



MUNICIPALITY OF THE DISTRICT OF BARRINGTON

REQUEST FOR PROPOSALS

FOR

*COLLECTION AND TRANSPORTATION OF  
SOLID WASTE, RECYCLABLES, ORGANICS  
AND RESIDUAL WASTE*

March 2016

**The Municipality of the District of Barrington**  
**Tender Number MoDB-1601**  
**Curbside Collection of Solid Waste between May 1, 2016 - April 30, 2021**

TABLE OF CONTENTS

Notice to tenderers

|         |                          |
|---------|--------------------------|
| Part 1  | General                  |
| Part 2  | Estimated Waste Volumes  |
| Part 3  | Collection               |
| Part 4  | Spring and Fall Clean Up |
| Part 5  | Transportation           |
| Part 6  | Vehicles                 |
| Part 7  | Monitoring               |
| Part 8  | Reporting                |
| Part 9  | General Terms            |
| Part 10 | Disclaimer               |
| Part 11 | Proposal Evaluations     |

Appendices:

- A – Recyclable Materials List
- B – Organic Materials List
- C – Spring and Fall Clean Up List
- D –Request for Proposals Submissions Forms (6 pages)

**The Municipality of the District of Barrington  
Tender Number MoDB-1601  
Curbside Collection of Solid Waste between May 1, 2016 - April 30, 2021**

NOTICE TO TENDERERS  
Sealed Tenders addressed to:  
Rob Frost  
Chief Administrative Officer  
Municipality of the District of Barrington  
PO Box 100  
Barrington, NS  
BOW 1E0

marked Tender No. MoDB-1601 "Curbside Collection of Solid Waste " will be received until 2:00pm on Monday, April 11, 2016.

**SPECIFICATIONS  
FOR THE  
COLLECTION AND TRANSPORTATION OF SOLID WASTE**

1. GENERAL

- 1.1 The work shall include all labour, equipment, materials and incidentals necessary to provide collection and transportation of source separated solid waste from the residential and industrial, commercial and institutional sectors in the Municipality of the District of Barrington.
- 1.2 Collection and transportation is divided into three streams consisting of recyclable, organic and residual waste.
- 1.3 Because the Municipality of Barrington is the *Lobster Capital of Canada*, and because lobster fishing is so important to the economy of the area, the Municipality provides in its solid waste collection that two (2) green carts of lobster waste will be collected weekly as part of the municipal solid waste collection. The two (2) green carts of lobster waste will be accepted, with bands on, as long as they are acceptable at the compost facilities where they are disposed of in this manner. Should the facilities change their requirements, then the requirements under this agreement will change accordingly. Two (2) green carts of lobster waste will only be collected at lobster processing facilities, and not at any other residence or industrial, commercial or institutional businesses in the Municipality.

2. ESTIMATED WASTE VOLUMES

- 2.1 The volumes of recyclable, organic, and residual waste collected over the past years are indicative of the volumes expected to be collected and transported in future years.

|      | <u>Recyclables</u> | <u>Organics</u> | <u>Residuals</u> | <u>Clean-ups</u> |               |
|------|--------------------|-----------------|------------------|------------------|---------------|
|      |                    |                 |                  | <u>Spring</u>    | <u>Fall</u>   |
| 2015 | 311                | 335             | 1,634            | 117              | 58            |
| 2014 | 287                | 356             | 1,509            | 60               | 48            |
| 2013 | 313                | 358             | 1,645            | 71               | 25            |
| 2012 | 340                | 361             | 1,305            | 108              | not available |
| 2011 | 385                | 391             | 1,060            | 76               | 57            |

Volumes actually collected will vary depending on circumstances.

2.2 The 2011 Census states there are 6,994 people in the Municipality. There are an estimated 3,661 dwelling units. The dwelling units are distributed approximately as follows:

|                                              |       |
|----------------------------------------------|-------|
| - Wood's Harbour/Shag Harbour                | 674   |
| - Cape Sable Island                          | 1,141 |
| - Bear Point/Barrington/Barrington Passage   | 815   |
| - Barrington/Port LaTour/Baccaro/Clyde River | 1,031 |

These statistics are provided as a guide only and may vary from time to time.

