

Tender MMSB-21-SRP

The Multi-Materials Stewardship Board invites tenders for the following:

Supply and Delivery of Recycling Bins

Closing Date: 3:00 P.M. Friday, February 12, 2021 (NST)

Tender Opening: 4:00 P.M. Friday, February 12, 2021 (NST)

Direct Inquiries to: Julia Canning
709-757-3695
jcanning@mmsb.nl.ca

Tender bids must be submitted via email, clearly marked with the tender number and contents no later than the closing date and time listed above. **Tender name and number must be clearly visible on document and in email subject line.**

Tender bids must be entitled:

**Tender MMSB-21-SRP
Supply and Delivery of Recycling Bins
Multi-Materials Stewardship Board (MMSB)
Attn: Julia Canning**

Tender bids must be submitted via electronic mail to both:

Julia Canning
jcanning@mmsb.nl.ca

Jackie O'Brien
jobrien@mmsb.nl.ca

1.0 Scope

- 1.1 Source-separated recycling bins allow for sorting multiple waste streams with the goal of increasing waste diversion and reducing the environmental impact associated with landfill disposal.
- 1.2 MMSB is seeking tenders from parties interested in supplying recycling bins as per the specifications outlined in Appendix A. Bins must be delivered to the addresses specified in Appendix B within six weeks after the tender is awarded.

2.0 General

- 2.1 For the purpose of this document, the Multi-Materials Stewardship Board will be referred to as “MMSB”. “Bidder” will refer to any entity that intends to submit a bid for this Invitation to Tender. “Successful Bidder” will refer to the Bidder with which MMSB intends to enter into a contract with for the services described in this document, as determined by MMSB.
- 2.2 Any change or modification to the tender specifications will be made in writing only. Any verbal representation made by either the Bidder or MMSB will not be considered to be binding on either party.
- 2.3 Any errors or oversights that are discovered in this document, or any clarifications that may be required, are to be brought to the attention of MMSB. Bidders will not be given an advantage due to errors, omissions or ambiguities that may be present in this document.
- 2.4 All responsibilities, costs, risks and expenses arising from or in relation to the contemplation, participation, preparation and submission of a bid, or in the provision of further information in connection with this tender document by it or any other party, shall be borne entirely and solely by the Bidder. MMSB and its employees, officers and directors shall neither have nor incur any liability towards any Bidder or party which incurs any costs, liabilities or damages in the consideration of, or in the making of a submission, pursuant to this tender document.
- 2.5 Notwithstanding any statement to the contrary in this tender document, MMSB reserves any and all rights not to proceed further following the release of the tender document or to cancel the process at any time thereafter. Furthermore, MMSB shall not be bound to consider, evaluate or accept any submission whatsoever and may choose to reject any or all submissions including the Bidder submitting the lowest bid, at its sole and absolute discretion. In any of these circumstances, MMSB and its employees, officers and directors shall neither have nor incur any liability towards any Bidder or party for any claims, whether for costs or damages, and whether incurred by the Bidder or party in

preparing its submission, providing additional information and clarification requested by MMSB, including any loss of anticipated profit in connection with this tender document, or for any other matter whatsoever.

- 2.6 While MMSB has used considerable effort and care to ensure that any and all statements and information in this tender document are accurate and will continue such effort and care in response to any inquiries related thereto, the information is supplied solely as a guideline for the use of Bidders. Nothing in this tender document, or in any response to any inquiries related thereto, is intended to relieve Bidders from forming their own opinions and conclusions with respect to the matters addressed in this tender document. Any person making use of, or relying on, this information for any purpose, does so solely at their own risk, with no warranty or guarantee of accuracy, expressed or implied, by MMSB.
- 2.7 MMSB reserves the right to modify the terms of this tender document at any time in its sole discretion through a written addendum. Addenda will be made available to all registered Bidders in accordance with the provisions outlined in this tender document.
- 2.8 Quantities contained in this tender are firm commitments on the part of MMSB.
- 2.9 All tenders submitted to and received by MMSB shall be accorded confidential treatment by MMSB, subject to the application of the **Access to Information and Protection of Privacy Act** and/or an order from a Court of competent jurisdiction in the Province of Newfoundland and Labrador or Canada.
- 2.10 Requests for clarification or additional information pertaining to this tender document will be accepted by electronic mail, up to 48 hours (two days) prior to the closing date to the following email address: jcanning@mmsb.nl.ca.
- 2.11 Interpretations or explanations will not be considered part of the tender document. Clarifications or changes will be issued in the form of an addendum to all Bidders recorded as receiving tender documents. Bidders must insert the number of all addenda to this tender in the space provided in the **Tender Bid Form** (Appendix C) and if no addendum has been received, the word "none" should be inserted. If the space is left blank, all addenda will be deemed to have been received. Bidders are cautioned that it is their responsibility to ensure that they receive all information relevant to this tender. MMSB will not be responsible for Bidders who fail to inform themselves regarding the scope and nature of the work.

