



**2026 WASTE, RECYCLING & COMPOST SERVICES  
REQUEST FOR PROPOSAL**

King's University College  
266 Epworth Ave  
London, ON  
N6A 2M3

**Table of Contents:**

<b>Section Name</b>	<b>Page Number</b>
Instructions to Bidders	2
Schedule A – Target Dates	6
Schedule B – Evaluation Criteria	7
Schedule C – Site Visit Details	8
Schedule D – Bid Submission Format Requirements	9
Schedule E – Scope of Opportunity	10
Attachment 1 – Request for Proposal Form	14
Attachment 2 – Bidder References	15
Attachment 3 – Costs	16
Appendix 1 – Current Service Schedule	19
Appendix 2 – Current Service Site Map	20

# **INSTRUCTIONS TO BIDDERS**

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## **1. Summary**

This document requests bids for the management, direction and provision of waste, recycling and compost services at King's University College (hereby referred to as "King's").

The Waste, Recycling and Compost Services Selection Committee (hereby referred to as "the Committee") will be made up of King's administrators and operational staff with responsibilities related to this area.

## **2. Bid Submissions**

King's is committed to equity and diversity and encourages applications from all qualified Bidders including women, members of visible minorities, aboriginal persons and persons with disabilities.

To receive consideration, bids must be submitted in accordance with the following instructions. Failure to comply with these instructions will result in the bid being disqualified.

Attachment 1 - Request for Proposal Form, Attachment 2 - Bidder References and Attachment 3 - Costs must be included in the bid submission. There shall be no alteration of or changes made to the Forms. Any alterations made to the Forms, other than the supply of the required information, may result in the bid being declared non-compliant and rejected without further consideration.

All bids must be emailed by the date/time outlined in Schedule A to Tiffany Chisholm, Purchasing Services Coordinator at [tiffany.chisholm@kings.uwo.ca](mailto:tiffany.chisholm@kings.uwo.ca) with a subject line containing "2025 Waste, Recycling & Compost Services RFP" and the name of the Bidder.

King's is not responsible for the timeliness of documents emailed nor will King's accept any bid emailed to an email address other than the specified email address above. King's is neither liable nor responsible for any costs incurred by a Bidder in the preparation, submission, or presentation of their bid to this RFP.

Bidders are advised that it is not permissible to send a copy(s) of a response to any employee, consultant, agent, volunteer or business employed or working on behalf of King's or involved in this process, and King's will reject without further consideration any response so delivered.

All documents related to the bid become the property of King's. All information, data, recommendations and reports resulting from the project become the property of King's.

## **3. Inquiries**

Bidders having any questions or requiring clarification of the intent or meaning of any part thereof shall notify Tiffany Chisholm by email ([tiffany.chisholm@kings.uwo.ca](mailto:tiffany.chisholm@kings.uwo.ca)) by the deadline for submission of questions as outlined in Schedule A. Any questions resulting from the site visit must be submitted in the same way.

## **4. Communication of all RFP documents**

The original RFP document will be posted on Biddingo and the King's website.

If it becomes necessary to revise any part of this RFP, addenda and amendments will be posted solely on the King's website <https://www.kings.uwo.ca/about-kings/facts-and-information/administrative-departments/finance/rfp/>.

It is the sole responsibility of each potential bidder to check the King's website for any/all changes to the original RFP document, as these will become part of the RFP specifications.

For RFP's valued \$100,000 or more, the award notice will be posted solely on Biddingo.

## **5. Assessment of Response**

All bids will be opened in private. The Committee will evaluate the bids based on the pre-determined evaluation criteria outlined in Schedule B.

As the Committee evaluates the bids, decisions will be based on the contents of the bid as submitted. Each Bidder shall include any and all information required as outlined in Schedule E in the format requested in Schedule D. It shall be explicitly understood that there shall be no opportunity to make any material change to the bid, including any alteration, addition or deletion of any element within the bid as submitted based on dates outlined in Schedule A. Information submitted independent of the response document or after closing will not be considered by the Committee.

King's may seek clarifications from a Bidder after the closing date. Clarification questions will be submitted to the Bidder in writing. Answers to the written clarification questions must be returned to King's in writing. The intent of the clarification is simply to obtain further explanation and understanding of what was intended by the Bidder. A clarification shall not provide an opportunity to make any material changes to the original bid, including any alteration, addition or deletion of any element of the original bid.

