

# District of Lakeland No. 521



## REQUEST FOR PROPOSAL

Information Package

### District of Lakeland No. 521 Waste and Recycle Collection Services

Deadline  
May 15<sup>th</sup> 2024  
2:00 pm local time

32 Main St W  
Box 27  
Christopher Lake, SK  
S0J 0N0  
**Phone: 306-982-2010**  
[office@lakeland521.ca](mailto:office@lakeland521.ca)

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DISTRICT OF LAKELAND NO. 521

**WASTE & RECYCLE COLLECTION SERVICES**

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DISTRICT OF LAKELAND NO. 521

**WASTE & RECYCLE COLLECTION SERVICES**

**A. Terms and Conditions of Request for Proposals**

- A.01 The District of Lakeland No. 521 reserves the right to amend or reverse the *Proposal Documents* prior to the date set for the closing of the *Request for Proposals*. Prospective *Proponents* will be informed of all changes by way of written addendum.
- A.02 The submission of a *Proposal* shall be conclusive evidence that the *Proponent* has carefully examined the *Request for Proposals* documents and any addendum pursuant to Section A.01 above.
- A.03 Should a *Proponent* find discrepancies in or omissions from *the Request for Proposals*, or should they be in doubt as to their meaning, they should at once notify the Municipality. The Municipality may then amend or revise the *Request for Proposals*, pursuant to Section A.01.
- A.04 There are no other agreements, undertakings, representations, or understandings relating to the service or supply of products other than the *Request for Proposals*. This means the *Proposal*, the *Terms and Conditions of the Proposal*, *Specifications/Supplementary conditions*, *Proposal form* and any revisions or amendments, pursuant to Section A.01 of the *Terms and Conditions of the Proposal*. No amendment of this agreement shall be effective unless it is in writing and executed by both parties.
- A.05 The signature on the *Proposal Form* of a duly authorized representative of the company is a condition of acceptance.
- A.06 **The Municipality reserves the right to accept any *Proposal* submitted in whole or in part or to reject any or all *Proposals*.**
- A.07 The obligations and rights of *Proponents* shall be those expressed herein. No terms either implied or verbally expressed, shall affect, restrict, or in any way vary the written terms of this *Request for Proposals*. Without restricting the generality of the foregoing, no terms may be implied by virtue of custom or usage.
- A.08 The Municipality shall have the right to evaluate competing *Proposals* in accordance with its own criteria whether or not such criteria has been expressly related to *Proponents*.

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**WASTE & RECYCLE COLLECTION SERVICES**

**B. Preparation of Proposals**

- B.01** Each *Proponent* shall specify, on the forms supplied by the Municipality, the prices at which the *Proponent* is offering to supply the items/service indicated.
- B.02** Prices listed for shown should not include Goods and Services Tax or the Provincial Sales Tax.
- B.03** All products and services must meet all current Provincial, Federal & Municipal standards and if any defects are found, all costs involved to correct the problem will be borne by the proposing firm.

**C. Submission of Proposals**

- C.01** Each *Proposal* must be marked **“WASTE & RECYCLE COLLECTION SERVICES”** and submitted on or before 2:00 p.m., *Wednesday May 15<sup>th</sup> 2024* to:

District of Lakeland No. 521  
Waste & Recycle Collection Services RFP  
32 Main St W  
Box 27  
Christopher Lake, Saskatchewan  
S0J 0N0  
Phone: 306-982-2010  
Fax: 306-982-2589  
[office@lakeland521.ca](mailto:office@lakeland521.ca)

- C.02** Electronic or facsimile Proposals are accepted; however hard copies are preferred. Late Proposals will not be accepted and will be returned unopened.
- C.03** *Proposals* may be withdrawn, in writing, to the address stated in C.01 before closing of the *RFP*.
- C.04** All *Proposals* will be opened in public in the office or place of address stated in C.01 shortly after the closing of the *Proposals* and witnessed by no less than two (2) authorized persons representing the District of Lakeland No. 521.

