



EXISTING CONTRACTS

TOWN OF ONOWAY

SUMMER VILLAGE OF SILVER SANDS

SUMMER VILLAGE OF WEST COVE

SUMMER VILLAGE OF SUNRISE BEACH

SUMMER VILLAGE OF YELLOWSTONE

POTENTIAL NEW CONTRACTS

SUMMER VILLAGE OF NAKAMUN PARK

SUMMER VILLAGE OF SOUTH VIEW

Request for Proposals

WASTE, RECYCLE AND ORGANICS COLLECTION SERVICES

RFP #WASTE2020-01

Date Issued: Tuesday, October 13th, 2020

Closing Date: Thursday, November 5th, 2020 2:00 P.M.

Submission Location:

Town of Onoway Municipal Office

4812 - 51 Street,

Box 540. Onoway, AB. T0E 1V0

P 780-967-5338. F 780-967-3226

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1.0 INTRODUCTION

The purpose of this RFP is to select a qualified and experienced service provider to perform the collection and disposal of waste, recycle and organics (yard waste and food waste) from single family residential dwellings, and from various other locations specified. All services include the transport of all materials to approved processing facilities.

This RFP is intended to explore options that will result **in individual contracts between each participant and their choice of a service provider** that will:

- (a) provide cost effective collection services that maximize overall collection system value and optimize capital, operation and maintenance
- (b) maintain a reliable and efficient collection service that results in a high degree of customer satisfaction
- (c) minimize adverse environmental impacts associated with the performance of the services
- (d) create flexibility within the term of the contract to allow for the introduction of new services, at the request of the participants, or to revise or replace services as needed to respond to regionally or provincially mandated goals or requirements
- (e) incorporate effective measures to ensure high levels of service performance

2.0 BACKGROUND

Currently the Town of Onoway and Summer Villages of Silver Sands, West Cove, Sunrise Beach and Yellowstone provide residential waste pickup in all participating municipalities, with slightly differing weekly waste, recycling and organic services.

3.0 SCOPE OF WORK

3.1 Waste, Recycling and Organics Collection

The contractor will collect, transport and deliver waste, recycling and organics from the following customer units within the collection Areas:

- (a) **Waste** – curb side pickup for all single-family dwellings on a weekly or bi-weekly basis, as determined by the individual municipality through this RFP process (see Appendix 1).

- (b) **Organics and Recycling** (if applicable) – curb side pickup for all single family dwellings on a weekly or bi-weekly basis, as determined by the individual municipality through this RFP process (see Appendix 1).

3.2 Method of Collection from Single Family Dwellings

The current method of waste, organic, recycle collection involves curb side roll cart pickup. The participants will not accept proposals for the manual method of collection. Recycling can be either manual blue bags or curbside roll cart (please specify). Current recycling is blue bag manual pickup.

3.3 Amount of Waste Collected from a Single-Family Dwelling

Standardized wheeled collection carts (65 gallon or 96 gallon – please bid on both) are to be provided by the contractor.

3.4 Frequency and Day of Week of Collection from Single Family Dwellings

Collection of waste, recycling and organics in all municipalities is weekly or bi-weekly on one day beginning no earlier than 7:00 a.m. (refer to Appendix 1 for specifics).

Contract Proponents shall include all collection frequencies as outlined in Appendix 1, using the automated collection method.

3.5 Waste and Organics Disposal Fees

Each municipality will cover waste disposal costs (tippage fees) for household waste which is to be hauled to the Highway 43 East Waste Commission Regional Landfill site located on Highway 43 and Range Road 35. The municipalities are invoiced directly from the Waste Commission for these costs. The Contractor will need to provide in their bid the location of where the recycling and organics will be transported and the Contractor will be responsible for those respective disposal costs. The Contractor will be responsible for any fines or penalties relating to improper delivery of waste or organics to the Waste Facility and for inclusion of banned materials in a load. Notwithstanding the above, the individual municipalities will work with the contractor to identify and eliminate any source of banned materials entering the waste system.

The Contractor shall possess and keep valid all licenses, business permits, insurance and other permits required to perform the services of the contract.

- (a) The Contractor shall be solely responsible for the safety of Contractor's employees and any other persons relative to the Contractor's work, work procedures, material, equipment, transportation, equipment, signage and related activities.
- (b) The Contractor shall operate in compliance with all applicable regulations.
- (c) the Contractor **must** disclose any changes in operation annually and provide annual reports of volumes of **each** Municipality for waste and organics.

4.0 INSTRUCTIONS TO PROPONENTS

Submission Requirements

4.1 Contractor Description

Provide a description and history of the contractor emphasizing the Contractor's resources and expertise in the area(s) relevant to this RFP.

