

REQUEST FOR PROPOSAL

**PERFORMANCE BASED SERVICES:
SOLID WASTE AND RECYCLING**



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1. RFP Overview

The Village of Oil Springs wishes to continue its waste and recycling collection program. The object of the program is to provide our residents with curbside waste (Household count for waste: 323) and recyclable (Household count for Recycling: 331) collection. Waste & Recycling pick up is weekly from April to October and bi-weekly from October to April. This includes large item pickup regarding waste collection (example: furniture, mattresses, fridges, freezers, air conditioners (as long as tagged and purged that the freon has been removed)).

The waste is to be transported to a local landfill, the recyclables are to be disposed of by the contractor who would receive any funds for the sale of the recyclables.

The Village of Oil Springs is inviting submissions to undertake provision of this service.

2. Schedule of Events

<u>Event</u>	<u>Date</u>
RFP Release Date	February 1, 2017
Deadline for Receipt of Written Inquiries	March 1, 2017
Proposal Due Date (Received by)	May 31, 2017; 4:00 p.m.
Proposal Public Opening Date/Time	June 6, 2017; 7:15 p.m.
Anticipated Contract Award	June 7, 2017 (Provided Council Approval June 6 @ 7:15pm)

3. General Information

- Purpose or Intent- The purpose or intent of this RFP is to solicit competitive sealed proposals to establish a contract for the weekly/bi-weekly collection of household and commercial waste and collection of container recycling providing transportation to a local landfill for waste and disposal by the service provider for recyclables for a five (5) year term, commencing on January 1, 2018.
- The current collection day has been established as Wednesday and it would be beneficial to all if the day could remain the same. This will ensure a seamless transition from the existing waste collection schedule and eliminate unsightly bags of garbage placed along streets over a weekend. Collection may not begin prior to 9:00 a.m. and must be completed by no later than 8:00 p.m. on the same day. A map of the municipality is provided as Schedule "A".
- All collected waste materials will be transported to a local landfill site by the successful candidate with recyclables being the responsibility of the service provider to market or otherwise dispose of. All proceeds or costs from marketing or disposal of the recyclables would be for the service provider.
- All waste collection is done in accordance with municipal policies and by-laws.
- The waste collection contract will be for a minimum of five (5) years.
- The successful candidate will not be considered an employee of the Village of Oil Springs and therefore is not covered by any employment insurance or workers' safety insurance.
- The successful candidate agrees to indemnify and hold harmless the Village of Oil Springs from any liability resulting from negligence by him/her or on her/their behalf.

4. Vendor Requirements

1. Mandatory Requirements - proper licensing (including but not limited to MTO and MOE licenses and certificates and other permits which may become necessary during the term of the contract), proof of minimum \$2 million liability insurance, proof of WSIB.
2. Vendor Organization- Describe your organizational structure and how your organization qualifies to be responsive to the requirements of this RFP using the form provided as item 10. Example- Company size, distribution system, customer service structure, number of employees, technical licenses or certificates relative to the service being offered.
3. Vendor Qualifications and Experiences- Describe your qualifications and experience providing similar services or goods as required in this RFP using the form provided as item 11. A sample of similar project results would be helpful.
4. Collection Method - Provide detailed information on the collection and sort method for pickup of waste and recyclables using the form provided as item 12. Include type of vehicle and equipment to be used and number of staff to carry out the curbside collection.
5. Service Continuity - In the event that the equipment is mechanically not available for service or staff is not available due to illness the bidder shall provide an approved continuity plan to fulfill the terms of the contract at no additional cost to the municipality using the form provided as item 13.
6. References - Using the form provided as item 14, the proponent shall provide a minimum of three (3) trade references including names of persons who may be contacted, position of person, address and phone numbers where products or services similar in scope to the requirements of this RFP have been provided.
7. Cost Proposal – The proponent shall submit a cost proposal for service on an annual basis excluding HST for each of the five (5) years of service using the form provided as item 15.

5. Proposed Response Form

The proponent shall provide or respond to all of the Vendor Requirements as listed on the prescribed forms.

6. Evaluation Criteria

An Evaluation Team composed of representatives of the Village of Oil Springs will review the proposals. The criteria listed below will be used to evaluate proposals for the purpose of ranking them in relative position based on how fully each proposal meets the requirements of this RFP.

Evaluation Criteria	Points
Mandatory Requirements	Pass or Fail
Budgeted costs	45
Ability to provide service required	40
References	<u>15</u>
Total Evaluation Score	100

7. Discussions and Best and Final Offer

The Village of Oil Springs may, at its sole option, select an option which would be in the best interest of the Municipality and either accept a proponent's initial proposal by awarding of the contract or enter into discussions with proponents whose proposals are deemed to be reasonably susceptible of being considered for the award. After discussions are concluded an offeror may be allowed to submit a "Best and Final Offer" for consideration.

8. Negotiations

The Village of Oil Springs may, in its best interests, elect to enter into negotiations with any responsible bidder. Lowest bid not necessarily accepted.

Submission Deadline: May 31, 2017; 4:00 p.m.

**Submit to: The Village of Oil Springs
 P.O. Box 22, 4591 Oil Springs Line
 Oil Springs, Ontario
 N0N 1P0
 Attention: Jennifer Turk, Clerk-Treasurer**

9. Mandatory Requirements – Proper Licensing

Attach proof of MOE Certification to transport waste.

Attach proof of minimum \$2 million liability insurance.

Attach proof of WSIB

14. References

The offeror shall provide a minimum of three (3) trade references

Business Name: _____

Address: _____

Contact Name & Position:

Phone Number: _____

Business Name: _____

Address: _____

Contact Name & Position:

Phone Number: _____

Business Name: _____

Address: _____

Contact Name & Position:

Phone Number: _____

15. Cost Proposal

Waste collection and recyclables curbside **weekly** from **April - October**.

Waste collection and recyclables curbside **Bi-weekly** from **January – April, and October - December**. The Village of Oil Springs is not opposed to weekly collection, 52 weeks per year, provided the costs are within the Village of Oil Springs' budget.

Large item pickup to be listed as an option. The waste is to be transported to a local landfill, the recyclables collections is to be disposed of by the contractor who would receive any funds for the sale of the recyclables.

Number of pickups per year: _____

Number of large item pickups per year: _____

Proposed Weekly Collection Day for Waste: _____

Proposed Weekly Collection Day for Recyclables: _____

Annual Charge 1st Year _____ + HST

Annual Charge 2nd Year _____ + HST

Annual Charge 3rd Year _____ + HST

Annual Charge 4th Year _____ + HST

Annual Charge 5th Year _____ + HST

Please submit your bid using the outline below:

Cost for Curbside Garbage Collection: \$ _____ (weekly April - October)

Cost of Curbside Garbage Collection: \$ _____ (bi-weekly January – April, October - December)

Cost for Curbside Recycling Collection: \$ _____ (weekly April - October)

Cost of Curbside Recycling Collection: \$ _____ (bi-weekly January – April, October – December)

Cost of weekly (52 weeks) Garbage Collection: \$ _____ (if Village chooses to change to 52 week pickup)

Cost of weekly (52 weeks) Recycling Collection: \$ _____ (if Village chooses to change to 52 week pickup)

Cost of 6-yard dumpster twice per year (over a weekend) for large item pickup \$ _____

Cost of large item pickup \$ _____ (weekly)

Cost of large item pickup \$ _____ (bi-weekly)

Schedule 'A'
Map of The Village of Oil Springs

