

REQUEST FOR PROPOSAL

for

RESIDENTIAL RECYCLING COLLECTION AND PROCESSING SERVICES

November 16, 2023

Village of St-Pierre-Jolys
701 Jolys Avenue East, St-Pierre-Jolys, MB



Submission deadline: December 4th, 2023 by 1:00 PM

INTRODUCTION

The Village of St-Pierre-Jolys is requesting Proposals (Proposal) for recycling collection and processing services. The Village of St-Pierre-Jolys is seeking a service provider who will be proactive in helping Village of St-Pierre-Jolys manage recyclables in the most cost-effective and efficient manner. The Village of St-Pierre-Jolys wishes to increase the diversion of materials currently going into landfills. It is intended that the service provider will be the driving force behind the growth of recycling activity and increased diversion rates, working in partnership with the Village of St-Pierre-Jolys, staff, Multi-Material Stewardship Manitoba (MMSM) and area residents.

The Village of St-Pierre-Jolys is located approximately 40km south of Winnipeg with PTH 59 being the main corridor through the Village. The Village has a total population of 1,305.

The Village is seeking options of weekly or bi-weekly collection and processing services of recyclables for the whole community. The five-year average metric tonnes generated is 59 MT per year. The chosen service provider will also be expected to provide recycling collection for up to 20 commercial businesses. The commercial material must be weighted and billed separately from the residential material.

The selected service provider will have to meet the following criteria:

1. Seek continual improvement to the residential recycling program and assist the Village of St-Pierre-Jolys in increasing diversion (reduce, reuse, and recycle);
2. Optimize current recycling services to reduce overall waste management system costs;
3. Provide an indication of the manner in which the recyclable materials will be processed after the collection of the recyclable materials;
4. Collect all mandatory materials under the MMSM Municipal Funding Agreement.
5. Develop a detailed tracking, reporting, and invoicing system (including digital scale tickets) that is compatible with MMSM's reporting requirements for municipalities;
6. Collaborate with appointed municipal representatives to implement the proposed program; and
7. The contractor must be an approved collector/processor of MMSM for a municipality (or municipalities) to receive Municipal Recycling Funding Payments.
8. If the bidder will be hauling to a third party processing facility the bidder must; include a letter from the proposed processing facility. This letter must clearly indicate the processing facility name, address, cost per tonne as well as the duration of the agreement between the bidding and processing facility.

Mandatory Materials:

- Newsprint and flyers
- Aluminum food & beverage containers
- Glass food & beverage containers
- Steel food & beverage containers

- Magazines & catalogues
- Gable top containers (e.g. milk cartons)
- Boxboard (e.g. cereal boxes)
- Telephone directories
- Residential corrugated cardboard
- Aseptic packaging (e.g. juice boxes)
- Household plastics #1-5 & #7

Scavenging Forbidden. The Village will not Scavenge or permit any person (including its employees or contractors) to Scavenge any materials (including, if permitted by law, materials other than PPP that have been set out to be collected by other collection service providers) at any time and at any location during the Village's performance of this Agreement.

INSTRUCTIONS TO BIDDERS

1. SUBMISSION OF PROPOSAL

Each Proposal must be submitted by the bidder (Bidder) in a sealed envelope addressed to:

**Village of St-Pierre-Jolys
Jolys Avenue East
St-Pierre-Jolys, MB R0A 1V0**

OR,

By email to the Chief Administrative Officer, Tina Bubenzer at:

cao@villageofstpierrejolys.ca

The outside of each Proposal or subject line of the email must be clearly labeled "Proposal for the Residential Recycling Collection and Processing Services", submitted by (Bidder)

2. PROPOSAL SUBMISSION DEADLINE

The RFP closes at 1:00 p.m., December 4, (2023) at the Village of St-Pierre-Jolys municipal office at the address noted above.

