

Materials Recycling

Waste Wood Grinding Request for Proposal



Joe Angevine
1-26-2018

This request for proposals (RFP) serves four main purposes:

1. Establishing a background of the collection activities currently occurring at the Foothills Regional Landfill and Resource Recovery Centre (LRRC).
2. Ensuring that potential contractors submit detailed and well-conceived proposals for the LRRC's consideration.
3. Provide a basis for negotiation of a final contract, or agreement.
4. Provide a method wherein experienced contractors can suggest new and improved methods of handling wood waste for the LRRC staff.

1. Submission Details

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| January 31, 2018 | RFP made available to the bidders |
| February 9, 2018 | Deadline for addressing questions and submitting Intent to Respond to the FRSC |
| February 19, 2018 | Deadline for receiving proposal (all material) |
| February 19-21, 2018 | Bids to be evaluated. |
| February 22, 2018 | Negotiation of contract/agreement |
| February 26, 2018 | Conclusion of contract/agreement |
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All questions, clarifications related to this RFP, and proposal submissions should be directed to:

Joe Angevine – Landfill Manager

joe.angevine@mdfoothills.com

403-938-5224

2. Introduction

The Foothills Regional Landfill & Resource Recovery Center (LRRRC) annually grinds wood waste for size reduction and various end uses.

3. Business Overview & Background

The LRRRC is a Class II Landfill serving the communities of Okotoks, High River, The M.D. of Foothills No.31, Turner Valley, Black Diamond, and Nanton. Total annual tonnage to the LRRRC in the last four years has varied between 70,000 MT – 100,000 MT.

The LRRRC segregates many materials from the waste stream, including waste wood products. Within the waste wood we have three sorts: waste construction wood, pallet wood, and branches. The construction wood and pallet wood both contain nails and small hardware. The waste wood requires chipping on a semi-annual. Last year, the LRRRC ground between 15,000 – 20,000 m³ of wood chip.

The LRRRC wants to recycle, or reuse as much wood waste as possible and keep such materials out of the landfill. The LRRRC is looking for options that will minimize costs for the site, minimize safety risks, and provide an environmentally responsible end use for the material.

The LRRRC has limited storage space and requires that wood waste be removed from the site throughout the year. Wood piles are stored on a pad made from clay and crushed concrete, so, consideration needs to be given to weather and maintaining the integrity of the pad.

4. Detailed Specifications

The LRRRC requires the successful bidder to fulfill the following requirements and these requirements should be reflected in the proposal submitted:

- Contractor should be fully self-contained, in that they will not require assistance from LRRRC staff and equipment
- Contractor must have an in-house safety program that is equivalent, or better than the M.D. of Foothills No. 31 Health and Safety Program in use by the LRRRC
- Contractor must adhere to all Alberta Health and Safety regulations
- Contractor must adhere to all Alberta Labour Standards regulations
- This contract will be for the chipping of:
 - **Waste construction wood** containing nails, screws, and small hardware
 - **Pallet material** containing nails and some small foreign objects
 - **Green wood** including branches, trees, and logs.
- Contractor must be able to supply a finished chip product of 2-3” minus in size
- Contractor must remove metal from the finished product by mechanical or other means

- Proposal must be based on volume of material, either per metric tonne, or per cubic meter of material ground
- Contractor is responsible for dust control and air quality of the site related to grinding/chipping operations

5. **Assumptions & Constraints**

The following assumptions and constraints will be applied to all quotes received. It is assumed that:

- Contractors will be responsible for safety within a perimeter set up for the worksite
- The LRRC is not looking to purchase any new equipment, for handling wood waste. Any proposal submitted should outline what expectations, if any, there would be for the LRRC to change their current collection and hauling procedures
- The work site perimeter, once established by LRRC staff, will be maintained and adjusted by the contractors staff
- Housekeeping within the prescribed work area is the sole responsibility of the contractor
- Progress and estimated time of completion will be reported daily to the LRRC management
- Any travel time for contractor or employees will be the responsibility of the contractor and will not be considered for compensation as a line item by the LRRC

The Following constraints will be applied to all quotes:

- All work will occur during 08:00 hrs. – 19:00hrs. Monday - Sunday
- All staff and equipment associated with the contractor, will check in/out with the scale house whenever entering and exiting the site
- Dust and debris will not hamper normal operations at the facility
- Contractor equipment must not block access to landfill tipping areas for customers

6. **Terms and Conditions**

The LRRC would like to have an agreement that does not exceed 2-3 years in length. There should also be flexibility in any proposal, to allow the LRRC to adapt to changes in volume and grinding needs.