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**WASTE & RECYCLE COLLECTION SERVICES**

**D. Formation of Proposal**

- D.01 By submitting a *Proposal*, the *Proponent* agrees that the price(s) shall be open for acceptance by the Municipality for a period of 30 days after the date on which the *Proposals* are to be opened.
- D.02 The Municipality may accept a *Proposal* by issuing a general standing offer to the successful *Proponent* and thereby establish a contract for the supply and delivery of the product/service on the terms and conditions set forth in the documents as specified in the *Request for Proposals*.
- D.03 Failure to comply with the terms and conditions of the *Proposal* will result in the successful *Proponent* being notified of the breach of Request for Proposal. The successful *Proponents* will be allowed ten (10) days to rectify this breach.
- D.04 Failure to rectify the breach within the time specified in D.03 may result in the termination of the Proposal award.

**REQUEST FOR PROPOSALS**  
**SPECIFICATIONS/SUPPLEMENTARY CONDITIONS**  
**WASTE & RECYCLE COLLECTION SERVICES**

**INSTRUCTION TO PROPONENTS**

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**I. PURPOSE OF SOLICITATION**

The District of Lakeland No. 521 is requesting Proposals for waste & recycle collection services for a five (5) year term beginning June 1, 2024.

Proposals are requested for both collection of solid waste & recyclables. The ideal Proponent will provide an itemized Proposal for waste and recycling as described in this RFP that consolidates services into one contract; although waste and recycle may be awarded separately (or not at all). In addition to the collection services, reporting services are also required for tonnage quantities for both waste and recycle.

For automated residential waste and small business waste. Proponents are to provide costings for service cost based on the assumption that the Proponents will own the containers and will purchase, deliver, maintain, and supply replacement containers to the District of Lakeland No. 521. Costs for all elements are to be included in the per stop cost.

**Pricing should be presented using the form provided in this RFP in Form 2**

The services required for the start of the contract will include:

- a) 2-yard waste bins with bear proof lids as approved by the District
- b) 4-yard waste bins with bear proof lids as approved by the District
- c) 6-yard waste bins with bear proof lids as approved by the District
- d) 6-yard recycle bins with plastic lids

In addition to the collection services, the District of Lakeland No. 521 requires that the successful Proponent also provide Customer Service operations for the purposes of receiving and addressing collection issues and concerns that arise from the performance of the work.

The District of Lakeland No. 521 also requires a detailed contingency plan for mechanical breakdowns and other situations that may affect the regular service schedule, such as STAT holidays.

The successful bidder shall obtain a business license from the District of Lakeland No. 521 and

Provide evidence of adequate liability of no less than two million dollars (\$2,000,000) to cover these operations and the District of Lakeland No. 521 be held harmless to their operations as well as a Letter of Clearance from the Saskatchewan Workers Compensation Board.

## **II. BACKGROUND**

The District of Lakeland No. 521 is located in North Central Saskatchewan with a population base of approximately 1100 permanent residents with an influx of seasonal residents. Currently residents have access to waste and recycling collection depots in various locations spread around the municipality.

In 2024, there are currently 30 waste and recycling collection depots, consisting of (61) 4 or 6-yard waste bins with bear proof lids, (6) 2-yard waste bins with bear proof lids, and (47) 6-yard recycling bins with plastic lids. There are 5 30-yard waste bins located at the transfer station.

Numbers and Locations of waste and recycling collection depots, Sizes and Frequency of Pickups for purposes of making a proposal, are given in Appendix B – Bid Form.

## **III. WASTE & RECYCLE COLLECTION SERVICES OVERVIEW AND SPECIFICATIONS**

### **Waste Collection Frequencies - Three Options**

- 1) Weekly waste collection (Thanksgiving to May Long Weekend - Approximately 40 tips per bin)
- 2) Twice weekly waste collection (May Long Weekend to third week of June; September Long Weekend to Thanksgiving- Approximately 18 tips per bin)
- 3) Three times weekly waste collection (Third Week of June to Sept Long Weekend- Approximately 45 tips per bin)

\*These schedules are subject to change

### **Recycling Collection Frequencies – Two Options**

- 1) Weekly recycle collection (Approximately 36 tips per bin)
- 2) Bi-weekly recycle collection (Approximately 8 tips per bin)

### **30 Yard Roll-Off Collection – Transfer Station**

On call pickups for 30-yard waste bins at transfer station – estimated 5 weekly pickups during the summer months and 1 monthly pickup during the winter months. The District will request service a minimum of 2 days in advance.