At the Committee's discretion, a shortlist of Bidders will be requested to conduct a mandatory presentation.

The purpose of the presentation includes:

- a) Address the major elements of the Bidders innovative solutions;
- b) Enable key personnel of the Bidders team to interact directly with the Committee; and
- c) Answer any questions the Committee may have.

The Bidder will be notified of this mandatory presentation according to the timeline in Schedule A. All costs incurred by the Bidder in the process of conducting the presentation shall be at the expense of the Bidder. In no instance will any cost related to this process be billed or charged to King's.

## **6. Bid Acceptance/Rejection**

No action by King's or the Committee implied or otherwise, shall be construed as acceptance to this RFP.

King's reserves the right to accept any bid (in whole, or a portion thereof) which may be deemed to be most advantageous to King's, or to reject any or all bids. Although King's would like to award this contract to one Bidder, it realizes that it may not be in King's best interest to do so. Bidders shall highlight in the bid any cost or operational advantages of awarding all service requests to one Bidder.

King's may declare, at its sole and unfettered discretion, any bid to be non-compliant, and reject without further consideration if it:

- is informal, incomplete, unqualified, or otherwise irregular in any way;
- is not legible, is not dated, is not executed in the legal registered name of the entity, is not signed by authorized officials, and/or does not acknowledge all addenda that may have been issued;
- is submitted without the required materials (eg. Request for Proposal Form);
- is submitted without first having registered for and attended the mandatory site visit as outline in Schedule C;

- does not contain sufficient information for the Committee to evaluate the Bid based on the evaluation criteria contained in Schedule B.

King's, at its sole and unfettered discretion, may reject without further consideration any response where the Bidder, a member of the Bidder's team, an employee, shareholder, director, officer, partner or person otherwise associated with the Bidder:

- has now or has in the past, unsatisfactorily performed work for King's or had an unsatisfactory relationship with King's, by contract or otherwise, in the sole opinion of King's;
- has a contract with King's which in the sole opinion of King's, is not in good standing or has had a contract terminated by King's for non-performance;
- is engaged in a substantially unresolved dispute or is in litigation with King's or has a claim or judgment arising from litigation;
- has been charged or convicted of an offence with regard to a business enterprise which has or may have an impact upon King's;
- is considered to have a conflict of interest, in the sole opinion of King's.

## **7. Invoicing and Payment**

King's standard payment policy is net 30 days following receipt of invoice and sign-off by the responsible department or faculty. Final payment terms will be negotiated between the successful Bidder (if any), and King's prior to contract signing.

## **8. Debriefing (applies to RFP valued \$100,000 or more)**

The successful Bidder(s) will be notified of their success according to the Notification to Successful Bidder timeline in Schedule A.

Once an agreement is executed by King's and the successful Bidder, the other Bidders will be notified by a public award notice found on Bidding. It is the Bidders responsibility to check this public posting.

After the Notification to Successful Bidder date on Schedule A, and within sixty (60) days, Bidders may request a written debrief by emailing Tiffany Chisholm at [tiffany.chisholm@kings.uwo.ca](mailto:tiffany.chisholm@kings.uwo.ca). The intent of the written debrief is to aid the Bidder in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process.

## **9. Confidentiality and Data Privacy**

All information provided by King's, its partners, or clients in relation to this RFP must be treated as confidential and used solely for the purpose of responding to this RFP. The selected Bidder will be required to adhere to strict confidentiality and data privacy standards during the project's lifecycle and beyond.

## **10. Accessibility**

King's is committed to recognizing the dignity and independence of all and seeks to ensure that persons with disabilities have genuine, open and unhindered access to King's RFP opportunities. If you require an accommodation during the RFP process, please contact Tiffany Chisholm at [tiffany.chisholm@kings.uwo.ca](mailto:tiffany.chisholm@kings.uwo.ca) or 519-433-3491 for assistance.

As outlined in the Ontario Regulation 429-07, Accessibility for Ontarians with Disability Act, 2005, King's will incorporate accessibility criteria and features when procuring, goods, services and facilities, except where it is not practical to do so.

The Bidder will respect the dignity and independence of persons with disabilities in accordance with the Accessibility Standards for Integrated Accessibility Standards O. Reg. 191/11, s. 5 (1); O. Reg. 413/12, s. 4 (1) developed under the Accessibility for Ontarians with Disabilities Act, 2005.

