

## **REQUEST FOR PROPOSALS**

### **Blue Box Recycling Processing and Haulage Services**

**RFP: LF-2020-01**

**August 07, 2020**

**Request for Proposals Closing Date/Time:**

**Thursday, September 03, 2020; 1:00 PM EST**

at

Township of Wollaston Municipal Office  
90 Wollaston Lake Road  
PO Box 99  
Coe Hill, Ontario  
K0L 1P0

All items must be submitted on Proposal Forms that have been supplied.

***Lowest or any proposal not necessarily accepted.***

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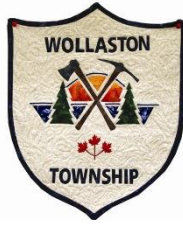
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Form 1	Confirmation of Receipt
Form 2	Proposal Declaration
Form 3	Location of Material Recovery Facility or Transfer Station (MRF or TS)
Form 4	Details of Proponent's Proposed Operation of the Work
Form 5	Tipping Fees
Form 6	Revenue Sharing
Form 7	Haulage Services
Form 8	Proponent References and Contact Information
Form 9	List of Subcontractors
Form 10	Addenda

## Appendices

Appendix A	2020 Wollaston Township Recycling Guide
Appendix B	Example of Agreement



## **Request for Proposals**

### **Blue Box Recycling Processing and Haulage Services**

RFP: LF-2020-01

August 07, 2020

## **1.0 Information to Proponents**

### **1.1 Project Background and General Description**

The Township of Wollaston (Township) is a municipality in northern Hastings County, Ontario, and is located approximately 20 kilometres (km) south of Bancroft, Ontario, 100 km north of Belleville, Ontario, and 100 km northeast of Peterborough, Ontario. The main population centre in the Township is the hamlet of Coe Hill, Ontario.

Based on 2016 Census data (Statistics Canada, 2019), the Township had a population of 670 as of 2016. As of 2016, there were reportedly 791 private dwellings within the Township, with 312 of those dwellings occupied by usual residents. Approximately 22 commercial businesses operating within the Township's limits. The Township is largely rural, with a significant seasonal population base related to cottage owners/users, and two (2) campgrounds, centered around Wollaston Lake. Subsequently, seasonal variations of quantities of Blue Box recyclables should be anticipated, with higher quantities expected annually between Victoria Day and Labour Day.

The Township of Wollaston is accepting proposals from potential service providers for Blue Box Recycling Processing and Haulage Services. Blue Box recyclables are received and stockpiled at the transfer station at the Township's Wollaston Waste Disposal Site, located at:

Site Name	Address
Wollaston Waste Disposal Site (A362901)	70 Rose Island Road Coe Hill, Ontario, K0L 1P0

The contract shall be for a term of one (1) year, with a possible renewal for an additional one (1) year term.

The contract will commence January 1, 2021, subject to successful completion of a signed agreement between the approved Blue Box Recycling Processing and Haulage Service Provider (Proponent) and the Township, as approved by Council.

### **1.2 Existing Blue Box Recycling Program**

Currently, the Township's Blue Box Recycling Program is operated in the following segregated streams at the Wollaston Waste Disposal Site:

No.	Stream Description	Method of Storage	Acceptable Materials	
1	Mixed Fibres	95 Gallon Rolling Totes (with internal bags)	<ul style="list-style-type: none"> <li>• Newspapers</li> <li>• Magazines</li> <li>• Catalogues</li> <li>• Telephone Books</li> <li>• Other Books</li> <li>• Glossy/Matte Flyers</li> <li>• Paperboard</li> <li>• Plastic Film</li> <li>• Plastic Bags</li> </ul>	<ul style="list-style-type: none"> <li>• Egg Cartons</li> <li>• Boxboard</li> <li>• Cardboard Tubes</li> <li>• Mixed &amp; Office paper</li> <li>• Envelopes</li> <li>• Brochures</li> <li>• Paper Bags</li> <li>• Tetra Paks (milk &amp; juice containers)</li> <li>• Other Similar Paper Products</li> </ul>
2	Commingled Containers	95 Gallon Rolling Totes (with internal bags)	<ul style="list-style-type: none"> <li>• Plastics (#1 to #7)</li> <li>• Food &amp; Drink Cans (steel or aluminum)</li> <li>• Polystyrene/Styrofoam</li> <li>• Aluminum Foil/Plates</li> <li>• Empty aerosol cans</li> </ul>	<ul style="list-style-type: none"> <li>• Plastic Bottles</li> <li>• Plastic Jugs</li> <li>• Plastic Tubs</li> <li>• Plastic Lids</li> <li>• Other Similar Plastic &amp; Metal Packaging</li> </ul>
3	Glass	Standard Blue Boxes	<ul style="list-style-type: none"> <li>• Clear Glass</li> </ul>	<ul style="list-style-type: none"> <li>• Coloured Glass</li> </ul>
4	Old Corrugated Cardboard (OCC)	Flattened and stockpiled in Quonset Hut	<ul style="list-style-type: none"> <li>• Flattened Old Corrugated Cardboard (OCC) Boxes</li> </ul>	

A copy of the current *Wollaston Township Recycling Guide* is included as Appendix A to this RFP.

Recent annual gross Blue Box Recycling quantities, as reported by the Township in their Annual Reports to the Ontario Ministry of the Environment, Conservation, and Parks (MECP), are as follows:

Year	Gross Tonnes (Commingled Containers / Mixed Fibres / Glass / OCC)	Gross Tonnes (OCC Only)
2019	58.41 MT	3.29 MT
2018	69.38 MT	Not reported
2017	72.68 MT	Not reported
2016	76.98 MT	Not reported

### 1.3 Form of Proposal

All proposal submissions must be submitted on the documents provided, duly completed and signed (where applicable) by a Signing Officer of the Proponent, and must include, at a minimum:

- Form 1 - Confirmation of Receipt
- Form 2 - Proposal Declaration
- Form 3 - Location of Material Recovery Facility (MRF)
- Form 4 - Details of Proponent's Proposed Operation of the Work
- Form 5 - Tipping Fees

- Form 6 - Revenue Sharing
- Form 7 - Haulage Services
- Form 8 - Proponent References and Contact Information
- Form 9 - List of Subcontractors
- Form 10 - Addenda

As part of the submission, and in addition to Forms 1 through 10 (above), the Proponent is required to submit as part of their proposal the following documents:

1. Company profile information including:
  - a. Company details, officials, size, number of employees, office location(s), MRF location(s) and/or TS location(s).
  - b. Number of years in business.
2. Proof of current WSIB clearance for the Proponent (and any Subcontractors) to perform the work. The proof of WSIB clearance shall be valid as of the date of submission of the Proponent's Proposal.
3. Proof that the Proponent is able to obtain the minimum insurance coverage for the work as identified in Section 2.5 of this RFP, with the Township included as an additional insured. Proof of ability to procure the noted insurance requirements should come in the form of a letter from the Proponent's insurance provider (or equivalent). Upon project award, a copy of valid insurance (per the minimums noted in Section 2.5) shall be provided to the Township prior to commencement of the work.
4. Current copies of all Certificates of Approval/Environmental Compliance Approvals from the Ontario Ministry of the Environment, Conservation, and Parks (MECP) required to complete the work specified in this RFP.
5. A current copy of the Proponent's Health and Safety Plan (HASP).

