



**Town of Lac du Bonnet**

**Request for Quotation**

**for**

**Solid Waste and Recycle Collection and Processing Services**

**Request for Quotation No.**

**(RFQ No. 2025-08)**

**Issued: November 10, 2025**

**Submission Deadline: December 1, 2025 at 4:30pm**

**For Inquiries Contact:**

Marley Seymour, CAO

Town of Lac du Bonnet

204-345-8693

[cao@townofldb.ca](mailto:cao@townofldb.ca)

## 1. Introduction

The Town of Lac du Bonnet invites submission for the provision of Solid Waste and Recycling Collection and processing services. It is the intent of the town to enter into a formal agreement with the successful contractor who will undertake the collection and delivery of solid waste and recycling from all residential, commercial, institutional, and industrial establishments within the town limits on a set schedule. The contract will commence on March 1, 2026 and continue through to December 31, 2029 with the opportunity to extend an additional two (2) years through to December 31, 2031.

## 2. Scope of Services

The Town of Lac du Bonnet ("Town") requests quotations to provide collection services for the following:

- Curbside waste collection and processing services on a bi-weekly basis for residential, commercial, institutional and industrial establishments within town limits.
- Curbside recycling collection and processing services on a bi-weekly basis for residential, commercial, institutional and industrial establishments within town limits.
- Provide Solid Waste 360 liter roller carts for all residential, commercial, institutional and industrial establishments within town limits.
- Provide Recycling 360 liter roller carts for all residential, commercial, institutional and industrial establishments within town limits.
- Provide the rental of four yard front end bins to accommodate town generated and multi-family dwellings over 10 units, solid waste.
- Provide the rental of four yard front end bins to accommodate town generated and multi-family dwellings recycling products.
- Semi annual bulky waste collection day.
- Provide reporting on the manner in which the recyclable materials will be processed after the collection of recyclable materials;
- Provide a detailed reporting system (including scale tickets) that is compatible with MMSM's reporting requirements for municipalities;
- Enter into a service agreement with the town for all services outlined above.

## 3. Submission Requirements

- 3.1. Sealed submission must be clearly marked "RFQ No. 2025-08 Solid Waste and Recycle Collection and Processing Services"
- 3.2. Sealed submission must be completed on the submission form marked as appendix A to RFQ 2025-08.
- 3.3. Submission documents that have not been filled out properly or in its entirety and do not meet the requirements set out in the quotation package will not be accepted.
- 3.4. The Town reserves the right to not accept the lowest quote or any quote that in the opinion of the Town does not meet the requirements as outlined.
- 3.5. Submissions will be received by the Town of Lac du Bonnet **until 4:30 pm (16:30hrs) Central Standard Time (CST) on December 1, 2025** in the following manner:
  - Via email clearly marked confidential to [cao@townofldb.ca](mailto:cao@townofldb.ca)
  - In person at 84 Second Street, Lac du Bonnet, Manitoba, R0E1A0;
  - Via mail at Box 339, Lac du Bonnet, Manitoba, R0E1A0;
- 3.6. Quotations submitted after the above time shall be returned to bidder unopened.
- 3.7. Offers will be opened privately with a minimum of two Town of Lac du Bonnet staff after the deadline.
- 3.8. Amendments to the submitted offer will be accepted if received in writing prior to the bid closing and if endorsed by the same party or parties.
- 3.9. The Town intends to award the Contract on or before January 9, 2026.
- 3.10. The Contractor shall commence the work on March 1, 2026 once awarded.

- 3.11. Bidders can review the attached Appendix A\_Collection Area Map, or may visit and inspect the curbside collection area without making an appointment and visit anytime during the tender period.
- 3.12. The Town reserves the right to accept any or all bids, after acceptance the town will issue a letter of intent to the successful bidder.

