



**Request for Proposal PW-04-2026
Curbside Garbage Collection and Disposal**

For Contracted Services (Contractor)

Closing Date: **Thursday, March 12, 2026**

Closing Time: **2:00 PM Local Time.**
Late Submissions will not be accepted

Location: Township of North Huron
274 Josephine Street
Wingham, ON
N0G 2W0
Attention: Kevin Watson
Email: kwatson@northhuron.ca

***** HARD COPY SUBMISSIONS ONLY*****

BID SUBMISSIONS

The Corporation of the Township of North Huron shall hereinafter be referred to as "the Township" or "the Owner".

The Township shall accept **one hard copy** for this Quotation submitted in-person to the Township of North Huron Municipal Office. Bids submitted and/or received by any other method shall be rejected, unless the Township has instructed otherwise by published Addendum.

If an Addendum is posted, it will be available on the Township of North Huron website, as well as the Bids & Tender's online platform. The onus is on the bidder to ensure they regularly check the Township of North Huron website and/or Bids & Tender for any Addendum.

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Introduction

1.0 Purpose

The purpose of this RFP is to select a service provider (or service providers) to perform the services ("services") described in Schedule A.

1.1 Definitions

Authorized Agent is a representative of the Proponent who has the authority, or appears to have the authority, to enter into a Contract on behalf of the Proponent.

Award is the acceptance of a Proposal in accordance with this Request for Proposal, as evidence by the Township of North Huron written notification to the selected Proponent.

Budget refers to any of several documents approved by the Council from time to time, which detail the amounts of money to be spent within a discal period by the Township on various operating expenses or capital projects. Budgets may be approved annually, or with terms of multiple years, or during any year for one or more specific projects or programs. Budgets may be approved annually, or with terms of multiple years, or during any year for one or more specific projects or programs.

Change Order is a written order issued from the Township of North Huron that changes the scope or specifications of any project.

Consultant means person who, by virtue of the professional expertise of service is contracted by the Township of North Huron to undertake a specific task or assignment. Examples include: a planner completing a specific study; an architect or engineer drawing plans for a particular building or project; a lawyer representing the Township of North Huron for a particular legal matter; an appraiser providing an opinion of value on an asset; etc.

Contract means legal agreement to be entered into by the selected proponent and Township of North Huron.

Contractor means the successful Proponent that has been engaged by the Township of North Huron to execute the contract.

Council means the elected representatives of the people of the Township of North Huron with respect to municipal administration.

Evaluation Team means the team appointed by the Township of North Huron.

Goods and/or Services means those goods and/or services set out in this Proposal sought to be procured by the Township of North Huron as a result of this Request for Proposal Process.

Insurance Certificate a certified document issued by an insurance company licensed to operate by the Government of Canada or the Province of Ontario.

Mandatory Performance Specification means requirements that the selected Proponent is obligated to perform under the contract.

May used in this Request for Proposal document shall be permissive and discretionary but recommended.

Proposal is a written offer, in a specific form, received from a Proponent in response to a Request for Proposal to provide goods and services based on the approved format of the Township of North Huron containing terms and conditions.

Proposal Package is the submitted package that includes the Proposal and any documents requested for evaluation.

Proponent is the Person who submits a Proposal.

Request for Proposal (RFP) means an invitation issued by the Township of North Huron to supply a Good or Service for a fixed price where specifications may be difficult to define or are restrictive in nature.

Shall used in this Request for Proposal document is a mandatory requirement that if not met, will result in a Proponent's disqualification.

Should used in the Request for Proposal document is a permissive and discretionary request but is recommended.

Will used in this Request of Proposal document is a mandatory requirement.

Town means The Corporation of the Township of North Huron.

Township Representative has the meaning set out in Section 1.7

Responsible Bidder is a contractor, business entity or individual who is fully capable to meet all of the requirements of the solicitation and subsequent contract. Must possess the full capability, including financial and technical to perform as contractually required. Must be able to fully document the ability to provide good faith performance.

Responsive Bidder is a contractor, business entity or individual who has submitted a request for proposal that fully confirms in all material respects to the Request for Proposal and all of its requirements, including all forms and substance.

Instructions to Proponents

1.1 Closing Time and Address for Proposal Delivery

Hard Copy proposals must be submitted to the Township of North Huron office:

Name: Kevin Watson, Director of Public Works & Facilities
Address: Township of North Huron
274 Josephine Street
Wingham, ON
N0G 2W0
Email: kwatson@northhuron.ca

On or before the following date and time (the "Closing Time")"

Time: 2:00 PM (Local Time)
Date: Thursday, March 12, 2026

1.2 Information Meeting

An Information Meeting has not been scheduled.

1.3 Number of Copies

The Proponent should submit one original hardcopy of the Proposal.

1.4 Registration

Proponents must register with the Township of North Huron at kwatson@northhuron.ca. Proposals from Proponents who have not registered will not be considered.

1.5 Late Proposals

Proposals received after the Closing Time will not be accepted or considered. Delays caused by any delivery, courier or mail service(s) will not be grounds for an extension of the Closing Time. The Proponent shall be responsible for ensuring that emailed proposals are successfully delivered to the Township of North Huron.

1.6 Amendments to Proposals

Proposals may be revised by written amendment, delivered to the location set out in Section 2.0, at any time before the Closing Time, but not after. An amendment must be signed by an authorized signatory of the Proponent in the same manner as provided by section 2.2. Faxed or emailed amendments are not permitted, but such amendment may show only the change to the proposal price(s) and in no event disclose the actual proposal price(s). A Proponent bears all risk that the Township's equipment functions properly so as to facilitate timely delivery of any amendment.

1.7 Inquiries

All inquiries related to this RFP should be directed in writing to the person named below (the "Township Representative"). Information obtained from any person or source other than the Town Representative may not be relied upon.

Name: Kevin Watson
Address: Township of North Huron
274 Josephine Street
Wingham, ON
N0G 2W0
Email: kwatson@northhuron.ca

Inquiries should be made by February 24, 2026. The Township of North Huron reserves the right not to respond to inquiries made after the inquiry closing deadline. Inquiries and responses will be recorded and may be distributed to all Proponents at the discretion of the Township.

Proponents finding discrepancies or omissions in the Contract or RFP or having doubts as to the meaning or intent of any provision, should immediately notify the Township Representative. If the Township determines that an amendment is required to this RFP, the Township Representative will issue an addendum in accordance with Section 1.7. No oral conversation will affect or modify the terms of this RFP or may be relied upon by any proponent.

Accessible Documentation: Should you require a copy of this document in a format compliant with Accessibility for Ontarians with Disabilities Act (AODA), please contact the Town Representative(s) listed above.

