



STAFF REPORT

TO: Council

FROM: Marcia d'Eon, Director of Operations & Protective Services

APPROVED BY: Warren Macleod, CAO

DATE: December 18, 2025

SUBJECT: RFP Award-Construction & Demolition Transfer Station-BINS WITH COVERS, TRUCKING AND MAINTENANCE

This staff report is prepared in preparation for the discussion of C&D site operations. If any option to remain open utilizing a bin service model is approved, then this staff report will follow. If a bin service model is not approved this report will not be presented.

BACKGROUND

The Municipality sought proposals for the provision of covered bins, service and site maintenance for the C&D site.

An RFP was advertised on the Municipality's website, Facebook page and the NS Procurement website, posted on December 18, 2025.

The RFP deadline was extended to 2:00 pm on Monday, November 24, 2025. Two (2) submissions were received.

The submissions were scored based on the criteria provided in the RFP.

| Evaluation Criteria | Weight |
|---|---------------|
| References, Experience and qualifications. | 15 |
| Suitability and flexibility of the proposed bins, hauling, service schedule and overall anticipated effectiveness of proposed plan. | 45 |
| Cost Effectiveness of the proposed solution | 20 |
| Proposed Timeline and Start Date | 20 |
| Total | 100 |

Of the two submissions received Harlow's Construction scored the highest overall with a score of 96. The

evaluation team awarded them high marks for their understanding of the scope, schedule, timeline as well as for their experience and qualifications. These factors, combined with their competitive pricing and local supplier consideration, resulted in the highest overall score.

GE Environment scored 69. GE has extensive experience with waste service and experience with the provision of bins and service at our C&D site. Their submission is significantly more expensive for bin service (hauling) than the other submission which resulted in a lower score for this proposal.

It is important to note that neither proponent had a fully compliant submission as, neither proponent provided a bid for maintenance services such as plowing, salting, snow removal for the site. Harlow's provided a bid for servicing the metal and brush pile, GE did not.

GE did not provide any commentary or pricing on needed site upgrades to place and service the site utilizing the provided bins. Harlow's provided a detailed list of recommendations and pricing.

If Council decides to proceed with the bin operating model at the C&D site, then staff recommends engaging the provision and service of bins from Harlow's Construction.

RECOMMENDATION-If Bin Model Chosen

THAT Council of the Municipality of the District of Shelburne award the **Request for Proposals for Construction & Demolition Transfer Station-BINS WITH COVERS, TRUCKING AND MAINTENANCE** to Harlow's Construction and further that they authorize the CAO to negotiate a contract including services relevant to the new service model of the site.

ALTERNATIVE RECOMMENDATION

Not award the RFP.

Award to another proponent.

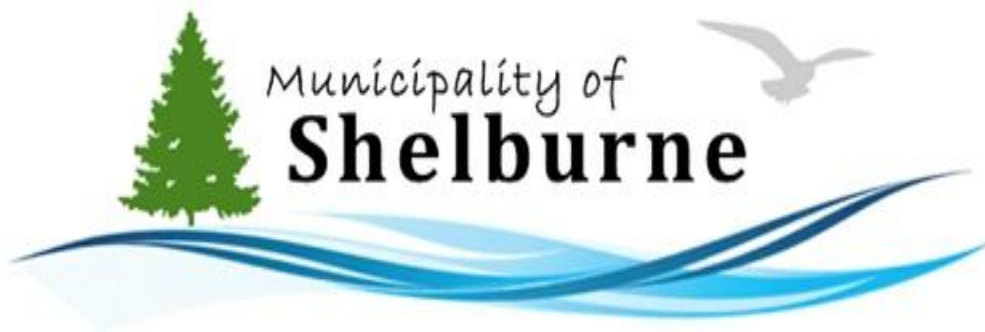
ATTACHMENTS

Request for Proposals MDS 2025-12 Construction & Demolition Transfer Station-BINS WITH COVERS, TRUCKING AND MAINTENANCE

