



REQUEST FOR PROPOSAL

Curb Side Collection - Recycling, Compostable and General Waste

City of Morden
100-195 Stephen Street
Morden, MB R6M 1V3

Closing Time: September 28, 2015 4:00pm CST

dehnes@mordenmb.com

CITY OF MORDEN

Request for Proposal: Curb Side Collection – Recycling, Compostable and General Waste

September 4, 2015

Dear Prospective Contractor,

The City of Morden hereby invites you to submit a sealed proposal for Curb Side Collection of three waste streams from primarily residential properties.

The following pages include the requirements for proposal submission and information pertaining to the Curb Side Collection. Please take special note of the following:

- Proposal submission deadline: **Monday, September 28, 2015 at 4:00pm.**
- The commencement date: January 1, 2016.
- Term: 5 Years.
- Please direct questions to John Scarce, City Manager at 204-822-4434 or cm@mordenmb.com

The RFP does not commit the City to award a proposal or pay any costs incurred in the preparation of a proposal, inquires and/or site visits.

The City of Morden would like to acknowledge your investment in preparation of a proposal and we express our thanks and appreciation.

Please feel free to request clarifications and any additional information necessary for you to prepare a comprehensive quotation.

Sincerely,

A handwritten signature in blue ink that reads "John Scarce".

John Scarce
City Manager

Purpose

The purpose of this RFP is to reduce the waste to landfill by in excess of 50% and in doing so the waste streams are received by licensed facilities for their processing.

The overall intention of the City of Morden (in 5 years) is to achieve a zero waste to landfill solution, that being no general waste pickup.

That the whole City not just the residential properties establish a three stream collection.

Introduction

The City of Morden is requesting proposals for Curb Side Collection.

The City of Morden, currently contracts out the curb side collection of recyclables and general waste weekly via a labour intensive process.

The City contract does provide collection for light commercial / industrial and multi residential establishments; for the remaining the service is currently operated by a private contract with no input or influence from the City.

The City of Morden is planning on the implementation of wheeled carts, for a side loaded mechanical arm single operator operation, and expanding to a third waste stream being compostable material.

The City of Morden currently only offers a twice yearly curb side pickup of grass and leaf which we operate in-house and take to our own facility to process. The City of Morden will continue to offer the twice yearly bulk curb side pickup of leaf and grass in-house.

This is a true request for proposal and the City of Morden is open to other solutions to achieve the purpose of this RFP, so please submit as many proposals as you desire for the City to evaluate.

Requirements

GENERAL

Provision of curb side collection services for General Waste, Compostable and Recycling Materials in the City of Morden

The following is the tri-stream, pick-up schedule the City is suggesting:

- General Waste bi-weekly
- Recycling collection of single stream bi-weekly
- Compost collection weekly (36 weeks annually)

The City is open to considering an alternate collection schedule, should the provider feel it more feasible. If you have an alternate suggestion, please provide the cost breakdown for the alternate schedule also.

The City is investing in the purchase of wheeled carts, the sizing is still being determined, it is important that you identify in your proposal if your equipment is capable of picking up different sized carts. Typical cart sizes are: 120 litre, 240 litre and 360 litre.

A considered option the City is investigating is:

- Compost pick up via a 120 litre cart
- General waste via a 240 litre cart
- Recycling via a 360 litre cart

The alternative is same size (240 litres) for all three streams.

The City of Morden is also open to entertaining the contractor providing the bins.

The three streams must be delivered to a licensed premise(s) that is in compliance with all necessary environmental approvals at all times for appropriate disposal.

Within the City of Morden is located Enviroclean Landfill Solutions which is licensed to take all compostable material, located on Jefferson Street within the Industrial Park of Morden.

The City of Morden partners with the City of Winkler and the Rural Municipality of Stanley in the provision of the SWAMP regional landfill for receiving general waste, located north on Hwy 3 and east on Road 17N some 23 Km's from the City limits heading east.

