



Request for Expressions of Interest
604-2014
FOR
**RETAIL PARTNERSHIPS FOR COMPOST BIN, MULCHING LAWNMOWER AND
LAWNMOWER MAINTENANCE AND BLADE SHARPENING POINT-OF-SALE
REBATE PROGRAM**

The City of Winnipeg (the City) is requesting Expressions of Interest (EOI) from local retailers interested in participating in a Point of Sale Rebate for compost bins, mulching lawnmowers (lawnmowers), mulching lawnmower blades (lawnmower blades) and manual reel mower (reel mower); and/or hosting educational workshops on backyard composting and grasscycling.

1. BACKGROUND:

1.1 In 2011, City Council adopted the Garbage and Recycling Master Plan to divert waste from the Brady Road Resource Management Facility.

1.2 The City of Winnipeg encourages residents to divert their organic household waste further by promoting the use of backyard compost bins and the practice of grasscycling.

1.3 The Manitoba Government has introduced legislation to restrict the use of cosmetic pesticides used for weed control. The legislation will take effect in January 2015.

2. POINT-OF-SALE REBATE:

2.1 Winnipeg residents wanting to purchase backyard compost bins, lawnmowers, lawnmower blades and reel mowers would receive, at the time of purchase, an approximate rebate of \$30 for Backyard Compost Bins, Lawnmowers and Reel Mowers and an approximate \$5 rebate for replacement blades.

2.2 The Rebate Period refers to the length of time that the Rebate is in effect as stipulated by the City of Winnipeg.

2.3 The benefits of participating in a program like this are:

- Free Advertising of your business in flyers and print ads in local papers and on the City of Winnipeg Website;
- Free on-location composting/grasscycling workshops promoted by the City of Winnipeg;
- Increased foot traffic in your store; and
- Associates business with a positive environmental, community initiative.

2.4 Participating retailers would:

- Agree to sell a variety of composters/lawnmowers/mulching blades/reel mowers of choice for retail price minus rebate;
- Retailers would confirm residency (Driver's Licence, Manitoba Medical Card) and have the customer fill out a brief, rebate form;

- Ensure store inventory of backyard composters/lawnmowers/mulching blades/reel mowers during the Rebate Period; and
- Potentially offer additional discounts/purchasing incentives in addition to the City's rebate.

3. EDUCATIONAL WORKSHOPS:

3.1 Composting and grasscycling are well-known but not well understood. A key aspect of enabling people to change their behaviour is helping them identify and overcome barriers that keep them stuck in existing habits. Educational workshops held at the retail locations during the Rebate period will address particular questions, address common misconceptions and demonstrate the practice of composting and grasscycling.

3.2 Participating retailers would:

- Provide City of Winnipeg Staff (or its Agent) floor space located at a retail location to hold demonstrations/workshops to accommodate 20-25 customers approximately twice a year;
- Provide additional advertising for the event; and
- Provide floor space for informational posters where compost bins/lawnmowers/mulching blades/reel mowers are sold.

4. LAWNMOWER TUNE-UP SERVICE AND BLADE SHARPENING REBATE:

4.1 Grasscycling is the process of recycling grass clippings by leaving them on the lawn where they can break down naturally. The practice returns nutrients back into the soil and reduces the need for fertilizing and watering. A well maintained lawnmower with sharp blades ensures that the machine runs cleanly and ensures a clean cut. Dull blades tend to tear grass and make the lawn prone to disease and discoloration. The approximate Point-of-Sale Rebate would be \$20 for Tune-ups and \$5 for Blade Sharpening.

4.2 Participating retailers would:

- Ensure Blade Sharpening Rebate would only be applied to mulching lawnmower and manual reel lawnmower blades;
- Ensure Annual Tune-Up Service Rebate would only be applied to mulching lawnmowers and manual reel lawnmowers; and
- Retailers would confirm residency (Driver's Licence, Manitoba Medical Card) and have the customer fill out a brief, rebate form

5. E.O.I. PROCESS

5.1. The City of Winnipeg Solid Waste Services Division anticipates receiving and reviewing Expressions of Interest received from prospective partner organizations with a view to evaluate the partnership opportunities available, leading to Memoranda of Understanding or Requests for Proposal and formal contracts. It is anticipated that further discussions and agreement development will take place in winter of 2014, so that the rebate program can be implemented by the Spring of 2015.