### 3. COLLECTION

3.1 All dwellings in the Municipality are permitted to place a combination of five (5) bags of residual and/or recyclable waste, not weighing more than 15 kilograms each, at curbside for collection every week.

All dwellings in the Municipality are permitted to place one (1) green cart, kitchen bin, plastic bucket or paper bag of organic waste at curbside for collection every week.

3.2 All commercial, industrial and institutional establishments in the Municipality are permitted to place a combination of twelve (12) bags of residual and/or recyclable waste, not weighing more than 15 kilograms each, at curbside for collection every week.

All commercial, industrial and institutional establishments in the Municipality are permitted to place two (2) green carts, kitchen bins, plastic bucket or paper bag of organic waste at curbside for collection every week.

3.3 The proponent shall provide bulky item collection service to all dwellings and commercial, industrial and institutional establishments within the Municipality on a daily basis at the same time as the municipal waste collection. Bulky waste shall include refrigerators, stoves, washing machines, furniture, mattresses, rugs, etc. Bulky waste shall be collected along with municipal solid waste on a daily basis. Metal items including refrigerators, stoves and washing machines shall be deposited at the Municipal Construction and Demolition Debris Landfill Site, on Highway 103, in Barrington. The remaining bulky waste including furniture, mattresses, rugs, etc. shall be transported together with the municipal solid waste to the Queens Landfill Site, or other site to be determined by the Chief Administrative Officer. The cost of collection and transportation of bulky waste shall be included as part of the proponent's proposal.

Bulky waste is to be collected on the same day it is placed at roadside during the regular weekly collection.

- 3.4 Collection shall be done within the hours of 7:00 a.m. and 5:00 p.m. weekdays.
- 3.5 Collection shall be at roadside on all public and designated private roads and highways for every residential, commercial, industrial and institutional use property, including seasonally occupied premises, as well as for premises on private roads who deposit their waste and recyclables at the roadside edge of the adjacent public road.
- 3.6 Collection shall include removal of waste and recyclables from bins placed at roadside by residents and businesses.
- 3.7 In the Barrington Passage Business District from The Courtyard to Causeway Interiors, including the Causeway shopping areas, local businesses will not be required to place waste at the curbside for collection. Curbside collection in this area causes unnecessary traffic delays and congestion that is best avoided by having the collection take place at a location agreed to by the business owner and the collector on the property of the business. There will be no extra charge by the collector for this service to the businesses in the area.
- 3.8 Municipal Waste collection shall only be provided on provincially and municipally owned and maintained roads (government plowed roads) and private roads that, in the sole discretion of the Municipality:
  - (a) are wide enough and have adequate turning area for the collection vehicles, and
  - (b) are maintained and plowed adequately to permit travel by collection vehicles.
- 3.9 Collection shall be done according to a regular schedule that shall be advertised within the Municipality by the contractor at his expense.

During inclement weather and during equipment breakdown collection routes must be completed that day, whenever possible.

Collection delays or alterations must be reported to the Municipal Office immediately and advertised on the radio by and at the expense of the collector, if deemed necessary by the CAO.

All other changes in the collection schedule initiated by the Collector for any reason must be advertised in the local newspaper and on the local radio station at least one week in advance, at the collector's expense. All changes in the schedule must receive prior written approval from the Municipality.

- 3.10 Recyclables are collected in clear or blue plastic bags and residual waste is collected in clear colored bags or opaque/colored plastic bags. Organics are collected in plastic green carts, plastic kitchen bins or plastic buckets and paper bags.

Recyclable materials also include newspaper and cardboard. These items can be put in recycle bag or flattened and bundled separately. A bundle of paper or cardboard equals one recyclable bag.

Recyclable wastes are those materials accepted by the materials processing facility and are listed in Appendix "A".

- 3.11 Organic wastes are those compostable materials accepted by the materials processing facility and are listed in Appendix "B".
- 3.12 Materials may be added or deleted from these lists from time to time as determined by the Municipality.
- 3.13 Collection shall take place on both sides of the roadway.

