



District of Wells

INVITATION TO TENDER GARBAGE COLLECTION - WELLS, BC

The District of Wells is seeking a contractor to collect local residential and commercial refuse and remove it to the nearby Cariboo Regional District (CRD) transfer station.

Tender documentation is available at the District of Wells Municipal Office, 4243 Sanders Avenue, Wells (PO Box 219, Wells, BC, V0K 2R0) where completed tenders are to be returned no later than **2:00 PM Tuesday, November 21, 2017** when they will be publicly opened.

If approved, collection operations under the contract may commence on December 1, 2017 and shall be for a period terminating on May 31, 2021 with an option to negotiate a two-year extension. The District of Wells reserves the right not to accept the lowest or any quote.

Please direct any enquiries to Andrew Young, Chief Administrative Officer at 250-994-3330.

DISTRICT OF WELLS

GARBAGE COLLECTION - WELLS, BC

INSTRUCTIONS TO CONTRACTORS

1. Sealed quotes for the Collection of Garbage in the District of Wells, BC, will be received until 2:00 PM Tuesday, November 21, 2017 at the Municipal Office of the District of Wells, at which time the quotes will be opened in public.
2. Quotes must be submitted on the quote forms and in the envelopes provided. No identifying mark is to be placed on the envelope.
3. The quote shall be dated, shall show the full legal name and business address of the bidder, and shall be **signed** with the usual signature of the person or persons authorized to bind the bidder. The name of each signatory shall be clearly imprinted below the signature.
4. Bidders may be required, after the quote opening, to submit evidence of their ability to carry out the work specified.
5. Following the tender opening, a report recommending the successful bidder will be presented to the District of Wells Council for their consideration.
6. Should any bidder find discrepancies or omissions in the documents, they should request an explanation, clarification, or interpretation before submitting a quote.
7. The District of Wells does not bind itself to accept the lowest or any quote and reserves the right to reject all quotes and negotiate with any bidder.
8. **Only the quote form is to be submitted to the District of Wells. All other documents are for retention by the bidder.**
9. The successful bidder will be required to provide proof of sufficient liability insurance and provide the District of Wells with their Workers' Compensation registration number and proof of current coverage before commencing operations.

DISTRICT OF WELLS

GARBAGE COLLECTION AND DISPOSAL SERVICE
TENDER FORM

Tender submitted by:

Name: _____

Address: _____

Telephone: _____

Date: _____

To: District of Wells PO Box 219 4243 Sanders Avenue
(Wells Municipal Hall) Wells, BC V0K 2R0

In response to the invitation to tender, the Bidder has carefully examined the documents and the location of the works involved for the provision of a garbage collection and disposal service for the District of Wells Specified Area and offers to provide all labour, materials, equipment, supervision, and all other items required to carry out the work in accordance with the contract documents for the period December 1, 2017 to May 31, 2021. The Bidder agrees that the District will not be responsible for any errors or omissions on the part of the Bidder in preparing the tender or for any costs associated with such preparation.

The Bidder agrees that this tender is open for acceptance by the District until 2:00 PM, November 21, 2017.

<u>Tendered Amount per Month:</u> DO NOT INCLUDE GST IN BID AMOUNTS	
Oct-May (One Commercial + One Residential per week): \$ _____ x 8 = \$ _____	
June-Sept (Two Commercial + One Residential per week): \$ _____ x 4 = \$ _____	
November 2017 through May 2018	\$ _____ per month
June 2018 through September 2018	\$ _____ per month
October 2018 through May 2019	\$ _____ per month
June 2019 through September 2019	\$ _____ per month
October 2019 through May 2020	\$ _____ per month
June 2020 through September 2020	\$ _____ per month
October 2020 through May 2021	\$ _____ per month

The equipment proposed to be used on the works is as follows:

YEAR	MODEL	DESCRIPTION

I/We certify the above information to be true and correct and agree to enter into the specified contract with the District of Wells for the provision of a garbage collection and disposal service if I/We are declared to be the successful bidder.

(Signature)

(Date)

(Print Name)

(Signature)

(Date)

(Print Name)

WELLS GARBAGE COLLECTION AND DISPOSAL

CONTRACT

THIS AGREEMENT dated the _____ day of _____ 2017

BETWEEN: DISTRICT OF WELLS
 PO Box 219
 Wells, B.C. V2K 2R0
 (hereinafter called the "District")

AND: _____

(hereinafter called the "Contractor")

THE PARTIES HERETO AGREE AS FOLLOWS:

