

Solicitation Number: RFP CMAB2025-02
Pick-up and Precondition PPP in The Province of Alberta

Addendum # 2

Issued Date – April 23, 2025

The Proposal Submission Date is unchanged by Addendum # 2.

Addendum #2 includes revision R1.

All other terms and conditions remain the same.

Addendum #5 includes responses to questions submitted to CM from March 19th, 2025 till April 4th, 2025.

R1 – Request for Proposals, Appendix K – Proposal Package Label Template

Replace Appendix K – Proposal Package Label Template with the revised Appendix K – Proposal Package Label Template found [here](#).

The Address for Circular Materials was corrected.

A comparison document displaying the revisions can be found [here](#).

Questions Posed during the Wednesday, March 19, 2025, Non-Mandatory Meeting:

1. Can we get a copy of the non-mandatory meeting presentation?

CM's Response: The presentation was emailed to registered participants after the presentation, and responses to questions shared with all registered proponents.

2. Can you explain in plain language what preconditioning means? Or what you intended it to mean? I was under the impression that preconditioning means densifying the material so it can be shipped more economically and there are different forms of this such as bailing.

CM's Response: – As per the definitions in the draft agreement provided in the bid package:

“Collected Material” means material that has been collected from Residential Premises and that has not, at the time of delivery to the PCF, been subjected to Preconditioning. For certainty, Collected Material includes PPP, Marketable Non-PPP and Contamination.

“Preconditioning” means the sorting of Collected Material to produce Marketable PPP through the provision of the Preconditioning Services.

“Marketable PPP” means PPP that has been Preconditioned as an outbound commodity as set forth in Annex A.

To summarize, Preconditioning is the **sorting** of Collected Material to produce PPP that

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is suitable for delivery to end markets to make products or packaging or to secondary processors that further process the Preconditioned PPP so it can be used by end markets to make products or packaging.

The activities described in the question relate to receiving of Collected Material. Receiving Facility services (scope of the RF RFP 2025-01) include:

- (v) Receiving Collected Material from Inbound Vehicles;
- (v) Weighing Inbound Vehicle and providing all inbound weight details;
- (v) Taking and storing samples of Collected Material delivered to Receiving Facilities;
- (v) Consolidating Collected Material for pickup by CM
- (v) Loading consolidated Collected Material onto Outbound Vehicles.

CM is procuring Receiving Facility services for the Province of Alberta through RFP 2025-01.

3. Should we submit a base proposal? or can we just submit an alternative proposal?

CM's Response: – Respondents are strongly encouraged to provide a base proposal that is responsive to the work set forth in the PCF Agreement.

Where the proponent is proposing to undertake work that deviates from the work set forth in the Draft Agreement the proponent should note any exceptions as per as per Section 4.3.4 "Exceptions" of the RFP and submit such changes as an Alternate Option as set out in Section 4.4 "Proponent Initiated Alternative Option" of the RFP.

4. Will our municipal depot (currently providing bailing and marketing for its own material only) be required to submit a proposal if we want to continue with these activities after 2026?

CM's Response: – Yes.

Where the proponent wishes to propose Preconditioning of Collected Material it should respond to RFP # CMAB2025-02 following the approach provided in the response to Question 3.

5. If that is true then every depot in Alberta should be submitting for a receiving facility request for proposal because we receive material from our residents, but we don't take

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other materials from other communities like single stream.

CM's Response: – What is being described in the question are collection services for collecting materials from residents. Receiving Facility services include:

- Receiving Collected Material from inbound collection vehicles;
- Weighing Inbound Vehicle and provide all inbound weight details;
- Taking and storing samples of Collected Material delivered to Receiving Facilities;
- Consolidating Collected Material for pickup by CM; and,
- Loading consolidated Collected Material onto Outbound Vehicles.

Receiving Facility services are provided on a Collection Catchment basis. For further details potential RF proponents should review RFP # CMA2025-01 and its Appendix I: Pricing Form and Appendix L: Information.