#### 4. SPRING AND FALL CLEAN-UP

- 4.1 Annual Spring and Fall Clean-ups shall be provided each year during which waste which is not normally collected weekly and bulky waste will be collected and transported to approved sites.
- 4.2 The list of waste to be included in these clean-ups is attached as Appendix "C". All clean-up waste placed at roadside during spring and fall clean-ups is to be collected regardless of whether or not it is listed in Appendix "C" with the only exception being hazardous waste. Materials may be added or deleted from these lists from time to time as determined by the CAO.
- 4.3 The Collector shall advertise the dates of these collections at least twice in the local newspaper prior to the collections. The Collector shall also advertise these collections on the local radio station during the two weeks prior to both the Spring and Fall Clean-Ups. Advertising must be approved by the CAO prior to issuance. The dates of the clean-ups will be determined by the agreement of the Collector and the CAO and shall normally be during the months of April and October each year.
- 4.4 Mixed waste collected as part of the Spring and Fall Clean-ups must be transported to the Queens Landfill by the Collector at the Collector's expense. This will not include bulky waste or mixed waste from the regular daily waste collection.

- 4.5 Bulky waste collected during the Spring and Fall Clean-ups must be transported to the Queens Landfill by the Collector at the Collector's expense.
- 4.6 Appliances and other metals may be deposited by the Collector in the metal pile at the C & D Landfill when brought there providing it is metal only.
- 4.7 Wood that has been separated by the Collector may also be deposited at the C & D Landfill in the wood pile also providing it is wood only.
- 4.8 Construction and Demolition materials will be collected in the Spring and Fall Clean-ups.
- 4.9 Wood and metals must be separated by the Collector as much as possible during the Spring and Fall Clean-ups.
- 4.10 Electronics collected by the Collector during Spring and Fall Clean-ups must be deposited at the Enviro Depot located at 400 Oak Park Road.
- 4.11 Any materials rejected during the Spring and Fall Clean-ups must have a rejection sticker attached stating clearly the reasons for rejection. Waste is not to be rejected because the quantity is too much.
- 4.12 The Collector will pay all advertising costs for the Spring and Fall Clean-ups and have the ads approved by the CAO prior to publishing.

## 5. TRANSPORTATION

- 5.1 Recyclable, organic and residual waste will be transported daily to the Queens Landfill Site.
- 5.2 Destinations for transportation of waste materials may be changed by the Municipality from time to time in their sole discretion including waste materials transported to the Municipal C & D Site.
- 5.3 The cost of transportation shall be stated as a "per kilometre rate". The Municipality will pay transportation costs based on the "per kilometre rate" times the distance from the waste disposal site to the nearest point of waste collection as determined from the waste collection schedule.



6. VEHICLES

6.1 Collection of organic waste and residual waste shall be done in a “compactor” truck. All collection vehicles shall be equipped with rotating amber warning lights located so as to be visible from both directions. These lights shall be operating at all times during the collection and transportation of waste.

6.2 The Collector shall have Workers’ Compensation coverage in place at all times during the term of the collection contract and shall provide proof of coverage prior to commencing the contract and prior to the start of every year of the contract.

Traffic safety vests shall be worn by all collection personnel including all drivers of vehicles during the collection and transportation of waste.

6.3 All collection and transportation vehicles shall be loaded to avoid the spillage of the contents of the vehicle. Collection personnel shall immediately clean up any materials which fall from the collection vehicle or which is spilled during the collection or transportation process. All collection vehicles shall be equipped with clean up tools such as brooms, rakes, shovels, etc.

6.4 Liquid or moisture shall not be permitted to drain or leak from collection vehicles.

6.5 All collection vehicles shall be washed and cleaned and deodorized weekly. The contractor is to indicate the method of washing to be used.

6.6 All collection and transportation vehicles shall be clearly identified as belonging to the contractor and shall include the business telephone number of the contractor clearly displayed on each side of the vehicle.

6.7 All collection vehicles shall be equipped with two-way radios or operating cellular phones so that communication is maintained at all times during the collection and transportation process.