The proposal documents must be legible, written in ink or typewritten, and all items must be included in the proposal unless otherwise specified. The Signing Officer must initial erasures, overwriting or strikeouts. Failure to conform may result in rejection of proposal.

Proposals may be submitted either electronically (in PDF format) or in hardcopy format. If submitted in hardcopy format, three (3) hardcopies of the Proponent's proposal are required to be submitted to the Township. Where applicable, proposals are to be printed in colour.

#### **1.4 Project Schedule**

The following table is a summary of the milestones of this project:

Milestone	Date / Time
Issuance of RFP	Friday, August 07, 2020
Deadline for Submission of Proponent Questions Regarding RFP	Thursday, August 27, 2020 @ 12:00 p.m. (EST)
Deadline for Issuance of any/all Addenda to RFP	Friday, August 28, 2020 @ 4:00 p.m. (EST)
Deadline for Submission of Proposals	Thursday, September 03, 2020; 1:00 PM EST
Opening of Proposals	Thursday, September 03, 2020; 1:05 PM EST
Municipal Review of Proposals	September 2020
Anticipated Date of Contract Award	To be determined
Potential Start Date of Contract	Friday, January 01, 2021

### 1.5 Contract Administrator

All communications concerning this RFP shall be in writing only, and directed, on behalf of the Township, to the Contract Administrator:

Contract Administrator
Dan Hagan, P. Geo. Senior Project Manager Greenview Environmental Management Limited Email: <a href="mailto:dan.hagan@greenview-environmental.ca">dan.hagan@greenview-environmental.ca</a>

### 1.6 Proposal Closing Date/Time

Proposals will be received at the Municipal Office of the Township of Wollaston until:

- **Thursday, September 03, 2020; 1:00 p.m. Eastern Standard Time (EST).**

The Proponent's proposal must be clearly marked "*Blue Box Recycling Processing and Haulage Services Proposal*", and must be received by courier in hardcopy format, or electronically by e-mail, no later than the date and time noted above, to the following:

Bernice Crocker  
Clerk/Administrator  
The Corporation of the Township of Wollaston  
90 Wollaston Lake Road  
PO Box 99  
Coe Hill, Ontario, K0L 1C0  
Telephone: (613) 337-5731  
[clerk@wollaston.ca](mailto:clerk@wollaston.ca)

All proposals must contain all components identified in Section 1.3 of this RFP, at a minimum.

### 1.7 Proposal Opening

As this is an RFP for which a number of criteria will ultimately be evaluated, only the names of Proponents who have submitted a proposal will be identified at the opening and made available. Financial information will not be publicly disclosed. All information is unofficial, subject to review and award. Proponents will not be notified in

writing of the Proposal Opening results.

Proposals will be evaluated shortly after the day of the closing by an Evaluation Committee composed of Municipal representatives and/or outside consultants. The Contract Administrator will record results and a preferred proponent will be recommended to the Township for their consideration.

### **1.8 Confirmation of Receipt of RFP**

Upon receipt of this document, all potential Proponents interested in this RFP shall sign one copy of the Form 1 – Confirmation of Receipt attached hereto and email the signed document to the attention of the Contract Administrator.

A potential Proponent who signs and returns the Form 1 – Confirmation of Receipt is not obligated to submit a proposal.

Any potential Proponent who does not submit the Form 1 – Confirmation of Receipt will not be sent any amendments or addenda, and may be disqualified.

### **1.9 Late Submissions**

Proposals received after the Closing Date/Time (Section 1.6) will not be considered during the selection process and will be returned unopened to the Proponent.

### **1.10 Withdrawal or Alteration of Proposal**

Any correspondence by mail or telephone, pertaining to adjustments or corrections to a proposal already submitted, shall not be considered.

A Proponent who has submitted a proposal may submit a further proposal at any time up to the Closing Date/Time. The last proposal received shall supersede and invalidate all proposals previously submitted by that Proponent for this RFP process.

A proposal may be withdrawn unopened following submission, if such request is received in writing by the Contract Administrator prior to the Closing Time. The written request must bear the original signature of the authorized Signing Officer of the Proponent. Emails, facsimiles or telephone calls will not be accepted.

### **1.11 Irrevocability of Proposals**

Proposals must be irrevocable and open for acceptance by the Township for a period of sixty (60) calendar days after the Closing Date/Time, even if the proposal of another Proponent is accepted by the Township.

### **1.12 Discrepancies or Omissions**

Should a Proponent find omissions from or discrepancies in any of the RFP documents or should the Proponent be in doubt as to the meaning of any part of such documents, the Proponent should notify the Contract Administrator without delay. If the Contract Administrator considers that a correction, explanation or interpretation is necessary or desirable, an addendum will be issued.

No oral explanation or interpretation will modify any of the requirements or provisions of the RFP documents.

It is understood and acknowledged that the Proponent is responsible for a complete review of this RFP, and any items not specified herein, but obviously required, are to be included in the requested proposal, as if they were requested. Any misunderstanding or misinterpretation of proposal requirements are the responsibility of the individual Proponent, and shall not relieve the Proponent of the responsibility of providing the requested scope



of work detailed herein.

*The Township is not responsible for errors or assumptions made by the Proponent.*

### **1.13 Inquiries During RFP Period**

It is the Proponent's responsibility to clarify any points of uncertainty before submitting a proposal. Answers to questions of clarification will be released in the form of Addenda, should the Contract Administrator determine that the information is relevant to all Proponents. Inquiries must be received by the Contract Administrator no later than the deadline indicated in Section 1.4 of this RFP. The Township and Contract Administrator bear no responsibility for any oral communication, instruction or suggestions.

Any and all inquiries regarding this RFP are to be directed in writing to the Contract Administrator:

Contact Name: Dan Hagan, Senior Project Manager  
Greenview Environmental Management Limited

Email: [dan.hagan@greenview-environmental.ca](mailto:dan.hagan@greenview-environmental.ca)

If the Contract Administrator determines that an amendment is required to this RFP, the Township will send a written addendum to those potential Proponents who have submitted Form 1 – Confirmation of Receipt.

It is the Proponent's ultimate responsibility to ensure all addenda have been received, reviewed and understood.

Proponents shall be required to acknowledge receipt of addenda on Form 10 – Addenda, required as part of any submission.

The deadline for issuance of all Addenda to this RFP is identified in Section 1.4 of this RFP.

### **1.14 Proponents to Investigate**

Proponents must satisfy themselves by personal examination of the sites to be serviced during regular hours of operation and by such other legal means, as they may prefer, as to actual conditions and requirements of the work. If a Proponent would like to personally examine the Wollaston Waste Disposal Site, they are required to coordinate such a meeting with the Contract Administrator and Township identified in Section 1.13 of this RFP.

Proponents will carefully examine the RFP document and will fully inform themselves as to all existing conditions and limitations that will affect the terms and performance of their proposal.

No consideration will be given, after the submission of a proposal, to any claim that there was any misunderstanding with respect to the requirements/obligations of this RFP.

### **1.15 Irrevocability of Proposals**

Proposals must be irrevocable and open for acceptance by the Township for a period of ninety (90) calendar days after the Closing Date/Time even if the proposal of another Proponent is accepted by the Township.

### **1.16 Unbalanced Proposals**

Proposals containing minor non-conformances and/or mathematical errors may be considered following correction of said errors by the Evaluation Committee. Proposals containing major mathematical errors may be rejected or the Proponent may be contacted for clarification/amendments at the sole discretion of the Evaluation Committee.

