

REPORT TO COUNTY COUNCIL

Contract Award – Supply and Distribution of Curbside Collection Containers

To: Warden and Members of County Council

From: Director of Public Works

RECOMMENDATIONS

1. That County Council approve the contract award to Orbis Canada Limited for the supply and distribution of curbside collection containers in the amount of \$1,497,046 (excluding HST);
2. And further, that Schedule “A” to By-law 4889-2007, being a by-law to impose fees and charges for services provided by the County of Oxford that are not covered through direct taxation, be amended effective June 11, 2025, as outlined in this report to reflect container pricing obtained through the competitive bid process;
3. And further, that County Council authorize the Chief Administrative Officer and the Director of Public Works to execute all documents related hereto.

REPORT HIGHLIGHTS

- The purpose of this report is to obtain County Council approval to award the supply and distribution of curbside collection containers for Source Separated Organics (SSO) and Non-Eligible Sourced (NES) recycling to Orbis Canada Limited as the preferred Vendor with the highest scoring submission following the Request for Proposal (RFP) evaluation process.
- Container procurement is part of SSO and NES recycling program implementation and will include container distribution in Q4 2025 for the City of Woodstock and the Township of South-West Oxford (Phase 1) and in Q1 2027 for the remaining six Area Municipalities (Phase 2).
- All properties currently receiving municipal garbage collection will also receive SSO collection services as part of the program rollout. Each single-family dwelling (including applicable commercial properties) will receive one 45L green bin and one kitchen container at no cost. Multi-residential properties will receive green bins and kitchen containers for

each unit at no cost but may be required to purchase a larger SSO bin for communal use depending on the number of units.

- Participating NES recycling properties will have the option of purchasing a 360L grey colour coded container or use their existing recycling container that is identified with an NES program eligibility sticker. Only NES properties will be required to have a new 360L recycling bin if they choose to participate.

IMPLEMENTATION POINTS

Following County Council approval, a contract will be executed with Orbis Canada Limited for the supply and distribution of curbside collection containers for SSO and NES recycling.

Staff will work with the program implementation team to develop branding and messaging to be applied to the containers during the manufacturing process. The information kit will also be prepared for inclusion in cart distribution by Orbis Canada Limited.

The updated fees and charges schedule, which will reflect the container pricing obtained through this competitive bid process, will be posted on the County website for public information and a copy of the revised fees and charges schedule will be circulated to Area Municipalities.

Financial Impact

County Council approved the transfer of \$1.7 million from the Landfill and Waste Diversion Reserve Fund ([Report PW 2024-44](#)) for container procurement associated with the implementation of the new curbside collection contracts for organics and NES recycling collection.

A summary of costs and detailed cost phasing based on the submission received from the preferred Vendor, Orbis Canada Limited, is provided in Table 1 and Table 2 respectively.

Table 1: Summary of Costs

Account / Description	Available 2025 Budget	Bid Amount (excluding HST)
280000 - Organics Collection	\$1,700,000	\$1,497,046
Non-Refundable HST (1.76%)		26,348
TOTAL ESTIMATED EXPENDITURES		\$1,523,394

Based on the information presented above, this project falls within the estimated budget available for this project.

Table 2: Detailed Cost Phasing

Description	Estimated Cost*
Phase One (Q4 2025): City of Woodstock and Township of South-West Oxford	
Supply and distribution of 45L SSO Bin and 7L Kitchen Container 19,500 units	\$507,700
Supply and distribution of 360L Recycling Container 1,500 units (subject to number of registrants)	130,900
Supply only of 45L SSO Bin and 7L Kitchen Container 500 units (surplus inventory)	9,800
Supply only of 360L Recycling Container 500 units (surplus inventory)	37,100
<u>Provisional Item</u> Supply and distribution of 120L SSO Container 200 units	20,700
<u>Provisional Item</u> Supply and distribution of 7L Kitchen Container (Multi-Res) 3,500 Units	10,300
<u>Provisional Item</u> Supply only 120L SSO Container 200 units (surplus inventory)	18,100
Phase One Total Costs	\$734,600
Phase Two (Q1 2027): Remaining Area Municipalities	
Supply and distribution of 45L SSO Bin and 7L Kitchen Container 27,200 units	\$726,900
Supply only of 45L SSO Bin and 7L Kitchen Container 500 units	9,800
Supply only of 360L Recycling Container 500 units	37,200
<u>Provisional Item</u> Supply and distribution of 120L SSO Container 70 units	7,200

Description	Estimated Cost*
<u>Provisional Item</u> Supply and distribution of 7L Kitchen Container 1,500 Units	4,400
<u>Provisional Item</u> Supply only 45L SSO Bin 200 units	3,300
Phase Two Total Costs	\$788,800

*Estimated Costs include non-refundable HST, rounded.

