



Request for Proposal For Curbside Collection of Garbage and Solid Waste

Issue Date:	September 11, 2025
Closing Date & Time:	October 7, 2025 – 2PM
Closing Location:	Township of Edwardsburgh Cardinal 18 Centre Street PO Box 129 Spencerville, ON K0E 1X0
Contact:	Dave Grant Director of Operations dsgrant@twpec.ca 613-658-3001 X5



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Background

The Township is requesting Proposals for the provision of curbside collection and disposal of waste in accordance with the specified service requirements and terms and conditions of this request. The term of the anticipated contract will be for three (3) years with the option of two (2) one (1) year extensions mutually agreed upon by both parties. The contract would commence on January 1, 2026. The scope includes weekly pick-up of solid waste. By-law 2019-64, draft amendments for providing for the collection of garbage, outlines current general conditions of curbside collection as well as a list of current acceptable materials and collection routes. It is attached for your review as **Schedule A** but it is noted that changes may result following execution of a contractual agreement with the successful proponent.

This Request for Proposal provides the detailed requirements of submitting a Proposal, how the Township will evaluate the proposed solution, any specifications and qualifications to provide the goods and/or service.

Schedule of Events Table

The events and dates listed below are usual events of the Proposal process. The schedule provided is for guidance only and the Township reserves the unqualified right to issue an addendum to modify or eliminate any aspect of the schedule. The events and dates listed under the closing date may change or be postponed or cancelled.

Event	Date
RFP Release Date	September 11, 2025
Questions from Proponent are due on or before	September 29, 2025
Closing Date & Time	October 7, 2025 – 2PM
Anticipated Notice of Award	October 27, 2025

Definitions

“Applicable Laws” means all law, statutes, regulations, by-laws, codes, guidelines and policies having the force of law, Certificate of Approval waste haulers’ certificates and other approvals now or hereafter in existence having the force of law, that are relevant and applicable to the Work.

“Award” means the acceptance of a Proposal in accordance with this Request for Proposal, as evidenced by the Township’s written notification to the selected Proponent.

“Change Order” means a written order that is issued from the Township that changes the scope or specifications of any project.

“Collection Route” means the Work performed by one collection vehicle during a Regular Collection Day.

“Collection Schedule” means the area divisions for the purpose of waste collection service as described in the Waste Collection By-law (Schedule A) and collected on designated days.

“Contract” means a legal agreement entered into by the Proponent and the Township.

“Contract Documents” means the RFP, its schedules and appendices, and any written supplementary instructions that may be made by the Township to ensure satisfactory completion.

“Contract Administrator” means the person designated by the Township to ensure compliance with the Contract.

“Contractor” means the company, firm or supplier that has entered into a contract to supply the goods and equipment and to perform the services contemplated in this Request for Proposal.

“Contract Price(s)” means the unit price(s) set out in the Proposal and agreed upon by both parties which forms the basis of payment.

“Contract Supervisor” means the Contractor’s authorized representative in charge of the Work.

“Commercial Property” means land, buildings or structures used for the purpose of buying and selling commodities and supplying of services as distinguished from such

uses as manufacturing or assembling of goods, warehousing, transport terminals, construction and other similar uses.

“Council” means the elected representatives of the people of the Township of Edwardsburgh Cardinal with respect to municipal administration.

“Designated Waste Facility” or “Waste Management Facility” means a landfill site, transfer station or waste processing facility licensed for the processing, sorting, transfer or disposal of wastes that has been designated to accept waste under this Contract.

“Eligible Units” means households, dwellings, multi-residential units and/or smaller Institutional and commercial units on a collection route.

“Garbage” means a waste stream that includes household waste but shall not include bulky items such as household furniture, hazardous waste, non-collectable waste or significant quantities of Recyclables.

“Hazardous Waste” means any corrosive, explosive, flammable or poisonous type or quantity of solid, gaseous or liquid waste identified and regulated under the Dangerous Goods Act.

“Industrial Property” means land, building(s) or structure(s) used for the purpose of manufacturing, assembling, making, preparing, inspecting, ornamenting, finishing, treating, altering, repairing, warehousing, or storage or adapting for sale any goods, substances, article or thing, or any part thereof and the storage of building and construction equipment and materials as distinguished from the buying and selling of commodities and the supplying of personal services.

“Insurance Certificate” means a certified document issued by an insurance company licensed to operate by the Government of Canada or the Province of Ontario certifying that the Proponent is insured in accordance with the Township’s requirements.