#### *Additional Charges*

*Any permitted additional unit charges should be identified on the Bid Form. Examples of additional charges may be fees for removing, replacing or supplying new commercial 2-, 4- or 6-yard bins.*

## Landfill Charges

The District of Lakeland No. 521 is a founding member of the North West Central Waste Management (NWCWM), any Proponent has the opportunity to utilize NWCWM at our member rate which is currently \$81 per tonne. IF NWCWM is not being utilized the proposal should indicate if the cost of final disposal is an extra monthly charge to the Municipality or if it is included in the base prices outlined in Appendix B.

Any monthly invoice for waste handling services from the final destination landfill must be accompanied by each weigh ticket and related invoice from the final destination landfill. In addition, IF other customers are picked up in the same route as the District of Lakeland No. 521, the Proponent must provide breakdown of the allocation of the landfill charges.

Allocations shall be proportioned by container volumes collected from each customer. For example, if the proponent collects waste from the District of Lakeland and a second location, the landfill charges shall be allocated based on the total volume of all bins collected in each community on that particular day's route.

Landfill charges are to be allocated, if needed, then added to the monthly invoice to District of Lakeland No. 521 with no markups of any sort.

## Annual Changes to Base Prices

Each contract year in September, the District of Lakeland No. 521 shall determine the permissible change in all base rates made in the proposal. The initial base rates given in the proposal shall apply to the remaining months in 2024. In September of 2024 the parties shall determine the allowable rate change for 2025 by subtracting the non-seasonally adjusted CPI (All items) for July for Saskatchewan from the prior year (2023) from the same figure in June for the current year (2024). The difference will then be divided by the CPI for July in the prior year (2023) to give the allowable percentage increase in all base prices.

CPI data for the table below may be found at the website [inflationcalculator.ca](https://www.inflationcalculator.ca)

### A sample calculation:

CPI June 2023	160.5
CPI July 2022	156.4
Difference	4.1
% change for 2024 "contract year" = 4.1 / 156.4 =	2.55%

Each base price would then be adjusted upward by 2.55% for the following year.

**Base prices in the Proponent's proposal will be used in contract year 2024. Changes in base prices will be calculated in 2024 and applied to contract year 2025, with the process repeated each year thereafter.**

**The quantities given in the Bid Form (Appendix B) will also be adjusted, if necessary, in September to actual quantities in effect for the year. These adjusted quantities will be the starting point for the new contract which will begin in January.**

## Recycling



The fees charged for recycling pickup and disposal shall be to provide bins as required, collection of materials from those bins and transport to an approved sorting and handling facility.

In all cases, it is expected that the proposed approach for collections will be in a manner that provides excellent customer service and minimizes the cost to the District of Lakeland No. 521 by establishing effective and efficient collection routes that maximize diversion rates, revenues and minimizes cost. The work to be completed shall consist of the supply of all vehicles, equipment, and labour necessary for collections.

**The successful Proponent is fully responsible for determining and providing the number of collection vehicles required to perform 100% of each day's collection within the designated times.**

### **Customer Service**

Employees of the successful Proponent shall be polite, courteous, and respectful towards the public at all times. The Proponent shall further ensure that a high standard of service, courtesy and consideration is exhibited in all of its dealings with residents, visitors and the general public, and that it conducts all of its operations, including its administrative functions, with the utmost regard for enhancing public relations; and in recognition of the need to uphold and maintain the positive public image of the District of Lakeland No. 521.

Customers with complaints and concerns or requests for service changes will be expected to contact the District Office, so District staff can evaluate and address the issue, then contact the Proponent if required.

Proponents are encouraged to outline methods of advertising and promotion to inform customers of rules and regulations pertaining to service.

### **Schedule of Service**

The service dates for each class of regularly scheduled service are as follows:

- 1) Weekly Waste Collection – Thursdays
- 2) Twice Weekly Waste Collection – Mondays and Thursdays
- 3) Three Times Weekly Waste Collection – Mondays, Thursdays, and Saturdays
- 4) Recycling Collection - Mondays

Adjustments to the schedule for statutory holidays will be made in discussion with the Municipality.

### **Missing Pickup Dates**

If the successful Proponent cannot come on a scheduled pickup date, they are to notify the Municipality as soon as possible.

