Municipality of Shelburne

Naturally Yours

136 Hammond Street, PO Box 280 Shelburne, NS BOT 1WO
Phone: (902) 875-3544 - Fax: (902) 875-1278

REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
Wednesday, March 9, 2022
6:00 pm
A G E N D A

1. **Call to Order:**
2. **Approval of Agenda:**
3. **Approval of Minutes:**
   a. February 23, 2022 **(Pages 1-6)**
4. **In-Camera:**
   a. Legal Advice as per MGA Section 22 (2) (a) – Erin Hartley, Director of Corporate Services
5. **Business Arising:**
6. **Presentation:**
   a. NSFM 2022: Plan for Organizational Change– Juanita Spencer, Chief Executive Officer, Amanda McDougall, President & Charlotte Tavenor, Administrator 6:30 pm **(Pages 8-24)**
7. **Administration:** (*Resolution Prepared)
   a. Waste Collection RFP Award – Erin Hartley, Director of Corporate Services* **(Pages 25-53)**
   b. Waste Diversion Update – Information Purposes **(Pages 54-59)**
   c. COVID-19 Policy Amendments – Trudy Payne, Chief Administrative Officer***(Pages 60-66)**
   d. Inspection Services SUV - RFP Award – Trudy Payne, Chief Administrative Officer* **(Pages 67-76)**
8. **Other:**
   a. Councillor Appointments re: Roseway Manor Board – Warden Smith
   b. Aid to Ukraine – Trudy Payne, Chief Administrative Officer
   c. Monthly Building Report – February 2022 **(Page 77)**
9. **Committee Reports/Council Member Updates:** (*Resolution Prepared)
   a. Councillor Thorburn Irvine – Hemlock Woolly Adelgid on Private Lands
10. **Adjournment:**

Municipality of Shelburne

Naturally Yours

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Phone: (902) 875-3544 - Fax: (902) 875-1278

REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
February 23, 2022

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, February 23, 2022, commencing at 6:00 pm at the Municipal Administration Building, Council Chambers.

THOSE IN ATTENDANCE:
Warden Penny Smith
Deputy Warden Dale Richardson
Councillor Heidi Wagner
Councillor Ron Coole
Councillor Sherry Thorburn Irvine
Councillor Anthony Gosbee
Councillor Doris Townsend via Microsoft Teams
Trudy Payne, CAO

ALSO IN ATTENDANCE:
Chana Ross, Executive Assistant
Erin Hartley, Director of Corporate Services via Microsoft Teams
Members of the Public via Microsoft Teams

1. **CALL TO ORDER:**

The meeting was called to order at 6:00 pm by Warden Smith.

2. **APPROVAL OF AGENDA:**

MOTION: APPROVAL OF AGENDA – February 23, 2022

Being duly moved and seconded, be it resolved that the Agenda for February 23, 2022, be approved with the following amendment:

DRAFT

8(b) In-Camera

- Legal Advice as per MGA 22 (2) (g)

- MOTION CARRIED

3. APPROVAL OF MINUTES:

a. February 9, 2022

MOTION: APPROVAL OF MINUTES – February 9, 2022

Being duly moved and seconded, be it resolved that the Minutes of February 9, 2022, be approved as circulated.

- MOTION CARRIED

4. BUSINESS ARISING:

a. Response from Town of Shelburne Re: Municipal Modernization Education Sessions – Trudy Payne, Chief Administrative Officer

b. Response from Town of Lockeport Re: Municipal Modernization Education Sessions – Trudy Payne, Chief Administrative Officer

4(a) Trudy Payne, CAO, informed Council of the response received from the Town of Shelburne regarding the Municipal Modernization Education Sessions.

In response to the letter recently sent, Ms. Payne reports that we have received two responses indicating that two municipal units will participate.

On February 7, 2022, the Council of the Town of Shelburne passed the following motion:

THAT Council accepts the invitation from the Municipality of the District of Shelburne for Councillor Information sessions on Municipal Modernization and directs Staff to reach out to CAO Trudy Payne.

4(b) Trudy Payne, CAO, informed Council of the response received from the Town of Lockeport regarding the Municipal Modernization Education Sessions.

In response to the letter recently sent, Ms. Payne reports that we have received two responses indicating that two municipal units will participate.

On February 14, 2022, the Council of the Town of Lockeport passed the following motion:

It was duly moved and seconded that Council of the Town of Lockeport agrees to continue to participate in discussions and education on Municipal modernization.

Warden Smith noted that a press release was previously released on this initiative, and that she had given an interview to CBC Radio and CJLS on the subject. Council has also received positive

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feedback from residents regarding the educational sessions. Council anticipates receiving responses from the Town of Clark's Harbour and the Municipality of Barrington. The initiative is scheduled for the spring.

5. **ADMINISTRATION:**
    a. Federal Ghost Gear Fund – Letter of Support – Erin Hartley, Director of Corporate Services

5(a) Erin Hartley, Director of Corporate Services, presented Council with the Federal Ghost Gear Fund – Letter of Support staff report.

As part of their presentation to Council on February 9, 2022, Titan Maritime requested that the Municipality send a letter of support to the federal and provincial governments. Furthermore, Titan Maritime requested that the Municipality share information with our residents regarding this program and environmental concerns. Additionally, the Beach Stewardship Committee and Waste Diversion channels can be used to share information.

In the discussion that followed, it was agreed that the presentation contained a great deal of valuable information. It was also noted that it was encouraging to see someone take the initiative with regards to ghost gear waste. Mr. Jamieson, Waste Diversion Officer, was also noted to be enthusiastic about moving forward with this project.

MOTION: FEDERAL GHOST GEAR FUND – LETTER OF SUPPORT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne provide a letter of support to the Federal Ghost Gear Fund for continued government support and funding.

- MOTION CARRIED

6. **OTHER:**
    a. Request for a Presentation From the Nature Conservancy of Canada Re: Land Recently Acquired in Upper Ohio – Trudy Payne, Chief Administrative Officer
    b. Council Implementation Report

6(a) Trudy Payne, CAO, informed Council about a recent land acquisition by the Nature Conservancy of Canada in Upper Ohio.

Ms. Payne read an article from CKBW, which was included in the meeting package as part of this topic. There was a consensus that it would be beneficial to invite representatives from the Nature Conservancy to provide additional information to Council.

MOTION: INVITATION TO PRESENT TO COUNCIL

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Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne invite the Nature Conservancy of Canada to present at a future Council Meeting.

- MOTION CARRIED

6(b) Council reviewed the Council Implementation Report.

Councillor Thorburn Irvine requested a review of the reports provided by Ms. Tipton regarding "Bill Maclean - Community Wind - Potential Windfarms," as per the March 8th, 2021, Implementation item. Ms. Payne noted this information pertained to the wind turbine owned by the Municipality and would provide the information to Councillor Thorburn Irvine as requested.

As noted by Ms. Payne, Mr. Locke will present a staff update regarding dangerous and unsightly premises at a March Council meeting.

7. COMMITTEE REPORTS/COUNCIL MEMBER UPDATES:

a. Audit and Internal Control Committee Update – Councillor Thorburn Irvine and Councillor Coole

7(a) Councillors Thorburn Irvine and Coole informed Council of the Audit and Internal Control Committee Update.

Councillor Townsend joined the meeting at 6:14 pm.

There was consensus among Council members to table the Committee's recommendation regarding a Fire Services Review and that it be discussed at the budget meeting(s).

A discussion was held concerning the Municipal Solicitor's comments to the Committee regarding the Fire Services Review and moving forward with this initiative. While Ms. Payne was unable to attend the meeting, it was noted that Mr. MacLeod's recent presentation to the Committee on the Municipality's wind turbine had been extremely positive. It was also noted that Staff will be able to access data on the turbine on a regular basis, which will assist in identifying any issues.

MOTION: AUDIT AND INTERNAL CONTROL COMMITTEE UPDATE

Being duly moved and seconded, be it resolved that the A&C committee recommends funding a consultant or a portion of a Municipality of Shelburne staff position to carry out a fire services review.

- MOTION TABLED

Councillor Thorburn Irvine advised that:

- Western Counties Library Board has been meeting regularly to discuss budget issues. As Councillor Thorburn Irvine noted, libraries will not be receiving increases from the

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province, and that negotiations with the union are ongoing. Additionally, Councillor Thorburn Irvine thanked Council for its continued support of libraries in the region. Library Boards Association of Nova Scotia – met regarding strategic planning and advocated the province.

- Forestry Committee – will continue to advocate for the implementation of the Lahey report.
- February 18, 2022 – spoke with Mayor Scott of the Municipality of Cumberland County regarding going concerns in District 3 and wind farms. Councillor Thorburn Irvine also stated that residents can find more information on wind farms and the provincial process at wind.info@novascotia.ca
- Art Installations – Councillor Thorburn Irvine expressed views that were shared with her on the art installations contained in the ToS. Some people see the art installations as satirical in nature, while others view them as defamatory, while other see them as a voice. Further, it was noted that perhaps civil discourse can move forward on a positive note in the future.

Warden Smith advised that she attended the following events:

- February 11, 2022 – attended the Building Committee. The timeline for completion is on track for November 2022.
- Roseway Manor Board meetings
- February 18, 2022 – Attended an anti-racism online seminar that was highly informative. Warden Smith advised that the province plans to introduce equity and anti-racism legislation soon.
- Various workshops on budgetary discussions have taken place.

Deputy Warden Richardson advised that he attended the following events:

- February 11, 2022 – attended the Building Committee meeting
- Audit and Internal Control Committee meeting

8. <u>IN-CAMERA:</u>

a. Land Negotiations as per MGA Section 22 (2) (a)
b. Legal Advice as per MGA Section 22 (2) (g)

<u>MOTION: ENTER "IN-CAMERA"</u>

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne enters "In-Camera" at 6:26 pm to discuss Land Negotiations and Legal Advice.

- **MOTION CARRIED**

<u>MOTION: EXIT "IN-CAMERA"</u>

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne exit "In-Camera" at 7:25 pm.

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- **MOTION CARRIED**

A discussion was held, and direction was given to Staff In-Camera.

MOTION: PRESS RELEASE

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne move forward with the press release as presented to Council.

- **MOTION CARRIED**

9. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:27 pm. The next Council meeting will be held on Wednesday, March 9, 2022, in the Shelburne Council Chambers.

Chana Ross
Recording Secretary

_____
Date

_____
Penny Smith, Warden

_____
Erin Hartley, Director of Corporate Services

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Municipality of the District of Shelburne
March 9, 2022, Council Meeting
MOTIONS

7(a) WASTE COLLECTION RFP AWARD SUPPORT

THAT Council of the Municipality of the District of Shelburne award the Collection and Transportation of Solid Waste RFP to GE's All Trucking Ltd for a 5-year contract based on the details outlined in their proposal.

7(c) COVID-19 POLICY AMENDMENTS

That the Council of the Municipality of the District of Shelburne approve Policy 51, titled Covid-19 Workplace Policy as amended.

7(d) INSPECTION SERVICES SUV - RFP AWARD

THAT Council of the Municipality of the District of Shelburne award the Inspection Services SUV Request for Proposals to Tusket Ford for a Ford Escape SE Hybrid 2022 as per the RFP specifications at a cost of $38,088.70 plus HST.

NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

NSFM 2022: PLAN FOR ORGANIZATIONAL CHANGE

February 2022

Better government. Stronger communities.