REQUEST FOR PROPOSALS

MUNICIPALITY OF THE DISTRICT OF SHELBURNE

**Construction & Demolition Transfer Station-BINS WITH COVERS, TRUCKING
AND MAINTENANCE**



October 14, 2025

Objective

The Municipality of the District of Shelburne (hereafter referred to as 'Municipality') is seeking to establish a contract for its Construction & Demolition Transfer Station (C&D Site) for the provision of covered disposal bins, trucking and site maintenance requirements. This contract will include providing bins and hauling of construction and demolition materials from the RMRF to authorized disposal sites, currently Queens Municipal Landfill Facility, located at 3750 Highway 8, Sustane at 450 Kaizer Meadow Road, Sherwood and to 1934 Hardscratch Road, Yarmouth. As well as facility maintenance at the C&D Site including clean-up of site material between transport and snow plowing/salting, gravel, grading as required.

NOTE: This RFP is being posted in conjunction with a Request for Expressions of Interest for provision of a private C&D drop-off facility. Council for the Municipality of the District of Shelburne will make a final decision regarding a private C&D drop-off facility or continued operations at the existing site once all factors have been taken into consideration.

Background

Beginning in the mid-1990s, Nova Scotia began its efforts to move towards the implementation of a regionalized municipal solid waste management strategy. As new regional processing and disposal facilities were established, the efficient and effective waste/resource transfer became a significant undertaking for municipal waste managers throughout the Province. Some municipalities established new transfer facilities at existing management sites, while others altered collection contracts to accommodate direct hauling to regional facilities; the latter in the case of the Municipality.

With the regional approach well established, the Municipality currently hauls its construction and demolition waste to Queens Municipal Landfill Facility as well as to Sustane (Chester) and brush to Yarmouth Solid Waste Park. Benefits of a local transfer station include being able to economically transport waste to an out-of-area landfill from one consolidated site, increasing proper sorting efficiency in addition to providing a convenient drop-off location for residents.

Construction and demolition waste often contains bulky, heavy materials, including concrete, wood, asphalt, gypsum, metals, bricks and plastics. It also includes salvaged building components such as doors, windows and plumbing fixtures. Construction and demolition waste makes up between 30% and 40% of the total amount of solid waste that is created in Nova Scotia.

The Municipality's C&D Site accepts the following items for trucking to Queens, Chester and other locations as instructed, which are disposed of by residents in separated piles at the facility:

Wood

Shingles

Gypsum board/drywall, plaster

Mixed Materials - vinyl/plastic building materials, carpeting, built up roofing, ceiling tiles, vinyl flooring and linoleum, wiring, lighting fixtures, fiberglass and clear bagged insulation.

The Municipality's RMRF also accepts other materials, including:

Scrap Metal

Metal Appliances

Wire Lobster Traps

Brush, leaf and yard waste

Rope

Heavy Plastics

The Municipality's RMRF is located at 4571 Highway 3, West Green Harbour. Its current regular hours of operation are Tuesday through Saturday 9:30 am – 4:00 pm-**Subject to Change.**

Scope of Work

Contract requirements include:

Provide covered bins for all streams of waste (6 bins with replacements) haul construction and demolition materials to the authorized disposal facility-Queens Municipal Landfill Facility as required, approximately 85 kilometers and to Sustane as required, approximately 163 km and to Yarmouth Solid Waste Park approximately 125 km. This consists of picking up the covered bins with the transportation vehicle, ensuring materials are covered to avoid losing materials on route, proper disposal of materials according to all provincial and facility guidelines, standards and operations.

Provide separate pricing for an option to provide bins and hauling for mixed waste-(2 bins with replacements).

The proponent shall also make recommendations and provide a cost estimate for any site works needed to safely place the bins on-site and to facilitate safe and efficient hauling of bins from the facility.