“Institution” means land, building, structure or part thereof used by any government agency, organization, group or association, for the promotion of religious, charitable, educational, medical, benevolent objectives or public service and which is not operated for profit or gain.

“Occupant” shall include and mean any occupant, owner, lessee, tenant or responsible employee thereof of any residential dwelling.

“Procurement Policy” means the Township’s policy with regards to purchasing.

“Project” means the complete requirements for the work, service, goods and labour supplied by the Proponent pursuant to the contract and includes all expertise, labour, materials, equipment, services, and any other items, which are required to execute the Contract.

“Proposal” means a written offer, in a specified form, received from a Proponent in response to a Request for Proposal to provide goods and services based on the approved format of the Township containing terms and conditions.

“Proponent” means someone who submits a Proposal.

“Request for Proposal” means a solicitation from the Township to potential firms to submit a Proposal.

“Refusal Sticker” means a sticker approved by the Township and supplied by the Contractor to be attached by the Contractor to problem waste(s) containing contaminated or non-collectable waste explaining why the waste was not collected.

“Residential Dwelling Unit” shall mean one or more habitable rooms designed for use and occupied by not more than one family and in which separate kitchen and sanitary facilities are provided for the exclusive use of such a family, with a private entrance from outside the building or from a common hallway or stairway inside the building.

“Shall” means a mandatory requirement

“Should” means a permissive and discretionary request but is recommended.

“Street” means all public highways, roads, lanes, alleys, squares, places, thoroughfares or ways within the Township of Edwardsburgh Cardinal.

“Subcontractor” means a person, partnership or corporation undertaking the execution of part of the work by virtue of an agreement with the Contractor.

“Successful Proponent” means someone who submits a Proposal and is awarded the Contract.

“Township” means the Township of Edwardsburgh Cardinal.

“Township Issued Garbage Bag” means garbage bags which must be purchased from the Township or one of the Township’s vendors to hold waste for the purposes of curbside collection.

“Waste” means household garbage but shall not include bulky items such as household furniture, hazardous waste, non- collectable waste or recyclables.

“Weekly Collection” means the collection of waste on a weekly basis.

“Work” means the goods and labour supplied by the Contractor pursuant to the Contract and includes all labour, materials, equipment, services and any other items, which are required to execute the Contract.

“Working Days” means Monday to Friday and excludes Saturday, Sunday and statutory holidays.

Proposal Information & Instructions

This section of the Request for Proposal describes the process to submit a Proposal. Please read this section and all Proposal sections and documents carefully.

1.1 Communication Regarding this Request for Proposal

All communication concerning this RFP shall be in writing to the contact below and received on or before 4pm local time on September 29, 2025. If necessary, an addendum with answers to questions and clarifications will be issued by October 1, 2025.

David S Grant, Director of Operations

E-mail: dsgrant@twpec.ca

Telephone: 613-658-3001x5

1.2 Addenda to the Request for Proposal

The Proponent is advised that any changes to the RFP shall only be done by formal written addendum issued by the Township. The Township hereby reserves the right to amend this RFP at any time prior to the closing date and time. Proponents must indicate receipt of addendums on the Declaration of Proponent form included as **Appendix A**

1.3 Submission of Proposal

A Sealed Proposal Package shall be submitted on or before the closing date and time of **Tuesday, October 7, 2025 at 2:00 p.m. EST**

Clearly address the Proposal Package to:

Township of Edwardsburgh Cardinal

RFP-EC-PW-25-14 Curbside Collection of Garbage and Solid Waste

18 Centre Street, PO Box 129

Spencerville, ON K0E 1X0

Facsimile and electronically mailed Proposals will not be accepted. A Proposal delivered after the Closing date and time shall not be accepted or considered and shall be returned to the Proponent unopened.

If two Proposals for the same Request for Proposal are received from the same Proponent, the envelope with the latest date and time received shall be considered the intended Proposal.

1.4 Proposal Package

All Proposals shall submit one (1) sealed envelope clearly marked "RFP-EC-PW-25-14 Curbside Solid Waste Collection"

The envelope must contain:

- Deposit as stipulated in section 1.5
- One (1) original, one (1) electronic copy on USB drive
- Proposal Document outlining details required under Section 4 (Submission Requirements)
- Completed Declaration of Proponent form (Appendix A)
- Proposal Security in accordance with Section 1.6 (Appendix B)
- Schedule of Items and Prices (Appendix C)

Failure to comply with these instructions may result in rejection of the Proposal. There is no page limit to provision of Section 3 requirements but we ask that Proposal Submissions are clear and concise.

