



Municipality of the District of Shelburne

Request for Quote

Tree Removal
Regional Materials Recovery Facility (RMRF)

Release Date: **August 7, 2024**

Quotes will be received no later than **2:00 pm on August 23, 2022**

TABLE OF CONTENTS

Objective/Specifications	3
1. Background and description	
2. Scope of work	
3. Summary of deliverables	
Submission instructions	3-4
1. Proposal submission requirements	
2. How to submit a proposal	
3. Inquiries	
Opening, evaluation and selection process	5
1. Opening	
2. Rejection of proposal submissions	
3. Evaluation criteria	
Award of contract and renewal specifications	5-6
1. Award of contract	
2. Proposal is binding	
3. Privilege clause	
4. Commencement of contract	
General information, terms and conditions	6-7
1. Confidentiality	
2. Personnel	
3. Resources	
4. Responsibility	
5. Payment	
Appendices	8-9
Appendix A: Site Drawing	
Appendix B: Quote Form	

OBJECTIVE

The Municipality of the District of Shelburne (“MDS”) is seeking quotes from qualified contractors for the trimming and removal of trees at the Regional Materials Recovery Facility (“RMRF”), located at 4571 Highway #3 West Green Harbour, Nova Scotia.

SPECIFICATIONS

1. Background and Description

The RMRF is a construction and demolition transfer station forming part of a shared service agreement between the Town of Lockeport, Town of Shelburne and the Municipality of Shelburne.

The Municipality is completing upgrades to the RMRF site as recommended by a recently completed consultant’s report and for compliance with their permit to operate. One of the recommendations is for the trees to be trimmed and/or removed within 6-10 meters of all stockpiles and drop points.

2. Scope of Work

1. Supply all equipment and labour necessary to remove the trees within a 6 to 10 meter radius between stockpiles, drop cells and the tree line. Any trees above 6 inches in diameter must be removed from the site, any trees below 6 inches can be placed in the onsite brush/yard waste pile. **See Appendix A.**
Areas marked: Drop Cells, Scrap Metal, Wire Lobster Traps #1, Wire Lobster Traps #2, Brick & Concrete #1, Brick & Concrete #2, Fridges, Freezers & A/C Units, Brush/Yard Waste.
2. The work must be completed between September 1, 2024 and October 31, 2024
3. Complete project and remove all equipment before October 31, 2024.

Site Visit Option:

A site visit is not mandatory; however, is recommended. The RMRF site is open from Tuesday to Saturday between the hours of 9:30 am and 4 pm and can be viewed during opening hours. Advance notice for a site visit is to be made directly to the Director of Operations & Protective Services at marcia.deon@municipalityofshelburne.ca or by calling 902-875-6825.

SUBMISSION INSTRUCTIONS

1. Quote Requirements

All submissions shall include the following information:

1. Completion of the attached quote form (Appendices B)
2. Company description and confirmation of insurance coverage (general liability, workplace safety)
3. Minimum of three references.

Responsibility for the submission of a quote at the proper location within the proper times is that of the proponent submitting the quote and the Municipality assumes no responsibility.

The proponent submitting a quote may amend or withdraw his/her quote subsequent to its submission and prior to the opening of the quotes by submitting a letter of amendment or withdrawal prior to the closing date of **August 23, 2024 at 2 pm**.

2. How to submit your quote:

Quotes can be submitted in one of the following ways:

- a) Email: marcia.deon@municipalityofshelburne.ca
- b) Mail: P.O. Box 280 Shelburne NS, B0T 1W0
- c) In-person: Municipal Building, 414 Woodlawn Drive, Shelburne

Quotes shall be received no later than **2:00 pm on August 23, 2024**

No submission or amendment of a submission shall be considered if received on a date or at a time later than specified in the Request for Proposals. Late submissions will be returned unopened.

The Municipality reserves the right to issue addendum(s), amend the Request for Quote document or reissue a revised Request for Quote document.

3. Inquiries

All requests for additional information or clarifications regarding the Request for Quote shall be in writing via email to:

Marcia d'Eon, Director of Operations & Protective Services, Municipality of Shelburne
Email: marcia.deon@municipalityofshelburne.ca Responses will be posted on the Province of Nova Scotia procurement website.

OPENING, EVALUATION AND SELECTION PROCESS

1. Opening

Since price is not the only criterion on which quotes will be evaluated, there will not be a public opening of bids.

