

Request for Proposal for Curbside Garbage Collection

Qualifications / Price / Specifications

Public Works Department

Township of
Smith-Ennismore-Lakefield



Date Issued: July 27, 2010

Table of Contents

<u>Section</u>	<u>Description</u>	<u>Page</u>
1.0	General Background	3
2.0	Statement of Qualifications	3
3.0	Respondents Proposal	4
4.0	Schedule of Events	4
5.0	Scoring of Qualifications and Price	5
6.0	Pre-Submissions and Other Information	6
Schedule A	Price and Declaration	7 – 10
Attachments	Curbside Garbage Weight for 2009 By-law No. 2001 – 30 as amended Current Garbage Collection Map Sample Agreement Schedule A – Customer Service Policy Schedule B - Respect in the Workplace Policy Schedule C – Health and Safety Policy	



Request for Proposal Curbside Garbage Collection

1.0 General Background

The Township of Smith-Ennismore-Lakefield, (hereafter referred to as the “Township”) is requesting Proposals from qualified firms for the provision of collecting Curbside Garbage. The work consists of the weekly collection of household garbage as set out in By-law No. 2001-30 as amended and included in this package.

It is essential that all Bidders familiarize themselves with the geography of the entire Township in order to assemble a comprehensive and informed Bid.

It is understood that the information in the Statement of Qualifications and the Price Proposal shall be the general basis for the selection of the respondent for this Request for Proposal. The scoring evaluation Section 5.0 shall consider each respondent's ability to perform in the service area, their experience, and references as well as the quoted price.

The Township reserves the right to reject any or all Proposals or to accept any Proposal should it be deemed to be in its best interest to do so.

2.0 Statement of Qualifications

RFP submissions must be from firms or companies that are qualified Bidders as set out in the RFP. The Bidder must be capable of entering into a Contract for the term identified in the RFP and for the provision of the services required and as set out in the RFP, the sample Agreement, and the By-law 2001-30 as amended.

Each respondent must respond to the following requests/questions in a clear and comprehensive manner.

- a) Provide the full name and main office address of the responding entity;
- b) Identify when the respondent was organized and if a corporation, when incorporated and how many years engaged in this type of business/service;
- c) Provide at least three references for a similar contract.

3.0 Respondent's Proposal

Each respondent must respond to each of the following areas in a clear and comprehensive manner.

- a) Complete all areas of the Proposal form for price - Schedule "A".
- b) Attach a schedule of the proposed daily routes. Current Route maps are attached for this purpose as well as the map of the Peterborough County recycling program routes. Continuity of service to residents is an important consideration.
- c) Please provide a description of the equipment to be used for garbage collection on Township roads and on private roads if different.
- d) Please provide a description of your Customer Service Action Plan as it pertains to the Township By-law No. 2001-30 as amended and the requirements of the sample Agreement attached.

4.0 Schedule of Events

Item	Date
Proposal Call, Qualifications and Price	July 27, 2010
Receipt of Proposal Submission	August 16, 2010
Completion of evaluation and scoring of the submissions with a report and recommendation to the Council	August 24, 2010
Anticipated date to accept a Proposal or reject all	Aug 25, 2010

Each respondent shall submit **three (3) copies** of their qualification information, the completed Schedule "A", and other requested respondent proposal information no later than **12 noon August 16, 2010** to the Township of Smith-Ennismore-Lakefield as follows:

Delivery (courier) Address (do not mail)
Township of Smith-Ennismore-Lakefield
1310 Centre Line, R.R. #4
Peterborough, Ontario
K9J 6X5

The outside of the shipping carton/envelope must be clearly marked with the following;

- 1. "Curbside Garbage Collection"
- 2. Respondent's name
- 3. Respondent's mailing address.

Any Proposal received after the above deadline will be returned unopened to the respondent. Opening of the RFP Submissions will take place at the Township of

5.0 Scoring of Qualifications and Price

The evaluation of the Qualifications and Price will be carried out by an evaluation committee with a recommendation brought forward to the Council. The Committee will make its recommendation based on information gathered during the procurement process and the evaluation criteria outlined in this section. Failure to provide relevant information may result in penalties being assessed on the evaluation score.

Evaluation Criteria

Proposal submissions will be evaluated and scored according to the rating scheme indicated in Table I.