### **1.17 Evaluation of Proposals**

Proposals submitted will be reviewed for completeness and accuracy, as per the requirements of this RFP.

Proposals will be evaluated based on the ability of the Proponent to comply with the RFP requirements, the proposed prices, and the Proponent's skill, ability and experience necessary to carry out the work. Where proposal prices are the same, the Evaluation Committee will consider experience in similar work beyond the minimum standards established.

The Evaluation Committee may waive any non-compliance with the RFP, at their sole discretion.

The Township reserves the right to enter into negotiations with the selected Proponent, prior to recommendation of a preferred Proponent, for the purpose of making minor amendments to the proposal document as required for the proposal to be compatible with the project, the schedule and budget, including amendments to the Scope of Work (Section 3.0) included in the proposal or the manner in which the Work will be undertaken.

The Township reserves the right to reject any or all interests and/or proposals which, solely in the opinion of the Township, do not furnish a satisfactorily complete quotation for the provision of the services specified, and do not meet the submission requirements detailed herein. The Township reserves the right to accept proposals in whole or in part, as the Township deems appropriate to the objectives of the project.

The lowest or any quotation is not necessarily accepted, at the discretion of the Township.

### **1.18 Project Award, Agreements, and Execution of Contract**

Project award of the work is subject to Township Council approval. Project award is anticipated per Section 1.4 of this RFP.

It is understood and acknowledged by the Proponent that the information presented in this RFP will form the conditions of an agreement between the Township and the Proponent awarded the work. Specific conditions and/or amendments to the information presented in this RFP will be negotiated, as necessary, upon award of the work to the Proponent.

The successful Proponent shall be notified in writing of the acceptance of its proposal and shall be bound to execute a Contract with the Township within ten (10) working days of Contract award. The date of the Contract award shall be taken as the date on which the Proponent is notified by the Contract Administrator of the acceptance of their proposal. Notice of acceptance will be deemed to have been given on the fifth day following the date of mailing of the written notice.

The successful Proponent must submit to the Township within ten (10) working days of the Contract award:

1. A fully executed Contract in duplicate.
2. A copy of all licenses, certificates and permits required by law for the execution of the work as set out in their proposal.
3. A Certificate of Insurance which complies with the insurance requirements set out in Section 2.5 this RFP.
4. A WSIB clearance certificate as outlined in this RFP.
5. A copy of a valid Commercial Vehicle Operator's Registration (CVOR) and a copy of a current CVOR abstract.
6. A copy of the Proponent's vehicle ownership.
7. A copy of evidence of compliance with the Ontario Highway Traffic Act, Regulation 575 (periodic

mandatory commercial vehicle inspection, or dump vehicle inspection).

8. A copy of a Valid Class DZ (minimum) license for all drivers provided by the Contractor. This is required for every driver that may be used on the contract.
9. A current (within 3 months) abstract for all drivers provided by the Proponent. This is required for every driver that may be used on the contract.
10. A copy of compliance with MECP regulations as applicable for driver training and/or equipment operation.

It is the Proponent's obligation to notify the Township, within five (5) business days, if there are any changes to any of the above.

In the event that the Township and the awarded Proponent are not able to reach an agreement with regard to the conditions of the work within fifteen (15) days of Contract award, the Township reserves the right to retain the services of others to complete the work, without penalty, financial or otherwise, to the originally awarded Proponent.

The Form of Agreement to be signed by all parties upon project award is included in Appendix B of this RFP as a sample, for the Proponent's review.

### **1.19 Failure to Perform**

Failure to comply with all the terms and conditions of the proposal, and failure to supply all documentation as required herein within the specified time period for proposals, award, and contracting, shall be just cause for cancellation of the award. The Township shall then have the right to award to any other Proponent or to issue a new RFP or Proposal.

### **1.20 Harmonized Sales Tax (HST)**

All base prices included in the proposal submission shall exclude HST. Payment under the Contract(s) shall be subject to value added taxes in effect at the time of invoicing.

### **1.21 Confidentiality**

All proposals submitted to the Township become the property of the Township and, as such, are subject to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, C.M. 56, as amended (the "MFIPPA").

The Proponent hereby consents to the disclosure of the information contained in their proposal submission, pursuant to the MFIPPA. If a Proponent considers any part of their proposal submission proprietary, the Proponent shall clearly mark such page or section of the submission as confidential and accompany the submission with a brief explanation as to why the Proponent requires such information not be disclosed to the public.

This procedure will not automatically protect the submission from release, but will assist the Township in making a determination of what information shall be released if a request is made. Any decision made under MFIPPA may be appealed to the Information and Privacy Commissioner of Ontario, who may direct the release of such information.

The identity of submitting Proponents as well as the Proponent's price submission amount may be made available to the public following evaluation of the proposals and/or at a public Council meeting, as part of the award process.

Any questions regarding the MFIPPA may be directed in writing to the Contract Administrator.

### **1.22 Proponent's Expense**

Any expenses incurred by the Proponent in the preparation of their proposal submission are entirely the responsibility of the Proponent and will not be charged to the Township.

## 2.0 General Terms and Conditions

### 2.1 Compliance with Applicable Legislation and Bylaws

1. The successful Proponent shall:
  - a. Obtain and pay for all necessary permits, certificates or licenses required for the execution of the work.
  - b. Adhere to all applicable legislation/bylaws in carrying out the duties prescribed herein. The Proponent will give all necessary notice, pay all fees required by law, comply with all the laws, ordinances, rules and regulations relating to the work, the preservation of the environment, public health and safety and to labour relations.
  - c. Have an obligation to report in writing to the Township immediately on becoming aware of any non-compliance with applicable legislation and by-laws and/or any legal action or notification of action commenced or work order imposed on the Proponent by any government or government agency.
2. Failure to comply with the above reporting requirements or the prompt resolution of any non-compliance may result in the termination of the contract or other remedial action that the Township, in their sole discretion, deems fit.

### 2.2 Subcontractors

1. The Proponent must have the written approval of the Township prior to assigning any work specified in this proposal to any subcontractors, unless the subcontractors have previously been identified on Form 9 – List of Subcontractors of the proposal for that specific element of the work. Subcontractors shall be subject to the same terms and conditions as the Proponent. Any work performed by subcontractors shall not relieve the Proponent from the performance of any terms and/or obligations of the contract.

### 2.3 Damage to Property

1. In carrying out the Contract, the Proponent shall ensure that no damage is caused to any property, public or private, or to any roadways, structures or other works or things.
2. Except as otherwise provided for in the Contract, if injury or damage is done, the Proponent shall make good the same, at its own expense, in a manner satisfactory to the Township.
3. The Proponent agrees to immediately report to the Township all incidents and accidents which could have resulted in serious injury or property damage or do result in serious injury or property damage.

### 2.4 Proponent's Vehicles and Equipment

1. The Proponent is obliged to maintain their vehicles and equipment in good order. Where, in the opinion of the Township, conditions are not suitable or safe for the use of certain vehicles or equipment, the Proponent will, upon the written order of the Township, carry out the work without the use of such equipment and no allowance will be made to the Proponent as a result of such restriction.

