



Expression of Interest (EOI)

Development and Operation of a Construction & Demolition (C&D) Public Drop-Off Facility

Issuer: Municipality of Shelburne

Contact: Marcia d'Eon, Director of Operations & Protective Services —
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EOI Reference: EOI MDS2025-01

Submission Deadline: November 21, 2025, 2:00 PM (Atlantic)

1) Purpose

The Municipality of Shelburne (the “Municipality”) is seeking Expressions of Interest (EOIs) from qualified private businesses to develop, own, and operate a public Construction & Demolition (C&D) waste drop-off facility for residents. Materials received will be consolidated and transferred by the operator to licensed processing or disposal facilities.

This EOI is intended to gauge market interest and capability. It is not a solicitation for tenders nor a Request for Proposals (RFP) and does not commit the Municipality to any procurement. The Municipality may use EOI responses to inform a subsequent competitive process (e.g., RFP or Negotiated RFP).

NOTE: This Expression of Interest is being posted in conjunction with a Request for Proposals for Provision of Bins and Hauling Services at the existing C&D transfer station. Council for the Municipality of the District of Shelburne will make a final decision regarding a private C&D drop-off facility or continued operations at the existing site once all factors have been taken into consideration.

2) Opportunity Overview

- **Delivery model:** Proponent-owned site and facility located on the proponent’s parcel of land within reasonable proximity to residents of the Municipality of

Shelburne. Proponents must identify and describe their proposed site/location.

- **Role of operator:** Design, permit, build (or adapt), finance, insure, staff, and operate the public C&D drop-off; manage materials; transport to licensed receivers; maintain compliance with all applicable laws and permits; and report operational data to the Municipality.
 - **Customers served:** Municipal, Town of Shelburne and Town of Lockeport residents (and, optionally, small contractors if proposed).
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3) Minimum Scope of Services & Materials Accepted

At minimum, the facility must provide safe drop-off, handling, storage, and transfer for the following C&D material streams:

- Wood
- Asphalt shingles
- Gypsum board / drywall
- Plaster
- Mixed C&D materials including (non-exhaustive): vinyl/plastic building materials, carpeting, built-up roofing, ceiling tiles, vinyl flooring and linoleum, wiring, lighting fixtures, fiberglass, and clear-bagged insulation.

Proponents may propose acceptance of additional C&D materials and beneficial diversion options (e.g., concrete, brick, metal, clean dimensional lumber for reuse) with associated handling plans.

4) Site & Facility

- **Location:** On proponent's site. Provide civic address and/or PID (if available), zoning confirmation/compatibility, access/egress description, and description of surrounding land uses.
- **Storage Plan & Site layout:** Defined traffic flow with safe public access, scale (if proposed), signage, secured storage (e.g., roll-offs, covered bins, bunkers), appropriate to materials handled. Define waste storage and disposal plan, sorted material versus mixed material.
- **Hours of operation:** Propose customer-facing and access hours and days a week as well as any seasonal adjustments.

- **Accessibility & safety:** Define your ability to provide a safe site including ability to provide staffing, public unloading assistance, sorting guidance, OH&S compliance.
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5) Compliance, Permitting & Environmental Management

Proponents are responsible for obtaining and maintaining all required permits, licenses, and approvals and for complying with all applicable municipal, provincial, and federal legislation and standards for C&D handling, storage, transport, and disposal.

6) Operations, Pricing & Customer Service

- **Receiving & screening:** Material inspection protocols and rejection procedures; handling of contaminated loads.
 - **Storage & transfer:** Bin/bay counts, sorting practices, compaction, and transfer frequency.
 - **Transport & receivers:** Proposed disposal/processing facilities.
 - **Customer fees:** Propose a fee schedule (e.g., per load, per material, weight-based) and payment methods. Indicate any proposed resident pricing structure (e.g., by weight, by load, by material type etc).
 - **Reporting:** Monthly tonnage by stream, diversion rates, contamination, incidents/complaints, rejected loads, and facility uptime/hours.
 - **Performance metrics:** Service level targets (e.g., wait time, on-site time, clean site audits).
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7) Proponent Qualifications & Experience

Provide:

- Corporate profile and define any experience with operating solid waste/C&D facilities (if any).
- Provide 3 client references.
- Key personnel, roles, and certifications.
- Subcontractors (if any) and their roles.
- Insurance coverage (min. general liability and auto; limits to be proposed) and WCB status.

8) Term & Commercial Considerations

Respondents may propose an operating term (e.g., 5 years with options) and commercial structure (user-pay model, tipping fees, revenue sharing, etc.). The Municipality is open to suggestions that support accessibility, environmental outcomes, and cost effectiveness for residents. Any municipal contributions such as subsidies or policy supports requested should be clearly stated.

9) Indicative Evaluation (for planning purposes only)

EOIs are not scored; however, the Municipality anticipates short-listing based on the following considerations:

- Site suitability & accessibility— 25%
 - Operations plan— 25%
 - Capacity to deliver/timeline to open — 20%
 - Pricing approach & value to residents — 20%
 - Innovation & diversion opportunities — 10%
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10) EOI Response Format

Cover Letter (1 page) — include primary contact and signature.

1. **Proponent Profile & Qualifications.**
 2. **Proposed Site & Facility** — address, map, photos/aerial, zoning, layout sketch.
 3. **Operations & Compliance Plan** — materials handling, storage, transfer, safety, environmental management, record keeping and permits (if necessary).
 4. **Pricing & Customer Service** — proposed fee schedule and service hours.
 5. **Downstream Receivers** — list disposal facilities.
 6. **Project Schedule** — timeline for site opening.
 7. **Appendices** — insurance/WCB letters, references, permits (if available).
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11) Submission Instructions

- **Due: November 21, 2025, 2:00 PM (Atlantic).** Late submissions may not be considered.
 - **Format:** Pdf document.
 - **Email to: mdeon@municipalityofshelburne.ca** (Subject: *EOI MDS2025-01 – C&D Drop-Off Facility – [Proponent Name]*)
 - **Contact for inquiries (email only):** Marcia d’Eon, Director of Operations & Protective Services. Questions accepted until **November 7, 2025**; responses may be circulated to all known respondents.
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12) Anticipated Timeline (subject to change)

- EOI issued: October 15, 2025
 - Question period closes: November 7, 2025
 - EOI submissions due: November 21, 2025
 - Short-listing / Market Meetings (if any): late November–December 2025
 - Potential RFP issuance (if approved): December 2025
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13) Rights & Confidentiality

The Municipality may, at its sole discretion, accept or reject any or all submissions; cancel, amend, or reissue the EOI; or initiate a separate procurement. All costs incurred in responding are the sole responsibility of the respondent. Respondents should identify any confidential or proprietary information in their submissions; however, submissions may be subject to applicable access-to-information legislation.

Thank you for your interest in supporting improved C&D waste services for residents of the Municipality of Shelburne.