



**TOWN OF KINDERSLEY
Request for Proposals (RFP)**

**Scrap Metal Recycling Services
Kindersley Recycling Centre**

RFP No: 2019.02

Opening Date: March 1, 2019
Closing Date: March 15, 2019



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1. OPPORTUNITY

The Town of Kindersley is seeking proposals from qualified and experienced contractors for scrap metal recycling services at the Kindersley Recycle Centre. The ideal proponent would collect, process, market and transport scrap metal.

The Town of Kindersley will provide an area of land within the boundaries of the Kindersley Recycle Centre for the successful proponent to sort and process scrap metal material.

Scrap metal means ferrous and non-ferrous metallic materials including, but not limited to, sheet metal, siding, roofing, rebar, flashing, pipes, window frames, doors, furnaces, ducts, wire, cable, bathtubs, fencing, bike frames, automotive parts, machinery, metal furniture, tire rims, hot water tanks and old appliances.

The successful proponent will supply, maintain and operate all equipment required to recycle scrap metal.

The Kindersley Recycle Centre services the entire community of Kindersley. All scrap metal will remain property of the Town of Kindersley until the successful proponent has shipped the scrap metal for recycling. The successful proponent will have the opportunity to collect material located at the Western Regional landfill Incorporated with prior notice and as per restrictions that will be set out in the executed management of services agreement.

No data is available for quantities or types of scrap metal collected previously at the Kindersley Waste and Recycle Centre.

The successful proponent will be required to have set operating and collection hours for the Kindersley Steel Recycling Operations. This will provide collection and drop-off for customers at the site.

Monthly data reports including quantities collected at site and quantities of items shipped for processing is required. An annual report is also required as part of the executed agreement.

2. SCHEDULE

Opening Date for RFP:	March 1, 2019
Closing Date for RFP:	March 15, 2019
Final Adjudication of Proposals:	March 25, 2019

Services are to commence on April 1, 2019 or on the date thereafter when the formal management agreement is executed. It is preferable that the successful proponent is

willing to execute a three to five-year contract with the Town of Kindersley, which can be reviewed by both parties on a 12-month basis.

Requests for Proposals issued – March 1, 2019

Proposal submission deadline – 12:00 pm (SK local time), March 15, 2019

3. SCOPE OF WORK /or SERVICES REQUESTED

The successful proponent will complete the following:

- Collect, remove and dispose of all scrap metal material at the Kindersley Recycle Centre.
- Keep the scrap metal area allotted for processing orderly and clean during the duration of the agreement.
- Regular sorting of the scrap metal pile shall be carried out on a minimum weekly basis.
- Supply and maintain all equipment required for completing scrap metal services.
- Provide personnel for scrap metal processing services. Personnel wages would be the sole cost of the successful proponent, including insurances and worker's compensation.
- Ensure safety practices are in place for employees at all times.
- Provide the Town of Kindersley with a monthly and annual record of scrap metal processed and scrap metal removed from centre.
- The proponent will be required to have normal operating hours that are open to the public. Personnel is required for collection of materials. Operating hours will be advertised to the public. Changes in hours must be prior approved by the Town of Kindersley.
- Provide a site drawing of the intended area of use for these services.
- The proposal should include any revenue the Town would receive for the duration of the agreement.

4. PAYMENT

The successful proponent shall pay the Town in Canadian funds for the performance of the Contract; the amounts being determined by original contract value contained in the Agreement and invoiced in accordance of the Scope of Contract, including any specified work basis rates.

If the Proponent fails to make payments to the Town as they become due or in award by arbitration or court, interest of two percent (2%) per annum on such unpaid amounts shall also become due and payable until payment. Such interest shall be calculated and added to any unpaid amounts monthly.

5. QUALIFICATIONS & SKILLS REQUIRED

Overall knowledge of scrap metal recycling operations is a must.

6. SUBMISSION REQUIREMENTS

When submitting your submission, please be aware of the following:

- A. The proposal should be received in its entirety before the submission deadline of 12:00 p.m. local time, March 1, 2019, to:

kim.v@kindersley.ca,
or alternately, by post to:
Town of Kindersley
Attention: Kim Vogel, Deputy Administrator
Box 1269, Kindersley, Saskatchewan S0L 1S0

- B. The Town will not accept liability for any late, lost, or improperly delivered email, parcel or facsimile. We recommend that you contact the Town Administration Office to verify successful delivery.
- C. Questions or inquiries concerning this RFP shall be directed to the Deputy Administrator / Director of Transportation & Environmental Services and can be submitted to the email or post address provided above no later than two (2) work days prior to the submission deadline. Verbal responses to any inquiry cannot be relied upon and are not binding on either party.

Deputy Administrator / Director of Trans & Envir Services
Email: kim.v@kindersley.ca
Phone: (306) 463- 2675

- D. Proponents must use SCHEDULE "A" as included in this RFP.
- E. It is the responsibility of the proponent to frequently visit the Town's tender webpage for any updates, additional instructions, clarifications, and any other materials related to this project. Once published, any and all information pertaining to this project will form part of this RFP.
- F. The Town is not bound to accept the lowest price Submission. By submitting and participating in the process as outlined in this RFP, proponents expressly agree that no contact of any kind is formed under, or arises from, RFP, prior to the signing of a formal written agreement.

