

NANTON



TOWN OF NANTON

Request for Proposals (RFP) from:

Commercial Operators/Interests
Non-Profit Entities
Other Governments

YARD WASTE AND TREE BRANCH PROGRAM: CHIPPING/ DISPOSAL SERVICES

Request for Proposal No. **2021-44-YARD**

Issue date: **MARCH 15th 2021**

Closing location:
*Town of Nanton
Town Office
1907 - 21 Avenue (PO Box 609)
Nanton, AB T0L 1R0*

Attn: Neil Smith, Chief Administrative Officer

Closing date and time:

A complete response must be received by 2:00 p.m. on April 23rd 2021

INTRODUCTION

1. The Town of Nanton (Town) has determined that it requires a new approach to the processing and disposal of accumulated yard waste and tree branches deposited at its facilities. The Operations Department would like to assess external interest from:
 - Contractors that are familiar with processing and disposal of residential yard waste and tree branches;
 - Contractors committed to managing the yard waste and tree debris of Nanton and the surrounding area effectively;
 - Contractors capable of offering an annual service of same to prevent excessive accumulation of material at the municipal site;
 - Non-Profit entities motivated to provide yard waste collection services in the local area;
 - Other governments in the region or neighbouring regions that could assist with the provision/delivery of such services.
2. **The Town is looking for a partner capable of dealing with a significant accumulated backlog in 2021 which could lead to a less costly annual service that would prevent future backlogs from recurring, perhaps on a volume/unit rate basis.**
3. **This RFP is not a tender and is not subject to the law of competitive bidding.**

RFP DOCUMENTS

4. The following documents are attached to and form part of this RFP:
 - Schedule "A" – The Opportunity
 - Schedule "B" – Proposal Content Requirements

INQUIRIES

5. Any inquiries concerning this RFP should be directed in writing to the following:
 - Barry Sturrock, Operations Manager
 - Phone: 403-646-2902
 - E-mail: publicworks@nanton.ca

 - Town of Nanton
 - 1907-21 Avenue, PO Box 609
 - Nanton, AB
 - T0L 1R0
6. All inquiries must be addressed through an arranged site visit with the Manager of Operations.
7. Respondents should refrain from contacting other employees, agents or members of Council of the Town in respect of this RFP process, including for the purposes of lobbying or attempting to influence the outcome of this RFP process. Any such contact may, in the Town's sole discretion, result in disqualification.

SUBMISSION OF PROPOSALS

8. Proposals can be in either paper or electronic format. Respondents should submit their proposal indicating the RFP title and Closing Date to the following address by **2:00 pm April 23rd 2021**.

Town of Nanton
1907-21 Avenue, PO Box 609
Nanton, AB
T0L 1R0

Attn: Neil Smith, Chief Administrative Officer

9. Extensions will not be granted.
10. Proposals and accompanying documentation provided to the Town in response to this RFP will not be returned.

CONTENT OF PROPOSALS

11. Proposals should address the requirements set out in Schedule "B" - Proposal Content Requirements.
12. Respondents may provide additional information beyond that requested in the RFP for the Town's consideration. Any such additional information may be considered by the Town in its sole discretion.
13. Respondents are asked to submit additional information pertaining to their past projects as detailed in Schedule "B", and such other information as the Town might reasonably require.

COST OF PROPOSALS

14. The Town is not responsible for any costs incurred by respondents in preparing their proposals, attending any meetings or interviews with the Town, making any presentations to the Town in connection with their proposals, or otherwise incurred in connection with this RFP process.
15. This RFP does not create any legal obligations between the Town and any respondent.

EVALUATION PROCESS

16. Responses will be opened and evaluated privately.
17. In assessing responses, the Town will take into consideration the following evaluation criteria to determine if engagement of a respondent is merited:
 - a) qualifications and experience of the respondent (20%);
 - b) the approach to processing and disposal the respondent proposes (30%).
 - c) the overall projected cost of the service in 2021 and subsequently (40%).
 - e) Any 'added value' possibilities that could maintain or improve the level of service or

further reduce cost (10%).

18. The Town is searching for respondent(s) that provide the best combination of the preceding evaluation criteria to meet the anticipated service needs of the Town described in Schedule "A", as determined by the Town in its sole discretion.
19. Respondents are advised that the evaluation process is subjective in nature and the Town's intention is to consider, in its sole discretion, each proposal on its merits, without regard to the rules or principles of competitive bidding or other legal duties, including without regard to whether a proposal is compliant with this RFP.
20. The Town may negotiate any and all aspects of a proposal, including but not limited to the fee proposal.
21. An invitation to negotiate does not obligate the Town to conclude a contract with that respondent.

ANTICIPATED SCHEDULE OF EVENTS

22. The town expects to begin negotiating a tentative contract with a preferred respondent no later than **April 30th 2021**.

FORM OF AGREEMENT

23. Any successful respondent(s) will be expected to enter into an approved Purchase Order or Contract based on their proposal.