### 2.5 Insurance During Term of the Contract

1. The Proponent shall, during the term of the Contract, obtain, maintain, and provide evidence of insurance coverage as described below with insurance companies licensed to conduct business in the Province of

Ontario. The required insurance policies are as follows:

- a. Comprehensive General Liability in the amount of at least five million dollars (\$5,000,000) per occurrence. The Township shall be named as an additional insured on all applicable policies.
- b. Standard Automobile and Non-Owned Liability Insurance in the amount of at least two million dollars (\$2,000,000). These policies should provide protection to the Proponent for all liability arising out of the use or operation of all owned or leased vehicles used by the Contractor, or its employees, agents, or subcontractors (if haulage is part of the contract).
- c. Property insurance to cover the Proponent's and Township machinery and unlicensed equipment used in the performance of the work specified within the Contract from the perils of fire, theft, and all other extended coverage. This policy should be appropriately endorsed to include coverage while the Proponent's machinery and equipment is located on any work sites specified in the Contract and any Township equipment when located on the Proponent's site(s).
- d. All such insurance shall be maintained until final completion of the work and the completion of the term of this Contract, and shall be endorsed to provide that the policy or policies will not be altered, cancelled or allowed to lapse without a minimum of thirty (30) days prior written notice by registered mail to the Township.
- e. The cost of such insurance will be the responsibility of the Proponent.

## **2.6 Indemnification**

1. The Proponent, its Surety and respective heirs, executors, administrators, successors and assigns shall fully indemnify the Township and all their officers, servants, consultants, and employees from any and all liability or expenses by way of legal costs or otherwise in respect to any claim which may be made for a lien or charge at law or in equity or to any debt, garnishee process or otherwise arising out of the performance or execution of the work under any Contract awarded under this RFP and any subsequent amendments made from time to time.

## **2.7 Workers' Compensation**

1. The Proponent shall at all times pay or cause to be paid any assessment or compensation required pursuant to the Workers' Compensation Act. The Proponent shall hold harmless the Township from any claim under the provisions of the said Act.
2. The Proponent shall provide their valid Workplace Safety and Insurance Board (WSIB) certificate prior to the issue of any contractual agreement and shall maintain their coverage throughout the duration of the contract. The Proponent shall immediately notify the Township upon any change in the policy, coverage or claims resulting from performance of the work.

## **2.8 Health and Safety**

1. All work performed under this contract must comply with all requirements set out in the *Occupational Health and Safety Act, R.S.O. 1990* and amendments thereto, and all applicable regulations.

## **2.9 Accessibility Regulations for Contracted Services**

1. Contracted employees, third party employees, agents and others that provide customer service on behalf of the Township are legally responsible to comply with the provisions outlined in Section 6 of the Ontario Regulation 429/07, Accessibility Standards for Customer Service, with respect to training. The Proponent shall ensure that such training includes, without limitation, a review of the purpose of the

*Accessibility for Ontarians with Disabilities Act, 2005*, and the requirements of the Regulation, as well as instruction regarding matters set out in Section 6 of the Regulation. By signing the Forms of this RFP, the Proponent has agreed to be in full compliance with this regulation.

## 2.10 Invoicing and Payment

1. Payment will be made net thirty (30) days from receipt of an invoice from the Proponent and verification that goods/services listed have been provided to the satisfaction of the Township. All invoices shall include the Proponent's HST number, as applicable. All invoices must be supported by a detailed summary of services (as applicable), including (but not limited to):
  - Dates of haulage events during invoicing period (monthly).
  - Weigh scale tickets and metric tonnages of each diverted Blue Box Recycling stream per haulage event (monthly).
  - Tipping Fees for each Blue Box Recycling stream, per haulage event (monthly; as may be applicable).
  - Revenue Sharing for each Blue Box Recycling stream, per haulage event (monthly; as may be applicable).
2. The Proponent will maintain and keep sufficiently complete and accurate books, payrolls, accounts and records relating to the performance of the contract to permit their verification and audit and they will have no claim to payment unless such books, payrolls, accounts and records have been so maintained and kept. On request, the Proponent will furnish all the time sheets, records, bills of lading and other vouchers in MS Excel format (or a similar format) compatible with municipal electronic accounting systems.

## 2.11 Force Majeure

1. Delays in or failure in the performance of either party under any contract awarded under this proposal shall not constitute default hereunder or give rise to any claim for damages if and to the extent caused by occurrences beyond the control of the party affected, including but not limited to decrees of federal or provincial government, acts of God, fires, floods, explosions, riots, war, rebellion, sabotage and atomic or nuclear incidents ("force majeure"), but lack of finances, strikes or other concerted acts by workers, delay or failure arising out of the nature of the work to be done, or from the normal action of the elements or from any normal difficulties which may be encountered in the performance of the work, having regard to the nature thereof, shall in no event be deemed to be a cause beyond a party's control.
2. In the event that the performance of any contract awarded under this proposal, in the reasonable opinion of either party, is made impossible by force majeure, then either party shall notify the other in writing and the Township shall either; terminate the contract forthwith and without any further payments being made; or authorize the Proponent to continue the performance of the contract with such adjustments as required by the existence of the force majeure and agreed upon by both parties. In the event that the parties cannot agree upon the aforementioned adjustments, it is agreed by the parties that the contract shall be terminated.
3. The Proponent acknowledges that the Township is subject to the Resource Recovery and Circular Economy Act (2016; as amended) and the Waste Diversion Transition Act (2016; as amended) which are outside the control of the Township. Repeal, replacement or amendment of either may change the operation of any Contract awarded under this RFP sufficiently to be classified, in the sole discretion of the Township, as a "Force Majeure" event.

## 2.12 Strikes and Lockouts

1. In the event of a strike or lockout, the Proponent is responsible to maintain all processing services and haulage services (if part of the contract), to whatever reasonable degree possible and, if necessary, in co-operation with the Township as specified in the “Force Majeure” clause above.
2. Within 30 days of the award of any contract, the Proponent shall submit to the Township a contingency plan explaining in detail how performance of the service during any strikes and/or lockouts shall be maintained at the Proponent’s cost. Such plan shall become a part of the contract and shall be subject to all the terms of the contract. Failure to submit a sufficient contingency plan, in the sole discretion of the Township, may result in termination of the contract.

## 2.13 Liquidated Damages

1. The Township may assess liquidated damages for instances of non-performance for either the hauling or processing portions of the contract. As indicated in the tables below, the Proponent shall pay the Township the indicated amount per infraction. The sum or sums are hereby agreed upon and fixed as reasonable measures of Township costs and determined by the parties hereto as the liquidated damages that the Township will suffer by reason of said delay, non-performance or default, and not as a penalty. The Township may deduct and retain the amounts of such liquidated damages out of any monies payable to the Proponent.