AGENDA

1. Purpose of this Presentation
2. Overview of Proposed Changes
3. Brief Explanation of Each Proposed Change
4. Feedback/Questions

PURPOSE OF THIS PRESENTATION

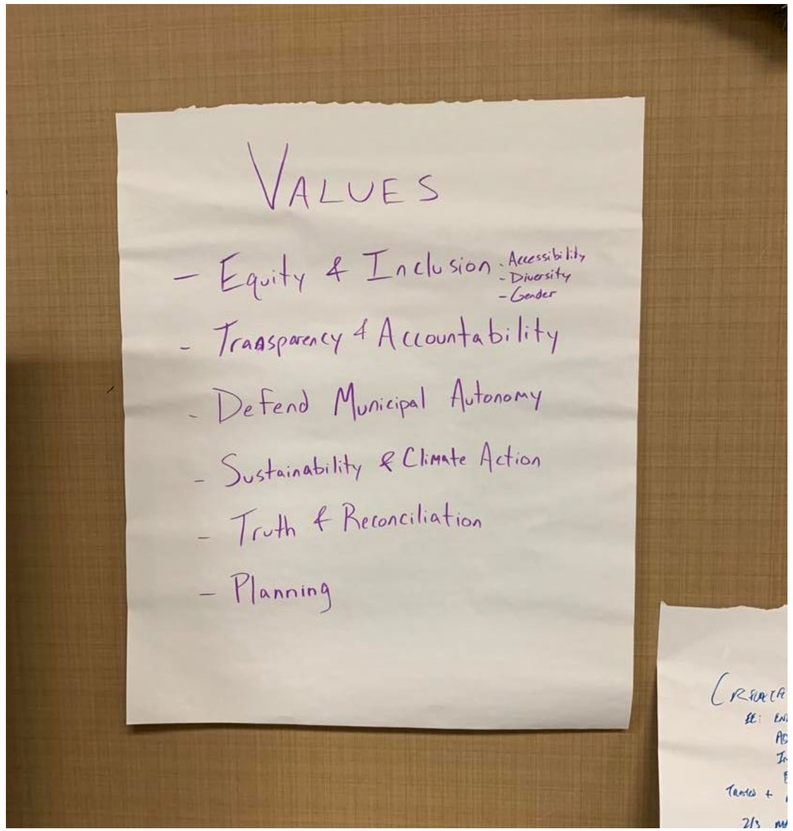
- Outlining the organizational changes that are supported by the Board
- Gathering your thoughts on these proposed changes

OVERVIEW OF PROPOSED CHANGES

1. Guiding Principles
2. Recognition of Municipal Units as Members
3. Caucuses
4. Creation of Regional Electoral Boundaries
5. Resolutions and Statements of Municipal Interest

GUIDING PRINCIPLES

- Establish core guiding principles
- Clarify to the membership, the general public, other orders of government, and for internal decisions
- NSFM staff will propose a list of guiding principles



MUNICIPAL UNITS AS MEMBERS

- Recentering membership engagement on municipal units, as stated in our current by-laws
- Will increase general awareness of NSFM's work
- Will increase consistency and coordination
- A role for individuals to participate in elections will be maintained
- Staff will map out necessary changes and ensure that new procedure is crystal clear

CURRENT

PROPOSED

Election and Membership Structure

All Members send dues to NSFM

Voting delegates from Municipalities that are able, attend the conference.

A vote is held for the President, Vice-President, Caucus Representatives by those in attendance at the Annual General Meeting.

All Members send dues to NSFM

All Municipal Elected Officials vote in their Member Municipality

Confidential Individual Votes are collected by NSFM

Winners are announced at the Annual General Meeting

DEPARTURE FROM CAUCUSES

- The more unified we are, the stronger and more effective we become
- Caucuses can create unnecessary divisions rather than collaboration on common concerns
- Will change the composition of the Board of Directors and how members participate in the election of Board positions

NEW ELECTION PROCESS

- Regional Groups will replace caucuses as the forums in which members vote for Representatives on the Board

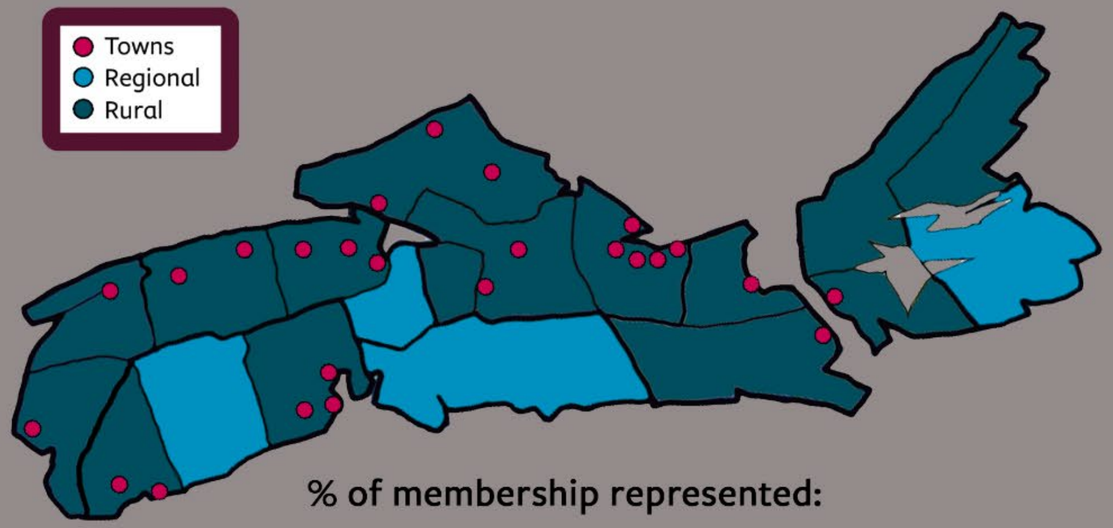
- Ensures representation of NSFM members across Nova Scotia on the Board

- Staff will map out necessary changes to by-laws and policies and develop guides for membership participation

CURRENT

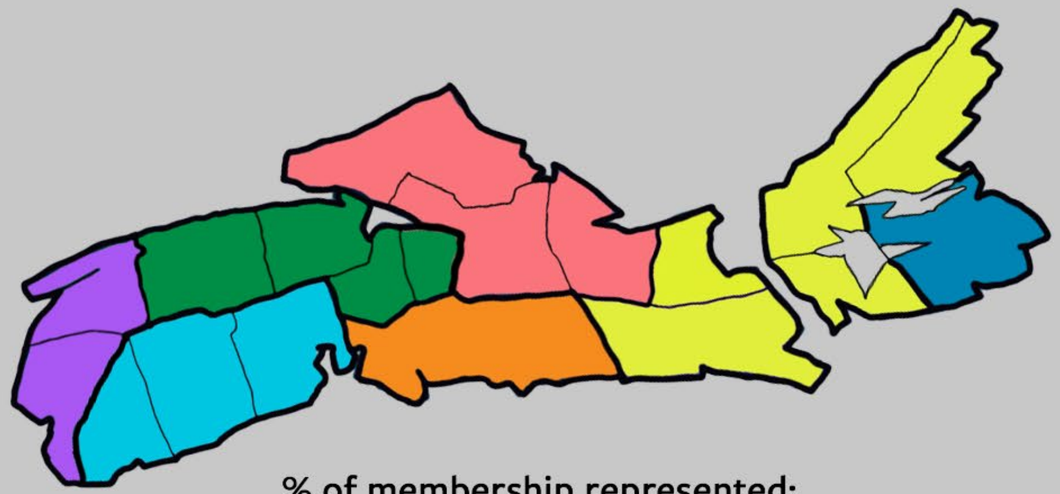
PROPOSED

Caucus Structure



% of membership represented:

Regionals (3 seats, 8%)
Towns (3 seats, 51%)
Rurals (3 seats, 41%)



% of membership represented:

Southwestern Shore (8/49 units, 16%)
CCP (12/49 units, 24%)
Valley (9/49 units, 18%)
South Shore (9/49 units, 18%)
Cape Breton-Strait (9/49 units, 18%)
HRM (2/49 units, 4%)
CBRM (1/49 units, 2%)

CURRENT

PROPOSED

Board Layout

President	Past President	Towns Caucus Chair	Towns Caucus Rep	Regional Caucus Rep	Rural Caucus Rep	
Vice President	Rural Caucus Chair	Regional Caucus Chair	Towns Caucus Rep	Regional Caucus Rep	Rural Caucus Rep	AMANS Rep

Board Composition: Election of President and Vice-President currently conducted at-large at annual general meeting.

President	Valley	Southwestern Shore	South Shore	CCP	Cape Breton Strait	HRM	AMANS Rep	Past President
Vice President	Valley	Southwestern Shore	South Shore	CCP	Cape Breton Strait	HRM	CBRM	

Board Composition: Election of President and Vice-President will be held at-large, based on votes from individual elected officials.

DEPARTURE FROM RESOLUTIONS

- Need to move on from static priorities and become more agile

- Need to establish priorities in a way that
  - tracks progress on agreed upon priorities
  - gives a mandate to respond to emergent concerns and opportunities
- Resolutions process set to begin in June to establish Resolutions for the next three years
- Resolutions are not working, we need to find another way

ADVISORY COMMITTEES - STATEMENTS OF MUNICIPAL INTEREST

- Board members will establish areas of general municipal interest and strike advisory committees
- Advisory committees will produce Statements of Municipal Interest
- Advisory Committees will respond to membership requests to investigate an issue
- Emergent concerns will also be considered
- Each governed by Terms of Reference and reviewed at a regular interval
- NSFM staff will support a sub-committee to devise policy and procedure to enable this new practice

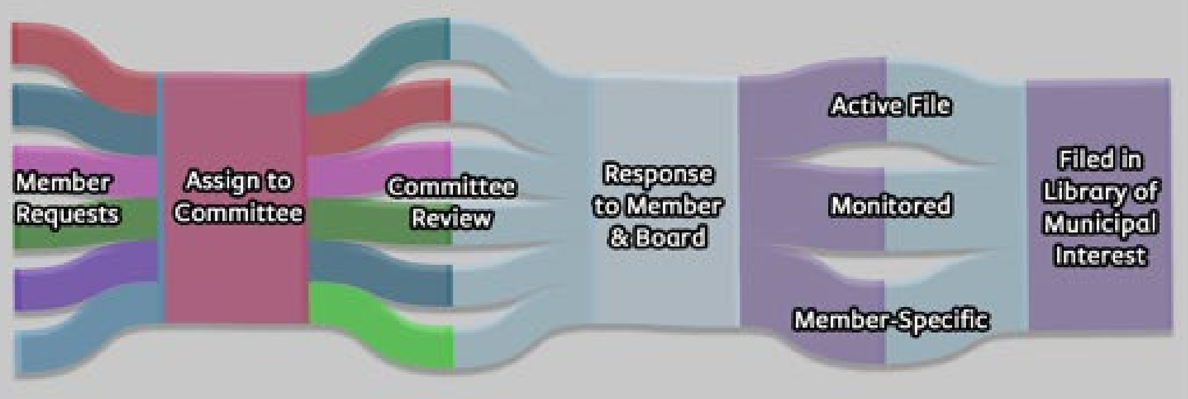
CURRENT

PROPOSED

Determining Advocacy Priorities

Every three years members vote on the top five issues of importance facing Nova Scotia Municipalities

