



REQUEST FOR QUOTATION

RFQ-PW-05-2017

COLLECTION OF LEAF AND YARD WASTE MATERIAL

Provisions for Public Works Department
For the Town of St. Marys

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INFORMATION TO PROPONENTS

1. Scope of Project

The Town of St. Marys Public Works Department is intending to contract Leaf and Yard waste collection within the Town. The Town consists of approximately 60 km of roads with approximately 3,100 properties where collection may be required. The Town is seeking thirteen (13) collection days in 2017, detailed herein with provisions for additional collections days' depending on available budgets. Qualified parties with requisite experience in similar work are invited to submit a Request for Quotation outlining their experience, qualifications, and proposed work plan, by no later than the closing date/time identified below.

2. Date of Quotation Submission

One (1) original quotation shall be submitted in a sealed, opaque envelope addressed as follows:

RFQ-PW-05-2017 Collection of Leaf and Yard Waste Material
Jed Kelly, Director of Public Works
Town of St. Marys
408 James Street South, P.O. Box 998
St. Marys, ON N4X 1B6


Quotations must be submitted under the following instructions.

Closing Date: Wednesday, February 22, 2017
Time of Closing: 1:00 pm, local time
Location: 408 James Street South, St. Marys, ON N4X 1B6

Submissions received by the date and time of closing will be opened immediately following the time of RFQ closing.

To assure your submission is considered: Cut out the label below and affix this label to the outside of your submission. If you are placing your submission in an additional envelope for shipping, the label **SHOULD** be on the **OUTSIDE ENVELOPE**.

✂-----

 <p>RFQ-PW-05-2017 – Collection of Leaf and Yard Waste Material Town of St. Marys 408 James Street South, P.O. Box 998 St. Marys, ON N4X 1B6</p>		
Proposal No.: RFQ-PW-05-2017	CLOSING DATE:	CLOSING TIME:
DEPARTMENT: Public Works	COMPANY NAME:	

3. Project Contact

Please note Mr. Dave Blake is the **primary technical contact** for questions during the submission process. Mr. Blake can be contacted via email (dblake@town.stmarys.on.ca) or alternatively, by telephone or fax (Tel: (519) 284-2340 x 209 OR Fax: (519) 284-0902). To ensure fairness to all proponents, any and all questions that require detailed clarification or that may materially alter this RFQ document shall be submitted in writing (email form is acceptable).

Without limiting the generality of this RFP, the successful proponent will be responsible for all works necessary to provide Leaf and Yard Waste Collection for the Town of St. Marys.

4. Scope of Work

The intent of this RFQ is to provide a detailed bid for multiple options for curbside collection of Leaf and Yard Waste Material within the Town of St. Marys. The frequency and date of collections shall be completed as detailed herein. Collection services shall be provided to all residential properties within the Town on the noted collection days.

The 2016 tax summary for the Town consists of approximately 3,160 households, which may be used as a gauge for estimating collection requirements.

Curbside collection days will consist of select Mondays throughout 2017. Only Leaf and Yard waste material shall be collected as outlined in By-Law 71-2012 for the Town. The curbside collection program does not include the collection of brush material.

4.1 Collection Frequency and Dates

The Town of St. Marys is looking for bids to provide curbside collection of leaf and yard waste materials in accordance to the following:

Option 1:

Interested proponents shall provide a detailed quote for collection of leaf and yard waste material. Option No. 1 consists of thirteen (13) collection days on a modified by-weekly schedule and shall incorporate curbside collection from all residential properties within the Town of St. Marys on the select days. For a complete list of curbside collection dates to be completed for Option No. 1, refer to ***Form of Quotation, Section 1.0*** herein.

Option 2:

Interested proponents shall provide a detailed quote for collection of leaf and yard waste material. Option No. 2 consists of twenty-eight (28) collection days on a weekly schedule and shall incorporate curbside collection from residential properties within selected zones each week within the Town of St. Marys. For a complete list of curbside collection dates, and corresponding zones of collection to be completed for Option No. 2, refer to ***Form of Quotation, Section 1.1*** herein.

