

# REQUEST FOR PROPOSAL

## SUPPLY OF TWO (2) NEW GALVANIZED DUMP TRAILERS FOR THE MUNICIPALITY OF GREENSTONE

ISSUE DATE: **MONDAY, JULY 19, 2021**

DEADLINE FOR ENQUIRIES/CLARIFICATION: **WEDNESDAY, AUGUST 4, 2021 at 3:00 p.m. EST**

POSTING OF ADDENDUM ANSWERS: **MONDAY, AUGUST 9, 2021 at 3:00 pm EST**

PROPOSAL SUBMISSION DEADLINE: **THURSDAY, AUGUST 12, 2021 at 3:00 p.m. EST**

**RETURN TO:**

**Katherine Alton  
Public Services Executive Secretary**

EMAIL: [katherine.alton@greenstone.ca](mailto:katherine.alton@greenstone.ca)  
SUBJECT: **Submission for RFP PS-2021-09**

**MAILING ADDRESS:  
Municipality of Greenstone  
Administration Office  
1800 Main Street, P.O. Box 70  
Geraldton, ON P0T 1M0**





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# SUPPLY OF TWO (2) NEW GALVANIZED DUMP TRAILERS FOR THE MUNICIPALITY OF GREENSTONE

## Introduction

The Corporation of the Municipality of Greenstone invites suppliers to submit proposals for the Supply of Two (2) New Galvanized Dump Trailers to facilitate efficiencies in small-scale residential waste collection. As outlined in the Scope of Work, the Municipality will consider delivery as an option.

## Community Background

The Municipality of Greenstone was created in January 1, 2001, by the amalgamation of the former Town of Geraldton, the Town of Longlac, the Township of Nakina and the Township of Beardmore, and an extensive area of unincorporated territory (Caramat, Jellicoe, MacDiarmid and Orient Bay).

- Greenstone is located in the District of Thunder Bay and is 3,172 sq. km (1224 sq. mi) making it one of the largest incorporated municipalities in Canada.
- The Greenstone area is home to several First Nation communities – Aroland, Ginoogaming, Long Lake 58, Bingwi Neyaashi Anishinaabek, Biinjitiwaabik Zaaging Anishinaabek, and Animbiigoo Zaagi'igan Anishinaabek.

The local economy was built on a history of forestry and mining. The historic mines of the area largely ceased operations by 1970. Since the downturn of the forest industry in northwestern Ontario, Greenstone saw the closure of local mills and a declining population base. Currently we have seen a resurgent as we now have two sawmills in operation and there is potential for a new gold mine. Currently home to approximately 4,636 residents, estimates forecast the population to increase as new mining and tourism opportunities in the area are developed.

## Definitions

**Proponents(s)/Bidder(s)/Contractor(s):** means all persons, partnerships or corporations who respond to this RFP and includes their heirs, successors, and permitted assigns.

**Municipality/Owner:** means The Corporation of the Municipality of Greenstone.

**Contract:** means the agreement to be entered into between the Successful Proponent and The Municipality with respect to the supply of the Goods and or Services. It shall be based upon this RFP, with any agreed upon amendments, and shall include any plans and specifications and will be held to cover the supply of any and all work, labour, implements and materials that could be reasonably required to properly and satisfactorily supply the Goods or Services.



**Contract Administrator:** means the person, partnership, or Corporation designated by the Owner to be the Owner's representative for the purposes of this contract.

**Request for Proposal:** means this Request for Proposal (RFP) document including all schedules, parts and attachments, as issued by The Municipality, including any addenda or amendments made to it after initial issue.

**May:** Used in this document denotes permissive.

**Must/Shall/Will:** Used in this document denotes imperative.

**Successful Bidder/Proponent/Contractor:** means the Proponent/Contractor/Bidder whose RFP submission is/are accepted and who has/have agreed to supply the Goods and/or Services as outlined herein.

## Submission

Proponent to submit in electronic .pdf format or by mail no later than the RFP submission deadline, addressed as follows:

**MAIL:** Refer to Schedule B: Mandatory Submittal Form for mailing label.

**EMAIL:**

**TO:** [katherine.alton@greenstone.ca](mailto:katherine.alton@greenstone.ca)  
**SUBJECT: Submission for RFP PS-2021-09**

Acknowledgement of receipt of submission will be provided via email by the above-named recipient. The Municipality assumes no responsibility for emails not received or received after the stated deadline. Late submissions will be disqualified.

