

# The Corporation of the Township of Strong

*Request for Proposal (RFP) Strong Landfill #1 2021-001*

Wood Grinding and Shingle Grinding



**Date Issued:** July 6, 2021

**Proposal Due Date:** July 23, 2021 on or before 2:00 p.m.

**Project Completion Date:** September 30, 2021

This Request for Proposal (RFP) is confidential and proprietary to the Township of Strong

**Project Scope and Summary:**

1. The Township of Strong is inviting proposals for the grinding of wood and shingle pile located at 483 Forest Lake Road, Sundridge, ON.
2. Grinding must accomplish 6" minus mulch final product.
3. Grinding may occur at Landfill Site #1 during operating hours – Friday to Tuesday 9:00 am to 5:30 p.m. (closed Wednesday & Thursday). However, the bidder must ensure that they do not interfere with landfill operations or create unsafe conditions for landfill customers.
4. Ground wood and shingles is to remain onsite at the landfill and stockpiled for municipal use. Upon completion, the quantity of each product grinded must be provided in cubic metres/cubic yards.
5. Bidder must arrange with municipal staff identified below to see the existing wood and shingle pile or must assess wood and shingle piles during operating hours. The bidder will have no claim against the municipality for costs incurred to grind wood and shingles placed on the pile between the time of bid closing and the time when works starts.

**Landfill Site Supervisor:** Mr. Mike Basso

**Per MOE requirements, the proponent is required under Section 9 of the Environmental Protection Act to have a Mobile Air and Noise Environmental Compliance Approval (ECA) to operate equipment used to process C&D and Bulky waste. The proponent must supply copy of the ECA certificate, (current C. of A. (with schedules and amendments) in good standing), and must operate in compliance with all conditions outlined in their Mobile Air and Noise ECA.**

6. The successful bidder must carry minimum five (5) million dollars liability.
7. Certificate of Insurance Request

The Township of Strong will require a **Certificate of Liability Insurance** from the bidder with their bid submission. It must be issued by your insurer or on a standard CSIO form and signed by an Authorized Representative.

In this certificate, the Municipality will require the following:

- i. Company full name and address with contact name & phone number

- ii. Commercial General Liability with a limit no less than 5,000,000.00
- iii. Tenants Legal Liability, Cross Liability, Notice of Cancellation (30 Days)
- iv. The Municipality is to be added and shown as an Additional Insured under Liability
- v. If a licensed motorized vehicle is being used, the Municipality would require confirmation of limit no less than \$5,000,000.00 insurance.

8. Workplace Safety Insurance Board Coverage

The Township of Strong will require a current WSIB Clearance Certificate included with the bid.

9. Accessibility for Ontarians with Disabilities Requirements

Prior to the commencement of any work under this contract, the successful bidder will also be required to provide Accessibility Customer Service Training to all staff working on behalf of Strong Township in compliance with the requirements of the Accessibility for Customer Service Regulation 429/07, Section 6.

10. Health and Safety

The successful bidder is to abide by all provincial regulations regarding health and safety, as well as licensing and certification. The successful bidder will provide a copy of their Health and Safety Policy and Procedures.

When submitting the bid, the following documents must be submitted:

- Certificate of Insurance
- Current WSIB Clearance Certificate
- Copy of Current Mobile Air and Noise Environmental Compliance Approval (ECA)

If you are the successful bidder, the following document must be submitted prior to commencement of work:

- Health and Safety Contractor Package

**General Information:**

- 1 Proposals must be submitted in a sealed envelope and identified “**Strong Landfill #1 RFP 2021-001**”. Subsequent to the submission deadline of date and time specified, proposals will be opened and the bidders name and address will be recorded for public record.
- 2 All inquiries and questions pertaining to this document and the municipality’s requirements shall be directed to:

Township of Strong  
Caitlin Haggart, Clerk Administrator  
[E] [clerk@strongtownship.com](mailto:clerk@strongtownship.com)  
[P] 705-384-5819 Ext 207