3. PURPOSE AND SCOPE OF WORK

The purpose of the RFP is to solicit bids from bidders for the weekly or bi-weekly collection and processing of recycling and to enter into an agreement whose bid is judged to best serve the interest of the Village of St-Pierre-Jolys when evaluated. The agreement shall be for a period of three (3) years and is anticipated to commence on February 1, 2024 (or earlier as determined).

Weekly or bi-weekly collection of residential recycling will take place in the community of St-Pierre-Jolys. Approximately 500 residences including multi-family dwellings in the community as well as up to 20 commercial properties to be weighed and billed separately from the residential materials.

4. AGREEMENT TO BOND

The Bidder must provide an "Agreement to Bond" issued by a recognized surety licensed to conduct business in Manitoba and include it with the Proposal, otherwise, the Proposal will be considered incomplete and may be rejected.

5. ACCEPTANCE OF PROPOSAL

The Bidder's Proposal shall remain open for acceptance and irrevocable for thirty (30) calendar days from the RFP closing date.

6. INFORMATION TO BE INCLUDED IN THE PROPOSAL

The Bidder must submit its Proposal, on the prescribed forms attached along with the following information:

- a) Qualifications - The Bidder must give a list of previous or current work, similar in nature, and value to demonstrate the ability and experience to perform the required scope of work.

No agreement will be awarded to any Bidder who, in the judgment of the Village of St-Pierre-Jolys, is not a responsible Bidder or does not have all the necessary experience, capital, personnel, and equipment to perform the scope of work in strict accordance with the terms and provisions of the agreement.

- b) Sub-Contractors - Bidders who propose to sub-contract any portion of the scope of work must list any sub-contractors they propose to engage, within the description of the sub-contracted work. Where a subcontractor (s) is not identified, it will be interpreted that the Bidder proposes to execute the scope of work with the Bidder's own forces.
- c) Equipment and Staffing Schedule - The Bidder must specify the type of equipment in first class working condition that the Bidder proposes to employ for collection of recycling along with associated crew size, number of crews, and schedule. The Bidder must identify similar equipment in first class working condition that the Bidder is prepared to employ "In Reserve" if directed by the agreement administrator.
- d) Prices – All unit prices must be clearly indicated, and all extensions and lump sum prices written in figures. Prices proposed are to be in Canadian funds and to include all necessary labor, material, and equipment required for the execution of the services. Any fuel and/or gas surcharge must be stated and should only be charged to the collection portion of the proposal.
- e) Processing – Bidders must indicate where the collected recyclable material will be taken for processing. Bidders are asked to include a local and city processor option if possible and to complete a separate bid sheet for each with the processor location clearly noted.

**** If the bidder will be hauling to a third party processing facility the bidder must; include a letter from the proposed processing facility. This letter must clearly indicate the processing

facility name, address, cost per tonne as well as the duration of the agreement between the bidding and processing facility.

7. ADDENDA

Addenda, bulletins, or corrections issued during the open time of the RFP are to be included in the Proposal and will become a part of the agreement.

8. DISCREPANCIES, OMISSIONS

Prospective Bidders finding discrepancies in, or omissions from the agreement, or having any doubt as to the meaning or intent of any part thereof, should immediately notify the agreement administrator who will send written instructions or explanations.

9. ASSIGNABILITY

An assignability clause will be included in the agreement that allows the Village of St-Pierre-Jolys the ability to transfer ownership or assign their contractual obligations of the agreement and rights over to Multi-Material Stewardship Manitoba (MMSM) following the Government's approval of the draft Transition Plan to full Extended Producer Responsibility (EPR) should the VILLAGE's transition date fall within the terms of this agreement.

10. INSURANCE

The Village of St-Pierre-Jolys will require a Certificate of Liability Insurance to be included in the Proposal. For this certificate the Village of St-Pierre-Jolys will require the following:

- a) Bidder's full name and address with a contact name and phone number;
- b) Description of your business operation;
- c) Commercial General Liability with a limit of no less than \$2,000,000.00; and
- d) Confirmation of Automobile Liability Insurance or Commercial Automobile Liability with a limit of no less than \$2,000,000.00.

