

Request for Quotation (RFQ)
Town of Hanna

RFQ Title:

Residential Garbage Collection Services Contract (2025–2027)

Issue Date: Nov 12th, 2024

Closing Date: Dec 12th, 2024

Project Overview:

The Town of Hanna is seeking quotations from qualified waste management contractors to provide reliable, efficient, and cost-effective residential garbage collection services. This RFQ invites prospective contractors to submit quotes for a three-year term, from January 1, 2025, to December 31, 2027, with the potential for an extension based on performance and mutual agreement.

Scope of Work:

The contractor will provide weekly curbside residential waste collection services in accordance with the Town's service standards, including:

1. Weekly Collection:

- Regular collection of residential solid waste at approximately 1,160 locations within Town limits.
- Collection to occur between Monday and Friday, 7:00 a.m. to 9:00 p.m., with adherence to a consistent schedule.
- Adjustments to collection days for statutory holidays as pre-determined by the Town.

2. Handling and Disposal:

- Transportation of collected waste to the designated Big Country Waste Management Authority Transfer Site.
- Compliance with all regulatory standards for waste disposal.

3. Contractor Requirements:

- Provision of all necessary equipment, materials, and labor to fulfill contract requirements.
- Maintenance of vehicles and equipment to ensure safety, cleanliness, and operational efficiency.
- Management of customer inquiries and complaints in a professional and timely manner.

4. Insurance and Liability:

- Comprehensive general liability insurance of not less than \$5 million per occurrence.
- Automobile liability insurance of not less than \$2 million per occurrence.
- Proof of good standing with Alberta Workers' Compensation Board (WCB) coverage.

5. Reporting and Documentation:

- Monthly reports detailing collection volumes, route issues, and customer service interactions.
- Compliance with Town reporting and documentation requirements as specified in the final contract.

Submission Requirements:

Interested contractors must submit a sealed quotation including the following:

1. Company Information:

- Company name, address, primary contact information, and a summary of relevant experience in municipal waste collection.

2. Pricing:

- Detailed pricing for weekly residential waste collection services based on an estimated 1,160 locations. Specify costs on a per-unit or per-ton basis as appropriate.

3. **Proposed Service Plan:**

- Outline of how services will be provided, including equipment and staffing plans, adherence to schedules, and approach to handling customer concerns.

4. **References:**

- At least three municipal references, including contact information, who can verify service quality and reliability.

5. **Proof of Insurance and WCB Coverage**

Evaluation Criteria:

Submissions will be evaluated based on the following:

- **Pricing and Value** – 50%
- **Company Experience and References** – 20%
- **Equipment and Service Approach** – 20%
- **Reporting and Customer Service Capacity** – 10%

Submission Instructions:

Please submit your completed quotation package in a sealed envelope labeled "RFQ - Residential Garbage Collection Services" to:

Town of Hanna

Attention: Matthew Norburn

P.O. Box 430

Hanna, Alberta T0J 1P0

Deadline: December 12th, 2024 at noon.

Late submissions or electronic submissions will not be accepted.