1.5 Deposit & Insurance

Every Proposal must be accompanied by a certified cheque or money order made payable to the 'Corporation of the Township of Edwardsburgh Cardinal' for a sum that is equal to or greater than \$5,000.00.

A bid bond will be accepted in lieu of a certified cheque. The Deposit of the successful bidder shall be forfeited should the successful bidder fail to execute the Agreement and provide a satisfactory Performance Security and a certified copy of a satisfactory insurance policy, referred to hereafter within seven (7) working days after written notice by the Township to the bidder at the business address stated in the Proposal, of the award of the Contract.

Request for Proposals will remain open for up to one hundred and twenty (120) days from date of closing. The deposits of the unsuccessful bidders will be returned within seven (7) working days following award. The Deposit of the successful bidder will be returned on submission of the Performance Security satisfactory to the Township. In the event that any RFP is withdrawn before the

Contract is executed by the successful bidder or for a period of up to one hundred and twenty (120) days commencing from the Date of Closing, whichever event occurs first, the certified cheque accompanying such RFP shall be forfeited to the Township.

1.6 Performance Security

All Proposals shall be accompanied by a completed Agreement to Bond form (Appendix B). The forms must be completed by the Proponent's bonding company.

The successful Proponent will be required to provide a Performance Bond for the amount of 50% of the Year 1 value of the contract to guarantee the performance of all obligations of the Contract. The Agreement to Bond shall be jointly executed by the Proponent and the Surety Company or bank from which the bonds or Letter of Credit will be obtained within ten (10) days of the Contract award.

Alternatively, a certified cheque or irrevocable letter of credit by a Canadian Chartered bank for the amount of 50% of the Year 1 value will be accepted in lieu of the performance bond. A Sample is also attached in Appendix B.

1.7 Request to Withdraw a Proposal Package Submission

Requests for withdrawal of a Proposal shall be allowed if the request is made before the Date and Time of Closing. Requests shall be directed to the contact in section 1.1, in writing. The withdrawal of the Proposal does not disqualify a Proponent from submitting another Proposal on the same Contract.

1.8 Adjustment to a Proposal Package

A Proponent desiring to make adjustments to a Proposal shall withdraw the Proposal and/or supersede it with a later Proposal submission prior to the Closing Date and Time.

1.9 Joint Venture Proposal Package

If a joint venture is responding to the Request for Proposal the Proposal Package shall be submitted by a lead Proponent and the others named as subcontractors.

Terms & Conditions

Each Proponent, by submitting a Proposal, represents that the Proponent has carefully read, understands and accepts the terms and conditions and specifications contained herein.

2.1 Interpretation of Contract Documents

Each Proponent must satisfy themselves of the Contract Documents by calculations and/or by personal inspection of the Township respecting the conditions existing or likely to exist in connection with the execution of the work, as to the practicality of carrying out the work successfully. There will be no consideration of any claim after submission of RFP's that there is a misunderstanding with respect to the conditions imposed by the Contract.

2.2 Errors and Omissions

It is understood, acknowledged and agreed that while this RFP includes specific requirements and Scope of Works and while the Township has used considerable efforts to ensure an accurate representation of information in this RFP, the information is not represented, warranted or guaranteed by the Township to be accurate or complete, nor necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponents from conducting their own searches and forming their own opinions and conclusions with respect to matters addressed in this RFP.

2.3 Acceptance or Rejection of Proposals

The Proponent acknowledges that the Township shall have the right to reject any, or all, Proposal for any reason, or to accept any Proposal which the Township in its sole unfettered discretion deems most advantageous to itself. The lowest, or any, Proposal will not necessarily be accepted and the Township shall have the unfettered right to:

- i. Accept a non-compliant Proposal
- ii. Accept a Proposal which is not the lowest Proposal; and
- iii. Reject a Proposal that is the lowest Proposal even if it is the only Proposal received.

The Request for Proposals shall not be construed as an agreement to purchase goods or services. The Township is not bound to enter into a contract with the Proponent who submits the lowest priced or any proposal.