1.8 Addenda

If the Township of North Huron determines that an amendment or clarification is required to this RFP, the Township Representative will issue a written addendum, which will be posted to the Township of North Huron website, as well as the Bids & Tender Portal, at least forty-eight (48) hours prior to the Closing Time and Date. In the event that an addendum is issued within forty-eight (48) hours prior to the Closing Time and Date, it may include an extension of the Closing Time and Date. It is the responsibility of the Proponent to check the Township's online procurement website [Bids, Tenders and RFPs - Township of North Huron](#) prior to submitting their Proposal. The only way this RFP may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFP or may be relied upon by any Proponent. By delivery of a Proposal, the Proponent is deemed to have received, accepted and understood the entire RFP, including any and all addenda and **must disclose the number of addenda received within their Proposal.**

1.9 Examining of Contract Documents and Site

Proponents will be deemed to have carefully examined the RFO, including all attached schedules, the contract and the site (as applicable) prior to preparing and submitting a Proposal with respect to any and all facts which may influence a Proposal.

1.10 Opening Protocols

Proposals will be opened by a Township staff on March 12, 2026 at 2:00 PM, Local Time. It will be reviewed by staff and the anticipated award date is March 16, 2026 at the meeting of Council.

1.11 Status Inquiries

All inquiries related to the status of this RFP, including whether or not a Contract has been awarded, should be directed to the Town Representative.

1.12 Bid Deposit

Proponents shall include either an original certified cheque or bid bond made payable to the Township of North Huron in the amount of ten percent (10%) of the total contract value for the five-year term (inclusive of all taxes). If a scanned copy of the certified cheque is submitted, the original certified cheque shall be delivered to the Township by the Preferred Proponent within five (5) business days of the tender Closing Time. The proceeds of the bid deposit, upon acceptance of the Bid, shall constitute a deposit which shall be forfeited to the Town if the Preferred Proponent fails to file with the Township an executed Contract for the performance of the Work prepared by the Township in accordance with this RFP and the provisions, plans, specifications, conditions, addenda and schedules attached hereto within ten (10) days from the date of Award of the Contract.

Certified cheques of all but the two highest scoring Proponents will be returned within fourteen (14) days after the Closing Time. The certified cheque of the two lowest Proponents will be retained until a Bid has been accepted, the required surety and other documents specified have been accepted, and a Contract has been executed by the Town and the Preferred Proponent.

The bid deposit of the Proponent to whom the Contract is awarded shall be forfeited should they fail to execute a Contract and provide the satisfactory documents as required, prior to signing the Contract after receiving written notice of the Town's intent to award the Contract.

Bids not accompanied by a bid deposit will not be accepted. The bid deposit of the Preferred Proponent shall be returned after the contract has been executed.

Proposal Submission Form and Contents

2.1 Package

Hard copy(ies) of Proposals are to be in a sealed package, marked on the outside with the Proponent's name, title of the Project and Reference Number.

2.2 Form of Proposal

Proponents are required to conform to the conditions listed below and those failing to do so will be disqualified for a non-compliant Proposal Form:

- a) The proposal shall be completed and signed with the authorized signature of the Proponent or of a designated official of the organization.
- b) All Proposal information and pricing shall be legibly written in ink or by computer.
- c) The Proponent is required to detail a project timeline that indicates when deliverables will be produced having regard to the preferred timeline set out in the Schedule to this document.

2.3 Signature

The legal name of the person or organization submitting the Proposal should be included on all forms. The proposal should be signed by a person authorized to sign on behalf of the Proponent and include the following:

- (a) If the Proponent is a Corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Proposal should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Proposal on behalf of the corporation is submitted;
- (b) If the Proponent is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venture should be included, and each partner or joint venturer should be included, and each partner or joint venturer should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the Town that the person(s) signing have signing authority for the partnership or joint venture).
- (c) If the Proponent is an individual, including sole proprietorship, the name of the individual should be included.

Evaluation and Selection

3.1 Evaluation Team

The evaluation of Proposals will be undertaken on behalf of the Township by the Evaluation Team. The Evaluation Team may consult with others including Township staff members, Municipal partners, third party consultants and references, as the Evaluation Team may in its discretion decide is required. The Evaluation Team will give a written recommendation for the selection of a Preferred Proponent or Preferred Proponents to the Township Council.

3.2 Evaluation Criteria

The Evaluation Team will compare and evaluate all proposals to determine the Proponent's strength and ability to provide the Services in order to determine the Proposal which is most advantageous to the Town, using the following criteria:

(a) Quality and Completeness of Proposal 15%

The evaluation team will consider the Proposal's completeness. The presentation and ease of understanding will be evaluated. The ability to directly tie the Proposal back to the RFP's requirements will be ranked more favorably.

(b) Experience, Reputation and Resources 20%

The Evaluation Team will consider the proponents demonstrated experience on similar engagements, key personnel and references where applicable. Proponents should include the features of their services that give them a competitive advantage and include the level of staff certification.

(c) Workplan and Timelines 15%

The Proposal should include narrative that illustrates an understanding of the Town's requirements and Services. The Evaluation Team will consider the general approach and methodology that the Proponent would take in performing the services. The Proposal narrative should include how the Proponent will complete the scope of Services, manage the Services, and accomplish the required objectives with the Town's schedule as well as include a description of the standards to be met and evaluated in the deliverable.

(d) Financial 50%

The total proposed pricing shall be inclusive, including but not limited to, mileage, disbursements, and travel time along with all works as described within the RFP document. HST must be shown separately where applicable.

The Evaluation Team will not be limited to the criteria referred to above, and the Evaluation Team may consider other criteria that the team identifies as relevant during the evaluation process. The Evaluation Team may apply the evaluation criteria on a comparative basis, evaluating the Proposals by

comparing one Proponent's Proposal to another Proponent's Proposal. All criteria considered will be applied evenly and fairly to all Proposals. The evaluation is for internal use only. Option 1, Option 2, and Option 3 will be evaluated separately.

3.3 Discrepancies in Proponent's Financial Proposal

If there are any obvious discrepancies, errors or omissions in the Proponent's financial proposal, the Township of North Huron shall be entitled to make obvious corrections, but only if, and to the extent, the corrections are apparent from the Proposal as submitted.

3.4 Litigation

In addition to any other provision of this RFP, the Township of North Huron may, in its absolute discretion, reject a Proposal if the Proponent, or any officer or director of the Proponent submitting the Proposal, is or has been engaged directly or indirectly in legal action against the Township of North Huron, its elected or appointed officers, representatives or employees in relation to any matter.

In determining whether or not to reject a Proposal under this section, the Township of North Huron will consider whether the litigation is likely to affect the Proponent's ability to work with the Township of North Huron, its consultants and representatives and whether the Township of North Huron will incur increased staffing and legal costs in the administration of the Contract if it is awarded to the Proponent.

3.5 Additional Information

The Evaluation Team may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Team may make such requests to only selected Proponents. The Evaluation Team may consider such clarifications or additional information in evaluating a Proposal.