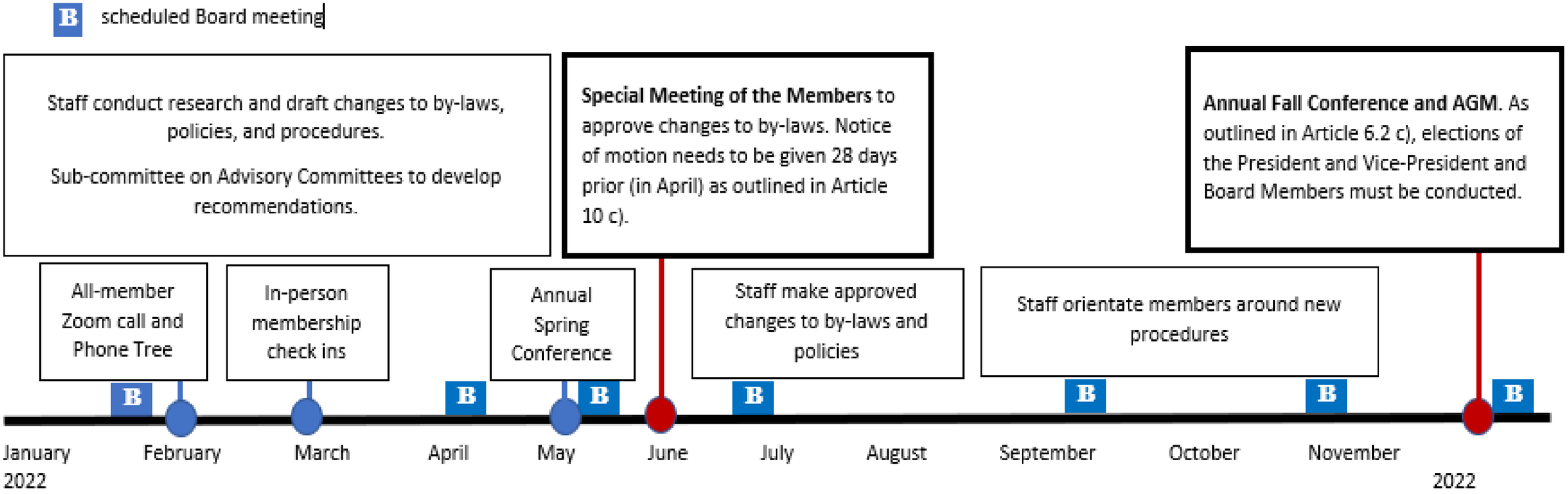
These issues form our Resolutions, which determine the areas of focus for the work of NSFM.



NEXT STEPS

- Engage with members to explain these proposed changes and get feedback
- NSFM Staff are directed to review relevant by-laws and policies and prepare motions for a Special Meeting of the Members
- Subcommittee to be struck to develop the plan for advisory committees and Statements of Municipal Interest
- By-law changes must be announced by a Notice of Motion 28 days in advance.

NSFM 2022 Timeline



QUESTIONS, FEEDBACK, DISCUSSION

This is going to be a big year for all of us.

STAFF REPORT

TO: Council

FROM: Erin Hartley, Director of Corporate Services

APPROVED BY: Trudy Payne, Chief Administrative Officer

DATE: March 9, 2022

SUBJECT: **Collection and Transportation of Solid Waste - RFP Award**

BACKGROUND

The Municipality sought submissions for collection and transportation of source separated solid waste, including:

- Curbside collection of recyclables, organics and residual waste
- Transportation to Region of Queens Waste Facilities
- Spring and Fall metal collection
- Christmas Tree Collection
- Optional Weekly organics collection

The RFP was advertised beginning Monday, January 17, 2022 on our website and the NS Procurement website. The RFP deadline was February 11, 2022. Two (2) submissions were received and evaluated.

EVALUATION

The evaluation committee consisted of the following members:
-Trudy Payne, CAO for the Municipality of Shelburne
-Joyce Young, Clerk Treasurer for the Town of Lockeport
-Erin Hartley, Director of Corporate Services/Shared Services Administrator
-Ryan Jamieson, Waste Diversion Officer

The evaluation committee evaluated the proposals based on understanding of required services, approach/methodology, work plan, project examples and references, experience, and price.

Company: GE's All Trucking Ltd. **Score:** 97/100

Company: Dinka Enterprises Inc. **Score:** 49/100

RECOMMENDATION

THAT Council of the Municipality of the District of Shelburne award the Collection and Transportation of Solid Waste RFP to GE's All Trucking Ltd for a 5 year contract based on the details outlined in their proposal.

ATTACHMENTS

- Request for Proposals Document

Naturally Yours

REQUEST FOR PROPOSALS SUBMISSION

COLLECTION AND TRANSPORTATION OF

SOURCE SEPARATED SOLID WASTE

RECYCLING

ORGANICS AND

RESIDUAL WASTE

Posting Date: Monday, January 17, 2022

Closing Date: Friday, February 11, 2022 @ 12 noon

Submission Location and Contact:
Erin Hartley, Director of Corporate Services
Municipality of the District of Shelburne
136 Hammond Street
PO Box 280
Shelburne NS, B0T 1W0
erin.hartley@municipalityofshelburne.ca
Tel: (902) 875-3544 ext. 226

1. PROJECT DESCRIPTION

1. This project is to provide solid waste collection services for a five (5) year period to all residential dwellings and business establishments within the Municipality of the District of Shelburne, the Town of Shelburne and the Town of Lockeport. Contract term is April 1, 2022 to March 31, 2027. The successful contractor will provide suitable equipment and qualified operators, meeting Request for Proposals (RFP) specifications required to collect and transport three stream source separated solid waste, organics and residual waste.
2. Quantities indicated in the Request for Proposals document and Submission Form are estimates only and the Municipality cannot guarantee these amounts.

2. RFP DOCUMENTS

1. The RFP Form
2. The RFP Specifications
3. The Form Agreement
4. All other requested submittals

3. RFP CLOSING

1. The RFP closing date and time is Friday, February 11, 2022 at 12:00 pm, noon, local time
2. The RFP closing location is in the Shelburne Municipal Building, 136 Hammond Street Shelburne NS.
3. No Faxed or emailed Proposals will be accepted.
4. Proposals will be submitted in sealed envelopes by mail, courier or drop off at 136 Hammond Street, Shelburne during open office hours or in office drop box on the driveway side of the building.
5. Proposals must be clearly identified as to contents, with envelope labeled, wording: “Waste Collection and Transportation RFP”

4. RFP DOCUMENTS – ATTENTION

1. Erin Hartley, Director of Corporate Services (902) 875-3544 Ext: 226
   Shelburne Municipal Administration Office, 136 Hammond Street, Shelburne, NS
2. A document deposit is not required.

5. RFP QUERIES

1. Queries regarding submittal procedures for this RFP are directed to Erin Hartley, Director of Corporate Services (902)-875-3544 ext 226.
2. Queries regarding technical questions for this RFP are to be directed to Erin Hartley, Director of Corporate Services (902)-875-3544 ext 226.

6. PROPONENT'S DUTY

1. Proponents shall review and make themselves fully aware of the contents of all RFP documents.
2. Proponents will be deemed to have familiarized themselves with existing site and working conditions that may affect their performance with respect to the Contract. Additionally, Proponents recognize that the quantity estimates of recyclables, organics and residuals, listed in the RFP documents, are estimates only. No plea of ignorance of such conditions will be accepted as a basis for refusing to enter into the Contract, a claim to extra compensation or a request for an extension of time.

7. CLARIFICATION AND ADDENDA

1. Proponents will notify the Director of Corporate Services not less than two (2) working days before RFP Closing, of any errors or ambiguities found in the RFP Documents. The Director of Corporate Services will issue a written addendum where a correction, explanation or interpretation is necessary. All addenda will form part of the contract.
2. All addenda will be posted on the Provincial Procurement Website at procurement.novascotia.ca.
3. Proponents are responsible to check the procurement website for any updates or addenda.
4. Proponents will confirm on the RFP Form that all addenda have been received.

8. PROPOSALS

Proponents will include the following documents in their Proposal:

1. Completed RFP Form;
2. Completed Addenda, if any issued;
3. Clearance Letter regarding current premiums paid to the Workers' Compensation Board of Nova Scotia;
4. Current and valid Letter of Good Standing issued by a safety organization approved by Workers' Compensation Board of Nova Scotia;
5. Proof of ability to obtain insurance coverage as specified.

END - INFORMATION TO PROPONENTS

1. SALUTATION

1. To: Municipality of the District of Shelburne
   136 Hammond St. PO Box 280 Shelburne, NS B0T 1W0

2. From:

_____

_____

_____

(The "Proponent")

2. PROPONENT DECLARES

1. That this Proposal was made without collusion or fraud.
2. That the Proponent was familiar with local conditions relevant to this Proposal.
3. That the proposed work was carefully examined.
4. That the RFP Documents and Addenda inclusive were carefully examined.
5. That all requested documentation per the RFP Specifications referenced are attached.
6. That the signing officers on this RFP Form are authorized to sign on behalf of the Proponent.
7. That all the above were taken into consideration in preparation of this Proposal.

3. PROPONENT AGREES

1. To enter into a contract to supply all labour, material and equipment and to do all work necessary to supply and deliver all items as described and specified in the RFP Specifications, or any portion of that work, where the Municipality determines, in its sole discretion, to award only a portion of the work described in the RFP Specifications.
2. That the total proposed price shall be the sum of all the items separately priced of the proposed project.
3. That this proposal is valid for acceptance for 60 days from the time of RFP Closing.
4. That payment to the contractor will be for the total price of all items satisfactorily received and in operating condition as per Municipal approval. Such payment will be made within 30 days of the Municipal approval.
5. That the Municipality reserves the right to award all or only a portion of the items to the contractor, as per this RFP Form, at its sole discretion.
6. That the Municipality may waive minor differences in the Proposals provided the differences do not violate the RFP intent. No term or conditions shall be implied based on any industry trade practice or custom, any practice or policy of the RFP or board or otherwise, which is inconsistent or conflicts with provisions contained in this document. That the Municipality reserves the right to reject any or all proposals, not necessarily accept the lowest proposal, or to accept any proposal which it may consider to be in its best interest. The Municipality also reserves the right to waive formality, informality or technicality in any proposal.

7. That the proposals do not meet the minimum specifications of this RFP, or are otherwise incomplete, will be rejected.
8. That proposals that are not received in a sealed envelope, prior to the RFP closing date and time at the specific location, will be rejected. Envelopes containing proposals will be clearly identified as to the contents.
9. That no faxed or emailed proposals will be accepted, with the sole exception of adjustments to the total proposal price where such adjustments is noted as an increase or decrease only from the proposed total price where such adjustment is properly received completely by the Municipality prior to the RFP closing date and time.
10. That the RFP Documents Include:
    1. The RFP Form, fully completed by the Proponent;
    2. Information to Proponents;
    3. RFP specifications - Municipality of the District of Shelburne, Town of Shelburne and Town of Lockeport - Waste Collection and Transportation Services 2022 to 2027
    4. Any addenda as issued and as confirmed in this RFP Form;
    5. All documents and certificates are required to be submitted with the Proposal, per the RFP Specifications referenced in this RFP Form.