#### **4. Detailed Scope and Contractor Obligations**

- 4.1. The Contractor agrees to provide bi-weekly curbside solid waste and bi-weekly recycling collection services to approximately 435 single dwellings (residential, commercial & Institutional), 10 multi-family (2-6 Units), & 6 multi-family (10-30 Units) within the Town.
- 4.2. The Contractor agrees to provide approximately 480 dwellings (residential, commercial, & Institutional) with two, 360 Liter Roller Carts, one for solid waste and one for recycling.
- 4.3. The Contractor agrees to provide approximately 6 Multi-Unit dwellings with two, 4 yard bins, one for solid waste and one for recycling.
- 4.4. The Contractor agrees that there is a potential to add 75 dwellings that may require carts within the duration of the contract.
- 4.5. The Contractor agrees that all costs associated with the transportation and processing of all solid waste materials collected will be the contractor's responsibility.
- 4.6. The Contractor agrees that all costs associated with the transportation and processing of recyclable materials collected will be the contractor's responsibility. The Contractor must include a letter with their quotation, from the proposed processing facility. This letter must clearly indicate the processing facility name, address, cost per tonne as well as the duration of the agreement between the contractor and processing facility.
- 4.7. The Contractor must collect all mandatory materials under the MMSM Municipal Funding Agreement.  
Mandatory Materials:
  - Newsprint and Flyers
  - Aluminum food & beverage containers
  - Glass food & beverage containers
  - Steel food & beverage containers
  - Magazines & catalogues
  - Gable top containers (eg. milk cartons)
  - Boxboard (eg. Cereal boxes)
  - Telephone directories
  - Residential corrugated cardboard
  - Aseptic packaging (eg. juice boxes)
  - Household plastics #1-5 & #7
- 4.8. The contractor must develop a detailed tracking, reporting and invoicing system (including digital scale tickets) that is compatible with MMSM's reporting requirements for municipalities.
- 4.9. The Contractor must collect a sole residential recycling run at least once a quarter for tracking of sole residential recycling tonnage and provide the Town with a separate scale ticket for these trips.
- 4.10. If the Contractor elects to apply a fuel surcharge, the Contractor must clearly specify when and how much surcharge is applied. The fuel surcharge shall only be applicable to Collection Services and shall not be applied to Processing Services.
- 4.11. The Contractor will provide bi-weekly curbside solid waste and recycling pick up for all residential, commercial, institutional and multi family dwellings, schedule to be discussed and confirmed when contract is awarded. The pick up of solid waste and recycling shall commence no earlier than 7:00am and may continue up to but no later than 7:00pm. The bi-weekly schedule may only be changed by mutual consent of the parties hereto.
- 4.12. The Contractor agrees to be responsible for notifying the residents of the Town affected by the established schedule of any changes to the schedule.