3.6 Interviews

The Evaluation Team may, at its discretion, invite some or all of the Proponents to appear before the Evaluation Team to provide clarifications of their Proposals. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating Proposals.

3.7 Multiple Preferred Proponents

The Township of North Huron reserves the right and discretion to divide up the Services; either by scope, geographic area, or other basis as the Township of North Huron may decide and select one or more Preferred Proponents to enter

into discussions with the Township for one or more Contracts to perform a portion or portions of the Services. If the Township of North Huron exercises its discretion to divide up the Services, the Town will do so reasonably having regard for the RFP and the basis of Proposals.

In addition to any other provision of this RFP, Proposals may be evaluated on the basis of advantages and disadvantages to the Township of North Huron that might result or be achieved from the Township of North Huron dividing up the Services and entering into one or more Contracts with one or more Proponents.

3.8 Negotiation of Contract and Award

If the Township of North Huron selects a Preferred Proponent or Preferred Proponents, then it may:

- (a) Enter into a Contract with the Preferred Proponent(s); or
- (b) Enter into discussions with the Preferred Proponent(s) to attempt to finalize the terms of the Contract(s), including financial terms, and such discussions may include:
 - i. Clarification of any outstanding issues arising from the Preferred Proponent's Proposal;
 - ii. Negotiation of amendments to proposed work plan and/or scope of the Proposal of the Preferred Proponent
 - iii. Negotiation of amendments to the Preferred Proponent's price and/or scope of Services if:
 - 1. The Preferred Proponent's financial proposal exceeds the Town's approved budget, or
 - 2. The Township of North Huron reasonably concludes the Preferred Proponent's financial proposal includes a price that is unbalanced, or
 - 3. A knowledgeable third party would judge that the Preferred Proponent's price materially exceeds a fair market price for services similar to the Services offered by the Preferred Proponent as described in the Preferred Proponent's Proposal; or

If at any time the Township of North Huron reasonably forms the opinion that a mutually acceptable agreement is not likely reached within a reasonable time, give the Preferred Proponent(s) written notice to terminate discussions, in which event the Town may then either open discussions with another Proponent or terminate this RFP and retain or obtain the Services in some other manner.

Selected Proponent Standard Terms and Conditions of Contract

The Performance Standard Terms and Conditions form a part of each Proposal and shall apply to the Selected Proponent's contract for the award. The Standard Terms and Conditions are meant to supplement but not supersede the terms and conditions of any competitive request for Proposal document, contract or agreement. In the event of a conflict or inconsistency, the terms and conditions in this section of the Request for Proposal will govern.

Insurance

The Selected proponent shall submit the required insurance certificate within seven days of notification for the award.

a) *Liability Insurance*

Without restricting the generality of the Indemnification provisions, the Services Provider shall, during the term of this Agreement, provide, maintain and pay for:

- (a) Commercial General Liability Insurance with limits of not less than \$5,000,000.00 inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. Such insurance coverage shall be in the name of the Services Provider and shall name the Township of North Huron as an additional insured thereunder.

The Commercial General Liability insurance shall include coverage for:

- premised and operations liability
- products or completed operations liability
- blanket Agreement liability
- cross liability
- severability of interest clause
- contingent employers liability
- personal injury liability
- owner's and Services provider's protective coverage
- liability with respect to non-owned licensed motor vehicles
- automobile liability insurance for the vehicles that will be used to provide the services
- property insurance for all equipment, tools, owned or leased property the contractor will use to perform the services
- business interruption insurance.

- (b) Contractor's Pollution Liability Insurance for not less than \$2,000,000.00 inclusive per occurrence for bodily injury, death and damage to property including remediation costs which are reasonable and necessary to investigate, neutralize, remove, remediate (including associated monitoring) or dispose of soil, surface water, groundwater or other

contamination. The policy shall remain in force for twenty-four (24) months following completion of the contract. The Township shall be added as additionally insured, but only with respect to liability arising out of the operations of the Contractor.

- (1) The Services Provider shall provide the Corporation with proof, in a form satisfactory to the Corporation, of the insurance required under this section prior to the commencement of work.
- (2) If the Corporation requests to have the amount of coverage increased or to obtain other special insurance for the Services for the Project, then the Services Provider shall endeavor forthwith to obtain such increased or special insurance at the Corporation's expense.
- (3) Commercial Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than \$5,000,000 per occurrence for Third Party Liability, in respect of the use or operation of vehicles owned, operated or leased by the Proponent.
- (4) Broad Form Property Policy insuring against loss or damage to any kind of owned, rented or leased equipment or property that is being used or could be used to provide Mutual Aid Fire Protection Services pursuant to this agreement in an amount not less than the full replacement cost.
- (5) All Risks business interruption insurance that provides coverage for loss caused by any risk that is not specifically excluded.
- (6) The Supplier agrees to defend, indemnify and save harmless the Town from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Supplier's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Supplier in accordance with this Contract, and shall survive this Contract.
- (7) All the above insurance policies shall contain an endorsement to provide all Named Insureds and Additional Insureds with thirty (30) days prior written notice of cancellation in whole or in part.

b) Workplace Safety and Insurance

The Proponent certifies that it is in full compliance with the Workplace Safety and Insurance Act. A copy of a Clearance Certificate from the Workplace Safety and Insurance Board must be submitted by the Proponent upon notification of the award of the contract and prior to commencing work.

5.2 Termination of Contract

Subject to the provisions below, the Contract may be terminated by the Township

of North Huron upon ninety (90) days advance written notice to the Consultant. If any work or service hereunder is in progress, and not completed as of the date of termination, then the Contract may be extended upon written approval of the Township until said work or services are completed and accepted.

- (a) Termination for Convenience – The Town of Goderich may terminate this Contract for convenience at any time in which case the parties shall negotiate reasonable termination costs.
- (b) Termination for Cause – In the event of Termination for Cause, the ninety (90) days advance notice is waived and the Consultant shall not be entitled to termination costs.
- (c) Termination Due to Unavailability of Funds in Succeeding Fiscal Years – If funds are not appropriated or otherwise made available to support continuation of the performance of this Contract, in a subsequent fiscal year, then the Contract shall be cancelled and, to extent permitted by law, the Selected Proponent shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of supplies or services delivered under the Contract.

5.3 Billing and Invoices

All payments will be made within 30 days from receipt of an approved invoice. Where there is a question of non-performance involved, payment in whole or in part against which charge back any adjustments required, will be withheld.

The Township of North Huron has implemented electronic payments for our Vendors. Payment schedules may be negotiated with the contractor. The preferred method of payment will be Electronic Transfer (EFT) directly into the Vendor's bank account. The successful Proponent shall complete the provided EFT Form after notification of contract award.