4.SCHEDULE OF QUANTITIES AND UNIT PRICES

MUNICIPALITY OF THE DISTRICT OF SHELBURNE, TOWN OF SHELBURNE AND TOWN OF LOCKEPORT – WASTE COLLECTION AND TRANSPORTATION

YEAR ONE – April 1, 2022 to March 31, 2023

A. BY-WEEKLY COLLECTION OF THREE STREAM, SOURCE SEPARATED SOLID WASTE – RECYCLABLE, ORGANICS, AND RESIDUAL WASTE $_____

B. SPRING AND FALL METAL COLLECTIONS $_____

C. CHRISTMAS TREE COLLECTION $_____

SUBTOTAL $_____

HST (15%) $_____

CONTRACT TOTAL $_____

Proponents HST Registration Number: _____

Please include full pricing in the below table:

April 1 - March 31	All Units	HST	Total
2022/2023			
2023/2024			
2024/2025			
2025/2026			
2026/2027			

5.PROPONENT REFERENCES

Proponent is to note below details of recent similar projects completed or in progress:

Project Date

Project Date

Project Date

6. EQUIPMENT DETAILS

The following trucks will be supplied for the work:

	Truck 1	Truck 2	Truck 3	Truck 4
Make				
Model				
Year				
Engine Size				
NS License				
Last Inspection				

7.OTHER SUBMITTALS
Please check-off:

Clearance Letter regarding current Premiums paid to the Worker's Compensation Board of Nova Scotia attached. _____

Current and valid Letter of Good Standing issued by a Safety organization approved by Worker's Compensation Board of Nova Scotia. _____

Proof of ability to obtain specified insurance. _____

8. SIGNATURE

DATED THIS _____ DAY OF_____20_____

_____

Name of Firm Submitting Proposal

_____ _____

Witness Signature of Authorized Signing Officer

_____

Name and Title (printed)

_____ _____

Witness Signature of 2nd Signing Officer (as required)

Company Address: _____

Telephone Number:_____ Fax Number:_____

Email: _____

Naturally Yours

REQUEST FOR PROPOSALS

FOR

COLLECTION AND TRANSPORTATION OF

SOURCE SEPARATED SOLID WASTE

RECYCLABLES

ORGANICS AND

RESIDUAL WASTE

January 2022

SPECIFICATIONS FOR THE COLLECTION AND TRANSPORTATION

OF SOURCE SEPARATED MATERIAL

1. GENERAL

1.1 The work shall include all labour, equipment, materials and incidentals necessary to provide collection and transportation of source separated solid waste from the residential and commercial sectors in the Municipality of The District of Shelburne, Town of Shelburne, Town of Lockeport (further referred to as Municipal units).

1.2 Collection and transportation is collected into three streams consisting of recyclables, organics and residual waste.

2. ESTIMATED QUANTITIES

2.1 The volume of recyclables, organics, and residual waste collected over the past 4 years are indicative of the approximate volumes expected to be collected and transported in future years. Volumes are measured in tonnes.

	Recyclables	Organics	Residuals
2017/2018	490.45	533.55	873.84
2018/2019	502.90	543.04	862.72
2019/2020	470.10	595.79	866.84
2020/2021	477.106	556.039	902.2
Average	485.139	557.10	864.40

Volumes actually collected will vary. Residuals do not include C&D site debris.

2.2 There are 6,562 people within the Municipal units. There are an estimated 4,374 dwelling units. The dwelling units are distributed approximately as follows:

-Town of Shelburne 944

-Town of Lockeport 330

-Municipality of the District of Shelburne 3100

3. COLLECTION

3.1 All residential dwellings in the Municipal units are permitted to place unlimited clear bag residual waste, not weighing more than 35 pounds per bag, at curbside for collection bi-weekly.

All residential dwellings in the Municipal units are permitted to place unlimited blue bags of recyclables; not weighing more than 35 pounds per bag, at curbside for collection bi-weekly.

All residential dwellings in the Municipal units are permitted to place unlimited organic waste in a Municipally supplied green cart or similar container at curbside for collection bi-weekly.

3.2 All commercial businesses in the Municipal units are permitted to place twelve (12) bags of residual waste, not weighing more than 35 pounds per bag at curbside for collection bi-weekly.

All commercial businesses in the Municipal units are permitted to place unlimited blue bags recyclables, not weighing more than 35 pounds per bag, at curbside for collection bi-weekly.

All commercial businesses, in the Municipal units are permitted to place three (3) green carts, or acceptable collection containers of organic waste at curbside for collection bi-weekly.

3.2A The Contractor shall provide bulky item collection service to all dwellings and commercial establishments within the Municipal units on a bi-weekly basis at the same time as regular waste collection. Bulky items (non-wood) shall include furniture, mattresses, rugs, etc. Bulky items shall be collected along with solid waste on a bi-weekly basis and be transported together with the solid waste to the Region of Queens Landfill Site, or other site to be determined by the Municipality. The cost of collection and transportation of bulky items shall be included as part of the proponent's proposal.

3.3 Waste shall be collected within the hours of 7:00 am and 5:00 pm weekdays, according to the attached waste collection schedule.

Collection services shall be provided on a bi-weekly basis including as set out in Appendix "A" Statutory Holidays with the exception of Christmas Day, New Year's Day, and Good Friday. Collection for areas that fall on these days shall be picked up on the first free day after that holiday. Similarly, if collection cannot be made on any regular day as provided for herein due to weather conditions or other emergencies beyond the contractor's control, then that collection shall be the on the first free day after the event. All correspondence regarding changes to the collection program for whatever reason must be cleared through the Director of Corporate Services or designate.

3.4 Collection shall include removal of waste and recyclables from bins placed at roadside by residents and businesses.

3.5 Waste collection shall only be provided on provincially and municipally owned and maintained roads, (government plowed roads, private roads at the discretion of the Municipality) that:

a) are wide enough to have adequate turning area by collection vehicles; and

b) are maintained and plowed adequately to permit travel by collection vehicles.

3.5A Collection services provided under this contract shall be provided in the following manner:

a) For residential premises located on publicly listed maintained highways, collection shall be accessible and clearly visible locations within a reasonable distance of the paved or traveled portion of that public highway
b) For commercial premises located on publicly listed and maintained highways, collection shall be made on-site provided there is a clearly and easily accessible container on-site. If a

clearly visible and easily accessible container is not provided on-site, then collection shall be done in the manner prescribed in paragraph 3.5 A(a) above.

c) For residential and commercial premises located on a private road, which road intersects with a publicly listed and maintained highway, that collection shall be from a clearly visible and accessible location within a reasonable distance off the paved or travelled portion of the public highway at a place where the private road and public road intersect. Those private roads were collection services will be provided are those where there is either a history of collection or where the Municipality has determined that they meet the criteria set out by it.

d) Collection services shall continue to be provided by the Contractor during such time as when annual weight restrictions on roadways or at such other times as it may impose local weight restrictions on certain roads from time to time. The Contractor shall provide these services by using either smaller or lighter vehicles that comply with the weight restrictions.

3.6 The Contractor shall follow the collection schedule as outlined in Appendix "A" and will not make any revisions to that collection schedule at any time during the term of the Contract without prior written consent of the Municipality. After one (1) year, requests for changes to the regular collection schedule must be submitted to the Director of Corporate Services no later than November 1st, of the current year.

3.7 Notwithstanding the terms of the Contract, if the Province of Nova Scotia should enact further significant changes to the regulations governing waste disposal, recycling materials, organic materials or if a Regional Waste Management Contract is entered into by the Municipality, then the Municipality shall be entitled to give notice to the Contractor of its intention to seek amendments to the relevant terms of this contract. If the Municipality, and the Contractor are unable to agree to the terms of these amendments to this contract, the determination which shall be in sole discretion of the Municipality, then the Municipality shall have the right to terminate this contract upon two (2) months written notice to the Contractor and upon the expiry of this Contract shall terminate and be of no further force and effect and the Contractor shall have no recourse against the Municipality.

All other changes in the collection schedule, for any reason, must be advertised in advance, at the Contractor's expense. All changes in the schedule must receive prior written approval from the Director of Corporate Services.

3.8 The Contractor shall provide residential and commercial collection services for waste within the Municipal units consisting of the following:

a) organics which have been deposited in compost carts, kitchen bins, plastic buckets or paper bags specifically designed for that purpose, or deposited in compostable bags.

b) recyclables which have been deposited in blue bags. Recyclable materials also include newspaper and cardboard. These items can be put in recycle bags or flattened and bundled separately.

c) residual waste which has been deposited in clear bags, all other collectible and bulky waste set out at curbside.

d) metal clean-up waste and Christmas trees which are to be collected, as set out in Section 4.

3.9 Recyclables are those materials accepted by the materials processing facility and are listed in Appendix "B". Organic materials are those compostable materials accepted by the materials processing facility and are listed in Appendix "B". Materials may be added or deleted from these lists from time to time as determined by the Municipality.

4 METAL CLEAN-UP

4.1 The Contractor shall provide a special waste collection (metal clean-up), twice a year (spring and fall) for materials which are not normally collected bi-weekly. The collection of these items shall be provided on regular collection days, during the metal cleanup collection periods. The list of materials to be included in these clean-ups is attached as Appendix "D". All metal waste placed at roadside during metal clean-up is to be collected regardless of whether or not it is listed in Appendix "D", the only exception being household hazardous waste materials, which are listed in Appendix "C". Christmas trees will be collected separately during a designated time as worked out between the Director of Corporate Services or designate and the Contractor. The Municipality shall advertise the dates of these special waste collections prior to the collections. The Contractor shall include the dates of the collections when tendering so that these dates can be included in waste collection publications issued by the Municipality.

4.2 The Contractor shall submit transaction slips from the Regional Material Recovery Facility (RMRF), after each metal cleanup, detailing a summary of the total number of loads and weights.

4.3 The Contractor, their employees and any sub-contractor shall not retain any of the materials collected during metal cleanup for their benefit but shall transport the materials to the RMRF. These materials are the property of the Municipality.

5 TRANSPORTATION

5.1 Recyclables will be transported to the Region of Queens Waste Facility, located at 3750 Highway 8, Milton, Nova Scotia.

5.2 Organics shall be transported to the Region of Queens Waste Facility.

5.3 Residual waste shall be transported to the Region of Queens Landfill Site.

6 VEHICLES

6.1 All collection vehicles shall be equipped with proper warning lights located so as to be visible from both directions. These lights shall be operating at all times during the collection and transportation of waste.

6.2 The Contractor shall have Workers Compensation coverage in place at all times during the term of the collection contract and shall provide proof of coverage prior to commencing the contract and prior to the start of every year of the contract.

All safety equipment and clothing, including safety vests, boots, etc are to be worn by all collection personnel, including all drivers of vehicles, during the collection and transportation of waste.

All collection personnel, including all drivers of vehicles, must comply with the Covid-19 regulations and/or policies in place at the time issued by the Province, Municipality or collection facilities related to this contract.

6.3 All collection and transportation vehicles shall be loaded in such a way to avoid the spillage of the contents of the vehicle. Collection personnel shall immediately clean up any materials which fall from the collection vehicle or which is spilled during the collection or transportation process. All collection vehicles shall be equipped with cleanup tools such as brooms, rakes, shovels, etc.

6.4 Liquid or moisture shall not be permitted to drain or leak from the collection vehicles.

6.5 All collection vehicles shall be maintained in presentable fashion.

6.6 All collection and transportation vehicles shall be clearly identified as belonging to the Contractor and shall include the business telephone number of the Contractor clearly displayed on each side of the vehicle.

6.7 All collection vehicles shall be equipped with two-way radios or operating cellular phones so that communication is maintained at all times during the collection and transportation process.

