



Town of Cardston

Request for Proposals SOLID WASTE COLLECTION

The Town of Cardston invites Requests for Proposals from interested companies or individuals acting as a contractor to provide solid waste collection services for the Town.

The Town of Cardston requires a service provider capable of providing weekly residential curb-side as well as daily commercial/institutional collection of solid waste. It is the Town's intention to obtain and maintain a clean, courteous, well-scheduled and well-executed program for the collection, hauling and disposal of solid waste.

Residential curb-side collection shall be scheduled on a weekly basis. Commercial and Institutional collection (Hyd-A-Way Dumpster system) shall be scheduled daily or as needed. There is currently a limit of four (4) containers of solid waste that can be set out for collection on a weekly basis for residential customers and no limit for commercial/institutional customers but all commercial / institutional customers must use the dumpsters.

There are approximately 1402 residential customers and approximately 61 commercial/institutional dumpsters shared by 168 customers as of March 1, 2022.

The Contractor shall be responsible to provide all labour, materials, necessary tools, expendable equipment and supplies, and vehicles necessary to perform and complete the collection and disposal of solid waste.

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 the Town of Cardston's safe work procedures.

The Contractor must provide evidence of public liability insurance for the term of the contract, protecting the Contractor and the Town 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.



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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.

The Town is requesting bids on a 5 year contract. The Town will entertain the negotiation of a mutual extension up to an additional 1 year. 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 **June 1, 2022** and shall remain in force through **May 31, 2027** subject to annual review and mutual extension.

Please submit proposals via email, fax or in person to:

Mr. Brandon Jensen
Director of Engineering and Public Works
Town of Cardston
Box 280
67 3rd Avenue West
Cardston Alberta
TOK OKO

Email: brandon@cardston.ca
Phone: (403) 653-3366
Fax: (403) 653-2499

Deadline for submission of RFP's will be **12:00 noon on May 13, 2022**

The Town of Cardston has sole and unfettered discretion in the acceptance, review, evaluation and selection of any and all responses received.

Signature of Witness

Signature of Respondent Representative

Name of Witness

Respondent Representative Name and Title

Date: _____

I have authority to bind the respondent



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APPENDIX A – CONTRACTOR QUESTIONNAIRE FORM

Years of Experience

State the number of years' experience providing similar services to the project. _____ Years

Relevant Experience and References

List relevant projects that demonstrate the respondent's experience in the last five years. Relevant Experience provided should include the personnel listed below. Attach additional sheets as required.

Project Reference One			
Client / Company Name:			
Representative for the Client:		Phone No.	
		Email Address:	
Project Location:			
Nature / Scope of Work:			
Contract Dollar Value:			
Date and Length of Project:			

Project Reference Two			
Client / Company Name:			
Representative for the Client:		Phone No.	
		Email Address:	
Project Location:			
Nature / Scope of Work:			
Contract Dollar Value:			
Date and Length of Project:			



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Key Personnel

Identify all key personnel proposed for this project.

<u>Personnel</u>	<u>Position Description</u>

Equipment

Respondents should provide details of proposed equipment to carry out the scope of work and provide the deliverables. Details of preventative maintenance programs to ensure well maintained fleet should also be provided. Attach additional sheets as necessary.

Contingency Plan

Respondents should attach details of their contingency plan that includes the following details:

- a) Plan to ensure that operations will continue in case of employee no show, equipment failure, or other unforeseen circumstances.
- b) Identification of challenges or risks and provide details of strategies for managing or mitigating.
- c) Identification of other preventative controls in place to ensure uninterrupted service.



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Appendix B- Rate Bid Form					
Request for Proposal No. 2022-RFP-02 - Town of Cardston Residential Solid Waste Collection					
Respondent Name:					
All Prices Must Be Stated in Canadian Dollars					
Pricing for Initial Five Year Term					
Year	No. of Households	Weeks	No. of Commercial Bins	Weeks	Total
Year 1	1402	52	61	52	\$ -
Year 2	1402	52	61	52	\$ -
Year 3	1402	52	61	52	\$ -
Year 4	1402	52	61	52	\$ -
Year 5	1402	52	61	52	\$ -
Subtotal					\$ -
GST 5%					\$ -
Total Contract Value					\$ -
Optional Extension Year					
Year	No. of Households	Weeks	No. of Commercial Bins	Weeks	Total (incl. gst)
Year 6	1402	52	61	52	\$ -
Re: No Change in Fees Unless Legislatively Imposed					
Provide Additional Pricing Details, If Applicable:					