

CONTRACT

CONTRACT DOCUMENTS

BETWEEN

ISLAND WASTE MANAGEMENT CORPORATION

AND

**GREENISLE ENVIRONMENTAL INC.
(CONTRACTOR)**

**COLLECTION, PROCESSING, MARKETING AND TRANSPORTATION OF
RESIDENTIAL RECYCLABLE MATERIALS**

July 1, 2018

THIS CONTRACT made this 22 day of June, 2008.

BETWEEN:

Island Waste Management Corporation
As represented by its Chief Executive Officer
(hereafter referred to as "IWMC")

OF THE FIRST PART,

and

Greenisle Environmental Inc.

of Charlottetown

in Queens County, Province of Prince Edward Island

(hereafter referred to as "the Contractor")

OF THE SECOND PART,

WHEREAS IWMC wishes to engage the services of the Contractor to carry out the services described in Schedule "A" attached hereto;

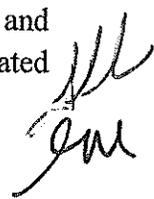
AND WHEREAS the Contractor has agreed to provide IWMC with these services on certain terms and conditions as more particularly set out in this contract.

NOW THEREFORE in consideration of the mutual promises contained in this contract, the Parties agree that the terms and conditions of their relationship are as follows:

1. **DEFINITIONS**

In this contract, the following definitions apply:

"Applicable Law" - Any statute, law, by-law, rule, regulation, guideline, judgment or order of any federal, provincial, municipal or other governmental body having jurisdiction, applicable from time to time to the collection, processing, marketing and transportation of recyclable materials or any other transaction or matter contemplated hereby.



“Monthly” – Occurring once each month.

“Contract” – This Contract between the parties including the recitals, schedules and appendices hereto and any amendments thereto made by the parties from time to time.

“Serviced Units” – All residential properties located in Prince Edward Island including homes of all types, including apartments, condominiums, cottages and some churches. The Contractor will be provided with a list of churches.

“Residential Recyclables” – Those materials discarded by the occupants of the serviced units which have been designated by IWMC in its Waste Watch Sorting Guide (ATTACHMENT 2 – IWMC Sorting Guide) to be “Recyclables”, which guide can be added to or deleted from by IWMC from time to time.

2. **COVENANTS OF THE CONTRACTOR AND IWMC**

The Contractor shall perform the services, assume all those responsibilities and diligently execute all those duties described in the attached Schedule “A” (the “Scope of Work”), in a manner satisfactory to IWMC.

3. **TERM OF THE CONTRACT**

This contract shall commence on July 1, 2018 and shall be completed on July 1, 2025 (seven (7) year contract). The contract may be extended for an additional period of three (3) years by mutual agreement between the Parties, provided that notice of intent to extend must be given by one Party to the other prior to the commencement of the final contract year and any such extension must have been mutually agreed upon prior to the commencement of the third month of the final contract year.

4. **BILLINGS AND PAYMENTS**

The Contractor shall bill IWMC at the end of each month for the monthly services performed under this contract, and IWMC shall provide payment to the Contractor based on the agreed contracted prices (set out in Appendix 1) plus applicable HST.

IWMC shall also annually calculate adjustments to the base number of serviced units, to the base price for fuel and Minimum Wage as set out in Section 4 (iv), (v) and (vi).

Monthly billings shall be calculated as follows:



(i) **Residential Collections:**

The sum of the fifteen (15) Total Amounts for each Region divided by twelve (12) will be paid in a monthly basis each year of the contract. Additionally on each anniversary date ending June 30 of each year an adjustment will be paid based on the increase or decrease in the housing counts for each of the (15) pricing areas/type of dwellings. Payments/deductions will be based on 50% of the rate for each of the (15) areas/type in that year. This will continue year to year with any increases in additional years being added at a rate of 50% for each year.

(ii) **Drop-off and Haul for Charlottetown, Summerside and Montague areas**

One-twelfth (1/12th) of the total annual amount for that contract year for each of the three (3) locations.

(iii) **The Supply and Haul of Containers at IWMC's WWDCs**

The unit price for that contract year multiplied by the actual number of hauls from each WWDC for the month.

IWMC shall pay the Contractor within 30 days of receiving the invoice.

(iv) **Annual Adjustment to Base Number to Household and Cottage Counts**

Following the end of each contract year, Household and Cottage Counts will be adjusted by IWMC to reflect any increase or decrease in the number of households and cottages in each region. The adjustment will be made using one-half of the Contracted Unit Price for that region for that contract year. (The next year's Housing Count will include the increased or decreased number as an adjusted base count for that year). The Contractor will be paid by separate cheque.

(v) **Annual Fuel Price Adjustment**

The Minimum Self Service Diesel Fuel Price as of January 29, 2018 as posted by the Island Regulatory and Appeals Commission (IRAC) is 127.9 cents per litre. This will be the base price for diesel fuel for this Contract. Should the average price as posted by IRAC for diesel fuel over the twelve month period for any year of the Contract be more than 5% above or below the base price (go above 134.3/L or below 121.5/L) a fuel adjustment based on Fuel Adjustment Price Formula below will be made. The adjustment will be done at the completion of each year of the contract. The contractor will be paid by separate cheque.



The Fuel Price Adjustment formula will be applied as follows:

If the AMF is greater than the base price plus 5%

$(AMF - (Base Price \times 1.05)) \times \200

If the AMF is below the base price minus 5%

$((Base Price \times .95) - AMF) \times \200

AMF = the annual average of monthly prices in cents per litre of self-serve diesel fuel as set by IRAC during the contract year, calculated by aggregating the average monthly price for each month of the contract year and dividing by 12.

Base Price = 127.9 cents per litre

\$200 = the deemed effect to annual fuel costs to the contractor as a result of a 1 cent per litre change in diesel prices

Example:

If the AMF = 139.9, the adjustment would be $(139.9 - (127.9 \times 1.05)) \times \$200 = \$1121$

(vi) Annual Minimal Wage Review/Adjustment

Based on current processing and trucking it has been determined that processing and trucking man hours are 92,430 hours per year. (Processing 30 employees @9 hours/day @5.25 days/week @52 weeks = 73,710) and Trucking 8 @9 hours /day @5 days /week @52 weeks = 18,720). Current Prince Edward Island Minimum Wage at the start of the contract is \$11.55. On an annual basis an adjustment will be calculated for any increases to the Minimum wage on Prince Edward Island as follows: (Minimum Wage - \$11.55) x (1.215)x (#of days of wage increase/365) x (92,430). This adjustment will be made each year to contract.

(vii) Significant Change Review

It is understood that based on the nature of this agreement and the possibility of future changes to the type and quantity of materials collected under the Blue Bag Program that a review of quantities and types of materials collected under this program may be reviewed on an ongoing basis. This may include changes to the PEI Beverage Container Program, the IWMC Blue Bag Program, future Stewardship Programs and or other programs that may come into effect that would result in significant positive or negative changes to the volume of materials collected or processed under this agreement.



5. **CONDITIONS OF CONTRACT**

- (i) The Parties agree that the Contractor shall act as an independent contractor and that it is entitled to no other benefits or payments whatsoever than those specified in the **Billings and Payments** section of this Contract.
- (ii) The Parties agree that entry into this Contract will not result in the appointment or employment of the Contractor or any officer, clerk, employee or agent of the Contractor, as an officer, clerk, employee or agent of IWMC.
- (iii) The Contractor accepts sole responsibility to submit any applications, reports, payments or contributions for sales taxes, income tax, Canada Pension Plan, Employment Insurance, Workers' Compensation assessments, goods and services tax, harmonized sales tax, or any other similar matter which the Contractor may be required by law to make in connection with the Work.
- (iv) The Contractor accepts sole responsibility to comply with all federal, provincial and municipal legislation which may have application to the Work and agrees to comply with all provincial and federal legislation affecting conditions of work and wage rates including the *Employment Standards Act* R.S.P.E.I. 1988, Cap. E-6.2, the *Workers Compensation Act* R.S.P.E.I. 1988, Cap. W-7.1 or any other laws that impose obligations in the nature of employers' obligations.
- (v) The Contractor, before undertaking any Work shall provide to IWMC either a certificate of good standing by the Workers Compensation Board or written confirmation from the Workers Compensation Board that such certificate is not required.
- (vi) The Contractor accepts the full cost of doing those things required under this paragraph and will not charge or seek reimbursement from IWMC in any way, such costs having been taken into consideration and included in the rates of payment stipulated in the **Billings and Payments** section of this Contract.

6. **CONFIDENTIALITY AND COPYRIGHT**

Any and all information, knowledge or data made available to the Contractor as a result of this Contract shall be treated as confidential information. The Contractor shall not directly or indirectly disclose or use the information, knowledge or data for purposes unrelated to the Contract at any time without first obtaining the written consent of IWMC, unless the information, knowledge or data is generally available to the public.

7. **CONFLICT OF INTEREST**

The Contractor warrants that as at the date of this Contract, no conflict of interest, or any circumstance that might interfere with independent and objective exercise of judgment,



exists or is likely to arise in relation to execution of this Contract or its subject matter. The Contractor shall immediately notify IWMC, in writing, if any such actual or potential conflict of interest should arise at any time during the Term. In the event IWMC discovers or is notified by the Contractor of an actual or potential conflict of interest, IWMC, in its sole discretion, may either:

- (i) allow the Contractor to resolve the actual or potential conflict to the satisfaction of IWMC; or
- (ii) terminate the Contract.

8. **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

- (i) The Contractor acknowledges that this Contract, and information provided in respect of this Contract may be subject to release under the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01. The Contractor may be consulted prior to release of any information.
- (ii) The Contractor acknowledges and agrees that in the event the Work involves the collection or use of personal information, it is subject to the *Freedom of Information and Protection of Privacy Act* and that personal information may not be released to any third party or unauthorized individual.

9. **INDEMNIFICATION AND INSURANCE**

The Contractor shall indemnify and hold harmless IWMC, its agents, representatives and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings of every nature and kind whatsoever arising out of or resulting from the performance of the Work (herein called the "Claim"), provided that any such Claim is caused in whole or in part by any act, error or omission, including, but not limited to, those of negligence, of the Contractor or anyone directly or indirectly employed by the Contractor or anyone for whom the Contractor may be liable.

The Contractor shall, without limiting its obligations or liabilities under this Contract and at its own expense, provide and maintain, the following insurance with insurers and in forms and amounts acceptable to IWMC:

- (i) **Comprehensive General Liability**
Comprehensive General Liability in an amount not less than \$5,000,000 inclusive per occurrence against bodily injury and property damage. IWMC and the Government of Prince Edward Island shall be added as insureds under this policy and such insurance shall include, but not be limited to:
 - a) Blanket Written Contractual Liability including this Agreement;
 - b) Personal Injury Liability;

- c) Non-owned Automobile Liability;
- d) Cross-Liability; and
- e) Product and/or Completed Operations.

(ii) Automotive Liability

All vehicles owned, leased, operated, or licensed for use on public highways in the name of the Contractor shall be insured in an amount not less than \$5,000,000.

(iii) Primary Insurance

All of the foregoing insurance policies shall be primary and not require the sharing of any loss by any insurer of IWMC, of the Province nor by any other form of recovery available such as the Provincial Self Insurance and Risk Management Fund.

(iv) Proof of Insurance

A certified copy of the required insurances shall be provided to IWMC along with the Contract Document. Approval by IWMC of any insurance policy of the Contractor shall in no way relieve the Contractor of its obligations to provide the insurance referred to in the Contract nor shall it imply that the policies are in accordance with the terms of this Contract.

- a) All required insurance shall be endorsed to provide IWMC with thirty(30) days advance written notice of cancellation or material change;
- b) The Contractor hereby waives all rights of recourse against IWMC and the Province with regard to damage to the Contractor's property;
- c) The Contract shall require and ensure that each subcontractor maintain liability insurance comparable to that which is required by this Contract.

(v) Right to Review

The policies required by this Contract shall be in a form and with insurers satisfactory to IWMC. IWMC has the right, but not the obligation, to review in any of its offices the originals or certified copies of any or all such insurance policies.

Default of delivery or receipt of the Certificates of Insurances identified above, or any review of the originals or certified copies by, or on behalf of IWMC, shall not be construed as acknowledgement or concurrence that there has been compliance with the terms of this Contract.

10. EXECUTION OF CONTRACT

This Contract shall be carefully examined by the Contractor, who, within 5 business days after receipt of the final Contract will execute and deliver to IWMC all required copies of the Contract together with the required insurance certificates, Occupational Health & Safety Manual, and all the required contract security as outlined and any other information as required by IWMC, all in form and content acceptable to IWMC.

11. **OCCUPATIONAL HEALTH AND SAFETY MANUAL**

The Contractor shall provide IWMC with a copy of its Occupational Health & Safety Program manual prior to the commencement of the term of the Contract. This manual must satisfy the Occupational Health & Safety Act set out by the PEI Workers Compensation Board. Acceptance by the Corporation does not imply that the OH&S manual presented by the Contractor is endorsed or approved by IWMC.

12. **CONTRACT SECURITY**

The Contractor shall provide IWMC with either a Performance Bond, or a Performance Deposit in the form of a Certified Cheque payable to Island Waste Management Corporation in the amount of three hundred and fifty thousand dollars (\$350,000). A Performance Bond shall be provided by a Surety or Insurance Company licensed to do business in the Province of Prince Edward Island, and shall be payable to Island Waste Management Corporation and contain such terms and conditions as are acceptable to IWMC. The premium of said Bond shall be paid by the Contractor and must be provided to IWMC prior to the signing of this Contract. A Performance Deposit shall be invested in a Term Deposit and the interest earned thereon shall be paid to the Contractor on an annual basis. Upon completion of the Contract satisfactory to IWMC, the original deposit and any unpaid interest will be returned to the Contractor.