Surplus container inventory was accounted for in the RFP procurement documents to cover warranty and/or damage replacements, residential development, and requests for purchase of additional bins.

Potential cost recovery from the sale of containers has not been included in the financial analysis since the actual quantity is difficult to predict as part of initial program implementation. However, future container costs will be offset by including replacement costs in the annual Waste Management Operations budget and through ongoing container sales.

All containers supplied under this contract will include a five-year manufacturer's warranty. The 45L green bins will be a County-owned asset with a life expectancy of approximately 20 years under normal use. Replacement costs will be included in the annual Waste Management budget and will fund replacement of green bins that are damaged from normal wear and tear. To ensure a consistent practice of container replacements that are lost, stolen or misused, staff will develop a guidance document that can be used for administering the replacement and sale of SSO containers.

Communications

A comprehensive communication strategy plan is currently underway regarding container delivery, new curbside collection program changes, acceptable green bin materials, implementation timelines, and collection schedules. This includes the launch of a monthly municipal partner update in June, followed by an information kit for Area Municipalities in September ahead of container distribution to residences in October 2025.




A copy of Report PW 2025-36, including the updated Fees and Charges schedule, will be forwarded to Area Municipalities for their information.

2023-2026 STRATEGIC PLAN

Oxford County Council approved the [2023-2026 Strategic Plan](#) on September 13, 2023. The Plan outlines 39 goals across three strategic pillars that advance Council's vision of "Working together for a healthy, vibrant, and sustainable future." These pillars are: (1) *Promoting community vitality*, (2) *Enhancing environmental sustainability*, and (3) *Fostering progressive government*.

The recommendations in this report supports the following strategic goals.

Strategic Plan Pillars and Goals

PILLAR 1	PILLAR 2	PILLAR 3
		
Promoting community vitality	Enhancing environmental sustainability	Fostering progressive government
	Goal 2.1 – Climate change mitigation and adaptation Goal 2.2 – Preserve and enhance our natural environment	Goal 3.1 – Continuous improvement and results-driven solutions Goal 3.2 – Collaborate with our partners and communities

See: [Oxford County 2023-2026 Strategic Plan](#)

DISCUSSION

Background

As part of Report PW 2024-44, County Council approved the award of the next curbside collection contract (2027-2032) which includes County-wide SSO (green bin) collection and the NES recycling program to address the loss of service to these properties once the County's Blue Box Program transitions to Producer responsibility on January 1, 2026. Early commencement of SSO collection in the City of Woodstock and Township of South-West Oxford starting in 2026 was also approved by County Council along with funding for container procurement.

In preparation of SSO and NES recycling program implementation, competitive RFP procurement documents for the supply and distribution of green bins and recycling totes were

posted to the open market through the County's electronic bidding system. The scope of work in the RFP included supply and distribution of containers, along with the assembly and distribution of program information kits supplied by the County.

The RFP was developed in collaboration with the City of Woodstock, Township of South-West Oxford, and County staff and included a two-stage evaluation process consisting of review of technical and financial submissions. Only proposals receiving a minimum score of 70% in the technical submission stage would advance to the financial submission stage.

RFP technical submissions were reviewed by the Evaluation Team consisting of City of Woodstock, Township of South-West Oxford, and County staff. Sample containers provided as part of RFP submission requirements were reviewed by frontline municipal staff and the County's collection contractor for feedback that was factored into the technical submission scoring.

Comments

The RFP for the supply and distribution of green bins/containers and recycling containers resulted in submissions from the following Vendors:

- Orbis Canada Limited
- IPL North America Inc.

Both Vendors advanced to the financial stage after scoring of their respective technical submissions by the evaluation team. The submission from Orbis Canada Limited received the highest combined score (technical and financial), and as a result is being recommended for contract award as the preferred Vendor.

The scope of work under this contract will include the supply and distribution of containers as required for the SSO and NES recycling collection programs over two phases. Phase One will take place in Q4 2025 to support City of Woodstock and Township of South-West Oxford SSO collection and County-wide collection of NES recycling material. Phase Two will take place in Q1 2027 and will involve container distribution for SSO program implementation in the remaining six Area Municipalities.