- 4.13. The Contractor will not refuse service to a ratepayer or resident until they have notified the Chief Administrative Officer of the town and given written notice of their intention to do so, setting forth the reason for such refusal of service.
- 4.14. The Contractor agrees in the event that service is being temporarily postponed due to inclement weather or equipment breakdown, to notify the Town Office immediately to provide an explanation of the postponement and to provide an approximate time when service will resume.
- 4.15. The Contractor agrees that in the event of complaints being received by the Town administration for failure of the Contractor to carry out the duties under this agreement; and upon investigation by the Town that such complaints are valid in the opinion of the Town; the Contractor, upon receiving notice from the Town, shall remedy the situation within twenty-four (24) hours of receipt of such notice. The Town shall have the right to withhold any payments until such time as the complaints have been satisfactorily resolved.
- 4.16. The Contractor agrees, in the event that it fails to perform or observe any of the conditions, covenants or agreements contained in the agreement, the Town reserves the right to cancel the contract within 60 days upon written notice.
- 4.17. The Contractor agrees to obtain comprehensive general liability insurance naming the Town as an additional name insured. The insurance policy shall be a minimum of two million dollars (\$2,000,000.00) inclusive, per occurrence of Bodily Injury, Death, and Damage to property including loss of use thereof, with a property damage deductible of five hundred dollars (\$500.00).
- 4.18. The Contractor agrees to provide automotive liability insurance on all vehicles used in performing the terms of this agreement which shall be limits of not less than two million dollars (\$2,000,000.00) inclusive per occurrence for Bodily Injury, Death and Damage of Property.
- 4.19. The Contractor agrees that a policy of the above insurance requirements shall be maintained and in good standing during the terms of this agreement and a copy of both the Comprehensive General Liability and the Vehicle Liability Insurance policy shall be delivered to the Town on an annual basis.
- 4.20. The Contractor agrees to indemnify and save harmless the Town from all claims of every nature and kind which may be made or brought against the Town by reason of the Contractor carrying out the terms of the agreement.
- 4.21. The Contractor agrees to comply with all instructions and regulations imposed by the Town of Lac du Bonnet in connection with the manner in which the Contractor shall carry out this agreement.
- 4.22. The Contractor agrees that it shall not assign its rights or obligations pursuant to this agreement without the express written consent of the Town.
- 4.23. The Town and the Contractor agree that any and all covenants, undertakings and conditions of this agreement may be amended at any time upon written and mutual approval of both the Contractor and the Town.
- 4.24. The Town and the Contractor agree that this agreement shall be binding upon and ensure the benefit of the parties hereto and their respective successors and assignees provided that no assignment of any part hereof shall be made except with the prior written approval of the Town.
- 4.25. The Town and Contractor agree that this agreement will commence on March 1, 2026 and continue through to December 31, 2029 with the opportunity to extend an additional two (2) years through to December 31, 2031. The terms of this agreement may be terminated at any time by either party with a minimum of six (6) months' notice served in writing.
- 4.26. The Town shall have the ability to transfer ownership or assign their contractual obligations of this agreement and rights over to Multi-Material Stewardship Manitoba (MMSM) or another entity following the Government's approval of the draft Transition Plan to full Extended Producer Responsibility (ERP) should the Town's transition date fall within the term of this agreement. This Transfer or assignment shall apply only to the residential recycling portion of the contract.
- 4.27. The Town agrees to pay the Contractor for the said services during the term of the agreement in monthly payments.

## **5. Evaluation and Award**

- 5.1. All quotations received by the submission deadline will be reviewed by the Town of Lac du Bonnet. Submissions will first be checked for completeness and compliance with the requirements outlined in this RFQ. Incomplete or non-compliant quotations may be rejected without further consideration.
- 5.2. The Town will evaluate all compliant submissions based on pricing, the ability to meet the required service levels, experience providing similar services, proposed approach, and overall value to the Town. The Town is not bound to accept the lowest or any quotation and reserves the right to negotiate with one or more bidders prior to making an award.
- 5.3. A recommendation for award will be made to Town Council for approval.

## **6. General Conditions**

- 6.1. The Town reserves the right to reject any or all quotations, to waive irregularities or informalities, and to accept the quotation deemed most advantageous to the Town.
- 6.2. The Town reserves the right to clarify or negotiate details with any bidder after closing, without obligation to any other bidder.
- 6.3. All costs incurred by bidders in preparing and submitting a quotation are the sole responsibility of the bidder.
- 6.4. Quotations shall remain valid for a minimum of sixty (60) days from the closing date.
- 6.5. The successful bidder will be required to enter into a formal service agreement with the Town of Lac du Bonnet.