*End of Instructions to Bidders*

## **SCHEDULE A – TARGET DATES**

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King’s has identified the following project target dates:

<b>Activity</b>	<b>Target Date</b>
RFP Issued	March 16 <sup>th</sup> , 2026
Mandatory Site Visit Request Deadline	Monday, March 30 <sup>th</sup> @ 4:30pm
Mandatory Site Visits Available	Week of April 20 <sup>th</sup> , 2026
Deadline for Questions/Clarifications on RFP	Monday, April 27 <sup>th</sup> @ 4:30pm
Deadline for Answers/Clarifications on RFP	Monday, May 4 <sup>th</sup> @ 4:30pm
Closing Date: RFP Submissions Due	Monday, May 18 <sup>th</sup> @ 4:30pm
RFP Review Period	Late May / Early June
Notification of Short-Listed Bidders	Monday, June 8 <sup>th</sup> , 2026
Presentations/Interviews of Short-Listed Bidders	Week of June 22 <sup>nd</sup> , 2026
Committee Deliberations	Late June / Early July
Notification to Successful Bidder	Monday, July 6 <sup>th</sup> , 2026
Contract Development	Tuesday, July 7 <sup>th</sup> – Friday, July 17 <sup>th</sup> , 2026
Transition Deadline & Start of Operations	Monday, August 3 <sup>rd</sup> , 2026

*End of Schedule A – Target Dates*

## SCHEDULE B – EVALUATION CRITERIA

Each Bid will be rated on a scale of 1-10 (1 = poor, 10 = excellent) by the Committee members and the averages will determine final rankings as a tool contributing to overall assessment of RFP submissions. The rating will not be the sole determining factor in the final decision.

Bidders are responsible for reviewing the evaluation criteria listed below and providing appropriate and sufficient information to enable the Committee to accurately assess the Bid.

Bids will be evaluated on the following criteria using weights provided:

<b>Required Criteria</b>	<b>Yes/No</b>
The Bidders ability to pickup prior to 8am.	
The Bidders ability to supply, maintain and repair waste collection containers.	
The Bidders ability to meet the implementation dates as outlined in Schedule A	
The Bidders ability to comply with confidentiality and data privacy requirements.	
<b>Weighted Criteria</b>	<b>Weight</b>
Costs over the contract period	27
The Bidders ability to provide multiple services requested – waste, recycling, compost.	6
<b>Collection Vehicles;</b> including but not limited to types available, safety features.	5
<b>Containers and Bins;</b> including but not limited to options available, locking, colour coding, contamination prevention design.	8
<b>Equipment Quality and Suitability;</b> including but not limited to good working order, appropriately sized, compliant.	5
<b>Maintenance, Replacement, and Support;</b> including but not limited to vehicles, equipment, emergency services, solutions to challenges.	8
<b>Service Responsiveness and Continuity;</b> including but not limited to predictable and reliable service, pickup available prior to 8am, service disruption issues, damage resolution, complaint resolution.	13
<b>Technology, Monitoring, and Service Enhancements;</b> including but not limited to contamination detection, fullness sensors, data tracking systems, communication methods for tracked data (ie waste volumes).	5
<b>Environmental and Sustainability Standards;</b> including but not limited to equipment that reduces emissions/noise, equipment that supports waste diversion and sustainability goals, ability to provide metrics to King's.	5
References	5
<b>Confidentiality and Data Privacy</b>	5
<b>Subtotal</b>	<b>92</b>
Short-listed Presentation	8
<b>Total Points</b>	<b>100</b>

*End of Schedule B – Evaluation Criteria*

## **SCHEDULE C – SITE VISIT DETAILS**

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The site visit will provide Bidders with a tour of the current waste and recycling service spaces on King's campus.

**Registration:**

Registration is mandatory. According to the timeline provided in Schedule A, each Bidder must register for the site visit by emailing Tiffany Chisholm ([tiffany.chisholm@kings.uwo.ca](mailto:tiffany.chisholm@kings.uwo.ca)).

**Attendance:**

Attendance is mandatory. A maximum of 2 representatives from each Bidder can attend the site visit.

**Disqualification:**

Any bids received from Bidders who have not registered by the deadline and been in attendance for the site visit will be disqualified.

