




CITY OF HAMILTON
PUBLIC WORKS DEPARTMENT
Waste Management Division

TO:	Chair and Members Public Works Committee
COMMITTEE DATE:	August 14, 2024
SUBJECT/REPORT NO:	Standardization of Street-Side Public Space Litter Containers (PW24050) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Joel McCormick (905) 546-2424 Extension 4770
SUBMITTED BY:	Angela Storey Director, Waste Management Public Works Department
SIGNATURE:	

RECOMMENDATION

- (a) That Council approve the standardization of the Glasdon Jubilee 110 Litter Bin and accessories manufactured by Glasdon International Limited and the single sourcing of the supply of the Glasdon Jubilee 110 Litter Bin and accessories with the licensed distributor Wayne Tucker Sales Limited (Classic Displays) until July 1, 2029 for the Waste Management Division, Pursuant to Procurement Policy #14 – Standardization and Policy #11 – Non-Competitive Procurement;
- (b) That the General Manager, Public Works, or their designate be authorized to negotiate, enter into, and execute any required Contract and ancillary document required to give effect thereto with Wayne Tucker Sales Limited (Classic Displays), in a form satisfactory to the City Solicitor; and,
- (c) That the General Manager, Public Works, or their designate, be authorized to amend any Contracts executed and any ancillary documents as required if the manufacturer or licensed distributor identified in this Report undergoes a name change, in a form satisfactory to the City Solicitor.

EXECUTIVE SUMMARY

Pursuant to Procurement Policy #14 – Standardization, the purpose of Report PW24050 is to obtain approval to use Glasdon Jubilee 110 Litter Bin (Jubilee) and its accessories

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as the standard for public space litter containers for the City's street-side litter management program maintained by the Waste Management Division, as well as seek approval to single source the purchase of the Jubilee and its accessories from Wayne Tucker Sales Limited, trade name Classic Displays, pursuant to Procurement Policy #11 – Non-competitive Procurement for a five-year period expiring July 1, 2029.

As approved in 2016 through Report PW16103, the City's standard for street-side litter containers in Business Improvement Areas has been the Jubilee container. Staff are recommending expanding the standardization of Jubilee for street-side litter containers across the city.

The Jubilee container is the preferred litter container for the street-side litter management program for any new or replacement litter container. Currently, the Waste Management Division has an inventory of approximately 720 public space litter containers street-side. 81% are Jubilees with the remaining litter containers being either open top concrete or metal litter bins. As part of the standardization, all remaining open top metal or concrete litter bins will be replaced with a Jubilee as part of the City's litter container maintenance program and litter reduction strategy.

Staff recommend using the Jubilee as the City's standard for street-side litter container for a variety of reasons including overall durability and available accessories such as built-in ashtrays. Operationally, the Jubilee has a closed top to help deter illegal dumping and reduce windblown litter. It also has a side door to access waste for collection which reduces lifting height and the risk of injury to staff.

Since most street-side litter containers throughout the city are already Jubilees, it is Staff's recommendation to keep the same litter containers street-side for visual consistency and familiarity across the city. Standardizing will also assist with replacement parts sharing and inventory management for asset maintenance.

Staff recommend the single source purchase of the Jubilee and its accessories to Classic Displays as they are the only local distributor.

Alternatives for Consideration – See Page 5

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: The annual cost associated with the acquisition, replacement and maintenance of City owned street-side public space litter containers is approximately \$250,000. Purchase of additional litter containers is included in the Waste Management Division's approved 2024 capital budget and future budgetary needs have been identified within the Division's 10-year capital budget. The number of litter containers purchased annually is

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dependent upon the replacement and installation rate of existing and new litter containers.

Staffing: N/A

Legal: N/A

HISTORICAL BACKGROUND

The Waste Management Division is responsible for the purchase, installation, maintenance, and emptying of City owned, street-side litter containers. The purpose of this service is to ensure public space litter containers are strategically installed along city streets to promote proper waste disposal. Public space litter containers are mainly located in areas with high pedestrian traffic, including Business Improvement Areas, commercial districts, and transit stops.