2.4 Laws, Permits & Notices

The Parties agree that this Contract shall be construed in accordance with the laws of Ontario. The Successful Proponent shall comply with all applicable municipal, provincial and federal laws, regulations and statutes in the performance of services. The Successful Proponent shall maintain at their place of business and wherever else the Township may require, legible copies of any notice, schedule or other information that it is required under this Contract or under any statute, regulation, by-law or agreement.

2.5 *Municipal Freedom of Information and Protection of Privacy Act*

All documentation submitted to the Township becomes the property of the Township, and as such, is subject to the “Municipal Freedom of Information and Protection of Privacy Act”. Proponents are advised that the Township may be required to disclose these documents in part or their entirety pursuant to the provisions of the Act, unless the disclosure would be harmful to the Proponents business interests or would be an unreasonable invasion of personal privacy as defined by the Act.

Proponents are reminded to highlight clearly within their submission or any other document information they consider to be confidential.

2.6 *Workplace Safety & Insurance Act*

The Successful Proponent agrees to comply fully with all the requirements of the “Workplace Safety and Insurance Act”. and prior to the commencement of this agreement and throughout the term of the agreement, agrees to provide the Township with satisfactory proof of compliance in the form of a certificate showing that the Contractor is presently in good standings with the Workplace Safety & Insurance Board of Ontario.

2.7 Occupational Health & Safety

The Contractor shall be knowledgeable of, and abide by, the provisions of all legislative enactments, by-laws and regulations in regard to health and safety in

the Province of Ontario, as well as specific health and safety instructions which may be given to the Contractor by the Township.

2.8 Assignment

The Contractor shall not assign, transfer or sublet the whole or any portion of the Contract or the whole or any portion of the Work to be performed under the Contract without the consent in writing of the Township and the Contractor shall not transfer or assign any monies which may become payable under the Contract without the consent in writing of the Township, provided that any consent so given shall not, under any circumstances, relieve the Contractor of liabilities and obligations assumed under the Contract.

The Contractor agrees to preserve and protect the rights of the Township under this Contract with respect to work to be performed under subcontract.

2.9 Cancellation of Request for Proposal

The Township reserves the right to cancel the Request for Proposal at any point in the process without liability.

2.10 Liability Insurance

The Successful Proponent shall take out and keep in force until the end of the Contract, a Comprehensive Policy of public liability and property damage insurance coverage in the amount of Five (5) Million Dollars with respect of any one accident resulting in bodily injury to or death of one or more persons and loss of or damage to property, and such policy shall name the Township, its officers and servants as additional insured Parties thereunder and shall protect the Township against all claims for all damage or injury including death to any person(s) and for the damage to any property of the Township or any other act or omission on the part of the Successful Proponent or any of its servants or agents during the execution of the Contract, and the Successful Proponent shall forward with the executed Agreement a certified copy of the policy or certificate thereof as the Township may direct.

2.11 Allocation of Risk

The Township shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent by reason of non-

acceptance by the Township of any Proposal submission or by reason of any delay in its acceptance.

2.12 Procurement Policy

Proposals will be requested, received, evaluated, accepted and processed in accordance with the Township's Procurement Policy.

2.13 Necessary Approvals/Licenses

The successful Proponent must obtain or possess all Approvals or Licenses necessary to carry out the work. All equipment must conform to the latest government regulations for safety and operation.

2.14 Proof of Ability

Proponents are required to disclose their legal status as to whether they are a Federal or Provincial Corporation, a partnership or an individual and to state the names and addresses of responsible officers or partners as the case may be. They must furnish satisfactory evidence that they have the requisite ability and experience in the class of work contemplated and sufficient capital and plant to enable them to complete the work successfully within the time named in the Contract.

Proponents must have a minimum of three years' experience in the collection of municipal garbage or similar fleet operation outlined in the required Reference/Experience submission.

2.15 Conflict of Interest

The Proponent shall declare any potential conflict of interest or perceived conflict of interest with their Proposal Package under Section 4 (Submission Requirements).

2.16 Harmonized Sales Tax

All applicable Harmonized Sales Taxes must be stated separately from the unit prices for the work.

2.17 Execute Contract

The party to whom the Contract is awarded will be required to execute the agreement contained herein in triplicate and to furnish satisfactory bonds in

triplicate and a certified copy of a satisfactory insurance policy, referred to herein, within seven (7) Working Days, after receipt of written notice by the Township to the contact listed in the Proposal, of the award of the Contract. Should the successful proponent fail to execute this Contract within the time stipulated above, the deposit accompanying this tender shall be forfeited to the Township.