It is the intention that there will be only 1 scheduled site visit and no additional visits will be provided. Bidder questions will not be answered during site visit and must be submitted as per Section 3 of Instructions to Bidders above.

*End of Schedule C – Site Visit Details*

## **SCHEDULE D – BID SUBMISSION FORMAT REQUIREMENTS**

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Bidders shall prepare their submissions addressing all the requirements of this RFP.

**Language:** Bids must be in English.

**Electronic Format:** The Bid submitted must be contained in 1 pdf file.

**Bid Submission Layout:** Bidders are requested to use the following layout and abide by the page maximums.

- Cover Page / Cover Letter / Executive Summary / Table of Contents (*max 4 pages*)
- Corporate Overview/Background (*max 2 pages*)
- Collection Vehicles (*max 4 pages*)
- Containers and Bins (*max 4 pages*)
- Equipment Quality and Suitability (*max 4 pages*)
- Maintenance, Replacement, and Support (*max 4 pages*)
- Services Responsiveness and Continuity (*max 4 pages*)
- Technology, Monitoring, and Services Enhancements (*max 4 pages*)
- Environmental and Sustainability Standards (*max 4 pages*)
- References (*max 4 pages*)
- Confidentiality and Data Privacy (*max 2 pages*)
- Implementation Plan Including Ability to Meet Service Requirements (*max 4 pages*)
- Attachment 1 – Request for Proposal Form (*max 1 pages*)
- Attachment 2 – Bidder References (*max 3 pages*)
- Attachment 3 – Costs (*max 3 pages*)
- Corporate Brochures and Marketing Literature (*max 5 pages*)

*End of Schedule D – Bid Submission Format Requirements*

## **SCHEDULE E – SCOPE OF OPPORTUNITY**

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### **1. Background Information**

King's is an undergraduate, liberal arts educational institution academically affiliated with the University of Western Ontario ("Western"). Founded in 1954, King's provides general and honours degree programs in liberal arts, social sciences, and social work, as well as a Master's degree in social work. King's has approximately 3,100 FT students, 275 full-time faculty, staff, professional and senior administrative officers and 150 part-time faculty. It is renowned as a centre of teaching excellence positioned in the top rank of institutions of higher learning in Canada for the quality of its teaching faculty. Not only does its faculty teach remarkably well, but their scholarship continues to enhance King's reputation as one of Canada's first-class undergraduate universities. The students are supported in their academic endeavours by a full range of student development and personal counseling services. Students enjoy the wide variety of extra-curricular activities available to them on campus, and embrace the many experiential learning opportunities beyond the classroom. King's is committed to fostering a community of engaged scholars by enhancing academic programs, support for research, classroom, office and communal space; by balancing accessibility with a commitment to improving the academic quality of the student body; and by maintaining the core values of King's as a Catholic university college.

### **2. Goals and Principles**

Overall and fundamental goals and principles that shall drive the provision of King's waste & recycling services are:

- Ensure timely and uninterrupted collection of waste and recycling materials to support operational excellence.
- Promotion and education on eco-friendly practices, including proper segregation and reduction of waste.
- Transparency and accountability through clear, accurate, and timely metrics and reporting on a monthly basis, enabling King's to track waste volumes, recycling rates, and service performance.
- Sustainable waste management practices that reduce landfill use, support recycling, and minimize environmental impact.
- Environmental stewardship through adherence to local, regional, and national waste management regulations to ensure safety, legal compliance, and environmental protection.

### **3. Equipment, Vehicles, and Service Capabilities**

King's requests that each Bidder provide a description of the equipment, vehicles, technologies, and related service capabilities that will be utilized in the performance of waste, recycling, and organics/compost collection services.

Bidders should provide product sheets, technical specifications, and photographs or diagrams for all proposed equipment, as well as identify any optional equipment or service enhancements that may benefit King's operations.

#### Collection Vehicles

- Types of vehicles proposed for each material stream (eg. rear-load, front-load, side-load, roll-off, split-body, electric or alternative-fuel vehicles, etc).
- Vehicle capacity, safety features, emissions profile, and any on-board technology used for routing, tracking, or contamination monitoring.

- Noise-reduction and sustainability attributes, if applicable.