13. **ARBITRATION**

In the case of any dispute arising between IWMC and the Contractor as to their respective rights and obligations under the Contract, either Party hereto shall be entitled to give the other notice of such dispute and to request arbitration thereof, and the parties may, with respect to the particular matters then in dispute, agree to submit the same to arbitration in accordance with the provisions of The Arbitration Act of Prince Edward Island. Arbitration proceedings shall not take the place until after the completion or alleged completion of work except a) on a question of certificate for payment, or b) in a case where either Party can show that the matter in dispute is of such nature as to require immediate consideration while evidence is available.

14. **INDEPENDENT CONTRACTOR**

It is agreed that the Contractor is and shall be an independent contractor and is not, and shall not represent itself to be, an agent of Her Majesty the Queen, the Government of Prince Edward Island, or IWMC.

15. **IWMC'S RIGHT TO DO WORK**

If, in the opinion of IWMC, the Contractor neglects to execute the work properly or fails to perform any provisions of this Contract, IWMC may, without prejudice to any other right or remedy it may have, immediately make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor including from any surety or bond filed by the Contractor.

16. **WAIVER**

No condoning, excusing or overlooking by IWMC or any person acting on its behalf, on previous occasions, of breaches or defaults similar to that for which any action is taken or power exercised or forfeiture is claimed or enforced against the Contractor shall be taken to operate as a waiver of any provision of this Contract, nor to defeat or prejudice in any way the rights of IWMC hereunder.

17. **GENERAL**

- (i) This Contract shall not be assigned or subcontracted in whole or in part by the Contractor without the prior written consent of IWMC.
- (ii) This Contract shall enure to the benefit of and be binding upon the Parties hereto and, subject to the above assignment and subcontracting clause, their executors, administrators, successors and assigns.
- (iii) This Contract shall be interpreted and applied in accordance with the laws and in the Courts of the Province of Prince Edward Island.
- (iv) This Contract, including all schedules, appendices and attachments, hereto constitutes and expresses the entire agreement of the Parties, and any amendment or addition thereto shall be in writing and signed by the respective Parties.
- (v) The headings are inserted in this Contract for reference only and shall not form part of the Contract.
- (vi) The provisions of this Contract which, by their terms, are intended to survive or which must survive in order to give effect to continuing obligations of the Parties, shall survive the termination or expiration of this Contract.
- (vii) If any provision of this Contract is for any reason invalid, that provision shall be considered separate and severable from this Contract, and the other provisions of this Contract shall remain in force and continue to be binding upon the Parties as though the invalid provision had never been included in this Contract.

IN WITNESS WHEREOF the Parties hereto have executed this Contract as of the date first above written.

SIGNED, SEALED & DELIVERED

In the presence of:

A. Aldershaw

) Island Waste Management Corporation,

)
)
)
)
)
J. Moore
Authorized Signing Officer

SIGNED, SEALED & DELIVERED

In the presence of:

Sandra Clark

) Greenisle Environmental INC.

)
)
)
)
[Signature]
Authorized Signing Officer

[Handwritten initials]

SCHEDULE "A"

**TO CONTRACT
BETWEEN
ISLAND WASTE MANAGEMENT CORPORATION
AND
THE CONTRACTOR**

SCOPE OF WORK

The Contractor is responsible for the curbside collection, processing, marketing and transportation of recyclable material generated by the residential sector on Prince Edward Island. Recyclables include, but are not limited to, items on **ATTACHMENT 2 – IWMC Sorting Guide**. The recyclable materials belong to the Contractor once they are in the collection vehicle.

COLLECTION GUIDELINES

(i) Service Units and Area

All residential properties, including homes of all types, multi-unit apartments, condominiums, cottages, and some churches on Prince Edward Island.

Please refer to **ATTACHMENT 1 – Collection Zones and Schedules** for information on collection zones, housing and cottage counts for each region. These figures include churches approved for collection by IWMC as well as dwellings deemed to require special collection services.

(ii) Cottage Collections

Regular cottage collections begin the week containing June 1 each year and continue until the week containing September 30. IWMC will advise the Contractor each year of the exact collection start and end dates.

The Contractor must be aware that cottage owners in some seasonal subdivisions, collectively, may place their recyclable materials in a general area for multi-cottage collection, and not necessarily at curbside for each cottage.



Please note that a seasonal property with three or more cottages may be exempted from collection services as the owner may opt for this property to be considered a 'business'.

(iii) Extended Cottage Collections

Extended cottage collections are usually scheduled to begin in the week containing May 15 and end the week containing October 31. IWMC will advise the Contractor each year of the exact collection start and end dates.

(iv) Special Services

IWMC approves special residential collection services, which are forwarded to the Contractor. These may include, but are not limited to, approval of churches, and backyard collections for residents with medical or other conditions that limit their ability to place materials curbside. In this case the sorted recyclables would be located in a specific location in very close proximity to the residence (e.g. Recyclables will always be located next to the back door steps). There are approximately 98 backyard collections and 74 church collections.

Upon notification from IWMC, the Contractor must provide these special services collections and keep IWMC (through its Customer Service Center) aware and updated on properties and circumstances which impede or challenge normal collection procedures.

The Contractor will be provided with a list of church and backyard collection locations.

In certain situations, variations to the collection frequency may be agreed upon between the resident and the Contractor, but all such variations must be pre-approved by IWMC.

(v) Monthly Collections:

Collections must follow IWMC's Residential Collection Calendar which is published every 6 months (presently in January and July) and circulated to residents. The Calendar includes alternate collection dates for statutory and "observed" holidays, and the Contractor must adhere to these.

Residential collection is provided on a monthly basis. Contractors are required to travel roads in both directions to collect recyclable materials on both sides of the highway. Under no circumstance shall material be carried across the highway to the collection vehicle. Currently, there are no limits to the amount of materials set out for collection by residential customers.

The contractor must collect all materials which have been approved by IWMC for the recyclable stream, including but not limited to, those included in the Sorting Guide, attached herein as **ATTACHMENT 2 – IWMC Sorting Guide**. It is the Contractor's responsibility to ensure drivers are fully knowledgeable of recyclable sorting requirements, enforcing guidelines and educating residents as part of their daily collection duties, and ensuring its drivers are knowledgeable concerning daily collection schedules and routes.

(vi) **Collection at Multi-Unit Apartments**

Recyclable guidelines require that multiple items such as cardboard be flattened and bundled. In the case of multi-unit apartments and the nature of their residency, this may not be practical or possible. The Contractor is responsible to hand-bomb non-bundled material placed curbside, or in corrals/storage areas or receptacles as part of the collection process for multi-unit dwellings.

(vii) **Collection at Businesses**

Collection will be provided to residential properties only. Contractors must be aware that some properties may include both a business and residential apartment units and/or a business within a residential unit (i.e. farms, in-home business, etc.). In this case, drivers must assess material placed curbside and collect only residential recyclables. IWMC's Customer Service Center will provide confirmation should drivers require clarification on these unique property situations.

(viii) **Road Access and Poor Road Conditions**

The Contractor must travel all roads, both public and approved private, within the service area unless otherwise directed by IWMC. In cases where the regular collection truck cannot safely or easily access a property, the Contractor is required to provide a smaller vehicle at no additional cost to IWMC. This includes, but is not limited to, narrow roadways, driveways, multi-unit properties and private roads.

When the collection schedule is interrupted due to inclement weather, poor road conditions, weight restrictions, blocked vehicle access, or due to any other circumstance not the fault of the resident, an alternate collection must be provided as per procedure outlined under sections missed collections and failure to collect missed collections. There may be circumstances where access to a particular property is impractical. In such cases, IWMC will determine what services will be provided to resolve the issue, following consultation with the Contractor.

CURBSIDE GUIDELINES

(i) **Curbside Placement**

Under program guidelines residents are required to place materials 6 feet from curbside (18 feet in winter and/or winter conditions). This requirement is meant to help limit the distance drivers must walk from the vehicle to collect materials. To avoid potential unreasonable enforcement, the Contractor must use the 6 foot guideline (18 feet in winter) and common sense, taking into account weather conditions and property location. *(Note: Occasionally this has been unreasonably enforced, such as where the materials were refused collection because they were measured to be 6 feet and 4 inches from the curb.)* For clarity, this is a buffer margin for collection requirement under the Contract. Residents will still be instructed to place materials within 6 feet (or 18 feet).

In some circumstances, residents may have secured recyclable materials to prevent them from blowing in the wind (i.e. tied). The Contractors is required to collect this material.

(ii) **Hours of Collection:**

The collection day must commence no earlier than 7 a.m. and finish no later than 6 p.m. All collections shall normally be performed Monday to Friday inclusive, except for alternate collection days (usually Saturday) as required by Statutory Holidays or weather cancellations. Requirements to collect outside of the normal collection hours (7 a.m. to 6 p.m.) must be approved in advance by IWMC. Truck accidents or breakdowns must also be reported to IWMC's Customer Service Center immediately.

(iii) **Materials Placed Curbside**

The Contractor is required to collect items weighing up to 50 lb. and up to 4 ft. dimension in any direction. Residents are encouraged to dismantle bulky or unwieldy items, however such items must be collected if they meet the weight and dimension requirements of the program.

Although collection guidelines state that transparent blue bags must be used for loose recyclables, the Contractor must also collect recyclable material in clear bags so long as they have been placed beside a transparent blue bag. Collection of recyclables in clear bags is not required if no blue bag is also present. A Rejection Sticker (**ATTACHMENT 6 – Drivers Report & Rejection Sticker**) must be affixed when materials are not collected to educate the resident to not use clear bags for recyclables.

Bulky recyclable items and/or cardboard boxes must be collected even if there are no blue bags present.

(iv) **Professionalism**

Drivers are expected to display a professional image because they represent their employer as well as IWMC. They should wear appropriate and non-offensive clothing or uniforms. Contact with residents at curbside must be professional and courteous at all times.

(v) **Storm Days**

The Contractor must provide IWMC with a storm day contact name and telephone number, and this representative must be available by 6 a.m. on the storm day to consult with IWMC regarding when to begin or cancel scheduled collection routes.

In situations where a collection must be cancelled because of inclement weather or poor driving conditions, the Contractor must advise IWMC's Customer Service Center (Supervisor or designated employee) prior to cancellation. An alternate collection date will be determined by IWMC after consultation with the Contractor (which is usually the coming Saturday). IWMC is responsible for publicizing the cancellation and the alternate collection information to the public.

IWMC reserves the right to cancel collections for weather or driving conditions and shall inform the Contractor as soon as possible upon doing so. In situations where the collection in a region has been cancelled for one waste stream (i.e, compost, waste or recyclables) collection of any other waste stream for the same region shall also be cancelled.

In instances where collection commenced but was subsequently cancelled by either the Contractor or IWMC prior to completion of the region, an alternate collection day will be determined by IWMC in consultation with the Contractor, and the entire region will be recollected on the alternate day.

In the event that there is more than one storm during a week, or in cases where there is already a scheduled collection for a region on Saturday, the Contractor must provide all collections on the Saturday of the following week, or on an alternate day as directed by IWMC.

(vi) **Collection Routes**

IWMC has established collection schedules and routes. The Contractor is responsible to educate its drivers concerning daily collection schedules and routes. (ATTACHMENT 1 – Collection Zones and Schedules)

(vii) **Collection Route Changes**

Should the Contractor consider a change to the Collection Schedule to provide more efficient collection service, approval must first be given by IWMC. A lead time of at least 6 weeks is required to revise schedule maps and prepare public notices for affected residents. Direct door-to-door education is the responsibility of the Contractor which will be directed, as part of an overall public relations program for the change, by IWMC. At all times the Contractor and its drivers shall use educational materials for sorting and collection which have been produced and/or approved by IWMC.

(viii) **Collection Transition during Contractor Change**

Prior to the termination of this Contract and/or during a change in Contractors, the Contractor agrees that it will work with IWMC to ensure a transition that has minimal impact on residential dwellers. This may include, but is not limited to, allowing IWMC personnel to ride in collection vehicles, and/or requesting the Contractor provide collection route and truck scheduling to IWMC when requested.

(ix) Missed Collections

Residents must report a missed collection by the end of the second working day following their collection day. IWMC will maintain customer call records, analyze trends, evaluate daily driver reports and determine the validity of missed collection reports. Missed collections relayed by the Customer Service Center to the Contractor must be collected prior to the end of the second working day following notification to the Contractor.

(x) Failure to Collect Missed Collections

Failure to collect a missed collection within the required timeframe above may result in the charge by IWMC, in its sole discretion, of a service fee of \$60/household for non-service and to help offset IWMC's administration and service costs to collect. Service fees will be deducted from monthly payments to the Contractor.

In the event that a collection is delayed due to extenuating circumstances such as road conditions, low branches or electrical wires, limited turning area, or road construction, the two day return time limit may be expanded. The Contractor must notify IWMC's Customer Service Center with the details for the delay, along with an estimated time of when the collection will be completed. IWMC retains the right to approve or reject the time limit extension, with reference to and consideration of the circumstances.

(xi) Failure to Collect - Route or partial Route

It is the responsibility of the Contractor to acquire, maintain and manage the appropriate resources (equipment and personnel) to ensure collection on each scheduled day as stipulated in the Contract.

In instances where the Contractor fails to collect a route, or partial route, on a scheduled collection day for any reason other than weather or road conditions as set under section Storm Days, or for extenuating circumstances not approved by IWMC, and/or not collected within two days following the missed collections, IWMC may, in its sole discretion, deduct payment to the Contractor for the monthly cost per household for the total of properties missed. Such fee will be deducted from the account of the Contractor and be calculated as:

The annual collection rate for that region divided by 12 and multiplied by the number of residences missed.