General Conditions

6.1 No Town Obligation

This RFP is not a tender and does not commit the Township of North Huron in any way to select a Preferred Proponent, or to proceed to negotiations for a Contract, or to award any Contract, and the Township of North Huron reserves the right to at any time reject all Proposals, and to terminate this RFP process.

6.2 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing, and submitting Proposals, and for any meetings, negotiations or discussions with the Township of North Huron or its representatives and consultants, relating to or arising from this RFP. The Township of North Huron and its representatives,

agents, consultants, and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP.

6.3 No Contract

By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contract of any kind is formed under, or arises from, this RFP, prior to the signing of a formal written Contract.

6.4 Conflict of Interest

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the Township of North Huron, its elected or appointed officials or employees. The Town of Goderich may rely on such disclosure.

6.5 Solicitation of Council Members, Town Staff and Town Consultants

Proponents and their agents will not contact any member of the North Huron Council in RFP, other than the Township Representative named in Section 1.7, at any time prior to the award of a contract or cancellation of this RFP.

6.6 Confidentiality

All submissions become the property of the Township of North Huron and will not be returned to the Proponent. All submissions will be held in confidence by the Town unless otherwise required by law. Proponents should be aware that the Township of North Huron is a "public body" defined by and subject to the Freedom of Information and Protection of Privacy Act of Ontario.

6.7 Occupational Health and Safety

The Proponent has read and agrees to comply with the Township of North Huron's Corporate Statement regarding Occupational Health and Safety while conducting any meetings, inspections, etc. required to administer this proposal or a resulting policy.

6.8 Legal Conditions

The Proponent certifies that:

- a) All vehicles and equipment that will be used to carry out the Work shall be parked or stored at a property which is lawfully zoned for such purposes, failing which this Contract may be terminated by the Township without cost or penalty to the Town. The Contractor shall provide such information in this

- regard as required by the Township to evidence such compliance.
- b) They have no outstanding taxes, levies, fees, charges or fines which are payable, either directly or indirectly, to the County of Huron or to the Township of North Huron, and if the Township of North Huron is or becomes aware of any such outstanding taxes, levies, fees, charges or fines, then those amounts may be set-off against any monies payable to the contractor under this contract.
 - c) They will comply, and are presently in compliance, with all relevant federal, provincial and municipal laws and that they will also comply, and are presently in compliance, with any orders of a Court of competent jurisdiction, including Ontario's Superior Court of Justice, the Ontario Court of Justice and the Provincial Offences Court, failing which this Contract may be terminated by the Township without cost or penalty to the Township. The Contractor shall provide such information in this regard as required by the Township to evidence such compliance.

6.9 Supply and Maintenance of Equipment

The Contractor is responsible for all fuel, oil, parts, repairs, and general maintenance on the equipment supplied by the Contractor. All repairs to the equipment are to be carried out as soon as possible by the Contractor.

6.10 Loading of Motor Vehicles

Where a vehicle is hauling material for use in the Contract, in whole or in part upon a public highway and where motor vehicle registration is required for such vehicle, the Contractor shall not cause or permit such vehicle to be loaded beyond the legal limit as specified in the Highway Traffic Act, whether such vehicle is registered in the name of the Contractor or otherwise.

6.11 Damage of Vehicles and Other Equipment

If at any time, in the opinion of the Township Representative, damage is being done or is likely to be done to any highway or in any improvement thereon, other than such portions as are part of the work, by the Contractor's vehicles or other equipment whether licensed or unlicensed, the Contractor shall, on the direction of the Township Representative and at the Contractor's own expense make changes in, or substitutions for such vehicles or other equipment, or shall alter loadings or shall in some other manner remove the cause of such damage to the satisfaction of the Town.

6.12 Work Site

It is the responsibility of the Contractor that the work area is maintained in a safe manner for pedestrian and vehicular traffic and good housekeeping is performed during the project. The Contractor shall perform all work in accordance with the

Ontario Traffic Manual Book 7.

6.13 **Completion**

This contract will be terminated on April 30, 2031 unless a contract extension is agreed to by the Contractor and the Township of North Huron.

Schedule A - Services

Objective

The Township of North Huron is requesting proposals for the weekly, and bi-weekly, of residential waste within the Town. The Contractor will be required to travel all public streets and some private roads, stopping at every residential unit, as outlined in this document, within the Township limits for "curbside" pick up, in accordance with the current Waste Management By-Law of the Township of North Huron.

Scope of Work

The Contractor will be required to provide and/or source their own Ministry of Environment, Conservation and Parks (MECP) approved landfill site or transfer station to deposit the collected curbside refuse, and requests bidders to include these disposal costs within their bid submission. Proponents are required to submit completed Schedule B – Form of Proposal and at least one of Schedule C – Pricing Proposal Form (Option 1 or Option 2).

Pricing for each option is to include all labour, vehicles, tools, carts, cart maintenance and support, equipment, travel time, and disposal costs / tipping fees at an approved landfill site / transfer station sourced and/or provided by the Contractor outside of the Township of North Huron.

Collection of Solid Waste, Organics

Please note that the intention of the Corporation is to enter into a contract for Option 1 or Option 2. The Contractor can price Option 1, or Option 2, as part of the Request for Proposal.

Option 1 - Weekly collection of Solid Waste. Provide automated weekly collection and disposal of solid waste and single stream recyclables to approximately 3590 households or dwelling units situated in Single Family Dwellings, Semi-Detached, Duplex, Triplex, Apartment, Condominiums and other multiple dwellings as approved by the Owner, including commercial and industrial locations.

Option 2 - Automated Weekly automated collection and disposal of Organics and bi-weekly collection of Solid Waste. Provide automated weekly collection and disposal of organic waste and bi-weekly collection and disposal of solid waste and single stream recyclables to approximately 3590 households or dwelling units situated in Single Family Dwellings, Semi-Detached, Duplex, Triplex, Apartment, Condominiums and other multiple dwellings as approved by the Owner, including commercial and industrial locations. North and South areas as shown in Schedule E.

As part of the contract award, the Township will either award the contract using the pricing of either Pricing Proposal Form, Option 1 or Pricing Proposal Form, Option 2, but not both.

All such work shall be performed by the Contractor in accordance with the attached specifications. The Contractor will be required to provide, at their own expense, all and every kind of labour, vehicles, tools, equipment, articles and things necessary for the due execution of the work set out or referred to in the specifications.

The contract will be for a five-year term beginning May 1, 2026 and expiring April 30, 2031, with optional one-year extensions based upon satisfactory performance and approval from the Township. The collection duties of the Contractor will commence at 12:01 AM on the 1st day of May 2026 and expire at 11:59 PM on the 30th day of April 2031 unless an extension is agreed to by both parties in writing.

