



RFP

*Construction and Demolition
Debris Bin Service*

MUNICIPALITY OF THE DISTRICT OF ST MARY'S

Request for Proposal

Construction and Demolition Debris Bin Service

Project Number 25-26-C&D-P1

Issue Date	March 4, 2025
Due Date to Advise of Errors or Omissions	March 12, 2025, at Noon local time.
Deadline for Submissions	March 17, 2025, at 12:00 PM local time.
Anticipated Award Date	April, 2025.

The timetable is tentative and may be amended at any time via addenda.



RFP

Construction and Demolition Debris Bin Service

Part 1: Invitation

1.1 Invitation for Proposals

The Municipality of the District of St Mary's is seeking proposals from contractors (henceforth to be called bidders or providers) to provide collection bins at the St. Mary's Transfer Station for the sole purpose of construction and demolition debris removal (C&D). The successful bidder will provide removable/exchangeable bins. The successful bidder will be responsible for removing full bins to an approved C&D disposal facility. Bid submissions must include bin rental fees, all associated tipping fees, and removal/trucking fees. The bidder must arrange the end disposal site.

Background: Planned Municipal C&D Service

The following details comprise the municipal needs and services for materials to be collected in the subject bins:

1. The bin service will comprise the municipality's public C&D disposal service, which allows residents to drop off materials.
2. The service is intended for residential use only. The municipality will not accept material from vehicles equipped with dump buckets.
3. The total and ongoing volumes of C&D materials to be collected and removed via the bin service are unknown, as this is a new service.
4. The municipality anticipates needs for the collection of mixed C&D, shingles, and pressure-treated wood.
5. Applicable bins should always be available at the transfer station property.
6. The successful bidder will be awarded the Construction and Demolition Debris Bin Service until March 31, 2027. The municipality will assess its needs and plan for a further service tender process before March 2027.

Note: The award of service work will be subject to environmental approval of the municipality's application to the Provincial Department of the Environment and Climate Change. The municipality aims to initiate the service in April 2025 or later.



RFP

Construction and Demolition Debris Bin Service

Part 2: Introduction

2.1 About Us

The Municipality of St Mary's is located on the Atlantic Eastern Shore of Nova Scotia, East of the Halifax Regional Municipality. The bins will be located at St. Mary's Municipal Transfer Station, 150 Cape Gegogan Rd, Goldenville, NS.

Part 3: Bidder Introduction

3.1 Bidder Experience and Project Services

Each bidder will provide a written document as part of the bid, which will summarize the following information.

1. An overview of the bidder outlining the business' experience and capability applicable to this project, as well as details on the proposed service and how it will work.
2. Note: The provider/bidder is entirely responsible for providing all aspects of the service. The following shall describe all components of the proposed service and any responsibilities that shall fall to the municipality.

Please provide answers to the following:

- A. Overview of the bidder's business, e.g., size, skills, expertise, history, what the bidder does, business location, and geographic areas the business serves.
- B. What services and actions will be provided for this project?
- C. Please describe the number, sizes and features of bins that will be provided?
- D. The municipality's goal is to allow all types of materials identified in Section One of this solicitation to be added to the same bins. Please describe any material limitations or sorting and control limitations and responsibilities of the municipality in support of this project?
- E. Is there a solution to keep rain and snow out of the bins and out of subsequent weight costs? For example, bin lids. Please describe?
- F. Please explain the plans and arrangements for where materials will be disposed of? What arrangement will be in place with the waste facility accepting the materials? For example, will there be a written agreement between the bidder provider and the municipality (including for the duration of this agreement to March 31, 2027) under this solicitation?



RFP

Construction and Demolition Debris Bin Service

- G. Please describe the flexibility and process of the frequency of bin exchanges and the timeline for a pickup when a bin is full. Can the municipality make ongoing requests for pick-up? If so, under what terms and notice requirements? Note: Available bin(s) for all materials must always be available to customers at the transfer station.
- F Declare and describe (provide business names) for any sub-contractors who will participate and explain their roles.