(xii) Curbside Inspections and Education

The Waste Watch Program is an integral part of IWMC's solid waste management for Prince Edward Island. The Contractor and its drivers play a vital role in ongoing education. Education of the residents must be part of the driver's daily routine. Accordingly, the Contractor must ensure drivers inspect materials placed curbside for collection to determine they meet IWMC's sorting guidelines. An effective education campaign will assist with the program's integrity, ensure that residents make correct sorting decisions in the future, and will assist the Contractor in the marketing of the materials collected.

IWMC has a Compliance Technician who conducts curbside monitoring and education. From time to time, IWMC may have the Compliance Technician ride along with the drivers to help educate the drivers on proper curbside assessments. The Contractor will cooperate with this program.

Drivers must inspect recyclable materials placed curbside in accordance with IWMC's Sorting Guide. Materials sorted within 95% of requirements must be collected. Materials determined to be contaminated by more than 5% may be rejected, and left curbside, in which case IWMC-provided rejection stickers (**ATTACHMENT 6 – Drivers Report & Rejection Sticker**) must be affixed to the rejected materials indicating the reason for the rejection (usually in ticked boxes but written out if not one of the tick-box options apply), clearly provided so the customer can understand and be educated as to how to sort better. Only IWMC approved stickers may be used to reject and educate Customers. It is the Contractor's responsibility to ensure each driver maintains an adequate supply of Rejection Stickers.

In cases where it is both a waste/compost cart collection day and a recyclables collection day in a particular route(s) and there are blue bags placed beside the waste/compost cart, it is the responsibility of the recyclables collection driver to inspect and collect or reject the materials in blue bags.

(xiii) Driver's Reports

When material is rejected for collection because it does not meet collection sorting guidelines, the driver must record this information on the Driver's Daily Report Form (**ATTACHMENT 6 – Driver's Report & Rejection Sticker**). The information shall include the civic address and the reason for the rejection of the recyclable materials.

Driver's Reports must be sent (faxed or emailed) to IWMC's Customer Service Center each day in a legible condition. It must be received by 8 a.m. the following working day after the route was collected.

(xiv) Material Left Curbside without Rejection Stickers

For the purposes of this Contract, bags and materials left curbside without a Rejection Sticker will be deemed by IWMC to be a missed collection. In this case, the procedures outlined in sections Missed Collections and Failure to Collect Missed Collections will be applied. The Contractor shall return to the address within two working days to either collect the materials, or to apply a Rejection Sticker in accordance with the requirements under Curbside Inspections and Education.

(xv) Special Education Campaigns

Waste Watch Program guidelines may change from time to time and/or new programs may be implemented. When directed by IWMC, the Contractor may be required to distribute educational material to individual customers in conjunction with the collection service. IWMC will supply the materials and provide direction on the distribution/education strategy.

(xvi) Employee and Driver Training

The Contractor shall ensure that drivers of collection vehicles are adequately trained, are familiar with collection routes and schedules, are able to write in English in a legible manner, possess a valid driver's license of the appropriate class, and operate equipment in a safe, effective and skilled manner.

IWMC reserves the right to schedule meetings with the Contractor and/or its drivers to resolve issues, provide information, or communicate changes. Drivers must attend all driver meetings scheduled by IWMC. No compensation from IWMC to the Contractor will be provided for such meetings.

COMMUNICATION

The Contractor shall designate a dispatch office where a representative is available and able to respond to daily communications from IWMC's Customer Service Center. This aids with the efficient resolution of collection-related complaints and concerns. The dispatch office must have a functioning telephone, internet access, email and a fax machine.

The Contractor must equip all collection vehicles with communication equipment to provide for immediate communication between the dispatch office and the vehicle throughout the province.

EQUIPMENT

The Contractor will provide its Equipment List which shall include the original number of Primary and Spare collection vehicles supplied to perform the collection for the collection Contract. At any time after the beginning of the Contractor's operations, and at no additional cost to IWMC, IWMC reserves the right to instruct the Contractor to increase the number of collection vehicles (which meet the above primary vehicle standards) to ensure adequate performance. The Contractor will be required to supply whatever additional collection vehicles are necessary to adequately handle monthly and/or seasonal variations in the amount of materials placed for collection. It shall be the Contractor's responsibility to provide for adequate fleet to reflect growth in serviced units and seasonal fluctuations in amount of materials to meet the requirements of the Contract.

The collection vehicles are to be properly constructed and maintained to eliminate the escape of materials from the vehicle onto the road or street during the performance of the Contract. It is the Contractor's responsibility to immediately clean up any debris caused as a result of spillage or escape from the collection vehicles. Open-top container loads such as those associated with the Saturday drop-off locations, must be secured and covered in accordance with the Highway Safety Act.

All equipment supplied by the Contractor must be kept clean at all times. All equipment shall be regularly washed. The equipment shall be well maintained, mechanically and operationally sound, clean, rust and dent free in appearance, painted in the Contractor's company colours to the satisfaction of IWMC upon commencement of this Contract and on a regular basis thereafter as may reasonably be required to maintain its appearance to the satisfaction of IWMC. Vehicles that are losing paint or have rust on a visible portion of their surface will be required to be repainted.

All vehicles supplied in the performance of this Contract shall be equipped with strobe warning

lights, back up beepers and/or any other safety features as required by applicable legislation for safe operation of the vehicle. The lights shall be operating at all times during collection operations.

Collection vehicles must be equipped with appropriate emergency fire extinguishing apparatus, oil-absorbing agent, clean-up equipment for debris spillage including broom and shovel, and display on rear panels or other such prominent location a sign indicating that "THIS VEHICLE MAKES FREQUENT STOPS".

IWMC reserves the right to require the Contractor to install GPS units (or any such similar equipment) in its vehicles with a connection to IWMC to allow tracking. Should this occur, IWMC will negotiate with the Contractor to offset associated costs.

(i) Vehicle Inspection

IWMC or its designate may choose to inspect the collection equipment of the Contractor at any time, and the Contractor is required to immediately deliver the vehicle to a designated inspection facility as instructed by IWMC.

(ii) Messaging on Contractor's Vehicles

No advertising may be carried on the equipment; except the name of the Contractor and business telephone number which shall be affixed upon all equipment and such other information as may be permitted by IWMC.

IWMC reserves the right to place messaging on the Contractor's collection vehicles promoting IWMC's solid waste resource management programs and services. If requested, the Contractor will place such appropriately designed and sized labels, signs or decals on each collection vehicle as directed by IWMC. Any and all costs of such messaging shall be borne by IWMC.

REPORTING REQUIREMENTS

Material generated by the business sector (including farms, home-based businesses, etc.) shall not to be collected under this Contract. The Contractor (through its drivers) must report immediately to IWMC's Customer Service Center any suspected abuse of collection services encountered curbside.

Drivers' Reports must be faxed or emailed to IWMC's Customer Service Center by 8 a.m. the following working day after the collection day.

The Contractor must report to IWMC the following information in a prescribed format determined by IWMC which forms part of the Contract:

- a) Monthly tonnages for materials received on Saturday recyclables drop-off locations at Charlottetown, Summerside and Montague, or surrounding areas, covered by the Contract, and segregated by location;
- b) Monthly tonnages transported from IWMC's WWDCs for the Saturday recyclables drop offs, by WWDC location;
- c) Monthly tonnages for material collected curbside, segregated by zone or region;
- d) Annually, by March 31st of the following calendar year a report of recyclable materials processed and sent to market, by category, as required to be submitted with

the request to renew the Permit to Operate with the Department of Communities, Land and Environment.

For the monthly reporting required under a), b) and c) above, the reporting shall be provided no later than the **last day of the month** following the month being reported.

In instances where the Contractor has not provided the required reports to IWMC within the required time, IWMC may, in its sole discretion, charge the Contractor for each unfiled complete report an administration fee of \$500 on the day following the filing deadline day, and a further \$500 for each subsequent full month until the filing is received by IWMC. Such administrative fee for late filing will be deducted from any amount otherwise owing to the Contractor and payable under this Contract.

SATURDAY MORNING DROP-OFF LOCATIONS

The Contractor shall provide containers and staff at drop-off locations where residents can drop off, free of charge, household recyclable materials each Saturday from 8:00 a.m. until noon. This includes locations in the Charlottetown, Summerside, and Montague or surrounding areas. The Contractor must also supply collection containers at IWMC's WWDCs and transport them as required. IWMC provides staffing for the WWDCs.

PROCESSING OF RECYCLABLES

The Contractor shall process the recyclables for market. Collected materials must be processed on a timely basis to preclude the stockpiling of unprocessed materials.

MARKETING AND TRANSPORTATION OF RECYCLABLES

The Contractor shall market and transport the processed recyclables. The marketing of processed recyclables must be ongoing to preclude the stockpiling of materials which are ready for shipment.

The risk and cost associated with the marketing and disposal of processed materials along with the disposal of unsuitable or rejected materials from processing are fully and exclusively to be borne by the Contractor.

YEAR 1

YEAR 1	<u>Base Number</u>	<u>Unit Price Per Year</u>	<u>Total Amount</u>
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West Prince Region:

Residences	5,126	\$ 31.61 =	\$ 162,032.86
*Cottages	711	\$ 31.61 =	\$ 22,474.71
**Extended Cottages	41	\$ 31.61 =	\$ 1,296.01

East Prince Region:

Residences	14,667	\$ 26.61 =	\$ 390,288.87
*Cottages	1,756	\$ 26.61 =	\$ 46,727.16
**Extended Cottages	160	\$ 26.61 =	\$ 4,257.60

Central Region:

Residences	12,677	\$ 23.61 =	\$ 299,303.97
*Cottages	3,036	\$ 23.61 =	\$ 71,679.96
**Extended Cottages	287	\$ 23.61 =	\$ 6,776.07

Capital Region:

Residences	23,689	\$ 20.61 =	\$ 488,230.29
*Cottages	178	\$ 20.61 =	\$ 3,668.58
**Extended Cottages	17	\$ 20.61 =	\$ 350.37

Eastern Region:

Residences	8,814	\$ 26.61 =	\$ 234,540.54
*Cottages	2,006	\$ 26.61 =	\$ 53,379.66
**Extended Cottages	186	\$ 26.61 =	\$ 4,949.46

Saturday Mornings - 52 Annual Drop-off and Haul Locations - 8:00 AM - 12:00 Noon

Charlottetown area	Total price per year	=	\$ 25,460.05
Summerside area	Total price per year	=	\$ 13,625.05
Montague area	Total price per year	=	\$ 11,060.04

Saturday Mornings - IWMC WWDC's Drop-off locations Supply and Haul Containers as required (52 per hauls per year)

WWDC	Unit Price			
Brockton	230.50	x52	=	\$ 11,986.00
EPWMF	230.50	x52	=	\$ 11,986.00
New London	203.00	x52	=	\$ 10,556.00
Murray River	148.00	x52	=	\$ 7,696.00
Dingwells Mills	230.50	x52	=	\$ 11,986.00

(A) Total Year 1 = \$ 1,894,311.25

*Cottages - collection is provided for 4 months

** Extended Cottages - collection is provided for 5.5 to 6 months

Note: For this RFP, the Unit Price and Total Amount should not include HST.

YEAR 2

YEAR 2	<u>Base Number</u>	<u>Unit Price Per Year</u>	<u>Total Amount</u>
<u>West Prince Region:</u>			
Residences	5,126	\$ 31.61 =	\$ 162,032.86
*Cottages	711	\$ 31.61 =	\$ 22,474.71
**Extended Cottages	41	\$ 31.61 =	\$ 1,296.01
<u>East Prince Region:</u>			
Residences	14,667	\$ 26.61 =	\$ 390,288.87
*Cottages	1,756	\$ 26.61 =	\$ 46,727.16
**Extended Cottages	160	\$ 26.61 =	\$ 4,257.60
<u>Central Region:</u>			
Residences	12,677	\$ 23.61 =	\$ 299,303.97
*Cottages	3,036	\$ 23.61 =	\$ 71,679.96
**Extended Cottages	287	\$ 23.61 =	\$ 6,776.07
<u>Capital Region:</u>			
Residences	23,689	\$ 20.61 =	\$ 488,230.29
*Cottages	178	\$ 20.61 =	\$ 3,668.58
**Extended Cottages	17	\$ 20.61 =	\$ 350.37
<u>Eastern Region:</u>			
Residences	8,814	\$ 26.61 =	\$ 234,540.54
*Cottages	2,006	\$ 26.61 =	\$ 53,379.66
**Extended Cottages	186	\$ 26.61 =	\$ 4,949.46
<u>Saturday Mornings - 52 Annual Drop-off and Haul Locations - 8:00 AM - 12:00 Noon</u>			
Charlottetown area	Total price per year	=	\$ 25,538.00
Summerside area	Total price per year	=	\$ 13,707.40
Montagué area	Total price per year	=	\$ 11,137.39
<u>Saturday Mornings - IWMC WWDC's Drop-off locations Supply and Haul Containers as required (52 per hauls per year)</u>			
<u>WWDC</u>	<u>Unit Price</u>		
Brockton	230.50	x52 =	\$ 11,986.00
EPWMF	230.50	x52 =	\$ 11,986.00
New London	203.00	x52 =	\$ 10,556.00
Murray River	148.00	x52 =	\$ 7,696.00
Dingwells Mills	230.50	x52 =	\$ 11,986.00
(B) Total Year 2			= \$ <u>1,894,548.90</u>

*Cottages - collection is provided for 4 months

** Extended Cottages - collection is provided for 5.5 to 6 months

Note: For this RFP, the Unit Price and Total Amount should not include HST.