6.8 All collection vehicles shall be maintained in good working order.

7 MONITORING AND REPORTING

7.1 The Contractor shall monitor the recyclables, organics and residual waste being collected to ensure that:

a) bags of recyclables contain only those materials listed in Appendix B
b) organics contain only those materials listed in Appendix B, and
c) residual waste contains all other household wastes except household hazardous waste, construction and demolition wastes and other wastes banned from landfills by the province of Nova Scotia.

7.2 The Contractor shall place “rejection stickers” on any waste not collected. The “rejection sticker” must indicate the reason the waste is unacceptable and provide appropriate contact information. No waste is to be rejected without placing a “rejection sticker” indicating the reasons for rejection on the container holding the waste. “Rejection stickers” will be supplied by the Municipality at the expense of the Municipality.

7.3 The Contractor shall record and report to the Director of Corporate Services or designate, bi-weekly any of the following instances:

a) issuing of rejection stickers and
b) any problems in non-compliances, by businesses or residents.

7.4 In the case of repeated noncompliance by businesses or residents, the Contractor shall:

a) Report to the Waste Diversion Coordinator or designate as required.

7.5 The Contractor shall be responsible for the payment of any penalties, with no recourse to the Municipality, imposed by the operators of the recycling depot, the organics processing facility, or the landfill site at which materials are deposited. The Contractor is responsible for any costs associated with addressing deficiencies in rejected loads.

8 GENERAL TERMS

8.1 The term of this agreement shall be for five (5) years beginning April 1st, 2022 and ending March 31st, 2027.

8.2 The collection and transportation contract shall not be assigned nor shall any sub-contractor be employed by the Contractor without prior written knowledge and approval of the Director of Corporate Services or designate.

8.3 The Contractor shall carry Commercial General Public Liability and Property Damage Insurance, without intermission, in an amount not less than $3 million per occurance, public liability and property damage insurance shall not be less than $3 million per occurance. Such policies are to contain a provision to give 30 days written notice of cancellation or any alteration to the policy to the prejudice of the administrator.

The Contractor shall provide a copy of all policies to the Municipality prior to the commencement of the Contract annually.

In default of any requirement to this clause the Municipality of the District of Shelburne may obtain such insurance and charge all premiums paid by the Municipality of the District of Shelburne against any payments due to the Contractor by the Municipality of the District of Shelburne, without recourse by the Contractor.

8.4 The Contractor shall indemnify and save harmless the Municipality against and from all damages, claims, suits, demands, actions, judgments, and cost of any kind and description as a

result of injury or property damage resulting from the performance of this contract or through any improper or defective equipment used by the Contractor or through any act or omission on the part of the Contractor, their employees or sub-contractors.

8.5 Should the Contractor be adjudged by the Municipality to be in violation of any provisions of the Collection and Transportation Contract at any time, the Municipality may, without prejudice to any right or remedy, give the Contractor 30 days written notice, terminate the contract and complete the work by whatever means the Municipality seems expedient.

8.6 The Contractor, their employees or any sub-contractor shall not retain any of the materials collected for their benefit, but shall promptly transport the materials to the designated facilities.

8.7 The Contractor shall be paid monthly in equal installments, 1/12th of the sum allocated for each year of the contract.

8.8 Contractors submitted proposals will only be considered if the required Submission Proposal forms are fully completed and returned to the Municipal office at 136 Hammond Street, Shelburne, prior to the submission deadline.

9 FUEL BENCHMARK

9.1 In recognition of the fluctuation of the price of fuel, an adjustment in the amount paid to the Contractor for waste collection services to reflect those fluctuations shall be carried out in the following manner:

a) The benchmark price of fuel of ($1.10) per litre (HST included) is hereby fixed as being the reference cost of fuel included within the payment for collection services.

b) Claims by the Contractor to the Municipality for an increase, due to an increase in the price of fuel above the benchmark price, shall be made monthly, for review and processing supported by full documentation including the detailed current pricing, and usage.

c) The benchmark price shall be reviewed annually increased where appropriate based upon Consumer Price Index for Nova Scotia. Thereafter the benchmark price as adjusted shall become the basis for future adjustments based upon fuel price fluctuations.

d) If fuel prices should fall below the benchmark price, then during that time or times, the Contractor shall issue monthly credits that reflect the amount of fuel savings (difference between the actual fuel prices and the benchmark price) until such time as these credits equal the amount of additional money paid by the Municipality to the Contractor for collection services when the price of fuel was above the benchmark price.

e) The Contractor shall make and agrees to certify that it is made every effort to obtain the most economical fuel pricing and shall continually review operations to ensure that maximum operating efficiencies are achieved to minimize the Municipality any additional monies that may be payable pursuant to this paragraph.

10 DISCLAIMER

10.1 The Municipality of the District of Shelburne reserves the right to reject any and all proposals, to waive any and all formalities or informalities, and to disregard all non-conforming, non responsive or conditional proposals. In addition, the Municipality reserves the right to negotiate contract changes with the finalist proponent, and/or to award a contract to any proponent in the Municipality of the District of Shelburne at the sole discretion. The Municipality reserves the right to reject the propsals of any and all proponents if the Municipality believes that it would not be in the best interest of the Municipality to make an award whether because the proposals are non responsive or because the proposals are found to be not responsible or fail to meet any other pertinent standard or criterion established by the Municipality. The Municipality of the District of Shelburne states that the lowest or any bid will not necessarily be accepted.

The Municipality of the District of Shelburne may conduct such investigations as the Municipality deems necessary to assist in the evaluation of any proposal, to establish the best proposal and to otherwise make its selection.

10.2 The Municipality reserves the right to consider, during evaluations:

a) The Municipality's past experience with the bidder and or its management;
b) Information provided in response to inquiries of credit and industry references;
c) Information received in response to inquiries made to the Municipality of third parties apart from those disclosed in the Proposal in relation to the reputation, reliability, experience and capabilities of the proponent;
d) The manner in which the bidder provides services to others; and
e) The experience and qualification of the proponent's senior management and project management.

APPENDIX "A:

COLLECTION SCHEDULE

2022 WASTE COLLECTION INFORMATION

Please keep in mind: All items are to be placed curbside by 7:00 a.m. on collection day to ensure collection can take place.

For more information check our website at www.municipalityofshelburne.ca.
The Waste Diversion Officer can be reached at (902) 875-7026.
Check us out on Facebook at Waste Diversion Coordinator.

What? Where? When? R6RECYCLES

Sign up for weekly collection reminders via email, phone, text or in-app notifications
View, print or download your collection schedule
Never miss a collection day
Download the App on any device today !

GREEN WEEK	DAILY SCHEDULE
MONDAY	Clyde River, Clinton Road, Beaverdam, Quinns Falls, Ingomar, Round Bay, Atlantic, Roseway, Gunning Cove, Carleton Village, Churchover and Birchtown
TUESDAY	Ohio, Welshtown, Woodlawn Drive and North Loop Road
WEDNESDAY	Sandy Point, Roseway Park, Jordan Bay, Jordan Ferry, Lake Road and Jordan Branch
THURSDAY	Town of Shelburne (South Side of King Street)
FRIDAY	Town of Shelburne (North Side of King Street)

RED WEEK	DAILY SCHEDULE
MONDAY	
TUESDAY	Jordan Falls, Lake John Road, East Jordan, West Green Harbour, East Green Harbour, Allendale, Osborne, Pleasant Point and Canada Hill
WEDNESDAY	Town of Lockeport, Brighton and West Head
THURSDAY	Rockland, Little Harbour, Sable River, West Middle Sable, East Sable, Jones Harbour, MacLeans Lake Road and Little Port L'Hebert
FRIDAY	

CHRISTMAS TREE COLLECTION
On **YOUR** specific collection day between the dates of January 10-14 & January 18-20, 2022

SPRING METAL COLLECTION
On **YOUR** specific collection day between the dates of April 12-14 & April 18-22, 2022.

FALL METAL COLLECTION
On **YOUR** specific collection day between the dates of October 11-13 & October 17-21, 2022.

Acceptable Items Include:
Scrap Metal, white appliances, barbeques, emptied metal barrels, baseboard heaters, lawn mowers (fluid removed), bicycles, hot water tanks, empty oil tanks and any other type of metal. Fridges and Freezers may only be picked up if a certified refrigeration technician has removed the freon safely and this is indicated with a Provincial tag.

TIP:
Why wait for one of the metal collections when you can drop it off anytime throughout the year for free. Did you know that metal items, refrigerators, freezers, and A/C units can be taken to the Regional Materials Recovery Facility, located at 4571 Hwy 3, West Green Harbour **free-of-charge** at any time during the year?

Effective January 1, 2020
Paint cans must be taken to Household Hazardous Waste Depot in Sandy Point or an approved Paint collection site. **This item will no longer be accepted for curbside pickup.**

Effective March 1, 2020
All oil/glycol containers and used oil filters, must be returned to an Oil return facility such as the Household Hazardous Waste Depot in Sandy Point. **These items will no longer be accepted for curbside pickup.**

THE REGIONAL MATERIALS RECOVERY FACILITY (C&D Site)
4571 Hwy 3, West Green Harbour.
Open Tuesday - Saturday from 9:30 a.m. - 4:00 p.m.
Phone (902) 656-3273

Tipping Fee is $60.00 per tonne for construction & demolition materials. Tipping fee is $40.00 for Commercial brush/leaf & yard waste.

All materials must be separated into the following streams:
1) Wood items
2) Roofing shingles
3) Gypsum board/drywall, plaster
4) Vinyl/plastic building materials, carpeting, built up roofing, ceiling tiles, vinyl floor/linoleum, wiring, lighting fixtures and insulation.

Insulation - Please have fibreglass insulation in bags, so it will not blow around the site. Sheets of Styrofoam™ insulation can be taken whole, but must be bagged if in smaller pieces. **Brush/Leaf and Yard waste must be no larger than 6 inches in diameter for future processing.**

Items that are FREE to dispose of include:
● Scrap Metals ● Metal Appliances ● Wire Lobster Traps ● Lobster Rope ● Leaf and Yard Waste (Residential only)

Items NOT accepted during regular curbside waste collection are listed below:

You can return up to four used car/truck tires (at any one time) to any tire retailer in NS. Tires must be off the rim and free of mud and debris.

All construction waste, as well as any solid wooden items, must be taken to the Regional Materials Recovery Facility in West Green Harbour to be recycled.

Propane tanks, paint cans, and other household hazardous waste items are to be taken to the Hazardous Waste Depot at 243 Sandy Point Road, on the 1st and 3rd Monday of each month for proper disposal from 9am - 1pm & 2pm - 4pm. (ie. adhesive, tar, pesticides, oil, etc.)

Electronics must be taken to the EPRA (Electronic Products Recycling Association) Depot at 108 King Street (across from the Shelburne Mall) to be recycled. As of January 2020, Microwaves, GPS, Video Game Consoles, modems and external hard drives are no longer items eligible for curbside pickup and must be taken to the Enviro-Depot for recycling.

APPENDIX "B"

RECYCLABLE MATERIALS

Recyclable Materials including:

- Plastic beverage containers (number 1 through 7)
- Plastic food containers (number 1 through 7)
- Plastic detergent containers (number 1 through 7)
- Plastic shampoo containers (number 1 through 7)
- Glass beverage and food containers
- Steel and tin food cans
- Tetra-Paks beverage boxes
- Milk and juice containers
- Beer, wine and spirit containers
- Glass bottles and jars (not broken)
- Aluminum trays, containers and foil
- Plastic shopping bags
- Corrugated cardboard
- Newsprint and flyers
- Boxboard
- Fine paper such as computer paper and printouts
- Books (with hardcovers removed)
- Catalogs
- Envelopes
- Phone books
- Magazines (glossy and non-glossy)
- Paper egg cartons and coffee take out trays
- Non-foil wrapping paper

Other materials may be identified as designated by the Province of Nova Scotia's Environment Act as updated from time to time.

