



## CYPRESS COUNTY

816 - 2<sup>nd</sup> Avenue, Dunmore, Alberta T1B 0K3

Phone: (403) 526-2888

Fax: (403) 526-8958

[www.cypress.ab.ca](http://www.cypress.ab.ca)

### Addendum No. 1

January 12, 2023

#### REQUEST FOR PROPOSAL

***Provide Waste and Recycling Services – Hamlet of Suffield  
5 Year Term***

#### RE: ADDENDUM NO. 1

Please initial and include this Addendum when submitting your completed quotation to Cypress County.

This Request for Proposal is modified in accordance with the following:

1. **CHANGE –** First page Invitation for Proposals:  
Proposals will be received until 2:00 p.m. on February 22, 2023, **to January 24, 2023**, at the administration office of
2. **CHANGE –** First page Invitation for Proposals:  
*Questions or requests for further information will be received until February 22, 2023, to January 20, 2023, at:*

Initial \_\_\_\_\_



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### REQUEST FOR PROPOSAL

**PROVIDE WASTE AND RECYCLING SERVICES  
HAMLET OF SUFFIELD  
5 YEAR TERM**

Cypress County invites Proposals from interested companies or individuals acting as a contractor to provide solid waste and recycling collection services for the Hamlet of Suffield.

Cypress County requires a service capable of providing weekly residential curbside collection of solid waste and biweekly collection of recycling. It is the County's intention to obtain and maintain a clean, courteous, well scheduled, and well executed program for the collection, hauling and disposal of solid waste and recycling.

There are approximately 128 residential customers in the Hamlet of Suffield. The Contractor shall be responsible to provide all labour, materials, necessary tools, equipment and supplies, and vehicles necessary to perform and complete the services required.

The lowest, or any tender, will not necessarily be accepted.

Request for Proposal packages may be obtained from the County website at [www.cypress.ab.ca](http://www.cypress.ab.ca).

*Proposals will be received until 2:00 p.m. on February 22, 2023, at the administration office of:*

*Cypress County  
816 – 2<sup>nd</sup> Avenue  
Dunmore, AB T1B 0K3*

*Questions or requests for further information will be received until February 17, 2023, at:  
[publicworks@cypress.ab.ca](mailto:publicworks@cypress.ab.ca).*



*Cypress County*

# **REQUEST FOR PROPOSAL**

**Provide Waste and Recycling Services – Hamlet of Suffield**  
*5 Year Term*

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# Request for Proposal to Provide Waste and Recycling Services

## Hamlet of Suffield

### REQUEST

Cypress County invites Requests for Proposals from interested companies or individuals acting as a contractor to provide solid waste and recycling collection services for the Hamlet of Suffield.

Cypress County requires a service provider capable of providing weekly residential curbside collection of solid waste and biweekly recycling collection. It is the County's intention to obtain and maintain a clean, courteous, well scheduled, and well executed program for the collection, hauling and disposal of solid waste and recycling.

There are approximately 128 residential customers in the Hamlet of Suffield. The Contractor shall be responsible to provide all labour, materials, necessary tools, expendable equipment and supplies, and vehicles necessary to perform and complete the services required.

The County is requesting bids on a 5 year contract. The County will entertain the negotiation of a mutual extension up to an additional 1 year beyond the 5 year term. The proponent shall outline separately the costs for the additional year.

Proponents shall also outline the proposal the fee for service on an annual basis including any proposed annual adjustments.

The contract for services shall become effective on **April 1, 2023, and shall remain in force through March 31, 2027**, subject to annual review and mutual extension.

Submissions will be accepted at the Cypress County office located at 816 – 2<sup>nd</sup> Avenue, Dunmore, Alberta, until 2:00 p.m. local time, **Tuesday January 24<sup>th</sup>, 2023**, where there will be a public opening shortly after the closing time.

Proposals can be mailed to Cypress County, 816 – 2<sup>nd</sup> Avenue, Dunmore, AB T1B 0K3, or hand delivered to Cypress County office at 816 – 2<sup>nd</sup> Avenue, Dunmore, Alberta. The submission must be in a sealed envelope and clearly marked as "Request for Proposal: Waste and Recycling Services, Hamlet of Suffield" Attention: Public Works Department.

### INQUIRIES

Questions and inquiries related to this Request for Proposal may be directed to [publicworks@cypress.ab.ca](mailto:publicworks@cypress.ab.ca) until January 20, 2023.

### SERVICES TO BE PERFORMED

The Contractor is to provide a price for the years 2023 through 2027 for the following:

Regarding the residential solid waste collection proposal, the Contractor will be required to provide household solid waste removal in the Hamlet for 128 residences. This number is subject to change according to development.