Please refer to ***Appendix A*** herein detailing the various collection zones under Option 2.

4.2 Collection Guidelines

Collections will be carried out on the collection dates detailed in Section 4.1 herein. It is the Contractors responsibility that collection shall proceed as usual on all holidays that occur on

listed collection days. The vehicle fleet must be MOECC registered for transportation of waste by the time the contract begins (refer to section 5.8).

To provide labour and equipment for the collection of bagged and/or bundled leaf and yard waste from curbside. Collection shall service all municipally collected generators of waste who place leaf and yard waste out on designated days with a limit of 20 units (bags & bundles) per household. The successful bidder will be responsible to collect all bagged and bundled leaf and yard waste from the Town streets.

The contractor will be expected to provide adequate staff and equipment to load all leaf and yard waste into approved vehicles. The contractor will be responsible to transport leaf and yard waste to a designated area at the Town landfill site and then unload the material at the site into the appropriate piles.

If inclement weather prevents generators from placing leaf and yard waste out for collection the Town of St. Marys maintains the right to remove a collection week (or collection days) from the schedule.

4.3 Disposal of Material

All leaf and yard waste collected under this contract shall be deposited in a designated area at the Town of St. Marys Landfill Site. The waste shall be dumped at a location as directed by the Public Works Supervisor at no charge.

Site access shall be arranged prior to the start work date.

The successful proponent shall be responsible to ensure all collection staff are suitably trained on the requirements of Leaf and Yard Waste collection, Municipal By-Law requirements regarding the Leaf and Yard Waste program and shall act as competent people to ensure only approved and suitable waste is being collected and disposed of at the St. Marys Landfill Site through this program.

4.4 Yard Waste Program Requirements

The following Leaf and Yard Waste program requirements have been provided as detailed within municipal By-Law 71-2012:

BUNDLE – means and include all material of similar size and composition securely tied together having a dimension no greater than one (1) metre by 0.5 metres by 0.5 metres (40 inches by 20 inches by 20 inches) and not exceeding 22 kilograms (50 pounds) in weight;

CONTAINER –means a metal or plastic garbage container with exterior handles manufactured for waste disposal being wider at the top than the bottom, having dimensions no greater than 75cm X 45cm (30 inches X 18 inches);

COMPOSTABLE BAGS –means a brown kraft compost type bag having a dimension of no less than 66 centimetres by 91 centimeters (26 inches by 36 inches) and no greater than 76 centimetres by 122 centimetres (30 inches by 48 inches);

YARD WASTE –means organic material including yard plants and weeds, hedge and shrub trimmings, tree limbs having a diameter of less than 7.62 centimetres (3 inches) and length of not more than 1 metre (40 inches), lawn and garden cuttings, leaves, twigs and other compostable yard items

4.5 Tracking of Collection

The contractor shall keep track of street collection and any irregularities in order to assist the Town Staff when residents call in to inquire why their material was not collected. A map of the Town will be provided to assist in tracking of streets and the start and finish of the routes. A diary should be used to mark down any irregularities.

4.6 Material Weight Tracking

The Contractor's vehicles shall be weighed as they enter and exit at the Landfill. The driver shall indicate the volume of all loads being received at the landfill site. The volume shall be noted in the invoice and applicable log sheets in accordance with the Towns Environmental Compliance approval and site policies.

An external weigh scale indicator shall be available to the contractor for record keeping.

4.7 Contractor Staff

The contractor shall provide personnel who are alert, polite and courteous toward the public at all times. The contractor shall further ensure that a high standard of service, consideration and courtesy is exhibited toward the public at all times.

The contractor shall ensure that workers are adequately outfitted with the required safety clothing while conducting work on this contract. The following practices shall apply for all mobile work on the road allowance within the Town of St. Marys were workers will be in and out of a vehicle frequently.

- The vehicle(s) shall show both 4 way flashers and 360° amber beacon;
- The vehicle(s) shall denote “vehicle makes frequent stops”; and,
- Any and all other transportation and safety requirements, as applicable.