Proposals will be held by the recipient and kept confidential until the submission deadline has passed, at which time Proposals will be distributed to the Evaluation Committee.

The Municipality will not be responsible for delivery delays via postal or courier service, and strongly encourages Proponents to monitor delivery tracking.

## Late Submissions

Submissions received after the deadline will not be considered. The Municipality will assume no responsibility for submissions that do not arrive by the specified closing date and time. Late submissions will be returned unopened to the Proponent.



## Grounds for Disqualification of Submission

The Municipality will disqualify or deem submissions non-compliant for the following reasons, unless otherwise noted in this document:

- Failure to submit documents in accordance with the closing date and time on the cover page or any subsequent addenda.
- Failure to complete, sign and return the mandatory submittal form included as Schedule “B”
- Failure to comply with any of the mandatory requirements.

## Acknowledgement of Addenda

Any and all changes will be issued in the form of a written addendum. If addenda are issued, their receipt is to be acknowledged by the Proponent in the Request for Proposal document. The Municipality will assume no responsibility for oral instructions or suggestions.

## Review of Requirements

All Proponents should carefully review this solicitation for defects or questionable matter. Comments or the need for clarification or questions must be directed through the contact person named within this document. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Municipality as per the terms set out in this Request.

## References

The submission of a Proposal authorizes the Municipality to contact all references provided. Failure to provide references and details of experience may result in this Proposal not being considered. Municipal staff or elected officials are not to be used as references.

## Proponent Debriefings

Proponent debriefings will be offered after the final award of business.

## Freedom of Information

All Proposals submitted to the Municipality will become the property of the Municipality, and are subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.



This will confirm that the Municipality will not use/disclose the information provided, without proper authorization, and will keep the information in a physically secure location to which access is given only to staff requiring access.

## **Indemnity**

The successful Proponent shall indemnify and hold the Municipality harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether wilful or otherwise by the Proponent, it's agents, officers, employees or other persons for whom the Proponent is legally responsible.

## **Ownership of Materials, Reports, Designs, Specifications & Training Materials**

Any work completed under any contract awarded pursuant to this RFP, whether on-site or remotely during the course of the contract, including training materials, reports, designs, custom applications, specifications or otherwise shall become the exclusive property of the Municipality.

## **The Municipality Reserves the Right to:**

- Make public the names of any or all Proponents
- Inspect the Proponent's facility and to perform such investigations as may be deemed necessary to ensure that competent personnel and management and suitable equipment/material will be used in the performance of this contract
- Without prejudice, reject any or all Proposals and to determine, in its own best judgement, the firm best qualified to undertake this contract
- Waive formalities and accept Proposals which substantially comply with the requirements of this RFP
- Unless it otherwise states, to reject any and all submissions in whole or in part; to waive technical defects, irregularities and omissions and to negotiate minor changes, if in so doing, the best interest of the Municipality will be served
- Make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP
- Select any Proponent other than the Proponent whose Proposal reflects the lowest cost or the highest score
- Negotiate minor changes with the Proponent that presents the most attractive Proposal



- Request written clarification or the submission of supplementary written information in relation to the clarification request from any Proponent and incorporate a Proponent's response to that request for clarification into the Proponent's Proposal
- Verify with any Proponent or with a third party any information set out in a Proposal
- Disqualify any Proponent whose Proposal contains misrepresentations or any other inaccurate or misleading information
- Disqualify any Proponent who has engaged in conduct prohibited by this RFP
- Terminate the contract without notice if due to non-performance and unsatisfactory service and unsatisfactory product performance
- Call in alternate services if the Proponent/contractor is unable to provide the service when it is requested
- Cancel the project without cause and without incurring any liability whatsoever if deemed in the best interest of the Municipality to do so
- Cancel this RFP process at any stage and, if required, issue a new RFP for the same or similar deliverables
- In its discretion, take any one or more of the following steps, at any time and from time to time, in connection with the review and evaluation, including ranking, of any aspect of a Proposal:
  - Independently consider, investigate, research, analyze, request or verify any information or documentation whether or not contained in any Proposal
  - Conduct reference checks relevant to the Project with any or all of the references cited in a Proposal, or with any other person not listed in a Proposal, to verify any and all information regarding a Proponent, including its directors, officers and Key Individuals
  - Conduct any background investigations that it considers necessary in the course of the Competitive Selection Process
  - By submitting its Proposal, the Proponent authorizes the collection of information by the Municipality
- Assess a Proponent's submission on the basis of:
  - A financial analysis determining the actual cost of the Proposal when considering factors including transition costs arising from the replacement of existing goods, services, practices, methodologies and infrastructure
  - Information provided by references
  - The Proponent's past performance on previous contracts awarded by the Municipality
  - The information provided by a Proponent pursuant to the Municipality exercising its clarification rights under this RFP process
  - Other relevant information that arises during this RFP process.