2.18 Estimated Number of Stops

The estimated number of stops set forth in this RFP is approximate only. Payment will be based on these numbers, augmented by an independent accounting of total stops, undertaken by a person or corporation as satisfactory to the Township from time to time.

2.19 Records and Audit

The Contractor shall maintain and keep sufficiently complete and accurate books, payrolls, accounts and records relating to the Work or any extensions or additions thereto or claims arising therefrom to permit the verification and audit thereof and the Contractor shall have no claim for payment of any nature and kind whatsoever unless such books, payrolls, accounts and records have been so maintained and kept.

The Contractor shall preserve all original records pertaining in any way to the Work of the Contractor or any extensions or additions thereto or claims arising therefrom for a period of twelve (12) months after the date of mailing by the Township of the final detailed statement to the Contractor or the final settlement of all claims and negotiations, whichever is the longer, and the records pertaining in any way to the Work of the Contract or any extension or additions thereto or claims arising therefrom for a similar period of time.

2. 20 Township's Authority

The Township may supervise and direct all work to the extent of ensuring the fulfilment of the Contract. The Township shall, within a reasonable time, render a decision on all claims by the Contractor and all questions that may arise relative to the performance of the Work or the interpretation of the Contract.

2.21 Changes and Alterations

The Township may, by order in writing at any time before or after the commencement of the Work delete, extend, increase, decrease, vary or

otherwise alter the Work to be done or any part thereof. If the character of the Work to be done is actually changed from that on which the Contractor based its Proposal, by any reason of such written order of the Township or by reason of incorrect information supplied by the Township and if the change increases or decreases the cost of the work to be done or material to be furnished, the Contractor shall inform the Township in writing and negotiations shall be carried out to determine the amount of compensation to be paid.

The Contractor must notify the Township within three (3) working days that a change or alteration has occurred and a formal written claim notice must be submitted to the Township within ten (10) days. Failure to provide the proper notice to the Township may be considered as a waiver of the Contractor's right to claim under this clause.

The Contractor shall make such alterations in its method, equipment and working forces as the Township in writing directs. If at any time the method or equipment or working forces are found by the Township to be unsafe or inadequate to ensure the protection, safety or quality of the service therefore under the Contract, but notwithstanding the foregoing, the onus is on the Contractor to ensure that such required safety protection, progress and quality of the Work are maintained.

2.22 Non-Fulfillment of the Contract

If the Contractor fails or neglects to execute the Work diligently in a method that, in the opinion of the Township, will ensure an adequate level of service under the Contract, or should the Contractor become bankrupt or insolvent, commit any act of insolvency, abandon the service, or fail to observe and perform any of the provisions of this Contract of which the Township shall be the sole judge, then in any of such cases the Township may notify the Contractor to discontinue all service under the Contract and the Township may then employ such means as it may deem necessary to carry out the Work and in such a case the Contractor shall have no claim against the Township for any loss or damage caused by, or resulting from the Work being taken out of the control of the Contractor but the Contractor shall be chargeable with and shall remain liable for all loss, damages, expense or cost which may be suffered by the Township by reason of such default, bankruptcy, insolvency or act of insolvency. If the said loss, damage, expense or cost exceeds the sum which would have been payable under the Contract if the same had been completed by the said Contractor, the Contractor or its surety shall pay the amount of such excess to the Township or such

amount or any portion thereof may be deducted from any monies due or to become due to the Contractor.

2.23 Suspension, Termination or Cancellation

The Township reserves the right to cancel or re-negotiate the contract in the event that the situation changes dramatically.

The Township may at any time, by notice in writing to the Contractor, suspend or terminate the work. Upon receipt of such written notice, the Contractor shall perform no further work other than reasonably necessary to close out the Project. In such an event, the Contractor shall be entitled to payment in accordance with the Schedule of Items and Prices (Appendix C).

Requirement Details

This section describes what will be required from the Contractor.