2. Rejection of Submissions

A quote submitted in response to this Request for Quote may be rejected and the proposal not considered if the submission:

- a) Does not contain any addendum(s) that have been issued by the Municipality
- b) Is the second quote submitted by the same proponent, in which case all quotes submitted by the submitter shall be rejected;
- c) Omits any information required by, or fails to comply with, any provisions of the Request for Quote document.

3. Evaluation Criteria

Each response to this Request for Proposals shall be evaluated by the Municipality to determine the degree to which it responds to the requirements as set out. All proposals will be evaluated based on the following criteria:

Evaluation Criteria	Score
Cost	40
Ability to complete the Scope of Work	50
Local Preference	10
Total Score	100

AWARD OF CONTRACT AND RENEWAL SPECIFICATIONS

1. Award of Contract

The Municipality will endeavor to notify the successful proponent by September 4, 2024.

2. Proposal is Binding

A proposal is binding on the proponent submitting the proposal until such time as the proponent receives formal notification the proposal has been rejected, but in no case shall be binding upon the proponent for more than thirty (30) days from the date of the proposal closing.

3. Privilege Clause

This document and Request for Quote process does not constitute a call for tenders. Proponents undertake any expenditure related to the submission of a proposal at their own risk.

This Request for Quotes neither expresses nor implies any obligation on the part of the Municipality to enter into a contract with any party submitting a response or responses. The Municipality has included the evaluation criteria within this Request for Proposals document to be used as a guideline for proposers (see Evaluation Criteria). The Municipality reserves the right to deviate from the evaluation criteria where it is in the best interests of the Municipality.

Without limiting the generality of the foregoing, decisions to deviate from the evaluation criteria may be made based on budgetary and/or service delivery considerations having regard to all of the proposals received and the needs of the Municipality.

The Municipality reserves the right to reject all or any proposals, and to not accept the lowest proposal. The Municipality may accept any proposal or any portion of any proposal that may be considered to be in the best interests of the Municipality. The right is also reserved to waive formality, informality or technicality in any proposal. This includes the right to accept a proposal that is not strictly compliant with the instructions in the Request for Proposals document.

The Municipality reserves the right to amend this Request for Quote document at any time before the Request for Quote closing date and will issue an addendum in the event of a change. The Municipality reserves the right to negotiate, after the Request for Quote closing date, with any proposer for services and to finalize service arrangements in the best interests of the Municipality. In applying this privilege clause, the Municipality shall not be bound by trade or custom in dealing with and/or evaluating the responses to the Request for Quote.

The Municipality reserves the right to interpret any and all aspects of this Request for Quote as may be most favorable to the Municipality. In providing a submission, the proponent has accepted the reservation of rights (privilege clause) as set out herein and agrees to be bound by same.

4. Local Preference

As per the Municipality of the District of Shelburne Procurement Policy, local preference applies to the procurement of services.

5. Commencement of Contract

The earliest date for contract commencement is September 1, 2024, in order for the work to be completed outside of the migratory bird season. All work must be completed and the equipment removed from the site by October 31, 2024.

GENERAL INFORMATION, TERMS AND CONDITIONS

1. Confidentiality

The proponent and any of the proponent's employees involved in the evaluation agree all conversations and information shared by the Municipality and obtained as part of the evaluation process are to be kept strictly confidential.

2. Personnel

The proponent is advised that the Municipality expects the personnel listed in the proposal to perform the work indicated and written permission must be obtained before changing any member of the evaluation team. In the case of personnel being changed, the Municipality requires that the new personnel have a similar length and breadth of experience relevant to this project as the personnel being replaced and be otherwise acceptable to the Municipality.

3. Resources

The proponent will be responsible for all costs associated with the evaluation process, unless stated otherwise in the proponent's proposal.