## **7. Inquiries**

- 7.1. All inquiries concerning this RFQ shall be directed to:

**Marley Seymour**

Chief Administrative Officer

Town of Lac du Bonnet

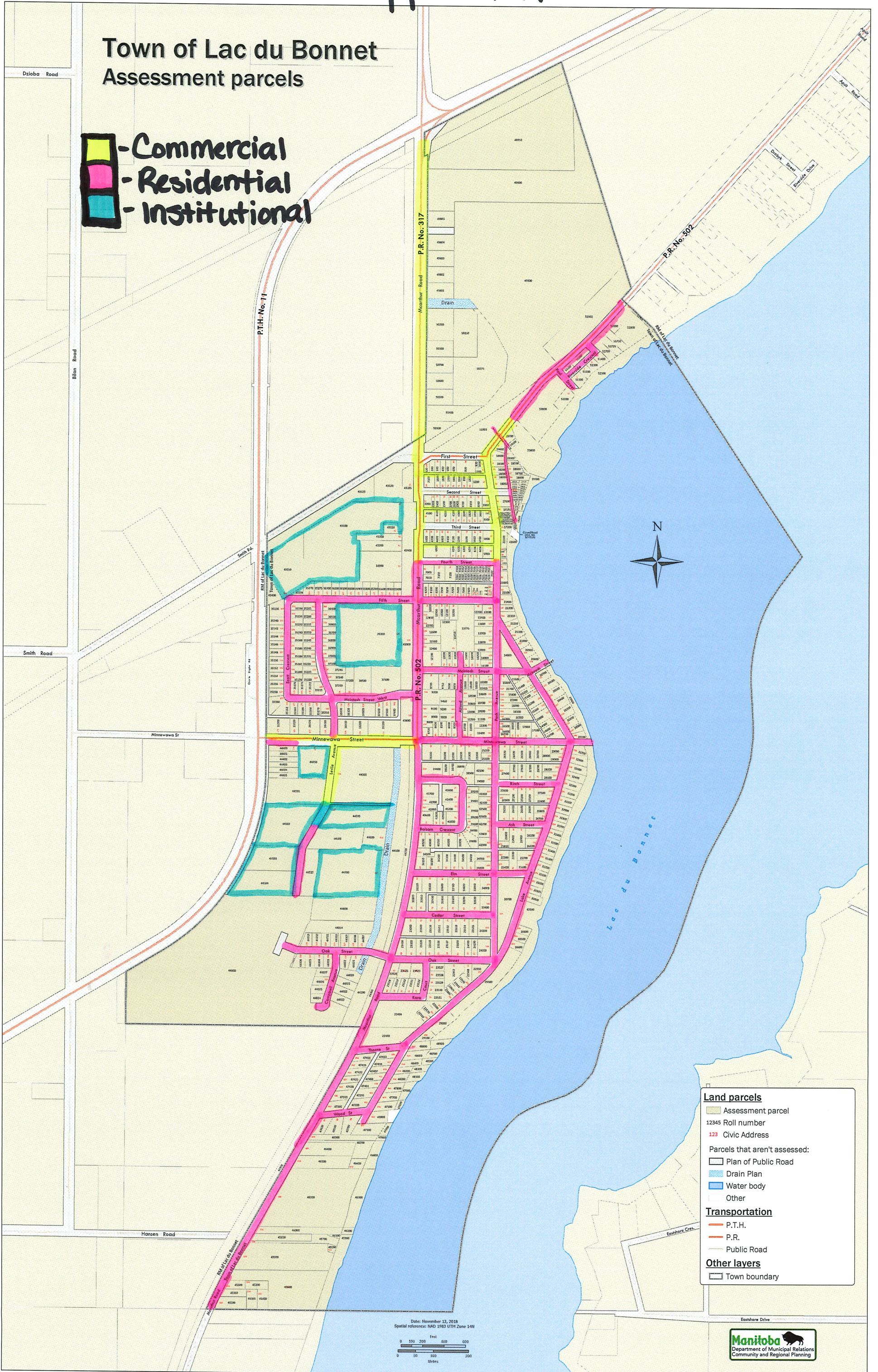
Email: [cao@townofldb.ca](mailto:cao@townofldb.ca)

