

TOWN OF GORE BAY, AND THE MUNICIPALITY OF GORDON
& BARRIE ISLAND
REQUEST FOR PROPOSAL
OF WET WASTE & RECYCLABLE COLLECTION
FROM TRANSFER STATION
& DELIVERY TO H. DODGE HAULAGE

1.0 OBJECTIVE

To obtain proposals that will result in a two year contract for the collection of general waste from the Transfer Station located in the Municipality of Gordon/Barrie Island to H. Dodge Haulage Landfill site in Espanola. Through this system we hope to improve the overall efficiency of the operation of our Transfer Station and the process of transfer to the Espanola site.

2.0 BACKGROUND

The Town of Gore Bay, and the Municipality of Gordon and Barrie Island (hereinafter referred to as the Municipalities) operate a Transfer Station at Part of Lot 7, Concession 8, East Range in the Township of Gordon. Entrance to the site is gained directly from Hwy 542 approximately 1 km south from the intersection of Hwy 540 and Hwy 542. The Transfer Station was created in 1995 as a location for residents of the above municipalities to deposit their garbage. All garbage must be sorted by the users of the site prior to acceptance at the Transfer Station. Despite the fact the garbage is presorted it is not a requirement for acceptance at the Dodge Haulage site.

The site is managed by a Transfer Station Committee comprised of three members representing the Town of Gore Bay and, two members representing the Municipality of Gordon and Barrie Island. The Public Works Manager in conjunction with the Gore Bay Municipal Clerk are the direct contact persons for daily concerns with the site.

The site is currently staffed by one permanent part-time attendant during the fall, winter, and spring season and by two permanent part-time persons during the summer season. It is the on-site staff's responsibility to ensure the daily operations of the site are conducted as per MOEE Certificate of Approval.

Residents must arrange for delivery of their own waste to the site.

3.0 PICKUP SPECIFICS

3.1.1 Summary of Waste Transferred in 2018

Between January 1, 2018 and December 31, 2018, 66 trips were made from the Transfer Station to the Dodge Haulage Site in Espanola. The total volume is approximately 7488 yards.

3.1.2 Summary of Cardboard Transferred in 2018.

Between January 1, 2018 and December 31, 2018, 28 trips were made from the Transfer Station.

Approximate weight was calculated at approximately 28000 kg of cardboard.

3.1.3 METALS

White metal/scrap metal: A bin is available at the transfer station.

3.1.4 COMMINGLE

Metal Food/Beverage Containers, aluminum foil wraps and trays, rigid plastic containers, milk and juice cartons and juice boxes.

3.1.5 OTHER RECYCLING

Glass food beverage bottles, jars to be placed with regular garbage.

3.1.6 COMPOST

Not available at the transfer station.

3.1.7 HARZARDOUS WASTE/ MEDICAL WASTE

Not accepted at the transfer station.

3.1.6 Transfer Station Hours of Operation

September 15 – June 15	Saturday	9 a.m. - 1 p.m.
	Wednesday	12 noon - 5:30 p.m.
June 15 - September 15	Monday	8 a.m. - 3 p.m.
	Wednesday	11 a.m. - 7 p.m.
	Saturday	9 a.m. - 1 p.m.

3.1.6 H. Dodge Haulage Hours of Operation

Monday to Saturday from 9:00 a.m. to 3:00 p.m.

Landfill Site is closed on Sundays and the following statutory holidays: Christmas Day, Boxing Day, New Years Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, and Thanksgiving Day. H. Dodge Haulage reserves the right to have the landfill open or closed on Boxing Day.

Waste can only be brought to the site during Hours of Operation. Anyone that drops waste at the gate when the landfill site is closed will lose disposal privileges and/or may be subject to prosecution.

3.1.7 The Municipalities are requesting proposals from contractors for the purpose of arranging for pick up of garbage including cardboard from the Transfer Station and transfer to Dodge Haulage Site.

Proposal must include a process of acceptance at the Transfer Station as well. Containers must be provided for the purpose of waste containment.

4 PROPOSAL STRUCTURE & CONTENT

The Respondent is to provide the Municipalities with a complete and thorough description of what is being proposed.

All of the following information must be included, but is not limited, in the submission.

4.1 Proposal Submission Information

4.1.6 Operations - Collection & Transfer

- a) What materials will be managed?
- b) What collection system is being proposed for the materials? What type of vehicle will be used for the transfer process? What is the capacity in volume? What is the compaction rate, if applicable?
- c) Pricing is to be provided including with and without commingle.
- d) The pickup of cardboard is to be scheduled weekly.

4.1.2 Additional Information

- a) Provide outline of what environmental approvals and/or certificates will be required for the transfer of waste as proposed;
- b) The bidder/respondent must provide a profile of similar work

experience, which has been successfully completed, or is currently engaged in.

