

# NANTON



*TOWN OF NANTON*

Request for Expressions of Interest (REOI) from:

Commercial Operators/Interests  
Non-Profit Entities  
Other Governments

## ***NANTON RECYCLING DEPOT***

Request for Response No. ***2019-44-DEPOT***

Issue date: **November 22nd 2019**

Closing location:  
*Town of Nanton  
Town Office  
1907 - 21 Avenue (PO Box 609)  
Nanton, AB T0L 1R0*

*Attn: Neil Smith, Chief Administrative Officer*

Closing date and time:

A complete response must be received by 2:00 p.m. on December 30<sup>th</sup> 2020

## INTRODUCTION

1. The Town of Nanton (Town) has determined that it shall no longer operate the Nanton Recycling Depot as a municipal service funded by user fees and taxation. Before it terminates the recycling element of the operation at the end of March 2020, Council and Administration would like to assess interest in the compound and its principle purposes, the collection and transfer of marketable recycling and/or yard waste and tree debris management, by the following:
  - Commercial operators/ interests that understand the waste management/ recycling business and markets
  - Commercial interests committed to managing the yard waste and tree debris of Nanton and the surrounding area effectively
  - Larger commercial interests from the Nanton area who need a location to manage their own recycling / waste transfer needs
  - Non-Profit entities motivated to provide recycling and yard waste collection services in the local area
  - Other governments in the region or neighbouring regions that see the value in some form of Transfer Station partnership for Nanton and the surrounding area, with distribution to processing centres to the north or south.
2. **Should no suitable responses to this REOI be received, the Town shall, in the short term, continue providing yard waste and tree debris management for the community from the facility, with new user fees and defined, limited hours of manned operation between the months of March and October.**
3. **This REOI is not a tender and is not subject to the law of competitive bidding.**

## REOI DOCUMENTS

4. The following documents are attached to and form part of this REOI:
  - Schedule "A" – The Opportunity
  - Schedule "B" – Response Content Requirements

## INQUIRIES

5. Any inquiries concerning this REOI should be directed in writing to the following:
  - Barry Sturrock, Operations Manager
  - Phone: 403-646-2902
  - E-mail: [publicworks@nanton.ca](mailto:publicworks@nanton.ca)
  
  - Town of Nanton
  - 1907-21 Avenue, PO Box 609
  - Nanton, AB
  - T0L 1R0
6. All inquiries must be addressed through an arranged site visit with the Manager of Operations.
7. Respondents should refrain from contacting other employees, agents or members of Council of the Town in respect of this REOI process, including for the purposes of lobbying or attempting to influence the outcome of this REOI process. Any such contact may, in the Town's sole discretion, result in disqualification.

## **SUBMISSION OF RESPONSES**

8. Responses can be in either paper or electronic format. Respondents should submit their response indicating the REOI title and Closing Date to the following address by **2:00 pm December 30<sup>th</sup> 2019**.

Town of Nanton  
1907-21 Avenue, PO Box 609  
Nanton, AB  
T0L 1R0

Attn: Neil Smith, Chief Administrative Officer

9. Extensions will not be granted.
10. Responses and accompanying documentation provided to the Town in response to this REOI will not be returned.

## **CONTENT OF RESPONSES**

11. Responses should address the requirements set out in Schedule "B" - Response Content Requirements.
12. Respondents may provide additional information beyond that requested in the REOI for the Town's consideration. Any such additional information may be considered by the Town in its sole discretion.
13. Respondents are asked to submit additional information pertaining to their past projects as detailed in Schedule "B", and such other information as the Town might reasonably require.

## **COST OF RESPONSES**

14. The Town is not responsible for any costs incurred by respondents in preparing their responses, attending any meetings or interviews with the Town, making any presentations to the Town in connection with their responses, or otherwise incurred in connection with this REOI process.
15. This REOI does not create any legal obligations between the Town and any respondent.

## **EVALUATION PROCESS**

16. Responses will be opened and evaluated privately.
17. In assessing responses, the Town will take into consideration the following evaluation criteria to determine if further work with a respondent is merited:
  - a) qualifications and experience of the respondent;
  - b) the nature of the interest in the Recycle Depot site;

- c) the potential benefits to the residents and businesses of Nanton and area;
- d) The amount of Town operational or financial support that the respondent estimates they'd require;
- e) likely land uses and/ or business interests anticipated on site.

The Town has not predetermined the relative importance of the above evaluation criteria.