YEAR 3

YEAR 3	<u>Base Number</u>	<u>Unit Price Per Year</u>	<u>Total Amount</u>
<u>West Prince Region:</u>			
Residences	5,126	\$ 31.61 = \$	162,032.86
*Cottages	711	\$ 31.61 = \$	22,474.71
**Extended Cottages	41	\$ 31.61 = \$	1,296.01
<u>East Prince Region:</u>			
Residences	14,667	\$ 26.61 = \$	390,288.87
*Cottages	1,756	\$ 26.61 = \$	46,727.16
**Extended Cottages	160	\$ 26.61 = \$	4,257.60
<u>Central Region:</u>			
Residences	12,677	\$ 23.61 = \$	299,303.97
*Cottages	3,036	\$ 23.61 = \$	71,679.96
**Extended Cottages	287	\$ 23.61 = \$	6,776.07
<u>Capital Region:</u>			
Residences	23,689	\$ 20.61 = \$	488,230.29
*Cottages	178	\$ 20.61 = \$	3,668.58
**Extended Cottages	17	\$ 20.61 = \$	350.37
<u>Eastern Region:</u>			
Residences	8,814	\$ 26.61 = \$	234,540.54
*Cottages	2,006	\$ 26.61 = \$	53,379.66
**Extended Cottages	186	\$ 26.61 = \$	4,949.46
<u>Saturday Mornings - 52 Annual Drop-off and Haul Locations - 8:00 AM - 12:00 Noon</u>			
Charlottetown area	Total price per year	= \$	25,621.02
Summerside area	Total price per year	= \$	13,792.02
Montague area	Total price per year	= \$	11,212.01
<u>Saturday Mornings - IWMC WWDC's Drop-off locations Supply and Haul Containers as required (52 per hauls per year)</u>			
<u>WWDC</u>	<u>Unit Price</u>		
Brockton	230.50	x52 = \$	11,986.00
EPWMF	230.50	x52 = \$	11,986.00
New London	203.00	x52 = \$	10,556.00
Murray River	148.00	x52 = \$	7,696.00
Dingwells Mills	230.50	x52 = \$	11,986.00
(C) Total Year 3			= \$ <u>1,894,791.16</u>

*Cottages - collection is provided for 4 months

** Extended Cottages - collection is provided for 5.5 to 6 months

Note: For this RFP, the Unit Price and Total Amount should not include HST.

YEAR 4

YEAR 4	Base Number	Unit Price Per Year	Total Amount
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West Prince Region:

Residences	5,126	\$ 32.12 =	\$ 164,647.12
*Cottages	711	\$ 32.12 =	\$ 22,837.32
**Extended Cottages	41	\$ 32.12 =	\$ 1,316.92

East Prince Region:

Residences	14,667	\$ 27.04 =	\$ 396,595.68
*Cottages	1,756	\$ 27.04 =	\$ 47,482.24
**Extended Cottages	160	\$ 27.04 =	\$ 4,326.40

Central Region:

Residences	12,677	\$ 23.98 =	\$ 303,994.46
*Cottages	3,036	\$ 23.98 =	\$ 72,803.28
**Extended Cottages	287	\$ 23.98 =	\$ 6,882.26

Capital Region:

Residences	23,689	\$ 20.94 =	\$ 496,047.66
*Cottages	178	\$ 20.94 =	\$ 3,727.32
**Extended Cottages	17	\$ 20.94 =	\$ 355.98

Eastern Region:

Residences	8,814	\$ 27.04 =	\$ 238,330.56
*Cottages	2,006	\$ 27.04 =	\$ 54,242.24
**Extended Cottages	186	\$ 27.04 =	\$ 5,029.44

Saturday Mornings - 52 Annual Drop-off and Haul Locations - 8:00 AM - 12:00 Noon

Charlottetown area	Total price per year	=	\$ 26,005.21
Summerside area	Total price per year	=	\$ 14,014.21
Montague area	Total price per year	=	\$ 11,393.20

Saturday Mornings - IWMC WWDC's Drop-off locations Supply and Haul Containers as required (52 per hauls per year)

WWDC	Unit Price			
Brockton	234.18	x52	=	\$ 12,177.36
EPWMF	234.18	x52	=	\$ 12,177.36
New London	206.25	x52	=	\$ 10,725.00
Murray River	150.37	x52	=	\$ 7,819.24
Dingwells Mills	234.18	x52	=	\$ 12,177.36

(D) Total Year 4 = \$ 1,925,107.82

*Cottages - collection is provided for 4 months

** Extended Cottages - collection is provided for 5.5 to 6 months

Note: For this RFP, the Unit Price and Total Amount should not include HST.

YEAR 5

YEAR 5	<u>Base Number</u>	<u>Unit Price Per Year</u>	<u>Total Amount</u>
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West Prince Region:

Residences	5,126	\$	32.63	=	\$	167,261.38
*Cottages	711	\$	32.63	=	\$	23,199.93
**Extended Cottages	41	\$	32.63	=	\$	1,337.83

East Prince Region:

Residences	14,667	\$	27.47	=	\$	402,902.49
*Cottages	1,756	\$	27.47	=	\$	48,237.32
**Extended Cottages	160	\$	27.47	=	\$	4,395.20

Central Region:

Residences	12,677	\$	24.36	=	\$	308,811.72
*Cottages	3,036	\$	24.36	=	\$	73,956.96
**Extended Cottages	287	\$	24.36	=	\$	6,991.32

Capital Region:

Residences	23,689	\$	21.28	=	\$	504,101.92
*Cottages	178	\$	21.28	=	\$	3,787.84
**Extended Cottages	17	\$	21.28	=	\$	361.76

Eastern Region:

Residences	8,814	\$	27.47	=	\$	242,120.58
*Cottages	2,006	\$	27.47	=	\$	55,104.82
**Extended Cottages	186	\$	27.47	=	\$	5,109.42

Saturday Mornings - 52 Annual Drop-off and Haul Locations - 8:00 AM - 12:00 Noon

Charlottetown area	Total price per year	=	\$	26,433.62
Summerside area	Total price per year	=	\$	14,250.62
Montague area	Total price per year	=	\$	11,587.62

Saturday Mornings - IWMC/WWDC's Drop-off locations Supply and Haul Containers as required (52 per hauls per year)

WWDC	Unit Price				
Brockton	237.92	x52	=	\$	12,372
EPWMF	237.92	x52	=	\$	12,372
New London	209.55	x52	=	\$	10,897
Murray River	152.78	x52	=	\$	7,945
Dingwells Mills	237.93	x52	=	\$	12,372

(E) Total Year 5 = \$ 1,955,909.55

*Cottages - collection is provided for 4 months

** Extended Cottages - collection is provided for 5.5 to 6 months

Note: For this RFP, the Unit Price and Total Amount should not include HST.

YEAR 6

YEAR 6	Base Number	Unit Price Per Year	Total Amount
<u>West Prince Region:</u>			
Residences	5,126	\$ 33.15 = \$	169,926.90
*Cottages	711	\$ 33.15 = \$	23,569.65
**Extended Cottages	41	\$ 33.15 = \$	1,359.15
<u>East Prince Region:</u>			
Residences	14,667	\$ 27.91 = \$	409,355.97
*Cottages	1,756	\$ 27.91 = \$	49,009.96
**Extended Cottages	160	\$ 27.91 = \$	4,465.60
<u>Central Region:</u>			
Residences	12,677	\$ 24.75 = \$	313,755.75
*Cottages	3,036	\$ 24.75 = \$	75,141.00
**Extended Cottages	287	\$ 24.75 = \$	7,103.25
<u>Capital Region:</u>			
Residences	23,689	\$ 21.62 = \$	512,156.18
*Cottages	178	\$ 21.62 = \$	3,848.36
**Extended Cottages	17	\$ 21.62 = \$	367.54
<u>Eastern Region:</u>			
Residences	8,814	\$ 27.91 = \$	245,998.74
*Cottages	2,006	\$ 27.91 = \$	55,987.46
**Extended Cottages	186	\$ 27.91 = \$	5,191.26
<u>Saturday Mornings - 52 Annual Drop-off and Haul Locations - 8:00 AM - 12:00 Noon</u>			
Charlottetown area	Total price per year	= \$	26,859.07
Summerside area	Total price per year	= \$	14,481.13
Montague area	Total price per year	= \$	11,775.53
<u>Saturday Mornings - JWMC WWDC's Drop-off locations Supply and Haul Containers as required (52 per hauls per year)</u>			
WWDC	Unit Price		
Brockton	241.72	x52 = \$	12,569
EPWMP	241.72	x52 = \$	12,569
New London	212.90	x52 = \$	11,071
Murray River	155.22	x52 = \$	8,071
Dingwells Mills	241.74	x52 = \$	12,570
(F) Total Year 6			= \$ 1,987,204.10

*Cottages - collection is provided for 4 months

** Extended Cottages - collection is provided for 5.5 to 6 months

Note: For this RFP, the Unit Price and Total Amount should not include HST.

YEAR 7

YEAR 7	<u>Base Number</u>	<u>Unit Price Per Year</u>		<u>Total Amount</u>
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West Prince Region:

Residences	5,126	\$ 33.68	= \$	172,643.68
*Cottages	711	\$ 33.68	= \$	23,946.48
**Extended Cottages	41	\$ 33.68	= \$	1,380.88

East Prince Region:

Residences	14,667	\$ 28.36	= \$	415,956.12
*Cottages	1,756	\$ 28.36	= \$	49,800.16
**Extended Cottages	160	\$ 28.36	= \$	4,537.60
			= \$	-

Central Region:

Residences	12,677	\$ 25.15	= \$	318,826.55
*Cottages	3,036	\$ 25.15	= \$	76,355.40
**Extended Cottages	287	\$ 25.15	= \$	7,218.05

Capital Region:

Residences	23,689	\$ 21.97	= \$	520,447.33
*Cottages	178	\$ 21.97	= \$	3,910.66
**Extended Cottages	17	\$ 21.97	= \$	373.49

Eastern Region:

Residences	8,814	\$ 28.35	= \$	249,876.90
*Cottages	2,006	\$ 28.35	= \$	56,870.10
**Extended Cottages	186	\$ 28.35	= \$	5,273.10

Saturday Mornings - 52 Annual Drop-off and Haul Locations - 8:00 AM - 12:00 Noon

Charlottetown area	Total price per year	= \$	27,025.10
Summerside area	Total price per year	= \$	14,647.10
Montague area	Total price per year	= \$	11,941.07

Saturday Mornings - IWMC WWDC's Drop-off locations Supply and Haul Containers as required (52 per hauls per year)

WWDC	Unit Price			
Brockton	249.59	x52	= \$	12,979
EPWMP	245.59	x52	= \$	12,771
New London	216.31	x52	= \$	11,248
Murray River	157.70	x52	= \$	8,200
Dingwells Mills	245.61	x52	= \$	12,772

(G) Total Year 7 = \$ 2,018,999.37

*Cottages - collection is provided for 4 months

** Extended Cottages - collection is provided for 5.5 to 6 months

Note: For this RFP, the Unit Price and Total Amount should not include HST.

TOTAL PRICING

A	Year 1	\$	1,894,311.25
B	Year 2		1,894,548.90
C	Year 3		1,894,791.16
D	Year 4		1,925,107.82
E	Year 5		1,955,909.55
F	Year 6		1,987,204.10
G	Year 7		2,018,999.37