6. We are only interested in the hauling portion of this opportunity. In the request for proposal, the pricing appendix, we are only quoting on picking up loads from the catchment C1 to C12. We are quoting based on picking up at those latitude and longitude locations, that are predetermined. For example, C11 there is 4 latitude and longitude locations. We are picking up the material in whatever equipment we decide from those locations so it will be bulk pick up from the receiving facilities. My question is are there going to be future request for proposals for actual collection? For recycling, for collecting from residents' actual curbside collections.

CM's Response: PCF RFP # CMA2025-02 requests that proponents propose a package of services that includes pick-up of Collected Material from Receiving Facilities, hauling Collected Material to a Preconditioning Facility(ies) and Preconditioning of the Collected Material. Where a party wishes to only provide hauling services such services should be offered to proponents that are bidding on PCF RFP # CMA2025-02.

Since RF RFP # CMA2025-01 has not been awarded the actual location of Receiving Facilities are not known, the latitude and longitude locations provided in the RFP are notional and allow CM to compare proposed hauling costs to the proposed PCF.

A Request for Proposal for Curbside Collection services in Ab is anticipated in Q3 2025.

7. Do you have to be a processor to bid on this proposal? we don't have to have a Material Recovery Facility to move the material.

CM's Response: – Yes. PCF RFP # CMA2025-02 asks proponents to propose package of services that includes pick-up of Collected Material from Receiving Facilities, hauling Collected Material to a Preconditioning Facility(ies) and Preconditioning of the

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Collected Material. The base proposal is for Pick-up and Pre-Condition services for one or more catchment areas in Alberta. Proponents are encouraged to collaborate with other service providers to submit a complete base proposal.

Where the proponent is proposing to undertake work that deviates from the work set forth in the Draft Agreement the proponent should note any exceptions as per as per Section 4.3.4 "Exceptions" of the RFP and submit such changes as an Alternate Option as set out in Section 4.4 "Proponent Initiated Alternative Option" of the RFP.

8. Do you suggest partnering with a processor to put in an alternative proposal in as a hauler for that processor?

CM's Response: The base proposal is for Pick-up and Pre-Condition services from one or more catchment areas in Alberta. Haulers are encouraged to collaborate with PCF RFP proponents to submit a complete base proposal.

Where the proponent is proposing to undertake work that deviates from the work set forth in the Draft Agreement the proponent should note any exceptions as per as per Section 4.3.4 "Exceptions" of the RFP and submit such changes as an Alternate Option as set out in Section 4.4 "Proponent Initiated Alternative Option" of the RFP.

9. If we were to partner with a material recovery facility to do there hauling, then we would have our number in their proposal?

CM's Response: – In this scenario the hauler is a subcontractor to the PCF RFP proponent and its pricing would be included in the price proposal form submitted in response to the PCF RFP.

10. Can the receiving facilities also bid on the transportation of the material to the processing facility as an alternate proposal?

CM's Response: – No. Hauling is a component of the PCF RFP Work and as such allows the PCF operator to coordinate pick-up and hauling logistics with its PCF Operations. Where a Receiving Facility wishes to provide hauling services, it could do so as a PCF RFP proponent or subcontractor.

11. What if you plan to use a compaction trailer? Who will own the trailer?

CM's Response: – PPP Transport is included in the PCF RFP CMAB2025-02, ownership of all equipment including trailers would be part of the PCF proposal, either as a proponent

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or subcontractor.

12. Imagine you're a receiving facility and you load a compaction trailer, the hauling falls under the other bid, would that mean that the post-collection facilities winner would be responsible for coming to you and picking up your compaction trailer and returning it to you after emptying it?

CM's Response: – Trailers may be owned by PCF operators, 3rd party haulers and RF operators. Ownership of trailers and other equipment is to be resolved by service providers amongst themselves.

Questions received in writing via email:

13. Can we make a request for our proposal response to be made – via Dropbox, SharePoint, or another digital file sharing medium? Please let us know how the proposal response will be made?