Part 4: Submission Instructions

2.1 Contact Information

Teddy Stevens, Director of Public Works: teddy.stevens@saint-marys.ca, 902-522-2667.

2.2 Submission Requirements and Conditions

3. Bids shall be submitted in digital form via e-mail to Teddy on or before the submission deadline: teddy.stevens@saintt-marys.ca
4. E-mail submissions must have the following subject line:
"Construction and Demolition Debris Bin Service."
5. E-mail submission must be below twenty megabytes to meet Municipal e-mail requirements. All bidders are responsible for ensuring that submissions meet the e-mail and data size requirements. Submissions that exceed twenty megabytes may not be received and, as a result, may not receive consideration.
6. The bidder shall bear all costs associated with or incurred in preparing and presenting its bid. The municipality shall not be liable for all such direct, indirect, or consequential expenses under any circumstances.
7. Only on-time bids and bids delivered by the submission requirements stated here will be accepted.
8. Bidders are not to seek additional information from any Municipal Council or Staff not listed in this document. Such contact could disqualify the bidder.
9. Complete and include, with the bid, all forms and materials listed in Section 4.3 Submission checklist.



RFP

Construction and Demolition Debris Bin Service

4.3 Submission Check List

This section is designed to provide all bidders with a checklist of schedules and materials to include in bids to ensure completeness.

Check List Item	Purpose
Bidder Introduction: Each bidder shall provide a written introduction to their business and details on how they will complete the project. See part 3: Bidder Introduction for details.	This information is required for the municipality to assess each bidder's qualifications and capability. Failure to provide the requested information in all or in part could result in the bid's disqualification.
This solicitation includes a Price Form that must be completed for all bid price data.	Failure to provide a complete Price Form shall result in the disqualification of the bid.
<p>A Bidder Declaration Form has been provided with this solicitation.</p> <p>The Bidder Declaration Form collects acknowledgement of any addenda and the bidder's authorized signature.</p>	The Bidder Declaration Form is a Mandatory Requirement. Failure to complete and sign this section shall result in the disqualification of the bid.
Workers' Compensation Board of Nova Scotia.	All bidders must provide a certificate of good standing with the Workers' Compensation Board of Nova Scotia or an equivalent with their bid submission. Failure to provide the certificate will result in disqualification of the bid.



RFP

Construction and Demolition Debris Bin Service

4.4 Clarification and Addenda

- 4.4.1 Bidders must notify the Municipality by Noon local time on March 12, 2025, to advise of any omissions, errors or ambiguities in this document. If the municipality considers correction, explanation or interpretation necessary, a written addendum will be issued. Direct all Inquiries to teddy.stevens@saint-marys.ca.
- 4.4.2 The municipality will not maintain a distribution list. All bidders are responsible for ensuring all addenda have been received. The addenda will be posted on the Municipality website at <https://www.saint-marys.ca/business/tenders/> and the Nova Scotia Public Tenders website at <https://procurement.novascotia.ca/ns-tenders>. The municipality will not bear any responsibility for potential bidders' failure to obtain all documents before submitting a response.
- 4.4.3 The municipality reserves the right to amend this tender at any time before the closing date and will issue a written addendum in the event of a change.
- 4.4.4 The addenda must state in writing any changes to this tender. Verbal statements made by Municipal staff or their representatives are not binding.

4.5 Amendment or Withdrawal of Proposal

Bids may be amended or withdrawn by e-mail. E-mail shall be sent to teddy.stevens@saint-marys.ca. The amendment or withdrawal notice must be received before the closing. Amendments or withdrawals must be clearly labelled with an e-mail subject line “**Construction and Demolition Debris Bin Service**” And follow all submission guidelines outlined in Part 4.2 Submission Requirements and Conditions.

If a bid is amended, the bidder must supply a complete replacement of all complete documents and forms. The municipality will not attempt to interpret edit instructions or perform updates to Bids.



RFP

Construction and Demolition Debris Bin Service

4.6 Bid Opening

The municipality will not hold a public, in-person bid opening. Bidders not awarded will be advised by e-mail.