4.8 Ministry of Environment and Climate Change Registration

The collection and transportation of Leaf and Yard Waste Material is classified as a waste management system under the Environmental Protection Act (EPA) and Ontario Regulation 351/12.

Vehicles used for the collection of Leaf and Yard Waste Material can be registered on the Environmental Activity & Sector Register (EASR) with the Province of Ontario to permit the licensed collection and transportation of material.

The successful Proponent shall be required to ensure that their vehicle(s) have been properly registered and are able to legally transport Leaf and Yard waste within the province of Ontario.

The Proponent shall be responsible for any and all costs associated with obtaining the proper MOECC registration.

4.9 Historical Collection Weights

In prior years of program administration, the Town of St. Marys has noted material tonnage varies by season and conditions. The following tonnage range per collection day have been noted in prior years:

10 – 23 tonnes per collection event

The above noted information has been provided for informational purposes only. The Town shall not be held liable if actual tonnage collected varies from the information detailed above.

5. Submission Format

- a. Forms to be submitted with the Quotation must be completed in their entirety in hard copy. All entries shall be clear and legible and made in a non-erasable medium; and,
- b. Submissions may be mailed, couriered or hand-delivered to the appropriate location. The Town will not accept electronic or digitally transmitted submissions. Delivery of Quotation through a third party mail courier service shall be at the risk of the Bidder and must be arranged in due time for the Quotation to arrive at the specified location before the closing time. Failure of a third party courier to submit the Quotation prior to the closing time will result in the disqualification of the Quotation, and will be at no fault of the municipality.

6. Form of Submission

The following must be submitted:

- **Form of Quotation:** Proponents shall submit on the blank forms herewith provided and shall give the lump sum and/or unit prices.
- **Proponent Information/Experience:** The proponent's information experience shall be submitted on the blank form herewith provided.
- **Quotation Deposit:** The proponents shall submit with the quotation a certified cheque in the amount of 10% of the quotation. The cheque of the successful proponent will be held until completion of the project.
- **Addenda:** Proponents shall sign and date all addenda and attach copies to the submitted quotation.

7. Disqualification

The Corporation reserves the right to reject any or all quotations. Failure of the Proponent to satisfy any term or condition of this RFQ may result in the rejection of said quotation. Further, any incomplete quotations, quotations not properly signed/dated, quotations received after the closing date/time, quotations completed in pencil, quotations with incomplete calculations, and quotations lacking required information will be rejected as incomplete.

8. Examination of Documents

Each Proponent must satisfy himself or herself by a personal study of the RFQ documents, by calculations, and by personal inspection of the site, respecting the conditions existing or likely to exist in connection with the proposed work. There will be no consideration of any claim,

after submission of Quotations, that there is a misunderstanding with respect to the conditions imposed by this RFQ. Prices must include **all incidental costs** and the Proponent must be satisfied as to the full requirements of the RFQ.

9. Quotation Withdrawal or Replacement

Any Quotation may be withdrawn prior to the scheduled time for Quotation Closing by submitting written notice to the RFQ contact. Replacement Quotations are welcome until the Quotation Closing.

10. Quotation Evaluation

All submissions must be in compliance with the requirements of the RFQ process in order to be considered for evaluation.

Even though Quotations are received based on delivery of services which may meet the minimum requirements indicated, it is not intended that this alone shall limit the award but that other factors shall be considered together with any related experience the Corporation may or may not have had.

All qualified Quotations will be reviewed and evaluated by the selection committee.

It will be the responsibility of the selection committee to initially read, review and evaluate each Quotation. The selection committee may “short list” those Quotations that are most feasible for further consideration.

Proponent’s experience will form part of the review and lack of related experience may be cause for selection of another proponent rather than the low quotation.

For the purpose of evaluation, the following criteria will be utilized to score each Proponent’s Bid.

Category	Description	Points
Experience/Project Management	Company History, Project Management Experience	20
Fleet/Staffing	Equipment and Qualified Staff	30
Budget and Cost	Materials and Cost List	40
References	List of previous clients/professional references	10

11. Quotation Award Procedure

All Quotations shall be final and binding on the Proponent for a period of 60 (sixty) days from the closing date and may not be altered by any subsequent offerings, discussions, or commitments unless the Proponent is requested to do so by the Corporation.