Infraction	Amount	Unit
Late collection after time specified	\$ 500	Per incident
Discourtesy or inappropriate behaviour	\$ 1,000	Per incident
Failure to resolve damage claim to property within reasonable time	\$ 1,000	Per incident
Failure to submit reports/deliberately submitting inaccurate reports	\$ 5,000	Per incident
Failure to clean up spillage (plus clean up and safe disposal costs) e.g. waste spillage, hydraulic oil	\$ 1,000	Per incident
Failure to scale all vehicles in and out of facility	\$500	Per incident
Failure to provide a minimum of fourteen (14) days written notice in advance of a scheduled MRF shutdown	\$500	Per calendar day
Unscheduled downtime affecting Municipal operations	\$500	Per calendar day
Failure to provide requested reports/documentation within five (5) business days	\$500	Per incident
Documentation on scale recertification not provided semi-annually	\$250	Per incident

## 2.14 Disputes and Termination

1. In cases of dispute as to whether or not deliverables required by any contract awarded under this RFP meet the requirements of the Township, the parties agree to attempt to negotiate a mutually agreeable settlement prior to submitting the matter at issue to a third party mediator or arbitrator. The decision of such agent, mediator or arbitrator as the Township may appoint will be final and binding.
2. Notwithstanding the above, the Township may terminate any contract awarded under this RFP for any reason whatsoever, by giving one hundred and twenty (120) days written notice to the Proponent of such intent.
3. Notwithstanding any other provision in any contract awarded under this RFP, at the option of the Township, the Contract, or any part thereof, may be terminated on twenty-four (24) hours written notice to the Proponent, in the event that the Proponent:



- a. Declares its inability to pay debts as they generally become due.
  - b. Is adjudged or adjudicated bankrupt or insolvent.
  - c. Becomes subject to or requests any benefit or exemption relating to any provision or enactment concerning bankruptcy or insolvency.
  - d. Withholds any funds payable to the Township or information from the Township.
  - e. Abandons the Work under this Contract.
  - f. Disregards any laws, by-laws, rules, regulations, standards, approvals or orders of any of the authorities having jurisdiction, including without restricting the generality of the foregoing, the directives of the Township.
  - g. Gives or offers any gratuity to or attempts to bribe any member of Council, officer or servant of the Township.
  - h. Repeatedly fails to adhere to the terms of any contract awarded under this RFP and in particular commits repeated infractions in the performance of the Work.
4. In the event that the Township terminates all or part of any contract awarded under this RFP, the Township may take any steps to secure the completion of the Work and any damages or extra expenditures thereby incurred may be collected from the Proponent, by whatever means necessary.
  5. In the event the Township relieves the Proponent of a portion of the Work, it shall in no way affect the obligations of the Proponent with respect to the remainder of the Work.
  6. In the event that the Township exercises their right to terminate the Contract then the Proponent shall be paid for only those Works performed up to the date of termination that have been pre-approved by the Township.
  7. Any representation or warranty given by the Proponent shall survive beyond termination of this Contract.

## **2.15 Non-Exclusivity**

1. The Work related to the contract represented by this RFP is non-exclusive. The Township reserves the right to expand the scope of Work, or undertake to let additional contracts in connection with the Work and issue portions of the Work to multiple contractors. If required, the Proponent will cooperate with the Township and other contractors to coordinate the Proponent's work with that of other contractors that perform Work for the Township.
2. Where the Work of another contractor or of the Township, acting reasonably, may affect the execution of the Work under this contract, the Proponent will have no claim against the Township for any additional expense incurred in the execution of the Proponent's Work.

### 3.0 Scope of Work

This section presents a general summary of the scope of work for this RFP.

#### 3.1 Blue Box Recycling Processing Services

1. The Township requires Blue Box recycling processing services for the following Blue Box recycling streams, as fully described in Section 1.2 of this RFP, including:
  - a. Mixed Fibres.
  - b. Commingled Containers.
  - c. Old Corrugated Cardboard (OCC).
  - d. Glass.
2. All Mixed Fibres and Commingled Containers are currently stockpiled in 95-gallon rolling totes, while glass is segregated in regular Blue Boxes and OCC is stockpiled flat inside the Township's Quonset Hut at the Wollaston Waste Disposal Site.
3. On average, the contents of approximately 85-90 full 95-gallon bins of Blue Box recyclables are to be removed from the Transfer Station at the Wollaston Waste Disposal Site every week during the spring, summer and fall months. Approximately 12-15 small Blue Box bins containing glass are to be emptied into a haulage vehicle every week from the Transfer Station each week as part of weekly haulage events. During the winter months, the contents of approximately 40 of the 95-gallon bins are to be removed weekly as part of weekly haulage events, as well as any glass.
4. Haulage events of Blue Box Recyclables from the Wollaston Waste Disposal Site to the Proponent's Material Recovery Facility (MRF) are to occur weekly.
5. It will be the responsibility of the successful Proponent to load their haulage vehicle with all Blue Box recyclables for each haulage event, from the existing stockpiling containers (as applicable). All 95-gallon rolling totes and Blue Boxes are to remain on-site at the Wollaston Waste Disposal Site following loading of the Proponent's haulage vehicle.
6. It is the responsibility of the successful Proponent to provide the Township of Wollaston with the identification of the Material Recovery Facility (MRF) that will receive the materials collected (Form 3) and provide proof to the satisfaction of the Township of Wollaston that the materials have been recycled (if requested).
7. It is the responsibility of the Proponent to identify their proposed manner of haulage and processing of the Blue Box Recycling streams noted above, in Section 3.1 (1) on Form 4 of this RFP (i.e. all collection in Single Stream, Glass to be combined with Commingled Containers, etc.).
8. The successful Proponent shall assume all responsibility for the processing, marketing, and sale of Blue Box recyclables. Any Tipping Fee charged to the Township for the processing of Blue Box recyclables and any Revenue Sharing to be paid to the Township shall be provided on Forms 5 and 6 of this RFP (as may be applicable).
9. Proponents are advised that Blue Box Recycling tonnages in the Township generally increase between Victoria Day and Labour Day of each year.
10. The Proponent must accept all Blue Box recyclable materials mutually-agreed upon by the Township and the Proponent as part of this RFP process and the Proponent's proposal. No amendments are to be made without written acceptance by the Township.

11. Details on Tipping Fees (processing costs) for each of the Blue Box recycling streams (Mixed Fibres, Commingled Containers, Glass, and OCC) are to be identified by the Proponent on Form 5 of this RFP. Tipping fees for each year of the contract may increase to a maximum percentage equal to the Consumer Price Index (CPI) Annual Average Percentage Change each year, per CPI (All-Items; not seasonally adjusted) for the Province of Ontario. The percent increase shall be as identified from Statistics Canada (CANSIM v41694217).
12. Revenue sharing for Mixed Fibre, Commingled Containers, OCC, and Glass Blue Box Recycling streams are not necessarily required; however, they may be considered in the evaluation of a Proponent's proposal. Revenue Sharing details are to be included by the Proponent on Form 6 of this RFP.
13. In the event that the Proponent is unable or unwilling to process any Blue Box recyclables, the Proponent shall immediately locate a satisfactory alternative at their cost. Under no circumstances may Blue Box recyclable materials be landfilled, stockpiled indefinitely, or incinerated without prior approval of the Township.
14. In addition to the requirements of invoicing to the Township (Section 2.10 of this RFP), the Proponent shall provide the Township with the following:
  - a. Monthly Summaries of the tonnage (MT) of all Blue Box recycling streams collected at the Wollaston Waste Disposal Site, separated by Blue Box stream.
  - b. Monthly Summaries of all Tipping Fees (paid to Proponent) and Revenue Sharing (paid to Township), separated by Blue Box stream (as may be applicable).
  - c. Monthly Summaries of the number of haulage events completed and cost.
  - d. Monthly Summaries of Residual Percentage (%) for the Township's Blue Box Recycling program, for use in reporting to the annual Datacall to the Resource Productivity and Recovery Authority.
  - e. Annual Summary of the total tonnages (MT) of all Blue Box recycling streams collected at the Wollaston Waste Disposal Site, separated by Blue Box stream.
  - f. Annual Summary of all Tipping Fees (paid to Proponent) and Revenue Sharing (paid to Township), separated by Blue Box stream (as may be applicable).
  - g. Annual Summary of the number of haulage events completed and cost.
  - h. Annual Summary of Residual Percentage (%) for the Township's Blue Box Recycling program, for use in reporting to the annual Datacall to the Resource Productivity and Recovery Authority.
  - i. Copies of all Weigh Scale Tickets per haulage event completed (monthly and annually).
15. All weigh scales used in the performance of this contract are to be certified by and maintained in compliance with the Canadian Weights and Measures Act, R.S.C., 1985, c. W-6 and records shall be made available on request.
16. The Proponent shall permit the Township to audit the material quality, quantity, residue, sales agreements, shipping records and any other records pertinent to the Contract resulting from this RFP, on twenty-four (24) hours' notice. Any irregularities resulting from an audit that are not immediately corrected by the Proponent to the satisfaction of the Township may result in the cancellation of the contract.
17. The Township reserves the right to add to or delete materials from the list of Blue Box recyclables collected from time to time or as mandated by changes to legislation. Only materials that are able to be processed by the Proponent shall be added and only following consultation with the Proponent. Additional materials required by changes to legislation shall be subject to mutual agreement by the Township and the Proponent and failing such mutual agreement, the Township reserves the right to require that the Proponent provide an alternative processor at a price to be negotiated and failing