Proponents must provide alternative options for bin provision and hauling, including:

- Purchase covered bins sufficient for six (6) different waste streams;
- Rental rates for sufficient number of covered bins for six (6) different waste streams;

For each option, bins must allow for an empty bin on-site for each stream while the other bin is being hauled away for disposal.

Proponents must also provide pricing for hauling of bins on a scheduled basis, including:

Price for on call hauling on an as needed basis;

Price for one haul per week on a schedule (to be determined);

Price for each additional scheduled days per week (to be determined);

Council reserves the right to purchase bins directly and award the hauling and site maintenance portion of the contract only, should this option be determined to be in the best interest of the Municipality.

Have a full understanding of the Municipality's RMRF requirements, guidelines and hours of operation.

Have a full understanding of Queens Municipal Landfill, Sustane and Yarmouth County Solid Waste Park Facility requirements, guidelines and hours of operation.

Maintenance of construction and demolition waste at RMRF, including lifting and placing into bins any materials left outside of the covered bins by residents and maintaining a neat worksite, as required.

Maintenance of metal pile, including pushing back piles to allow for easy disposal compliance with height regulations and navigation by residents, as required.

Maintenance of brush pile, including pushing back piles to allow for easy disposal and navigation by residents, as required.

Plowing and salting of the main entrance, waste offload sites, road to metal pile and lower loop of construction and demolition waste piles, as required, approximately 5,200 square meters.

Collection and facility maintenance components must take place during regular hours of operation, unless alternate arrangements are made in advance with Management.

Plowing and salting should be completed before open hours and as required.

Contractor is responsible for submitting monthly invoices detailing each trip, attaching the related tickets from the receiving facility and detailing each charge for maintenance performed at the facility.

Contractor is responsible for visiting the facility at least once a week to do a site assessment and plan transportation and/or maintenance accordingly.

Contractor is responsible for being available, as soon as reasonably possible, should the need arise.

Reporting Structure

The Contractor will report to the Director of Operations for the Municipality of the District of Shelburne in relation to invoicing, contract matters and payment. The Contractor may receive information or direction from the Municipality's Waste Diversion Coordinator or the C&D Manager in relation to day-to-day requirements, suggestions or inquiries.

Deliverables and Timeline

Key deliverables of this contract include:

Timely trucking/hauling of construction and demolition waste to Queens Municipal Landfill Facility and to other locations on occasion-Sustane and Yarmouth County Solid Waste Park.

Timely and pro-active facility maintenance.

Professional and respectful interaction with staff, residents and service providers.

This contract is based on need for the services being provided by the C&D Transfer Station, therefore time requirements cannot be exactly calculated. The time requirement for these services varies based on a number of factors including time of year, resident usage, weather and construction and demolition volumes. The following is an estimation of time requirements based on historical volumes:

Approximate Average Annual Total Tonnage

Wood – (clean and treated) 344MT/11.42MT

Brush 70MT

Shingles – 150MT

Gyproc – 20MT

Mixed – 225MT

Rope-20MT

Average number of weather events requiring plowing and salting - 13

Average number of site maintenance events - 14

This contract will be for a five (5) year term with the option to extend for an additional five (5) year term with mutual agreement. Should the contractor fail to comply with the terms of the contract, 90 days notice of termination will be given.

Conflict of Interest

Proponents must indicate if a conflict of interest exists and must deliver a statement providing a full and complete disclosure in writing if there is a conflict of interest.

The evaluation committee reserves the right to disqualify any proponent that in its sole opinion has an actual or potential conflict of interest, whether existing now or is likely to arise in the future, or may permit the proponent to continue and impose such terms and conditions as necessary.