The Collection provider will be responsible for ensuring the recyclable material is processed at a licensed facility, the proposal is to be inclusive of all fees associated with a recycling operation. Within the City of Morden we have Pembina Valley Containers recycling located on Grant St in the industrial park.

The proposal must indicate where and to what licensed facility the stream will be taken as part of the proposal.

The proposal is to collect the wheeled carts via a side loader mechanical remote arm single operator refuse vehicle.

Care shall be taken by the contractor so as not to damage wheeled carts during the collection process. The contractor may be responsible to replace the damaged cart.

The City of Morden currently provides pick up at 2865 locations. Compensation for additions/deletions to the number of pickups will be noted throughout the year and adjusted annually (i.e. November).

EQUIPMENT / HUMAN RESOURCES

The successful contractor shall have access to the appropriate side loaded mechanical arm wheeled cart system which is operated by a single person, right steer or dual steer refuse collection truck.

The proposal must detail the equipment proposed to be used and the ability or not of the mechanical arm to pick up differing sized wheeled carts.

All safety equipment required to safely operate, vehicles and heavy equipment must be adhered to and is solely the responsibility of the contractor. The contractor will be subject to workplace health and safety regulations.

All refuse collection vehicles must have installed a drainage tank, so that liquids leaking from collected material are captured and contained on the truck and spillages of such liquids to the street is prevented.

The successful contractor shall not assign, transfer or sub-contract any of the Services required under the contract unless the City of Morden has given permission in writing.

COLLECTION TIMES AND ZONES

The City is currently broken up into 5 zones; it is a requirement of the proposer to determine the pickup zones.

It is a requirement of the proposal to indicate the days of pick up for each of the zones so chosen and if a public holiday was to fall on a chosen day how that would be treated.

INSURANCE

The City of Morden will require a Certificate of Liability Insurance included in the submission of quotation. In this certificate the City will require the following:

1. Your full name and address with contact name and phone number
2. Description of your business operation
3. Commercial General Liability with a limit no less than \$2,000,000.00
4. Confirmation of Automobile Liability Insurance or Commercial Automobile Liability with a limit no less than \$2,000,000.00

CERTIFICATES

Provisions of evidence of licensed facilities other than those mentioned, being mentioned within the City of Morden or SWAMP, must accompany the proposal.

Proposal Expectations, Deadline, Evaluation Criteria

Proposals are welcomed at the City of Morden's main office by mail, delivered in person, or e-mailed as follows below. Please ensure that completed proposals are delivered by **Friday, September 28, 2015 by 4:00pm CST**. Address all correspondence to Darlene Ehnes.

- Mailing Address/ Hand Delivery:
City of Morden Civic Center
Curb Side Collection
100-195 Stephen Street
Morden, MB R6M 1V3
- Email: dehnes@mordenmb.com

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:

1. Demonstrate a clear understanding of the RFP;
2. Ensure that all costs provided are comprehensive;
3. Supply pricing in the format of a per collection, for each of the three streams;
4. Detail exactly what is inclusive in the weekly collection rate;
5. Detail any additional fees and what they are associated with (i.e. recycling fee);
6. Details of other licensed receiver of collected material if not one mentioned in this RFP;

You may submit requests for clarification by e-mail, phone or in writing.

We will review all Proposals and provide Council with a report for decision at the October Committee and General Meeting, as such all proposal terms and prices as indicated by the proposer will stay valid until November 30, 2015.

Terms of Submission

The City reserves the right:

1. To fairly evaluate all Proposals we receive based on the criteria specified herein, and to add or delete criteria as we choose;
2. Reject all or part of any Proposal, for any reason and without explanation;
3. Accept a Proposal that is not the lowest cost;
4. Require clarifications, supporting information, or any other information from you that we consider necessary to make our decision;
5. To extend the Proposal deadline and notify you in writing, without explanation, of the revised deadline;
6. 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 City's interest to do so.
7. To enter into negotiation with one or all proposers after close.
8. To revise or amend the request for proposal prior to submission deadline. Such amendments or revisions if any will be announced by addendum or addenda.