ORGANIC MATERIALS

Organic Materials including:

- Food waste
- Meats, fish and bone
- Egg shells
- Tea bags and coffee grounds
- Vegetable and fruit waste
- Soiled, waxed and/or wet paper including soiled tissue paper and paper napkins
- Soiled boxboard
- Leaves
- Grass clippings
- Brush and twigs

APPENDIX "C"

HOUSEHOLD HAZARDOUS WASTE MATERIALS

- Household Cleaners
- Paint
- Acid Batteries
- Pesticides
- Fuels
- Waste Oil
- Propane Tanks

APPENDIX "D"

METAL CLEAN-UP MATERIALS

SCRAP METAL AND WHITE GOODS including:

- Cold water tanks
- Stoves
- Hot water heater
- Baseboard heaters
- Oil barrels (Empty of fuel)
- Pots & Pans
- Kitchen sinks
- Bed frames
- Refrigerators (no freon)
- Diswashers
- Freezers (no freon)
- Bath tubs
- Air conditioners (no freon)
- Washing machines
- Dryers
- Dehumidifiers
- Other small appliances

REQUEST FOR PROPOSALS SUBMISSION FORM
MUNICIPALITY OF THE DISTRICT OF SHELBURNE

REQUEST FOR PROPOSALS FOR COLLECTION AND TRANSPORTATION OF SOURCE SEPARATED SOLID WASTE, RECYCLABLES, ORGANICS AND RESIDUAL SOLID WASTE

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

_____

MAILING ADDRESS: _____

_____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON: _____

SIGNATURE OF PROPONENT: _____

NAME OF PROPONENT: _____

_____

REQUEST FOR PROPOSALS SUBMISSION FORM
MUNICIPALITY OF THE DISTRICT OF SHELBURNE

REQUEST FOR PROPOSALS FOR COLLECTION AND TRANSPORTATION OF SOURCE SEPARATED SOLID WASTE, RECYCLABLES, ORGANICS AND RESIDUAL SOLID WASTE

Having carefully examined the Request for Proposal's Specifications and having examined all conditions affecting the required work, including each municipal unit's Solid Waste By-law, the Proponent hereby offers to furnish all vehicles, equipment and labour necessary for the proper collection and transportation of recyclable materials, organic waste and residual waste in the Municipality of the District of Shelburne, Town of Shelburne, and Town of Lockeport commencing on April 1, 2022 and continuing for a period of 60 months to March 31, 2027, and for the conduct of spring and fall metal, and Christmas Tree clean-ups each and every year therein in accordance with the Request for Proposal's documents.

Pricing Per Year

April 1 - March 31	All Units	HST	Total
2022/2023			
2023/2024			
2024/2025			
2025/2026			
2026/2027			

Spring and Fall Metal Clean-ups– All 3 units

April 1 - March 31	Spring	Fall	HST	Total
2022/2023				
2023/2024				
2024/2025				
2025/2026				
2026/2027				

Christmas Tree Collection – All 3 units

April 1 - March 31	All Units	HST	Total
2022/2023			
2023/2024			
2024/2025			
2025/2026			
2026/2027			

BREAK OUT COST FOR POTENTIAL SUMMER WEEKLY ORGANICS COLLECTION

Please include a potential add-on cost (separate price) based on what organics collection would cost per week if some or all of the municipal units decided to offer weekly organics pick up during the summer.

Weekly Organics Collection – Summers (per week cost break-down)

April 1 - March 31	MDS	TOS	TOL	All Units	HST	Total
2022/2023						
2023/2024						
2024/2025						
2025/2026						
2026/2027						

REQUEST FOR PROPOSALS SUBMISSION FORM
MUNICIPALITY OF THE DISTRICT OF SHELBURNE

REQUEST FOR PROPOSALS FOR COLLECTION AND TRANSPORTATION OF SOURCE SEPARATED SOLID WASTE, RECYCLABLES, ORGANICS AND RESIDUAL SOLID WASTE

BANK/CREDIT REFERENCE: (INCLUDE CONTACT NAME)

INSURANCE REFERENCE: (INCLUDE COMPANY NAME) Please provide proof of Insurance

INSURANCE VALUE VERIFIED:

REQUEST FOR PROPOSALS SUBMISSION FORM
MUNICIPALITY OF THE DISTRICT OF SHELBURNE

REQUEST FOR PROPOSALS FOR COLLECTION AND TRANSPORTATION OF SOURCE SEPARATED SOLID WASTE, RECYCLABLES, ORGANICS AND RESIDUAL SOLID WASTE

The equipment to be used for the collection and transportation of waste, including back-up equipment, is as follows:

Description	Make/Model	Year	Capacity

REQUEST FOR PROPOSALS SUBMISSION FORM
MUNICIPALITY OF THE DISTRICT OF SHELBURNE

REQUEST FOR PROPOSALS FOR COLLECTION AND TRANSPORTATION OF SOURCE SEPARATED SOLID WASTE, RECYCLABLES, ORGANICS AND RESIDUAL SOLID WASTE

Contingency plan in the event of equipment breakdown:

_____
_____
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Waste Diversion Officer Report:

October 1, 2021 – February 1, 2022

Waste Diversion Officer Update Oct. 1, 2021 – Feb. 1, 2022

HHW

Household Hazardous Waste (HHW) has been steady for this reporting period. For this quarter of the year, we would typically have a downturn in residents frequenting the site, but we are still on average for 10-15 customers per day. The volume accepted has decreased a bit and this writer has noticed a difference in the types of materials coming to the site. For instance, up until this quarter we were receiving a lot of older chemicals from residents who had just purchased a property, whereas now the bulk of what we are receiving is newer chemical containers that are from renovations on properties recently purchased. There was an overall increase in 2021 for amounts we accepted at the HHW, we were close to doubling the amounts of paint cans received at the site, from 17 tub skids, to 29, and we had an increase in lab-packed materials of approximately 20%, and finally we sent out 50 battery boxes in 2021. During the latest R-6 educators meeting we had a round table discussion of battery recycling, and we are providing our residents as much, or more accessibility than anywhere in our region. The batteries have been transported to the C&D site and are sent directly from the site to Montreal for final processing with the Call 2 Recycle program. This writer completed and sent out the HHW Annual Report for the Department of Environment 3 weeks in advance of the February due date that provides them the total amounts of all classification types received, disposed of, and disposed of by whom as well as our Terrapure invoices/manifests to R-6 for applicable Divert NS funding.

This writer worked at the HHW site 6.5 additional working days within this reporting period to assure we are lab-packing our most vulnerable materials within the day (or shortly thereafter) it was received. To assure that we are permit compliant and that we are storing our vulnerable materials (ie: Muriatic Acid, Hydrochloric Acid) as safely as possible in a timely manner. It is also noteworthy that we have had a huge influx of variety with regards to what we have been accepting in comparison to the last 3 years that require immediate lab-packing due to the nature of the chemical. This reporting period has brought a downturn of items left at the gate on off hours. This writer has been tracking this on the daily sheet at the site and its hopeful that this will continue to decline. It is usually paint cans, or empty oil containers that are left, but there have been times when unidentifiable items have been left, where writer has had to PH test the item for classification.

On October 2nd, 2021, we held our annual Electronic/HHW pickup for the Town of Lockeport and surrounding areas. As usual it was a very successful event. We had a full 20 ft. trailer that we took back to our HHW site and processed in the days that followed. The feedback from residents was very positive, I would estimate that we had anywhere from 50-60 customers in the 8 hours we were set up. We were lucky as the weather was great, and we had a lot of repeat customers. One positive outcome we achieve at the “roaming” HHW is that a lot of the

time a resident would bring an item, then enquire about things they had left at home as they did not think it was an acceptable item only to find out we did accept the item, prompting them to come for a repeat visit.

October 2nd, 2021, Lockeport HHW 2 hours after we set up.

RMRF

The Regional Materials Recovery Facility has been a busy spot this last reporting period. We have had some major upgrades with the installation of our new scale. There were significant delays as we were supposed to have the scale installed in October, but due to manufacturing delays, then with the unfortunate medical emergency of the truck driver delivering the scale (leaving the scale and driver stranded in the US), we had to adapt to assure as little disruption to service as possible. These delays, then with a pending weather situation pushed back the installation of the scale until December 15th, 16th, and 17th in which we had to close to the public for 2.5 working days.

This writer was left satisfied by the professional work ethic that Weigh-Tronix brought to the project. They were communicative with regards to delays, the Project Manager, Andrew Stewart, provided exemplary customer service and assurances along the way. There were slight concerns with how the concrete foundation would hold up with the removal of the old scale, however when the technicians inspected it they found it was still in excellent condition and was still level allowing for a smooth installation overall. The previous scale weighed in at just shy of 18,000lbs. and as a surprise, Weigh-Tronix had arranged to have the scale picked up the day of removal and we were credited for the scrap metal costs, where the original plan was to leave it on site to have our public works staff quarter it for removal with our other scrap metal, providing us a bit of hidden savings.

Scale Installation at the RMRF (December 15, 2021)

We completed site maintenance this reporting period, trimming back the brush between the scale house and the loading cells. We also trimmed around the sign and in the ditch leading up to the site on Highway 3 to assure that residents can see oncoming traffic while leaving the site.

In this reporting period this writer contacted local companies with regards to freon removal for the 438 Fridges/Freezers/AC Units. Rhyno's in Bridgewater attended the site on December 21st, 2021 and started the freon removal process to allow for the units to be crushed by American Iron and Metals, who were awarded the annual contract for metal processing. Rhyno's attended the site on 4 different days, with 2 technicians and completed the job on January 7th, 2022. We will now be budgeting for this service on an annual basis, as this was 4 years of refrigeration units as this is an important item that we are providing accessibility for our resident's disposal.

American Iron and Metal have been attending our site since January 31st, to start the metal processing. In the past this would be done onsite, but due to bailer break downs, they have been transporting out metal from our site to theirs in Dartmouth for final crushing. They are attending the site with a full-length semi-trailer that has a crane affixed to the truck to load the metals with. There have been some concerns with their equipment getting stuck due to the freeze/thaw we have had this winter; C&D staff have had to clean up debris because of the contractor taking loads out versus processing on site which will be taken into consideration with next years metal contract.

Software upgrades will be revisited in the next Waste Diversion Officer report, we were close to securing our new software, but with the addition of electronic record keeping we are trying to identify which of our options will accommodate the new record keeping program. The hope is that this can be in place for April 1st, which will require staff training, however it is more likely that we would be looking at May before it is fully implemented.

Education, Solid Waste Removal & Enforcement

I have fielded 385 calls and responded to 51 Facebook queries in this reporting period. This has been an overall decrease from our last reporting period, but still an increase for this time of year. The number of new residents I have delivered green carts to has decreased since last reporting period but are still frequent in comparison to pre-covid times.

I attended 34 residences within this reporting period, this was a slight decrease from the last reporting period. Most of the visits have been due to rejected solid waste left from the resident's waste collection day, where writer assists the resident by sorting with the resident when possible. 4 of the visits were to assist a new resident to identify where to put their new garbage box, and 3 visits were to attend a property where the resident is a bit overwhelmed as to where to start with cleaning out their property.