EFFECT OF RFP

24. This RFP is not intended to be a tender or otherwise subject to the laws applicable to competitive bidding. The Town does not intend to create a contractual relationship (either expressed or implied) or create any other legal duties or obligations, whether in contract, tort or other legal theory, with any respondent submitting a proposal in response to this RFP.
25. The Town may negotiate any and all provisions of a proposal and the form of Purchase Order (including, without limitation, those provisions relating to fees and/or any scope of services) with any respondent in its sole discretion, whether before, during or after the selection and evaluation process.
26. Submission of a proposal does not obligate the Town to accept any proposal or to proceed further with any of the services. Consideration of any proposal shall be in the Town's sole discretion.
27. Proposals may be withdrawn or amended by respondents at any time by written notice to the Town prior to the Town and a respondent signing a formal contract.
28. For greater certainty, respondents are advised that the Town is intending to conduct a

flexible procurement process, not subject to the law of competitive bidding or other legal duties, and that the Town may, in its sole discretion, at any time and for any reason:

- a) reject any and all proposals (including, for greater certainty, the lowest cost proposal);
- b) modify or vary any aspect of this RFP at any time before or after the time for submission of proposals;
- c) extend the deadline for submission of proposals at any time before or after the time for submission of proposals;
- d) accept any non-compliant, conditional or irregular proposal or any alternate proposal, in whole or in part;
- e) discuss the terms of a proposal submitted by a respondent with that respondent at any time, on a confidential basis, for the purposes of clarification and/or negotiation of that proposal;
- f) allow any respondent submitting a proposal to modify or vary any aspect of its proposal at any time;
- g) verify or seek clarification of any and all information provided pursuant to this RFP;
- h) negotiate any aspect of any proposal (including the fee proposal, lead personnel and the form of contract) with any one or more respondents at any time;
- i) cancel this RFP at any time for any reason and thereafter proceed in any manner it sees fit, in its sole discretion, including:
 - i) issuing a new request for proposals or other procurement document based on the same or changed specifications or other requirements;
 - ii) entering into sole source negotiations with any one or more of the respondents or any other person; or
 - iii) cancelling the procurement in its entirety.

CONFIDENTIALITY, PUBLIC ANNOUNCEMENTS

29. Respondents are expected to keep confidential all documents, data, information and other materials of the Town which are provided to or obtained or accessed by a respondent in relation to this RFP and not make any public announcements or news releases regarding this RFP or the entering into a Services Agreement pursuant to this RFP, without the prior written approval of the Town.
30. Respondents should identify any information in their proposals which respondents consider to be confidential or proprietary.
31. The Town and all materials in its possession are subject to *Freedom of Information and Protection of Privacy Act* (Alberta).

Schedule "A" – The Opportunity

Location

Civic Address: 1914 19 Avenue, east of Highway 2

Short Legal: 4;28;16;15; NE

Owner: Town of Nanton

Background

The Town of Nanton has operated a yard waste program for some years in this location without imposing user fees. Information on that operation can be found here: [Yard Compost Collection | Nanton, AB - Official Website](#)

The Town has opted not to impose user fees at the point of deposit in order to keep the operation more sustainable as an unmanned ‘drop-off’ service. This, of course, leads to an unquantifiable amount of material being deposited from outside of Town. There are no subsidies from any nearby Counties or Municipal Districts that support this service.

As the facility has not been tightly manned or charged user fees in the past, the volumes of material are not possible to quantify, but an experienced contractor may be able to make a visual estimate on a cubic metres basis. No viable composting program has emerged at the local level and there are concerns for an approach like that when shrubs and trees can carry diseases like black rot/ knot. There is sufficient room at the site for permitted burning or larger scale composting, but issues with smoke and scale make such possibilities challenging.

The Town owns a commercial chipper (Wallenstein Model: BXTR6438 – up to 7” stems) but does not have the staff capacity to address the backlog or man it for the time required annually.

Opportunity

It is the wish of Council to seek proposals from other parties with a view to providing yard waste processing and disposal services on a business or partnership footing, either on site or elsewhere. This is acknowledged to be challenging without a handle on the annual volumes available.

After dealing with the backlog in 2021, the Town seeks a permanent solution whereby material deposited is processed/ disposed of either one or twice a year, between the months of March and October. Use of its chipper can be part of any solution put forward.

The Town has no significant requirements with respect to how the material is processed or disposed of other than **that the solution is cost-effective and compliant with all applicable local, provincial and national regulations.**

Schedule "B" - Proposal Content Requirements/ Certification

Respondent to complete the following table:

Minimum Requirements	Meets Specifications (Yes/No)	Details/Specifics (Include extra Worksheets or attachments as required)
Copy of proposal included		
Proposed approach (30%)		
Attended site with Operations Manager		
Proposed work schedule		
Previous experience included (20%)		
Added Value considerations (10%):		
Total Lump Sum Cost of Services and unit rates for future service (Excluding G.S.T.) (40%)		\$

Certification

We have carefully read and examined the RFP document and have conducted such other investigations as were prudent and reasonable in preparing this Proposal.

We certify that the statements made in this proposal are true and complete. These statements represent our proposal to the Town of Nanton. We agree to be bound by statements and representations made in this proposal.

Respondent Information (Please Print)

Company Name:	
Address:	Contact:
City	Phone:
Province:	Fax:
Postal Code:	Email:

Acknowledgement of Addenda

We acknowledge receipt of the following addenda which become part of this RFP:

Addendum Number _____ Dated _____

Addendum Number _____ Dated _____

Signature of Authorized Company Official

Date
