

REQUEST FOR QUOTES

**2024 Residential Heavy Garbage Collection
(North of Smokey)**

VIC-RFQ-04-24

The Municipality of the County of Victoria is issuing this Request for Quotes (RFQ) seeking the services of a qualified contractor to conduct residential heavy garbage collection in the northern portion of the Municipality.

Municipality of the County of Victoria
495 Chebucto Street, PO Box 370
Baddeck, NS B0E 1B0

INSTRUCTIONS TO BIDDERS

SEALED QUOTES will be received by the undersigned up to **3 P.M., Wednesday, April 24th, 2024**, for the following:

HEAVY GARBAGE COLLECTION (North of Smokey)

ELECTRONIC quotes are acceptable and all required information must be included with the submission.

Electronic quotes must display “**RESIDENTIAL HEAVY GARBAGE COLLECTION (NORTH OF SMOKEY) VIC-RFQ-04-24 RESPONSE**” in the subject line. These can be e-mailed to: Kelly.brett@victoriacounty.ca

Quotes must be sealed and designated VIC-RFQ-04-24 Residential Heavy Garbage Collection (North of Smokey) and returned to the Municipality of the County of Victoria, PO Box 370, 495 Chebucto St., Baddeck, NS.

A list of respondents and pricing will be made available upon request after the closing date.

Accompanying Documents – All bids must include the following documents:

- A letter of good standing/clearance from the Worker’s Compensation Board of Nova Scotia
- A letter of good standing from the Nova Scotia Construction Safety Association (NSCSA) or equivalent (if applicable).
- A copy of General Liability Insurance.
- A copy of the Company’s Occupational Health and Safety Policy

The Municipality of the County of Victoria reserves the right to reject all quotes or to accept any quote or part thereof considered to be in its best interest.

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SECTION 1.0 – INSTRUCTION TO RESPONDENTS

1. Any questions concerning this RFQ are to be directed to Kelly Brett by email: kelly.brett@victoriacounty.ca
2. Respondents with written submissions are to complete all spaces in Section 4 in ink or type written, any changes are to be initialed by the person signing the document.
3. Respondents are responsible for becoming familiar with the collection routes in each area.

SECTION 2.0 – GENERAL CONDITIONS

- 2.1** The contractor shall at all times enforce strict discipline and good order among their employees and shall avoid any unfit person or any person not skilled in the work assigned to the employee.
- 2.2** The contractor shall comply with all provisions of the Worker’s Compensation Act, Employment Insurance Act, Occupational Health and Safety Act and all regulations made pursuant to the acts. Further, the contractor shall comply with any Federal, Provincial or Municipal Acts, Regulations, or Ordinances applicable to the work to be carried out under this contract. Contractors are to provide a letter of good standing from the Worker’s Compensation Board with their response.
- 2.3** The contractor shall secure and pay for all licenses and permits required for the performance of this work.
- 2.4** The contractor shall be responsible for any and all damages, or claims for damages, for injuries or accidents done or caused by the contractor or their employees, resulting from the execution of the work, or any of the contractor’s operations, or caused by reason of condition or location, or the condition of the work or premises, or of any materials or machinery used there on, or which may happen by reason thereof, or arising from failure, neglect or omission of the contractor’s or their employees part, or the several acts or things required to be done on the contractor’s part or on the part of the contractor’s employees, and covenants, and agrees to hold the Municipality harmless and indemnified for all such damages and claims for damages.
- 2.5** The contractor shall carry such insurance as is required to protect the contractor, any subcontractor, the Municipality, their agents, and employees from all claims which may arise from the operations under this contract. The amounts of such insurance shall not be less than the following:
- 2.5.1** For liability for bodily injury, including accidental death, One million dollars (\$1,000,000) for any one person and subject to the same limit for each person.
 - 2.5.2** For liability for property damage, One million dollars (\$1,000,000) on account of each accident.
- 2.6** The contractor shall not sub-contract any portion of the work without the written consent of the Municipality. Sub-contracting the work or any part thereof shall not relieve the contractor of any responsibilities or obligations under the terms of the contract.
- 2.7** For the purposes of the contract, normal working days shall be all days except Sundays and except any legal holidays.
- 2.8** The contractor shall always be aware that they are performing a public service and shall enforce strict discipline and good order among their employees. The contractor shall ensure that employees respond to the public with proper decorum and respect.

SECTION 3.0 – SPECIFICATIONS

3.1 Scope of Work

The work shall include all labour, equipment, clothing, and incidentals required to provide heavy garbage collection services within the Municipality. The days of collection and routes are to be strictly adhered to.

3.2 Materials

The contractor shall be responsible for the supply of any and all materials, incidentals, and equipment required for the completion of the work. This shall include such items as protective clothing, hard hats, safety vest, etc. for the employees.

3.3 Method of Work

3.3.1 Collection of Heavy Garbage must start on **Monday, May 6th, 2024.**

3.3.2 Collection of Heavy Garbage must be completed by **Friday, May 17th, 2024.**

3.3.3 Collection shall be made only once at each dwelling, provided that the heavy garbage is placed for collection at the scheduled time.

3.3.4 All materials must be sorted by the contractor as metal, wood and waste material when deposited at the Dingwall Transfer Station.

3.4 Equipment

3.4.1 The vehicle to be used for collection shall be specifically designed for the type of work required in this contract.

3.4.2 The vehicle shall be properly constructed and maintained to prevent crushed debris or liquids from spilling on the street. It is the contractor's responsibility to clean up any such spills. The vehicle shall be equipped with brooms and shovels to clean up spills.