The Proponent shall advise the Municipality if the disruption is due to mechanical breakdown or if it is due to inclement weather which makes it unsafe for ANY vehicles to be travelling. The Proponent shall also advise the Municipality of when they plan to complete the route. All

planned routes must be completed in any given year.

Please note that the Municipality has a very low tolerance for missed service due to anything other than adverse weather. Proponents are expected to maintain or replace their equipment per manufacturers' recommendation and industry standards. Excessive missed pickup services may result in either non-renewal of the contract at the end of the five-year period, or even mid-contract cancellation if there are misses in excess of five in any 12-month period during the contract.

### **Proponent Supply of Residential and Small Business Carts**

The Proponent will supply the bins needed for waste and recycling. They shall be responsible for delivering all bins needed to each location at their own cost. At the conclusion of the Proponent's contract with the Municipality, the Proponent will also be responsible to collect all their bins within one month after their final pickup of waste and recycling materials, also at their own cost.

If the contract is renewed for several five-year cycles, it may be necessary to replace all the bins owned by the proponent. Any such replacement program shall be scheduled well in advance and shall be entirely at the Proponent's expense.

### **Changes in Service Levels or in Numbers of Customers for Commercial Bins**

For waste or recycling, the Municipality may request a change in frequency of pickups at any time, for an administrative fee. They may also request a change in bin size, or to add or remove a bin for the same administrative fee, plus a delivery/pickup fee for the bin itself. The Municipality will pay the higher regular unit service fee for the full month when any change in bin is made. Please include base pricing for these options in your quote for commercial services.

### **Health & Safety**

The successful Proponent will ensure compliance with all Federal, Provincial, and Municipal Occupational Health and Safety regulations. The Proponent accepts the responsibility for the health and safety of its employees and will take all reasonable precautions for their protection.

### **Reporting**

The Proponent shall maintain and provide to the District of Lakeland No. 521 on a quarterly basis, a summary of material collected on behalf of the District of Lakeland No. 521 and submit this information with each invoice. This shall include, but is not necessarily be limited to:

- Collection summary by weight & summary by material stream and any other information necessary for quarterly recycling grant reporting. And Greenhouse Gas annual reporting.
- Collections not made (example: locations not serviced due to mechanical breakdowns)

Included in this RFP will be a sample of the invoices that the District of Lakeland No. 521 will receive. Along with samples of the quarterly reporting and tracking needed for the District of Lakeland No. 521 to fulfil the MMSW Grant reporting requirements and Greenhouse Gas Emissions reporting.

**IV. SELECTION PROCESS**

It is essential that the elements contained in the Proposal be stated in a clear and concise manner. Failure to provide complete information as requested will be to the Proponent’s disadvantage.

Each Proposal will be evaluated solely on its content.

Proposals will be evaluated first on technical merit without reference to cost. Technical evaluations will be based on the criteria listed below. Technical submissions will be scored on a pass/fail basis in accordance with the following criteria:

- Project Team Experience and Capability:
- Operational Details:
- Proposal Quality:

For proposals that are technically acceptable, the prices submitted for each part of the RFP on Appendix B will then be recorded and evaluated over and above the technical evaluation. Technically acceptable proposals will be ranked for each part of the financial submission. The lowest cost for each part of the RFP will be given additional points.

**V. CHECKLIST FOR SUBMITTAL**

- \_\_\_\_\_ Cover Letter
- \_\_\_\_\_ Mandatory Technical Requirements
- \_\_\_\_\_ References (Form 1)
- \_\_\_\_\_ Formal Proposal Form (Form 2), with acknowledgement of amendments
- \_\_\_\_\_ WCB Clearance
- \_\_\_\_\_ Proof of Liability Insurance

**VI. SELECTION CRITERIA/RESPONSE FORMAT AND CONDITIONS**

Proponents are required to submit the following with their Proposal. Failure to provide the required information may result in the Proposal being rejected.

**1. Technical Submissions:**

Technical submissions must include the following information for each part of work being proposed. If the information differs between parts, the exceptions or additional information must be so noted.

- Experience & References
- Operational Details – Vehicles
- Operational Details – Work Plan

- Operational Details – Facilities
- Proposal Quality

## 2. Financial Submission:

- Costing for any or all of the scenarios the Proponent wishes to be evaluated on. When the Municipality evaluates the financial portion of the proposal (Appendix B), unit pricing for each type of service that the Municipality plans to implement will be the critical deciding factor. The “Annual Total Base Charges” column has been included as a convenience only.