1. The Contractor shall provide a garbage collection and disposal service in the District of Wells within the boundaries of the Wells Garbage Collection Service Area, comprising that tract of land described hereinafter in the schedule marked Appendix "A" attached hereto, and in accordance with the specifications set out in Appendix "B", attached hereto.
2. The equipment to be used by the Contractor shall be subject to the approval of the District of Wells.
3. It is agreed that the Contract shall be for a period commencing on the 1st day of December 2017 and continuing through and including the 31st day of May 2021.
4. Either party may terminate this contract providing advance notice, in writing, is delivered to the other party 60 DAYS PRIOR TO THE INTENDED DATE OF TERMINATION.
5. With the mutual agreement of both parties an extension of this contract for up to two additional years may be negotiated. If either party wishes to extend the contract, they must give written notice to the other before the 1st day of April, 2021.
6. The Contractor hereby agrees to register with the Workers' Compensation Board and maintain coverage over the period of the contract.
7. The Contractor agrees to protect and save harmless the District from all claims, demands, costs, and charges of whatsoever kind arising out of any incident involving or

connected with the refuse collection/disposal service provided by the Contractor under this agreement and to maintain liability insurance in accordance with part 11 (Licences, permits and insurance) of Appendix "B" specifications of this agreement.

8. During the term of this contract, the District agrees to pay the Contractor the monthly sum indicated below for performance of the services specified in this contract. Payments shall be made to the Contractor before the 21st day of the month for which the service is provided.

Service Fee Schedule:	
November 2017 through May 2018	\$ per month
June 2018 through September 2018	\$ per month
October 2018 through May 2019	\$ per month
June 2019 through September 2019	\$ per month
October 2019 through May 2020	\$ per month
June 2020 through September 2020	\$ per month
October 2020 through May 2021	\$ per month

IN WITNESS WHEREOF the parties hereto have set their hands and seals this day and year first above written.

THE CORPORATE SEAL OF THE)
 DISTRICT OF WELLS)
 was hereunto affixed in the presence of:)

_____))
 Robin Sharpe, Mayor) C/S

_____))
 Andrew Young, C.A.O.)

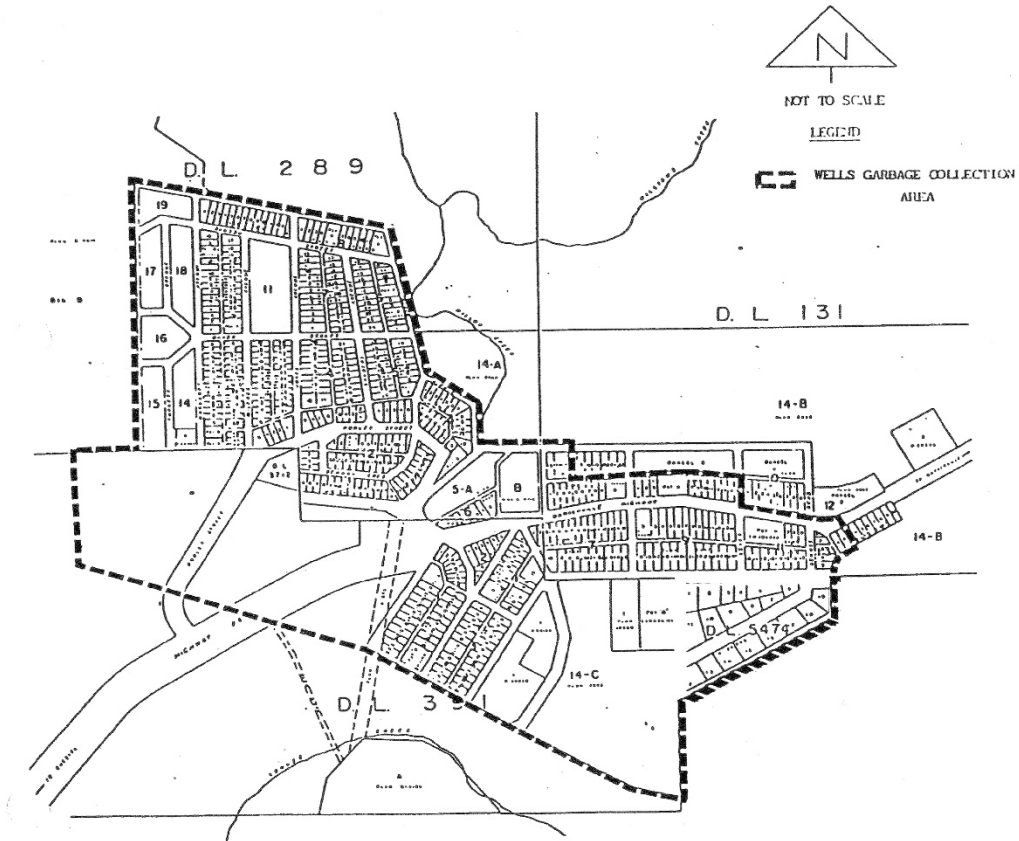
SIGNED, SEALED AND DELIVERED)
 On behalf of the Contractor:) Witnessed by

_____))
 _____)

Address:

APPENDIX "A"

WELLS GARBAGE COLLECTION AREA



APPENDIX "B"
WELLS GARBAGE COLLECTION
SPECIFICATIONS

1. OPERATIONS

All operators employed by the Contractor must be qualified to operate the equipment and hold a valid driver's license and insurance permits for the class of vehicle being operated.