Specifications

Curbside collection shall be carried out on a weekly basis, beginning no earlier than 7:00 AM and completed by 5:00 PM on the day of collection, and is subject to change. The Contractor will be required to collect the garbage in accordance with the Township of North Huron Waste Management By-Law, as amended from time to time, as well as subsequent by-laws as passed by Council. A copy of the current Waste Management By-Law is available on the Township's website.

No collection shall be made on Sunday, Good Friday, Christmas Day or New Year's Day. The regular collection schedule is expected to continue uninterrupted on the statutory holidays not listed above.

When a holiday is observed by the Contractor, collection shall be rescheduled for the following day. In the event that collection on the subsequent day is not viable, collection is to be completed within the calendar week. The Contractor will coordinate with Township staff to negotiate the change and to advertise all changes to collection schedules occasioned by observance of a holiday.

If severe weather conditions do not allow regular schedules to proceed, the Contractor shall notify the Township immediately. The Contractor shall coordinate with the Township to reschedule the missed collection day.

The Contractor must acknowledge the user pay garbage system within the Township of North Huron, as set out in the Townships Waste Management By-Law, and must agree to abide by the by-law. The Contractor will be required to assist the Township in policing the by-law, including but not necessarily limited to, placing rejection stickers on non-complying refuse, reporting offenders to the Public Works Department, speaking/meeting with offenders to explain the offence and find solutions, reporting the public's damaged or poor state of repair garbage boxes/receptacles to the Township, and to assist the Public Works Department to make the system run efficiently. Upon request from the Township, the Contractor

will be required to monitor and track incoming calls/complaints and provide the information to the Township.

All garbage collection complaints and issues will be handled by the Contractor. It is the responsibility of the Contractor to receive calls and investigate all complaints and questions. If and when calls come to Township staff, the Township will provide the customer with the Contractor’s phone number only.

The Contractor shall have a complaint handling procedure in place during the term of the contract and must have the resources in place to address complaints in a timely manner.

The Contractor shall be responsible for immediately reporting any spills to the Town and the Spills Action Centre, if necessary.

Route/Collection Days

The garbage collection areas are described as:

Section	Description
Section 1	North Area – Town of Wingham
Section 2	South Area -Hutton Heights, Blyth, Belgrave, Auburn, East Wawanosh

Should any road become impassable due to road construction, or road closures, the Contractor will be required to alter their collection runs, at no additional cost to the Town, to collect all curbside garbage from both sides of the closure(s).

Missed Collection / Labour Disruptions

If the Township determines that they must carry out any part of the contract work, the Contractor shall be invoiced for the work undertaken, or the amount owing will be deducted from the next payment to the Contractor.

If the Contractor is delayed in the performance of the work by labour disputes, strikes, lock-outs (including lock-outs decreed or recommended for its members by a recognized Contractor's Association of which the Contractor is a member), fire, unusual delay by common carriers or unavoidable casualties or, without limit to any of the foregoing, by any cause of any kind whatsoever beyond the Contractor's control; then, the contract term shall be extended for such reasonable time as may be mutually decided, but in no case shall the extension of time be less than the time lost as the result of the event causing the delay, unless such shorter extension of time be agreed to by the Contractor.

Labour and Equipment

The Contractor must ensure that all employees engaged in the collection services maintain, at all times while so engaged, a high degree of cleanliness.

The Contractor will be responsible for maintenance, repairs and all other operating costs of the equipment supplied including fuel, collection bins, licensing, insurance, washing, storage, etc. The Contractor shall, at all times, provide, fully maintain, and operate a sufficient number of vehicles to perform the collection services specified herein. Units to be used for collection services must have fully enclosed, drip-proof steel bodies of sufficient capacity, capable of loading, compacting and unloading the refuse mechanically, mounted on adequate truck chassis, all to the approval of the Town.

The Township shall have the right to cause the Contractor at any time after the commencement of the contract operation to increase the number of collection units to such numbers as may be determined by the Township, thereby ensuring adequate performance of the contract.

Some public and private roads may require smaller equipment for pick up and the Contractor is expected to drive these roads prior to bidding to ensure they have the proper equipment.

All vehicles must contain the required current Provincial Safety Certificate. Upon request of the Township, the Contractor shall provide new copies of Certificates.

Trucks must be equipped with a radio or cellular telephone which would allow the Contractor's office to contact the trucks.

All equipment used by the Contractor must be kept clean at all times. The Contractor shall be prohibited from displaying any advertising matter whatsoever

on any of the collection units operated under the provisions of the contract. The Township may require the Contractor to display markings on his/her vehicle and containers, as determined by the Town. The Contractor may display company names etc. as required by provincial legislation.

Contract

Collection Schedule

Under Option 1, the Township's expectation is for the Contractor to continue with the current collection schedule:

Area	Solid Waste Collection Day	Recycling Collection Day
Section 1	Tuesday	Every other Tuesday, alternating with Section 2
Section 2	Tuesday	Every other Tuesday, alternating with Section 1

Under Option 1, the Township will evaluate the Proponents submitted schedule based on the deviation from the current schedule.

Regardless of which option is selected, the garbage pick-up schedule agreed to by both parties will not change except for the Good Friday, Christmas and New Year's Day holidays.

Timeline

The deadline for RFP submissions is March 12, 2026 at 2:00 PM Local Time. It is expected the Preferred Proponent will be awarded the project by March 16, 2026.

Proposal Submission Requirements

The Proponent shall include at least the following information with their proposal:

- Completed Schedules A and B
- Description of organization (ie. Corporate structure, number of employees, etc.)
- Ministry of Environment Registration Details (EASR, ECA or CofA for waste transportation systems/vehicles)
- Number of employees to be employed under this contract and their experience in refuse collection
- Relevant experience
- Description of vehicles and equipment proposed to be used under this contract
- List of subcontractors that may be employed under this contract

- Rejected refuse bag notification procedures
- Details on disposal location (if applicable) including location and approvals from the MECP
- Value added services (if applicable); and
- Any additional information that will assist the Town in selecting the Preferred Proponent.

The Proponent should also describe their methodology for the successful delivery of collection services, including, but not limited to:

- Start-up plans leading up to May 1, 2026 (if applicable)
- Health and safety policies
- Spill response procedure
- Customer service procedures
- Public education strategies
- Staff training procedures
- Data management and reporting
- Business interruption/contingency plans

Subcontractors

No portion of the work under this award may be subcontracted unless listed below or written authorization is obtained from the Director of Public Works & Facilities. The Contractor is fully responsible for acts and omission of the subcontractor(s) and/or persons directly or indirectly engaged by the Contractor in the respect to this work. Subcontractors will be required to abide by all requirements of this contract.

The following is a list of Sub-Contractors or Sub-Trades intended to be used in the execution of the contract showing the approximate portion of the work to be allotted to each.

Item	Name and Address	Description of Work
1.		
2.		
3.		
4.		
5.		
6.		

