was evaluated within the context of company profile, resources, and experience. Both vendors have respectable driver and fleet scores however GFL has a higher rating with a fleet size of 613 versus the Tomlinson submission with a fleet of 15 units. Based on overall scoring, staff is recommending the contract be awarded to GFL Environmental. GFL Environmental is the current supplier of this service.

Existing Policy/By-law:

By-law 2000-134, *a By-law to Establish Purchasing Policies and Procedures for the City of Kingston*

Environmental Policy

Notice Provisions:

Not Applicable

Accessibility Considerations:

Not Applicable

Financial Considerations:

These services will be funded from funds previously approved in the 2016 Fleet operating budget.

Contacts:

Sheila Kidd, Director of Transportation Services, 613-546-4291, Extension 2221

Robert (Bud) Steele, Manager of Fleet, 613-546-4291, Extension 2216

Other City of Kingston Staff Consulted:

Brodie Richmond, Manager Environment Projects, Corporate & Strategic Initiatives

Exhibits Attached:

Not Applicable