



Request for Proposal to Provide Waste and Recycling Services

1.0 REQUEST

- 1.1 The Village of Rycroft (the “Village”) is requesting proposals from independent contractors (the “Contractor”) to provide residential solid waste and recycling collection services to begin January 1, 2026 for a term of up to five years to December 31, 2030. Proposals will include provision of services for household solid waste collection, recyclable materials collection, Village waste dumpster collection, and spring and fall community clean up weeks. This proposal should be presented in accordance with the specifications listed below.

Current Status: Currently the Village contract services include weekly residential curbside pickup (Mondays) with 64 gallon wheeled carts owned by the Village. The Village also has recyclable materials collection bins (contractor owned) for cardboard, paper, plastics, metals, and glass centrally located on Village property near 48 avenue and 49 street that are emptied as required. The contract provides 2 free 6-yard bins located at the Public Works Shop/Fire Hall and the Rycroft Community Hall. Twice yearly the Village offers a Spring and Fall Clean up week, where 4-30 yard containers plus 1 metal collection bin are placed centrally in the Village.

- 1.2 Submissions will be accepted at the Village of Rycroft office located at 4703 - 51 Street until 2:00 p.m. local time, Thursday, November 6, 2025, where there will be a public opening shortly after the closing time.
- 1.3 Proposals can be mailed to the Village of Rycroft, Box 360, Rycroft AB, T0H 3A0, or couriered or hand delivered to the Village of Rycroft office at 4703 – 51 Street, Rycroft. The submission must be in a sealed envelope and clearly marked as “Request for Proposal: Waste and Recycling Services, Village of Rycroft”. All proposals must be accompanied a digital copy of submission in .pdf format.
- 1.4 Submission inquiries may be directed to:

Kevin Keller
Chief Administrative Officer
Village of Rycroft
Phone: 780 765 3652
Email: cao@rycroft.ca

- 1.5 Verbal, telephone, telegram, or electronically transmitted facsimile Proposals will not be accepted or acknowledged. The Village shall not be liable for any cost of preparation and/or presentation of any or part of the Proposal submissions. Proposals received after the Close of Proposals will not be considered and will be returned to the proponent unopened. The Village may, by notice or addendum to all Contractors, postpone the Close of Proposals. All Proposals submitted to the Village shall be irrevocable once submitted. If the Contractor finds discrepancies in or omissions from the Proposal documents, or the Contractor is in doubt as to the meaning thereof, the Contractor must notify the Village immediately. The Village may at its discretion send written instructions to all Contractors. After it has received written notice from the Village that it is the Successful Contractor, the Successful Contractor shall execute and deliver the Contract Documents to the Village within fourteen (14) consecutive days of the date of the award.

2.0 SERVICES TO BE PERFORMED

The Contractor is to provide a price for the years 2026 to 2030 for the following:

- 2.1 Regarding the residential solid waste collection proposal, the Contractor will be required to provide household solid waste removal in the Village for 291 residences. This number is subject to change according to development.
- 2.2 The recycling proposal will detail what recyclables will be picked up at the existing central location.
- 2.3 The Contractor will also provide a cost to have 2 – 6 yard waste bins emptied once at least every 2 weeks at the Community hall located at 5208 - 47 Avenue and the Public Works Yard located at 4711 - 49 Street.
- 2.4 The Contractor will also provide a cost to supply bins for 2 - 4 day community clean-ups, usually in May (Spring) and September (Fall), on a date that is agreed to by both parties. For these bi-annual clean up weeks, 4 – 30 yard waste bins and one 20 yard metal bin would be required.

3.0 FURTHER CONDITIONS AND EXPECTATIONS

- 3.1 It is the Contractor's responsibility to have capable and maintained equipment to operate and maintain uninterrupted schedules. The Contractor shall maintain collection vehicles in a clean and safe working condition. The Contractor will assume responsibility and all costs associated with missed or non-pickup of materials.
- 3.2 The Contractor will clearly label the container recycling so that it is clear to the public what materials are acceptable for recycling. The Contractor will be responsible for maintaining a clean area free of litter and other debris in the general area of each serviced recycling container as applicable.

- 3.3 The Contractor will provide timely feedback, suggestions and resolutions for problems presented by the Village or its residents.
- 3.4 The Contractor will accept all legal liability for the proper transport of solid waste and recyclables collected from the Village.
- 3.5 The Contractor certifies that it will handle, transport and dispose of all waste, and transport recyclables to a recycling facility herein in accordance with all applicable governmental regulations. Further, the Village will be held harmless from any action by the Contractor, in the performance of waste disposal and recycling collection for the Village, which does not conform to government regulations for waste disposal and recycling collection.
- 3.6 The Contractor shall be responsible for the actions of its employees and agents while in Village. Accordingly, the Contractor agrees to take all necessary measures to prevent injury and loss to persons or property located in the Village of Rycroft. The Contractor shall be responsible for all damages to persons or property caused by the Contractor or any of its agents or employees. The Contractor shall promptly repair, to the specifications of the Village, any damage that it, or its employees or agents, may cause to property premises or equipment. If the Contractor fails to do so within the timeframe established by the Village, the Village may repair such damage and the Contractor shall reimburse the Village and/or owners promptly for the cost of repair.
- 3.7 The Contractor will submit a Semi-Annual Refuse Hauler Report to the Village.
- 3.8 The Contractor shall take proper care and handling of Village owned carts so as not to cause any damage beyond normal wear and tear. The Contractor will be responsible for repairs to carts caused by themselves or their employees, beyond any reasonable wear and tear.
- 3.9 The Contractor and its employees will proceed through the Village for pick-ups in a safe and courteous manner.
- 3.10 The Contractor must provide with the proposal a copy of the required insurance certificate and WCB clearance. Evidence of insurance must be provided by the Contractor, covering waste and recycling transport, waste and recycling management, and waste incineration sites if applicable.
- 3.11 Upon award of the RFP the Contractor will provide a contract to the Village for signing.

