



**RURAL MUNICIPALITY OF ROCKWOOD
REQUEST FOR PROPOSAL 2026-302
CURBSIDE COLLECTION OF HOUSEHOLD WASTE, RECYCLING
AND YARD WASTE**

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1. INVITATION

The Rural Municipality of Rockwood (the “Municipality”) invites qualified curbside waste and recycling contractors to submit proposals for:

Curbside Collection of Solid Waste, Yard Waste and Recycling and Disposal from Residential and light commercial properties within the RM of Rockwood. The term of the contract shall be two (2) years commencing January 1, 2027, with an option to extend up to an additional two (2) years, upon agreement between the Contractor and the RM of Rockwood.

The Municipality intends to enter into a formal agreement with the successful proponent for the efficient collection and disposal of solid waste from all residential properties, in the municipalities townsites of Gosse Isle, Argyle, Balmoral, Gunton, Komarno, Stonewall Trailer Court and Wayside Park, Stony Mountain and Designated Areas within the municipal limits on a set schedule.

All prices are to include PST. GST is to be excluded from all prices. Submission documents that have not been completed properly or in their entirety and do not meet all requirements set out in the RFP package will not be accepted.

The Municipality reserves the right to accept or reject an proposal, including the lowest priced proposal, and accept a proposal that is not the lowest priced proposal, in accordance with the terms of this Request for Proposal (RFP).

All inquiries related to the quotation should be directed to Beth Hutchinson, Operations Coordinator by email at beth.hutchinson@rockwood.ca

2. DELIVERY AND OPENING OF BIDS

2.1 Request for Proposal Deadline

November 5, 2026 at 12:00 P.M. CST. Late submissions will not be accepted.

2.2 Submission Requirements

The Municipality will receive proposals three ways:

- (a) In sealed envelope or package delivered or mailed to the Municipal office located at 285 Main Street, Stonewall MB R0C 3B0. Clearly marked “Curbside Collection of Household Waste, Recycling and Yard Waste”, RFP #2026-302
- (b) Electronically by email addressed to beth.hutchinson@rockwood.ca.
Subject line: RFP #2026-302 “Curbside Collection of Household Waste, Recycling and Yard Waste”
- (c) On the MERX bid submission section of the MERX website.

2.3 Required Documents

The RFP submission must contain the following RFP documents:

- Bid Form
- Schedule A – Schedule of Prices
- Schedule B – Bidder Qualifications
- Copy of third-party liability insurance, or letter from insurer

2.4 Examination of Locations

Bidders are strongly encouraged to visit the townsites and trailer courts, to familiarize themselves with the extent of the work, locations, and conditions and make themselves thoroughly acquainted with Municipal facilities prior to bid submission. Bidders shall obtain for themselves all information that may be necessary for the performance of the agreement.

All quantities supplied by the Municipality are approximate and may change without notice.

2.5 Qualifications

Proponents shall provide evidence of past performance that is similar in nature, scope, and value to demonstrate expertise, capacity, and experience to perform the work as determined by the Municipality.

3. SCOPE OF WORK

The Municipality allows the following amounts for curbside collection:

- Household Solid Waste – Maximum 2 bags
- Recycling – Unlimited
- Yard waste – Maximum 3 bags

Note: Unlimited yard waste collection will be provided for a three-week period in May and a three-week period in October.

The work shall include:

Weekly curbside collection of solid waste from shall be delivered to a Class 1 Waste Disposal Ground for disposal on a set cycle.

Weekly curbside collection of recyclable materials shall be delivered to an approved Materials Recovery Facility for disposal on a set cycle. Collection of recyclables will include rejection notification and monitoring.

Seasonal curbside collection of yard waste and disposal at Teulon Waste and Disposal Grounds. No tipping fees will be charged for leaf & yard waste.

Waste Collected from the Townsites of Balmoral, Gunton and Komarno will be delivered to the Teulon-Rockwood Waste Disposal Grounds for disposal.

Seasonal curbside collection of yard waste and disposal at a composting facility or approved equivalent.