No subcontracted work is intended in order to meet the terms of this contract.

Bidder's Senior Staff

The Proponent shall list senior supervisory staff with a summary of all the experience of each if they have not performed work for the Township within the last three years.

Name	Job Title	Qualifications and Experience

Schedule B – Form of Proposal

(Return all of Schedule B with the Proposal Package Submission)

a) Contact Information of the Proponent

Legal Name of the Proponent or Individual

Mailing & Courier Delivery Address with Postal Code

Telephone Number

Fax Number

H.S.T. Number

For Any Questions Regarding the Proposal, Name the Contact Person and Their Title

Contact's email address

+

=

Bid Price Before Tax

HST

Total Bid Price Including HST

Authorized Signature

Name (Please print)

Schedule C – Pricing Proposal Form (Option 1)

Item	Description	QTY	Unit	Unit Price	Total Amount
1	Curbside Garbage Collection and Disposal Year 1 (2026-2027)	12	month	\$ _____	\$ _____
2	Curbside Garbage Collection and Disposal Year 2 (2027-2028)	12	month	\$ _____	\$ _____
3	Curbside Garbage Collection and Disposal Year 3 (2028-2029)	12	month	\$ _____	\$ _____
4	Curbside Garbage Collection and Disposal Year 4 (2029-2030)	12	month	\$ _____	\$ _____
5	Curbside Garbage Collection and Disposal Year 5 (2030-2031)	12	month	\$ _____	\$ _____
6	Disposal Cost	1	metric tonnes	\$ _____	\$ _____
7	Bins-Commercial	As per schedule F	month	\$ _____	\$ _____
Total Price for Items (not incl. HST)					\$ _____

Area	Proposed Collection Day
Section 1	_____
Section 2	_____

The Contractor may be asked to add or delete specific services on the direction of the Township. Rates for these services are itemized below and will be indexed by two percent each successive contract year:

Roll Off – Delivery per bin	\$
Roll Off - Service	\$
Roll Off Disposal per MT	\$
Front Load Waste – 2yard	\$
Front Load Waste – 4 yard	\$
Front Load Waste – 6 yard	\$

Note: Proponents are not required to submit bids for both Schedule C and Schedule D

Schedule C – Pricing Proposal Form (Option 2)

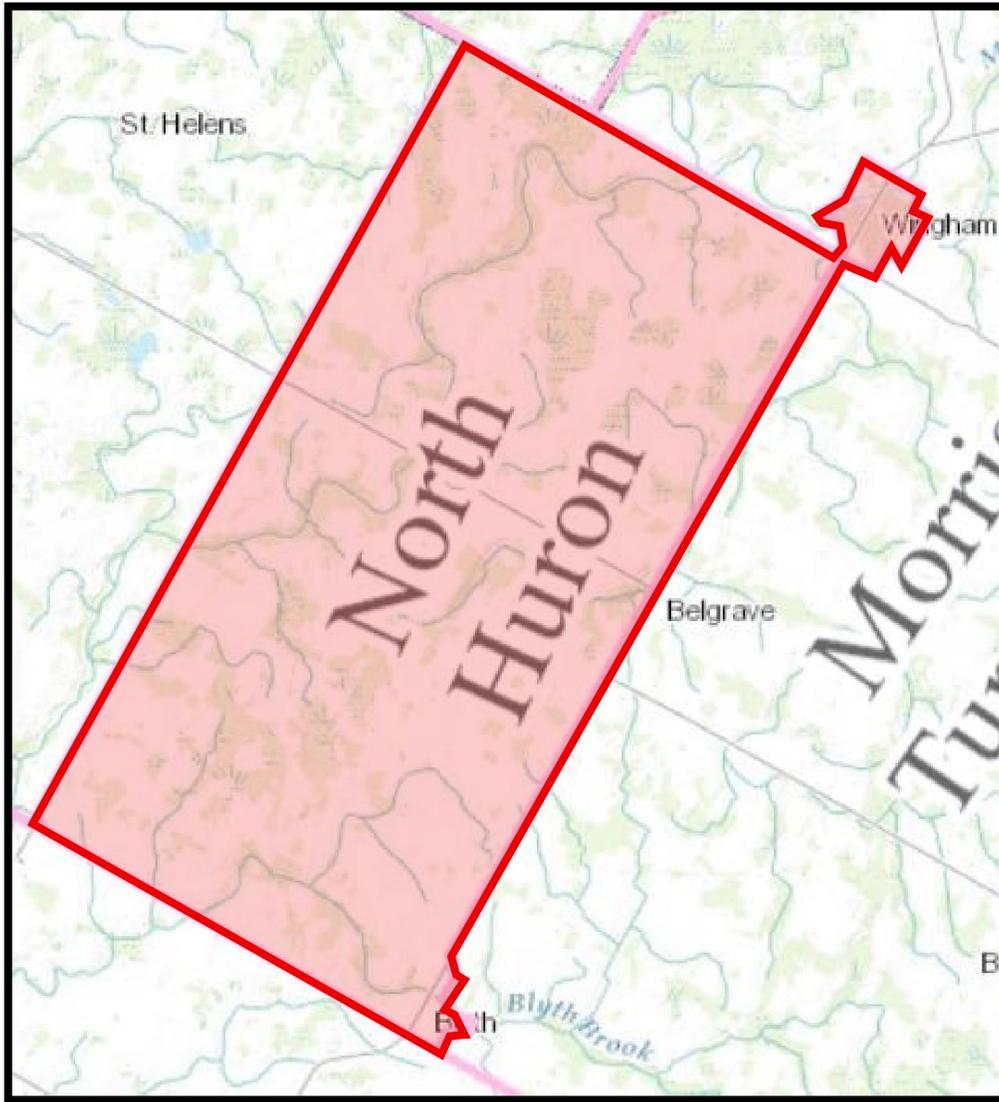
Item	Description	QTY	Unit	Unit Price	Total Amount
1	Curbside Waste/Organics Collection and Disposal Year 1 (2026-2027)	12	month	\$ _____	\$ _____
2	Curbside Waste/Organics Collection and Disposal Year 2 (2027-2028)	12	month	\$ _____	\$ _____
3	Curbside Waste/Organics Collection and Disposal Year 3 (2028-2029)	12	month	\$ _____	\$ _____
4	Curbside Waste/Organics Collection and Disposal Year 4 (2029-2030)	12	month	\$ _____	\$ _____
5	Curbside Waste/Organics Collection and Disposal Year 5 (2030-2031)	12	month	\$ _____	\$ _____
6	Disposal Cost Waste	1	metric tonnes	\$ _____	\$ _____
7	Disposal cost Organics	1	metric tonnes	\$ _____	\$ _____
8	Bins-Commercial	As per schedule F	month	\$ _____	\$ _____
Total Price for Items 1 and 2 (not incl. HST)					\$ _____

