

## Responses to Questions/Clarifications

**Opportunity:** Recycling Public Education & Marketing Program RFP  
**Reference Number:** AB-2016-06393  
**Date:** October 31, 2016  
**Pages:** 2

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The following information has been requested. We have posed the questions with responses for your information:

1. *Please clarify the timing for this project and which deliverables you would like completed by November 30?*

The reason for having an implementation date of November 30 is to give residents a least 1 month worth of notice regarding the change to the recycling system. Once our contractor is in place specific information regarding the requirements of the curbside collection of recyclables will be known.

Curbside collection of Recyclables is the first phase of the program and will start January 1, 2017 with phase 2 being a change to the garbage collection process and addition of organics collection which will be implemented in mid 2017.

2. *Can companies from outside of the Province/Canada apply for this?*

Companies outside of the Province/Canada are welcome to submit a proposal. However, there is a concern with the need for printed materials and how easily they can be provided if coming from outside the Province/Country.

3. *Will an in-person meeting be required?*

There may be a need to have meetings locally, specifically with the local schools.

4. *Can proposals be submitted via email?*

Proposals can be emailed.

5. *The RFP notes that you require paper copies; however, it also says that email submissions are accepted. Which method is required/preferred by you?*

We will accept both paper and email submission, I don't have a preference.

6. *Could you clarify that you are not specifying any tactics for each of the items in the scope 1 a-e and/or are you looking for us to develop educational materials (i.e. print materials) along with a social strategy?*

We have some branding material in place but it will need to expand on it. We are looking for the educational materials to be developed.

7. *Has the Town allocated a budget or budget range for this project?*

Our budget is currently set at \$50,000.00.

8. *Will the Town be evaluating the proposals based on the plan that you feel is the best use of that budget?*

Yes, a part of the evaluation will be how the budget is utilized.

9. *When are the utility bills mailed?*

Invoices are mailed out around the end of the first week of each month.

10. *Does the Town have a Communications Department?*

All communications will be handled through the Transportation & Utilities Department.

11. *What were the other waste management services that are being considered for the future?*

Curbside collection of Garbage and Organics (for composting).

12. *On page 5 under 2. Milestones/Time Frames/Schedules, it is indicated that project is to be implemented by November 30, 2016. At the same time, in Part IV under Selection Process, 1.2 Stage Two, 1.3.4 says "Proposals shall remain open for a period of 90 days following the closing date in order to allow the Town of Vermilion to undertake the evaluation of the Proposals received, to conduct the interviews noted above, and to enter into the ITN;"*

This is in a number of our RFP's which will be fast tracked. There may be a need to get some information to the public as early as the beginning of December.

13. *Additionally, since the program launches in January, 2017, if a proponent isn't chosen for 90 days after the submission date of November 4, 2016, there is no time to implement a campaign prior to launch. Does that mean residents and businesses have already been made aware that curbside recycling starts in January, 2017?*

A proponent is expected to be selected prior to December 1, the contractor that will be competing the collection also has a responsibility to send information to the residents prior to implementation.