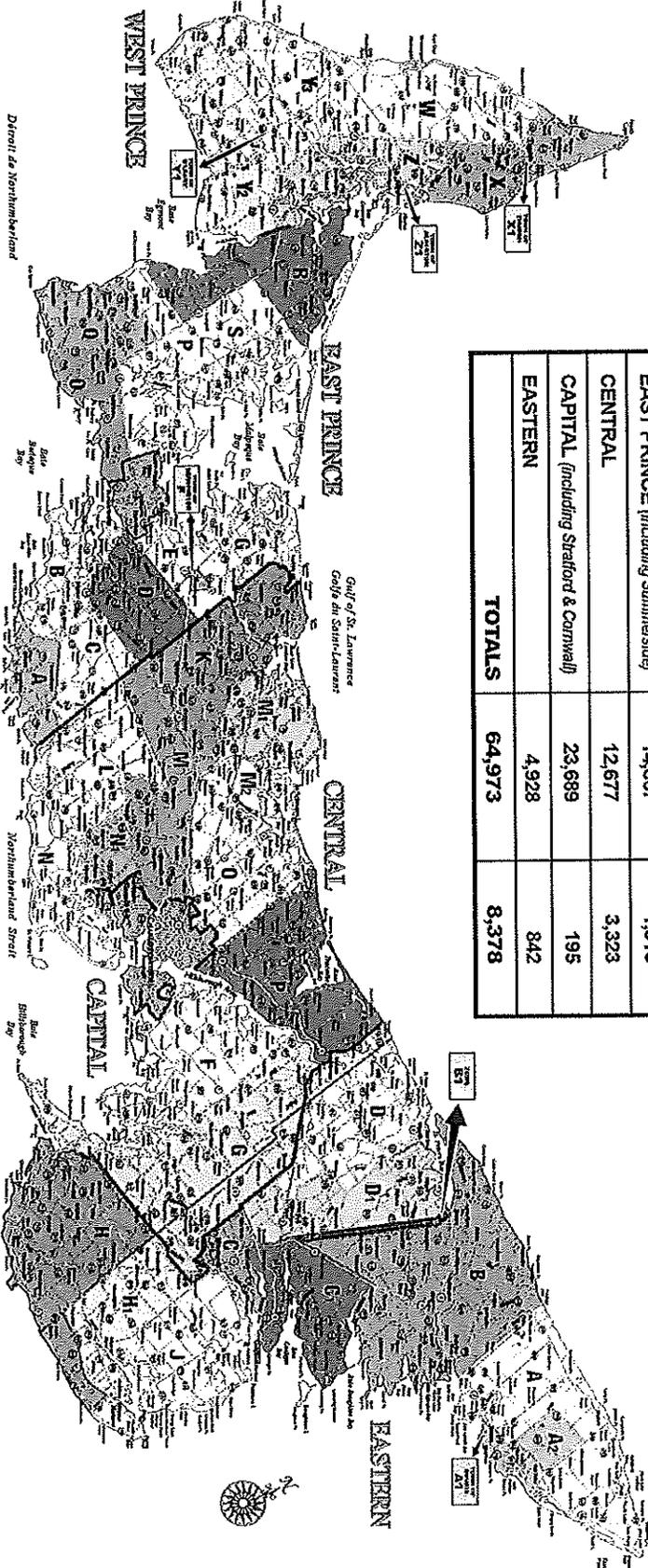
Total seven (7) year price

\$ 13,570,872.15

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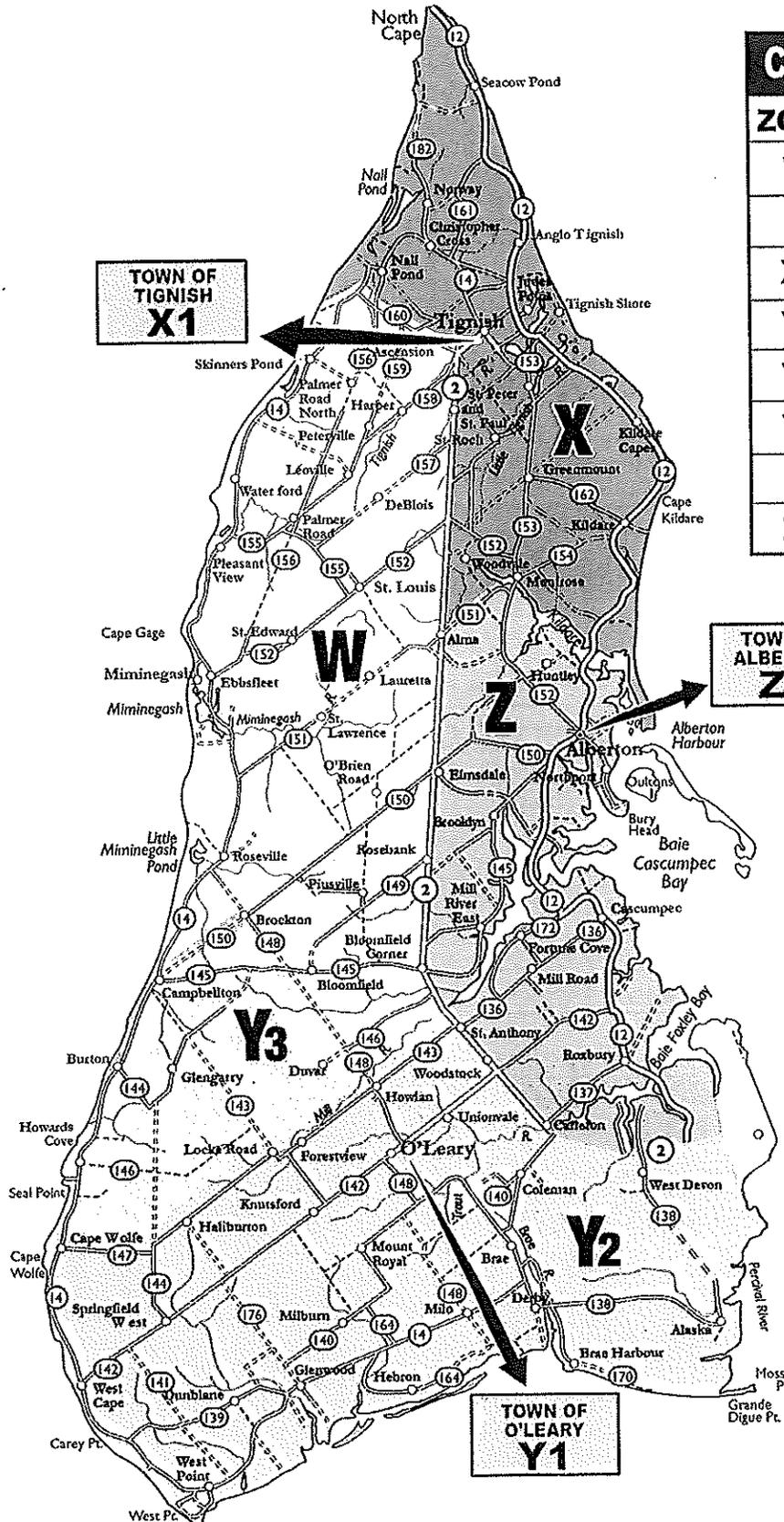
ATTACHMENT #1 – COLLECTION ZONES & SCHEDULES

COLLECTION ZONES AND HOUSEHOLD COUNTS



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WEST PRINCE REGION

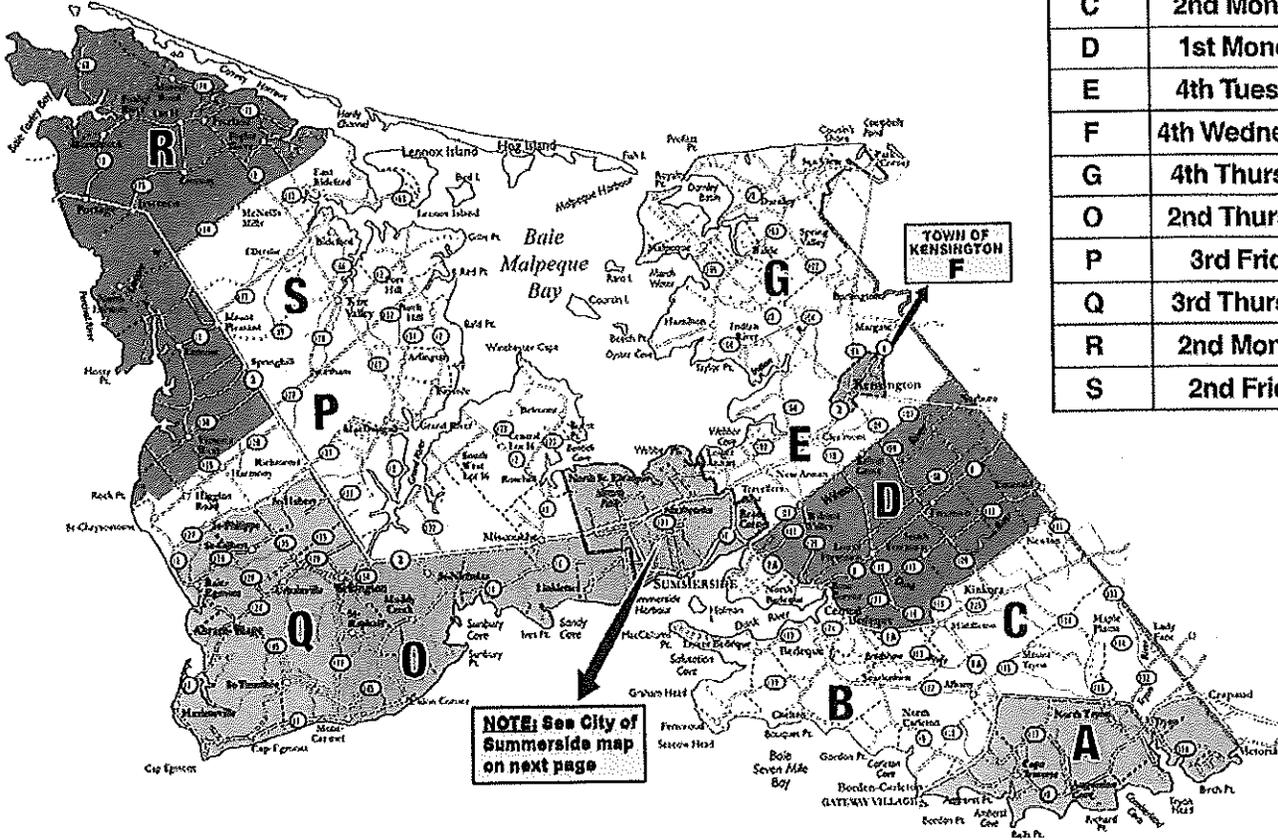


COLLECTION DAYS	
ZONES	RECYCLABLES
W	4th Monday
X	4th Friday
X1	4th Thursday
Y1	3rd Wednesday
Y2	3rd Monday
Y3	3rd Monday
Z	3rd Tuesday
Z1	3rd Thursday

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EAST PRINCE REGION

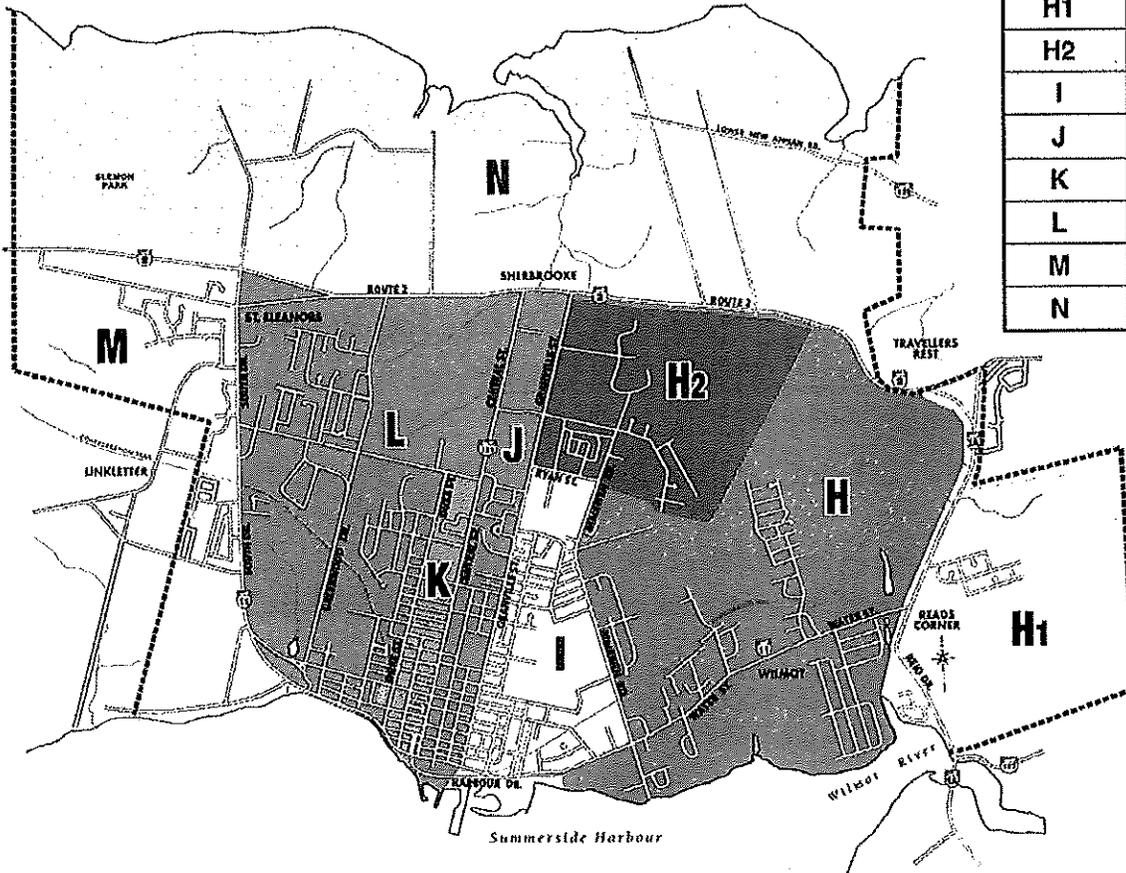
COLLECTION DAYS	
ZONES	RECYCLABLES
A	2nd Friday
B	1st Friday
C	2nd Monday
D	1st Monday
E	4th Tuesday
F	4th Wednesday
G	4th Thursday
O	2nd Thursday
P	3rd Friday
Q	3rd Thursday
R	2nd Monday
S	2nd Friday



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SUMMERSIDE REGION

COLLECTION DAYS	
ZONES	RECYCLABLES
H	1st Thursday
H1	4th Tuesday
H2	2nd Wednesday
I	3rd Wednesday
J	2nd Wednesday
K	1st Wednesday
L	1st Tuesday
M	2nd Tuesday
N	2nd Tuesday