Another opportunity for education is green cart deliveries and red bag deliveries. I completed 42 green cart deliveries, that is a significant increase from 28 in the last reporting year. With the weather conditions being as cold as it has been, there has been an increase of green carts that have frozen contents that are not able to dump, as well as green carts cracking when dumped due to the temperature. 16 of these carts have been to new residents in our area, I have continued to bring them educational materials when dropping off the carts and have been able to provide necessary education to prevent future curbside rejections.

Large green carts are dwindling in numbers we will be completely out of them by the end of 2022 if we base our numbers on last year's projection. The costing on the large carts when writer last checked were between 150-200.00$ per green cart as opposed to the $50.00 green carts we have been purchasing the last few years. The majority of our requests have been for the smaller carts and I have recouped some as we do get calls to switch the large cart for a small cart, but there is still an appetite for this size of cart. With the price difference we will have to build it into our budget for 2023-24 or abandon the large carts moving forward, the prices continue to fluctuate due to the impacts of Covid and the global supply chain concerns.

Angela Taylor with R-6 completed a presentation to Lockeport Elementary students for sorting on November 17th, 2021, the feedback from the educator who contacted this writer to facilitate the presentation had nothing but positive feedback. Angela also presented on November 16th, to NSCC for their Continuing Care Assistant program. This is a great opportunity for students to understand the importance of medical waste and proper disposal for medical waste. We have set a few target dates for this Spring to try and do some Waste Audits at the local schools and monitor the lunch lines as we had done before Covid to continue building relationships with Cafeteria staff/faculty and to assist the students with making the right decision as to what waste stream their yogurt cup goes into.

One of the last reports goals was replacing Municipal Waste bins to assure we are following the Municipal Bins Policy. This writer, public works, and our casual built and delivered 7 Municipal

bins in various districts, and we have 3 more to deliver. This has been a time-consuming project, especially as most of the bins we are replacing have been up to half full that need to be sorted and bagged as well as delivering the old bin to the RMRF site for disposal. This writer will be taking a more in-depth inventory to assure we are not missing any that may still need repairing or removal.

Back Lake Ohio municipal bin delivery.

UPCOMING:

1. Software upgrades/installation/training at the RMRF
2. Solid Waste bylaw review with Shared Services (Ongoing)
3. October-April Waste Bylaw report
4. Continued education and conflict resolution provided throughout the Shared Services area.
5. Green cart repairs (Ongoing)
6. NS Great Pick-Me-Up litter initiative (early applications/promotion)
7. Spring Metal Collection
8. Budget Review
9. Earth Day compost give away/Potential School garbage pickup

Municipality of Shelburne

STAFF REPORT

TO: Council

FROM: Trudy Payne, Chief Administrative Officer

DATE: March 9, 2022

SUBJECT: **COVID 19 Policy**

ORIGIN:

Council and staff

RECOMMENDED MOTION

That the Council of the Municipality of the District of Shelburne approve Policy 51, titled Covid-19 Workplace Policy as amended.

BACKGROUND:

COVID- 19 remains a serious health risk in the Municipality of the District of Shelburne. The ongoing spread of COVID-19 variants means that the Municipality of the District of Shelburne must make every reasonable effort to protect our workplace against the virus. The Municipality is committed to providing a safe working environment for all our employees, Council and Committee members. We also recognize that members of the public interact with our staff, Council and Committee members on a regular basis. Protective measures within the workplace are the responsibility of the employer. The purpose of the policy is to set the expectations the Municipality has for all employees, Councillors and Committee members with respect to COVID-19 so as to better protect all employees and the members we serve.

The Municipal solicitor was asked to develop the policy on behalf of the Municipality with input from staff and Council. The recommended amendments reflect some of the challenges presented by COVID-19 and the knowledge gained since the approval of the policy in December 2021. The changes being recommended has been reviewed by the Municipal Solicitor.

The following are the recommended changes:

3.4 Remove “regular weekly” testing and just state “testing at intervals…” Also, remove “Additionally, those Employees or Council members will be required to wear protective masks, at all times, while in the Municipal Office or other locations owned and operated by the Municipality.” When COVID-19 was at its peak during December and January it was a challenge to access rapid tests. Removing the words regular weekly will enable administrators of the COVID-19 Workplace Policy the ability to make decisions concerning the frequency of rapid tests required based on supply available. It is also being recommended to remove the masking requirements as this is determined by the Province and can be included in the OH&S work procedures established by the Municipality as deemed required. Procedures can be changed daily if required based on the COVID-19 situation at the time, whereas policies changes require Council approval.

3.5 Remove the words “regular weekly” and “and to wear masks at all times while in the Municipal Office or other locations owned and operated by the Municipality” for the same reasons as outlined in 3.4.

3.6 Remove the words “regular weekly” and “and to wear masks at all times while in the Municipal Office or other locations owned and operated by the Municipality” for the same reasons as outlined in 3.4.

3.7 Change last sentence to “The Employee or Council member that tested positive who is fully vaccinated will not be allowed in the Municipal Office or other locations owned and operated by the Municipality, until they have completed a minimum 7 days of isolation following the onset of symptoms or a positive test (if no symptoms) and can return to work on the 8th day if they no longer have symptoms, or symptoms are improving and there has been no fever for at least 24 hours. Those not fully vaccinated or who have declined to disclose his or her vaccination status must isolate for at least 10 days following the onset of symptoms or a positive test (if no symptoms) and can return to work on the 11th day if they no longer have symptoms, or symptoms are improving and there has been no fever for at least 24 hours.”

3.8 Change the last sentence to “Any Employee or Council member that tests positive for COVID-19 on a rapid test or PCR (polymerase chain reaction) test must immediately inform the Chief Administrative Officer of the result. The Employee or Council member that tested positive who is fully vaccinated will not be allowed in the Municipal Office or other locations owned and operated by the Municipality, until they have completed a minimum 7 days of isolation following the onset of symptoms or a positive test (if no symptoms) and can return to work on the 8th day if they no longer have symptoms, or symptoms are improving and there has been no fever for at least 24 hours. Those not fully vaccinated or who have declined to disclose his or her vaccination status must isolate for at least 10 days following the onset of symptoms or a positive test (if no symptoms) and can return to work on the 11th day if they no longer have symptoms, or symptoms are improving and there has been no fever for at least 24 hours.”

3.15 Completely remove. It currently states “Where an employee and/or Council member is required, pursuant to the Policy, to be masked, such requirements may be temporarily suspended and a mask temporarily removed, where necessary for the purposes of eating or drinking while sitting down, in a designated area, or other location,

approved by the CAO. Notwithstanding this exception, when temporarily unmasked, all Employees and/or Council members must maintain a physical distance of 2 metres from any other person.

ALTERNATIVES

To not adopt the COVID-19 Workplace Policy as amended; request changes and have a revised policy brought back to an April 2022 Council meeting.

Conclusion

The Municipality has a responsibility to provide a safe workplace and adopting the revised policy pertaining to COVID-19 clarifies the expectations of staff, council and committee members.

ATTACHMENTS

Amended COVID-19 Workplace Policy – Policy 51

Municipality of Shelburne

Policy Number 51
COVID-19 WORKPLACE POLICY

POLICY PURPOSE

1. Covid-19 remains a serious health risk in the Municipality of the District of Shelburne. The ongoing spread of Covid-19 variants means that the Municipality of the District of Shelburne must make every reasonable effort to protect our workplace against the virus. The Municipality of the District of Shelburne is committed to providing a safe working environment for all of our employees and Council members. We also recognize that members of the public interact with our staff, Council and Committee members on a regular basis. Protective measures within the workplace are the responsibility of the employer. The purpose of this policy is to set out the expectations that the Municipality of the District of Shelburne has for all employees, Councillors and Committee members with respect to Covid-19 so as to better protect all employees and the members of the public that we serve.

   In accordance with our obligations to maintain workplace health and safety, the Municipality of the District of Shelburne is incorporating employee vaccination status into our efforts to protect employees, Council members and those with whom they interact, from COVID-19. This Vaccination Policy describes the Municipality's requirements relating to the disclosure of vaccination status.

   This Policy applies to all Municipality of the District of Shelburne employees and Council members, regardless of workplace or worksite location.

POLICY DEFINITIONS

2. **"Employee"** means all full time and part time employees of the Municipality of the District of Shelburne, as well as all students and volunteers who assist with municipal departments, events and programs.

   "Council member" means the Warden, the Deputy Warden, and the Councillors of the Municipality of the District of Shelburne or member of any Committee of Council, including citizen members serving on the same.

   "Fully Vaccinated" means receipt of one dose of an authorized one dose vaccine such as Janssen plus 14 days, or two doses of an authorized two dose vaccine such as Pfizer, Moderna, or AstraZeneca plus 14 days or any series of other Health Canada authorized series of Covid-19 vaccine plus 14 days.

   "Not fully vaccinated" means no receipt of any vaccine dose or receipt of one dose of an authorized two dose vaccine such as Pfizer, Moderna, or AstraZeneca or receipt of an authorized one dose vaccine or both doses of an authorized two dose vaccine but still within the 14-day period after the last dose.

"Signs of Covid-19" include new or worsening cough, fever (chills, sweats), headache, runny nose, nasal congestion, difficulty breathing.

"Vaccine" means a vaccine against Covid-19 that has been approved by Health Canada.

POLICY STATEMENT

3.1 The Municipality of the District of Shelburne requires all Employees and Council members to be fully vaccinated against Covid-19 and to provide proof of vaccination by January 31, 2022. Proof of vaccination must be in the form issued by the Province of Nova Scotia or other acceptable form if the Employee or Council member was vaccinated outside of Nova Scotia.

3.2 The Municipality of the District of Shelburne is committed to protecting the privacy and security of employee personal information. All information reported under this policy will be treated as confidential and will be used or disclosed only for the purposes of administering infection control procedures in the workplace.

3.3 If the Municipality of the District of Shelburne is required, by law or directive, to report statistical information to the Federal or Provincial Government, regarding the number of Employees who have reported vaccination status or received medical/religious exemptions pursuant to this policy, all statistical information will be provided in aggregate form and no identifying information will be produced.

3.4 Any Employee or Council member who declines to disclose his or her vaccination status will be deemed to be unvaccinated and, therefore, be required to participate in testing at intervals ~~regular weekly~~, determined by the Chief Administrative Officer, and any expense associated with the testing will be borne by the Employee or Council member. ~~Additionally, those Employees or Council members will be required to wear protective masks, at all times, while in the Municipal Office or other locations owned and operated by the Municipality.~~

3.5 Any Employee or Council member who cannot be vaccinated by reason of an approved medical exemption may make a request for exemption to the Chief Administrative Officer by providing the appropriate documentation from a qualified medical professional, as determined by the Province of Nova Scotia. If the request for exemption is validated and accepted by the Chief Administrative Officer, those Employees or Council members will be required to participate in testing at intervals ~~regular weekly~~ determined by the Chief Administrative Officer ~~and to wear masks at all times while in the Municipal Office or other locations owned and operated by the Municipality~~.

3.6 Any Employee or Council member who cannot be vaccinated by reason that their regularly practiced creed/religion prohibits the taking of the vaccine, may make a request for exemption to the Chief Administrative Officer by providing a letter signed by the Employee's priest, minister, rabbi, or other recognized religious leader, that clearly states the basis for the religious prohibition. This request cannot be made as a matter of personal preference or opinion. If the request for exemption is validated and accepted by the Chief Administrative Officer, then those Employees or Council members who are exempt will be required to participate in testing at intervals ~~regular weekly~~

determined by the Chief Administrative Officer ~~and to wear masks at all times while in the Municipal Office or other locations owned and operated by the Municipality~~.