The Municipality is not responsible for any costs incurred by the Proponents in the preparation of their response to the Proposal call or attendance at any selection interviews. The Municipality will not accept responsibility for any delays or costs with any reviews or approval process. This is an invitation for Proposals and not a tender call.



## Accessibility for Ontarians with Disabilities

The Proponent shall comply with the provisions of the *Accessibility for Ontarians with Disabilities Act, 2005*, and the Regulations there under with regard to the provision of its goods, services or facilities to persons with disabilities. The Proponent acknowledges that pursuant to the *Accessibility for Ontarians with Disabilities Act, 2005*, the Municipality must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services.

Prior to the commencement of any work, the successful contractor/consultant shall furnish evidence of compliance with the most current Integrated Accessibility Standards Regulation specifically the section(s) pertaining to Training of Staff.

Agents or Consultants acting on behalf of the Municipality will incorporate accessibility criteria and features when developing specifications and/or procuring goods and services, except where it is not practical to do so. If it is not practicable to incorporate accessibility criteria and features when procuring goods or services, an explanation shall be provided.

## Insurance

The successful Proponent shall, at its own expense, obtain and maintain until the termination of the contract, and provide the Municipality with evidence of:

Comprehensive general liability insurance on an occurrence basis for an amount not less than Two Million (\$2,000,000) dollars and shall include “The Corporation of the Municipality of Greenstone” as an additional insured with respect to their operations, acts and omissions relating to its obligations under this Agreement, such policy to include non-owned automobile liability, personal injury, broad form property damage, contractual liability, owners' and contractors' protective, products and completed operations, contingent employers liability, cross liability and severability of interest clauses.

Automobile liability insurance for an amount not less than Two Million (\$2,000,000) dollars on forms meeting statutory requirements covering all vehicles used in any manner in connection with the performance of the terms of this Agreement.

Professional Liability (Contractor): The successful Proponent shall carry insurance covering the work and services described in this agreement. Such policy shall provide coverage for an amount not less than Two million (\$2,000,000) dollars. The Owner will not accept an agreement, which limits the liability of the Proponent to the amount of its liability insurance coverage.





The policies shown above will not be cancelled or permitted to lapse unless the insurer notifies the Municipality in writing at least thirty (30) days prior to the effective date of cancellation or expiry. The Municipality reserves the right to request such higher limits of insurance or other types of policies appropriate to the work as the Municipality may reasonably require.

The successful Proponent shall not commence work until evidence of insurance has been filed with and approved by the Municipality. The successful Firm shall further provide that evidence of the continuance of said insurance be filed at each policy renewal date for the duration of the contract.

### **Certificates Required (From Successful Proponent Only)**

Prior to the commencement of any work under this contract, the successful Proponent will file with the Municipality:

- WSIB Clearance Certificate
- Certificate of Insurance listing “The Corporation of the Municipality of Greenstone” as Additional Insured
- A fully executed Declaration (provided by the Municipality) affirming compliance with the most current Integrated Accessibility Standards Regulation specifically the section(s) pertaining to Training of Staff.