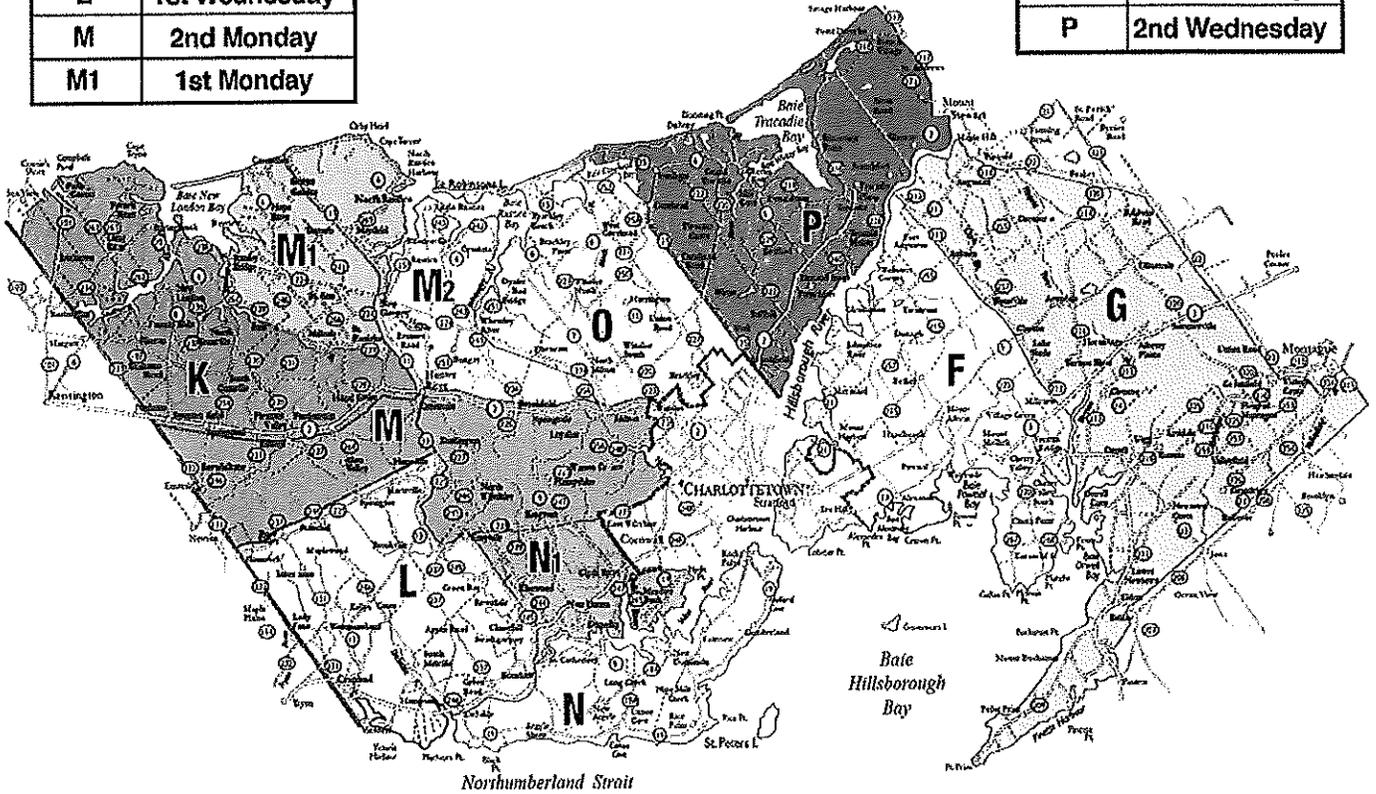


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COLLECTION DAYS	
ZONES	RECYCLABLES
F	4th Tuesday
G	4th Wednesday
K	1st Tuesday
L	1st Wednesday
M	2nd Monday
M1	1st Monday

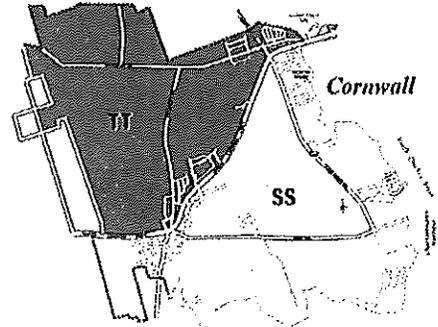
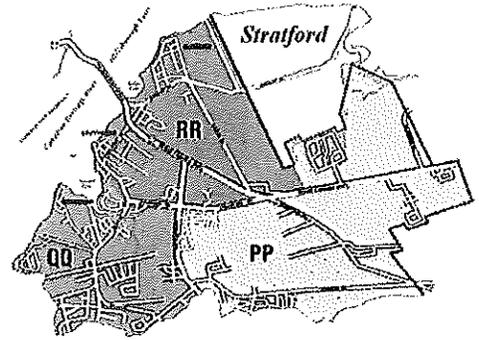
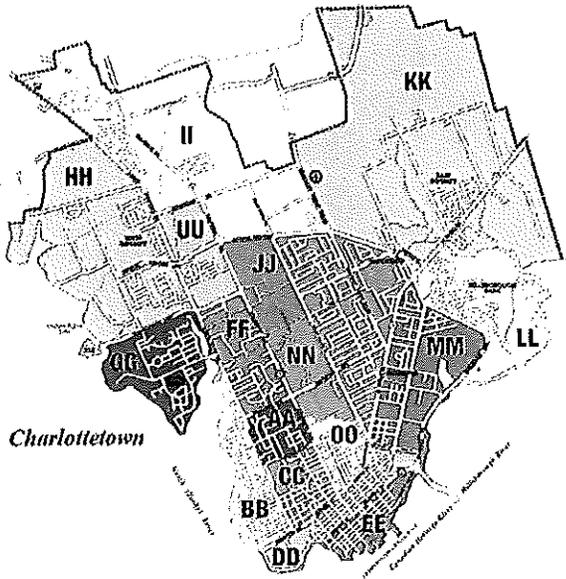
CENTRAL REGION

COLLECTION DAYS	
ZONES	RECYCLABLES
M2	1st Thursday
N	1st Friday
N1	2nd Thursday
O	2nd Tuesday
P	2nd Wednesday



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CAPITAL REGION



COLLECTION DAYS	
ZONES	RECYCLABLES
AA	1st Monday
BB	1st Tuesday
CC	1st Wednesday
DD	1st Thursday
EE	1st Friday
FF	2nd Monday
GG	2nd Tuesday
HH	2nd Wednesday

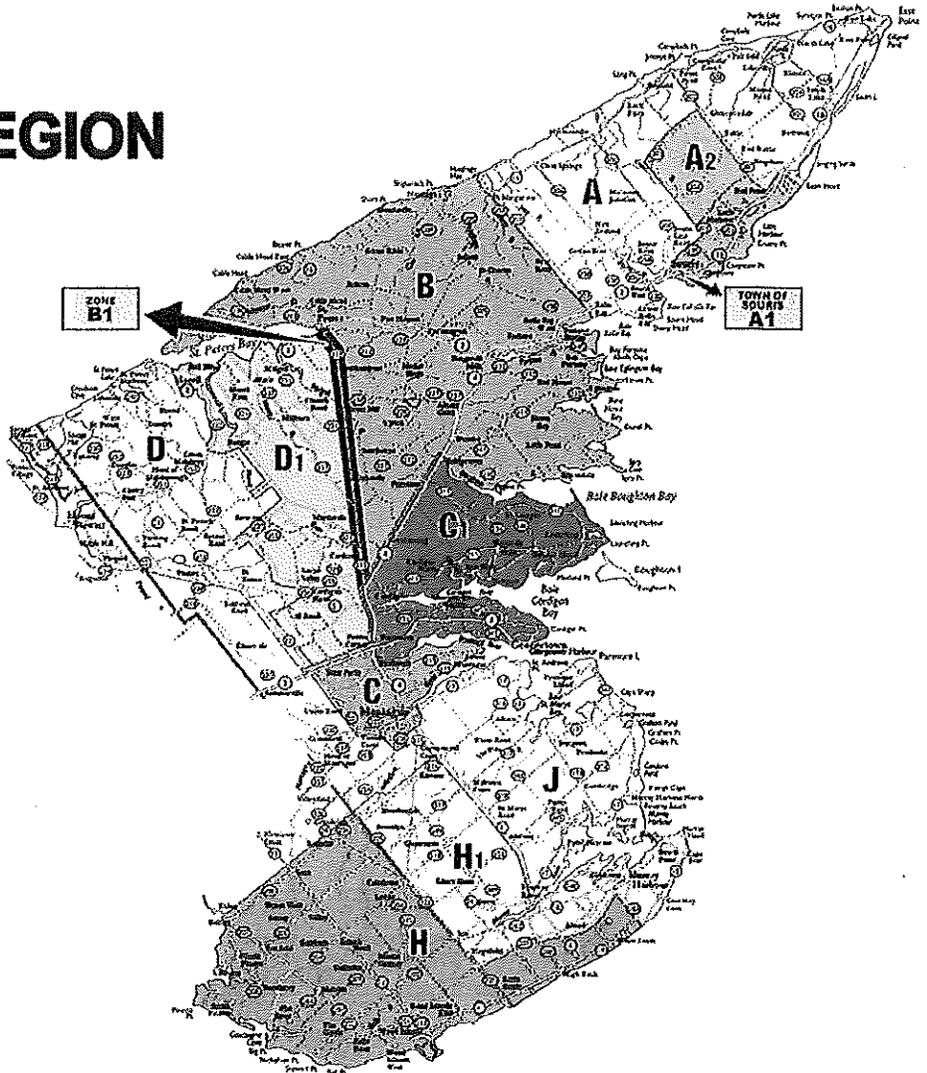
COLLECTION DAYS	
ZONES	RECYCLABLES
II	2nd Thursday
JJ	2nd Friday
KK	3rd Monday
LL	3rd Tuesday
MM	3rd Wednesday
NN	3rd Thursday
OO	3rd Friday
UU	2nd Thursday

COLLECTION DAYS	
ZONES	RECYCLABLES
PP	4th Monday
QQ	4th Tuesday
RR	4th Wednesday
SS	4th Thursday
TT	4th Friday

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EASTERN REGION

COLLECTION DAYS	
ZONES	RECYCLABLES
A	3rd Tuesday
A1	2nd Friday
A2	3rd Tuesday
B	3rd Wednesday
B1	3rd Wednesday
C	3rd Thursday
C1	3rd Monday
D	3rd Friday
D1	3rd Friday
H	4th Thursday
H1	4th Monday
J	4th Friday



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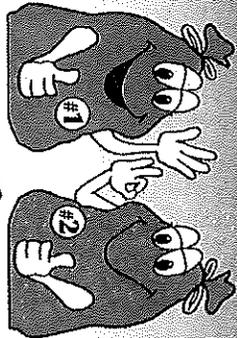


SORTING GUIDE

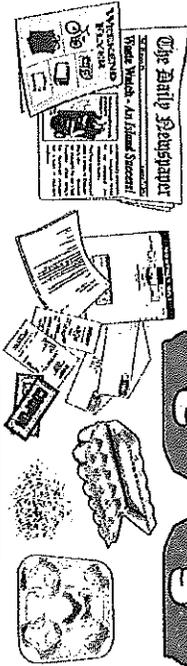
Customer Service: 1-888-280-8111
Interactive Sorting Guide: www.iwmc-pe.ca

RECYCLABLES

- USE BLUE TRANSPARENT BAGS ONLY!
- Recyclables must be clean and dry
- Please ensure bags are tied securely



BLUE BAG #1



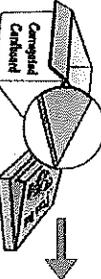
BLUE BAG #2



PLACE THE ITEMS LISTED BELOW BESIDE YOUR BLUE BAGS

CORRUGATED CARDBOARD

(Collapsed & banded)



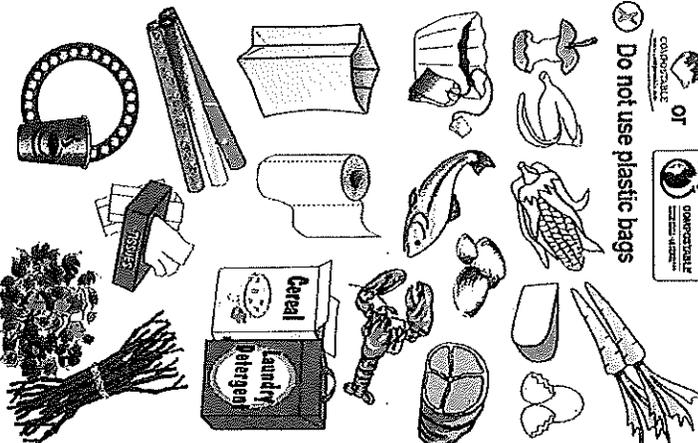
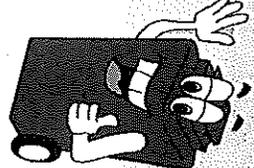
LARGE METAL ITEMS

- bundle multiple items (tent poles, curtain rods, etc.)
- less than 4 feet & 50 lbs
- dismantle large items
- no propane cylinders, tanks or items containing Freon



COMPOST

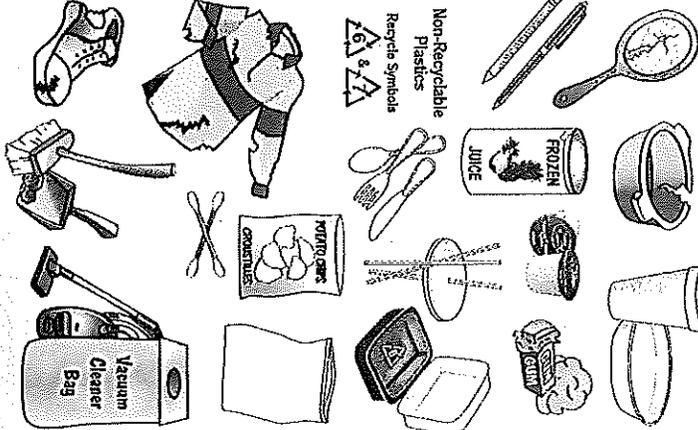
- NO BAG IS BEST!
- If bags are necessary:
 - paper bags are preferred
 - film compostable bags must be identified by
- Do not use plastic bags



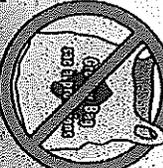
NO Plastic
NO Metal
NO Glass
IN COMPOST CART

WASTE

- NO BAG IS BEST!
- If bags are necessary:
 - use clear, transparent bags
 - No blue bags
 - No solid-coloured bags



DO NOT USE
solid-coloured
shopping bags
FOR WASTE MATERIAL



SPECIAL DISPOSAL

NEVER COLLECTED IN CARTS, BLUE BAGS,
DUMPSTERS OR DURING SPRING/FALL CLEANUP!!