6.8 All collection vehicles shall be maintained in good working order so that no leakage of motor or transmission fluids or emission of excessive exhaust fumes is apparent.

## 7. MONITORING

7.1 The Collector shall monitor the recyclables, organics and residual waste being collected to ensure that:

- (a) bags of recyclables contain only those materials listed in Appendix “A”,
- (b) organics contain only those materials listed in Appendix “B”, and
- (c) residual waste contains all other household wastes except household hazardous waste, construction and demolition wastes and other wastes banned from landfills by the Province of Nova Scotia.

7.2 The Collector shall place “rejection stickers” on any waste not collected. The “rejection sticker” must indicate the reason the waste is unacceptable and a telephone number at which the Collector may be contacted during business hours. No waste is to be rejected without placing a “rejection sticker” indicating the reasons for rejection on the container holding the waste. “Rejection stickers” will be supplied by the Municipality at the expense of the Municipality.

7.3 In the case of repeated non-compliance by businesses or residents, the Collector shall:

- (a) visit the business or resident and explain the waste separation and collection program,
- (b) continue to monitor the performance of the business or resident, and
- (c) report to the CAO as required.

7.4 The Collector shall be responsible for the payment of any penalties, with no recourse to the Municipality, imposed by the operators of the recycling depot, the organics processing facility, or the landfill site at which materials are deposited. The Collector is responsible for any costs associated with addressing deficiencies in rejected loads.

7.5 The Collector shall not circulate or communicate general waste collection information to the public without the prior written approval of the CAO.

## 8. REPORTING

8.1 The Collector shall record daily, and provide monthly, a report for the CAO, indicating any problems, non-compliance by businesses or residents, and suggested changes to the waste collection and transportation program.

- 8.2 The Collector shall keep a daily record of addresses where “rejection stickers” are issued and the reasons for rejection and submit a monthly report to the CAO of such addresses.
- 8.3 The Collector shall submit a report after each spring and fall clean-up detailing a summary of the number of loads and weight of the waste collected in each load.

9. GENERAL TERMS

- 9.1 The term of this Agreement shall be for five (5) years beginning May 1, 2016 and ending April 30, 2021.
- 9.2 The collection and transportation contract shall not be assigned nor shall any sub-contractor be employed by the contractor without the prior written consent of the CAO or his designate.
- 9.3 The Contractor, including his servants and agents shall carry Public Liability and Property Damage Insurance, without intermission, in the amount of at least \$3,000,000 per vehicle. Such policies are to contain a provision to give thirty (30) days written notice of cancellation or any alteration to the policy to the prejudice of the Municipality to the CAO of the Municipality.

The Contractor shall provide a copy of all policies to the CAO prior to commencement of the Contract.

In default of any requirement of this clause the Municipality may obtain such insurance and charge all premiums paid by the Municipality against any payments due the Contractor by the Municipality, without recourse by the Contractor.

- 9.4 The Contractor shall indemnify and save harmless the Municipality against and from all damages, claims, suits, demands, actions, judgements, and cost of any kind and description as a result of injury or property damage resulting from the performance of this contract or through any improper or defective equipment used by the Contractor or through any act or omission on the part of the Contractor, his employees or sub-contractors.
- 9.5 If the Contractor should be adjudged by the Municipality to be in violation of any provisions of the Collection and Transportation contract at any time, the Municipality

may, without prejudice to any right or remedy, by giving the Contractor 30 days written notice, terminate the contract and complete the work by whatever means the Municipality deems expedient.

- 9.6 The Contractor, his employees and any sub-contractors shall not retain any of the materials collected for their benefit, but shall promptly transport the materials to the designated facilities.
- 9.7 The Contractor shall be paid monthly in equal installments, 1/12th of the sum allocated for each year of the contract.
- 9.8 Prior to the commencement of the contract the Contractor, at his own expense, shall provide to the CAO of the Municipality a Performance Bond, to be in force during the full term of the contract covering all obligations arising under the contract, or alternate security in the form of a certified cheque or irrevocable statement of commercial credit in the amount of one tenth (1/10) of the average yearly contract price, to be returned to the Contractor upon satisfactory completion of the contract, without interest.
- 9.9 Contractors submitting proposals will only be considered if the required Submission Proposal Forms are fully completed and returned to the Municipal Office at 2447, Highway #3, Barrington, prior to the submission deadline.
- 9.10 The contractor must provide 120 days written notice at the Municipal Office to terminate this waste collection agreement and must continue to provide satisfactory waste collection service during the 120 day notice period.