### **Evaluation**

Proposals will be evaluated by the Municipality utilizing the following criteria/scoring:

<b>Equipment &amp; Extras</b> – Achievement of specifications including the identified custom features will be evaluated. Points will be awarded for higher quality goods. Additional parts or accessories included in the pricing to be described.	40%
<b>Pricing &amp; Warranty</b> - Bids will be evaluated for best value for the purchase price of the specified equipment. State Warranty.	45%
<b>Date available for Pick Up and/or Delivery</b> – Timeframes and conditions must be described. Points awarded for a solution that offers convenience to the Municipality.	15%

Upon selection of the finalist, the Municipality may, if necessary, begin scope clarifications, draft contract revisions, and final price negotiations. Should the negotiations fail to result in an executed contract with the preferred respondent, the Municipality of Greenstone may, in its sole discretion,



elect to terminate negotiations with the preferred respondent and begin negotiations with the second most preferred respondent (and so on) or cancel the procurement process. Prior to commencing any work, the successful respondent will be required to enter into a contract with the Municipality. Price adjustments to reflect process and/or scope modifications may be negotiated after selection by the Municipality.

## Scope of Work

The Municipality's intent of this RFP is to solicit Proposals from Equipment Dealers who have the necessary qualifications and experience to complete the Scope of Work described herein. The Proposal should be clear, detailed, specific, and completed and submitted in the format described in Submission Requirements. The Municipality reserves the right to amend the scope as necessary prior to the RFP closing date.

The Municipality of Greenstone provides curbside waste collection services within its urban and expansive rural jurisdictions. Recent investments have been made to update the waste collection fleet. It is now the intent to integrate two  $\frac{3}{4}$  ton pick-up trucks equipped with dump trailers into the waste collection fleet as a more practical and cost-effective means to service remote collection areas. The trailers will traverse both paved and rough surfaces on a year-round basis. The Municipality seeks to purchase two (2) dump trailer units equipped with features to facilitate their intended purpose.

Respondents are invited to submit pricing for one or multiple new dump trailer models (2021/2022), noting preference for a 14' minimum length equipped with hydraulic lift. A detailed specification is provided in Schedule 'A'; Respondents are asked to quote on a similar make or model that represents a product of equivalent or higher value. Pricing shall be provided as a lump sum total bid with HST as a separate cost. (Total bid price for the purchase of two (2) units.) Any additional features or extended warranty offer shall be noted in the proposal.

Acquisition of the equipment this Fall (2021) is required. Pickup or delivery option(s) must be detailed by Respondents for the Municipality's consideration and listed separate from the Total Bid Price. If delivery is proposed, it shall be to the following location:

**FOB Municipality of Greenstone  
Administration Office  
1800 Main Street  
Geraldton, ON P0T 1M0**

The purchase price shall include an owner's manual.



All equipment shall be subject to inspection by the Manager of Public Works (or designate) prior to acceptance.

## Submission Requirements

Each Proposal must be arranged as follows:

**Mandatory Submittal Form:** The submittal form (Schedule B) must be fully completed and signed.

**Letter of Introduction:** One page, introducing the proponent (Equipment Dealer) and signed by the person(s) authorized on behalf and to bind the proponent to statements made in response to this RFP.

**Proposal:** Respondents should provide the Municipality with detailed specifications for the product(s) being offered. Sales brochures or supplementary equipment information may be included. Terms of acquisition and acquisition timeline to be described. Respondents shall demonstrate their ability to supply the required goods by providing details about their sales experience dealing with equipment. Respondents shall provide convincing evidence that they are best suited, qualified and dedicated to customer service. The Municipality reserves the right to conduct an independent investigation of the respondent's experience by contacting sales references, accessing public information, or contacting independent parties. Additional information may be requested during the evaluation of qualifications.

## Attachments

Schedule A: Specification Guide

Schedule B: Mandatory Submittal Form

## Closing Details

Questions can be addressed to:

John Duhaime, Manager of Public Works

Telephone: 807-854-1100 Ext 2057

Email: [john.duhaime@greenstone.ca](mailto:john.duhaime@greenstone.ca)



All clarification requests are to be sent in writing or via e-mail to the individual mentioned above. No clarification requests will be accepted by telephone.