agreement, at a price to be mediated or arbitrated.

18. The contract term for Blue Box Recycling processing and hauling services shall be for a term of one (1) year with a possible renewal for an additional one (1) year term, starting January 1, 2021. Following sixty (60) days notice and upon mutual agreement by the Township and the Proponent, the contract may be extended on the same terms for up to a period of one (1) year.

### **3.2 Haulage of Blue Box Recycling**

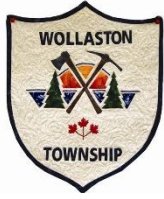
1. Haulage of Blue Box recyclables shall be from the Wollaston Waste Disposal Site to the Proponent's facility (MRF or Transfer Station [TS]) on a weekly basis (minimum).
2. A haulage event is defined as the work required by the Proponent to haul all of the Township's Blue Box Recyclables, including Mixed Fibres, Commingled Containers, OCC, and Glass, from the Wollaston Waste Disposal Site to the Proponent's MRF or Transfer Station on a weekly basis, regardless of how many trips are required by the Proponent to conduct the work. Fifty-two (52) weekly haulage events per year are a requirement of this RFP.
3. Under normal operations, the Proponent will be required to collect and haul Blue Box Recyclables in accordance with the details outlined in Section 3.1 of this RFP. The Proponent's recycling vehicle is required to be able to accommodate the Township's Blue Box Recyclables as outlined in Sections 1.2 and 3.1 of this RFP.
4. Haulage of Blue Box Recyclables from the Township's Wollaston Waste Disposal Site shall be coordinated with the Township, be completed within forty-eight (48) hours of the request for collection by the Township, be based on the operational hours of the site, and subject to conditions of the Environmental Compliance Approval for the site. A defined and consistent schedule for haulage events is preferred.
5. The price for each haulage event shall be as provided on Form 7 of this RFP.
6. Haulage costs per haulage event may increase to a maximum percentage equal to the Consumer Price Index (CPI) Annual Average Percentage Change each year, per CPI (All-Items; not seasonally adjusted) for the Province of Ontario. The percent increase shall be as identified from Statistics Canada (CANSIM v41694217).
7. The Township reserves the right, in the event that the Proponent is unable to perform services required under this RFP, to retain the services of others to haul Blue Box Recyclable material to the Proponent's facility, on an as-needed basis, at their sole discretion, in order to maintain services to its ratepayers.

### **3.3 Contract Management Meetings**

1. The Proponent agrees to participate, at their cost, in contract management meetings as frequently as shall be deemed necessary by the Township.

**Forms**





**Form 1**

**Confirmation of Receipt**

**Request for Proposals  
Blue Box Recycling Processing and Haulage Services  
Wollaston Waste Disposal Site  
Township of Wollaston  
RFP# LF-2020-01**

**Upon receipt of this RFP, please complete the Sections below and email this Form to:**

**Greenview Environmental Management Limited**

**Attention: Dan Hagan, Senior Project Manager**

**Email: [dan.hagan@greenview-environmental.ca](mailto:dan.hagan@greenview-environmental.ca)**

Company:

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Contact Person:

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Office Number:

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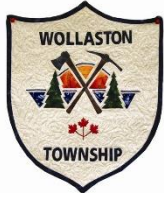
Email:

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Comments:

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**Form 2**

**Proposal Declaration**

**Request for Proposals  
Blue Box Recycling Processing and Haulage Services  
Wollaston Waste Disposal Site  
Township of Wollaston  
RFP# LF-2020-01**

This Proposal is submitted by:

Company Name:

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Address:

---

Telephone:

---

Cellphone:

---

Email:

---

To: Bernice Crocker, Clerk/Administrator

Township of Wollaston, Ontario

**Re: Blue Box Recycling Processing and Haulage Services  
(RFP#: LF-2020-01)**

1. I/WE declare that no person, firm or Corporation other than the one who's signature or the signature of whose proper officers and seal is or are attached below, has any interest in this Proposal or in the contract proposed to be taken.
2. I/WE further declare that this Proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a Proposal for the same work and is in all respects fair and without collusion or fraud.
3. I/WE further declare that no member of the Township is or will become interested directly or indirectly as a Proponent 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/WE further declare that the several matters stated in the said Proposal are in all respects true.

Township of Wollaston

5. I/WE further declare that I/WE have carefully examined the locality and site of the proposed Work, as well as all RFP Contract Documents relating to the said Contract, and hereby acknowledge the same to be part and parcel of any Contract to be let for the Work therein described or defined and do hereby offer to enter into a Contract to do all of the Work and to provide all of the labour and to provide, furnish, deliver, place and erect all materials mentioned and described or implied therein, including in every case freight, duty, exchange and Federal and Provincial sales tax in effect on the date of the acceptance of the Proposal, and all other charges on the terms and conditions and under the provisions therein set forth and to accept in full payment therefore, the sums calculated in accordance with the unit prices set forth in the Proposal herein.
6. I/WE agree that this offer is to continue to be open to acceptance until the formal contract is executed by the successful Proponent for the said Work or until sixty (60) calendar days after said opening, whichever event first occurs; and that Owner may, at any time within that period, without notice, accept this Proposal whether any other Proposal had been previously accepted or not.
7. I/WE hereby agree that notification of acceptance of this Proposal shall be in writing, and may be sent by prepaid post, and if sent by prepaid post, acceptance shall be deemed to have been made on the date of the mailing of such notification.
8. I/WE hereby agree that the Work specified in the Contract will be performed in strict accordance with the information as presented as part of the RFP process, in accordance with application codes, acts, regulations, and standards.
9. I/We agree to become bound for security for 30% of the current year of the contract price, in a bond or letter of credit, for the faithful performance of the contract to the termination date of the contract. The required Performance Bond shall be maintained in effect at all times until the termination of the agreement. If this proposal is accepted by the Council of the Township of Wollaston the Performance Bond or Letter of Credit will be lodged with the Municipal Clerk within ten (10) days of acceptance of the proposal, otherwise this letter of intent shall be null and void. The contract price shall be based on the Proponents haulage fees for 52 events and estimated annual processing fees (tipping fees) based on the gross tonnes diverted by the Township in 2019 (61.70 MT).