4.2 References

Proponents are to provide three references.

4.3 Proposal

Separately identify the price per unit pickup for waste, recycle and organics.

Pricing is based on the units identified in 'Appendix 1' and 'Appendix 2'.

The unit price per pickup will be applied to extra pickups at time of occurrence and should not be included in proposal pricing.

The total cost of collection must include all applicable fees, **excluding** GST.

Identify the nature, age and type of equipment assigned to the contract.

Identify the manner in which resident customer inquiries and complaints will be handled. Currently inquiries/complaints are received by the applicable Municipal Administration offices and forwarded to the contractor as required.

4.4 Timeline

By responding to this RFP, the Proponent acknowledges and agrees to the following timeline:

RFP Issued:

Thursday, October 13th, 2020

Closing date for proposal submission: 2:00 p.m. Thursday, November 5th, 2020

Award of Contract: 2:00 p.m. Friday, November 20th, 2020

4.5 Closing Date and Time for Proposal Delivery

Proposals must be received on or before the **Closing Date and Time (below)**:

Time: 2:00 p.m., local time

Date: Thursday, November 5th, 2020

4.6 Instructions for Proposal Submission

1. In the "Recipient Email" field enter: info@onoway.ca
2. In the "Subject" field enter: RFP #WASTE2020-01 Waste, Recycle & Organic Collection Service
3. Attach file in .pdf format and "send"
4. Request a "Read Receipt" to ensure your submission (via email) has been received
5. In addition to the above instructions, two (2) hard copies should be sealed and delivered to:

Town of Onoway, ATTN: Jason Madge, Assistant CAO/Manager of Public Works, 4812 - 51 Street, Box 540. Onoway, AB. T0E 1V0

Proposal submissions shall be deemed to be successfully received when displayed as a new email at the in-box of the above email address. The Municipal Group will not be responsible for any delay or for any Proposals not received for any reason, including technological delays or issues by either party's network or email program and the Municipalities will not be liable for any damages associated with Proposals not received. Late receipt will be cause for rejection.

Please allow ample time to complete the proposal submission process. If assistance is required, please email: info@onoway.ca during business hours.

Proposals will be publicly opened Thursday, November 5th, 2020 at 2:05 p.m. at the Town of Onoway Administration Office.

4.7 Late Proposals

Proposals received after the Closing Date and Time will not be accepted.

4.8 Amendments to Proposals

Proposals may be withdrawn or revised by written amendment sent to email: info@onoway.ca at any time before the closing date and time but not after.

4.9 Information on Alberta Purchasing Connection

The municipalities will post information relating to this RFP on the Town of Onoway website, www.onoway.ca, as well as the Alberta Purchasing Connection website. www.purchasingconnection.ca

4.10 Addenda

If the municipalities determine that an amendment is required to this RFP, the Municipal Group will issue a written addendum that will be posted on the websites identified in section 4.9 and incorporated into and become part of the RFP. No other communication, whether written or oral, from any person will affect or modify the terms of this RFP or may be relied upon by any Proponent.

Proponents are required to check www.purchasingconnection.com or www.onoway.ca for updated information and Addenda issued before the closing date.

Upon submitting a proposal, Proponents are deemed to have received all addenda and deemed to have considered the information for inclusion in the proposal submitted.

Should there be any discrepancy in the documentation provided; the Municipal Group's original file copy shall prevail.

4.11 Examination of Contract Documents and Site

Proponents will be deemed to have carefully examined the RFP, including the Appendices and the sites (as applicable) prior to preparing and submitting a proposal with respect to any and all facts which may influence a proposal.

The Proponent may not claim, after the submission of a proposal, that there was any misunderstanding with respect to the scope or conditions relating to the collection services or any expectations by the Municipal Group.

While the Municipal Group has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Municipal Group, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to this RFP.

4.12 Opening of Proposals

Proposals will be opened in public on Thursday, November 5th, 2020 at 2:05 p.m. at the Town of Onoway Administration Office.

4.13 Freedom of Information and Protection of Privacy Act

Proponents are advised that submissions are subject to the Freedom of Information and Protection of Privacy Act and contents may be disclosed if required to do so pursuant to the Act.

4.14 No Obligation

This RFP is not a tender and does not commit the Municipal Group in any way to select a preferred Proponent, or to proceed to negotiations for a contract, or to award any contract, and the Municipal Group reserves the right to, at any time, reject all proposals, and to terminate this RFP process.

4.15 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing, and submitting Proposals, and for any meetings, negotiations or discussions with the Municipal Group, or its representatives and consultants, relating to, or arising from this RFP.