Amendments or changes to this RFP prior to the closing date and time stated herein will only be in the form of written addenda. Any Addenda will be distributed through [www.greenstone.ca](http://www.greenstone.ca). It is the Proponent's sole responsibility to check this Web Site regularly to inform itself of any posted Addendum. The Municipality makes no promise or guarantee that addenda will be delivered by any means to any Proponent. By submitting a proposal submission in response to this RFP, the Proponent acknowledges and agrees that addenda shall only be posted on [www.greenstone.ca](http://www.greenstone.ca) and it is the sole responsibility of the Proponent to check this Web Site for said addenda.

**Submissions must be received via email or by mail or courier no later than 3:00 pm EST on THURSDAY, AUGUST 12, 2021, as per instructions on the RFP cover page.**

**Deadline for questions no later than 3:00 p.m. EST on: MONDAY, AUGUST 9, 2021**

Submissions received after the above time will be considered late. Late submissions will be returned unopened.



## SCHEDULE A

### Specification Guide

Respondents shall refer to these galvanized dump trailer specifications as a guide from which to quote on heavy duty equipment that can be closely compared.

Mandatory customization to meet the required design elements for operational use in roadside waste collection is described as follows:

- Ability to drop down the right (vehicle passenger) side of the trailer in order to facilitate the manual loading of waste collected from residential waste receptacles.
- Addition of a standing platform and grab handle to enable waste handlers to travel in accordance with approved roadside waste collection practices. The platform must be located behind the rear-most wheel of the trailer or on the rear of the trailer.
- Inclusion of a tarp with roll-up storage mechanism to cover and secure materials being transported.

#### **AXLE(S)**

(2) 7000 LBS GALVANIZED IDLER AXLE

#### **BRAKES**

ELECTRIC BRAKES

#### **COUPLER**

2 5/16" ADJUSTABLE COUPLER

#### **CROSS MEMBERS**

16" C/C

#### **DECK HEIGHT**

28"

#### **EMPTY WEIGHT**

4500 LBS

#### **FLOOR**

11 GAUGE

#### **GVWR**

14000 LBS

#### **INTERIOR LENGTH**

192"

**INTERIOR WIDTH**

82"

**JACK**

ZINC PLATED 12000LB TONGUE JACK

**LIGHTS**

LED

**MATERIAL**

HOT DIPPED GALVANIZED STEEL

**OVERALL LENGTH**

252"

**OVERALL WIDTH**

102"

**PAYLOAD CAPACITY**

9,500 LBS

**SIDES**

23"

**SIZE**

82" X 192"

**SUSPENSION**

SLIPPER SPRING

**TAILGATE**

DOUBLE REAR BARN DOORS

**TIE DOWNS**

4 WELDED TIE DOWN HOOKS

**TIRES**

16" RADIAL (ST-235/80R16 10 PLY)

**WHEELS / RIMS**

8 BOLT GALVANIZED



## SCHEDULE B

### MANDATORY SUBMITTAL FORM

(This **FORM must be** completed and returned with the Submitted Proposal)

Proponent Covenant:

I/We the undersigned authorized signing officer of the Proponent, hereby declare that no person, firm or corporation other than the one represented by the signature below, has any interest in this submission.

I/We further declare that all statements, schedules and other information provided in this submission are true, complete and accurate in all respects to the best knowledge and belief of the Proponent.

I/We further declare that this submission is made without collusion, connection, knowledge, or comparison of figures or arrangement with any other company, firm or persons making a submission and is in all respects fair.

I/We understand that this may result in the rejection of our submission if this declaration is found to be untrue.

I/We have received, allowed for and included as part of our submission all issued Addenda.

**I/We have received \_\_\_\_\_ (state number) addenda.**

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**PRINT LEGAL NAME OF FIRM**

---

MAILING ADDRESS

---

CITY

PROVINCE

POSTAL CODE

---

NAME OF CONTACT PERSON (PRINT)

PHONE NUMBER



---

FAX NUMBER

CELLULAR NUMBER

---

EMAIL ADDRESS

---

**SIGNATURE OF AUTHORIZED OFFICIAL**

---

NAME OF AUTHORIZED OFFICIAL (PRINT)

---

DATE

Use this mailing label to identify the submitted Proposal:

From:

---

---

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Ph:

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**Municipality of Greenstone**

P.O. Box 70

1800 Main St

Geraldton ON P0T 1M0

**Attention: Katherine Alton, Public Services Dept**

**PROPOSAL #** \_\_\_\_\_

CLOSING DATE

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