11. TERMS OF SUBMISSION

The Village of St-Pierre-Jolys reserves the right:

- a) To fairly evaluate all proposals received based on the criteria specified herein, and to add or delete criteria as we choose;
- b) Reject all or part of any proposal for any reason and without explanation;
- c) Accept a proposal that may not be the lowest cost;
- d) Require clarifications, supporting information, or any other information from you that is considered necessary to make a decision;
- e) To extend the RFP deadline and notify you in writing, without explanation, of the revised deadline;

- f) Allow a proponent to change or amend their Proposal with updated information or costs, either at their initiative or by our request, if we consider it in the Village of St-Pierre-Jolys interest to do so; and
- g) To enter into negotiation with one or all proposers after close.

12. PROPOSAL EXPECTATIONS

By Submitting a Proposal the Bidder agrees:

- a) To enter into an agreement for the services, according to the conditions of this document;
- b) To abide by the conditions of this RFP and that the Village of St-Pierre-Jolys has no liability or obligation to you in any way with respect to your investment in preparing your Proposal, or in the selection process; and
- c) That you may withdraw your Proposal up to the date of the submission closing, provided that you make your request in writing.

We will not dictate how you present your Proposal; however, please keep the following in mind to ensure that we can conduct a fair and consistent evaluation of your Proposal;

- a) Demonstrate a clear understanding of the RFP;
- b) Schedule (A) is completed and attached;
- c) Ensure that all costs provided are comprehensive;
- d) Detail exactly what is inclusive in the weekly or bi-weekly collection rate;
- e) Detail any additional fees and what they are associated with; and
- f) Details of other licensed receiver(s) of collected materials if not mentioned in this RFP.

PROPOSAL FORM

I, We, _____
the undersigned, having examined the invitation and instructions to Bidders and the contract documents for the performance of the scope of work, for Proposal Residential Recycling Collection and Processing Services, offer to perform the scope of work in conformity with the said documents and to enter into an agreement if selected, in consideration of the sum arrived at as may be ascertained in accordance with said documents.

Bidder Signature

I have the authority to bind the Corporation.

Name: _____ (Print Clearly)

Title: _____

Date: _____

Witness Signature

Name: _____ (Print Clearly)

Title: _____

Date: _____

OPTIONS FOR CONSIDERATION

SCHEDULE A

Schedule of Prices for Collection of **Residential Recyclables**

OPTION A — Manual Collection — (36 month contract) (February 1, 2024 to January 31, 2027)

AREA & ITEM	APPROX. NO. OF UNITS	UNIT PRICE	Unit		Approximate ANNUAL COST
Bi-Weekly Recycling – Clear bag/Blue Box	500		Per month	X 12	
<u>Processing fees</u> –Clear Bag or Blue box	49		Per tonne		
TOTAL BID PRICE					\$
Fuel/Gas Surcharge (min & max)					

OPTION B — Manual Collection — (36 month contract) (February 1, 2024 to January 31, 2027)

AREA & ITEM	APPROX. NO. OF UNITS	UNIT PRICE	Unit		Approximate ANNUAL COST
Weekly Recycling – Clear bag/Blue Box	500		Per month	X 12	
<u>Processing fees</u> –Clear Bag or Blue box	49		Per tonne		
TOTAL BID PRICE					\$
Fuel/Gas Surcharge (min & max)					

The Municipality reserves the right to change from option A to option B providing the contractor at least three (3) months notification (90 days) of such change.

Price includes all taxes, and incidental costs, only GST shall be extra.