CM's Response: The RFP and supporting appendices outline the registration and submission requirements. Complete submissions must be submitted as per RFP CMAB2025-02 section 3.6.

Reference RFP CMAB2025-02 section 3.6.g:

"If a Proposal cannot be submitted to the Submission Email Address due to file sizes exceeding that supported by the Submission Email Address, the Proponent may either split the Proposal across multiple emails that should each be identified as forming part of the Proposal and indicating the total number of parts (e.g. including in the subject, "Part x of y"), or make a request to the Circular Materials Contact that they submit their Proposal via Dropbox, SharePoint, or another digital file sharing medium which must first be agreed upon by Circular Materials at their sole discretion. Any such request should be made sufficiently in advance of the Proposal Closing Time to enable such arrangements to be established and the Proposal to be uploaded prior to the Proposal Closing Time."

CM will allow the submission of a Proposal for CMAB2025-02 through Sharepoint if the respondent is unable to send over multiple emails with total number of parts indicated. CM has sole discretion on whether sufficient time has been allowed.

14. Who will be responsible for the marketing of the materials?

CM's Response: Marketing responsibilities are described in the PCF RFP CMAB2025-02

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Appendix A – agreement with schedules Section 2.1 Scope of Preconditioning of Collected Material at the PCF including details in (d) : “CM shall retain title to all Collected Material delivered to the PCF and shall market Preconditioned Marketable PPP and Marketable Non-PPP produced from Collected Material including arranging for the transportation of Marketable PPP and Marketable Non-PPP from the PCF to end markets.”

15. If a receiving facility is in one catchment area can that facility receive material from outside of that catchment area?

CM's Response: Yes. Proponents of RFP 2025-01 should clearly describe their most efficient plan to meet the service requirements of RFs for the Alberta catchment areas that they are proposing to service. If the most efficient plan to meet the RF service requirements and travel times/distances includes material crossing between catchment areas, that is acceptable.

16. Can you please confirm the initial contract term for CMAB2025-02?

CM's Response: The contract term is 10 years plus mutually agreed extensions (please refer to Appendix A – MSA – Article 3.1 – Term)

17. While reviewing the Appendix K – Proposal Package Label Template we noticed that the street address of St. Clair Street Toronto does not exist. Can you please clarify the proper address that should be reflected on Appendix K – Proposal Package Template?

CM's Response: Circular Materials head office is located at 1 St Clair Avenue W, Toronto. The address in Appendix K has been corrected through this Addendum 2.

18. Would it be possible to request an extension on the closing date? Given the level of due diligence and analysis required, additional time would help ensure a thorough and compliant submission.

CM's Response: We acknowledge the timelines are tight, however there are lead-time requirements to meet the October 2026 implementation deadlines, and interdependencies with other procurement processes. We will extend the submission deadline to Friday June 6 (issued in addendum #1), however there will be no further extensions. Revised PCF RFP CMAB2025-02 timeline (Table 2.1):

19. Can we have further details on expectations at preconditioning facilities for outbound movement?

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- Will it be the responsibility of CM to arrange transport to EOL facilities?
- Will there be an additional RFP to bid on cost associated with the movement of the materials
- What is the frequency of transportation for each catchment area?
- How is a transport schedule determined?

CM's Response:

- Pick-up and hauling of materials from RFs to PCFs is included in the scope of the PCF RFP CMAB2025-02.
- CM is responsible for the outbound movement of Preconditioned PPP from PCF to end markets and secondary processors. For details on the outbound movement of Preconditioned PPP from PCFs to end markets and secondary processors, please refer to details regarding material marketing responsibilities described in the PCF RFP CMAB2025-02 Appendix A – agreement with schedules Section 2.1 Scope of Preconditioning of Collected Material at the PCF including details in (d) : “CM shall retain title to all Collected Material delivered to the PCF and shall market Preconditioned Marketable PPP and Marketable Non-PPP produced from Collected Material including arranging for the transportation of Marketable PPP and Marketable Non-PPP from the PCF to end markets.”
- The PCF operator is responsible for coordinating the frequency of movement of Collected Material consolidated by RFs to its PCF
- The PCF operator is responsible for coordinating the transport schedule for movement of Collected Material consolidated by RFs to its PCF.