Table I	Rating %	Rating % Given
1. Respondent Profile <ul style="list-style-type: none"> • 2.0 Statement of Qualifications and References from similar contracts 	5	
2. Meets Expectations of By-Law No. 2001-30 as amended and the Sample Agreement <ul style="list-style-type: none"> • Proposed Routes – continuity of service to residents being an important consideration 	15	
3. Customer Service <ul style="list-style-type: none"> • Customer Service Plan Provided 	20	
4. Pricing <ul style="list-style-type: none"> • Schedule A 	60	
5. Total	100	

6.0 Pre-Submission and Other Information

If any respondent has questions concerning the Qualifications and Request for Proposal, finds discrepancies or omissions in the solicitation document, or requires clarifications, such matters should be submitted in writing to:

Manager of Public Works, Stephen Crough
P.O. Box 270
Bridgenorth, Ontario, K0L 1H0

Telephone 705-292-9507
Fax 705-292-6491
scrough@nexicom.net

All bidders who obtain a copy of the Request for Proposal package are required to contact Stephen Crough, Manager of Public Works scrough@nexicom.net to advise of the same should any addenda or clarifications be issued with respect to the proposal document. The municipality reserves the right to supplement, add to, delete from, and change this solicitation document. Respondents will be advised by fax or e-mail of any changes that are made providing that contact with the Manager of Public Works has been made as described above.

The municipality reserves the right to request additional data or information after the Proposal is received, if such data or information is considered pertinent, in the Township's sole view, to aid the review and evaluation process.

Schedule “A”

Qualifications and Price and Declaration For Weekly Curbside Garbage Collection

Information to the Proposal Respondent

In order for the Request for Proposal (RFP) to be complete, Qualifications and Price must be completed as well as the information requested in the RFP must be provided.

Respondent’s Check List:

1. Schedule A has been completed.
2. The requested information as set forth in Section 2.0 Statement of Qualifications and Section 3.0 Respondent’s Proposal has been provided.

The total price per year will apply to the complete Township of Smith-Ennismore-Lakefield (all three Wards). The RFP Price will be for a three-year period, September 27th, 2010 to September 27th, 2013. The RFP Price calculated on a yearly basis shall include all costs for Curbside Collection and the disposal of garbage based on the terms as outlined in By-law No. 2001-30 as amended, and the content of the form of the Agreement, all of which are attached hereto and form part of this RFP and which shall be strictly adhered to.

Number of Units within the Township of Smith-Ennismore-Lakefield

Township of Smith-Ennismore-Lakefield	Approximate # of Units
Residential Units and Farm Units	6839
Seasonal Residential Units	1712
Business and Commercial Units	509
Educational	7
Religious	21
Municipal	21

Declaration

1. I, _____ of _____
Name of Firm or Individual
of _____
Address of Firm or Individual

Declare that no person, firm or corporation other than the one whose signature or the signature of whose proper officers and the seal is or are attached below, has any interest in this RFP or in the contract proposed to be taken.

2. **I Further Declare** that this RFP is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a RFP for the same work and is in all respects fair and without collusion or fraud.
3. **I Further Declare** that no member of the Council or any officer of the Corporation the Township of Smith-Ennismore-Lakefield, is, or will become interested, directly or indirectly as contracting party or otherwise, in, or in the performance of the contract, or in the supplies, work or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or in any of the monies to be derived there from.
4. **I Further Declare** that all matters stated in the submitted Proposal are in all respects true.
5. **I Further Declare** that I have carefully examined the Township By-law No. 2001-30 to provide for the handling, collection, removal and disposal of garbage and other waste material and the schedules attached thereto and the form of the Agreement and provisions contained therein, that I would be required to execute if my RFP is accepted by the Township.
6. **I Agree** that this RFP is to remain open for acceptance until the formal Contract is executed by the successful Contractor for the said work or until sixty days after the RFP closing date, whichever event first occurs, and that the Township may at any time within that period, accept this RFP whether any other RFP had been previously accepted or not.
7. **I Agree** that if I withdraw the RFP at any time after the RFP closing time and up to thirty days thereafter, I shall be liable for all costs incidental thereto, and reimburse the Township of Smith-Ennismore-Lakefield such costs.
8. **I do hereby tender and offer** to enter into the Contract Agreement provided herewith as a sample with the Township of Smith-Ennismore-Lakefield for garbage collection services as set out and attached within the Township of Smith-Ennismore-Lakefield and to accept in full payment therefore, the sums calculated in accordance with the prices set forth in the RFP herein as follows:

Dated at _____ this _____ day of _____ 2010

Signature

Signing Authority (Print Name)

Company Name

Street Address/City/Town/Postal Code

Telephone / and Fax Number

Email

Total Price Proposal Per Year

Year 1 – September 2010 – September 2011

Price \$ _____

HST \$ _____

Total \$ _____

Year 2 – September 2011 – September 2012

Price \$ _____

HST \$ _____

Total \$ _____

Year 3 – September 2012 – September 2013

Price \$ _____

HST \$ _____

Total \$ _____

Grand Total Price Year 1 + Year 2 + Year 3 \$ _____

Grand Total HST \$ _____

Grand Total for Year 1 – 3 \$ _____