3.1 Schedule

The Municipality's weekly collection day, for solid waste and recyclables, is Thursday. Seasonal yard waste collection begins the week of May 1st – the week of October 31st, weather dependent.

TOWNSITE	RESIDENTIAL STOPS	COMMERCIAL STOPS	COLLECTION DAY
ARGYLE	55	2	Thursday
BALMORAL	148	2	Thursday
GROSSE ISLE	48	0	Thursday
GUNTON	119	8	Thursday
KOMARNO	32	0	Thursday
STONEWALL TRAILER COURT AND WAYSIDE PARK	116	0	Thursday
STONY MOUNTAIN AND DESIGNATED AREAS	710	24	Thursday

Collection will not commence earlier than 8:00 a.m.

3.2 Service Interruptions and Missed Collection

It will be the responsibility of the Contractor adhere to the collection schedule. Collection days will remain unchanged except for the following conditions:

- Statutory Holiday
- Inclement Weather (such as flood, ice, or exceptionally heavy snowfall)

If a collection day needs to be rescheduled due to statutory holidays or inclement weather, the contractor must reschedule the collection date to the next business day. The Municipality will advise residents, via their website and social media posts a minimum of one week before statutory holidays. In the case of inclement weather notification on the website and social media will be posted for residents, once the Contractor notifies the Municipality.

Missed collection must be re-scheduled within forty-eight (48) hours with notification to residents.

3.3 Communication Requirements

The Contractor will provide to the Director of Operations a telephone number and or email address for which all communications are to be directed.

3.4 Complaints/Uncollected Materials

The Contractor agrees that in event of complaints being received which result in the Contractor being at fault, the Contractor must remedy the situation with twenty four (24) hours.

It will be the responsibility of the Municipality to enforce any by-law infractions. The Contractor must report such infractions within twenty four (24) hours to the Director of Operations.

4. EQUIPMENT

The contractor shall be responsible for determining the quantity and types of vehicles required to perform 100% of the collection for the given day within the allowable period of time.

All equipment shall be equipped with standard safety equipment including a spill kit, fire extinguisher, revolving amber beacon, and two way radio or telephone communication.

All automated collection vehicles shall be equipped with cameras.

The Contractor/operator shall be responsible for clean up of any debris or liquid which spills from the collection vehicle.

All equipment must be reliable and in good working condition. The Contractor will supply Safety Certifications for vehicles used to perform the collection, upon the request of the Municipality.

5. ACCEPTANCE OF PROPOSAL

Bids shall be irrevocable for sixty (60) days from the submission deadline.

6. SAFETY & INSURANCE

The Contractor agrees to provide a copy of the Contractor's Employee Safety Plan to the Municipality.

During the term of the contract, the Contractor will provide, maintain and pay for third party liability policy in the amount of five million dollars (\$5,000,000) all inclusive with the Rural Municipality of Rockwood being named as "Additional Insured" with a cross liability clause, such liability policy to also contain a contractual liability, an unlicensed motor vehicle liability and a completed operations endorsement to remain in place for the term and provide a certified copy of the policy to the Municipality. Deductible to be borne by the Contractor.

7. ENVIRONMENTAL COMPLIANCE

All removed materials must be disposed of at approved Manitoba disposal facilities in accordance with provincial regulations.

8. MEASUREMENT & PAYMENT

The Municipality will pay the successful Contractor a fixed monthly fee for the services provided under the agreement. The proposed price must include all costs associated with the collection and disposal of all applicable waste streams. Recycling costs must be identified separately from waste collection and disposal costs. Contractors must submit pricing as a monthly lump sum amount, exclusive of applicable Goods and Services Tax (GST).

The contract term will be from January 1, 2027 to December 31, 2028 inclusive.

The monthly contract price must be invoiced by the Contractor on the last day of each month and shall be payable by the Municipality in accordance with the Municipality's standard payment terms.

Payment will be made by the RM of Rockwood upon receipt of the supplier's invoice and all required documentation.