20. What is the expectation of Metrics Tones to be kept on site at the PCF?

CM's Response: As per the RFP CMAB2025-02 document, proponents are expected to propose thorough plans for Pick-up and Precondition of PPP services for catchment areas that they propose to pick up from. The projected tonnages associated with each catchment are provided in Appendix L – Information “Estimated Projected Collected Tonnes”.

Note: proposals will be evaluated based on completion of the requirements outlined in the RFP table 4.1, including section 7 – Operating Plan. Clearly describing proposed operating plans, contingency plans, etc.

21. “Facilities/Equipment Requirements 5.” requests information regarding PCF's equipment and technology. Is it acceptable to bid with equipment we will commit to installing IF awarded. “Operating Plan 7.” states we must be fully operational with all equipment, technologies, by Operational Date/Trials. Is this during the bidding period,

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or after work awarded? #5 worth 20 points of overall and expect technology important in accruing points in this category.

CM's Response: Proponents are not required to have all equipment currently in operation, but should provide thorough descriptions of their relevant experience, comprehensive operating, contingency and other plans. Proposals should clearly specify how all equipment and facilities will be fully licensed, commissioned, and operational by the commencement date, October 1, 2026.

22. Given the timelines related to the RFP and potential uncontrollable delivery timeline and usage of new equipment to comply with the RFP, would all equipment need to be in place by October 1, 2026?

CM's Response: Proponents are responsible for delivering service on the commencement date, October 1, 2026. Proposals should clearly specify how all equipment and facilities will be fully licensed, commissioned, and operational including operating and contingency plans.

23. Are we able to bid on portions of a catchment area vs the entire catchment area? If show do, we highlight this on pricing submission?

CM's Response: The base proposal is for Pick-up and Preconditioning services for Collected material originating in one or more catchment areas in Alberta. Proponents are encouraged to collaborate with other service providers to submit a complete base proposal. However, proponents can submit a base proposal with exceptions provided as per Section 4.3.4 Exceptions in the RFP.

24. What is the current method of collection loose or bailed in the current catchment areas? If any of these methods will be changing from loose or bailed, please identify.

CM's Response: PCF proponents are being asked to price hauling and Preconditioning based on the form material is being picked-up at the RF (i.e., loose, compacted or bailed). The pricing provided by proponents in the Pricing Form in Appendix I will give CM an indication of the proponent's relative cost to pick-up material and Preconditioning Collected materials in the form they are picked up. The form in which the proponent picks up Collected Material from RF will be established in the agreement between the preferred proponent and CM and the respective RF will be instructed by CM to consolidate Collected Material for pick up in the according form.

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25. Confirming the preconditioning fee for baled material is added to the fee for loose material giving a total fee for baled of the two combined?

CM's Response: The pricing table 2 (appendix I – Pricing) column A is pricing for Preconditioning of loose material, and Column B is the "surcharge" for Preconditioning of baled material, so processing of baled material would be the sum of the base preconditioning plus the surcharge (sum of columns A & B).

26. Are Proposals submitted under RFP CMAB2025-02 considered binding?

"Per Section 3 under "The Proponent Hereby Agrees" on page 2 of Appendix D, the wording states that a proponent is "agreeing" to "enter into a Final MSA with Circular Materials and [is undertaking] to provide the Work in the event that the Proposal or any Alternative Option(s) are accepted by Circular Materials." This binding language seems to conflict with the RFP Section 4.7, under which it states that proponents who are selected by Circular Materials are actually not then entered into a Final Agreement with Circular Materials, but are instead entered into negotiations with Circular Materials with the possibility of entering into a Final Agreement, with said negotiations remaining subject to termination in the event that neither party reaches agreement on the form of Final Agreement (per 4.7(a)(vi)).