3.0 Tender Submissions

- 3.1 Tender submissions shall be clearly marked with the tender name and the name of the Bidder. Tenders shall be received electronically no later than 3:00 p.m. Newfoundland Standard Time on Friday, February 12, 2021 to the following email addresses:

**Tender MMSB-21-SRP
Supply and Delivery of Recycling Bins
Multi-Materials Stewardship Board (MMSB)
Attn: Julia Canning**

Tender bids must be submitted via electronic mail to both:

Julia Canning
jcanning@mmsb.nl.ca

Jackie O'Brien
jobrien@mmsb.nl.ca

- 3.2 Submissions received will be opened and verified by two MMSB representatives by video recording. Submissions received after the closing date and time shall not be accepted or considered.
- 3.3 Tenders received by facsimile or delivered to the offices of MMSB by the Bidder or a third party on behalf of the Bidder will not be accepted or considered.
- 3.4 A Bidder may amend or withdraw its tender prior to the closing date and time by submission of a written notice to MMSB in the same form as outlined above. A Bidder may not change its tender in any respect whatsoever after the closing date unless requested by MMSB for purposes of clarification or the provision of additional information pursuant to the process described in Section 2.10 of this tender document.
- 3.5 For a tender bid to be considered, Bidders shall submit relevant bids by completing the **Tender Bid Form** outlined in Appendix C. Bids shall be submitted in Canadian dollars (\$CAD), exclusive of HST and shall be duly signed by an authorized responsible officer of the corporate entity submitting the tender. The tender bid must be received by electronic mail, as outline above and no later than the tender closing time.
- 3.6 Unit costs **must** represent all: prime costs, allowances, permits, fees, royalties, custom duties, foreign exchange charges, transportation, delivery, postage, all overhead and profit, all coordination fees and insurance premiums. HST or other applicable sales taxes are exclusive.
- 3.7 All bids and accompanying documentation submitted prior to the closing time

are considered the property of MMSB.

- 3.8 All bids received by MMSB in relation to this tender, will be held in strict confidence and will not be shared with any third party, with the exclusion of legislative rights and procedures (e.g. audits).
- 3.9 The **Tender Bid Form** (Appendix C) must be signed by an authorized officer of the bidding contractor. The Bidder's signature must be by an authorized responsible officer of the corporate entity.
- 3.10 Bids must remain open to acceptance and are irrevocable for a period of 60 days after the invitation closing date.

4.0 Award of Tender

- 4.1 MMSB reserves the right to void any bid which deviates from the minimum specifications. If a Bidder does not submit, with their bid, electronic brochures of products being tendered, containing all relevant information to confirm specifications, then MMSB reserves the right to reject their tender bid.
- 4.2 If a tender fails in some way to comply with the specific requirements of the tender document, which in the sole discretion of MMSB is not material, MMSB may waive the failure and accept the tender.
- 4.3 MMSB reserves the right to accept any part or all of any tender submitted depending on individual prices submitted.
- 4.4 This tender will be evaluated using the Total Tendered Price in the **Tender Bid Form** located at the end of this document. In case of a calculation error in the Total Tendered Price, **Unit Price** will govern.
- 4.5 Bidders are required to complete the Price Chart located in Appendix C at the end of the **Tender Bid Form** in its entirety. Failure to do so will result in disqualification.
- 4.6 MMSB anticipates that award of tender will be made on or before Friday, February 19, 2021.
- 4.7 The Successful Bidder will be required to demonstrate compliance with the terms, conditions, and specifications of the tender. Any claims made by the Bidder in this tender will constitute contractual guarantees and will be considered as binding.
- 4.8 Any purchase order issued pursuant to this Invitation to Tender will be issued in the name of the Successful Bidder exactly as that Successful Bidder's personal or corporate name is stated in the tender document.