Submission Requirements

- 1) Proposals shall include the following information:
- 2) Understanding of contract requirements.
- 3) Description of proponent and business.
- 4) Provide an overview of contract approach/methodology.
- 5) Provide a work plan.
- 6) Complete the included bid form. Provide a detailed contract price that identifies all anticipated costs, including hourly fees for equipment and labour as well as mileage costs. Pricing must reflect each alternative option, including purchase or rental of covered bins for six (6) waste streams-sorted waste, (2) covered bins-mixed waste, and must include scheduled hauling and on-call pricing. Use an additional bid form if necessary.
- 7) Provide a detailed description of any site works that are necessary for implementation of the service model-bins and hauling.
- 8) Provide a list of all equipment required and related rates, noting if you own the equipment or you have an alternate plan for rental, lease, etc.
- 9) Provide proof of insurance with a minimum of two million dollar coverage per occurrence.
- 10) Provide proof of Workers Compensation coverage.
- 11) Provide HST number.
- 12) Provide list of similar contract work experience and three (3) references.

Proposal Submission Procedures

Proposals must be received by 2:00 pm on Friday, November 21, 2025, and shall be emailed to or delivered to:

Marcia d'Eon, Director of Operations
Marcia.deon@municipalityofshelburne.ca
Municipality of the District of Shelburne

PO Box 280
Shelburne, NS
B0T 1W0

Receipt of all proposals will be acknowledged by email. Proposals received after the closing date and time will not be considered. Proposals sent by email should be in PDF. Those that do not transmit due to the size of the attachments will not be accepted after the deadline. Proponents should prepare their documents so they can be transmitted by email and send them early enough to receive a confirmation email before the deadline.

Any interpretation or change in the RFP prior to the closing date will be made by written addendum, which will be numbered, dated and posted on the Nova Scotia Procurement Services Website with the original RFP. These addenda shall become part of the RFP document. It is the responsibility of the proponent to ensure that he/she has received all addenda or other instructions issued by the Municipality during the RFP's open period.

Clarifications requested by a proponent must be submitted to the Director of Corporate Services by email not less than five (5) business days prior to the RFP closing date. Clarifications requested less than five (5) business days prior to the closing date cannot be guaranteed a response. Verbal requests for clarification will not be entertained. Significant clarifications will be made in the form of an addendum which will be sent to all known proponents.

Proponents may amend proposals submitted prior to the closing date by submitting a new proposal with "revised" written on the proposal submission. Amended proposals received after the closing date will not be considered.

Proponents may withdraw their proposal at any time throughout the RFP process prior to execution of a service agreement or contract.

All documents, including RFP responses, submitted to the Municipality, become the property of the Municipality and are potentially subject to disclosure under the Nova Scotia Freedom of Information and Protection of Privacy Act or otherwise. By submitting a proposal, the proponent thereby agrees to public disclosure of its content. The proponent acknowledges that any contract entered into pursuant to this RFP is a public document.

Proposal Evaluation

An evaluation committee comprised of Municipal staff, and potentially others, shall evaluate the proposals. To assist in the evaluation of the proposals, the evaluation committee may, but is not required to:

Conduct reference checks relevant to the proposal.

Conduct any background investigations that it considers necessary in the course of the evaluation process, and consider any relevant information resulting in the evaluation of the proposals.

All submissions shall be evaluated against the following criteria:

| Evaluation Criteria | Weight |
|---|---------------|
| References, Experience and qualifications. | 15 |
| Suitability and flexibility of the proposed bins, hauling, service schedule and overall anticipated effectiveness of proposed plan. | 45 |
| Cost Effectiveness of the proposed solution | 20 |
| Proposed Timeline and Start Date | 20 |
| Total | 100 |

The successful proponent shall be notified by email or regular mail of the acceptance of their proposal.

The awarding of any contract as a result of this RFP shall be at the sole discretion of the Municipality. The Municipality reserves the right to either award a contract to the most effective proponent as determined by the evaluation criteria or not to make an award if none of the proposals received represents an acceptable level of value and risk in the opinion of the Municipality.

In the event that the Municipality and a successful proponent are unable to finalize and enter into a contract within twenty (20) days of the evaluation committee notifying the successful proponent, the evaluation group shall have the right to revisit the proponent evaluations and enter into negotiations with the next highest scored proponent for the award of the contract. There will be no further responsibility to the original successful proponent with whom a contract could not be finalized.