The Contractor must be familiar with the reporting requirements of Recycle Manitoba and Waste Reduction & Recycling Support Program (WRARS) and be willing to provide information in an organized and timely manner to the RM of Rockwood to ensure compliance reports are completed each month.

9. RATE ADJUSTMENTS

The initial Contract term shall be from January 1, 2027 to December 31, 2028. The Contractor may be extended by mutual agreement for up to two additional one year terms.

If an extension is agreed upon, the annual adjustment will be calculated using the Consumer Price Index (CPI) for Manitoba from October to October and will be applied effective January 1 of each extension year. The maximum annual rate adjustment will not exceed 3% regardless of the percentage change in the CPI.

9.1 Fuel Surcharge

The Contractor must include all fuel costs and anticipated fuel price increases in its proposal for the initial two (2) year contract term. No additional fuel escalation claims, adjustments, or surcharges will be accepted during the initial contract term. The Contractor is responsible for incorporating fuel cost fluctuations into their bid pricing.

If the contract is extended beyond the initial two (2) year fuel term and fuel prices have increased by more than fifty percent (50%) from the fuel price level used in the Contractor's original bid, the Contractor may request a fuel surcharge adjustment for the extension period.

Any approved fuel surcharge during an extension term shall be calculated using Kalibrate fuel pricing data. The Operations Coordinator shall determine and communicate the applicable monthly fuel surcharge to the Contractor by email.

10. PERFORMANCE BOND

If required by the Municipality, the Contractor shall provide a performance bond in an amount equivalent to two (2) months of the annual contract price. The performance bond shall secure the Contractor's faithful performance of all terms and provisions of this Contract Agreement.

Where a performance bond is required, the Contractor shall be responsible for all costs associated with obtaining and maintaining the bond.

The performance bond shall remain in effect for the full term of the Contract, including any applicable extensions.

11. ACCEPTABILITY AND EVALUATION OF PROPOSALS

The Municipality reserves the right, in its sole discretion, to accept or reject any proposal, to accept a proposal that is not the lowest priced, to reject a proposal even if it is the only proposal received, and to accept all or any part of a proposal.

The Municipality may reject any proposal containing errors, omissions, alterations, qualifications, non-compliant conditions, incomplete information, or pricing that appears materially unbalanced or inconsistent with the requirements of this RFP.

The Municipality may disqualify or reject any proposal that fails to comply with the RFP documents or that includes conditions not acceptable to the Municipality. The Municipality also reserves the right to retain a non-compliant proposal for further consideration where it determines, in its discretion, that doing so is in the Municipality's best interest.

The Municipality may require a proponent to submit additional information regarding qualifications, relevant experience, staffing, equipment, references, financial capacity, or any other matter necessary to demonstrate that the proponent is capable of performing the required curbside collection services. The Municipality may disqualify any proponent that, in the Municipality's opinion, lacks the experience, resources, equipment, or capacity required to complete the work.

Proponents shall provide a list of equipment proposed to complete the work using Schedule B – List of Equipment. The Municipality will notify the successful proponent in writing if its proposal has been accepted.

The Municipality may consider, without limitation, the following criteria when determining the successful proponent: the qualifications and experience of the proponent; bid prices for any section, item, or the proposal as a whole; the quality, completeness, and responsiveness of the proposal; references; the proponent's demonstrated ability to provide reliable resident service; and the quality of any previous work performed for the Municipality.

11.1 Evaluation Scoring Guide

Proposals will be evaluated using the following weighting: Resident Customer Service and Operational Approach 60%; Price 40%; Total 100%.

11.2 Resident Customer Service and Operational Approach – 60 Points

Each proponent's written responses to the required service and operational questions will be evaluated individually. The items are weighted equally unless otherwise stated.