- 4.9 If it is determined that service requirements of this tender are not being adhered to, the Successful Bidder will be notified that payments due will be withheld until service problems are rectified to the satisfaction of MMSB.
- 4.10 MMSB also reserves the right to offset any other payment due to the Successful Bidder should service problems persist and not get resolved.
- 4.11 Any contract issued as a result of this Invitation to Tender will be subject to cancellation by either party within 60 days of written notice. Repercussions to MMSB, if any, arising from the awarding of this tender will result in immediate cancellation. Liability for such an occurrence will be solely with the Bidder.
- 4.12 Neither acceptance of a submission nor award of tender with MMSB shall constitute approval of any activity or operation contemplated by the Successful Bidder that requires an approval, permit or license pursuant to any federal, provincial or municipal statute, regulation, by-law or authority. The Successful Bidder will be required to obtain all such approvals, permits, authorities or licenses at its own cost and risk, and shall make these available to MMSB as requested.
- 4.13 The Successful Bidder shall be required to indemnify MMSB from any and all liabilities related to the provision of the services described in this tender document.

5.0 Delivery

- 5.1 Bins **must** be delivered to the addresses specified in the **Transportation Requirements** (Appendix B) within six weeks after the award of tender.
- 5.2 Delivery of materials/services must be by Freight On Board (F.O.B.) to all locations as listed in the **Tender Bid Form** (Appendix C). All shipments must be packaged to avoid breakage or spoilage. The Successful Bidder shall be responsible for any damages caused during transportation and delivery.
- 5.3 Deliveries will only be accepted Monday to Friday, 8:30 A.M. – 3:30 P.M. (NDT or NST, as applicable). Deliveries will not be accepted on school holidays.

6.0 Payment

- 6.1 MMSB shall pay to the Successful Bidder the tendered price within 30 days upon receipt of delivery of all bins supported by an invoice and supporting documentation confirming receipt.

7.0 Bid Submission Checklist

- ✓ Tender Bid Form (Appendix C).
- ✓ Photos of all bin types, warranty information and electronic brochures confirming all required specifications as outlined in Appendix A, **Specifications**.

**Appendix A: Specifications
(Multi-Materials Stewardship Board Tender MMSB-21-SRP)**

In addition to the specifications listed in the chart below, all products supplied and delivered are subject to the following:

- **Durability** - Must withstand high traffic areas for indoor use and frequent movement.
- **Warranty** - Minimum 5 year guarantee.
- **Environmental Considerations** - Bins must be made with minimum 25% recycled content. Bins shall be packaged properly to ensure no damage during shipment.
- **Consistency** - All large bins must be the same size and shape; small green and small red bins must be the same size and shape; and large and small bins should be similar in shade for each colour and must not include covers or other accessories.

Type	Description (Size and Colour)	Quantity	Details
1	Large Blue Recycling Bins	163	<ul style="list-style-type: none"> • Size: approx. 76 litres/23 gallons • For hallway paper
2	Small Blue Recycling Bins	1104	<ul style="list-style-type: none"> • Size: approx. 10 litres/3 gallons • For classroom paper
3	Large Red Recycling Bins	111	<ul style="list-style-type: none"> • Size: approx. 76 litres/23 gallons • For hallway mixed containers
4	Small Red Recycling Bins	510	<ul style="list-style-type: none"> • Size: approx. 26 litres/28 quarts • For classroom mixed containers
5	Large Green Recycling Bins	111	<ul style="list-style-type: none"> • Size: approx. 76 litres/23 gallons • For hallway beverage containers
6	Small Green Recycling Bins	510	<ul style="list-style-type: none"> • Size: approx. 26 litres/28 quarts • For classroom beverage containers

**Appendix B: Transportation Requirements
(Multi-Materials Stewardship Board Tender MMSB-21-SRP)**

MMSB requires delivery of recycling bins, as outlined below, F.O.B. to the following destinations within six weeks of award of tender.

	Type	Quantity
Location A: Facilities – PAB Maintenance Shop Attention: Cody Standing 185 Hardy's Arterial Port Aux Basques, NL A0M 1C0	1. Large Blue	19
	2. Small Blue	127
	3. Large Red	14
	4. Small Red	57
	5. Large Green	14
	6. Small Green	57
Location B: Facilities – Stephenville Maintenance Shop Attention: Shane Dollimount 76A West Street Stephenville, NL A2N 3M8	1. Large Blue	49
	2. Small Blue	376
	3. Large Red	35
	4. Small Red	155
	5. Large Green	35
	6 Small Green	155
Location C: Facilities – SD Cook Building Attention: Monty McAuley 4 Fern Street Corner Brook, NL A2H 3A7	1. Large Blue	57
	2. Small Blue	346
	3. Large Red	36
	4. Small Red	191
	5. Large Green	36
	6. Small Green	191
Location D: Facilities – Deer Lake Maintenance Shop Attention: Steve Jenniex Elwood Elementary 22A Farm Road Deer Lake, NL A8A 1J3	1. Large Blue	38
	2. Small Blue	255
	3. Large Red	26
	4. Small Red	107
	5. Large Green	26
	6. Small Green	107

Appendix C: Tender Bid Form
(Multi-Materials Stewardship Board Tender MMSB-21-SRP)
 (Page 1 of 3)

RE: Tender MMSB-2021-SRP Supply and Delivery of Recycling Bins

To Whom It May Concern:

Having examined the tender document, **MMSB-21-SRP Supply and Delivery of Recycling Bins**, we, the undersigned, have read and understood all tender instructions and specifications and offer to provide all required materials and services, inclusive of transportation and delivery, in conformity, as outlined in the tender document for the prices quoted in this tender bid.