6. SUBMISSION INFORMATION:

6.1. The deadline for application submission is:

4:00 P.M. August 18, 2014

6.2. The Manager of Materials may extend the Submission deadline by issuing an addendum at anytime prior to the time and date specified above.

6.3. The Proponent should submit one (1) application form detailing the following information:

i. **Background Information**

- a) The name of the organization, mailing address, and contact information for key personnel.
- b) Profile of the organization

ii. **Other Information**

- a) Any other information which the Proponent considers pertinent to its proposal.
- b) Proponent may submit a proposal to offer the Point of Sale Rebate for only the compost bins, mulching lawnmowers, mulching lawn mower blades, manual reel mowers or for the tune-up or blade sharpening service.
- c) Further to 6.3.ii(b), Proponent may submit a proposal to offer the Point-of-Sale Rebate in any combination.
- d) Proponent may submit a proposal on Section 2, 3, 4 or all.

6.4. Interested parties should submit their EOI Submission in a sealed package clearly marked:

“EOI 604-2014 RETAIL PARTNERSHIPS FOR COMPOST BIN, MULCHING LAWNMOWER AND LAWNMOWER MAINTENANCE AND BLADE SHARPENING POINT-OF-SALE REBATE PROGRAM”

6.5. EOI Submissions shall be delivered to:

The City of Winnipeg
Materials Management Division
185 King Street, Main Floor
Winnipeg, MB R3B 1J1

7. ENQUIRIES:

7.1. All enquiries shall be directed to:

Rebecca Peech
Solid Waste Services Division
Phone number: 204-986-5484
rpeech@winnipeg.ca

7.2. If the Proponent is unsure of the meaning or intent of any provision therein, the Proponent should request clarification as to the meaning or intent prior to the Submission Deadline.

7.3. Responses to enquiries which, in the sole judgment of the City's representative, require a correction to or a clarification of the EOI will be provided by the City's representative to all Proponents by issuing an addendum.

7.4. Responses to enquiries which, in the sole judgment of the City's representative, do not require a correction to or a clarification of the EOI will be provided by the City's representative only to the Proponent who made the enquiry.

7.5. Proponents may submit their questions by e-mail to the City's representative. The Proponent shall not be entitled to rely on any response or interpretation received, unless that response or interpretation is provided by the City's representative in writing.

8. NO CONTRACT:

8.1. This is an inquiry only. By responding to this EOI with a written Submission or otherwise participating in the process as outlined in this EOI, each Proponent expressly agrees that no contract of any kind is formed under, or arises from this EOI and that no legal obligations between any one or more of the Proponents and the City of Winnipeg will arise.

9. OWNERSHIP OF SUBMISSIONS:

9.1. The City will be entitled to retain all EOI Submissions received in response to this EOI without pay or compensation. Proponents are advised that the City of Winnipeg is subject to The Freedom of Information and Protection of Privacy Act (Manitoba) and that any documents or other records provided to the City may, by law, be subject to disclosure.

10. RIGHT TO ALTER:

10.1. Prior to the submission deadline, the City of Winnipeg reserves the right to alter any of the conditions and criteria outlined in this EOI, including the deadline for submissions, by posting addenda on the City of Winnipeg website at <http://www.winnipeg.ca/matmgt/bidopp.asp>.

10.2. It is the responsibility of each Proponent to ensure that any possible addenda have been reviewed.

10.3. The City's representative will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.

10.4. The Proponent is responsible for ensuring that it has received all Addenda and is advised to check the Materials Management Division website for Addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.

11. NO LOBBYING:

10.1 Any form of political or other lobbying whatsoever in relation to the Project or with a view to influencing the outcome of this EOI process is strictly prohibited. Failure to comply with this provision may result in disqualification from the Project.

12. CONFIDENTIALITY:

- 12.1 Information provided to the Proponent by the City or acquired by a Proponent by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Manager of Materials.
- 12.2 The Proponent shall not make any statement of fact or opinion regarding any aspect of the EOI to the media or any member of the public without the prior written authorization of the Manager of Materials.