

RE: Request for proposal- Waste Management and Waste Hauling Services – RFP 10-21**Invitation to proponents**

This Request for Proposals (“RFP”) is an invitation by the Town of Lamont (the “Town”) to prospective proponents to submit proposals for solid waste, organics, and recycling haul services.

The Town of Lamont is a progressive community with a population over 1700 located 45 minutes east of Edmonton on HWY 15.

Type of Agreement

The service agreement with the Town identifying the deliverables will be in effect starting March 1, 2022, and terminating February 28, 2025, with an option for a 2-year extension.

All prices and specifications quoted must be firm and for a period of 90 days after closing.

Please review the attached RFP and submit a proposal as outlined within.

Electronic RFP packages are available by emailing;

Tyler Edworthy
Director Operations & Infrastructure
Town of Lamont
Tyler.e@lamont.ca

The Town of Lamont reserves the right to accept or reject any proposal and to waive irregularities and informalities at its discretion. The Town of Lamont reserves the right to accept a proposal other than the lowest proposal. The Town of Lamont reserves the right to cancel this proposal at anytime.

Sealed proposals should be addressed and delivered to:

Waste Haul- RFP 10-21
Town of Lamont
Director Operations & Infrastructure
PO Box 330
5307-50 Ave
Lamont, Alberta, T0B-2R0

Emailed proposals should be addressed to:

Subject: Waste Haul- RFP 10-21
Email: tyler.e@lamont.ca
To: Tyler Edworthy
Director of Operations and Infrastructure
Town of Lamont

Please Note: Facsimile Proposals will not be accepted.

EVALUATION OF PROPOSALS

Timetable:

Issue Date of RFP	September 24, 2021
Deadline for Questions	October 15, 2021, 14:00 hrs local time
Submission Deadline	October 22, 2021, 14:30 hrs local time
Rectification Period	Five Business Days from notification of Rectification
Anticipated RFP Offer Acceptance	November 15, 2021

The RFP timetable is tentative only and may be changed by the Town of Lamont at any time.

Stages of Proposal Evaluation

Stage One	RFP review for compliance with mandatory requirements. Proposals failing to satisfy the mandatory requirements as of the submission deadline will be provided one (1) opportunity to rectify any deficiencies and must comply with the rectification process.	
Stage Two	The Town will score each of the proposals based on the criteria in accordance with the Mandatory Requirements.	60%
Stage Three	The Town will evaluate the Value-Added services and potential for current and future service improvements.	10%
Stage Four	The evaluation of price will be undertaken after the evaluation of mandatory requirements and value-added services.	30%
Cumulative Score	The scores from stage 2 - 4 will be added to determine the Cumulative Score.	
Interview	The 2 Proponents with the highest cumulative score will be contacted for final interview questions, and the offer letter will be determined.	

MANDATORY REQUIREMENTS (partial marks may be given for lack of supporting documentation)

Ability to service up to 750 residential dwellings weekly solid waste pick up. Provide any limitations or restrictions of service.	7%
Ability to service up to 750 residential dwellings seasonal (May- Oct) weekly organics pick up.	7%
Ability to service up to 750 residential dwellings weekly recycling pick up (Provide what products can be recycled and all limitations).	5%
Ability to provide and service up to 40 commercial waste bins of various sizes Provide size options.	5%
Ability to provide and service up to 20 commercial recycling bins of various sizes. Provide size options. (Provide what products can be recycled and all limitations).	5%
Provide, deliver, and maintain up to 750 residential solid waste bins.	7%
Provide, deliver, and maintain up to 750 residential organic waste bins.	7%
Bin Replacement cost, process, and expected life.	3%
Provide your companies complaint resolution process.	5%
Provide service guarantee upon equipment failure & severe weather conditions.	3%
Provide a sample service agreement including termination and insurance coverage.	3%
Provide 2 references with services currently provided by the proponent.	3%

COST OF SERVICE

Cost of weekly solid waste service, including bin with delivery to a provincially licensed landfill site approved by the Town, including all discounts available.	8%
Cost of seasonal weekly organics pick-up service (May-Oct) including bin and any discounts available. Provide cost of local delivery and haul away services.	7%
Cost of weekly recycling service, with delivery to a provincially licensed recycling facility approved by the Town, including all discounts available.	5%
Cost of weekly commercial solid waste service including bins with delivery to a provincially licensed landfill approved by the Town, including all discounts available. Cost should be outlined by bin size.	5%
Cost of weekly commercial recycling service including bins with delivery to a provincially licensed recycling facility approved by the Town, including all discounts available. Cost should be outlined by bin size.	5%

VALUE ADDED SERVICES

Provide all value-added services available with cost on a separate form.	10%
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TERMS AND CONDITIONS**RFP COSTS**

The proponent shall bear all costs associated with or incurred in the preparation and presentation of its proposal.

VERIFY, CLARIFY, AND SUPPLEMENT

When evaluating responses, the Town may request further information from the proponent to verify, clarify or supplement the information provided in the proposal. The Town may re-visit and re-evaluate the proponent's ranking based on any such information.

ALBERTA WORKER'S COMPENSATION BOARD (WCB)

A current Alberta WCB Letter of clearance should be included in the proposal as evidence of such coverage and confirmation that the proponents account is in good standing.

POSTED TO:

Alberta Purchasing Connection at www.purchasingconnection.ca
Town of Lamont Website at www.lamont.ca