CM's Response: There is no conflict between the language in Appendix D and the language in Section 4.7 of the RFP in that the Final MSA/Agreement referred to Appendix D will be the product of negotiations set forth in Section 4.7 of the RFP.

27. Accordingly, can you kindly confirm if your wording of Section 3 under "The Proponent Hereby Agrees" on page 2 of Appendix D is actually meant to indicate that, by submitting a proposal, a proponent is agreeing to "enter into negotiations with respect to a Final MSA with Circular Materials for the provision of the Work in the event the Proposal or any Alternative Option(s) are accepted by Circular Materials"?

CM's Response: The Final MSA referred to Section 3. of the "The Proponent Hereby Agrees" in Appendix D is the product of negotiations that will occur under Section 4.7 of the RFP. The effect of the language in Section 3 of "The Proponent Hereby Agrees" of Appendix D is that the proponent agrees to enter a Final MSA which would be the agreed product of those negotiations.

28. Similarly, Section 2 under "The Proponent Hereby Declares" on page 2 of Appendix D states that "by signing this Proposal Form, the Proponent accept and agree to the terms

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and conditions of the Draft MSA and all other terms and conditions of the RFP, except as expressly identified pursuant to Section 4.3.4 of the RFP". While there are likely sections in the Draft MSA that we are fine with as is, a true RFP (as opposed to a tender) would not bind a proponent to an agreement prior to negotiating a final agreement, as that would indicate that both parties had entered into an agreement already upon being selected, which is more similar to a call for tenders (under which proponents are entering into a Contract A upon selection, followed by signing a final Contract B) than a true RFP (under which proponents are not bound by any agreement relating to the RFP after selection until a final agreement is signed). While we understand that Section 4.3.4 of the RFP document allows a proponent to put forth exceptions to terms they disagree with (as well as through the Alternative Option in the event said exceptions adjust the compensation in any way), the fact that this Section purports to bind the proponent to any terms at all, prior to a Final Agreement being reached, concerns us, as this approach seems to follow the approach under a call for tenders as opposed to an RFP.

CM's Response: Section 2 of the "The Proponent Hereby Declares" in Appendix D is plain in its meaning. Here the proponent agrees to the terms and conditions of the Draft MSA except where it does not (as provided for in Section 4.3.4 of the RFP). The negotiations of the proponent's exceptions are addressed under Section 4.7 "Negotiations" of the RFP, the purpose of which is to provide a process that leads to a version of the MSA that the proponent and CM mutually agree on and which they are willing to execute.

29. Could you please advise on the appropriate document we will need to complete if we intend to process only the PPP materials collected by our trucks from our municipality as we are an Opt-in community for both collection and processing. Would it be Appendix K: Alternate option form- receiving facility co-located with facility in response to PCF 2025-02?

CM's Response: Where the proponent is proposing to undertake work that deviates from the work set forth in the Draft Agreement – in this case to Precondition Collected Material from only a portion of a Catchment – the proponent should note any exceptions as per as per Section 4.3.4 "Exceptions" of the RFP and submit such changes as an Alternate Option as set out in Section 4.4 "Proponent Initiated Alternative Option" of the RFP.

30. As per our special circumstances (below), do we use Appendix "I" pricing form?:
- The Registered community is submitting a proposal to only process residential materials collected from our community

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- We do not want to process any materials from other communities
- We are roughly 135km away from the next largest process facility (Calgary)
- Our Transfer Station does not have capacity to add a compactor
- A compactor would require an upgrade to our electrical system as we currently do not have capacity on our existing power supply.
- Hauling PPP to an alternative facility would require additional vehicles and staff, how would we price this?
- Currently we do not drop off our baled PPP. A company collects and we currently retain the revenue from the PPP.

CM's Response: The Registered community should complete Appendix I "Pricing Form" and where the Registered community is proposing to undertake work that deviates from the work set forth in the Draft Agreement the Registered community should note any exceptions as per as per Section 4.3.4 "Exceptions" of the RFP and submit such changes as an Alternate Option as set out in Section 4.4 "Proponent Initiated Alternative Option" of the RFP.