### Containers and Bins

- Available container sizes, materials, and configurations for waste, recycling, and compost (eg. carts, totes, dumpsters, etc).
- Options for locking mechanisms, weather-resistant features, signage and labeling, contamination-prevention design, and accessibility features.
- Availability of standardized color-coding or branding to support campus sorting and communication initiatives.

### Technology, Monitoring, and Service Enhancements

- Any on-site or remote monitoring capabilities (eg. fullness sensors, RFID tagging, contamination detection, etc).
- Route optimization tools, reporting dashboards, and data-tracking systems available to King's.
- Communication methods for service notifications, missed pickups, and contamination alerts.

### Maintenance, Replacement, and Support

- Proposed maintenance schedule for containers and equipment.
- Expected lifespan of equipment and replacement processes.
- Availability of on-call or emergency service capabilities.

### Equipment Quality and Suitability

- All collection vehicles and containers provided must be in good working order, free from excessive rust, leaks, or structural damage.
- Containers must be appropriately sized and configured for each location at King's to prevent overflow, contamination, and safety hazards.
- Equipment must comply with all applicable municipal and federal requirements, including safety, emissions, and noise regulations.

### Service Responsiveness and Continuity

It is King's expectation that contracted services remain predictable and reliable. All containers are located in parking lots and therefore, King's requires that waste is picked-up prior to 8am.

Additionally, King's is interested in ad hoc services from time to time (ie. annual residence mattress disposal). The Bidder shall indicate which services are available on an as needed basis and what pricing would be available to King's.

King's greatly values communication and collaboration. The Bidder shall indicate how individual client accounts are serviced (eg. dedicated account representative, records of special requests, historical data, etc) and what type of services are available as it relates to vendor relationships (eg. solving existing issues, providing information on changes, waste audit support, etc).

While it is understood that issues may arise during the term of the contract, the Bidder shall provide detailed information addressing the following:

- The Bidder's process for managing situations in which services cannot be provided (eg. emergencies, delays, vehicle issues, other disruptions, etc).
- The Bidder's procedures for responding to and resolving incidents involving damage to King's property (eg. broken fencing, damage to public vehicles, etc.).
- The Bidder's process for receiving, documenting, and responding to concerns or complaints submitted by King's.

## Environmental and Sustainability Standards

- Preference will be given to equipment that reduces emissions, noise, or energy consumption (eg. EV/alt-fuel vehicles, etc).
- Containers and equipment must support waste-diversion goals, including contamination reduction and user-friendly sorting.
- Bidders should identify the extent to which they would support sustainable waste management practices (ie. new regulation or program).
- Bidders should identify the extent to which they would provide documentation and reporting to support King's tracking and analysis of metrics related to the services provided (eg. weight of waste removed, contamination frequency, etc)

## 4. **Confidentiality and Data Privacy**

The Bidder must demonstrate the ability to handle and protect sensitive information in accordance with applicable legal and regulatory requirements, including but not limited to:

- **Data Protection Laws Compliance:** Adhering to applicable data privacy laws (eg. FIPPA, PHIPA, PIPEDA, etc.).
- **Confidentiality Agreements:** Signing an Agreement for the Confidentiality and Security of Personal Information with King's prior to accessing any sensitive information.
- **Data Access and Usage:** Ensuring that only authorized personnel have access to confidential information and that such information is used exclusively for the purposes outlined in this RFP.
- **Data Security Standards:** Implementing industry-standard security practices, such as encryption, secure storage, and robust authentication mechanisms, to safeguard confidential data.
- **Incident Reporting:** Promptly notifying King's of any actual or suspected data breach or unauthorized disclosure of information, and cooperating fully with mitigation efforts.

The Bid must include:

- A description of their data protection and confidentiality policies.
- Information about measures and technologies used to ensure data security.
- Details of compliance certifications or audits (eg. ISO 27001, SOC 2, etc).
- A proposed approach for ensuring ongoing compliance and protection throughout the engagement.

The successful Bidder will be required to agree to:

- Strict confidentiality provisions outlined in the final agreement.
- Return or secure destruction of all confidential data upon project completion or termination, as specified by King's.
- Regular reporting and review of data security measures upon request.

## 5. **Duration of the Contract**

The duration and conditions of the contract for the management, direction and provision of King's Waste and Recycling Services will be for a period of 5 years, with an option in favour of King's to extend the agreement on the same terms and conditions for an additional term of up to 5 years.