By submitting a Proposal, you agree:

1. To enter into a contract for the supply of the materials, parts, and appurtenances, according to the conditions of this document;
2. That your Proposal is valid for acceptance for 90 days from the submission deadline;
3. To abide by the conditions of this RFP and that the City has no liability or obligation to you in any way with respect to your investment in preparing your Proposal, or in the selection process;
4. That you may withdraw your Proposal submission up to the date of submission closing, provided that you make your request in writing.

Thank you for submitting a Proposal.



RFP Form (Page 1 of 3)

Submitted by

Contact Name: _____

Company: _____

Mailing Address: _____

Phone No: _____ Email: _____

The City's goal is to reduce waste to the landfill and establish a three stream collection. The RFP may be submitted for any portion or combination of the collection streams and/or all three streams. The City may award the contract(s) as individual components or as a complete package. The contract is for a 5 year period. On page 2 of the RFP Form, please fill out based on a cost per single household per the individual specified pickup. These will be the costs used for year one. We will assume the MB CPI yearly adjustment for years 2 to 5.

Please identify any items that you see relevant to a possible change in costs for years 2-5 that may not be included in the MB CPI adjustment below:



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Priced as Individual Award		Collection cost per household (City provided bins)		Collection cost per household (Contractor provided bins)		Other Collection Scenario	Bin size
	General Waste	Bi-weekly	Weekly	Bi-weekly	Weekly		
	Recycling	Bi-weekly	Weekly	Bi-weekly	Weekly		
	Compost	36 weeks Spring-Fall	Weekly	36 weeks Spring-Fall	Weekly		

Priced as a Combination Award i.e. any 2 stream combination		Collection cost per household (City provided bins)		Collection cost per household (Contractor provided bins)		Other Collection Scenario	Bin size
	General Waste	Bi-weekly	Weekly	Bi-weekly	Weekly		
	Recycling	Bi-weekly	Weekly	Bi-weekly	Weekly		
	Compost	36 weeks Spring-Fall	Weekly	36 weeks Spring-Fall	Weekly		

Priced as 3 Stream Award		Collection cost per household (City provided bins)		Collection cost per household (Contractor provided bins)		Other Collection Scenario	Bin size
	General Waste	Bi-weekly	Weekly	Bi-weekly	Weekly		
	Recycling	Bi-weekly	Weekly	Bi-weekly	Weekly		
	Compost	36 weeks Spring-Fall	Weekly	36 weeks Spring-Fall	Weekly		

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<p>General Waste Drop-off:</p> <p>Is it your intent to use SWAMP: Yes / No (City has a contract with SWAMP; no additional costs to Contractor)</p>	<p>If No, Please provide the following information for the drop-off facility to be used: (General waste collection must be taken for disposal at a waste facility or other acceptable facility that is in compliance with all necessary environmental approvals at all times.)</p> <p>Company Name: Licence No: Costs:</p>
<p>Recycling Drop-off:</p> <p>Is it your intent to use PVC: Yes / No Associated Costs:</p>	<p>If No, Please provide the following information for the drop-off facility to be used: (Recycling collection must be taken for processing at a recycling facility or other acceptable process facility that is in compliance with all necessary environmental approvals at all times.)</p> <p>Company Name: Licence No: Costs:</p>
<p>Compost Drop-off:</p> <p>Is it your intent to use Enviroclean: Yes / No (City has a contract with Enviroclean; no additional costs to Contractor)</p>	<p>If No, Please provide the following information for the drop-off facility to be used: (Organic waste collection must be taken for processing at a composting facility or other acceptable process facility that is in compliance with all necessary environmental approvals at all times.)</p> <p>Company Name: Licence No: List of organic materials accepted: Costs:</p>