- G. At the appointed closing time, all submissions become irrevocable. By responding to this RFP, the applicant agrees that, should its submission be selected, the proponent agrees to enter into a legal agreement with the Town for the completion of the Scope of Work.
- H. The Successful Proponent will engage in the Agreement which consists of all of the relevant provisions of this Request for Proposal. This Agreement will not be binding until it has been approved by the Council of the Town of Kindersley and signed by both parties. If at any time the Town reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, the preferred Proponent will be given written notice to terminate discussions. In this event, The Town of Kindersley may then either open discussions with another Proponent or terminate this RFP and retain or obtain the services in some or any other manner.
- I. Prior to commencing Work, the successful Proponent shall obtain all authorizations required by the law to enable them to carry on business and to complete Work required by the agreement, such as Saskatchewan GST and PST requirements and a Town Business License.
- J. Proponents are solely responsible for their own expenses in preparing, and submitting Proposals, and for any meetings, negotiations or discussions with the Town or its consultants, relating to or arising from this RFP. The Town and its representative, agents, consultants and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a submission, or participating in negotiations for a contract, or other activity related to or arising out of this RFP.
- K. Information pertaining to the project obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without written permission from the Town. All information provided by the Town is considered to be Town property and shall not be used in whole or in part for any other purpose than to assist with the development of a submission under this RFP.
- L. As a municipal government body, the Town may be required to share submissions to this RFP as per the Local Authority Freedom of Information and Protection of Privacy Act regulations.
- M. The Town reserves the right to withdraw this RFP at any time prior to the signing of legal agreement for services.

- N. The proposal and accompanying documentation submitted by all Proponents become the property of the Town and will not be returned. The Town reserves the right to enter into an agreement for only portions of the services contemplated by the proposals with one or more of the Proponents.

- O. The Town, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Work. The Contractor shall proceed with the Work as changed and the Work shall be executed under the provisions of the Contract. No change shall be undertaken by the Contractor, without a written Change Order issued by the Town, except in an emergency endangering life or property, and no claims for additional compensation shall be valid unless the change was so ordered.

7. EVALUATION

Submissions to the RFP will be reviewed by an adjudication committee. The winning Proponent will be selected on the following criteria:

1. Qualifications
 - Years of Service
 - Work in similar facilities (size and function)
2. Scrap metal Recycling Processes Proposed
3. Revenue for Town of Kindersley
4. Operating Hours and Services Offered
5. References

SCHEDULE "A"

2019 Steel Services RFP Submission Form

Name of Company: _____

Name of Owner: _____

Location of Head Office: _____

Business Start Date: _____

Phone Number: _____

Email Address: _____

Number of Employees: _____

Designated Staff Contact Person: _____

List designated Steel Services manager, any associated key personnel, and any sub-contractors who will be assigned to management of work associated with this project. Complete only those applicable to this project.

i. Project Manager: _____

ii. Sub-Contractor: _____

iii. Sub-Contractor: _____

iv. Sub-Contractor: _____

Experience

List 2 completed projects similar in scope, including contact information for each project:

- 1. _____

- 2. _____

References

List 2 references: Please provide name, phone number and email

- 1. _____

- 2. _____

Past Town of Kindersley Projects

List any projects completed on behalf or in partnership with the Town of Kindersley.

Overall Site Design

*Please attach summary of design for project

Revenue for Service

*Please attach a detailed breakdown of cost for Steel Services Project:

Estimated Submission Total Revenue Proposal:

_____ / 100 dollars in Canadian funds.

Project Timeline

Identify the scheduled start dates for steel services, and any additional benchmarks or attach a schedule.

Process:

Briefly describe the process required to complete the Scope of Work as outlined this document.

SCHEDULE "B" SIGNATORIES2019 Steel Services RFP
Project No. 2019.02

The undersigned Proponent, having carefully examined these Contract Documents and locality of the proposed work, and having full knowledge of the services required and of the materials to be furnished and used, hereby agrees to provide all necessary materials, supervision, labor and equipment and perform and complete all work and fulfill everything as set forth and in strict accordance with the Contract Documents and Bid Form;

The Proponent agrees:

1. That Town is in no way obligated to accept this bid.
2. That Town may, at the Town's discretion, accept any bid other than the lowest bid.
3. That, should the Submission Form be improperly completed or be incomplete, Town shall have the right to disqualify and/or reject this bid.
4. That this bid is made without knowledge of the bid prices to be submitted for this work by any other company, firm, or person.
5. That this bid is made without any connection or arrangement with any company, firm, or person submitting a bid for this work.
6. That this bid is made without any undisclosed connection or arrangement with any other company, firm, or person having an interest in this bid or in the proposed Contract.
7. That this bid is irrevocable for sixty (60) days after the closing date for receipt of bids and that Town may at any time within such period accept this bid whether any other bid has previously been accepted or not and whether notice of award of a contract has been given or not.
8. To commence and proceed actively with the Work promptly following receipt of the Notice to proceed, and to complete all work under the Contract subject to the provisions of the General Requirements for extension of Contract Time.
9. To compensate Town in accordance with the Contract Documents if the Work is not completed within the Contract Time.
10. That the scope of work shown in the RFP serves only to provide a basis for comparing bids and that no representations have been made by the Town that the actual scope of work will even approximately correspond therewith, and further, that Town has the right to increase or decrease the scope of work in any or all items and to eliminate items entirely from the work.
11. That payment for the work done will be made in accordance with the contract documents at the prices shown in the Submission Form for the work done under the terms of the Contract.

SIGNATORIES

This proposal is executed under seal at _____this _____ day of _____, 2019.

PROPONENT

1 _____
Lead Company Name

Name of Signing Authority (printed)

Signature of Signing Authority

(Apply SEAL above)

2 _____
Company Name

Name of Signing Authority (printed)

Signature of Signing Authority

WITNESS

Witness Name (printed)

Signature of Witness