## 6. **No Guarantee of Volume of Work or Exclusivity of Contract**

King's makes no guarantee of the value or volume of work to be assigned to the successful Bidder. The agreement to be negotiated with the selected Bidder will not be an exclusive contract for the provision of the described waste and recycling services. King's may contract with others for services the same as or similar to the described waste and recycling services or may obtain such services internally.

**7. Insurance**

Bidders shall include with their documents Certificates of Insurance issued by the Bidders insurers confirming the nature and extent of the Bidders insurance coverage with respect to the provision of the services. Such insurance shall include, but not be limited to, professional liability, general liability and automobile insurance.

*End of Schedule E – Scope of Opportunity*

**ATTACHMENT 1 - REQUEST FOR PROPOSAL FORM**

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<b>Bidder Identity</b>	
Full Legal Registered Name	
Any Other Relevant Name	
Year Established	
Head Office Address	
Phone Number	
Type of Entity	<input type="checkbox"/> Corporation <input type="checkbox"/> Unregistered Partnership <input type="checkbox"/> Registered Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Other. Explain:
Number of Employees	

We the undersigned, having examined the 2025 Waste, Recycling & Compost Services RFP documents (including any and all addenda and amendments), and are satisfied that we understand the services as identified. We further acknowledge that we have not relied on the completeness of such information and declare ourselves competent to undertake and complete the services and do hereby irrevocably propose and agree to carry out the services outlined in Schedule E. We acknowledge that the submitted bid must include the Attachment 1 - Request for Proposal Form, Attachment 2 - Bidder References, Attachment 3 - Costs.

For the purposes of this section, the term “Conflict of Interest” means in relation to the RFP process, the Bidder has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:

- (i) having or having access to confidential information of King’s in the preparation of its proposal that is not available to other Bidders;
- (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process); or
- (iii) engaging in conduct that compromises or could be seen to compromise the integrity of the RFP process.

We hereby certify that we have no conflict of interest in submitting this bid. If we feel an actual or potential conflict of interest exists, we will provide a separate statement outlining the details.

The undersigned hereby represents and warrants as to having authority to execute the document on behalf of the Bidder.

Name of Authorized Officer(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_

Executed this \_\_\_\_ day of \_\_\_\_\_, 2026.

*End of Attachment 1 - Request For Proposal Form*

## ATTACHMENT 2 – BIDDER REFERENCES

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Bidders must provide three (3) references from clients who have obtained similar services in the last three (3) years. References should be external to King’s. King’s reserves the right to conduct reference checks. Bidders can use a separate sheet for this information if preferred. This is not grounds for disqualification.

<b>Bidder Reference #1</b>	
Company Name	
Company Address	
Contact Name	
Contact Email Address	
Date and Duration of Service	
Description and Relevancy	

<b>Bidder Reference #2</b>	
Company Name	
Company Address	
Contact Name	
Contact Email Address	
Date and Duration of Service	
Description and Relevancy	

<b>Bidder Reference #3</b>	
Company Name	
Company Address	
Contact Name	
Contact Email Address	
Date and Duration of Service	
Description and Relevancy	

*End of Attachment 2 – Bidder References*

## ATTACHMENT 3 – COSTS

Bidders shall complete all pricing tables included in this section. Pricing must be comprehensive, all-inclusive, and clearly itemized. Failure to provide complete pricing information may result in the proposal being deemed non-responsive.

### General Requirements

1. Complete all tables. If a service is not offered, enter “n/a”.
2. Provide prices for all container sizes and service frequencies offered. If you need to add rows in order to provide this information, the Bid will not be disqualified.
3. All rates shall remain firm for the first year of the contract unless escalation mechanisms are clearly described.
4. Fully disclose all surcharges, administrative fees, and other potential charges.
5. Prices must be quoted in Canadian dollars, inclusive of labor, equipment, transportation, overhead, and profit.

### Container & Equipment Pricing

- Provide monthly rental and purchase pricing (if available).
- Include delivery fees for new equipment and removal fees for end-of-service pickups.
- Add additional container types in the “Notes” column or attach a separate schedule.

Waste Stream	Container Type	Container Size	Qty (if known)	Monthly Rental Cost	Purchase Cost (if offered)	Delivery Fee	Removal Fee	Notes
Waste				\$	\$	\$	\$	
Recycling				\$	\$	\$	\$	
Compost				\$	\$	\$	\$	
Other __				\$	\$	\$	\$	

### Collection / Service Frequency Pricing

- Provide pricing for all listed service frequencies (1x/week through 5x/week).
- Provide on-call and extra pickup rates.
- If pricing differs by region or building type, specify clearly.