The Corporation will notify the Successful Proponent of the award. The Successful Proponent agrees to execute a Professional Service Agreement to undertake work within 10 business days of the date of notification of Award.

12. Ineligibility Based on Past Performances

The Town reserves the right to disqualify a contractor due to the Bidder's past performance on previous contracts awarded, failure to complete awarded work or termination of previous contracts.

GENERAL CONDITIONS

1. Workplace Safety and Insurance Act

The Proponent shall furnish a WSIB Clearance Certificate indicating their WSIB firm number, account number and that their account is in good standing as part of an executed Professional Service Agreement. In addition, the Clearance Certificate must be submitted with final invoice before payment is made. The Successful Proponent agrees to maintain their WSIB account in good standing throughout the agreement period.

If the Proponent does not pay WSIB premium and is recognized by WSIB as an “independent operator” a letter from WSIB acknowledging independent contractor status and confirming that WSIB coverage is not required must be provided to the Corporation at time of execution of the agreement.

2. Indemnification

The Successful Proponent shall indemnify and hold harmless the Corporation, its officers and employees from and against any and all liabilities, claims, demands, loss, cost, expenses, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the project attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property caused by any acts or omissions of the Proponent, its officers, agents, employees or other persons for whom the Proponent is legally responsible.

3. Liability Insurance

The Successful Proponent shall, at its own expense obtain and keep in force during the term of the Agreement the following insurance requirements.

- a) Commercial General Liability insurance satisfactory to the Corporation and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:
 - A limit of liability not less than \$5,000,000 per occurrence with an aggregate of not less than \$10,000,000
 - The Corporation shall be added as an additional insured with respect to the operations of the Named Insured
 - The policy shall contain a provision for cross liability in respect of the Named Insured
 - Non-owned automobile coverage with a limit of \$2,000,000 and shall include contractual non-owned coverage
 - Products and completed operations coverage
 - Broad Form Property Damage
 - Contractual Liability
 - The policy shall provide 30 days prior notice of cancellation
- b) A standard Automobile Policy with liability limits no less than \$5,000,000 in respect of each owned or leased licensed vehicle.
- c) Proof of insurance to be submitted at time of signing of agreement.

4. Performance Security

The Corporation shall retain the Successful Proponent's quotation deposit as a performance security. It will be returned to the Successful Proponent, without interest, upon successful completion of the project.

5. Occupational Health and Safety Act

The Proponent's attention is drawn to the regulations issued by the Ministry of Labour for the Province of Ontario under the Occupational Health and Safety Act. The Proponent acknowledges that they will comply with the Act, and all applicable regulations related to the contracted work. For construction related contracts, the Proponent agrees to assume the role of the Constructor under said Act as it relates to the completion of this contract.

6. Freedom of Information

The Corporation is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, as amended ("MFIPPA") with respect to, and protection of, information under its custody and control. Accordingly, all documents provided to the Corporation by the Proponent pursuant to this document may be available to the public unless the party submitting the information requests that it be treated as confidential.

Any specific scientific, technical, commercial, proprietary, intellectual or similar confidential information, the disclosure of which could cause them injury or damage may be identified as confidential. Proponents are encouraged to place all such details and information within a separate section of their submission. Complete Quotations are not to be identified as confidential.

7. Accessibility for Ontarian's with Disability Act, 2005

The Proponent's attention is drawn to the regulations issued by the Ministry of Economic Development, Employment & Infrastructure for the Province of Ontario under the *Accessibility for Ontarians with Disabilities Act*. The Proponent acknowledges that they will comply with the Act as it relates to the completion of this project.

8. Addenda

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of the RFQ will be posted as a RFQ Addendum on the Corporation's website.