4.0 EVALUATION CRITERIA

- 4.1 The Village reserves the right to accept a Proposal other than the lowest Proposal. By the act of submitting its Proposal, the Contractor waives any right to contest in any proceedings or action the right of the Village to award the Work to any party in its sole and unfettered discretion.

4.2 Proposals will be evaluated for their adherence to, interpretation of, and response to the issues as set out in this document. The following established criteria will be used:

EVALUATION CATEGORY	CATEGORY SCORE (1-10/20)	CATEGORY WEIGHTING (%)	TOTAL SCORE
Presentation Clarity	20	20%	2.0
Capability of People and Equipment	20	20%	2.0
Experience and References	20	20%	2.0
Financial/Pricing	20	20%	2.0
Community Involvement/Contribution	20	20%	2.0
TOTAL SCORE	100	100%	10.0

Each evaluation category referenced above has been given a weight to reflect its relative importance in the evaluation.

The Village reserves the unfettered right to at its sole discretion:

- Accept a proposal without negotiation.
- Reject a proposal without negotiation.
- Negotiate changes in the technical or financial content of the successful proposal.

The Village is not under any obligation to award a contract and may terminate this RFP at any time.

5.0 METHOD AND RATE OF PAYMENT

5.1 Solid Waste Price

Indicate the price per month at which the Contractor will provide all services and materials as specified in the RFP. Include the following information:

- Type and number of containers (The Village currently has residential garbage carts in the Village. These carts are stand up, 4-sided, roll to curb cans, with lid holding 64 gallons in volume. These may continue to be used.)
- There are 291 dwelling units for Solid Waste Pick-up
- Service day once per week

5.2 Recycling Collection

Indicate the price per month at which the Contractor will provide all services and materials as specified in the RFP. Include the following information:

- Size and number of containers
- Materials to be collected
- Service times

5.3 Community Spring and Fall Clean-up

Twice per year the Village does an annual garbage clean up. The bins are centrally located at a designated location. The selection of dates will be made in consultation with the Contractor, with the final decision to be made by the Village.

- Type of roll off bins provided
- Cost to supply and service roll off bins

5.4 Waste Bins

At the Public Works Shop and the Community Hall.

- 6 yard bin
- Service times

SCHEDULE "A"

REQUEST FOR PROPSAL SUBMISSION FOR WASTE AND RECYCLING SERVICES FOR THE VILLAGE OF RYCROFT

Proponent's Name: _____

Address: _____

Mailing Address (if different from above): _____

Telephone: _____ Fax: _____

Key Contact Person: _____

Telephone (if different from above) _____

Email: _____

Solid Waste Pick up 291 residences x \$_____ cost per unit/week. Pick up day _____

Recycling # bins _____ x monthly cost \$_____ Pick up day _____

Spring and Fall Cleanup charges _____

Village and Hall bins size, empty frequency, charge: _____

Any other charges/Information _____

The undersigned Proponent, having carefully read and examined the RFP, including all sections, and having full knowledge of the requirements described herein, does offer to provide the services in accordance with the requirements, terms and conditions set out in the RFP and in accordance with the pricing as described within.

Signature of Authorized Signatory

Date

Printed Name and Title

SCHEDULE “B”

REQUEST FOR PROPOSAL SUBMISSION FOR WASTE AND RECYCLING SERVICES FOR THE VILLAGE OF RYCROFT

REQUIRED PROPOSAL DOCUMENTS

The Proponent confirms it has completed and enclosed the following documentation in its Proposal and has identified any deviations or items of non-compliance providing an explanation of where it does not comply.

- The proponent's Alberta WCB registration number _____. The proponent warrants that it is in good standing as to all WCB assessments and requirements.
- The Proponent confirms that it will comply with all occupational health and safety requirements, policies and procedures of the Village and all statutory occupation health and safety requirements under, or in connection with, the Worker's Compensation Act.
- The Proponent confirms that they will maintain liability insurance throughout the life of the contract
- Provide a brief description of Proponent's company, purpose, and history of successes.
- Provide reference contacts for similar work completed indicating the number and size of other municipalities where like services have or are currently being provided.
- Identification of key personnel to be assigned to this Contract, setting out their names. Responsibilities, qualifications, and relevant experience.
- Submission of the work plan outlining planning, communications, and methodology to perform the service required.

Proponent

Date