The recycling proposal will detail what recyclables will be picked up as part of the request for proposal.

The Contractor will also provide a cost to supply bins for a 1 – 4 day community clean-up, usually in May (Spring), on a date that is agreed to by both parties. For these annual clean up weeks, two 30 yard waste bins would be required.

The contract for services shall become effective on April 1, 2023, and shall remain in force through March 31, 2027, subject to annual review and mutual extension.

## FURTHER CONDITIONS AND EXPECTATIONS

It is the Contractor's responsibility to have capable and maintained equipment to operate and maintain uninterrupted schedules. The Contractor shall maintain collection vehicles in a clean and safe working condition. The Contractor will assume responsibility and all costs associated with missed or non-pickup of materials.

The Contractor will provide timely feedback, suggestions and resolutions for problems presented by the County or its residents.

The Contractor will accept all legal liability for the proper transport of solid waste and recyclables collected from the County.

The Contractor certifies that it will handle, transport, and dispose of all waste, and transport recyclables to a recycling facility in accordance with all applicable government regulations. Further, the County will be held harmless from any action by the Contractor, in the performance of waste disposal and recycling collection for the Hamlet of Suffield, which does not conform to government regulations for waste disposal and recycling collection.

The Contractor shall be responsible for the actions of its employees and agents while in the Hamlet of Suffield. Accordingly, the Contractor agrees to take all necessary measures to prevent injury and loss to persons or property located in the Hamlet of Suffield. The Contractor shall be responsible for all damages to persons or property caused by the Contractor or any of its agents or employees. The Contractor shall promptly repair, to the specifications of the County, any damage that it, or its employees or agents, may cause to property, premises, or equipment. If the Contractor fails to do so within the timeframe established by the County, the County may repair such damage and the Contractor shall reimburse the County and/or owners promptly for the cost of repair.

## EVALUATION CRITERIA

The successful bidder shall at all times comply with all Federal and Provincial laws pertaining to the hauling and disposal of solid waste.

The Contractor must provide one of the following:

1. Full certification in the Alberta Labour approved "Certificate of Recognition" (COR) program appropriate to their industry, or other approved industry association certification or;
2. Develop and implement an ongoing safety program that compliments Cypress County's safe work procedures.

The Contractor must provide evidence of public liability insurance for the term of the contract, protecting the Contractor and the County against any and all claims for injury or damage to person or property, of a limit not less than Five Million (\$5,000,000.00) Dollars.

The contractor must provide on an annual basis, a clearance letter from the Alberta Worker's Compensation Board.

In order to qualify for consideration, contractors must comply with each of the following conditions:

1. Must be able to demonstrate previous experience in the provision of solid waste collection services.
2. Must be able to demonstrate the possession of sufficient equipment and resources or be prepared to buy/lease/rent sufficient equipment, to provide the services by the commencement date of the program. A detailed description of the proposed equipment is required including model, age, and condition of proposed equipment. Please note the ability to provide additional equipment if required to maintain the schedule.
3. Must be able to satisfactorily demonstrate the ability to provide local program administration and day to day supervision of the operations including staffing if the proponent is unable to attend to duties on any given day.

Cypress County reserves the right to accept a Proposal other than the lowest Proposal. By the act of submitting its Proposal, the Contractor waives any right to contest in any proceedings or action the right of the County to award the Work to any party in its sole and unfettered discretion.

Proposals will be evaluated for their adherence to, interpretation of, and response to the issues as set out in this document. The following established criteria will be used:

EVALUATION CATEGORY	CATEGORY SCORE	CATEGORY WEIGHTING	TOTAL SCORE
Presentation Clarity	20	20%	2.0
Experience and References	50	50%	5.0
Financial / Pricing	20	20%	2.0
Community Involvement / Contribution	10	10%	1.0
<b>TOTAL SCORE</b>	100	100%	10.0

Each evaluation category referenced above has been given a weight to reflect its relative importance in the evaluation.

The County reserves the unfettered right to at its sole discretion:

- Accept a proposal without negotiation.
- Reject a proposal without negotiation.
- Negotiate changes in the technical or financial content of the successful proposal.

The County is not under any obligation to award a contract and may terminate this RFP at any time.

## METHOD AND RATE OF PAYMENT

### Solid Waste Price

Indicate the price per month at which the Contractor will provide all services and materials as specified in the RFP. Including the following information:

- Type and number of containers
- There are 128 dwelling units for Solid Waste Pick Up
- Service day once per week

### Recycling Collection

Indicate the price per month at which the Contractor will provide all services and materials as specified in the RFP. Include the following information:

- Size and number of containers
- Materials to be collected
- Service times

### Community Spring Clean up

Once per year Suffield does an annual garbage clean up. The bins are centrally located at a designated location. The selection of dates will be made in consultation with the Contractor, with the final decision to be made by the County.