ITEM	DESCRIPTION	FREE HOMEOWNERS	DISPOSAL OPTIONS FOR BUSINESSES
Batteries	Rechargeable and non-rechargeable batteries (i.e. AAA, AA, C, D, button type, lithium, etc.) and items such as disposable flashlights where the battery cannot be removed.	Place in battery recycling containers found at most grocery stores or Waste Watch Drop-Off Center	Visit www.cal2recycle.ca for packaging directions and to set up your own FREE program. May also be taken FREE to a Waste Watch Drop-Off Center (if packaged properly).
Cell Phones	Any type 	Visit www.recyclamylcell.ca for drop-off locations or take to a Waste Watch Drop-Off Center	Visit www.recyclamylcell.ca for drop-off locations or take FREE to a Waste Watch Drop-Off Center
Household Hazardous Waste (HHW)	<ul style="list-style-type: none"> fuel (gasoline, kerosene, etc.) silicone, caulking, adhesives pesticides, herbicides, insecticides items with mercury aerosol cans (with contents) cosmetics & personal care products pet medications 	Waste Watch Drop-Off Center - Must be in sealed original container. Jerry cans (or other containers) used for transporting must be left behind with contents	Businesses must dispose of hazardous material through a hazardous waste carrier
Ink Cartridges	Laser or ink jet 	Accepted at most electronic retailers or Waste Watch Drop-Off Center	Accepted at most electronic retailers or use hazardous waste carrier
Large Bulky Furniture	Material larger than 4 ft. or heavier than 50 lb. such as sofas, tables, china cabinets, mattresses, patio furniture, etc.	Waste Watch Drop-Off Center 	Waste Watch Drop-Off Center - Waste disposal fee will apply
Propane Tanks	30 lb. or less Over 30 lb.	Propane dealer OR Waste Watch Drop-Off Center Propane dealer	Propane dealer OR Waste Watch Drop-Off Center Propane dealer
Tires	MUST be removed from rims 	Waste Watch Drop-Off Center	Return to place of purchase or Waste Watch Drop-Off Center FREE
White Goods	Appliances (stoves, washers, dishwashers, hot water heating tanks, etc.)	Waste Watch Drop-Off Center 	Waste Watch Drop-Off Center - FREE
Electronics	Televisions, computers, audio equipment, cameras, home theatres, etc.	Waste Watch Drop-Off Center	Waste Watch Drop-Off Center - FREE
Lead Acid Batteries	Any size 	Accepted at place of purchase, scrap metal dealers or at Waste Watch Drop-Off Center	Visit www.canadianbatteryassociation.ca for drop-off locations. Also accepted FREE at Waste Watch Drop-Off Centers.
Light Bulbs	All lights that can be removed from fixture, i.e. Fluorescent (CFLs, linear, u-tubes, etc.), high intensity bulbs, LEDs, halogens, incandescents	Waste Watch Drop-Off Center 	See www.lightrecycle.ca for locations or Waste Watch Drop-Off Center - FREE (call in advance for more than 16 bulbs)
Medications	Prescriptions, over-the-counter drugs (pain & cold medications, etc.), natural health products (vitamins & mineral supplements, etc.)	Participating pharmacies (see www.healthsteward.ca)	Hazardous waste carrier 
Motor Oil / Automotive Antifreeze	Oil fluids, containers, & oil filters; automotive antifreeze fluids and containers; aerosol containers for propelled lubricant and brake cleaner	Return to a collection facility (see www.soghuoma.com) or to a Waste Watch Drop-Off Center	Return to a collection facility (see www.soghuoma.com) or Waste Watch Drop-Off Center - FREE
Needles / Syringes	Needles, syringes, needle tips, lancets, insulin pens, and other sharps 	Pick up free sharps container at participating pharmacies (www.healthsteward.ca). When container is full, return to pharmacy for disposal	See www.iwmc.pe.ca (Interactive Sorting Guide) for options
Paint Products	Paints, stains, etc. AND empty paint containers 	Waste Watch Drop-Off Center	Waste Watch Drop-Off Center - FREE (see www.regeneration.ca for guidelines/limits)

ADDITIONAL SORTING INFORMATION: www.iwmc.pe.ca or 1-888-280-8111



ATTACHMENT 3 - VOLUMES OF MATERIALS

The volumes below are based on information provided by the current contact holder. Based on historical data provided by this party, the following represents the volume of various material types that have typically been collected on an annual basis from IWMC's residential customers.

Please note: IWMC does not warrant the accuracy of this third-party-supplied data.

Material Type	Annual Volume (Metric Tonnes)
Cardboard	780
News Print	2,330
PET plastic	300
#2 Plastic Natural	270
#2 Plastic Colored	260
Tubs and lids	300
Office paper	130
Glass	610
Tin	410
Gable top	200
Grocery Carry Out	390
Metal	350
PEI Deposit and Return containers	* \$242,000 redeemed in materials

*Represents the current revenue of refundable beverage containers that are removed from recyclables collected by the current contractor and redeemed under the PEI Beverage Container Program. This number includes volumes from both residential and commercial customers.



ATTACHMENT 4 – CONTRACTOR / DRIVER COLLECTION EXPECTATIONS

The Contractor is responsible for the curbside collection, processing, marketing and transportation of recyclable material generated by the residential sector on Prince Edward Island. Recyclables include, but are not limited to, items on **ATTACHMENT 2 – IWMC Sorting Guide**. The recyclable materials belong to the Contractor once they are in the collection vehicle.

COLLECTION GUIDELINES

Service Units and Area

All residential properties, including homes of all types, multi-unit apartments, condominiums, cottages, and some churches on Prince Edward Island.

Please refer to **ATTACHMENT 1 – Collection Zones and Schedules** for information on collection zones, housing and cottage counts for each region. These figures include churches approved for collection by IWMC as well as dwellings deemed to require special collection services.

Cottage Collections

Regular cottage collections begin the week containing June 1 each year and continue until the week containing September 30. IWMC will advise the Contractor each year of the exact collection start and end dates.

The Contractor must be aware that cottage owners in some seasonal subdivisions, collectively, may place their recyclable materials in a general area for multi-cottage collection, and not necessarily at curbside for each cottage.

Please note that a seasonal property with three or more cottages may be exempted from collection services as the owner may opt for this property to be considered a 'business'.

Extended Cottage Collections

Extended cottage collections are usually scheduled to begin in the week containing May 15 and end the week containing October 31. IWMC will advise the Contractor each year of the exact collection start and end dates.

Special Services

IWMC approves special residential collection services, which are forwarded to the Contractor. These may include, but are not limited to, approval of churches, and backyard collections for residents with medical or other conditions that limit their ability to place materials curbside. In this case the sorted recyclables would be located in a specific location in very close proximity to the residence (e.g. Recyclables will always be located next to the back door steps). There are approximately 98 backyard collections and 74 church collections.

Upon notification from IWMC, the Contractor must provide these special services collections and keep IWMC (through its Customer Service Center) aware and updated on properties and circumstances which impede or challenge normal collection procedures.

The Contractor will be provided with a list of church and backyard collection locations.

In certain situations, variations to the collection frequency may be agreed upon between the

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resident and the Contractor, but all such variations must be pre-approved by IWMC.

Monthly Collections:

Collections must follow IWMC's Residential Collection Calendar which is published every 6 months (presently in January and July) and circulated to residents. The Calendar includes alternate collection dates for statutory and "observed" holidays, and the Contractor must adhere to these.

Residential collection is provided on a monthly basis. Contractors are required to travel roads in both directions to collect recyclable materials on both sides of the highway. Under no circumstance shall material be carried across the highway to the collection vehicle. Currently, there are no limits to the amount of materials set out for collection by residential customers.

The contractor must collect all materials which have been approved by IWMC for the recyclable stream, including but not limited to, those included in the Sorting Guide, attached herein as **ATTACHMENT 2 – IWMC Sorting Guide**. It is the Contractor's responsibility to ensure drivers are fully knowledgeable of recyclable sorting requirements, enforcing guidelines and educating residents as part of their daily collection duties, and ensuring its drivers are knowledgeable concerning daily collection schedules and routes.

Collection at Multi-Unit Apartments

Recyclable guidelines require that multiple items such as cardboard be flattened and bundled. In the case of multi-unit apartments and the nature of their residency, this may not be practical or possible. The Contractor is responsible to hand-bomb non-bundled material placed curbside, or in corrals/storage areas or receptacles as part of the collection process for multi-unit dwellings.

Collection at Businesses

Collection will be provided to residential properties only. Contractors must be aware that some properties may include both a business and residential apartment units and/or a business within a residential unit (i.e. farms, in-home business, etc.). In this case, drivers must assess material placed curbside and collect only residential recyclables. IWMC's Customer Service Center will provide confirmation should drivers require clarification on these unique property situations.

Road Access and Poor Road Conditions

The Contractor must travel all roads, both public and approved private, within the service area unless otherwise directed by IWMC. In cases where the regular collection truck cannot safely or easily access a property, the Contractor is required to provide a smaller vehicle at no additional cost to IWMC. This includes, but is not limited to, narrow roadways, driveways, multi-unit properties and private roads.

When the collection schedule is interrupted due to inclement weather, poor road conditions, weight restrictions, blocked vehicle access, or due to any other circumstance not the fault of the resident, an alternate collection must be provided as per procedure outlined under sections missed collections and failure to collect missed collections. There may be circumstances where access to a particular property is impractical. In such cases, IWMC will determine what services will be provided to resolve the issue, following consultation with the Contractor.

CURBSIDE GUIDELINES

Curbside Placement

Under program guidelines residents are required to place materials 6 feet from curbside (18 feet in winter and/or winter conditions). This requirement is meant to help limit the distance drivers must walk from the vehicle to collect materials. To avoid potential unreasonable enforcement, the Contractor must use the 6 foot guideline (18 feet in winter) and common sense, taking into account weather conditions and property location. *(Note: Occasionally this has been unreasonably enforced, such as where the materials were refused collection because they were measured to be 6 feet and 4 inches from the curb.)* For clarity, this is a buffer margin for collection requirement under the Contract. Residents will still be instructed to place materials within 6 feet (or 18 feet).

In some circumstances, residents may have secured recyclable materials to prevent them from blowing in the wind (i.e. tied). The Contractors is required to collect this material.

Hours of Collection:

The collection day must commence no earlier than 7 a.m. and finish no later than 6 p.m. All collections shall normally be performed Monday to Friday inclusive, except for alternate collection days (usually Saturday) as required by Statutory Holidays or weather cancellations. Requirements to collect outside of the normal collection hours (7 a.m. to 6 p.m.) must be approved in advance by IWMC. Truck accidents or breakdowns must also be reported to IWMC's Customer Service Center immediately.

Materials Placed Curbside

The Contractor is required to collect items weighing up to 50 lb. and up to 4 ft. dimension in any direction. Residents are encouraged to dismantle bulky or unwieldy items, however such items must be collected if they meet the weight and dimension requirements of the program.

Although collection guidelines state that transparent blue bags must be used for loose recyclables, the Contractor must also collect recyclable material in clear bags so long as they have been placed beside a transparent blue bag. Collection of recyclables in clear bags is not required if no blue bag is also present. A Rejection Sticker (**ATTACHMENT 6 – Drivers Report & Rejection Sticker**) must be affixed when materials are not collected to educate the resident to not use clear bags for recyclables.

Bulky recyclable items and/or cardboard boxes must be collected even if there are no blue bags present.

Professionalism

Drivers are expected to display a professional image because they represent their employer as well as IWMC. They should wear appropriate and non-offensive clothing or uniforms. Contact with residents at curbside must be professional and courteous at all times.

Storm Days

The Contractor must provide IWMC with a storm day contact name and telephone number, and this representative must be available by 6 a.m. on the storm day to consult with IWMC regarding when to begin or cancel scheduled collection routes.

4


In situations where a collection must be cancelled because of inclement weather or poor driving conditions, the Contractor must advise IWMC's Customer Service Center (Supervisor or designated employee) prior to cancellation. An alternate collection date will be determined by IWMC after consultation with the Contractor (which is usually the coming Saturday). IWMC is responsible for publicizing the cancellation and the alternate collection information to the public.

IWMC reserves the right to cancel collections for weather or driving conditions and shall inform the Contractor as soon as possible upon doing so. In situations where the collection in a region has been cancelled for one waste stream (i.e, compost, waste or recyclables) collection of any other waste stream for the same region shall also be cancelled.

In instances where collection commenced but was subsequently cancelled by either the Contractor or IWMC prior to completion of the region, an alternate collection day will be determined by IWMC in consultation with the Contractor, and the entire region will be recollected on the alternate day.

In the event that there is more than one storm during a week, or in cases where there is already a scheduled collection for a region on Saturday, the Contractor must provide all collections on the Saturday of the following week, or on an alternate day as directed by IWMC.

Collection Routes

IWMC has established collection schedules and routes. The Contractor is responsible to educate its drivers concerning daily collection schedules and routes. **(ATTACHMENT 1 – Collection Zones and Schedules)**

Collection Route Changes

Should the Contractor consider a change to the Collection Schedule to provide more efficient collection service, approval must first be given by IWMC. A lead time of at least 6 weeks is required to revise schedule maps and prepare public notices for affected residents. Direct door-to-door education is the responsibility of the Contractor which will be directed, as part of an overall public relations program for the change, by IWMC.

At all times the Contractor and its drivers shall use educational materials for sorting and collection which have been produced and/or approved by IWMC.

Collection Transition during Contractor Change

Prior to the termination of this Contract and/or during a change in Contractors, the Contractor agrees that it will work with IWMC to ensure a transition that has minimal impact on residential dwellers. This may include, but is not limited to, allowing IWMC personnel to ride in collection vehicles, and/or requesting the Contractor provide collection route and truck scheduling to IWMC when requested.

