



REQUEST FOR PROPOSAL

Wheeled Carts

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

Closing Time: November 24, 2015 4:00pm CST
dehnes@mordenmb.com

CITY OF MORDEN
Request for Proposal: Wheeled Carts
November 2, 2015

Dear Prospective Contractor,

The City of Morden hereby invites you to submit a proposal for Wheeled Carts for three waste streams from primarily residential properties.

The following pages include the requirements for proposal submission and information pertaining to the Wheeled Cart proponent. Please take special note of the following:

- Proposal submission deadline: **Tuesday, November 24, 2015 at 4:00pm.**
- 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 provide wheeled carts for three streams of pickup and in turn 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 Wheeled Carts.

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

Provision of Wheeled Carts for General Waste, Compostable and Recycling Materials in the City of Morden

The following is the tri-stream, size of carts and numbers:

Stream	Size of Cart	Number of Carts
General Waste	240L	3000
Recycling collection	360L	3000
Compost	240L	3000
Kitchen Containers (compost)		3000

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 **Tuesday, November 24, 2015 by 4:00pm CST**. Address all correspondence to Darlene Ehnes.

- Mailing Address/ Hand Delivery:
City of Morden Civic Center
Wheeled Carts
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;

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 November General Meeting, as such all proposal terms and prices as indicated by the proposer will stay valid until December 31, 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

Submitted by

Contact Name: _____

Company: _____

Mailing Address: _____

Phone No: _____ Email: _____

	Colour	Quantity (3000 min)	Price Fully Assembled	Price with Lid Attached	Price Not Assembled	Bin size
General Waste						240L
Recycling						360L
Compost						240L
Kitchen Catcher						
Delivery Costs						
Total Costs						
Optional Extras	Colour(s)	Quantity	Price per Cart	Total Cost		
Hot Stamp Cost						
Bar Code and/or Serial No.						