The LRRRC reserves the right to suspend or cancel the contract under the following conditions:

- Progress of the work is unsatisfactory, in terms of not meeting prescribed shred size
- Progress of the work is unsatisfactory in meeting prescribed timelines
- Work is found to be performed in an unsafe manner
- Material is being found to be sold in a manner that is contrary to the method or purpose that was agreed to by LRRRC
- Dust control is not being managed properly
- Metal is not being properly removed during the grinding process

7. Selection Criteria

The award criteria will be “the most economically and environmentally advantageous” proposal that includes the requested services. Apart from this criteria, the evaluation will be based on the following evaluation criteria:

Price

- What can the bidder do to help the LRRRC maximize the value of their wood waste for recycling?
- What amount will be paid by the LRRRC for grinding wood waste?
- Is the price sustainable with market fluctuations?

Impact on daily operations

- Is the service going to minimize LRRRC staff man-hours and use of LRRRC equipment for preparation of material?
- Is the bidder going to keep the size of stockpiles on site manageable?
- Will the bidder be safe and reliable when on site?
- Does the system cover all the needs in this RFP?
- Will all required services be delivered?
- Can the system be expected to handle future service needs?

End use of wood waste

- Where will the material end up and for what use?
- Does the recycling process attempt to minimize environmental impact?

Contractor Qualifications

- Does the bidder have a solid financial foundation?
- Does bidder have a proven track record of clean financial management?
- Does the bidder have a proven track record of relevant competencies, service delivery, support, etc. considered to be a reliable potential partner?
- Proof of WCB certification
- Ability to provide a five year safety record demonstrating a strong commitment to safety
- Proof of financial stability and ability to complete the job

Technology

- Will it be able to scale and handle new demands?
- Does the bidder have a proven track record using the technology?

Project Management

- What are the proposed mechanisms for project management?
- How will communications between partners be handled?
- Has bidder adequately addressed risk management?
- Price per metric tonne, or cubic meter of ground material
- Method of volumetric validation of finished material

8. Proposal Management Process

This RFP is only an invitation for proposal and no contractual obligation on behalf of The LRRC whatsoever shall arise from the RFP process, unless and until a formal contract is signed between The LRRC and the Basic partner. This RFP does not commit The LRRC to pay any cost incurred in the preparation or submission of any proposal or to procure or contract for any services.

The LRRC reserves the right to accept or reject any and all proposals, to revise the RFP, to request one or more re-submissions or clarification from one or more bidders, or to cancel the process in part or whole. No bidding contractor is obligated to respond to or to continue to respond to the RFP after the submission and closing date.

The LRRC will, at its discretion, award the contract to the responsible vendor submitting the best proposal that complies with the RFP. The LRRC may, at its sole discretion, reject any or all proposals received or waive minor defects, irregularities, or informalities therein.

This RFP is both confidential and proprietary to the LRRC, and the LRRC reserves the right to recall the RFP in its entirety or in part. Bidding contractors cannot and agree that they will not duplicate, distribute or otherwise disseminate or make available this document or the information contained in it without the express written consent of the LRRC.

Bidding contractors shall not include or reference this RFP in any publicity without prior written approval from the client, which, if granted, shall be granted by the LRRC's Landfill Manager: Joe Angevine. All responses to the RFP will become the property of The LRRC and will not be returned.

Please provide a minimum of three reference sites, where the proposed solution / service(s) has been utilized. These users should be in an industry with operations comparable to The LRRC, and have similar systems, scope and users of the specific proposed solution. All the details of reference sites requested, should be provided along with the names and contact details of persons who will be available for discussion. The LRRC will contact these users to obtain any information on the solution / service and implementation. Bidding contractors will co-ordinate with the reference sites and notify references that they may be contacted by The LRRC. The results of this evaluation shall form a crucial input for selection of the preferred solution / service.