We undertake, if our bid is accepted, to supply and deliver all required materials and services in accordance with Sections 1 through 7 and Appendix A and B of the tender document **MMSB-21-SRP**.

We hereby acknowledge that MMSB may reject any and all tenders and that lowest tender may not necessarily be accepted.

We hereby acknowledge receipt of the following number of addenda:

of Addenda _____ Initial ____

We have carefully read and understood the terms and conditions of the tender and we do hereby undertake to provide products and services as per these terms and conditions.

Company			
Address		Postal Code	
Email		Phone	
Signing Officer		Position	
Signature		Date	

I hereby certify that the recycling bins being submitted for this tender consideration either meet or exceed all specifications and requirements as identified in Appendix A. The Tender Bid Form shall include in the Price Chart, the cost of delivery of the recycling bins to the addresses listed In Appendix B within six weeks of award of tender.

Price Chart			
Bin type	Quantity	Unit Cost	Total cost (quantity x unit cost)
Location A:			
1. Large Blue	19		
2. Small Blue	127		
3. Large Red	14		
4. Small Red	57		
5. Large Green	14		
6. Small Green	57		
Total Price for Location A:			
Location B:			
1. Large Blue	49		
2. Small Blue	376		
3. Large Red	35		
4. Small Red	155		
5. Large Green	35		
6. Small Green	155		
Total Price for Location B:			
Location C:			
1. Large Blue	57		
2. Small Blue	346		
3. Large Red	36		
4. Small Red	191		
5. Large Green	36		
6. Small Green	191		
Total Price for Location C:			
Location D:			
1. Large Blue	38		
2. Small Blue	255		
3. Large Red	26		
4. Small Red	107		
5. Large Green	26		
6. Small Green	107		
Total Price for Location D:			
Total Tendered Price (A+B+C+D):			

Prices tendered above include transportation and delivery costs and are HST or other sales tax exclusive.

Signature of Proponent:

Company			
Address		Postal Code	
Email		Phone	
Signing Officer		Position	
Signature		Date	

**Invitation to Tender
Supply and Delivery of Recycling Bins
Tender MMSB-21-SRP**

February 11, 2021

ADDENDUM # 1

The following sections of Tender Document # **MMSB-21-SRP** have been amended as follows:

Title Page has been deleted and replaced with the following:

Tender MMSB-21-SRP

The Multi-Materials Stewardship Board invites tenders for the following:

Supply and Delivery of Recycling Bins

Closing Date: 3:00 P.M., Thursday, February 25, 2021 (NST)

Tender Opening: 4:00 P.M., Thursday, February 25, 2021 (NST)

Direct Inquiries to: Julia Canning
709-757-3695
jcanning@mmsb.nl.ca

Tender bids must be submitted via email, clearly marked with the tender number and contents no later than the closing date and time listed above. **Tender name and number must be clearly visible on document and in email subject line.**

Tender bids must be entitled:

**Tender MMSB-21-SRP
Supply and Delivery of Recycling Bins
Multi-Materials Stewardship Board (MMSB)
Attn: Julia Canning**

Tender bids must be submitted via electronic mail to both:

Julia Canning
jcanning@mmsb.nl.ca

Jackie O'Brien
jobrien@mmsb.nl.ca

Section 3.1 is deleted and replaced with the following:

3.1 Tender submissions shall be clearly marked with the tender name and the name of the Bidder. Tenders shall be received electronically no later than 3:00 p.m. Newfoundland Standard Time on Thursday, February 25, 2021 to the following email addresses:

**Tender MMSB-21-SRP
Supply and Delivery of Recycling Bins
Multi-Materials Stewardship Board (MMSB)
Attn: Julia Canning**

Tender bids must be submitted via electronic mail to both:

Julia Canning
jcanning@mmsb.nl.ca

Jackie O'Brien
jobrien@mmsb.nl.ca

Section 4.6 is deleted and replaced with the following:

4.6 MMSB anticipates that award of tender will be made on or before Friday, March 5, 2021.

End of Addendum #1