Waste Stream	Container Type	Container Size	1x/week	2x/week	3x/week	5x/week	On-Call Per Pickup	Extra Pickup Fee	Notes
Waste			\$	\$	\$	\$	\$	\$	
Recycling			\$	\$	\$	\$	\$	\$	
Compost			\$	\$	\$	\$	\$	\$	
Other __			\$	\$	\$	\$	\$	\$	

**Disposal & Processing Fees**

- Include all fee types by waste stream including but not limited to disposal, tipping, and processing fees.
- Unit of Measure should be listed as \$/ton, \$/occurrence, \$/ton over limit, etc.
- Identify third-party facilities used and note any variable charges.

Waste Stream	Fee Type	Rate	Unit of Measure	Notes
Waste		\$		
Recycling		\$		
Compost		\$		
Other		\$		

**Ancillary Fees & Optional Services**

- Disclose all fee categories including but not limited to fuel surcharges, environmental fees, contamination charges, container cleaning costs, labor rates, etc.
- Unit description should be listed as % of invoice, flat fee, etc.
- Unit of Measure should be listed as per invoice, per container, per occurrence, etc.
- Value-added services should be priced individually and can include but are not limited to waste audits, education/training, zero waste event services, overflow containers, real time monitoring sensors, etc.

Fee Category	Unit Description	Rate	Unit of Measure	Notes
		\$		
		\$		
		\$		
		\$		

Value-added Service Description	Rate	Unit of Measure	Included?	Notes
	\$			
	\$			
	\$			

**Discounts & Incentives**

List any volume discounts, bundled-service pricing, recycling rebates, long-term contract incentives, or diversion-based performance pricing.

Discount/ Incentive Type	Description	Rate	Conditions/ Thresholds
		\$	
		\$	

**Assumptions**

List any assumptions, exclusions, or special conditions associated with your pricing.

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*End of Attachment 3 – Costs*

## APPENDIX 1 – CURRENT SERVICE SCHEDULE

King’s currently uses the following service schedule:

### Regular Services

	Location	Size	#	Pick-up Schedule	Other information
<b>Landfill</b>	P1 Wemple	4 yard	5	Once Daily before 7am	Inside a gated enclosure
	P3	4 yard	1	Once Daily before 7am	
	P5	4 yard	1	Once Daily	
	Behind STA	4 yard	1	Tuesday and Thursday	
	P9	4 yard	1	Once Daily before 7am	
<b>Cardboard Recycling</b>	P1 Wemple	8 yard	1	Mon and Thurs before 7am	Inside a gated enclosure
	P3 SLC/Library	8 yard	1	Mon and Thurs before 7am	
<b>Comingled Recycling (paper and containers)</b>	P5 Townhouses	6 yard	1	Tues and Thurs before 7 am	
	P1 Wemple	6 yard	1	Tues and Thurs before 7 am	Inside a garage
	P1 Wemple	0.45 yard	3	Once a week	Inside a gated enclosure
	P3 SLC/Library	8 yard	1	Tues and Thurs before 7am	
	Behind STA	6 yard	1	Tues and Thurs	
<b>Organics</b>	P1 Wemple	0.45 yard paper towel compost	9	Wed before 8am	Inside a gated enclosure
	P1 Wemple	0.16 yard Food compost	8	Wed before 8am	Inside a gated enclosure
<b>Oil</b>	P1 Wemple		2	Weekly	Inside a gated enclosure

### Ad Hoc Services

	Location	Size	#	Pick-up Schedule	
<b>Yard Waste bin</b>	P3 SLC/Library	20 yard	1	as needed May- Nov	
<b>Cardboard bin</b>	P1	8 yard	1	On demand	
<b>Landfill bin</b>	Various	20 yard	1	On demand	
<b>Landfill bin</b>	Various	40 yard	1	On demand	

*End of Appendix 1 – Current Service Schedule*

## **APPENDIX 2 – CURRENT SERVICE SITE MAP**

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See separate file named “King'sWasteBinsSiteMap.tiff”.

*End of Appendix 2 – Current Service Site Map*