Missed Collections

Residents must report a missed collection by the end of the second working day following their collection day. IWMC will maintain customer call records, analyze trends, evaluate daily driver reports and determine the validity of missed collection reports. Missed collections relayed by the Customer Service Center to the Contractor must be collected prior to the end of the second working day following notification to the Contractor.

Failure to Collect Missed Collections

Failure to collect a missed collection within the required timeframe above may result in the charge by IWMC, in its sole discretion, of a service fee of \$60/household for non-service and to help offset IWMC's administration and service costs to collect. Service fees will be deducted from monthly payments to the Contractor.

In the event that a collection is delayed due to extenuating circumstances such as road conditions, low branches or electrical wires, limited turning area, or road construction, the two day return time limit may be expanded. The Contractor must notify IWMC's Customer Service Center with the details for the delay, along with an estimated time of when the collection will be completed. IWMC retains the right to approve or reject the time limit extension, with reference to and consideration of the circumstances.

Failure to Collect - Route or partial Route

It is the responsibility of the Contractor to acquire, maintain and manage the appropriate resources (equipment and personnel) to ensure collection on each scheduled day as stipulated in the Contract.

In instances where the Contractor fails to collect a route, or partial route, on a scheduled collection day for any reason other than weather or road conditions as set under section Storm Days, or for extenuating circumstances not approved by IWMC, and/or not collected within two days following the missed collections, IWMC may, in its sole discretion, deduct payment to the Contractor for the monthly cost per household for the total of properties missed. Such fee will be deducted from the account of the Contractor and be calculated as:

The annual collection rate for that region divided by 12 and multiplied by the number of residences missed.

Curbside Inspections and Education

The Waste Watch Program is an integral part of IWMC's solid waste management for Prince Edward Island. The Contractor and its drivers play a vital role in ongoing education. Education of the residents must be part of the driver's daily routine. Accordingly, the Contractor must ensure drivers inspect materials placed curbside for collection to determine they meet IWMC's sorting guidelines. An effective education campaign will assist with the program's integrity, ensure that residents make correct sorting decisions in the future, and will assist the Contractor in the marketing of the materials collected.

IWMC has a Compliance Technician who conducts curbside monitoring and education. From time to time, IWMC may have the Compliance Technician ride along with the drivers to help educate the drivers on proper curbside assessments. The Contractor will cooperate with this program.

Drivers must inspect recyclable materials placed curbside in accordance with IWMC's Sorting Guide. Materials sorted within 95% of requirements must be collected. Materials determined to be contaminated by more than 5% may be rejected, and left curbside, in which case IWMC-provided rejection stickers (**ATTACHMENT 6 – Drivers Report & Rejection Sticker**) must be affixed to the rejected materials indicating the reason for the rejection (usually in ticked boxes but written out if not one of the tick-box options apply), clearly provided so the customer can understand and be educated as to how to sort better. Only IWMC approved stickers may be used to reject and educate Customers. It is the Contractor's responsibility to ensure each

driver maintains an adequate supply of Rejection Stickers.

In cases in where it is both a waste/compost cart collection day and a recyclables collection day in a particular route(s) and there are blue bags placed beside the waste/compost cart, it is the responsibility of the recyclables collection driver to inspect and collect or reject the materials in blue bags.

Driver's Reports

When material is rejected for collection because it does not meet collection sorting guidelines, the driver must record this information on the Drivers Daily Report Form (**ATTACHMENT 6 – Drivers Report & Rejection Sticker**). The information shall include the civic address and the reason for the rejection of the recyclable materials.

Drivers Reports must be sent (faxed or emailed) to IWMC's Customer Service Center each day in a legible condition. It must be received by 8 a.m. the following working day after the route was collected.

Material Left Curbside without Rejection Stickers

For the purposes of this Contract, bags and materials left curbside without a Rejection Sticker will be deemed by IWMC to be a missed collection. In this case, the procedures outlined in sections Missed Collections and Failure to Collect Missed Collections will be applied. The Contractor shall return to the address within two working days to either collect the materials, or to apply a Rejection Sticker in accordance with the requirements under Curbside Inspections and Education.

Special Education Campaigns

Waste Watch Program guidelines may change from time to time and/or new programs may be implemented. When directed by IWMC, the Contractor may be required to distribute educational material to individual customers in conjunction with the collection service. IWMC will supply the materials and provide direction on the distribution/education strategy.

Employee and Driver Training

The Contractor shall ensure that drivers of collection vehicles are adequately trained; are familiar with collection routes and schedules, are able to write in English in a legible manner, possess a valid driver's license of the appropriate class, and operate equipment in a safe, effective and skilled manner.

IWMC reserves the right to schedule meetings with the Contractor and/or its drivers to resolve issues, provide information, or communicate changes. Drivers must attend all driver meetings scheduled by IWMC. No compensation from IWMC to the Contractor will be provided for such meetings.

COMMUNICATION

The Contractor shall designate a dispatch office where a representative is available and able to respond to daily communications from IWMC's Customer Service Center. This aids with the efficient resolution of collection-related complaints and concerns. The dispatch office must have a functioning telephone, internet access, email and a fax machine.

The Contractor must equip all collection vehicles with communication equipment to provide for



immediate communication between the dispatch office and the vehicle throughout the province.

EQUIPMENT

The Contractor will provide its Equipment List which shall include the original number of Primary and Spare collection vehicles supplied to perform the collection for the collection Contract. At any time after the beginning of the Contractor's operations, and at no additional cost to IWMC, IWMC reserves the right to instruct the Contractor to increase the number of collection vehicles (which meet the above primary vehicle standards) to ensure adequate performance. The Contractor will be required to supply whatever additional collection vehicles are necessary to adequately handle monthly and/or seasonal variations in the amount of materials placed for collection. It shall be the Contractor's responsibility to provide for adequate fleet to reflect growth in serviced units and seasonal fluctuations in amount of materials to meet the requirements of the Contract.

The collection vehicles are to be properly constructed and maintained to eliminate the escape of materials from the vehicle onto the road or street during the performance of the Contract. It is the Contractor's responsibility to immediately clean up any debris caused as a result of spillage or escape from the collection vehicles. Open-top container loads such as those associated with the Saturday drop-off locations, must be secured and covered in accordance with the Highway Safety Act.

All equipment supplied by the Contractor must be kept clean at all times. All equipment shall be regularly washed. The equipment shall be well maintained, mechanically and operationally sound, clean, rust and dent free in appearance, painted in the Contractor's company colours to the satisfaction of IWMC upon commencement of this Contract and on a regular basis thereafter as may reasonably be required to maintain its appearance to the satisfaction of IWMC. Vehicles that are losing paint or have rust on a visible portion of their surface will be required to be repainted.

All vehicles supplied in the performance of this Contract shall be equipped with strobe warning lights, back up beepers and/or any other safety features as required by applicable legislation for safe operation of the vehicle. The lights shall be operating at all times during collection operations.

Collection vehicles must be equipped with appropriate emergency fire extinguishing apparatus, oil-absorbing agent, clean-up equipment for debris spillage including broom and shovel, and display on rear panels or other such prominent location a sign indicating that **"THIS VEHICLE MAKES FREQUENT STOPS"**.

IWMC reserves the right to require the Contractor to install GPS units (or any such similar equipment) in its vehicles with a connection to IWMC to allow tracking. Should this occur, IWMC will negotiate with the Contractor to offset associated costs.

Vehicle Inspection

IWMC or its designate may choose to inspect the collection equipment of the Contractor at any time, and the Contractor is required to immediately deliver the vehicle to a designated inspection facility as instructed by IWMC.

Messaging on Contractor's Vehicles

No advertising may be carried on the equipment; except the name of the Contractor and business telephone number which shall be affixed upon all equipment, and such other information as may be permitted by IWMC.



IWMC reserves the right to place messaging on the Contractor's collection vehicles promoting IWMC's solid waste resource management programs and services. If requested, the Contractor will place such appropriately designed and sized labels, signs or decals on each collection vehicle as directed by IWMC. Any and all costs of such messaging shall be borne by IWMC.

REPORTING REQUIREMENTS

Material generated by the business sector (including farms, home-based businesses, etc.) shall not be collected under this Contract. The Contractor (through its drivers) must report immediately to IWMC's Customer Service Center any suspected abuse of collection services encountered curbside.

Drivers' Reports must be faxed or emailed to IWMC's Customer Service Center by 8 a.m. the following working day after the collection day.

The Contractor must report to IWMC the following information in a prescribed format determined by IWMC which forms part of the Contract:

- a) Monthly tonnages for materials received on Saturday recyclables drop-off locations at Charlottetown, Summerside and Montague, or surrounding areas, covered by the Contract, and segregated by location;
- b) Monthly tonnages transported from IWMC's WWDCs for the Saturday recyclables drop offs, by WWDC location;
- c) Monthly tonnages for material collected curbside, segregated by zone or region;
- d) Annually, by March 31st of the following calendar year a report of recyclable materials processed and sent to market, by category, as required to be submitted with the request to renew the Permit to Operate with the Department of Communities, Land and Environment.

For the monthly reporting required under a), b) and c) above, the reporting shall be provided no later than the **last day of the month** following the month being reported.

In instances where the Contractor has not provided the required reports to IWMC within the required time, IWMC may, in its sole discretion, charge the Contractor for each unfiled complete report an administration fee of \$500 on the day following the filing deadline day, and a further \$500 for each subsequent full month until the filing is received by IWMC. Such administrative fee for late filing will be deducted from any amount otherwise owing to the Contractor and payable under this Contract.

SATURDAY MORNING DROP-OFF LOCATIONS

The Contractor shall provide containers and staff at drop-off locations where residents can drop off, free of charge, household recyclable materials each Saturday from 8:00 a.m. until noon. This includes locations in the Charlottetown, Summerside, and Montague or surrounding areas. The Contractor must also supply collection containers at IWMC's WWDCs and transport them as required. IWMC provides staffing for the WWDCs.



PROCESSING OF RECYCLABLES

The Contractor shall process the recyclables for market. Collected materials must be processed on a timely basis to preclude the stockpiling of unprocessed materials.

MARKETING AND TRANSPORTATION OF RECYCLABLES

The Contractor shall market and transport the processed recyclables. The marketing of processed recyclables must be ongoing to preclude the stockpiling of materials which are ready for shipment.

The risk and cost associated with the marketing and disposal of processed materials along with the disposal of unsuitable or rejected materials from processing are fully and exclusively to be borne by the Contractor.

ATTACHMENT 5 – RESIDENTIAL COLLECTION CALENDAR

2018 WASTE WATCH RESIDENTIAL COLLECTION CALENDAR

CAPITAL AND WEST PRINCE

THESE REGIONS ONLY

WEST PRINCE

CAPITAL

Green Squares = COMPOST DAY Black Squares = WASTE DAY

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	★					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	★	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	★

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

HOLIDAY ALTERNATE COLLECTIONS:
 New Year's Day Sat., JAN. 6
 Islander Day Sat., FEB. 24
 Good Friday Sat., MAR. 31

CHRISTMAS TREE PICKUP
 Place trees at curb by 7 a.m. on Monday, Jan. 8th. Contact NVMC by Jan. 16th if your tree was missed.

COLLECTION SUSPENSION FOR EXCESS YARD & GARDEN DEBRIS:
 From April 9th until Spring Cleanup is complete.

SPRING CLEANUP:
 Place material curbside by 7 a.m. on:
 ♻️ Yard Debris Mon., MAY 7
 ♻️ Waste Mon., MAY 14
 ♻️ Yard Debris Mon., MAY 21
 Not necessarily collected on curd day.

COTTAGE COLLECTION: MAY 28 - SEPTEMBER 28
 Extended service available May 14th to October 16th. (A fee will apply) Contact NVMC to register.

STORM DAY COLLECTION:
 www.hwc.pa.ca | ☎️ at NVMC PEI • 1-888-280-8111

MY COLLECTION DAYS:
 Curb: _____
 Recyclables & Metals (monthly): _____

For more information:
 www.hwc.pa.ca • 1-888-280-8111

2018 WASTE WATCH RESIDENTIAL COLLECTION CALENDAR

EASTERN, CENTRAL AND EAST PRINCE

THESE REGIONS ONLY

EAST PRINCE

CENTRAL

EASTERN

Green Squares = COMPOST DAY Black Squares = WASTE DAY

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	★					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	★	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	★

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

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 Curb: _____
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For more information:
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REJECTED RECYCLABLE MATERIALS

Civic Address: _____

(Please re-sort material for next collection.)

1	Use Transparent Blue Bags .	
2	Material is not clean and/or dry.	
3	Unsafe disposal of Needles/Sharps . (Call IWMC for info)	
4	Recyclables are contained inside non-transparent bags. (Contents cannot be inspected)	
5	Corrugated Cardboard must be flattened, bundled & tied. Bundles must be 4 ft. or less in any dimension and weigh less than 80 lbs.	
6	Contains Boxboard i.e. tissue box, detergent box, cereal box, etc. (Place in GREEN Compost Cart)	
7	Contains Non-Recyclable Paper i.e. tissue paper, paper towels, wallpaper, paper bags/tubs, etc. (Place in GREEN Compost Cart)	
8	Contains other Waste or Compostable items. (Place in appropriate cart)	
9	Metals must be 4 ft. or less in any dimension and weigh less than 80 lbs. (Please dismantle larger metal items)	
10	Other	

Thank you for your participation.

This sticker is part of our ongoing education process.

Contact IWMC for more information at
toll free 1-888-280-8111 or www.iwmc.pe.ca

NOV 10

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