**Bidders Information:**

- 1 The award of the proposal is solely at the discretion of the municipality. The municipality reserves the right to accept or reject any or all of the proposals submitted at their discretion. The lowest or any proposal will not necessary be accepted. The municipalities also reserve the right to award solely on the basis of the proposals or to negotiate further with one or more of the contractors. There will be no disclosure of any information derived from proposals submitted by competing bidders.
- 2 The bidder if awarded the project, they agree to protect, defend and save harmless the municipality against any demand for payment, for the use of any patented materials, process, article or device that may enter into manufacture, construction or form a part of the work covered either by order or contract and further agree to indemnify and save harmless the Township of Strong from suits or actions of every nature and description brought against it for or on account of any injuries or damages received or sustained by any part, by or from any of the acts of the bidder, his servants or agents.
- 3 The bidder shall agree to fulfill all of its obligations in compliance with the Occupational Health and Safety Act, and further agrees to take responsibility for any health and safety violations that may occur. The bidder shall indemnify and save harmless the municipality from any and all charges, fines, penalties and costs that may be occurred in relation to any violation under the said Act arising from this agreement.

**Proposal Information:**

- 1 Bidder must provide pricing in the following format:

Wood Grinding Cost:	_____
Shingle Grinding Cost:	_____
Additional Cost:	_____
HST:	_____
Total Cost:	_____

Bidders must also identify any additional costs that could be incurred by the municipality, for example grinder tooth replacement etc.

- 2 Proposals shall include detailed specifications of all equipment to be used including, but not limited to, make and model of grinder, horsepower, maximum output size of final product, metal removal capability.
- 3 Submission of a proposal indicates acceptance by the proponent of all the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed by the municipality.
- 4 Proposal shall be submitted in a sealed envelope identified as to its contents “**Strong Landfill #1 RFP 2021-001**” identified with a return name and address on the front of the envelope.
- 5 Proposals must be returned to:

**Township of Strong  
Attn: Caitlin Haggart, Clerk Administrator  
PO Box 1120  
Sundridge, ON  
P0A 1Z0**

or

**Dropbox located at 28 Municipal Lane  
During normal office hours: Monday to Friday 8:30 am to 4:00 pm**

**Envelope Marked: Strong Landfill #1 RFP 2021-001**

6 Proposals will be received up to and including:

**Friday, July 23, 2021 – 2:00 p.m.**, with a completion date of September 30, 2021

7 Proposals **received** later than the specified date and time will not be considered.

**RFP Project:** Wood Grinding and Shingle Grinding  
Township of Strong Landfill Site #1

**RFP Closing:** 2:00 PM, July 23, 2021

**RFP Submission:** Township of Strong  
Attn: Caitlin Haggart, Clerk Administrator  
PO Box 1120, 28 Municipal Lane  
Sundridge, ON  
P0A 1Z0

**Summary of Contract Information**  
(Completed by the Contractor)

Company Name:

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Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name & Position of Signing Individual: \_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_

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Wood Grinding Bid (Excluding HST): \_\_\_\_\_

Shingle Grinding Bid (Excluding HST): \_\_\_\_\_

Additional Costs \_\_\_\_\_

HST: \_\_\_\_\_

**Total Bid** (including HST) \_\_\_\_\_

Signing Officer: \_\_\_\_\_

**Project:** 2021 Wood Grinding & Shingle Grinding at the Township of Strong  
Landfill Site # 1

**Location:** 483 Forest Lake Road, Strong Township

**Submission:** The Corporation of the Township of Strong

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\_\_\_\_\_ of the \_\_\_\_\_

**Company Name**

**Address**

Have examined the bid documents as listed hereto in this bid, and Addenda No. \_\_\_ to No. \_\_\_ (if applicable) and have visited the Project Location, acknowledged all Owner’s restrictions of access to site, examined all necessary details, including the required equipment (i.e. tub/hammer mill grinder), to complete this work as per applicable legislations, regulations, guidelines, and by-laws; hereby offer to enter into a Contract to perform the Work outlined in this proposal, as well as follow all applicable legislations, regulations, and by-laws required to grind material such as, but not limited to, construction waste, wood waste, shingles etc. as required in the RFP document to be used as daily cover at the Landfill Site #1, for the total price of:

\_\_\_\_\_/100 Dollars  
\$ \_\_\_\_\_ in Canadian funds, which price includes any specified cash and contingency allowances and all the applicable taxes in force at this date except as may be otherwise provided in the bid documents.

Signature: \_\_\_\_\_

Name & Title: \_\_\_\_\_  
(Please Print)

Witness: \_\_\_\_\_

Dated \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2021



