



**Western
New Brunswick**
Service Commission

REQUEST FOR PROPOSALS
2024-06
REGIONAL WASTE TRANSFER
STATION

ISSUED: OCTOBER 9, 2024

SUBMISSION DEADLINE: 4:00 PM ADT, OCTOBER 24

Request for Proposals
2024-06
Regional Waste Transfer Station

TABLE OF CONTENTS

PART 1 – INTRODUCTION	Page 2
PART 2 – PROPOSAL REVIEW	Page 3
PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS	Page 5
PART 4 – THE DELIVERABLES	Page 6

PART 1 – INTRODUCTION

1.1 **Invitation to Proponents**

(1) This Request for Proposals (“RFP”) is an invitation by the Western New Brunswick Service Commission (“WNBSC”) to prospective proponents to submit proposals for the provision a regional waste transfer station as per “**The Deliverables.**”

1.2 **RFP Contact Person**

(1) For the purpose of this RFP process, the WNBSC contact person shall be:
Katelyn McGrath, CEO
Western New Brunswick Service Commission
3143 Main Street, Unit 2
Centreville, NB
E7K 3E8
Email: Katelyn.mcgrath@westnb.ca

1.3 **Type of Contract for Deliverables**

(1) The WNBSC will issue a letter of intent to enter into a service contract with the successful proponent for the scope of services detailed in this request for proposal.

1.4 **No Guarantee of Volume of Work or Exclusivity of Contract**

(1) The WNBSC makes no guarantee as to the value or volume of the materials to flow through the transfer station, and the volumes will fluctuate based on diversion programs and factors outside of the control of the service commission.

PART 2 – PROPOSAL REVIEW

2.1 Timetable

(1) The RFP timetable is tentative and may be changed by the WNBSC at any time.

Issue Date of RFP	October 9, 2024
Submission Deadline	October 25, 2024
Evaluation	TBD
Anticipated Deadline For selection of proponent	TBD

2.2 Submission Instructions

- (A) Proposals should be submitted at the following location:
- Western New Brunswick Service Commission
c/o Katelyn McGrath, CEO
3143 Main Street, Unit 2
Centreville, NB
E7K 3E8
OR via EMAIL at: Katelyn.mcgrath@westnb.ca
- (B) Proponents should submit two original signed copies if delivered to the physical address above in person or by mail. Proponents should submit one signed and scanned copy if submitting via email (electronic copy.)
- (C) Please mark the email subject line or envelope, clearly indicating:
“Request for Proposals No.: 2024-06
Regional Waste Transfer Station”
- (D) Proposals must be submitted on or before 4:00 p.m. on October 24, 2024.
- (E) Proposals may be amended by proponents prior to their submission deadline by submitting the amendment via email, mail or delivered in person. Please clearly indicate:

Amendment for: “Request for Proposals No.: 2024-06

Regional Waste Transfer Station”

- (F) Withdrawal of proposals can be done at any time throughout the RFP process by contacting Katelyn McGrath by email at katelyn.mcgrath@westnb.ca.

2.3 Mandatory Requirements

In addition to the information required under Section 4, all proposals must be submitted in accordance with the following Mandatory Requirements:

- (a) Each proposal must be in English.
- (b) Each proposal must be for the entire scope of work.
- (c) Each proposal must include three (3) references from clients who have obtained similar goods or services as those requested in this RFP.
- (d) Each proposal must include a Disclosure of Information statement as follows:

Disclosure of Information

The proponent hereby agrees that the information provided in the proposal, even if identified as confidential, may be disclosed where required by law or if required by order of a court or tribunal.

Signature of Witness

Signature of Proponent Representative

Name of Witness Signature

Name

Title

Date

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.1 General Information and Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP.

The WNBSC and its representatives shall not be liable for any information and advice, any discrepancies or errors or omissions that may be contained in this RFP or any addenda, appendices, data, or content.

The proponent shall incur all costs associated with or incurred in the preparation and presentation of their proposal, including applicable costs incurred for interviews, if necessary.

Proponents may direct questions concerning the RFP and the RFP process to Katelyn McGrath at katelyn.mcgrath@westnb.ca, or by calling 506-276-3610 EXT 203.

It is the responsibility of the proponent to seek clarification on any matter it considers to be unclear.

All amended information must be submitted in addenda, including significant changes to the RFP.

No submissions will be accepted after the deadline.

Submissions will not be returned.

The WNBSC may disqualify any proponent or rescind any contract entered into if the proponent's response contains misrepresentations, omissions, and or any inaccurate, incomplete, or misleading information.

PART 4 - THE DELIVERABLES

(1) SCOPE

The Western New Brunswick Service Commission is soliciting proposals from qualified providers for the provision of a regional waste transfer station as per the enclosed specifications, terms, and conditions.

The WNBSC is seeking the provision of services including the acceptance of solid waste, and the transfer of said waste to a bulk trailer and delivery to one of two New Brunswick landfills, as per contract stipulations. The Commission also requires the provision of secondary services including, the acceptance of construction and demolition materials, the acceptable and decommissioning of white goods. The operation must be open to the public for the delivery of waste and shall be equipped with certified scales.

(2) SPECIFICATIONS

The operation of the regional transfer station shall include at minimum the following services:

- The acceptance of solid waste from residential, commercial, ICI, and First Nations
- The transfer of waste from collection vehicles to bulk trailers
- The delivery of the waste to the landfills owned and operated by the Northwest Regional Service Commission or the Southwest New Brunswick Service Commission
- The operator shall ensure that the overall delivery of waste to the two destination landfills is in compliance with the 50% +/- 5% split required as per the Service Commission contract agreement
- The acceptance and disposal of construction and demolition materials in a certified C&D site approved by the Department of Environment and Local Government.
- The operation shall collect all fees associated with the disposal of waste, and remit those fees to the appropriate parties, including the destination landfills, and the Service Commission.
- Optional services: the Commission would look favorably upon submissions which include the provision of site Hazardous Waste Collection, as well as of other waste diversion programming such as organics acceptance and processing, and the participation in the EPR programs including but not limited to battery recycling, used oil and Glycol, and paint recycling.

Required Content

1. Name of the firm responding to the RFP
2. Your understanding of the project, and a detailed outline to the services to be provided
3. The firms experience in the provision of such services
4. A reporting structure and schedule

5. Appendices that include:
 - a. Any other relevant information regarding the RFP
6. Pricing
7. References
8. Disclosure Statement

RESERVED RIGHTS

The WNBSC reserves the right to:

- a) Reject any unbalanced proposal, one which deviates substantially from, or does not represent reasonable and proper compensation for the unit of work bid on or one that contains prices which appear unbalanced.
- b) Amend or modify the scope of a project, and/or cancel the RFP solicitation at any time for any reason.
- c) Require proponents to provide additional information, even after the closing date for the RFP solicitation in order to support or to clarify the content of their proposals.