In 2015, the City introduced the Jubilee litter container on a trial basis in several Business Improvement Areas. The Jubilees were initially purchased through the City's Request for Tender procurement process. The Jubilee offered the most favourable cost while meeting staff requirements.

On November 14, 2016, City Council approved Report PW16103, Standardization of Public Space Litter Containers, to standardize the Jubilee as the City's street-side litter container within Business Improvement Areas.

The City has used several types of public space litter containers over the years. These have included open-top concrete, fluted metal, and multi-sort public space recycling containers with separate compartments to collect litter, recyclable paper, and recyclable beverage containers.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

- Procurement Policy By-law 20-205 as amended, Policy #14 – Standardization
- Procurement Policy By-law 20-205 as amended, Policy #11 – Non-competitive Procurement
- Clean & Green Hamilton Strategy – Litter Prevention
- 2022 – 2026 Council Priorities – Priority 2: Safe & Thriving Neighbourhoods; Outcome 3: Provide vibrant parks, recreation, and public space

RELEVANT CONSULTATION

The recommendations in this report were prepared in consultation with:

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- Finance and Corporate Services Department - Procurement Division
- Finance and Corporate Services Department - Financial Planning, Administration and Policy Division

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The City's Procurement Policy #14 – Standardization, outlines the guidelines for goods and service standardization. This process assists the city in selecting a product or service that best meets the City's needs.

Since 2016, the City's standardized street-side public space litter bins in the Business Improvement Areas has been Glasdon Jubilee. Currently, the City has approximately 720 street-side litter containers. 81% are Jubilees.

Staff are recommending standardizing the Jubilee litter container as the standard for street-side litter containers across the city including continuing the standardization within the Business Improvement Areas. The Jubilee offers several benefits which include the following:

- Durability – The Jubilee offers anti-graffiti and anti-vandalism features which maintains a favourable appearance. It is constructed with durable plastic which does not corrode.
- Accessibility – The container has openings on four sides to make it easier to deposit litter inside the container.
- Operational considerations – The Jubilee has a closed top to deter illegal dumping of garbage inside the container and also reduces snow and rain from entering the container, therefore not adding any more weight. The Jubilee has a lockable side door to access waste for collection which reduces lifting height and the risk of injury to staff.
- Accessories – Accessories such as an ashtray can be attached to the Jubilee's lid. This feature is helpful to avoid having to install stand-alone cigarette receptacles along the sidewalk. This supports the City's cigarette litter prevention program.
- Design – The container colours are complementary to the black and gold theme that is currently being used for other street furniture such as light pole bases, bollards, and sign poles in Hamilton's Business Improvement Areas.

While there are similar litter containers in the market available for purchase, it is important to keep consistency and familiarity with a single litter container within the

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street-side litter management program. This allows the litter container to be easily recognizable as a city owned and maintained asset.

Additionally, standardizing allows staff to keep and maintain replacement parts for one type of litter container.

The only North American distributor for the Jubilee and its accessories is Classic Displays. Approving the single source option as outlined in Report PW24050 will allow the purchase through the only local distributor, eliminating the need to issue a formal procurement process such as a Request for Tender or Request for Quotation.

ALTERNATIVES FOR CONSIDERATION

Should the recommendations in this report not be approved, Public Works Committee could choose to direct staff to go out to market with a competitive procurement process. This could result in other types of litter containers being purchased. As a result, the benefits experienced due to the use of the Jubilee container may no longer apply.

Staff do not recommend this alternative as the Jubilee containers provide various benefits as outlined in this report.

Financial: The financial implications for this alternative are unknown. Staff would have to complete the RFP or RFT procurement process to gain an understanding of the cost.

Staffing: N/A

Legal: Staff from the Legal Services Division and Corporate Services Section will be consulted to assist with any legal and procurement requirements as applicable.

APPENDICES AND SCHEDULES ATTACHED

N/A