Written Proposals will first be evaluated based on the mandatory submissions described herein. Proposals failing to meet the mandatory specifications will be deemed as **non-compliant** and will be given no further consideration.

The District of Lakeland No. 521 does not bind itself to accept the lowest or any Proposal.

Proponents are required to submit Proposals in a sealed envelope: one (1) signed original, unbound; three (3) bound copies; and one (1) electronic copy (on either non-returnable Flash Drive or electronic submission) of the Technical & Financial Proposal clearly marked “Waste & Collection Services” to:

District of Lakeland No. 521  
Waste & Recycle Collection Services RFP  
32 Main St W  
Box 27  
Christopher Lake Saskatchewan S0J 0N0  
[office@lakeland521.ca](mailto:office@lakeland521.ca)

Proposals MUST be received at this location NOT LATER THAN 2 P.M. LOCAL TIME, on Wednesday May 15<sup>th</sup> 2024

Electronic or facsimile Proposals will be accepted, however hard copies shall be forwarded for adjudication purposes. Late Proposals will not be accepted and will be returned unopened. Prices will NOT be read out; only the names of the bidders and receipt of the documents will be acknowledged.

**VII. MANDATORY SUBMISSIONS**

**Technical Submission:**

The District of Lakeland No. 521 is requesting Proposals from firms who are capable of undertaking a customer service minded approach to waste, recycle and compost collections. The onus is on the Proponents to show their knowledge, understanding and capability to perform the work. The detail and clarity of the Proposals will be considered indicative of the Proponents expertise and competence. All information provided in response to this RFP must contain sufficient detail to support the services being proposed; incomplete submissions will not be considered.

*The mandatory technical requirements include:*

<b>1. Project Team Experience and Capability</b>
<b>A. EXPERIENCE</b> The evaluation will consider the Proponent’s waste management experience in the following: <ul style="list-style-type: none"><li>• The experience to undertake the collection service(s) as specified in the RFP</li><li>• Value of past and current contracts</li><li>• Size of past and current contracts (number of units served, weekly tonnages)</li></ul> *Please provide your general experience as well as any Saskatchewan/Canada Waste, Recycle & Environmental Association & Education designations.
<b>B. REFERENCES</b> The evaluation shall consider reference information received by the District of Lakeland No. 521, based on the Proponent’s past and current waste management activities over the past 10 years, as well the Proponent’s prior record as a contractor to the District of Lakeland No. 521 (if applicable). *Please include a minimum of three (3) past and/or current collection service contract references.
<b>C. STAFF REQUIREMENTS</b> The evaluation shall consider the management capability to perform the services required. The evaluation shall consider the experience of the following key management employees: Senior executive staff, such as Contract Manager/Supervisor & Route Supervisor(s). *Please provide an overview to demonstrate current staffing abilities to fulfil service contract.
<b>D. SIZE</b> The evaluation will consider the size of the company or organization including: <ul style="list-style-type: none"><li>• Waste management facilities</li><li>• Size of current collection fleet</li></ul> *Please provide any relevant information regarding fleet size to fulfil the service contract.
<b>2. Operational Details - Vehicles</b>
<b>A. TYPE OF VEHICLE(S) AND EQUIPMENT</b> The Proposal shall provide information on the type of vehicle(s) and equipment to be utilized for the work specified in the RFP. Criteria to evaluate vehicle(s) and equipment include the make & model of vehicles and the services to be provided by the Collection Vehicles
<b>B. QUANTITY AND SIZE</b> The Proponent shall provide information on the quantity and size of the Collection Vehicles to be utilized for the work described in the RFP. Criteria to evaluate the vehicles includes the following: <ul style="list-style-type: none"><li>• Number of collection vehicles to carry out the work as defined in the RFP</li><li>• Sufficient information provided on spare vehicles to carry out the work as defined in the RFP, including numbers and types, especially in the event of breakdown of primary vehicles.</li><li>• Capacity of Collection Vehicles</li><li>• Compartment capacity of Recycling Collection Vehicles (if applicable)</li></ul>
<b>C. AGE</b> <ul style="list-style-type: none"><li>• Age of the vehicles proposed to be used during the Contract</li></ul>

## **D. FUEL AND ENVIRONMENTAL ISSUES**

Incorporation of environmental considerations in the submission such as:

- Alternative Fuels
- Green fleet initiatives

### **3. Operational Details – Work Plan**

A. The Proposal shall provide information on the proposed work plan to be used for the services outlined in the RFP.

\*Please include the following:

- Description of the type, style, quantity and maintenance of the bins
- Description of the purchasing plan, delivery schedule and maintenance required for the bins
- Description of how the service will be provided, the estimated number of routes, the estimated number of vehicles to be used per route, and the estimated number of stops per route.