## 10. DISCLAIMER

- 10.1 The Municipality reserves the right to reject any and all proposals, to waive any and all formalities or informalities, and to disregard all non conforming, non responsive or conditional proposals. In addition, the Municipality reserves the right to negotiate contract changes with the finalist proponent, and/or to award a contract to any proponent in the Municipality's sole discretion. The Municipality reserves the right to reject the proposals of any and all proponents if the Municipality believes that it would not be in the best interest of the Municipality to make an award whether because the proposals are non responsive or because the proposals are found to be not responsible or fail to meet any other pertinent standard or criterion established by the Municipality.

The Municipality may conduct such investigations as the Municipality deems necessary to assist in the evaluation of any proposal, to establish the best proposal and to otherwise make its selection.

## 11. PROPOSAL EVALUATIONS

11.1 Proposals will be evaluated based on the following criteria:

|                      |   |            |
|----------------------|---|------------|
| Minimum Standard     | - | 10%        |
| References           | - | 20%        |
| Quality of Service   | - | 30%        |
| Other Considerations | - | 10%        |
| Cost/Price           | - | <u>30%</u> |

100% total weighted score

The proposals will be evaluated by representatives of the Municipality of the District of Barrington in their sole discretion.

## APPENDIX "A"

### RECYCLABLE MATERIALS

- plastic bottles and plastic containers
- clean foil plates
- frozen food bags
- plastic jugs
- steel and aluminum cans
- paper milk cartons
- dry and clean paper
- newspapers
- flyers
- glossy magazines
- catalogues
- envelopes
- containers for motor oil, antifreeze and windshield wash (drained with cap on)
- mini-sips and juice packs
- phone books
- tissue boxes
- milk bags
- glass bottles and jars
- clean tin foil
- detergent boxes
- carry-out cartons
- paper egg cartons
- books
- scribblers
- cereal boxes (no liners)
- milk shake containers

PAPER BUNDLES - flattened and tied.

Materials may be added or deleted from these lists from time to time at the sole discretion of the Municipality.

## APPENDIX "B"

### ORGANIC MATERIALS

#### FOOD WASTE

- coffee grounds and filters
- fish, including lobsters
- leftover foods
- cooking oil, grease and fat
- bones
- fruit
- tea leaves and bags
- solid dairy products
- meat
- vegetables
- bread
- egg shells

#### SOILED PAPER PRODUCTS

- wet paper
- dirty pizza boxes
- paper fast-food cartons
- paper frozen dinner boxes
- paper bags (flour, sugar)
- gift wrap (non metallic)
- waxed paper
- construction paper
- paper towels and tissues
- detergent boxes
- waxed cardboard
- paper cups and plates, including Tim Horton's cups, lids removed
- pet food bags (liners removed)

#### LEAF AND YARD WASTE

- house plant and garden plant waste
- branches less than one (1) metre long
- grass, leaves and brush
- sawdust and wood shavings

#### OTHER

- candles
- lobster waste with bands - subject to disposal site discretion

Materials may be added or deleted from these lists from time to time at the sole discretion of the Municipality.

## APPENDIX "C"

SPRING AND FALL CLEAN-UP MATERIALS MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING: (SEE SECTION 4)

- household furniture
- refrigerators, stoves, washers, dryers
- windows, doors
- mirrors
- empty oil tanks
- empty hot water tanks
- air conditioners
- dehumidifiers
- mattresses
- construction and demolition waste
- wooden materials not in excess of three (3) metres long

No individual items shall exceed 70 kilograms in weight.

Materials may be added or deleted from these lists from time to time at the sole discretion of the Municipality.