Amendment and changes to this Quotation prior to the closing date and time stated herein will only be in the form of written Addenda and said Addenda will be issued by the Corporation. Addenda will be posted on the Corporation's website at [Town of St. Marys Tenders](#). It is the Proponents sole responsibility to check this website regularly to inform itself of any posted Addenda. The Corporation makes no promise or guarantee that Addenda will be delivered by any means to any Proponent. By submitting a Quotation in response to the Request for Quotation, the Proponent acknowledges and agrees that addenda shall be posted on the Corporation website and it is the sole responsibility of the Proponent to check the website for said addenda. Addenda will not be released less than seventy-two (72) hours prior to the close of the Quotation. Any submission that does not acknowledge receipt of addenda shall be considered as incomplete and will be disqualified.

9. References

Proponents shall provide three (3) references from firms where similar services have been performed within the last five years. References will be equal in complexity and service requirements as outlined in this Quotation.

10. Sub-Contracts

The Proponent shall ensure that all sub-contractors are bound by all the terms and conditions of the Agreement.

Proponents are required to provide information on primary subcontractors and suppliers who will be retained for the performance of this Agreement.

11. Assignment of Contract

The Successful Proponent shall not assign transfer, convey, sublet or otherwise dispose of this agreement or his/her right, title or interest therein, or his power to execute such contract, to any other person, company or corporation, without the previous consent, in writing, of the Corporation's officials, which consent shall not be unreasonably withheld.

12. Night, Sunday and Holiday Work

Work during the night, on Sundays or on Statutory Holidays shall not be permitted without the written permission of the Corporation.

13. Extra Work

No work shall be regarded as extra work, unless it is ordered in writing by the Corporation and with the agreed price for the same specified in said order, provided said price is not otherwise determined by the Quotation.

14. Delay in Execution of Work

The Successful Proponent agrees that in case all the work called for under the contract is not finished or completed within the date of completion, damages will be sustained by the Corporation, and that it is and will be impracticable and extremely difficult to ascertain and determine the actual damage which the Corporation will sustain in the event of and by reason of such delay and the parties hereto agree that the Successful Proponent will pay to the Corporation the sum of Five Dollars (\$500.00) per day for liquidated damages for each and every calendar days delay in finishing the work beyond the date of completion prescribed, and it is agreed that this amount is an estimate of actual damage to the Corporation which will accrue during the period in excess of the prescribed date of completion.

The Corporation may deduct any amount under this paragraph from any monies that may be due or payable to the Successful Proponent on any account whatsoever. The liquidated damages payable under this paragraph are in addition to and without prejudice to any other remedy, action or other alternate that may be available to the Corporation.

15. Laws and Regulations

The Successful Proponent shall apply and pay for all necessary permits, licenses, approvals and consents required for the execution of the work.

The Successful Proponent shall give the required notices and comply with the laws, ordinances, rules, regulations, codes and orders of the authorities having jurisdiction which are, or become, in force during the period for which services are performed in accordance with the Professional Service Agreement.

16. Protection of Property

The Successful Proponent will be responsible for any damage that may occur relative to the execution of all operations arising from this Agreement. Any damage done to the surrounding property must be made good to the satisfaction of the Corporation of the Town of St. Marys.

The Successful Proponent shall maintain adequate fire protection at the site, portable fire extinguishers, etc., to the satisfaction of the Corporation.

Temporary safeguards and protection shall be provided to adequately guard against injuries to the public.

17. Cancellation

If the Proponent should neglect to execute the work properly or fail to perform any provision of this Award, the Corporation, after three (3) business days written notice to the Proponent, may, without prejudice to any other remedy in existence, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the Proponent. Continued failure of the Proponent to execute the work properly shall result in a termination of Agreement.

The Corporation reserves the right to immediately terminate the Agreement at its own discretion, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.

The Corporation shall provide written notice of termination.

18. No Contract

This RFQ is simply an invitation for quotations (including prices and terms) for the convenience of all parties. It is not a tender and no obligations of any kind will arise from this RFQ or the submission of a Quotation. The Town may negotiate changes to any terms of a Quotation, including terms and prices, and may negotiate with one or more Contractors or may at any time invite or permit the submission of quotations (including prices and terms) from other parties who have not submitted Quotations.