### **B. ORGANIZATION STRUCTURE**

Outline the organization structure and staffing plan including number of staff

### **C. FLEXIBILITY OF WORK PLAN**

- Flexibility to accommodate changes in legislation that potentially could change service delivery
- Flexibility to respond to fluctuations in recycling streams, in both quantity and type.

### **D. VEHICLE MAINTENANCE PLAN**

- Including information such as driving and/or registration history contained in SGI Drivers abstract.

### **E. CONTINGENCY PLANS THAT ADDRESSES:**

- Bad weather resulting in inability to complete day's route
- Road closures (example; infrastructure work being done in the area)
- Collection vehicle mechanical failure resulting in inability to complete the day's route.
- Labour dispute by the Proponent's employees or the employees of any subcontractor.
- Increased material quantities in early January due to Christmas holidays

### **4. Operational Details –Facilities**

The Proposal shall provide information on Facilities to be utilized for the work specified in the RFP. The evaluation will consider the sustainability of the proposed Facilities, travel/response time for vehicle maintenance and contingency plans to address collection delays/response times.

The Proposal shall also verify that the recycling program is inclusive from pick up in The District of Lakeland No. 521 to transportation to a recycling facility for processing.

### **5. Proposal Quality**

#### **A. CLARITY**

The Proposal clearly identifies the scope of work offered and clearly describes how the Proposal proposes to satisfy the requirements set out in the RFP. All information is complete and presented in a clear, concise, and well-organized manner. The Proponent has provided a clear table of contents for Proposal submissions and/or forms for completion particularly for significant elements.

**B. UNDERSTANDING THE DISTRICT OF LAKELAND NO. 521'S REQUIREMENTS**

The Proposal demonstrates an understanding of specific goals and objectives as described in the RFP. The Proposal demonstrates a clear commitment in terms of assigning resources to fully support the projects described in the RFP.

**VIII. Locations**

<b>Location</b>	<b>Name of Subdivision</b>	<b>Waste</b>	<b>Sm Waste</b>	<b>Recycling</b>
Emma Lake	Okema	1		1
Emma Lake	Murray Point	3		3
Emma Lake	McIntosh Point	4	1	3
Emma Lake	Guise Beach	3		2
Emma Lake	Carwin Park	3		1
Emma Lake	Sunnyside Bar	4		3
Emma Lake	Cuelenaire	1		1
Emma Lake	Southshore Dr	3		2
Emma Lake	Sunset Bay	1		1
Emma Lake	Neis Beach	1		1
Emma Lake	Neis Access	3		2
Emma Lake	Ambrose	4		3
Emma Lake	Ambrose Co-op	0		2
Emma Lake	Neis Beach – Janice Place	3	1	2
Emma Lake	Neis Beach – North Entrance	2		1
Emma Lake	Birch Bay	3	1	2
Emma Lake	McPhail Cove	2		1
Emma Lake	Aspen Ridge	1		1
Anglin Lake	Anglin Lake	3	1	2
McPhee Lake	McPhee Lake	2	1	1
Highway #2	LT's (Highway 2& 264 Junction)	0		2
Highway #2	Boundary Road North	1		1
Highway #2	Boundary Road South	1		1
Village of Christopher Lake	Central Avenue North	1		
Village of Christopher Lake	Office – 32 Main St W	1		
Christopher Lake	Bell's Beach	5	1	3
Christopher Lake	Spruce Point South	1		1
Christopher Lake	Spruce Point Middle	1		1
Christopher Lake	Spruce Point North	1		1
Emma Lake Transfer Station	Emma Lake Transfer Station	2		2
<b>Subtotal</b>		<b>61</b>	<b>6</b>	<b>47</b>

**REQUEST FOR PROPOSALS**  
**WASTE & RECYCLE COLLECTION SERVICES**

**REFERENCES - FORM 1**

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Identify past and/or current waste management activities within the past 10 years.