Area	Proposed Collection Day
Section 1	_____
Section 2	_____

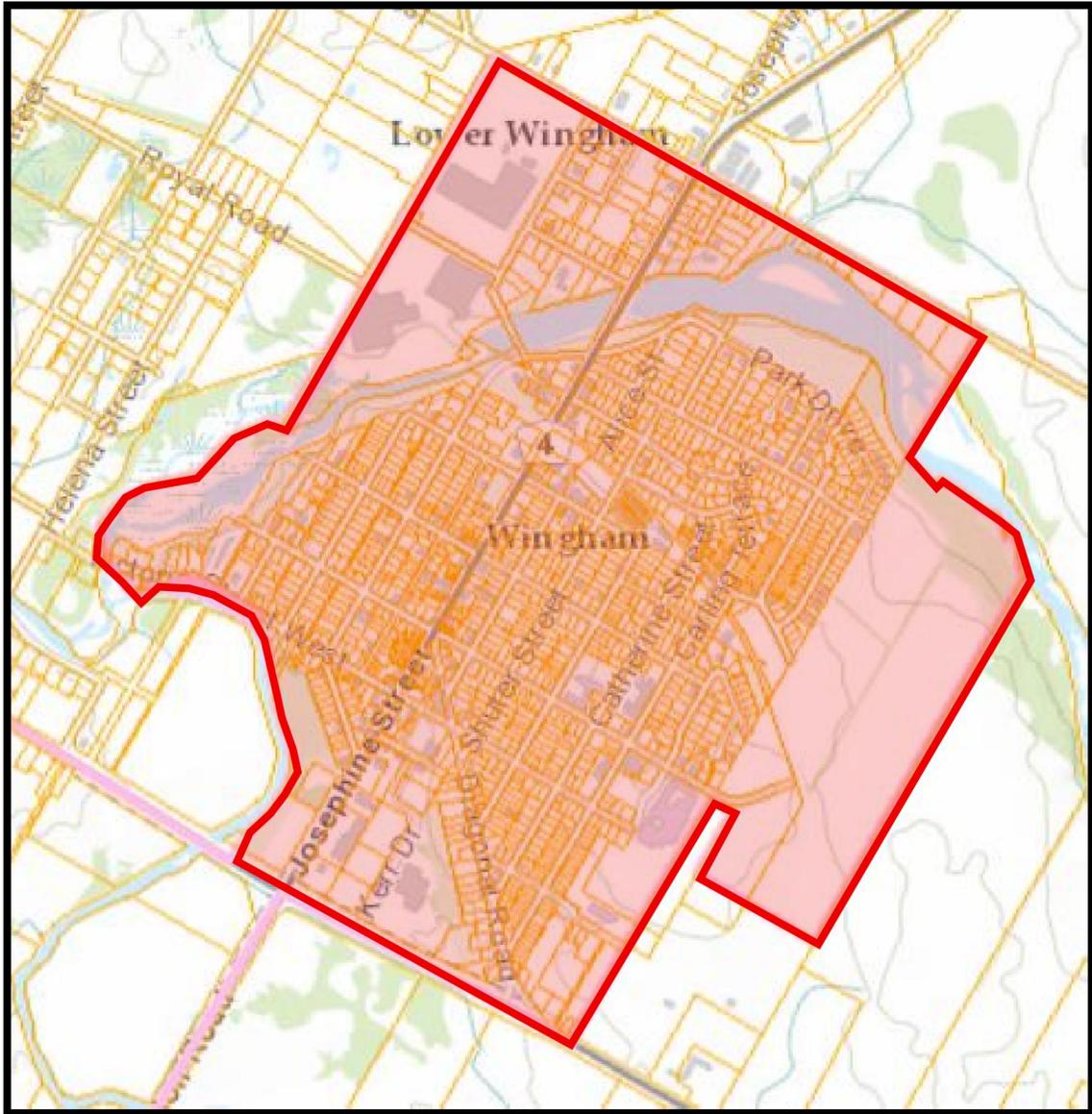
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Roll Off Disposal pe MT	\$
Front Load Waste – 2yard	\$
Front Load Waste – 4 yard	\$
Front Load Waste – 6 yard	\$

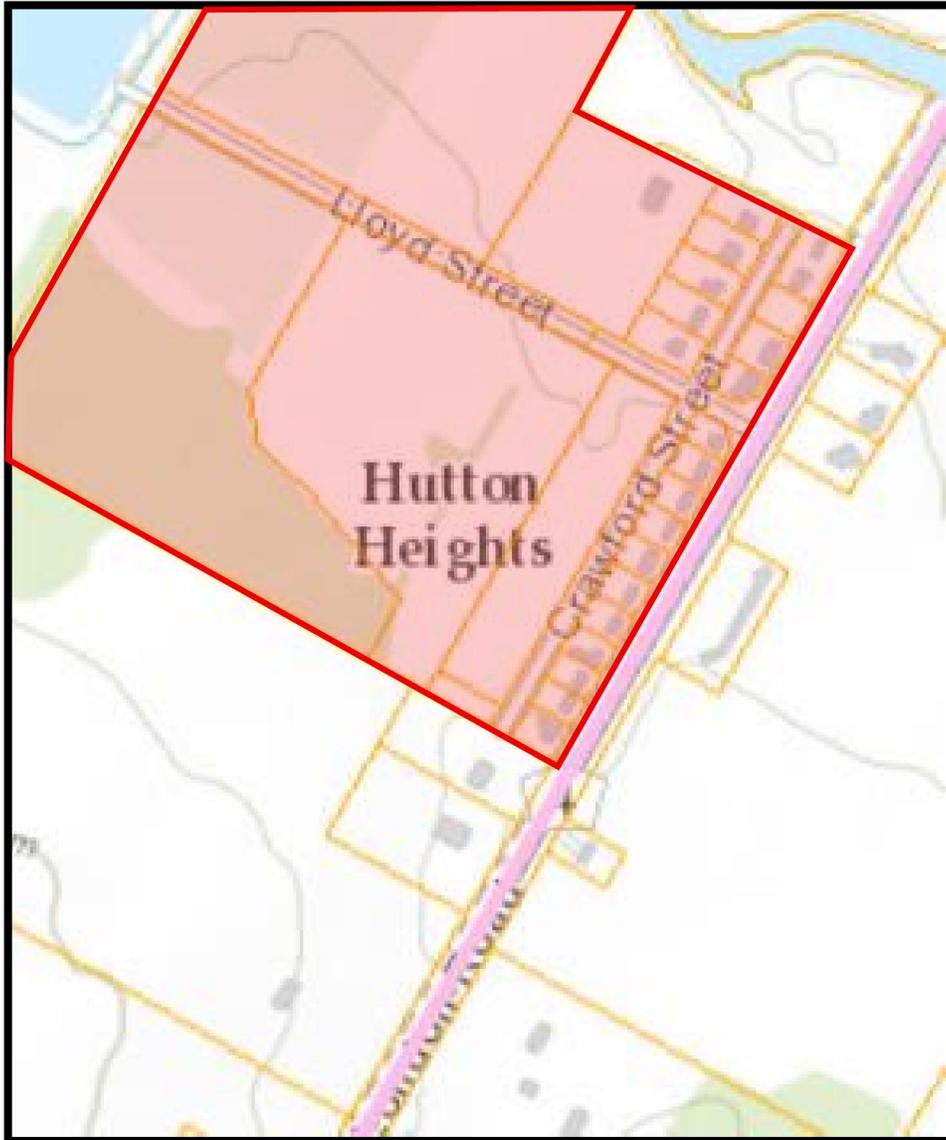
Schedule E – Township Collection Maps
North Huron