4.16 No Claim

The Municipal Group and its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims or compensation, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a proposal, or participating in negotiations for a contract, or other activity related to or arising out of this RFP, including in the event the Municipal Group accepts a non-compliant proposal or otherwise breaches the terms of this RFP.

By submitting a proposal, each Proponent shall be deemed to have agreed that it has no claim.

4.17 Conflict of Interest

Proponents should disclose any potential conflicts of interest and existing business relationships they may have with the Municipal Group. The Municipal Group reserves the right to reject a proposal from any Proponent that would be in conflict of interest if the Proponent is awarded a contract.

4.18 Solicitation of Council Members

Proponents and their agents will not contact any Council member of the municipalities participating in the Municipal Group with respect to this RFP at any time prior to the award of a contract or the termination of this RFP, and the Municipal Group may, at its' discretion, reject the proposal of any Proponent that makes any such contact.

4.19 Confidentiality

All submissions become the property of the Municipal Group and will not be returned to the Proponent. All submissions will be held in confidence by the Municipal Group unless otherwise required by law.

The Municipal Group is bound by the *Freedom of Information and Protection of Privacy Act* of Alberta and proposals are subject to the disclosure requirements of the Act.

4.20 Advertising

The successful Proponent shall not advertise its' relationship with the Municipal Group unless provided with written authorization.

4.21 No Assignment

No Proponent may assign its proposal or any rights in respect of the same to any other party. Such an assignment or purported assignment may invalidate the proposal.

5.0 EVALUATION PROCESS

The Municipal Group will compare and evaluate all proposals to determine each Proponent's strength and ability to provide the services in order to determine the

proposal or proposals which provides the best overall value to the individual Municipalities, using the following criteria:

- (a) Experience, Reputation and Resources – The Proponent’s experience, reputation and resources as applicable to the performance of the scope of the work.
- (b) Customer Service – The Proponent’s customer service philosophy, sustainability initiatives and value-added offers for the performance of the scope of work.
- (c) Technical – The Proponent’s technical proposal for the performance of the scope of work.
- (d) Financial – The Proponent’s financial proposal for the performance of the scope of work.

The Municipal Group, at its discretion, may request clarifications or additional information from a Proponent with respect to any proposal, and the Municipal Group may make such requests to only selected Proponents. The Municipal Group may consider such clarifications or additional information in evaluating a proposal.

The Municipal Group will apply the evaluation criteria on a comparative basis, evaluating the proposals by comparing one Proponent’s proposal to another Proponent’s proposal.

During the evaluation process, any or all of the Proponent’s may be invited to provide oral or written presentations, and/or participate in interviews with the Municipal Groups’ evaluation team. The Municipal Group may negotiate with one or more Proponents concurrently.

6.0 PROPOSAL INQUIRIES

Questions are to be submitted in writing no later than 5 business days prior to the RFP closing date quoting the RFP name and number sent to email: info@onoway.ca.

If a change or additional information is warranted, the Municipal Groups’ response will be communicated to all Proponents by means of written addenda that will be posted on the ACP website and Town of Onoway website prior to the closing date.

The Municipal Group shall determine, at its sole discretion, whether the query requires response, and such responses will be made available to all Proponents by issue of addenda that will be posted on APC website www.purchasingconnection.com and the Town of Onoway website www.Onoway.ca, and will be incorporated into and become part of the RFP.

No oral conversation will affect or modify the terms of this RFP or may be relied upon by the Proponent.

Proponents finding discrepancies or omissions in the RFP, or having doubts as to the meaning or intent of any provision, should immediately notify the Municipal Group in writing by email: info@onoway.ca.

7.0 CONTRACT AWARD

The Municipal Group may, at its discretion, select a preferred Proponent and enter into applicable contracts. If specific members of the Municipal Group selects a preferred Proponent, the specific Municipality may:

- (a) enter into discussions with the preferred Proponent to clarify any outstanding issues and attempt to finalize the terms of a contract, including financial terms. If discussions are successful, the Municipality and the preferred Proponent will finalize a contract; or
- (b) If at any time the Municipal Group forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, give the preferred Proponent(s) written notice to terminate discussions, in which event the Municipal Group and/or specific Municipalities forming the Group may then either open discussions with another Proponent or terminate this RFP in whole or in part and retain or obtain the services in some other manner.
- (c) the Municipal Group reserves the right, prior to contract award, to negotiate changes to the scope of services or to the contract documents (including pricing) with the Proponent or any one or more Proponents, proposing the “best value” without having any duty to advise any other Proponent or to allow them to vary their proposal as a result of changes to the scope of the services or to the contract documents; and the Municipal Group and/or specific Municipalities forming the Group may enter into a changed or different contract with the Proponent proposing the “best value”, without liability to Proponents who are not awarded the contract.
- (d) the Municipal Group reserve the right to award all or part of the services described in this RFP.