- Type and size of roll off bins provided
- Cost to supply and service roll off bins

## INVOICING

The Contractor shall provide invoicing to the County on a monthly basis only after services are rendered.

## SCHEDULE "A"

### PROPOSAL PRICES SUBMISSION FOR WASTE AND RECYCLING SERVICES

Proponent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Key Contact Person: \_\_\_\_\_

Telephone (if different from above) \_\_\_\_\_

Email: \_\_\_\_\_

#### 2023 COST TO PROVIDE SERVICES (April 1, 2023 – March 31, 2024)

- Solid waste pick up 128 residences at \$\_\_\_\_\_ cost per unit/week
- Pick up day \_\_\_\_\_
- Recycling pick up 128 residences at \$\_\_\_\_\_ cost per unit/biweekly
- Pick up day \_\_\_\_\_
- Supply and pick up roll off bins for Spring clean up pick up cost per unit \_\_\_\_\_
- Additional costs \_\_\_\_\_

#### 2024 COST TO PROVIDE SERVICES (April 1, 2024 – March 31, 2025)

- Solid waste pick up 128 residences at \$\_\_\_\_\_ cost per unit/week
- Pick up day \_\_\_\_\_
- Recycling pick up 128 residences at \$\_\_\_\_\_ cost per unit/biweekly
- Pick up day \_\_\_\_\_
- Supply and pick up roll off bins for Spring clean up pick up cost per unit \_\_\_\_\_
- Additional costs \_\_\_\_\_

#### 2025 COST TO PROVIDE SERVICES (April 1, 2025 – March 31, 2026)

- Solid waste pick up 128 residences at \$\_\_\_\_\_ cost per unit/week
- Pick up day \_\_\_\_\_
- Recycling pick up 128 residences at \$\_\_\_\_\_ cost per unit/biweekly
- Pick up day \_\_\_\_\_
- Supply and pick up roll off bins for Spring clean up pick up cost per unit \_\_\_\_\_
- Additional costs \_\_\_\_\_

2026 COST TO PROVIDE SERVICES (April 1, 2026 – March 31, 2027)

- Solid waste pick up 128 residences at \$\_\_\_\_\_ cost per unit/week
- Pick up day \_\_\_\_\_
- Recycling pick up 128 residences at \$\_\_\_\_\_ cost per unit/biweekly
- Pick up day \_\_\_\_\_
- Supply and pick up roll off bins for Spring clean up pick up cost per unit \_\_\_\_\_
- Additional costs \_\_\_\_\_

2027 COST TO PROVIDE SERVICES (April 1, 2027 – March 31, 2028)

- Solid waste pick up 128 residences at \$\_\_\_\_\_ cost per unit/week
- Pick up day \_\_\_\_\_
- Recycling pick up 128 residences at \$\_\_\_\_\_ cost per unit/biweekly
- Pick up day \_\_\_\_\_
- Supply and pick up roll off bins for Spring clean up pick up cost per unit \_\_\_\_\_
- Additional costs \_\_\_\_\_

The successful Proponent will be required to enter a Memorandum of Agreement with the County.

The undersigned Proponent, having carefully read and examined the RFP, including all sections, and having full knowledge of the requirements described herein, does offer to provide the services in accordance with the requirements, terms and conditions set out in the RFP and in accordance with the pricing as described within.

\_\_\_\_\_  
Signature of Authorized Signatory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

## SCHEDULE “B”

### REQUIRED PROPOSAL DOCUMENTS

The Proponent confirms it has completed and enclosed the following documentation in its Proposal and has identified any deviations or items of non-compliance providing an explanation of where it does not comply.

- The proponent’s Alberta WCB registration number \_\_\_\_\_.
- The proponent warrants that it is in good standing as to all WCB assessments and requirements.
- The Proponent confirms that it will comply with all occupational health and safety requirements, policies and procedures of the County and all statutory occupational health and safety requirements under, or in connection with, the Worker’s Compensation Act.
- The Proponent confirms that they will maintain liability insurance throughout the life of the contract.
- Provide a brief description of Proponent’s company, purpose, and history of successes.
- Provide reference contacts for similar work completed indicating the number and size of other municipalities where like services have or are currently being provided.
- Identification of key personnel to be assigned to this Contract, setting out their names, responsibilities, qualifications, and relevant experience.
- Submission of the work plan outlining planning, communications, and methodology to perform the service required.

\_\_\_\_\_  
Proponent

\_\_\_\_\_  
Date