4.7 Proposal Validity

All bids shall remain irrevocable for sixty (60) days unless withdrawn prior to the closing date or changed in mutual agreement with the municipality.



RFP

Construction and Demolition Debris Bin Service

Part 5: Terms and Conditions

5.1 Worker's Compensation

Bidders shall comply with the *Workers' Compensation and Occupational Health & Safety Act* safety regulations. All bidders must provide a certificate of good standing with the Workers' Compensation Board of Nova Scotia or an equivalent with their bid submission.

5.2 Indemnity Requirements

The successful bidder shall be required to indemnify and hold the municipality harmless against all liability and expenses, including solicitor's fees, howsoever arising or incurred, alleging damage to property, injury to, or death of, any person arising out of or attributable to the bidder's performance of the contract awarded.

5.3 Liability

The municipality shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever suffered or sustained by the bidder, their employees or agents in the performance of this agreement.

5.4 Insurance

Five million (\$5,000,000.00) in General Public Liability Insurance.
Dollar values are per Instance.

- a. The Municipality is named as an additional insured.
- b. The general liability policy is to include "Completed Operations Coverage."
- c. The general liability policy is to include "Coverage of non-owned vehicles."
- d. The policy will remain in effect for the duration of this service.

Note: The awarded Bidder shall provide their insurance letter upon award of work and before any work may begin.



RFP

Construction and Demolition Debris Bin Service

5.5 Freedom of Information & Protection of Privacy

By submitting a Bid, the bidder agrees to public disclosure of its contents subject to the provisions of Part XX of the Municipal Government Act relating to Freedom of Information and Protection of Privacy.

5.6 Pricing, Taxes, Currency

1. All prices quoted for this solicitation shall be in Canadian funds only.
2. HST totals in quote pricing are to be reported separately. (see Price Form for details).

5.7 Early Termination

1. If, for any reason, the bidder fails to provide services satisfactory to the municipality or comply with the conditions of the signed agreement, the municipality may terminate the agreement upon providing written notice to the bidder.
2. In the event of early termination, the bidder is only entitled to compensation for work completed and accepted by the municipality to that point. The municipality will not owe the bidder any other compensation.
3. In the event of early termination, the municipality has the right to choose whether to extend an offer to complete the remainder of the planned service under this solicitation with another bidder in this tender (following the terms of this tender) or to re-tender.

5.8 Payment(s)

The municipality will accept invoices once materials are removed. Invoices may be sent to council@saint-marys.ca only.

Invoices, including tipping fees, should include receipts showing payment to the facility and tonnage disposed of.



RFP

Construction and Demolition Debris Bin Service

Part 6: Award:

6.1 Reservation of Rights/Privilege

1. This call for bids/proposals neither expresses nor implies any obligation on the part of the municipality to enter a contract with any party submitting a bid.
2. The municipality reserves the right to suspend or cancel this RFP at any time for any reason without penalty.
3. The municipality reserves the right to reject any or all bids.
4. The municipality reserves the right to accept and award any bid or portion of any bid that may be in the municipality's best interests.
5. By placing a bid, the bidder acknowledges that the municipality has the full and unfettered right to determine whether any Bidder has or has not demonstrated the capability to fully meet the municipality's needs and that only bidders deemed by the municipality as fully able to meet all needs will progress to a final award assessment per section 6.2.
6. By placing a bid, the bidder acknowledges that the municipality has the full and unfettered right to interpret and evaluate pricing proposed and quoted in the supplied Price Form for the purposes of scoring and ranking bidders.

6.2 Award Process

Bids deemed complete and fully meeting the municipality's needs per bidder reporting outlined in section 3 shall progress to a final award selection based on the lowest overall bid price.

6.3 Award Notice and Agreement

Upon completion of the evaluation process, the municipality will issue an e-mail of award to the successful bidder. The bidder shall acknowledge acceptance of the award by return e-mail within five business days. The written agreement shall comprise these e-mail acknowledgements, the written bid or proposal, and this solicitation document.