- 18. The Town is searching for respondent(s) that provide the best combination of the preceding evaluation criteria to meet the opportunity described in Schedule "A", as determined by the Town in its sole discretion.
- 19. Respondents are advised that the evaluation process is subjective in nature and the Town's intention is to consider, in its sole discretion, each response on its merits, without regard to the rules or principles of competitive bidding or other legal duties, including without regard to whether a response is compliant with this REOI.
- 20. The Town may negotiate any and all aspects of a response, including but not limited to any financial response or proposal received.
- 21. An invitation to negotiate or develop a detailed proposal does not obligate the Town to conclude a contract, lease or licence with that respondent.

#### **ANTICIPATED SCHEDULE OF EVENTS**

- 22. The Town expects to consider the responses received to REOI no later than January 15<sup>th</sup> 2020. Any responses that merit initiating negotiation or proposal development will have their proponents contacted no later than January 31<sup>st</sup> 2020.

#### **FORM OF NOTICE**

- 23. Any successful respondent(s) will be sent a written notification of the Town's interest in further developing a proposal for consideration. All submissions received will be acknowledged.

#### **EFFECT OF REOI**

- 24. This REOI is not intended to be a tender or otherwise subject to the laws applicable to competitive bidding. The Town does not intend to create a contractual relationship (either expressed or implied) or create any other legal duties or obligations, whether in contract, tort or other legal theory, with any respondent submitting a response in response to this REOI.
- 25. If multiple responses are determined to be of interest, the Town shall invite those identified to participate in a subsequent Request For Proposals where there Expression of Interest must be developed into a comprehensive proposal.
- 26. Submission of a response does not obligate the Town to accept any response or to

proceed further with any of the interests described. Consideration of any response shall be in the Town's sole discretion.

27. Responses may be withdrawn or amended by respondents at any time by written notice to the Town prior to deadline.
  
28. For greater certainty, respondents are advised that the Town is intending to conduct a flexible procurement process, not subject to the law of competitive bidding or other legal duties, and that the Town may, in its sole discretion, at any time and for any reason:
  - a) reject any and all responses (including, for greater certainty, the lowest financial risk response);
  - b) modify or vary any aspect of this REOI at any time before or after the time for submission of responses;
  - c) extend the deadline for submission of responses at any time before or after the time for submission of responses;
  - d) accept any non-compliant, conditional or irregular response or any alternate response, in whole or in part;
  - e) discuss the terms of a response submitted by a respondent with that respondent at any time, on a confidential basis, for the purposes of clarification and/or negotiation of that response;
  - f) allow any respondent submitting a response to modify or vary any aspect of its response at any time;
  - g) verify or seek clarification of any and all information provided pursuant to this REOI;
  - h) negotiate any aspect of any response (including the fee response, lead personnel and the form of contract) with any one or more respondents at any time;
  - i) cancel this REOI at any time for any reason and thereafter proceed in any manner it sees fit, in its sole discretion, including:
    - i) issuing a new request for responses or other procurement document based on the same or changed specifications or other requirements;
    - ii) entering into sole source negotiations with any one or more of the respondents or any other person; or
    - iii) cancelling the procurement in its entirety.

## **CONFIDENTIALITY, PUBLIC ANNOUNCEMENTS**

29. Respondents are expected to keep confidential all documents, data, information and other materials of the Town which are provided to or obtained or accessed by a respondent in relation to this REOI and not make any public announcements or news releases regarding this REOI or the entering into a Services Agreement pursuant to this REOI, without the prior written approval of the Town.

30. Respondents should identify any information in their responses which respondents consider to be confidential or proprietary.
  
31. The Town and all materials in its possession are subject to *Freedom of Information and Protection of Privacy Act* (Alberta).

## Schedule "A" – The Opportunity



Area 12,000 m<sup>2</sup> (130,000 ft<sup>2</sup> or 3 acres) approximately.

Un-subdivided portion of a larger lot with potential for a customized lease or licence of occupation to a successful proponent.

Civic Address: 1914 19 Avenue, east of Highway 2

Short Legal: 4;28;16;15; NE

Owner: Town of Nanton

## Background

The Town of Nanton has operated a recycling depot and yard waste program for some years in this location without applying user fees at the depot end. Information on that operation can be found here: <https://www.nanton.ca/146/Recycling-Depot>

The Town has opted not to increase general recycling user fees or impose new user fees at the point of deposit in order to keep the operation financially sustainable and instead end the service. Since the depot was started, the Town introduced curbside pickup for the vast majority of residents and small businesses. Outside of larger businesses and multi-residential properties within the Town, there is now little demonstrable demand for the depot's services as they exist now, with commercial collection service readily available within the region.