19. Acceptance of Options

The Town reserves the right to select the preferred option based on budget and evaluation of services.

Form of Quotation

1.0 Bid Summary Option 1

ITEM	DESCRIPTION	QTY	PRICE (\$)
1	Curbside Collection of entire Town Date: Monday, May 15, 2017	1	\$
2	Curbside Collection of entire Town Date: Tuesday, May 23, 2017	1	\$
3	Curbside Collection of entire Town Date: Monday, May 29, 2017	1	\$
4	Curbside Collection of entire Town Date: Monday, June 12, 2017	1	\$
5	Curbside Collection of entire Town Date: Monday, June 26, 2017	1	\$
6	Curbside Collection of entire Town Date: Monday, July 31, 2017	1	\$
7	Curbside Collection of entire Town Date: Monday, August 28, 2017	1	\$
8	Curbside Collection of entire Town Date: Monday, September 18, 2017	1	\$
9	Curbside Collection of entire Town Date: Monday, October 2, 2017	1	\$
10	Curbside Collection of entire Town Date: Monday, October 16, 2017	1	\$
11	Curbside Collection of entire Town Date: Monday, October 30, 2017	1	\$
12	Curbside Collection of entire Town Date: Monday, November 13, 2017	1	\$
13	Curbside Collection of entire Town Date: Monday, November 27, 2017	1	\$
	SUB-TOTAL	13	\$
	H.S.T. (13%)		\$
	TOTAL TENDER (OPTION 1)		\$

1. 1Bid Summary Option 2

ITEM	DESCRIPTION	QTY	PRICE (\$)
1	Curbside Collection for Zone 1 and 2 Date: Monday, May 15, 2017	1	\$
2	Curbside Collection for Zone 3 and 4 Date: Tuesday, May 23, 2017	1	\$
3	Curbside Collection for Zone 1 and 2 Date: Monday, May 29, 2017	1	\$
4	Curbside Collection for Zone 3 and 4 Date: Monday, June 5, 2017	1	\$
5	Curbside Collection for Zone 1 and 2 Date: Monday, June 12, 2017	1	\$
6	Curbside Collection for Zone 3 and 4 Date: Monday, June 19, 2017	1	\$
7	Curbside Collection for Zone 1 and 2 Date: Monday, June 26, 2017	1	\$
8	Curbside Collection for Zone 3 and 4 Date: Monday, July 3, 2017	1	\$
9	Curbside Collection for Zone 1 and 2 Date: Monday, July 10, 2017	1	\$
10	Curbside Collection for Zone 3 and 4 Date: Monday, July 17, 2017	1	\$
11	Curbside Collection for Zone 1 and 2 Date: Monday, July 24, 2017	1	\$
12	Curbside Collection for Zone 3 and 4 Date: Monday, July 31, 2017	1	\$
13	Curbside Collection for Zone 1 and 2 Date: Monday, August 7, 2017	1	\$
14	Curbside Collection for Zone 3 and 4 Date: Monday, August 14, 2017	1	\$
15	Curbside Collection for Zone 1 and 2 Date: Monday, August 21, 2017	1	\$
16	Curbside Collection for Zone 3 and 4 Date: Monday, August 28, 2017	1	\$
17	Curbside Collection for Zone 1 and 2 Date: Tuesday, September 6, 2017	1	\$

18	Curbside Collection for Zone 3 and 4 Date: Monday, September 11, 2017	1	\$
19	Curbside Collection for Zone 1 and 2 Date: Monday, September 18, 2017	1	\$
20	Curbside Collection for Zone 3 and 4 Date: Monday, September 25, 2017	1	\$
21	Curbside Collection for Zone 1 and 2 Date: Monday, October 2, 2017	1	\$
22	Curbside Collection for Zone 3 and 4 Date: Monday, October 9, 2017	1	\$
23	Curbside Collection for Zone 1 and 2 Date: Monday, October 16, 2017	1	\$
24	Curbside Collection for Zone 3 and 4 Date: Monday, October 23, 2017	1	\$
25	Curbside Collection for Zone 1 and 2 Date: Monday, October 30, 2017	1	\$
26	Curbside Collection for Zone 3 and 4 Date: Monday, November 6, 2017	1	\$
27	Curbside Collection for Zone 1 and 2 Date: Monday, November 13, 2017	1	\$
28	Curbside Collection for Zone 3 and 4 Date: Monday, November 20, 2017	1	\$
	SUB-TOTAL	28	\$
	H.S.T. (13%)		\$
	TOTAL TENDER (OPTION 2)		\$