\*Please include a minimum of three (3) past and/or current collection service contracts.

Contact Name \_\_\_\_\_

Job Title \_\_\_\_\_

Organization \_\_\_\_\_

Phone Number \_\_\_\_\_

EMAIL \_\_\_\_\_

Contact Name \_\_\_\_\_

Job Title \_\_\_\_\_

Organization \_\_\_\_\_

Phone Number \_\_\_\_\_

EMAIL \_\_\_\_\_

Contact Name \_\_\_\_\_

Job Title \_\_\_\_\_

Organization \_\_\_\_\_

Phone Number \_\_\_\_\_

EMAIL \_\_\_\_\_

*Please use this form for your submission*



**REQUEST FOR PROPOSALS  
WASTE & RECYCLE COLLECTION SERVICES  
RFP SUBMISSION FORM 2 – Proposed Pricing for Services**

---

<b>Front Loading Waste Operations</b>	<b>Frequency of Service</b>	
6-yard bin	Rental Fee	
4-yard bin	Rental Fee	
2-yard bin	Rental Fee	
Bin Tip Fee	Weekly	
Bin Tip Fee	Twice weekly	
Bin Tip Fee	Three times weekly	

<b>Front Loading Recycling Operations</b>	<b>Frequency of Service</b>	
6-yard bin	Rental Fee	
Bin Tip Fee	Weekly	
Bin Tip Fee	Bi-weekly	

### Form 3 - Pricing Form - Continued

**Roll-off Transfer Station**

**Operations Bins**

	Frequency of Service	Unit Price
Bin Rental (5 each 30-yard bins)		<input style="width: 100%; height: 40px;" type="text"/>
Bin pickup, travel to PA Landfill, return	when called	<input style="width: 100%; height: 40px;" type="text"/>

**Adding, Removing or Changing Bins**

	Frequency of Service	Unit Price
Supply, change or remove bin	irregular	<input style="width: 100%; height: 40px;" type="text"/>

**Administrative Charges**

	Frequency of Service	Unit Price
Fee to change quantity or frequency of pickups for any service	irregular	<input style="width: 100%; height: 40px;" type="text"/>

**Discount % to be applied (if any) to monthly base fees for waste, recycling and transfer station unit prices rental, pickup and disposal charges if all three services are awarded to one proponent (excludes composting, WRLI charges and other fees and charges)**

FINAL DESTINATION LANDFILL THAT WILL BE USED:	Separate Charge to the Town		
Company Name	YES	NO	Tonnage Fee

**REQUEST FOR PROPOSALS  
WASTE & RECYCLE COLLECTION SERVICES  
RFP SUBMISSION FORM 3 SIGNATURE PAGE**

---

We \_\_\_\_\_  
(Company Name)

having examined the documents to this Proposal, hereby offer to enter into a contract to perform all the work required by the Proposal documents for the unit prices quoted in Appendix B:

All prices given shall be effective at least thirty (30) days from date of closing of call for Proposal, only GST will be levied on the contract price.

**The Town reserves the right to accept any *Proposal* submitted in whole or in part or to reject any or all *Proposals* or to award the work in one or more contracts and to waive any irregularities.**

A letter of clearance or certificate from the **Workers' Compensation Board** verifying that all current assessments due by the Proponent have been fully paid and are in good standing.

We acknowledge receipt of Addendum number(s) \_\_\_\_\_ which are accepted and are part of this bid submission.

A copy of Proponent's **Liability Insurance** identifying liability for special, indirect, punitive, incidental, or consequential damages, including, but not limited to, loss of profits, loss of revenue, loss of use, loss of data, business interruption, or the cost of procurement of substitute goods or services, in an amount no less than two (2) million.

**DECLARATIONS:**

We hereby declare that this Proposal is open to acceptance for a period of thirty (30) days from the Proposal closing date.

**SIGNATURES:**

Signed, sealed, and submitted for and on behalf of:

Company: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Street Address or Postal Box Number)

\_\_\_\_\_  
(Town, Province, and Postal Code)

Signature: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_