



## Report to Council

Department: Office of the CAO  
Division: Legal and Legislative Services  
Date: November 2, 2020  
Prepared by: Robert W Auger, Town Solicitor/Clerk  
Report Number: Legal & Legislative Services 2020-17  
Subject: Extension of Municipal Waste Collection Services Contract.  
Number of Pages: 4

### Recommendation(s)

**That** Legal & Legislative Services Report 2020-17 entitled "Extension of Municipal Waste Collection Services Contract" as prepared by Robert W Auger, Town Solicitor/Clerk dated November 2, 2020 be received, and

That Council agree to extend the existing Contract with Windsor Disposal Services Ltd. to December 31, 2021

### Purpose

In accordance with the Town Procurement By-Law Number 1043, Council approval is required for purchases in excess of \$100,000. This report is to seek Council's approval to extend the contract of the current provider of Waste Collection Services until December 31, 2021.

## **Background and Discussion**

The Town of Essex currently provides Waste Collection Services consisting of Refuse (landfilled) Collection and Organics Collection. In 2015 the contract to provide these services was awarded to Windsor Disposal Services Ltd. (now owned by GFL Environmental Inc. as of September 2019) and By-law 1403 was passed accordingly by Council on August 10, 2015. The initial term of the contract (2015-2018) was then extended as an option under the contract for an additional two years (to March 31, 2020). In light of the inherent delays caused by the pandemic that hit in March of this year the parties did not have a reasonable opportunity to discuss the possibility of formally extending the contract and so since April 1, 2020 the existing contract has continued on a month to month basis.

In early 2020 (pre-pandemic) Town Administration was also desirous of initiating the Request for Proposal ("RFP") process for these services together with a review of the current services to be provided under the contract but again the pandemic delayed the starting of the RFP process. Further, Town Administration is now in the very early stages of reviewing the feasibility of providing these services on a shared basis with other local municipalities.

Windsor Disposal Services Ltd. ("WDS") has recently offered to formally extend the existing contract under the same terms and conditions as the original contract up to December 31, 2021. Given the Town's desire to again initiate the RFP process and the exploratory discussions as to the feasibility of shared services, it is recommended that the existing contract be extended to December 31, 2021.

## **Financial Impact**

The budgeted estimated current annual cost of the contract for the services provided by WDS is approximately \$678,000. The current contract has an annual price adjustment clause based on the year over year change in the Total Consumer Price Index as published by the Bank of Canada.

## Consultations

Jackson Tang, Assistant Manager, Business Services

### Link to Strategic Priorities

- ☐ Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- ☒ Create a safe, friendly and inclusive community which encourages healthy, active living for people of all ages and abilities.
- ☐ Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- ☐ Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community.
- ☐ Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.
- ☒ Improve the Town's capacity to meet the ongoing and future service needs of its citizens while ensuring the corporation is resilient in the face of unanticipated changes or disruptions.

### Report Approval Details

Document Title:	Municipal Waste Collection Extension of Contract.docx
Attachments:	
Final Approval Date:	Oct 27, 2020

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read "Chris Nepszy".

**Chris Nepszy, Chief Administrative Officer - Oct 27, 2020 - 10:46 AM**