3.1 Scope of Work

The work to be performed for curbside collection shall include:

- Curbside/Roadside weekly collection of garbage and solid waste within the Township. Maps of current routes is included in Schedule B.
- Transportation of collected materials to appropriate approved disposal facilities.
- Refusal sticker system to be used to communicate reasons for pick-up refusal to residents
- Report of waste tonnages collected per route on a monthly basis

The Contractor shall perform the collection services, in the least disruptive manner to the public. In particular, the Contractor shall not obstruct any street or thoroughfare longer than necessary to complete the task. Commercial and heavy traffic areas are to be completed during off peak hours. Target times for completion of sections of the route are to be included in Section 4 (Proposal Submission). These streets are defined as: **County Roads 2, 21, 22, & 44 and Weir Road.**

Residents on private roads along County Road 2 will be required to bring their waste to the private/ public road intersection for collection. Private roads in the Township are as follows: **Bay Lane Rd., Empire Hanna Rd., Gaylord Rd., Gullymead Rd., Hilltop Rd., Moore Rd., Riddell Rd., Shoreline Rd., Vic Woodland Rd., and Village Edge Rd.**

The Contractor must at all times comply with the Township's by-law for Collection, Removal and Disposal of Solid Waste. As per by-law 2019-64, as amended:

- Waste **must** be secured in a Township issued bag (clear with Township logo imprint)
- Waste of a semi-liquid consistency and/or hazardous waste (tires, paint, chemicals etc.) shall not be collected from the curbside

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- Waste bags may be placed inside a container at the curbside. Commercial waste bins or dumpsters are not permitted on residential properties except on a temporary basis (By-law 2014-05).
 - Bags shall not exceed 40lbs in weight
 - Bags must be placed at the curbside by 7am on collection day and shall not impede traffic

The Contractor shall maintain a local or 1-800 telephone number that shall accept general public inquiries during regular business hours. The Township shall have the right to publish this number in any correspondence with its residents.

The stop counts for the current schedule as included with the RFP is as follows:

Monday: 509 stops -areas north of Glen Smail Road and west of County Road 44, including Spencerville

Tuesday: 659 stops-areas north of Pittston Road and east of County Road 44, including Ventnor and Shanly

Wednesday: 463 stops-areas north of Highway 401 and south of Glen Smail and Pittston Road, including Crystal Rock and Brouseville

Thursday: 837 stops -the Village of Cardinal

Friday: 725 stops -areas south of the 401, except for Cardinal

Changes may be suggested to the current schedule.

A project “start-up” meeting may be arranged upon award of the Contract to discuss specifics of collection, routing and other contract issues.

Submission Requirements

Please provide submissions based on each of the subsections below in your Proposal. Provide all necessary information in your submission but remain clear and concise.

4.1 Company Profile

Provide a company profile showing number of years' experience in collecting curbside waste and recyclables. Include the company's mission statement and core service(s).

In addition, provide the following information:

- Identify all team members who will play a key role in the execution of this Contract, their titles and experience;
- All orders from the Ontario Ministry of the Environment for the past three (3) years;
- All orders from the Ontario Ministry of Labour for the past three (3) years;
- Current litigation or recent settlements, including recent fines;
- Copy of the company Health and Safety Policy Plan including training information;
- WSIB Clearance Certificate;
- CVOR Level 2 report;
- Current Certificate of Approval for waste collection from Ministry of Environment;
- Company's audited financial statement for the most recent year; and
- Information on history and experience of subcontractors, if applicable.

4.2 References/Experience

The evaluation will consider the Proponent's general waste management experience. Provide information regarding experience to undertake curbside collection services and size and scope of past and current contracts (number of units served, weekly tonnages).

The evaluation shall also consider reference information received by the Township based on the Proponent's past and current waste management activities, as well as the Proponent's prior record as a contractor to the Township (if applicable). Provide contact persons and phone numbers for three or more references. The Township may contact any or all of these past clients to gather

information relating to the overall quality of work, effectiveness of administration and management, process for complaints management and communications and responsiveness to the client.

4.3 Subcontractors

Provide a list of proposed subcontractors, if any. This list shall contain the names of all subcontractors who will be performing work under this contract.

The Proponent, in listing subcontractors, shall ensure that all subcontractors selected and named have experience in the work described and equipment to execute their work with competence and within the required timeframe. The Township may request of the Proponent, proof of the subcontractor's previous experience of a project similar in scope and magnitude and fleet, prior to commencement of the Contract.

4.4 Fleet of Equipment and Vehicles

Provide the following information on fleet equipment and vehicles used in the performance of this Contract:

- Make, model, age & capacity of collection vehicles;
- Outline the proposed number of units to be used for collection and the availability of the replacement units in the event of a breakdown
- Explain how the fleet is qualified to meet the needs of efficiency and environmental concerns;
- Outline fleet maintenance program including routine preventative maintenance;
- Provide details and specifications of communications equipment; and
- Explain route management technologies and software

4.5 Operating Plan

Provide information on the proposed operating plan to be used for the services outlined in this RFP. Identify proposed days for collection, proposed routes and maps and intended communications, transfer of waste, equipment and staffing and procedures for refusing waste at the curbside.