4.1.3 Submission

- a) All proposals should be legible and must be duly signed by the Respondent submitting same, or, in the case where the Respondent is a Corporation, by a duly authorized representative(s) of such Corporation, preferably under that corporation's seal;
- b) The proposal must be submitted to the attention of the CAO/Clerk-Treasurer by mail at Town of Gore Bay, PO Box 590, Gore Bay, Ontario P0P 1H0.
- c) All respondents must ensure that their completed proposal is received prior to the deadline of 4:00 p.m., Friday May 31, 2019.
- d) Proposals can be amended or withdrawn up to the submission deadline.
- e) Any proposal submitted which does not comply with the provisions, procedures and requirements of this RFP will be disqualified.
- f) All prices, fees, charges, quotations etc. proposed must be reported in Canadian dollars and include HST (where applicable) as individual line items.
- g) Each proposal should contain the correct legal name under which the respondent legally carries on business with applicable contact information.

5.0 ADMINISTRATION

Respondents should review the contents of this RFP, as the onus is on the Respondent to ensure that they have all necessary information concerning the rationale and expected outcomes of this RFP. On review, if any errors, omissions or ambiguities are discovered in the content of the RFP then they should be submitted in writing to the CAO/Clerk-Treasurer of Gore Bay, as per the below details, for corrections or interpretation.

All comments, concerns or questions should be addressed to the Clerk:

Annette Clarke, CAO/Clerk-Treasurer
 Town of Gore Bay
 PO Box 590
 Gore Bay, Ontario
 P0P 1H0
 Phone: 705-282-2420
 Email: aclarke@gorebay.ca

6.0 EVALUATION OF PROPOSALS

Evaluation of proposals will be based on the following criteria:

- a) the respondents understanding of the terms of reference and the scope of the project;
- b) the approach used to fulfill the terms of reference;
- c) the experience, expertise and organization of the respondents, and
- d) costs and timing.

Respondents may be invited to interviews in the municipality at the respondent's expense. The interviews will be conducted by the Transfer Station Committee, and Clerk of the Town of Gore Bay. At the interview, the respondent should be prepared to make a verbal presentation of approximately 20 minutes outlining the proposed method of executing the project. The Respondents agree, at their own expense, to be available for said interview and to provide any additional detail as may be required.

7.0 AWARDING OF CONTRACT

i) Cancellation

Notwithstanding anything to the contrary or otherwise in this RFP:

- a) The Municipalities reserve the right to cancel this RFP, in whole or in part, at any time prior to making an award, for any reason or no reason, without any liability to any Respondent;
- b) The Municipalities reserve the right to award this RFP, in whole or in part, to one or more Respondents;
- c) The Municipalities shall have the right not to accept the lowest or any proposal. Any and all proposals may, without liability of any kind to any Respondent, be rejected by the Municipalities should it be deemed in the interests of the Municipalities to do so, without stating reasons therefor. No oral communication by any Municipal representative will be binding upon the Municipalities. In this regard, if an award is made on this RFP, the successful Respondent will be notified in writing of such award as soon as is reasonable after the closing date and time.

ii) Award

The acceptance of a proposal and the award of any part of the project outlined in the RFP will be made in writing only. The Municipalities reserve the right to award the project to more than one Respondent.

8.0 GENERAL TERMS

- a) The Municipalities will not reimburse, nor be responsible for reimbursing, any respondent for any cost or expenses of any kind whatsoever incurred in preparation or submission of any proposal in response to this RFP, or incurred in any evaluations or inspections requested in accordance with the terms of this RFP.
- b) Respondents agree that all documentation and information contained in any proposal becomes the property of the Municipalities and as such, may be subject to disclosure under the terms of the Freedom of Information and Protection of Privacy Act. Although the Municipalities cannot be responsible for any interpretation of the provisions of this Act, if any Respondent believes any part of the submitted proposal reveals a trade secret, intellectual property right, or any other right or information belonging solely to the Respondent, and if the Respondent wishes for the Town of Gore Bay to attempt to preserve confidentiality of the same the information must be clearly identified as confidential.
- c) This RFP will be carried out within accordance of the laws of Ontario.
- d) Any award on this RFP is conditional upon the successful Respondent entering into a legal agreement with the Municipalities to perform the obligations outlined in the RFP and the submitted proposal. The Municipalities reserve the right to cancel and re-award this RFP in whole or in part without liability to the Municipalities, if the Respondent does not sign the agreement in a timely fashion.
- e) Amendments to the RFP must be agreed on by both parties and become part of the legal agreement.
- f) Proof of sufficient liability insurance must be provided to ensure that the Respondent carries appropriate insurance.
- g) Proof of any required licenses for the purpose of hauling waste must be provided.

9.0 SCHEDULING - DEADLINE FOR SUBMISSIONS

The deadline for receipt of complete proposals by the municipality shall be Friday, May 31, 2019, at 4:00 p.m.

The municipalities reserve the right to negotiate alterations or seek revisions to proposals received from contractors.

The municipalities will endeavor to make a final decision regarding award of the contract no later than May 31, 2019.

The successful contractor shall be prepared to initiate the contract by July 1, 2019.