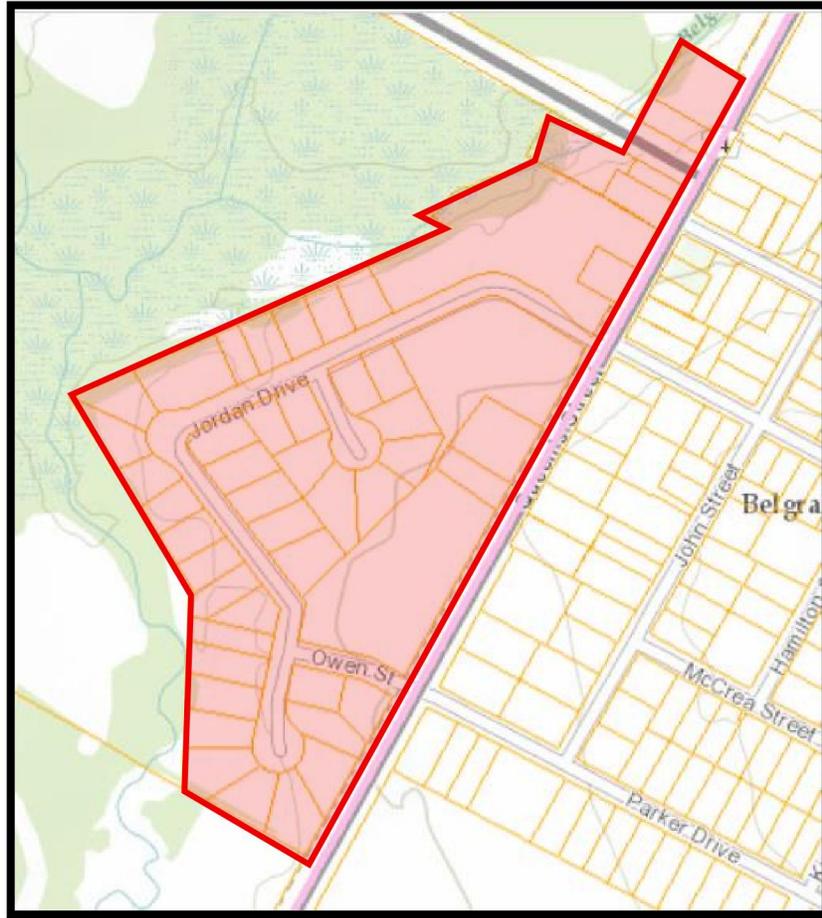
Wingham



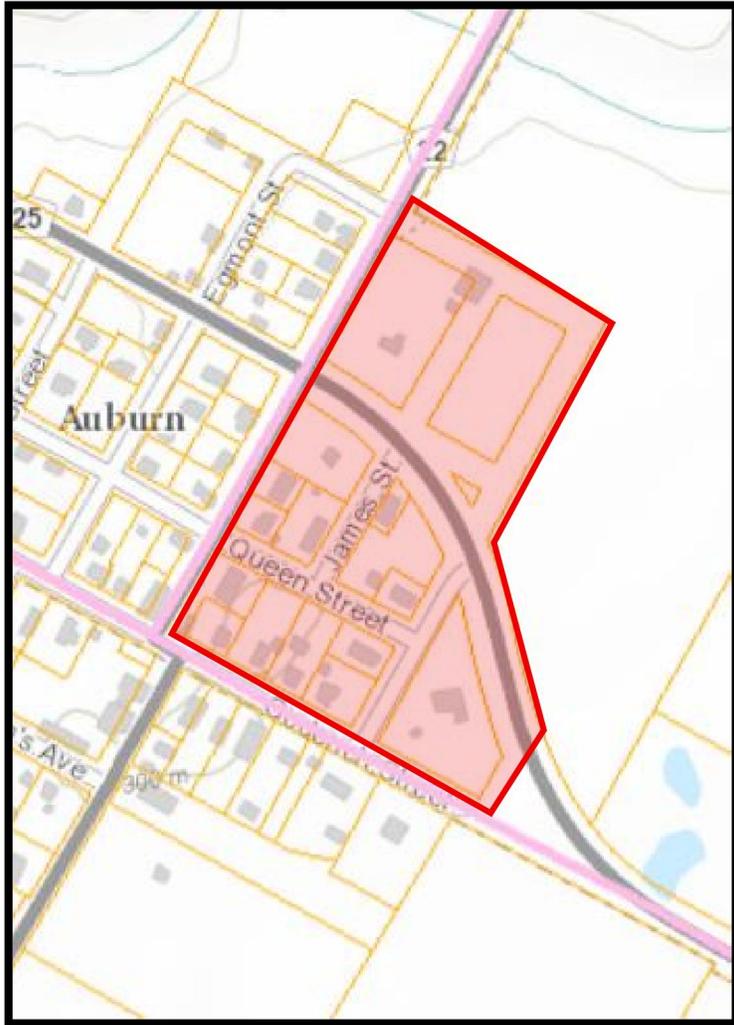
Hutton Heights



Belgrave



Auburn



Schedule F - Commercial and Industrial Locations

Containers are to be emptied per seasonal schedule. All containers shall have lids capable of being locked. Certain containers may be removed for the winter months at the option of the contractor and with the approval of the Owner.

Location	# Bins	Bin Size	Service Schedule
Blyth Public Works/Fire Hall 685 Queen Street Blyth, ON	1	4 yd	Weekly
North Huron Westcast Community Complex 99 Kerr Drive Wingham, ON	1	4 yd	Weekly
Wingham Landfill Site 39601 Reid Road Wingham, ON	8	4Yd	Weekly
Wingham Town Hall 274 Josephine St Wingham, ON	1	4 yd	Weekly
Blyth Community Centre 377 Gypsy Lane Blyth, ON	1	4 yd	Weekly
Wingham Public Works 441 Josephine Street Wingham, ON	1	4 yd	Weekly