3.7 Any Employee or Council member that tests positive for Covid-19 on a rapid test or a PCR (polymerase chain reaction) test must immediately inform the Chief Administrative Officer of the result. The Employee or Council member that tested positive who is fully vaccinated will not be allowed in the Municipal Office or other locations owned and operated by the Municipality, until they have completed a minimum 7 days of isolation following the onset of symptoms or a positive test (if no symptoms) and can return to work on the 8th day if they no longer have symptoms, or symptoms are improving, and there has been no fever for at least 24 hours. ~~For those~~Those not fully vaccinated or who haves declined to disclose his or her vaccination status must isolate for at least 10 days following the onset of symptoms or a positive test (if no symptoms) and can return to work on the 11th day if they no longer have symptoms, or symptoms are improving, and there has been no fever for at least 24 hours. ~~The Employee or Council member that tested positive will not be allowed in the Municipal Office or other locations owned and operated by the Municipality, until they provide confirmation of a negative test to the Chief Administrative Officer.~~

3.8 Any Employee or Council member that shows two (2) or more signs of Covid-19, is a close contact of a confirmed Covid-19 case, or has been at a potential exposure site, must immediately advise the CAO and will be required to be tested as recommended by Public Health. Any Employee or Council member that tests positive for COVID-19 on a rapid test or PCR (polymerase chain reaction) test must immediately inform the Chief Administrative Officer of the result. The Employee or Council member that tested positive who is fully vaccinated will not be allowed in the Municipal Office or other locations owned and operated by the Municipality until they have completed a minimum 7 days of isolation following the onset of symptoms or a positive test (if no symptoms) and can return to work on the 8th day if they no longer have symptoms, or symptoms are improving, and there has been no fever for at least 24 hours. Those not fully vaccinated or who haves declined to disclose his or her vaccination status must isolate for at least 10 days following the onset of symptoms or a positive test (if no symptoms) and can return to work on the 11th day if they no longer have symptoms, or symptoms are improving, and there has been no fever for at least 24 hours.~~That Employee or Council member will not be allowed to be in the Municipal Office or other locations owned and operated by the Municipality, until confirmation of a negative test is provided to the Chief Administrative Officer~~.

3.9 The Municipality of the District of Shelburne recognizes its duty to accommodate, to the point of undue hardship, any Employee or Council member who cannot be vaccinated by reason of an exemption permitted in this Policy.

3.10 Any Employee who fails to comply with the requirements of this Policy, on or after January 31, 2022, will be subject to disciplinary action up to and including dismissal.

3.11 Any Council member who fails to comply with the requirements of this Policy, after January 31, 2022, will be subject to a Code of Conduct sanction.

3.12 All Employees and Council members, whether vaccinated or not, are required to follow all Covid-19 protocols that the Municipality of the District of Shelburne has in place, as may be revised from time to time.

3.13 All new Employees and Council members must comply with the requirements of this Policy before they start their employment or take their oath of office.

3.14 All lock-up staff, are required by law to be fully vaccinated by November 30, 2021 and are excluded from this Policy.

3. 15 ~~Where an Employee and/or Council member is required, pursuant to the Policy, to be masked, such requirements may be temporarily suspended and a mask temporarily removed, where necessary for the purposes of eating or drinking while sitting down, in a designated area, or other location approved by the CAO. Notwithstanding this exception, when temporarily unmasked, all Employees and/or Council members must maintain a physical distance of 2 metres from any other person.~~

3.1~~5~~6 This Policy shall be considered temporary, though fully in force until such time it is repealed by Council. This Policy is subject to revision or amendment in accordance with the evolving nature of the COVID-19 pandemic.

3.1~~6~~7 This Policy shall remain in effect for only as long as it is required as to ensure the health and safety of Employees and the public that encounters them. Epidemiology and advice from Public Health shall inform any recommendation to repeal this Policy.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the Covid-19 Workplace Policy on the 8th day of December 2021.

SIGNED this _____ day of _____, 2021,

_____

WARDEN PENNY SMITH

_____

CHIEF ADMINISTRATIVE OFFICER TRUDY PAYNE

Approved by Council: December 8, 2021
Effective Date: December 8, 2021
Amended: March 9, 2022

STAFF REPORT

TO: Council

FROM: Trudy Payne, CAO

DATE: March 9, 2022

SUBJECT: **Inspection Services SUV - RFP Award**

BACKGROUND

The Municipality sought submissions for an Inspection Services SUV.

An RFP for an Inspection Services SUV was advertised on the Municipality's website and the NS Procurement website.

An Amendment was issued on February 17, 2022, adding an 11th specification which was to include a price on a hybrid SUV, along with a price on a regular mid-size all-wheel drive or four-wheel drive SUV. A number of specifications were outlined in the RFP.

The RFP deadline was February 25, 2022, at 12 p.m. Three (3) submissions were received. Two of the bids were not compliant as they did not provide a price for a hybrid SUV as requested by the amendment issued on February 17, 2022.

The compliant bid from Tusket Ford included a Ford Escape 2022 at a price of $38,970.03 (HST included) and a Ford Escape SE Hybrid 2022 at a price of $43,800.03 (HST included). The budget for this vehicle is $40,000. Both vehicles include all the specifications as outlined in the RFP.

It is being recommended that Council approve purchasing the Ford Escape SE Hybrid 2022 from Tusket Ford, as it does not exceed the budget amount before HST ($38,088.70) and just as importantly, a hybrid vehicle combines the benefits of a gas engine and electric motor to offer improved fuel efficiency and reduce emissions, making them a more environmentally friendly choice.

RECOMMENDATION

THAT Council of the Municipality of the District of Shelburne award the Inspection Services SUV Request for Proposals to Tusket Ford for a Ford Escape SE Hybrid 2022 as per the RFP specifications at a cost of $38,088.70 plus HST.

ATTACHMENTS

- Request for Proposals Document

Municipality of the District of Shelburne

Request for Proposals
Equipment Purchase
Inspection Services SUV

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Request for Proposals

Equipment Purchase
Inspection Services SUV

The Municipality of the District of Shelburne will be accepting proposals for one All Wheel Drive or 4 Wheel Drive Sport Utility Vehicle (SUV).

Proposal forms and specifications are attached or may be picked up at the Municipal Office, 136 Hammond Street, Shelburne, NS, during regular open business hours, 8:30am to 4:30pm Monday to Friday (pending COVID-19 retrictions) or on the Municipality's Website @ www.municipalityofshelburne.ca

Proposals are to be received no later than **12:00 p.m., Friday, February 25, 2022.**

All Proposals must be submitted in a sealed envelope clearly marked **"Equipment Purchase - Inspection Services SUV"**

The Municipality of Shelburne reserves the right to reject any or all proposals, not necessarily accept the lowest proposal, or accept any proposal which it consider not to be in its best interests. The Municipality of Shelburne also reserves the right to wave formality, informality, technicality on any proposal.

Request for Proposal

Equipment Purchase
Inspection Services SUV

General Instructions:

1. All proposals must be submitted on the proposal form supplied with document.

2. The equipment specification sheets form part of this proposal and must not be removed.

3. This proposal is not intended to exclude standard supplied equipment or materials except where specified.

4. Only firm prices will be considered.

5. Prices are to remain valid for 60 days following the closing of the request for proposals.

6. Straight purchase price (no trade in)

7. Late proposals will not be considered and will be returned unopened. Fax, telephone, or email proposals will not be accepted.

8. The lowest or any proposal may not necessarily be accepted.

9. The following will be taken into consideration when awarding the contract:

a) The proposal meets or exceeds the “specifications”.
b) All proposal forms are completed in all aspects.
c) Performance/experience with manufacturer’s equipment.
d) References
e) Delivery schedule
f) Service/parts facilities

10. Proposals are to be returned to the Office of the Chief Administrative Officer, 136 Hammond Street, PO Box 280, Shelburne, NS B0T 1W0 in a sealed envelope clearly marked, **"Request for Proposal – Inspection Services SUV"** and are to be received no later than **12:00 p.m., Friday, February 25, 2022.**

11. Opening of the proposals will not be public.

12. For further information, please contact Trudy Payne, Chief Administrative Officer, Municipality of Shelburne at 902-875-3544 ext. 223 or Trudy.Payne@municipalityofshelburne.ca.

General Requirements:

1. All proposals must be accompanied by the manufacturer's literature and specifications describing the equipment proposed.

2. A complete set of owner manuals are to be supplied with the equipment. Supplier is to instruct buyer on proper operation of the equipment upon delivery.

3. Warranty information is to be included with proposal.

4. Proposal price must include all freight, duty, sales tax, and any other charges which are applicable at the time the proposal is awarded. It is the responsibility of the proponent to determine from appropriate authorities what taxes, duties, and other charges are applicable to this proposal. Equipment is to be delivered to the Municipal Office at 136 Hammond Street, Shelburne, NS.

5. The Chief Administrative Officer or her designated representative reserves the right to inspect any equipment supplied as a result of this proposal prior to taking possession and shall be the sole judge as to whether the equipment supplied meets the specifications.

6. Any variation from the specifications must be noted on the specification sheet with an explanation of what is offered and may be call for rejection if it substantially affects the performance for the intended application.

Specifications – Inspection Services SUV

	Defining Specifications	Description	Comply	Exception
1	Size	Mid-size SUV		
2	Drivetrain	All Wheel Drive or 4 Wheel Drive		
3	Fuel Type	Gas		
4	Transmission	Automatic		
5	Color	Grey		
6	Towing Equipment	Proposal to include optional standard hitch package price		
7	Undercoating	The entire underside of the vehicle shall be sprayed with automotive undercoating		
8	Winter Tires	4 winter tires, mounted on steel rims, these are in addition to the factory tires and rims that will come with the vehicle.		
9	Manufactures Literature/ Specifications	Supplied with proposal		
10	Warranty Information	Supplied with proposal		
11	Hybrid	Proposal to include optional hybrid vehicle price		

Request for Proposal

To furnish and deliver one (1) Sport Utility Vehicle (SUV) in accordance with the specifications listed above.

The undersigned proponent has carefully examined the Request for Proposal and the specifications to furnish and deliver the sport utility vehicle listed below and described in the above specifications and will accept in full payment, the following price, **including HST:**

TENDER $_____DOLLARS

and_____CENTS
(Price must be written in words including dollars and cents)

Proposed $_____FIGURES

MAKE/MODEL/YEAR_____

DELIVERY DATE_____
(Number of calendar days in which delivery will be made after receipt of order)

Submitted by: _____
Company Name

_____
Mailing Address Postal Code

_____
Phone Number Fax Number

_____ _____
Signature Date

_____

Print Name

Municipality of Shelburne | Naturally Yours

Inspection Department

136 Hammond Street, PO Box 280 Shelburne, NS B0T 1W0, Phone: (902) 875-3494 - Fax: (902) 875-1278

MEMORANDUM

TO: Trudy Payne, CAO

FROM: Andrew Goreham
Manager of Inspection Services

DATE: March 2, 2022

RE: February Monthly Building Report

Fiscal Year	2021/2022	2020/2021
Number of Permits Issued in February	7	6
Number of Permits Issued to Date	104	123
Construction Values for February	$ 499,100.00	$ 376,898.00
Total Construction to Date	$ 15,449,170.00	$ 13,299,096.00

Highlights:

- New Dwelling - $350,000.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services
/aad