2. SCHEDULE

Garbage shall be collected in accordance with the following schedule:

<u>Class of Premises</u>	<u>Period</u>	<u>Frequency</u>
Domestic (Residential dwellings, including apartments)	Year Round	Once each week on Thursday
Commercial (All other premises)	Oct.1 - May 31	Once each week on Thursday
	June 1 - Sept. 30	Twice each week on Monday and Thursday

The above schedule shall be operative at all times during the term of this Contract including the times when the scheduled day is a General or Statutory holiday unless the Contractor has advertised a change due to the holiday.

3. DISPOSAL SITE

All garbage collected within the Wells Garbage Collection Service Area shall be delivered to the Transfer Station located at the Cariboo Regional District landfill site situated off the Barkerville Highway approximately one mile west of the Wells town site, and shall be placed in the transfer station bin located at the site.

4. REFUSE PICK-UP

- a) Domestic - In general, collection of garbage from domestic premises is limited to the equivalent of two garbage bags **or** two standard receptacles per dwelling unit per week each with a maximum weight of 22 kilograms, placed at curb-side or in a secure weather and animal resistant shed or container.
- b) Commercial - Collection of refuse from commercial and multi-family premises shall be from a secure weather and animal resistant shed or container or from curb-side.

- c) In all cases kitchen and other wet or noxious waste is to be placed in plastic bags, securely tied. The Contractor shall be as careful as is reasonably possible not to damage or misuse any garbage receptacle, and shall replace emptied receptacles and the lids in approximately the same location as where picked up. The Contractor shall pick up any refuse that has spilled from the receptacle or the collection vehicle. The Contractor may refuse to pick up garbage not reasonably accessible or that is not left in a tidy condition.

5. COLLECTION TIME

The Contractor shall collect and dispose of all refuse placed at the appropriate point on the properties commencing at 9:00 AM on each collection day and being completed before 4 P.M. on that same day.

6. SPECIAL SERVICES

The Contractor, as part of this contract, shall empty and collect refuse and litter from municipal containers deployed by the District in Parks and other locations in Wells for the purposes of controlling litter on a weekly basis. The District shall provide the Contractor with a list of the Container locations and a supply of replacement plastic garbage bags for the containers. The Contractor shall replace each plastic garbage bag of litter collected from a container with a new empty bag.

7. EQUIPMENT DAMAGE DUE TO ROAD CONDITIONS

The District shall not be responsible for towing charges or damages that may occur to the Contractor's equipment as a result of road conditions. The Contractor shall advise the District of any streets or lanes which are in such a state of disrepair as to impede or prohibit the Contractor's normal refuse removal schedule.

8. WEATHER CONDITIONS

Refuse shall be removed under all weather conditions except where such conditions physically prevent carrying out the service.

9. LAWS AND DISTRICT'S INSTRUCTIONS

The Contractor shall carry out and obey every reasonable instruction given by the District's designated agent pursuant to municipal bylaws, the "Waste Management Act" or the "Public Health Act", in operating under this Contract.

10. INSPECTION

Periodic inspections of the Contract area may be made by the District's staff to verify that the service supplied by the Contractor is adequate in all respects. If deviation from the Contract specifications exist, the Contractor will be notified by the District. Upon notification, the Contractor must proceed without delay to institute corrective measures. Such periodic inspections shall not relieve the Contractor in any way from making independent inspections, to ensure that the work is being performed under the Contract terms.

11. LICENSES, PERMITS AND INSURANCE

The Contractor shall obtain all licenses, permits, and insurance to operate any required equipment under the laws of the Province of British Columbia and in compliance with the bylaws of the District.

The Contractor shall assume all risk of accident, damage, injury or loss resulting from any cause whatsoever in the performance of the work by the Contractor or his employees.

The Contractor shall maintain Liability Insurance in the minimum amount of two million (\$2,000,000) dollars against any claims which might be made against the Contractor or the District arising out of a bodily injury or death to private persons or damage to private property as a result of the Contractor's activity in carrying out the work.

12. PUBLIC RELATIONS

The Contractor and the Contractor's employees shall exercise good public relations in representing the District and in carrying out the authority delegated to the Contractor under this contract. The District should be immediately notified of any disputes or disagreements that may arise as a result of the Contractor's operations under this contract.