Mobile home (pictured) not part of the available site/REOI. Not fenced at rear.



Garage (pictured) not part of the available site/REOI.



The M.D. of Willow Creek has helped subsidise the operation at the depot for a number of years (\$10,000 annually), allowing rural residents to access the facility and drop off recycling that is accepted. There could be opportunities for interested parties to work with them.

As the facility has not been tightly manned or charged user fees in the past, the volumes of waste and number of users is not possible to quantify. Some volume information can be acquired from the Manager of Operations upon request. It is possible that the continuance of this depot stands in the way of a viable commercial enterprise developing or coming to the community, based on the principle of fee-for-service from paying customers.

The yard and tree waste collection system has operated similarly at the site without charging fees for service. No viable composting program has emerged, but other interests may find a way forward based on a fee-based system. There is sufficient room at the site for permitted burning or larger scale composting.

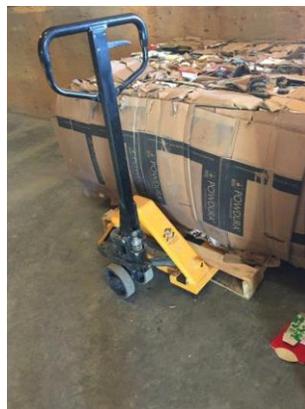
## Opportunity



It is the wish of Council to seek expressions of interests in the site from other parties with a view to providing financially viable recycling transfer and/or yard waste collection services on a business or partnership footing. This is acknowledged to be challenging in the current recyclables market. Interest from parties with a regional focus, given the potential size of the site, would be welcome.

**The site and its improvements have known potential in the medium to long term for the establishment of a viable regional waste and recycling transfer station. This would depend on provincial or regional partnership developments with respect to wholly or partially funded End Producer Responsibility (EPR) programming.**

The site contains baling equipment and other items that interested parties should visually inspect (no formal site inventory is available at this time).



Should there be no interest forthcoming, the Town shall continue providing yard waste and tree debris management for the community from the facility in the short term, with new user fees and defined, limited hours of manned operation between the months of March and October.

Given the size of the property and its improvements, an exclusive lease of a portion of the property or a non-exclusive licence of occupation to share the site with the Town could be negotiated with the right interests. The Town is not prepared to subdivide and sell the site or any of its improvements and equipment at this time.

The Town plans to **reduce or eliminate** its current costs in the Recycling Depot; it is not seeking to contract out or spend the same level of financial resources in different ways – significant municipal support beyond the added value of licensing or leasing the existing site, improvements and equipment should not be an expectation of respondents.

## **Schedule "B" - Response Content Requirements/ Certification**

### **For Individuals**

A 3 to 5 page (maximum) submission which sets out:

- A description of why the REOI is of interest to the individual
- A professional CV/ resume

### **For Organizations**

#### 1. Organization History (*1 page maximum*)

- Mission statement
- A brief history of the organization including years of operation
- Describe the organization's current programs and services
- Provide information on any awards, successes and relevant impact statistics

#### 2. Statement of Interest and Experience (*2 pages maximum*)

- Why is the organization interested in the REOI?
- What is the organization's experience working in recycling?
- How is the organization service(s) or practice(s) relevant to the REOI?

#### 3. Vision for the Site (*3 pages maximum*)

- What kind of uses and activities do you envision on the site?
- Mixed or sorted recycling is a challenging commodity at present. Please discuss how you might address that problem.
- Does the Town have an operational role in this vision? Explain.
- Does the Town have a financial role in this vision? Explain.
- How does your vision serve the public interest in Nanton and area?
- Would you be seeking a lease (exclusive tenure) or licence of occupation (non-exclusive tenure)?
- Does the yard waste and tree debris element of the site interest you? If it does not, how easily and safely would you be able work alongside Public Works staff?

#### 4. Financials

- Please provide your organization's most recent audited financial statements

**Certification**

We have carefully read and examined the REOI document and have conducted such other investigations as were prudent and reasonable in preparing this response. We certify that the statements made in this response are true and complete. These statements represent our response to the Town of Nanton.

**Respondent Information (Please Print)**

Company Name:

Address:		Contact:	
City		Phone:	
Province:		Fax:	
Postal Code:		Email:	

**Acknowledgement of Addenda**

We acknowledge receipt of the following addenda which become part of this REOI:

Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

\_\_\_\_\_

Signature of Authorized Company Official

\_\_\_\_\_

Date

\_\_\_\_\_