

# **REQUEST FOR PROPOSAL RURAL MUNICIPALITY OF PINEY**

**RM of Piney Recycling and Waste Disposal Facility Operation Services:**

**Woodridge WDG**

**Piney WDG**

**Sprague WDG**

**Date of Issue: March-12-13**

**Date of Close: April-12-13**

# **Request for Proposal**

## **Rural Municipality of Piney**

Issue Date: March-12-13

Closing Date: April-12-13

Closing Time: 1:00pm CST

### **Introduction**

The RM of Piney is located in the southeastern corner of the Province and encompasses an area approximately 2,434 square kilometres. There are five Class 3 Waste Disposal Grounds located in the Municipality:

- Sprague/South Junction Waste Disposal Ground
- Vassar Waste Disposal Ground
- Menisino Waste Disposal Ground
- Woodridge Waste Disposal Ground
- Sandilands Waste Disposal Ground

Request for Proposals (RFP) are currently being accepted for the collective operation of three Waste Disposals Grounds (WDG) within the RM of Piney, they include Sprague/South Junction WDG, Menisino WDG and Woodridge WDG.

### **Outline**

The Council of The R.M. of Piney is seeking RFP's from interested Contractor(s) to provide waste disposal supervisory and general cleanup services for the three waste disposal sites. The Waste Disposal Sites and weekly hours are as follows:

#### **Woodridge/St. Labre/Carrick: In E 1/2 of SE 1-4-10E**

Opened on Wednesdays and Sundays. TIME: 10:00 A.M. to 6:00 P.M. Daylight Savings Time

Opened on Wednesdays and Sundays. TIME: 9:00 A.M. to 5:00 P.M. Central Standard Time

#### **Piney/Menisino: In E 1/2 of SE 6-2-11E**

Opened on Tuesday and Saturdays. TIME: 10:00 A.M. to 6:00 P.M. Daylight Savings Time

Opened on Tuesday and Saturdays. TIME: 9:00 A.M. to 5:00 P.M. Central Standard Time

#### **Sprague/South Junction/Middlebro: In SE 19-1-14E**

Opened on Thursday and Saturdays. TIME: 10:00 A.M. to 6:00 P.M. Daylight Savings Time

Opened on Thursday and Saturdays. TIME: 9:00 A.M. to 5:00 P.M. Central Standard Time

## **Scope**

### **1. Facility Opening and Closing**

1.1 Prior to opening the WDG, the Contractor must ensure that:

- 1.1.1 The entrance area is free of litter and any other non-essential items
- 1.1.2 All directional signage is visible to the public and clear in language.
- 1.1.3 Recycling Bins are tidy, clear access and that all materials are organized. Area around the recycling bins is kept tidy and clean.
- 1.1.4 The WDG is safe for public use.

1.2 After closing the WDG to the public, the Contractor must ensure that:

- 1.2.1 All persons and vehicles have left the premises
- 1.2.2 All access gates are securely locked.
- 1.2.3 All lids and doors are securely closed.
- 1.2.4 All segregated materials are stored neatly and in a well contained manner.

### **2. Inspection**

2.1 The Contractor shall;

- 2.1.1 Visually inspect all persons entering and leaving the WDG regardless of destination or objective.
- 2.1.2 Communicate with all persons entering the WDG in such a manner as to ascertain their purpose at the WDG. The Contractor must ensure those entering the site are residents/ratepayers of the Municipality.
- 2.1.3 Inquire as to the nature and source of materials being delivered to the WDG visually or by verbal communication.
- 2.1.4 Direct customers to the appropriate disposal and/or recycling location at the WDG to deposit the material being delivered to the facility.
- 2.1.5 Observe customers to ensure that materials are being placed in the appropriate disposal and or recycling locations at the WDG and the no prohibited waste is left at the WDG.
- 2.1.6 If a WDG customer improperly places recyclable or divertible material in the refuse area, the Contractor shall, where possible, retrieve and set aside the recyclable or divertible material and deliver this material to the appropriate location(s) when possible without compromising regular operations.
- 2.1.7 Reject loads that contain material that is not suitable for disposal or recycling.

### **3. General Site Operation**

3.1 The Contractor shall be expected to assist in the promotion of recycling initiatives at the WDG. There are designated locations for the segregation of material at the WDG. It is the responsibility of the Contractor to ensure that customers entering the WDG are directed to the appropriate disposal and/or recycling areas. If

the WDG customers dispose of recyclable materials in areas designated for disposal, the Contractor shall, where possible, retrieve the recyclables and deliver the material to the designated areas for that material.