The Township's current collection areas/days are attached in Schedule B. Provide target times for completion of sections of the route determined as commercial or heavy traffic streets. While the Township would like to maintain

the current collection days and general routes, these may be modified to improve efficiencies in collection. Provide suggestions, if applicable.

Proponents shall also describe the degree of flexibility in their operating plan to accommodate technological innovations, legislative changes and other potential changes during the contract term.

Identify the Designated Waste Facility locations where all waste collected under the Contract shall be delivered to. Generally, the Contractor shall discharge the waste streams at the Waste Management Facility located within or closest to the Collection Area. **Note:** The Township does not own or operate a Waste Management Facility suitable for the use in this contract.

Describe contingency plans implemented in the case that your company is unable to deliver any/some of the Work described in the Contract. Describe your company's spill containment and response procedures.

4.6 Quality Control/Communications Plan

Provide details of your intended method of keeping the Township informed about collection matters arising such as intended route changes, other service changes, alterations and the like.

Describe procedures and communication flows including how your company will respond to direct complaints from residents or businesses and describe how these complaints will be tracked/recorded and communicated to Township staff. Include explanation of how a refusal sticker system may be used.

Waste quantities are to be recorded per route and provided on a monthly basis to the Township.

4.7 Financial Considerations

Please complete and submit fee schedule (Appendix C).

Evaluation and Proposal Selection

- 5.1** The Proposal Package will be checked for compliance to the Request to Proposal and a compliant Proposal will be subject to a comprehensive evaluation based upon the best overall value to the Township. Based on the assessment of compliance with mandatory requirements, the Township may disqualify a Proposal and the Proponent, at its sole discretion, if the Proposal is non-compliant and/or does not meet the evaluation criteria.

The Township is not obligated to award a Contract to any Proponent pursuant to this RFP.

A Proposal determined to be compliant will be evaluated by the evaluation committee using the rating criteria shown below:

Proposal Evaluation Criteria	Weighted Points
Company Profile (Section 4.1)	10
References & Experience (Section 4.2)	10
Fleet of Equipment & Vehicles (Section 4.4)	10
Methodology to meet the requirements, safety policy & contingency plan (4.5)	20
Quality control and communication plan (Section 4.6)	20
Financial Consideration	30
Total Points	100

Upon receiving Council approval to award the Proposal, the Township shall contact the identified contact person in writing at the address provided by mail, courier or by e-mail.

When so requested by the Township, the Selected Proponent shall execute a formal contract with the Township for the complete performance specified therein. The Proposal, Request for Proposal and any addendum issued will form part of the Contract. Acceptance of the Proposal will be when the contract has been signed by both parties.

Appendix A: Declaration by Proponent

The Proponent understands and agrees that Tax (HST) will be in addition to the Total Proposal Sum. The Proponent has carefully examined the RFP Documents listed herewith and understands and accepts the conditions set out herein.

The Proponent acknowledges that _____ of _____ Addendum/Addenda have been received and that all changes specified in the addenda have been included in the prices submitted.

The Proponent declares that the proposal is not made in connection with any other Proponent submitting a Proposal for the same goods and/or services or work and is in all respects fair and without collusion or fraud and that full disclosure has been made of any conflict of interest or potential conflict of interest.

The Proponent agrees, having carefully reviewed the RFP Documents, to provide and pay for all vehicles, fuel, material, skilled labour, tools, delivery, appropriate disposal, any equipment and incidentals necessary for the work to complete Waste Collection as specified in accordance with all the sections, appendices, schedules, drawings and addendum # _____ to # _____.

The Proposal may be for part or parts of all of the service and the Township reserves the right to award the Contract either as a whole or in part.

This offer shall be irrevocable for a period of one hundred and twenty days (120) days following the date of RFP Closing.

If this proposal is accepted, the Proponent will commence work on January 1, 2026 and agrees to carry out the work in every particular way for a period of three (3) years plus the option of two (2) one (1) year extensions if mutually agreed upon by both parties

Our Ministry of Environment Certificate Number (s) is/are (if applicable) noted below.