2.0 Proponent Information

Company Name (hereinafter called the "Proponent")	
Mailing Address	
e-mail Address	
Phone #	
Cell #	
Website	
WSIB Account #	
# Years in Service	
Proponent's Representative	
Authorizing Signature, Authority and Title	

3.0 Acknowledgement to Receipt of Addenda

This will acknowledge receipt of the following addenda and, that the fee includes the provision set out in such addenda. Please list the addenda number and the date received by the Proponent.

Example: Addenda #1 received November 2, 2014

- 1) Addenda #1
 - 2) Addenda #2
 - 3) Addenda #3
- Check here if NO Addenda received

THE PROPONENT DECLARES:

1. No person, firm or corporation, other than the Proponent, has any interest in this Quotation or in the proposed agreement for which this Quotation is made and to which it relates;
2. This Quotation is made by the Proponent without any connection, knowledge or comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a Quotation for the same service, and is in all respects fair and without collusion or fraud;
3. No member of the Municipal Council or any other officer of the Corporation will become interested directly or indirectly as a contracting party without disclosing his interest and otherwise complying with the *Municipal Conflict of Interest Act, RSO 1990*;
4. The content and requirements of this Quotation document have been read and understood.
5. That if this Quotation is accepted, the Proponent agrees to furnish an approved surety bond for the proper fulfilment of the contract and to execute the Professional Service Agreement in duplicate within ten (10) days after being notified so to do. In the event of default or failure on the Proponent's part to do so, the undersigned agree that the Corporation shall be at liberty to retain the quotation deposit to the use of the Corporation, and to accept the next lowest or any Quotation or to advertise for new Quotations or to carry out the works in any other way deemed best and the Proponent also agrees to pay to the said Corporation the difference between this Quotation and any greater sum which the Corporation may expend or incur by reason of such default or failure, or by reason of such acting, as aforesaid, on the Corporation's part including the cost of any advertising for new Quotations and to indemnify and save harmless the said Corporation and its officers from all loss, damage, cost, charges and expenses which they may suffer or be put to by reason of any such default or failure on the Proponent's part.
6. All prices are quoted in Canadian funds.

A duly completed copy of the Form of Quotation, Proponent Information, Reference Form and Sub-Contract List as stated herein is attached hereto.

DATED _____

SIGNATURE OF WITNESS _____

SIGNATURE OF AUTHORIZING PROPONENT _____

4.0 Proponent's Experience and References

Please provide three (3) references of accounts that your firm has provided similar service within the last five years. References will be equal in complexity and services requirements as outlined in this Quotation.

The Corporation reserves the right to contact any and all references. The Corporation defines a reference as any reference supplied within a Quotation submission, in addition to any others known to the Corporation.

Project title, type of work, year completed	Client	Contact Name & Phone Number



Proposed Collection Details

Please provide details regarding method of collection proposed including vehicle(s), equipment and number of personnel.

Vehicle Information:

Please provide information related to the proposed vehicles to be used, including make, model, etc.

Vehicle No. 1:
Vehicle No. 2:
Vehicle No. 3:
Vehicle No. 4:
Vehicle No. 5:

Equipment Information:

Please provide information related to any proposed equipment (i.e. trailers) to be used, including type, make, model, etc.

Equipment No. 1:
Equipment No. 2:
Equipment No. 3:
Equipment No. 4:
Equipment No. 5:

Personnel Proposed to complete Service:

Number of Personnel to be utilized in collections:



APPENDIX A
Collection Zone Map

TOWN OF ST. MARYS