The Municipality reserves the following rights:

To reject any proposal not meeting the requirements outlined in the RFP document.

To reject any or all proposals if deemed unsatisfactory.

To accept or reject any or all proposals, or to accept any proposal deemed most satisfactory and in the best interests of the Municipality, which shall be determined at the sole, unfettered discretion of the Municipality.

To waive formality, informality or technicality in any proposal of a non-material nature.

To enter into negotiations with another of the proponents submitting a proposal prior to a final award;

The lowest priced proposal, or any proposal, will not necessarily be accepted.

The right to cancel this RFP at any time.

DISCLAIMER:

This Statement of Work does not constitute an offer, nor promise to offer to enter into any business agreement or relationship, nor should any intent to enter into a contract, agreement or relationship be construed. It is a guidance document to assist proponents in preparing proposals for the Municipality's RMRF trucking and maintenance contract.

The invitation implies no obligation on the Municipality to accept any proposal submitted. The Municipality shall not be responsible for any costs incurred by proponents in preparing a response to this Request for Proposal document or by participating in this process.

Bid Form – C&D Bins and Hauling

This bid form is to be completed by proponents responding to the Municipality of the District of Shelburne's RFP for C&D Bins, Hauling, and Site Maintenance. Please provide pricing for each service as indicated below. Do not provide a total tender price. All prices should exclude HST.

1. Bins with Covers-Provision Of

| Item | Description | Unit of Measurement | Unit Price |
|------|--|---------------------|------------|
| 1.1 | Purchase of covered bins – 6 waste streams (12 bins total to allow rotation) | Lump Sum | |
| 1.2 | Rental of covered bins – 6 waste streams (12 bins total to allow rotation) | Lump Sum/month | |
| 1.3 | Purchase of covered bins – Mixed waste (2 bins total) | Lump Sum | |
| 1.4 | Rental of covered bins – Mixed waste (2 bins total) | Lump Sum/month | |

2. Hauling Services

Provide pricing for each hauling option. Per tonne pricing should reflect a single haul from the RMRF to each authorized disposal facility. Per tonne pricing should reflect all associated costs.

| Item | Description | Unit of Measurement | Unit Price |
|------|------------------------------------|---|------------|
| 2.1 | On-call hauling | Per Tonne to Queens Per Tonne To Sustane Per Tonne to Yarmouth | |
| 2.2 | Scheduled hauling – once per week. | Per Tonne to Queens Per Tonne To Sustane Per Tonne to Yarmouth | |

| | | | |
|-----|---|--|--|
| 2.3 | Scheduled hauling – additional scheduled days per week. | Per Tonne to Queens Per Tonne To Sustane Per Tonne to Yarmouth | |
|-----|---|--|--|

3. Site Works

Provide a cost estimate for any site preparation or improvements required to safely place and haul bins from the facility.

| Item | Description | Unit of Measurement | Unit Price |
|------|---|---------------------|------------|
| 3.1 | Site preparation and site works required for bin placement and safe hauling | Lump Sum | |

4. Facility Maintenance

Provide pricing for required maintenance tasks as specified in the RFP.

| Item | Description | Unit of Measurement | Unit Price |
|------|---------------------------|---------------------|------------|
| 4.1 | C&D waste pile management | Per Hour | |
| 4.2 | Metal pile maintenance | Per Hour | |
| 4.3 | Brush pile maintenance | Per Hour | |

5. Winter Maintenance

Provide per-event pricing for plowing and salting (~5200 m²).

| Item | Description | Unit of Measurement | Unit Price |
|------|--------------------------------------|---------------------|------------|
| 5.1 | Snow plowing (~5200 m ²) | Per Event | |
| 5.2 | Salting (~5200 m ²) | Per Event | |

6. Alternative Proposals (Optional)

Proponents may propose alternative solutions or additional services. Please describe and provide associated pricing below.

Alternative Description and Pricing: Attach an extra sheet if necessary.
