



Request for Proposal

For: Recycling Acceptance Services

Request #2017-02

Date: March 8, 2017

Municipality of French River

44 St. Christophe Street

P.O. Box 156

Noëlville, ON, P0M 2N0

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Confidentiality Statement

This document, and any attachments thereto, regardless of form or medium, is intended only for use by the addressee(s) and may contain legally privileged and/or confidential, copyrighted, trademarked, patented or otherwise restricted information viewable by the intended recipient only. If you are not the intended recipient of this document, please respond to the originator of this message and permanently dispose any copies and any attachments. Thank you for your consideration, Municipality of French River. Please respond to czwiers@frenchriver.ca with any questions or concerns.

Submission Details

Submission Deadlines and Methods

All submissions for responding to this request must be submitted to our office, as stated below, no later than:

Wednesday, March 29, 2017 -No later than 4:00pm Local Time

Successful candidate will be notified within 30 days of the proposal closing date

The use of mail for delivery of a tender will be at the risk of the respondent. Submissions sent in electronic format will **not** be accepted.

Quotes must be submitted and shall be clearly marked with the following:

- Name and address of the Respondent
- Request Number :2017-002
- Project Title: Supply of Recycling Acceptance Services
-

Administration staff will affix on the submission:

- Date and time of receipt

Submission Delivery Address, Submission Questions and Clarifications

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Proposal. The delivery address to be used for all submissions is:

Carlie Zwiers
Executive Assistant
Municipality of French River
44 St. Christophe Street
P.O. Box 156
Noëlville, ON, P0M 2N0
Tel: 705-898-2294
Fax: 705-898-2191
Email: czwiers@frenchriver.ca

Submission Opening

Tenders will be opened, and recorded on

Wednesday, March 29, 2017 at 4:05PM in the Municipal office. Staff will review the proposal and the successful candidate will be presented at the regular council meeting of **April 5th, 2017**.

Amendment and Withdrawal of Tenders

Requests for withdrawal of a tender shall be allowed if the request is made before the closing time for the contract to which it applies. Requests shall be directed to the CAO/Clerk by letter or in person, by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of a tender does not disqualify a bidder from submitting another tender on the same contract.

Introduction and Executive Summary

The Municipality of French River (herein after referred to as the municipality) is requesting tenders for “Recycling Acceptance Services”. The Municipality of French River is now accepting tenders for this service.

Business Overview & Background

The Municipalities landfill is located at 330 Houle Rd. Noëlville, Ontario. On average the Municipality will generate 200-250 Metric Tons per year of Recycling for the community of French River that has an average population of 2662. The community has 5 Transfer site locations with recycling bins that are then transferred to the Landfill and hauled to a Recycling Centre.

Detailed Specifications

The detailed specifications are attached in Schedule “A, and B”

Assumptions & Constraints

The Municipality will not be held liable for any errors or omissions in any part of this RFQ. The information contained herein is supplied solely as a guideline for responding vendors. The information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive. Nothing in the RFQ is intended to relieve vendors from forming their own opinions and conclusions with respect to the matters addressed in the RFQ. Should the Municipality be contacted, no oral explanation or interpretation will modify any of the requirements or provisions of the proposal documents. No addenda to this RFQ will be issued. Should changes be required this RFQ would be voided and re-released under a new RFQ number.

The successful vendor will provide continuous and adequate protection of all work from damage and will protect the Municipality's property from injury or damage arising from or in connection with this work.

The successful vendor will employ only orderly, competent and skillful employees to ensure that the services are carried out in a confidential and respectable manner.

The successful vendor will ensure all services and products provided in respect to this proposal are in accordance with, and under authorization of all applicable authorities, municipal, provincial and/or federal legislation.

The successful vendor will, throughout the term of the contract, obtain and maintain in force a General Liability Insurance of not less than \$2,000,000 (per occurrence) inclusive, to indemnify and hold harmless the Municipality of French River against any liability for property damage or personal injury, including death which may arise from the vendor's operations under this contract; and/or The successful vendor will be required to provide Professional Liability Insurance coverage in the amount of not less than \$2,000,000.00 per occurrence.

The successful vendor and its employees may have access to information confidential to the Municipality. This information may include, but is not limited to, terms of this agreement, business methods and systems, contractual terms, pricing, personal information, etc. subject to disclosure by force of law, the successful vendor agrees that it and its employees who have access to this information will not either during the term of the agreement or at any time thereafter reveal to any third party any of this confidential information or use in any way, whether on the successful vendor's behalf or on behalf of any third party, any such information

The information, reports, documentation, plans, etc. that are a product of this award by the successful vendor, will become the exclusive property of the Municipality of French River.