Solid Waste: _____

Dated at: _____ this _____ day of _____, 2025.

Signature of Witness

Signature of Proponent



Appendix B: Agreement to Bond

AGREEMENT TO BOND

We, the undersigned, hereby agree to become bound as Surety for

In a bond equal to FIFTY PERCENT (50%) of the YEAR ONE (1) value of the Contract and conforming to the Instruments of Contract attached hereto, for the full and due performance of the works shown as described herein.

It is a condition of this Agreement that if the above-mentioned Tender is accepted, application for a Performance Bond must be completed with the undersigned within ten (10) days of Contract award related thereto, otherwise this Agreement shall be null and void.

DATED this ____ Day of _____, 2025.

Name of Bonding Company

Signature of Authorized Person Signing for Company



SAMPLE LETTER OF CREDIT

BANK NAME

BANK ADDRESS

IRROVOCABLE STANDBY LETTER OF CREDIT NO.

The Corporation of the Township of Edwardsburgh Cardinal
18 Centre Street PO Box 129
Spencerville, ON K0E 1X0

We hereby authorize you to draw on _____ (Bank
Name) of

_____ (Bank
Address), for account of _____
(Customer Name) of

_____ (Customer Address), up to an aggregate amount of \$ _____ (CDN
Dollars) available by your written demand as follows:

Pursuant to the request of our customer, the said

_____ (Customer Name), we, BANK NAME
& ADDRESS, hereby establish and give to you an Irrevocable Standby Letter of Credit
in your favour in the total amount of \$ _____ (CDN Dollars) which may
be drawn on by you at any time and from time to time upon written demand for payment
made upon us by you which demand we shall honour without enquiring whether you
have a right as between yourself and our said customer to make such a demand and
without recognizing any claim of our said customer.

Provided, however, that you are to deliver to BANK NAME. BANK ADDRESS, at such
time as a written demand for payment is made upon us a certificate signed by you
agreeing and/or confirming that monies drawn pursuant to this Letter of Credit are to be
and/or have been expended pursuant to obligations incurred or to be incurred by you in
connection with the RFP for Curbside Collection of Garbage and Solid Waste dated
INSERT DATE.



The amount of the Letter of Credit shall be reduced from time to time as advised by notice in writing given to us from time to time by you.

The Letter of Credit will continue to DATE, and will expire on that date and you may call for payment of the full amount outstanding under this Letter of Credit any time up to the close of business on that date. It is a condition of this Irrevocable Standby Letter of Credit that it shall be deemed to be automatically extended without amendment for one year from the present or any future expiration date hereof, unless thirty days prior to any such date, we shall notify you in writing by registered mail that we elected not to consider this Letter of Credit renewed for any such additional period.

Partial drawings are permitted. We hereby agree the drawings under this credit will be duly honoured upon presentation, and shall state that they are drawn under BANK NAME, BANK ADDRESS, Letter of Credit No. _____ dated this ____ day of _____, 2025.

Authorized Signature of Bank

Appendix C: Schedule of Items & Pricing

Weekly all-inclusive contract tender price for both solid waste pickup and disposal for the Township of Edwardsburgh Cardinal. Anticipated increases in the number of additional eligible units per year have been included in the table below. Provide yearly costs for each option for the term of the contract.

Option #1

Weekly Curbside Solid Waste Collection	# Of Stops	TOTAL ANNUAL COST
YEAR ONE (2026)	3193	
YEAR TWO	3208	
YEAR THREE	3223	

Option # 2

Bi-Weekly Curbside Solid Waste Collection	# Of Stops	TOTAL ANNUAL COST
YEAR ONE (2026)	3193	
YEAR TWO	3208	
YEAR THREE	3223	

NOTE:

- Contractor is to collect only garbage and refuse that is placed in the appropriate Township of Edwardsburgh Cardinal trash bags. Other requirements are outlined in Sec. 3 – Requirement Details
- Refused garbage must be identified with a Refusal Sticker and explanation approved by the Township and supplied by the Contractor
- Waste is to be disposed of at an approved landfill site. The Township does not own or operate a site suitable for the disposal of collected material.
- Approximate average tonnage over last 5 years: 1000 metric tonnes

Schedule A: Waste Collection By-law 2019-64 as amended

By-law 2019-64, in draft amended form, is attached for your review as **Schedule A** but it is noted that changes may result following execution of a contractual agreement with the successful proponent.

Schedule B: Current Route Maps (2023)
