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**Date:** July 3, 2020  
**To:** Mayor and Council  
**Author:** Shaun Martinho, Manager of Public Works  
**RE:** Waste Collection Contract  
**Report No.:** MS 2020- 30

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## **AIM**

To advise Council on the Tender for Waste Collection Services for the Town of Kingsville and to seek approval to award the contract to Green For Life Environmental Inc. (GFL) formally Windsor Disposal Services (WDS).

## **BACKGROUND**

The current waste collection contract with WDS expires on Dec. 31. 2020. Kingsville has entered into a number of five-year contract extensions with WDS since amalgamation in 1999. At that time, the contract serviced 6,550 residential homes and 80 commercial pick-up locations.

In June, the Infrastructure and Engineering Services Department requested a proposal for an additional 5-year extension (Appendix A). The submitted proposal included an 8% increase in costs for residential and commercial refuse collection and a significant increase in costs for yard waste collection. Upon receiving the proposal, it was decided to go out for tender with the goal of receiving more competitive pricing.

## **DISCUSSION**

The tender document can be reviewed in Appendix B. The scope of work is as follows:

- A) Front-end Container Collection: The municipality has 10 front-end bins located at facilities and various properties throughout Town. The size and frequency of collection can be reviewed in Schedule A in the Form of Tender.

- B) Refuse Collection: This includes curbside waste collection in the Town of Kingsville. This consists of 52 weekly collections per annum (5-bag limit) including the collection of bulky items such as couches, chairs, mattresses, carpeting, etc.
- C) Downtown Collection: To provide curbside waste collection twice per week for 80 commercial businesses in downtown Kingsville.
- D) Yard Waste Collection: The biweekly collection of yard waste and other organics beginning in April and ending in November for total of 16 collection dates.
- E) Provisional Items: Unit rates for front-end bins of various sizes and pricing for the collection of white goods.

To ensure the Town continues to receive a high level of service the tender document was updated to include a number of new provisions. For instance:

- The contractor was required to specify a public relations representative or a point of contact to address complaints and inquiries received from residents or the Town.
- Procedures were specified for ensuring missed collections are addressed as soon as possible. Furthermore, if there are significant delays in service that are attributable to the contractor, they will be responsible for any additional expenses incurred by the municipality to perform the work outlined in the contract.
- Contractors were required to develop a plan for the prevention and clean up of spills on area roadways. The plan contains instructions on how to contain and control spilled materials and contact information for people and organizations to notify.
- Specific requirements were outlined for equipment. This was done to ensure all equipment is in good working order, properly maintained, and presentable to the public.

## **LINK TO STRATEGIC PLAN**

Effectively manage corporate resources and maximize performance in day-to-day operations.

## **FINANCIAL CONSIDERATIONS**

In response to the invitation to tender, only GFL Inc. submitted a bid. Their unit rates can be reviewed in the tender found in Appendix B. When comparing this bid to the original proposal submitted by GFL, the Town saved approximately \$37,160.49 per year by issuing a tender.

Since amalgamation, yard waste collection in Kingsville has been assessed on a per ton basis. In comparison, all other municipalities in Essex County have been paying for this service on a per household basis. This resulted in significant cost savings for Kingsville, but was not a valuable business proposition for the contractor. As such, GFL indicated that they were no longer willing to use this pricing model in the Town of Kingsville. In moving to a per household rate Kingsville will see approximately a 40% increase in costs for this

service. However, unit rates for refuse collection will only increase minimally going into 2021. A brief financial summary of the tender submission is as follows:

Service	2020 Expenses	Tender Submission	Variance
Front-end Collection	\$ 23,660.04	\$ 24,359.88	2.8%
Residential Collection	\$ 507,336.00	\$ 507,391.83	0%
Downtown Collection	\$ 16,808.80	\$ 16,968.00	0.09%
Yard Waste Collection	Est.\$ 60,000.00	\$ 84,337.92	40%
<b>Total</b>	<b>\$ 607,804.84</b>	<b>\$633,057.63</b>	<b>4.15%</b>

The unit rates set out in the Form of Tender shall apply from January 1, 2021 to December 31, 2026. Each year rates will be adjusted by the number of new residential permits issued in Kingsville and the percent change in the Consumer Price Index as published by Statistic's Canada.

The Infrastructure and Engineering Services Department is cognizant of the fact that the Waste Collection Industry in Windsor/Essex is not highly competitive. Preliminary discussions have begun with neighbouring municipalities about regionalizing garbage collection with the goal of enticing other players into the market. As such, language has been included in the agreement giving the Town the option to terminate the contract with one year's notice.

After reviewing the required capital investments and staffing levels, administration does not believe it is practical to bring this service back in-house. GFL utilizes four trucks to complete Kingsville's routes. To provide the same level of service Kingsville would need to make a substantial investment in new fleet and additional employees.

To ensure Kingsville is receiving competitive rates, a cost comparison was conducted with municipalities across Essex County. While there are some variances in pricing, Kingsville's rates seem in line with industry averages. Variances in unit rates are the result of numerous factors such as levels of service, timing of contract negotiations, coverage area, and proximity to landfills/transfer stations.

## **CONSULTATIONS**

Infrastructure and Engineering Services Department  
Legislative Services Department  
Neighboring Municipalities

## **RECOMMENDATION**

That Council approve entering into an agreement for waste collection services for a total cost of \$633,057.63 with Green For Life Environmental Inc., and authorize the Clerk and the Mayor to execute the associated agreement.

Respectfully Submitted,

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