Terms and Conditions

Relating to the submission document:

- Provincial and Federal Taxes (H.S.T.)** - Tenders shall include applicable H.S.T. taxes. This tax shall be shown separate from the unit price. The proponent shall include with the executed documents, at the time of submission, on company letterhead, notification to the Municipality of their H.S.T. Registration Number (if any)
- Recyclable Materials** – As outlined in Schedule A
- Costs, Deliverables & Restrictions** – Outlined in Schedule B
- Declaration** - Signed declaration must be submitted (Page #8)
- Other** - Vendors may include any addition information regarding their firm and/or services that may prove beneficial to the evaluation of the proposal. These would be provided in the form of appendices.

Relating to the Successful Candidates:

- **Contract** - The successful proponent may, within ten (10) days after being advised that they are the successful proponent, execute a contract in duplicate to the Municipality. A delivery date will also be agreed upon.
- **Notice of Acceptance** - Notice of acceptance may be made by written confirmation to the successful proponent at the number given by the proponent.
- **Payment** - shall be made upon receipt of invoice following the receipt of the product (net 30 days) with completion of the work to the satisfaction of the Municipality.
- **Servicing manuals** - need to be provided with the final product
- **Parts and Service** – Parts and services must be available regionally within the (Sudbury or Nipissing district)
- **Price** - The vendor shall abide by the total price stated in the submission document. No further payments beyond the contract amount will be made for any additional services required to provide a satisfactory deliverable. If additional requirements are requested by the Municipality beyond the original scope of work described in this RFQ, the cost of these services would be negotiated between the Municipality and the company that has been selected to perform the work. Any additional work will only be undertaken based on a request in writing from the Municipality of French River.
- **Termination** - The Municipality reserves the right to immediately terminate the contract for sufficient cause, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc. Termination of the agreement for any other reason not listed previously will require 90 days' notice to the proponent on behalf of the Municipality to end contract.
- **Public Record** - Any personal information required on the proposal form is received under the authority of the Municipality of French River. This information will be an integral component of the quote submission. All written proposals received by the Municipality become a public record; once a proposal is accepted by the Municipality, and a contract is signed, all information contained in it is available to the public including personal information.

Selection Criteria

A combination of quality, experience and price will determine the successful firm. More specifically:

- The vendor's experience overall and particularly in relation to similar projects.
- The vendor's project management experience in managing subcontractors and delivering a seamless product to the client.
- The quality of the proposal.
- The proven ability to stay within project budget and meet project completion target dates.
- Any additional features or advantages uniquely proposed by the vendor which the Municipality has not identified in the project deliverables or description.
- The vendor's financial proposal

The Municipality of French River is not obligated to award the service contract to the lowest or any firm. The municipality reserves the right to reject any or all proposals and to waive formalities as the interests of the municipality may require without stating reasons. The Municipality will not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any vendor by reason of the acceptance or the non-acceptance by the municipality of any proposal or by reason of any delay in the acceptance of a proposal as well any expenses incurred by the vendor in the preparation of the proposal submission are entirely the responsibility of the vendor and will not be charged to the Municipality.

Declaration

To: The Municipality of French River

Sirs: I/We the undersigned, acknowledge receipt of, and having carefully examined the Request for Quote, and "Specifications" set forth in schedule "B" and hereby offer to submit this quote for the Compensation and Pay Equity Review in accordance with, and as required by the said documents at the price set forth in "Schedule "A" hereto.

I/We understand and accept that the prices set forth in this Quote Form include full compensation to furnish all labour, equipment, materials and supplies and transportation necessary or incidental to completing the work in strict accordance with said documents.

I/We understand that this Agreement terminates in the event that I fail to perform the work to the satisfaction of the Municipality.

I/We understand that the lowest or any quote will not necessarily be accepted and that TO BE CONSIDERED, Quote Forms must be in the Municipal Office by 4:00 p.m., Local Time, on **Wednesday March 29, 2017.**