Name of Proponent: \_\_\_\_\_

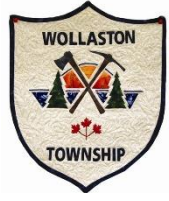
Witness or Seal: \_\_\_\_\_

Signature of Proponent: \_\_\_\_\_

*(I have authority to bind the Corporation)*

Date and Location: \_\_\_\_\_





**Form 3**

**Location of Material Recovery Facility or Transfer Station (MRF or TS)**

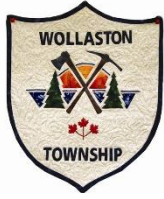
**Request for Proposals  
Blue Box Recycling Processing and Haulage Services  
Wollaston Waste Disposal Site  
Township of Wollaston  
RFP# LF-2020-01**

**Company Name:** \_\_\_\_\_

**Authorized Company Signature:** \_\_\_\_\_

The following is the facility (MRF or TS) proposed by the Proponent to be utilized for the contact:

<b>Material Recovery Facility or Transfer Station</b>	<b>Facility Owner</b>	<b>Location <i>(physical address)</i></b>



**Form 4**

**Details of Proponent's Proposed Operation of the Work**

**Request for Proposals  
Blue Box Recycling Processing and Haulage Services  
Wollaston Waste Disposal Site  
Township of Wollaston  
RFP# LF-2020-01**

**Company Name:** \_\_\_\_\_

**Authorized Company Signature:**

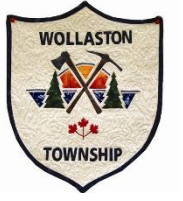
**1. Describe the equipment (haulage vehicle) the Proponent proposes to use for collection/haulage of Blue Box Recyclables from the Transfer Station at the Wollaston Waste Disposal Site to the Proponent's processing facility (attach details on a separate page if required):**

**2. Describe the Proponent's plan in the event of equipment failure**

**3. Provide a basic description of the Proponent's work plan:**

**4. Describe the sorting requirements that are proposed by the Proponent in order to meet with the Township's existing Blue Box Recycling material diversion requirements (i.e. single-stream, dual-stream, multi-stream, etc.):**

**5. Describe any Blue Box-related materials that are identified by the Proponent that may not be accepted as part of their proposal:**



**Form 5**

**Tipping Fees**

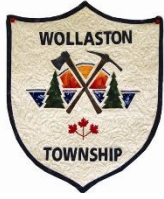
**Request for Proposals  
 Blue Box Recycling Processing and Haulage Services  
 Wollaston Waste Disposal Site  
 Township of Wollaston  
 RFP# LF-2020-01**

**Company Name:** \_\_\_\_\_

**Authorized Company Signature:** \_\_\_\_\_

The Proponent is to identify the tipping fees per tonne for processing of Blue Box recyclables at their facility (as may be applicable):

Blue Box Recycling Stream	Tipping Fee <i>(Cost per Tonne; \$/MT)</i>
Mixed Fibres	
Commingled Containers	
Old Corrugated Cardboard (OCC)	
Glass	



**Form 6**

**Revenue Sharing**

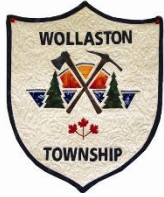
**Request for Proposals  
 Blue Box Recycling Processing and Haulage Services  
 Wollaston Waste Disposal Site  
 Township of Wollaston  
 RFP# LF-2020-01**

**Company Name:** \_\_\_\_\_

**Authorized Company Signature:** \_\_\_\_\_

The Proponent is to describe the Revenue Sharing for Blue Box recyclables for this proposal based on the following options (as may be applicable). If no Revenue Sharing is proposed, enter "N/A".

Option No:	Description of Type of Revenue Sharing	Blue Box Recyclable Stream	Revenue Share
1	Percent of Total Revenue Received (%)	Mixed Fibres	%
		Commingled Containers	%
		Old Corrugated Cardboard	%
		Glass	%
2	Flat Rate (\$/tonne)	Mixed Fibres	\$/Tonne
		Commingled Containers	\$/Tonne
		Old Corrugated Cardboard	\$/Tonne
		Glass	\$/Tonne
3	Other (Describe)	Mixed Fibres	
		Commingled Containers	
		Old Corrugated Cardboard	
		Glass	



**Form 7**

**Haulage Services**

**Request for Proposals  
 Blue Box Recycling Processing and Haulage Services  
 Wollaston Waste Disposal Site  
 Township of Wollaston  
 RFP# LF-2020-01**

**Company Name:**

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**Authorized Company Signature:**

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The Proponent is to identify the haulage fees from the Wollaston Waste Disposal Site to the Proponent's MRF/TS, per haulage event:

<b>Haulage Details</b>	<b>Haulage Cost</b> (cost per haulage event; 52 events per year)
<p>Weekly Haulage of All Blue Box Recyclables to MRF or TS</p> <p>(Mixed Fibres / Commingled Containers / Old Corrugated Cardboard / Glass)</p> <p><b>NOTE: 52 Haulage Events Per Year</b></p>	



**Form 8**

**Proponent References and Contact Information**

**Request for Proposals  
 Blue Box Recycling Processing and Haulage Services  
 Wollaston Waste Disposal Site  
 Township of Wollaston  
 RFP# LF-2020-01**

**Company Name:**

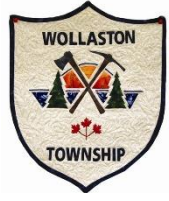
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**Authorized Company Signature:**

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The following is a list of Proponent references related to similar work completed by the Proponent.

Proponent Reference (i.e. company name, municipality, etc.)	Nature of the Work (description)	Contact Person(s)	Contact Information (address, telephone #, email, website, etc.)



**Form 9**

**List of Subcontractors**

**Request for Proposals  
Blue Box Recycling Processing and Haulage Services  
Wollaston Waste Disposal Site  
Township of Wollaston  
RFP# LF-2020-01**

**Company Name:**

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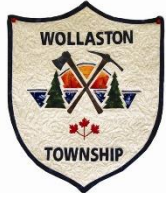
**Authorized Company Signature:**

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The following work will be performed (or provided) by Subcontractors and coordinated by the Proponent:

Portion of the Work	Subcontractor / Supplier	Three (3) References Each





**Form 10**

**Addenda**

**Request for Proposals  
Blue Box Recycling Processing and Haulage Services  
Wollaston Waste Disposal Site  
Township of Wollaston  
RFP# LF-2020-01**

I/We hereby acknowledge receipt of Addendum No \_\_\_\_\_ to \_\_\_\_\_ \* inclusive and confirm that the Proposal prices provide for the revisions as described in the Addenda.

\*The Proponent shall insert above the numbers of the Addenda received by them during the RFP period and taken into account in preparing their Proposal.

Name of Proponent: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

*(I have authority to bind the Proponent)*

## Appendix A





# WOLLASTON TOWNSHIP RECYCLING GUIDE



## Municipal Battery Recycling Program



Bring your old, single use or cell phone batteries into our Landfill. The following battery types are accepted.

- Alkaline sealed cell batteries (found in flashlights, radios, clocks, pagers, etc.)
- Lithium ion, nickel metal hybrid, nickel cadmium, primary lithium and mercury batteries (found in many cell phones)

Batteries **NOT** accepted in the Battery Box program include batteries that are greater than 1kg (i.e. car batteries)



The following electronic waste items can be disposed of at the Wollaston landfill free of charge:

- Amplifiers •Audio & video players & recorders
- Cameras •Cell phones •Computers •Copiers
- Digital cameras •Fax machines •Monitors
- Pagers & PDAs •Printers •Radios •Receivers
- Scanners •Speakers •Telephone & Answering machines
- Tuners •Turntables •Televisions
- Video Projectors

The Township accepts your old tires (off rim)  
Free of charge

Please take your Household Hazardous Waste to our annual HHW events held at the Faraday Township Public Works Yard

Please keep fibres **SEPARATE** from containers!!!