4. Responsibility

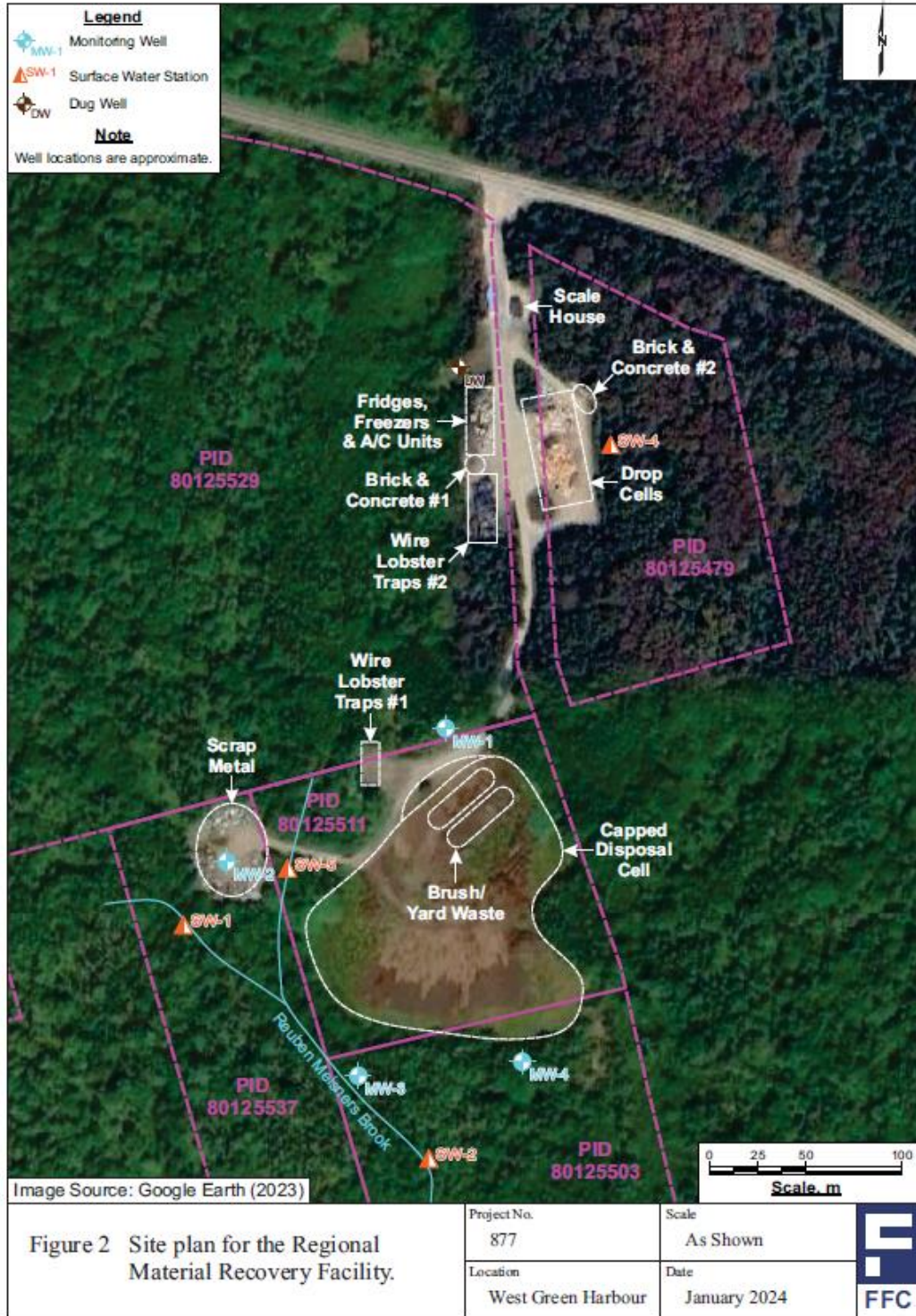
Should the proponent fail or neglect to complete the required work within the mutually agreed upon timeframe, the Municipality reserves the right to terminate the contract and the proponent shall be responsible for all costs associated with same.

5. Payment

Payment will be based on an invoice submitted by the successful proponent and payable following the completion of the scope of work and the receipt of all deliverables. Invoices are to be forwarded to:

Marcia d'Eon, Director of Operations & Protective Services
Municipality of the District of Shelburne
414 Woodlawn Drive
P.O. Box 280
Shelburne, NS B0T 1W0
Email: marcia.deon@municipalityofshelburne.ca

Appendix A: Stockpile and Drop Cell Locations



Appendix B:

Request for Quote

To supply all equipment and labour necessary to remove and dispose of the the trees located within 6-10 meters of the stock piles and drop cells in accordance with the specifications listed above.

The undersigned proponent has carefully examined the Request for Quote and the specifications described and will complete the work for the following price, **including HST:**

Proposed \$ _____
(All inclusive dollar value)

Commencement Date: _____

Completion Date: _____

Submitted by: _____
Company Name

Mailing Address Postal Code

Phone Number Fax Number

Signature

Date