REQUEST FOR PROPOSALS SUBMISSION FORMS

MUNICIPALITY OF THE DISTRICT OF BARRINGTON

REQUEST FOR PROPOSALS  
FOR  
COLLECTION AND TRANSPORTATION  
OF  
SOLID WASTE  
RECYCLABLE, ORGANIC AND RESIDUAL SOLID WASTE

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

SIGNATURE OF PROPONENT: \_\_\_\_\_

REQUEST FOR PROPOSALS SUBMISSION FORM

MUNICIPALITY OF THE DISTRICT OF BARRINGTON

REQUEST FOR PROPOSALS  
FOR  
COLLECTION AND TRANSPORTATION  
OF  
SOLID WASTE  
RECYCLABLE, ORGANIC AND RESIDUAL SOLID WASTE

MINIMUM STANDARDS

- Workers Compensation Letter
- Commercial General Public Liability & Property Damage Insurance (\$3,000,000)
- Proof of equipment current safety inspection
- Bank references

Please provide copies of the above information as part of your proposal.

REQUEST FOR PROPOSALS SUBMISSION FORM  
MUNICIPALITY OF THE DISTRICT OF BARRINGTON  
REQUEST FOR PROPOSALS  
FOR  
COLLECTION AND TRANSPORTATION  
OF  
SOLID WASTE  
RECYCLABLE, ORGANIC AND RESIDUAL SOLID WASTE

CREDIT REFERENCE:

INSURANCE REFERENCE:

CLIENT REFERENCE:

These references may be confidentially contacted by the representative of the Municipality of Barrington to obtain financial and insurance information for the purposes of this proposal as deemed necessary by the CAO of the Municipality.

REQUEST FOR PROPOSALS SUBMISSION FORM

MUNICIPALITY OF THE DISTRICT OF BARRINGTON

REQUEST FOR PROPOSALS  
FOR  
COLLECTION AND TRANSPORTATION  
OF  
SOLID WASTE  
RECYCLABLE, ORGANIC AND RESIDUAL SOLID WASTE

The equipment to be used for the collection and transportation of waste, including back-up equipment, is as follows:

| DESCRIPTION | MAKE/MODEL | YEAR | CAPACITY |
|-------------|------------|------|----------|
|             |            |      |          |
|             |            |      |          |
|             |            |      |          |
|             |            |      |          |
|             |            |      |          |

REQUEST FOR PROPOSALS SUBMISSION FORM  
MUNICIPALITY OF THE DISTRICT OF BARRINGTON  
REQUEST FOR PROPOSALS  
FOR  
COLLECTION AND TRANSPORTATION  
OF  
SOLID WASTE  
RECYCLABLE, ORGANIC AND RESIDUAL SOLID WASTE

Contingency plan in the case of equipment breakdown:

Garage and maintenance facilities for equipment used for this Request for Proposal:

Method of washing equipment:

REQUEST FOR PROPOSALS SUBMISSION FORM  
MUNICIPALITY OF THE DISTRICT OF BARRINGTON  
REQUEST FOR PROPOSALS  
FOR  
COLLECTION AND TRANSPORTATION  
OF  
SOLID WASTE  
RECYCLABLE, ORGANIC AND RESIDUAL SOLID WASTE

Having carefully examined the Request for Proposals’ Specifications and having examined all conditions affecting the required work, the Proponent hereby offers to furnish all vehicles, equipment and labour necessary for the proper collection and transportation of recyclable, organic and residual waste in the Municipality of the District of Barrington commencing on May 1, 2016, and continuing for a period of 60 months to the last day of April 2021, and for the conduct of spring and fall clean-ups each and every year therein in accordance with the Request for Proposals’ documents for the sums of:

|           | Collection | Transportation | Spring Clean-up | Fall Clean-up | HST | TOTAL |
|-----------|------------|----------------|-----------------|---------------|-----|-------|
| 2016/2017 |            |                |                 |               |     |       |
| 2017/2018 |            |                |                 |               |     |       |
| 2018/2019 |            |                |                 |               |     |       |
| 2019/2020 |            |                |                 |               |     |       |
| 2020/2021 |            |                |                 |               |     |       |