GENERAL CONDITIONS

1. The respondent shall discharge all liabilities incurred by him for labour, materials and services used or reasonably required for use in the performance of this Agreement on the date upon which each becomes due and all liabilities incidental thereto.
2. The respondent understands and agrees that he is not, nor is anyone hired by him, covered by the Municipality under The Workers' Compensation Act, and he shall be responsible for, and shall pay all dues and assessments payable under The Workers' Compensation Act, The Unemployment Insurance Act or any other Act, whether Provincial or Federal, in respect of himself, his employees and operations, and shall, upon request, furnish the Municipality with satisfactory evidence that he has complied with the provisions of any such Act. If he fails to do so, the Municipality shall have the right to withhold payment of such sum or sums of money due to him/her that would be sufficient to cover his/her default and the Municipality shall have the right to same.
3. The Contractor to supply proof of Workers' Compensation and \$2,000,000 liability insurance.
4. The respondent covenants and agrees with the Municipality to indemnify it and save it harmless from all claims by third parties arising out of the performance of this Agreement.
5. The price, as proposed by the respondent, includes all limits of the work project.
6. The respondent declares that he has or will pay forthwith all Provincial and Federal Taxes that apply to the said equipment.
7. Notice of acceptance may be made by written confirmation of same to follow, to the respondent at the numbers given by the respondent.

Name and Address of the Respondent

Phone:

Fax:

Email:

The Respondent declares:

- No person, firm or Municipality other than the Respondent, has any interest in this proposal or in the proposed services for this proposal;
- This proposal is made without any connection, comparison of figures or arrangements with or knowledge of any other Municipality, firm or person making a proposal for the same service and is in all respect fair and without collusion or fraud;
- No member of the staff of the Municipality of French River is, or will become interested directly or indirectly; as a contracting party, partner shareholder, surety or otherwise; or in the performance of the service; or in the supplies, service or business to which it relates; or in any portion of the profits thereof; or in any of the monies to be derived there from;
- The content and requirements of this proposal document have been read and understood.
- All prices are quoted in Canadian funds.

Print Name - Witness

Print – Respondent,

Title - Respondent

Signature - Witness

Signature – Respondent

Schedule “A” Recyclables

For the Supply of Recycling Acceptance Services for the Following Recyclable Items

COLUMN A - Categories of Recyclables	COLUMN B - Examples of materials within the corresponding categories of recyclable materials.	Yes, we provide this service	No, we do not provide this service
Aseptic Containers	Juice Boxes, Milk, Soy beverages, liquid meal replacements, whipping cream, coffee cream or whitener broth, soup and wine cartons, all duly rinsed and with straws removed from drinking boxes.		
Cardboard and Box Board	Cereal, shoe, detergent, cracker, toothpaste, frozen food		
Empty and Dry paint, stain, coating and empty aerosol cans	Lids from paint, stain and coating cans to be removed; all paint, stain, coating and aerosol cans to be empty and dry		
Glass Bottles and jars	Rinsed clear and coloured glass bottles and jars with or without labels and plastic or metal lids removed		
Metal Containers	Food and beverage cans, rinsed and with lids pushed down inside, aluminum foil trays and pie plates rinsed		
Paper	Newspaper and inserts, magazines and glossies, catalogs, junk mail, phone books, paperback books, household paper, paper gift wrap (non-foil), greeting cards and paper bags (non-treated)		
PET Polyethylene Terephthalate plastics	Clear or transparent plastic containers bearing the plastics #1 symbol, such as soft drink and beverage containers, some salad dressing containers, mustard and peanut butter containers, all duly rinsed.		
HDPE or High Density Polyethylene Plastics	Plastics that are normally cloudy or opaque in colour bearing the symbol #2, such as vinegar jugs cleaning products, dishwasher soap bottles liquid laundry soap, shampoo/ hair conditioner, cosmetic containers, ice cream tubs, molded muffin trays etc., all rinsed, excluding motor oil containers		
Plastics – Bags	Grocery, bread, produce and frozen vegetable bags, dry cleaning bags, outer wrapping for toilet tissue and other paper products, rinsed milk bags		
Plastics - Tubs and lids	Plastic containers, plastic tubs and lids as well as large mouth containers with plastic #5 symbol, such as sour cream tubs, yogurt, margarine, containers all rinsed.		
Plastics – Polystyrene	Take out containers, foam meat trays, foam egg cartons, foam plates and cup all rinsed		
Plastic or Metal Lids	Plastic and metal lids from beverage containers and cans all rinsed.		
Any Misc., or other materials not listed			

Schedule “B” Processing Rates Restrictions

Processing Rates

For the Term of 3 Years

- 1) Please provide your Processing Rate Per Ton of Recyclables accepted by your company or supplier, and any other additional information you deem to be relevant to provide your services such as; rubber tire, and e-waste disposal

- 2) Please provide costing for the pick-up of recycling material in two (2) 40-yard bin’s twice a week and possibly three (3) times in the summer months.

- 3) Please provide the rejection costs of a load and the restrictions associated with rejection of recyclables due to the contamination of non-recyclable items.

Schedule "C" Geographical Information