3.4.3 The contractor shall determine the number of vehicles and the amount of labour required to complete a route in the prescribed time set out in section 3.3.1 - 3.3.2. However, the collection must be carried out in the allotted time and the Municipality reserves the right to direct the contractor to increase the number of vehicles to ensure adequate performance. There shall be no additional compensation in the event of these circumstances.

3.4.4 All equipment must be kept clean and well maintained.

3.5 Communications

The contractor shall provide a telephone number where the contractor or their designate can be contacted during collection hours. The contact person shall be capable of making all decisions regarding the work set out in this contract.

3.6 Occupational Health and Safety

3.6.1 All work in this contract shall be carried out in compliance with the applicable health and safety regulations.

3.6.2 All personnel engaged in the collection of solid waste shall wear appropriate safety apparel to reduce the risk of injury, which may result from the carrying out of their assigned duties. As a minimum this shall include safety boots, hard hat, gloves, safety vests, safety glasses and sufficiently sturdy coveralls or pants and shirt.

3.7 Collection Area

North of Smokey

All paved roads and side roads collected during weekly municipal waste/recyclables collection within the Municipality of the County of Victoria's boundaries from the base of Smokey on the Ingonish side, north to Bay St. Lawrence and Big Interval.

3.8 Disposal

3.8.1 All materials collected under the terms of this contract shall be **sorted as metal, wood and waste materials when deposited at the Dingwall Transfer Station.**

3.8.2 It is understood that the amount of material for disposal will vary from household to household. The amount can be considerably more than the average; however, it is the contractor's responsibility to ensure that collection on each route is completed on its scheduled week. Further, it is understood that no claims for extra compensation will be paid by the Municipality for variations in quantities placed for collection.

SECTION 4.0 – NOTICE TO RESIDENTS

RESIDENTIAL HEAVY GARBAGE COLLECTION

Starting **Monday, May 6th, 2024**

GENERAL RULES & GUIDELINES

Material must be placed curbside by **6 am on Monday, May 6th, 2024**. Collection will start on Monday and continue until all areas are completed.

DO NOT PLACE YOUR WEEKLY REGULAR GARBAGE/RECYCLABLES/ORGANICS WITH YOUR HEAVY GARBAGE. KEEP THESE SEPARATE ON YOUR COLLECTION DAY.

Wood and Metals should be placed in separate bundles at least 1.2 m (4 ft.) apart.

Only material designated as heavy garbage will be collected.

Collection vehicles will **VISIT EACH AREA ONCE**, starting **Monday, May 6th, 2024**.

ACCEPTABLE HEAVY GARBAGE WASTE STREAMS

Bulky Material: Includes sofas, mattresses, asphalt shingles, insulation (bagged), carpet, flooring, furniture, box spring, vinyl windows, etc.

Metal Materials: Includes white goods (fridges, stoves, deep freezers, dishwashers, etc.), metal fencing, bicycles, water tanks, steel bathtubs, etc.

Wood Materials: Includes used, disassembled fencing, wooden stairs, wood posts, wood shingles, disassembled decking, etc.

NOTE: ALL materials **must** be disassembled and not exceed 1.2 m (4 ft.) in length.

UNACCEPTABLE MATERIAL FOR HEAVY GARBAGE COLLECTION

- **NO** regular household garbage, blue bag material or organic waste.
- **NO** vehicle parts will be collected curbside.
- **NO** vehicle tires will be collected curbside.
- **NO** branches, trimmings, brush or grubbings will be collected curbside.
- **NO** propane tanks/cylinders will be collected curbside.
- **NO** concrete, mortar and brick will be collected curbside.
- **NO** computers, computer related equipment, monitors, TV's, microwaves, or stereo equipment will be collected curbside.
- **NO** ride-on lawnmowers will be collected curbside.
- **NO** oil tanks will be collected curbside.



SECTION 5.0 – FORM OF QUOTE (Page 1 of 3)

CONTRACTOR: _____

ADDRESS: _____

TELEPHONE: _____ **EMAIL:** _____

NAME OF COMPANY PRINCIPAL: _____

TITLE OF COMPANY PRINCIPAL: _____

CONTACT NAME AND NUMBER PER SECTION 3.5: _____

**DESCRIPTION OF CONTRACTOR'S EXPERIENCE IN THE REFUSE AND GARBAGE COLLECTION FIELD,
INCLUDING THE NAMES OF EXISTING CLIENTS:** _____

**DESCRIPTION OF EQUIPMENT, INCLUDING MAKE, MODEL, YEAR AND CAPACITY, INCLUDING
SUBCONTRACTOR EQUIPMENT:** _____

SECTION 5.0 – FORM OF QUOTE (Page 2 of 3)

SCHEDULE OF COSTS			
ROUTE	COST PER AREA	TAX (HST)	TOTAL FOR AREA
Area 1 (North of Smokey)			

NOTE: THE MUNICIPALITY RESERVES THE RIGHT TO AWARD THIS RFQ IN PART OR IN WHOLE.

SECTION 5.0 – FORM OF QUOTE (Page 3 of 3)

This quote is made by the respondent without any connection, knowledge, comparison of figures or arrangement with any other person making a quote for the same work and is in all respects without collusion or fraud.

The respondent has carefully examined the site of the proposed works, and all documents relating thereto, including instructions to Respondents, General Conditions, Specifications, Form of Quote and Rules, and fully understands the work to be done.

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:

WITNESS: _____ **SIGNING OFFICER:** _____

TITLE OF SIGNING OFFICER: _____

THIS _____ **DAY OF** _____ **2024.**

SECTION 6.0 – RULES FOR COLLECTION

The Residential Heavy Garbage Collection will begin on **Monday, May 6th, 2024**. The contractor is responsible for removing **ALL** collectable materials placed curbside for collection.

Non-collectible materials, banned materials and materials placed out late **will not be collected**.