The containers to be supplied under this contract are shown in Attachment 1 and further described below:

45L Green Bin

The wheeled 45L green bin is intended for manual collection and has been designed to withstand Ontario's full range of seasonal climate conditions including freezing winters and humid summers. The bin can hold a maximum of 20 kgs (45 lbs) and is equipped with a secondary lock to prevent entry by raccoons, rodents and other pests.

Kitchen Container

The kitchen container comes with a solid locking lid to prevent spillage of organic waste and a handle for easy transport. The container has been designed for placement on a kitchen counter, under the kitchen sink, or mounted to a kitchen cabinet or wall.

120L Green Container – Provisional Item

The 120L wheeled green container comes with a secondary locking mechanism to ward off raccoons and other pests and to prevent spillage if the container is tipped over. It is also equipped with a metal grab bar for use by a mechanical cart tipper. The 120L container will be optional for communal SSO use by multi-residential and commercial properties.

360L Recycling Container

The 360L wheeled containers are grey colour coded with a program label affixed to differentiate set outs from the Provincial Common Collection System (CCS) and come with a metal grab bar to be used with a mechanical cart tipper and contains mounting handles for easy handling by the collection staff.

Warranty

All containers supplied under this contract come with a five-year manufacturer's warranty.

Information Kits

Information kits will be prepared by the County and included with cart distribution. Each information kit will contain a collection schedule, acceptable materials list and set out requirements. Individuals will also be able to scan a QR Code directing them to the County website for additional information such as helpful tips, commonly asked questions, information about the County's mobile app, etc.

Distribution of Containers

Orbis will utilize the County's storage facility east of the Compost Facility as a staging area for its distribution team. Container deliveries will be tracked using radio frequency identification (RFID) tags and reported electronically to the County daily for inventory and warranty management.

Table 3 below identifies the type of containers available for use by program and property type.

Table 3 Container Distribution by Property Type

SSO Program

Each property located along a curbside collection route that participates in the garbage collection program will receive a 45L green bin and a 7L kitchen container. Additional containers will be available for purchase from the County and Area Municipalities at cost.

Multi-Residential SSO Program Participation

Organics collection within the County will initially be offered to multi-residential properties

45L Green Bin 7L Kitchen Container	120L Green Container 7L Kitchen Container	83L Blue Box 360L Recycling Container
<ul style="list-style-type: none"> Residential properties Multi-residential properties utilizing curbside collection Registered commercial properties located along a collection route Containers provided at no additional cost 	<ul style="list-style-type: none"> Registered multi-residential properties Commercial properties located along a collection route 120L containers sold at cost (1 container for approximately 30 units) 7L kitchen container for each unit at no additional cost 	<ul style="list-style-type: none"> NES registered properties located along a curbside collection route Containers sold at cost

currently receiving curbside garbage collection. Other multi-residential properties currently not participating in the municipal garbage collection program and are interested in participating in the SSO program will be assessed after the initial program implementation to allow prioritization of existing customers before considering program expansion.

NES Recycling Containers and Program Participation

Properties interested in participating in the NES recycling program will be required to register for the program and will be evaluated for eligibility. The approval process will confirm that the applicant is located along an existing collection route, and that the business is not regulated under O. Reg. 103/94 to provide their own waste separation program (Attachment 2).

The 360L colour coded recycling bins will be available for purchase and use by approved NES properties to differentiate from recycling set outs for the Provincial Common Collection System. However, NES properties will be permitted to use existing recycling containers with an affixed NES program eligibility sticker supplied by the County.

To incorporate the container pricing obtained through this competitive bid process, changes are required to Schedule "A" of the County's Fees and Charges By-law 4889-2007 as illustrated in Attachment 3.

CONCLUSIONS

Staff recommend contract award to Orbis Canada Limited, identified as the preferred Vendor through the RFP evaluation process, for the supply and distribution of curbside collection containers for SSO and NES recycling. Orbis Canada Limited has been supplying curbside collection containers since 2002 to over 35% of Canadian households. With extensive experience in the supply and distribution of curbside collection containers, they are in a position to competently execute the County's contract.

SIGNATURES

Report author:

Original signed by

Pamela Antonio, BES, MPA
Supervisor of Waste Management

Departmental approval:

Original signed by

Melissa Abercrombie, P. Eng, PMP
Director of Public Works

Approved for submission:

Original signed by

Benjamin R. Addley
Chief Administrative Officer

ATTACHMENTS

Attachment 1 - Organics and Recycling Containers
Attachment 2 - O. Reg. 103/94 vs NES Eligibility
Attachment 3 - Schedule "A" to By-law No. 4889-2007, as amended