Phone: (204) 345-8693

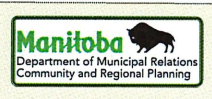
# Appendix A

## Town of Lac du Bonnet Assessment parcels

- Commercial
- Residential
- Institutional



- Land parcels**
- Assessment parcel
  - 12345 Roll number
  - 123 Civic Address
- Parcels that aren't assessed:
- Plan of Public Road
  - Drain Plan
  - Water body
  - Other
- Transportation**
- P.T.H.
  - P.R.
  - Public Road
- Other layers**
- Town boundary



**Appendix B – Bid Form**

RFQ No. 2025-08

Solid Waste and Recycle Collection and Processing Services  
Town of Lac du Bonnet

**1. Bidder Information**

Company Name:		Address:	
Contact Person:		Telephone:	
Title:		Email:	

**2. Pricing Schedule**

All pricing shall be in Canadian funds and exclusive of GST. Bidders shall ensure pricing reflects bi-weekly curbside collection for both solid waste and recycling as specified in the RFQ.

SERVICE DESCRIPTION	SIZE	NUMBER OF UNITS	UNIT PRICE (\$)	UNIT	ESTIMATED ANNUAL COST (\$)
Bi-weekly curbside solid waste collection and processing (Residential)		350		Per Pick Up (26 Pick Ups)	
Bi-weekly curbside recycling collection (Residential)		350		Per Pick Up (26 Pick Ups)	
Bi-weekly curbside solid waste collection and processing (Commercial)		85		Per Pick Up (26 Pick Ups)	
Bi-weekly curbside recycling collection (Commercial)		85		Per Pick Up (26 Pick Ups)	
Supply of solid waste 360L roller carts		435		Per Cart	
Supply of recycling roller 360 L carts		435		Per Cart	
Cart/Bin Distribution		870		One time Cost	
Rental of solid waste front end bins (multi-family & Town use)	4-yard	6		Per Pick Up (26 Pick Ups)	
Rental of recycling front end bins (multi-family & Town use)	4-yard	6		Per Pick Up (26 Pick Ups)	
Recycling Processing Fees		129 (2024)		Per Tonne	
Semi-annual bulky waste collection day					
Other costs or surcharges (specify):					

**Total Annual Cost (excluding GST):** \_\_\_\_\_

- Minus One time costs: \_\_\_\_\_

**Optional: Fuel Surcharge (if applicable):** \_\_\_\_\_

**TOTAL ANNUAL BID:**

**\$** \_\_\_\_\_

### 3. Processing Facility Information (Recycling)

Provide details and attach a letter of confirmation from the proposed processing facility.

Facility Name:	
Address:	
Contact Person:	
Telephone:	
Cost per Tonne:	

Agreement Duration: \_\_\_\_\_

### 4. Schedule Confirmation

I/we confirm that service can commence March 1, 2026, and agree to the terms, conditions, and specifications contained in RFQ No. 2025-08.

### 5. Insurance and Certification

I/we confirm that the required Comprehensive General Liability Insurance (\$2,000,000) and Automotive Liability Insurance (\$2,000,000) will be maintained and proof provided annually.

I/we confirm that all vehicles and staff will comply with applicable provincial and municipal regulations.

I/we confirm that the required Worker's Compensation coverage will be maintained and provided annually.

### 6. References (Similar Contracts)

Client / Municipality	Contact Name	Phone / Email	Contract Duration

### 7. Declaration

I/We hereby submit this quotation in response to RFQ No. 2025-08 issued by the Town of Lac du Bonnet and agree to be bound by the terms and conditions of the Request for Quotation and subsequent Service Agreement, if awarded.

I/We certify that the information provided is true and correct to the best of my/our knowledge.

Authorized Signature:	
Name (please print):	
Title:	
Date:	

#### Submit Sealed or Emailed Quotations to:

Town of Lac du Bonnet

84 Second Street, Box 339

Lac du Bonnet, MB R0E 1A0

Email: cao@townofldb.ca

Submission Deadline: December 1, 2025, at 4:30 p.m. CST