Item	Description	Maximum Points	Minimum Score
1	Route tracking and service verification	7.5	4
2	Response to resident complaints and service requests	7.5	4
3	Resident communication methods	7.5	4
4	Damage reporting and claims handling	7.5	4
5	Service notifications outside the published schedule	7.5	4
6	Set out compliance, rejection, and resident education	7.5	4
7	Base of equipment breakdown	7.5	4
8	Equipment Breakdown and service continuity	7.5	4
Subtotal	Resident Customer Service and Operational Approach	60	

Responses will be evaluated based on the quality, completeness, feasibility, and practicality of the approach described. No preference shall be given based on geographic location. If a proposal does not achieve the minimum score for each item, the proposal may be disqualified from further evaluation, and the price submission may not be reviewed.

11.3 Price Evaluation – 40 Points

Price will be evaluated using a proportional scoring method. The lowest compliant proposal will receive the full 40 points. All other compliant proposals will receive a proportionally lower score using the following formula:

Price Score = (Lowest Compliant Proposal Price ÷ Proponent's Proposal Price) × 40.

Prices must be evaluated on the same basis, including the same scope of work, contract term, service assumptions, and included costs.

11.4 Total Score Calculation

Component	Maximum Points
Resident Customer Service and Operational Approach	60
Price	40
Total Available	100

The proponent achieving the highest total combined score may be recommended for award, subject to compliance with all RFP requirements, successful completion of any reference or qualification checks, and final approval by the Municipality.

12. ADDENDA

Addenda, bulletins, or corrections issued during the open period of the RFP shall form part of the RFP documents and, where applicable, the agreement between the Municipality and the successful proponent. Proponents are responsible for ensuring that all addenda are acknowledged and included with their submission.

13. DISCREPANCIES OR OMISSIONS

Prospective proponents who identify discrepancies in, omissions from, or uncertainty regarding the meaning or intent of any part of the RFP documents shall immediately notify the Municipality's RFP contact. Any written instructions, clarifications, or explanations issued by the Municipality shall form part of the RFP documents.

BID FORM

RFP No. 2026-302

Curbside Collection of Household Waste, Recycling and Yard Waste



Rural Municipality of Rockwood
P.O. Box 902
285 Main Street
Stonewall Manitoba R0C 2Z0

This form must be fully completed and submitted with the Proposal. Failure to complete this form in full may result in disqualification.

Proponent Information

Legal Company Name: _____

Operating Name (if different): _____

Business Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Contact Person: _____

Phone: _____ Email: _____

WCB Manitoba Clearance Attached: ☐ Yes ☐ No

Certificate of Insurance Attached: ☐ Yes ☐ No

Declaration

The undersigned hereby declares that:

- This Bid Form is complete and accurate.
- The Proponent has examined the site and all tender documents.
- The prices submitted are firm for a period of sixty (60) days.
- The Proponent agrees to enter into a contract if awarded.

Authorized Signing Officer:

Name (Printed): _____

Title: _____

Signature: _____

SCHEDULE A – SCHEDULE OF PRICES

Schedule of Prices for Collection of Household Solid waste, Yard Waste and Recycling.

Limits: Household Solid Waste 2 bag limit; Recycling no limit; Yard Waste 3 bag limit with unlimited three weeks in May and three weeks in October.

Prices include all labour, equipment, taxes, fees, and incidental costs. GST is extra.

Items	Estimated Quantity	Unit Price	Unit	Annual Cost	
Household Solid Waste					
Weekly Collection			Per unit/month	X 12 months	
Landfill Tipping Fee			Per Tonne	Per Year	
Total Solid Waste					
Recycling					
Weekly Collection			Per unit/month	X 12 months	
Recycling Processing Fee			Per Tonne	Per Year	
Total Recycling					
Yard Waste					
Weekly Collection (includes 6 weeks unlimited)			Per unit/month	X 6 months	
Yard Waste Disposal Fee			Per Tonne	Per Year	
Total Yard Waste					
Total Curbside Collection Annual Price				\$	

Signature of Bidder

SCHEDULE B – BIDDER QUALIFICATIONS

Statement of experience in similar work (please list a minimum of three (3) within the past five (5) years):

Name of Municipality	Description of Contract (Contract Start/End Dates)	Name & Contact Information

Signature of Bidder