## FIBRES

**NEWSPAPERS, MAGAZINES & CATALOGUES** - Including advertising inserts, catalogues, telephone books, hard cover books and glossy flyers

**EGG CARTONS** - Made from recycled paper

**CORRUGATED CARDBOARD** - Boxes used for shipping stereos, furniture or groceries. The boxes must be flattened. **No waxed cardboard (often produce boxes) or soiled pizza boxes.**

**BOXBOARD** - Cereal boxes, detergent boxes, shoe boxes, paper towels & cardboard tubes

**MIXED & OFFICE PAPERS** - Junk mail, writing paper, envelopes, brochures & coupons etc.

**BROWN PAPER BAGS** - Grocery bags, store bags

**PLASTIC FILM** - Store plastic bags inside another plastic bag, tie & place in Blue Box.

## CONTAINERS

**PLEASE RINSE JARS, CANS, ETC. & DO NOT FILL CANS WITH PAPER, ETC.**

**GLASS BOTTLES & JARS** - Clear & coloured beverage & food containers

**METAL BEVERAGE & FOOD CANS**

**PLASTIC WATER & SOFT DRINKS BOTTLES (P.E.T.)**

**RIGID PLASTIC BOTTLES** - Milk, fabric softener, bleach and windshield washer bottles etc.

**ALUMINUM TRAYS & FOIL**

**MIXED PLASTICS** - Margarine, Ice Cream, yogurt, ketchup, peanut butter, shampoo bottles, etc.

**POLYSTYRENE (Styrofoam)** - Meat trays, bakery trays, plastic & foam cups, fast food containers, etc. **NOT** black Styrofoam. (must be clean with absorption pads removed)

**WAX COATED MILK & JUICE CARTONS & DRINK BOXES** - Milk & juice cartons,

**PLEASE USE THE SEPARATE TOTES AT THE LANDFILLS FOR THE**

**FOLLOWING** - Metal paint pails (dry), Oil, Antifreeze containers, Lubricant pails, etc.

**PLEASE DISPOSE OF THE FOLLOWING IN SEPARATE DESIGNATED AREAS:**

Couch, Mattresses, Carpet, Flooring, etc.

We also accept Fridges, Freezers, etc. for a fee and Scrap Metal

## **NOT RECYCLABLE**

Dog or cat food bags, lawn chairs, plastic barrels, and pieces of siding.

**DO NOT** place used paper plates or any items that have remnants of food on them in the Recyclables and Paper cups and straws are garbage.

Put sharps in yellow boxes which are available at most local pharmacies -

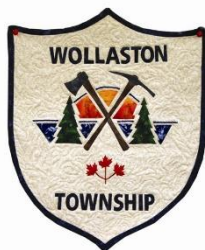
**DO NOT** dispose of sharps in the Recycling or the Garbage at our Landfill



**FOR MORE INFORMATION CONTACT THE TOWNSHIP OFFICE  
AT 1-613-337-5731 OR OUR WEBSITE [www.wollaston.ca](http://www.wollaston.ca)**

## Appendix B





## Service Agreement (Sample)

**THIS AGREEMENT** made in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**BETWEEN:**

**THE CORPORATION OF THE TOWNSHIP OF WOLLASTON**  
(The "Township")

- AND -

**PROPONENT NAME**  
(The "Contractor")

**WHEREAS** on August 07, 2020 the Township issued Request for Proposal #LF-2020-01 (and Addendum # (insert number) dated (date) [repeat for each Addendum] for Blue Box Recycling Processing and Haulage Services (the "RFP");

**AND WHEREAS** on (enter date of Proponent's proposal) the Contractor submitted a proposal in response to the RFP (the "Proposal");

**AND WHEREAS** the Township wishes to enter into an agreement with the Contractor for the services, as more particularly described in the RFP, the Proposal and any terms subsequently negotiated by the parties and attached hereto as Schedule "A" and forming part of this Agreement (the "Services");

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the premises and other good and valuable consideration, the sufficiency whereof is acknowledged hereby by the parties, the parties hereto agree with each other as follows:

1. The Contractor shall provide the Services pursuant to all the terms and specifications set out in Schedule "A". If there should be any conflict between the provisions of this Agreement and the provisions of Schedule "A", the provisions of this Agreement shall prevail.
2. The term of this Agreement shall commence January 01, 2021.
3. The Township shall pay the Contractor for Services as outlined in Schedule "A".
4. If the Township, acting reasonably, determines that the other party has failed to perform its obligations pursuant to this Agreement, then they may terminate this Agreement upon giving at least one hundred and twenty (120) days written notice to the other party.
5. The Contractor shall indemnify and save harmless the Township, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest, or damages of every nature and kind whatsoever arising out of the negligence, errors, omissions, fraud or willful misconduct of the Contractor, its officers, employees, agents and subcontractors, or any of them, attributable to or connected with the performance, non-performance or purported performance of the Contractor obligations pursuant to this Agreement, except to the extent that same is attributable or caused by the negligence of the Township, its officers, employees and agents, or any of them. Further, this indemnity shall survive the expiration or early termination of this Agreement and continue in full force and effect for a period of five (5) years.

6. This Agreement together with its schedule constitutes the entire understanding between the parties. Any change, addition to, or waiver of the terms hereof must be specifically agreed upon, in writing, and signed by both parties. Failure on the part of either party to insist upon the strict observance of any of the terms and/or conditions herein shall not operate as a waiver of such party's right to require the future observance of any such terms or conditions.
7. This Agreement shall not be assigned, in whole or in part, by either party hereto without the prior written consent of the other party. This Agreement, all its covenants, promises and conditions shall inure to the benefit of and be binding upon the parties hereto and their respective permitted successors and assigns.
8. Either party may terminate this Agreement at any time, without notice, for just cause which shall include, without limitation, dishonesty, fraud, willful deceit or failure to properly fulfill the obligations hereunder where such failure is not remedied within ten (10) days after notice of same is given.
9. This Agreement shall be construed and interpreted in accordance with the laws of the Province of Ontario, Canada.

**IN WITNESS WHEREOF**, the parties hereto have duly executed this Agreement.

**(CONTRACTOR NAME)**

Per: \_\_\_\_\_

Name:

Position:

Per: \_\_\_\_\_

Name:

Position:

I/We have the authority to bind the Corporation.

**THE CORPORATION OF THE TOWNSHIP OF WOLLASTON**

Per: \_\_\_\_\_

Name:

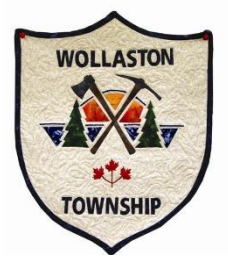
Position:

Per: \_\_\_\_\_

Name:

Position:

I/We have the authority to bind the Corporation.



## Schedule A

1. Request for Proposals – Blue Box Recycling Processing and Haulage Services (RFP: LF-2020-01)
2. [Proposal of Proponent]
3. Service Agreement
4. [Insert Additional Documents (as applicable)]

SAMPLE