DATE

BIDDER

WITNESS

OPTIONS FOR CONSIDERATION

SCHEDULE A

Schedule of Prices for Collection of **Residential Recyclables**

OPTION C — Automated Collection – Collection Contractor Provided Carts — (36 month contract)
(February 1, 2024 to January 31, 2027)

AREA & ITEM	APPROX. NO. OF UNITS	UNIT PRICE	Unit		Approximate ANNUAL COST
Bi-Weekly Recycling – 95 gallon cart	500		Per month	X 12	
Cart Distribution Cost					
<u>Processing fees</u>	49		Per tonne		
TOTAL BID PRICE					\$
Fuel/Gas Surcharge (min & max)					

OPTION D — Automated Collection – Collection Contractor Provided Carts — (36 month contract)
(February 1, 2024 to January 31, 2027)

AREA & ITEM	APPROX. NO. OF UNITS	UNIT PRICE	Unit		Approximate ANNUAL COST
Weekly Recycling – 64 gallon cart	500		Per month	X 12	
Cart Distribution Cost					
<u>Processing fees</u>	49		Per tonne		
TOTAL BID PRICE					\$
Fuel/Gas Surcharge (min & max)					

The Municipality reserves the right to change from option A to option B providing the contractor at least three (3) months notification (90 days) of such change.

Price includes all taxes, and incidental costs, only GST shall be extra.

DATE

BIDDER

WITNESS

OPTIONS FOR CONSIDERATION

SCHEDULE A

Schedule of Prices for Collection of **Commercial Recyclables (cardboard & plastics only)**

OPTION A — Manual Collection — (36 month contract) (February 1, 2024 to January 31, 2027)

AREA & ITEM	APPROX. NO. OF UNITS	UNIT PRICE	Unit		Approximate ANNUAL COST
Bi-Weekly Recycling – Clear bag/Blue Box	500		Per month	X 12	
<u>Processing fees</u> –Clear Bag or Blue box	49		Per tonne		
TOTAL BID PRICE					\$
Fuel/Gas Surcharge (min & max)					

OPTION B — Manual Collection — (36 month contract) (February 1, 2024 to January 31, 2027)

AREA & ITEM	APPROX. NO. OF UNITS	UNIT PRICE	Unit		Approximate ANNUAL COST
Weekly Recycling – Clear bag/Blue Box	500		Per month	X 12	
<u>Processing fees</u> –Clear Bag or Blue box	49		Per tonne		
TOTAL BID PRICE					\$
Fuel/Gas Surcharge (min & max)					

The Municipality reserves the right to change from option A to option B providing the contractor at least three (3) months notification (90 days) of such change.

Price includes all taxes, and incidental costs, only GST shall be extra.

DATE

BIDDER

WITNESS

OPTIONS FOR CONSIDERATION

SCHEDULE A

Schedule of Prices for Collection of **Commercial Recyclables (cardboard & plastics only)**

OPTION C — Automated Collection – Collection Contractor Provided Carts — (36 month contract)
(February 1, 2024 to January 31, 2027)

AREA & ITEM	APPROX. NO. OF UNITS	UNIT PRICE	Unit		Approximate ANNUAL COST
Bi-Weekly Recycling – 95 gallon cart	500		Per month	X 12	
Cart Distribution Cost					
<u>Processing fees</u>	49		Per tonne		
TOTAL BID PRICE					\$
Fuel/Gas Surcharge (min & max)					

OPTION D — Automated Collection – Collection Contractor Provided Carts — (36 month contract)
(February 1, 2024 to January 31, 2027)

AREA & ITEM	APPROX. NO. OF UNITS	UNIT PRICE	Unit		Approximate ANNUAL COST
Weekly Recycling – 64 gallon cart	500		Per month	X 12	
Cart Distribution Cost					
<u>Processing fees</u>	49		Per tonne		
TOTAL BID PRICE					\$
Fuel/Gas Surcharge (min & max)					

The Municipality reserves the right to change from option A to option B providing the contractor at least three (3) months notification (90 days) of such change.

Price includes all taxes, and incidental costs, only GST shall be extra.

DATE

BIDDER

WITNESS