3.2 The Contractors must maintain a daily Log.

3.3 The Contractor must ensure those entering the site area deposit the garbage in the correct areas:

- a) Recyclable Materials;
- b) Household garbage;
- c) Bulk metal;
- d) Burnable materials (straw, wood, leaves, paper, wood shingles);
- e) Used tires;
- f) Used oil and filters;
- g) Shingles;
- h) Household Hazardous Waste

3.4 The Contractor must ensure site is kept tidy between machine clean-ups by instructing the garbage be unloaded in one area and then filling that spot before moving.

3.5 The Contractor will be expected to do general clean up during their scheduled days as follows:

- a) pick up litter on and within 30 meters of the site and entrance gate as needed, keeping the site clean and litter free;
- b) snow clearing near the recycling bins and entrance gate;
- c) re-installing signs when required;
- d) ensure no scavenging activities occur within the site area;
- e) minor repairs/adjustments to the entrance gate

3.6 The Contractor must fill out incident reports when requested and as provided for by the Municipality.

#### **4. Customer Service**

4.1 The Contractors shall conduct themselves in a professional and courteous manor towards customers and other contractors at all times.

4.2 Assist customers who are physically unable to safely dispose of their material.

#### **5. Financial Management**

5.1 The Municipality shall appoint the Contractor as its Agent for the collection/sale of Tipping Fees for the R.M. of Piney.

5.2 The Contractor shall further agree to collecting or otherwise handle money in accordance to regulations endorsed by the RM and any other rules, regulations or instructions of the Rural Municipality of Piney.

5.3 In the collection of said Accounts, the Agent shall be reimbursed as follows:

- 5.3.1 For the sale of Waste Disposal Tipping Fees for the R.M. of Piney pursuant to the current Tipping Fee Policy of the Municipality, the Municipality shall reimburse the Contractor by June 30 and December 31 in each year 10% of the monies collected in that half of the year for the Fees.

## **6. Utilities**

- 6.1 The Contractor is responsible for providing potable water, electricity, communication means and shelter to its attendant(s).
- 6.2 The RM of Piney is responsible for providing portable toilets and their maintenance. The Contractor shall be responsible for providing supplies for use by the attendant(s).

## **7. Insurance and Indemnity Requirements**

- 7.1 The Contractor shall procure and maintain, at their expense and cost the insurance policies listed. The insurance policy or policies shall be maintained continuously from the commencement of the work until total completion of the work or such longer period as may be specified by the RM of Piney.
- 7.2 The Contractor shall provide proof of current Workers Compensation coverage prior to commencement of work and must maintain such coverage during the term of the Agreement.
- 7.3 The Contractor must provide a copy of their Health and Safety Plan prior to commencing work.
- 7.4 The Contractor must be aware of all Workplace Health and Safety regulations related to the work and must comply with all the relevant regulations while carrying out the work on behalf of the RM of Piney.
- 7.5 The Contractor agrees to be the "Prime Contractor" as defined in the Workers Compensation Act.
- 7.6 The Contractor shall maintain at their expense and cost Comprehensive General Liability Insurance in the amount of not less than \$2,000,000 inclusive per occurrence for bodily injury or property damage, exemptions shall not be permitted without the approval of the RM of Piney.
- 7.7 The policies required shall provide that the RM of Piney be named as an Additional Insured there under and that said policies are primary without any right of contribution for any insurance otherwise maintained by the RM of Piney.
- 7.8 The Contractor shall require each of its Sub-Contractors to provide comparable insurance that is set for herein.

## **8. Default & Termination**

- 8.1 The RM of Piney may give notice in writing to the Contractor of default(s) requiring that such default(s) be remedied forthwith. If, within fourteen (14) days of such notice such default(s) are not remedied, the RM of Piney may terminate this Agreement.
- 8.2 Any party hereto may terminate this contract in writing by giving the parties hereto at least sixty (60) days' notice of its intention to terminate this contract.

## **9. Payment**

- 9.1 The Contractor shall invoice monthly at the end of the month for services rendered. The Municipality shall provide payment within 30 days of receipt of the invoice.
- 9.2 The Municipality shall hold the equivalent of one month's invoice amount in lieu of performance bond. This payment shall be released upon completion of the terms of the contract.

## **Close**

Sealed Proposals will be received by the Chief Administrative Officer of the Rural Municipality of Piney.

**Completed Proposals must be submitted by April 12, 2013 at 1:00pm to:**

Rural Municipality of Piney  
Attention: Martin Van Osch, C.A.O.  
PO Box 48  
Vassar, MB R0A 2J0  
204-437-2284

The outside of each Proposal must be clearly labeled:

**"Proposal for Recycling and Waste Disposal Facility Operation", submitted by\_\_\_\_\_.**