The Municipal Group anticipates awarding a five-year contract by November 20th, 2020, with service to commence the first week in January, 2021. There may be an allowable up to five-year extension as mutually agreed upon by the specific Municipalities and the Contractor.

8.0 PROPONENT ACCEPTANCE

Proponent Acceptance Form

I/We certify that we have read and understand the information provided in the RFP and all subsequent documentation, including any addenda issued. The information provided in our submission is accurate and I/we agree to be bound by the conditions, statements and representations contained herein.

Failure of the Proponent to provide a signature(s) below will result in immediate rejection of their submission. The person signing this RFP declares that they are a duly authorized signing authority with the capacity to commit to the conditions of this proposal.

Executed this _____ day of _____, 2020

Authorized Signature _____

Printed Name _____

Title/Position _____

Company Name _____

Address _____

Phone _____

Fax _____ Email: _____

Appendix 1 Existing Contracts

Please provide individual pricing per residential parcel for the following:
(* indicates that this would be a new service and not done under the current contracts in place)

Town of Onoway – 361 Residential Parcel Count – Tuesday Pick Up Day

Waste - Curbside Weekly Pick Up Year Round

Organics – Curbside Bi-Weekly Pick (May to October)

Recycling – Blue Bag Weekly Pick Up Year Round

Summer Village of Silver Sands – 236 Residential Parcel Count plus 4 Bins for Golf Course – Tuesday Pick Up Day

Waste – Curbside Weekly Pick Up (May to October) Curbside Bi-Weekly Pick Up (November to April)

***Organics** – Curbside Bi-Weekly Pick (May to October)

***Recycling** – Blue Bag Weekly Pick Up (May to October) Curbside Bi-Weekly Pick Up (November to April)

Cost for the Monthly Rental of 1 – 40-Yard Roll Off Bin – to be dumped on demand

Summer Village of West Cove – 250 Residential Parcel Count – Monday Pick Up Day

Waste - Curbside Weekly Pick Up (May to October) Curbside Bi-Weekly Pick Up (November to April)

Organics – Curbside Weekly Pick Up (May to October) Curbside Bi-Weekly Pick Up (November to April)

***Recycling** – Blue Bag Weekly Pick Up (May to October) Curbside Bi-Weekly Pick Up (November to April)

Summer Village of Sunrise Beach - 124 Residential Parcel Count – Tuesday Pick Up Day

Waste - Curbside Weekly Pick Up (May to October) Curbside Bi-Weekly Pick Up (November to April)

Organics – Curbside Weekly Pick Up (May to October) Curbside Bi-Weekly Pick Up (November to April)

***Recycling** – Blue Bag Weekly Pick Up (May to October) Curbside Bi-Weekly Pick Up (November to April)

Summer Village of Yellowstone – 152 Residential Parcel Count – Monday Pic Up Day

Waste - Curbside Weekly Pick Up (May to October) Curbside Bi-Weekly Pick Up (November to April)

Organics – Curbside Weekly Pick Up (May to October) Curbside Bi-Weekly Pick Up (November to April)

***Recycling** – Blue Bag Weekly Pick Up (May to October) Curbside Bi-Weekly Pick Up (November to April)

Separate from this proposal, each municipality may choose to host an annual large bin cleanup, specifics to be negotiated and agreed to by the municipality and the contractor.

Appendix 2 Potential New Contracts

Please provide individual pricing per residential parcel for the following:
(Note: the Municipalities listed below do not currently have curbside waste, organic or recycle pick up however may choose to participate should pricing be favourable.)

Summer Village of Nakamun Park – 151 Residential Parcel Count

Waste - Curbside Weekly Pick Up (May to October) Curbside Bi-Weekly Pick Up (November to April)

Organics – Curbside Weekly Pick Up (May to October) Curbside Bi-Weekly Pick Up (November to April)

Recycling – Blue Bag Weekly Pick Up (May to October) Curbside Bi-Weekly Pick Up (November to April)

Summer Village of South View – 120 Residential Parcel Count

Waste - Curbside Weekly Pick Up (May to October) Curbside Bi-Weekly Pick Up (November to April)

Organics – Curbside Weekly Pick Up (May to October) Curbside Bi-Weekly Pick Up (November to April)

Recycling – Blue Bag Weekly Pick Up (May to October) Curbside Bi-Weekly Pick Up (November to April)