



**RURAL MUNICIPALITY
OF
WEST ST. PAUL
REQUEST FOR QUOTATION 2026-01**

**CURBSIDE COLLECTION OF SOLID WASTE,
YARD WASTE AND RECYCLING**

Prepared by:

RM of West St. Paul
Department of Operations
3550 Main Street
West St. Paul, Manitoba R4A 5A3
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February 5, 2026

Request for Quotation 2026-01

CURBSIDE COLLECTION OF SOLID WASTE, YARD WASTE AND RECYCLING

The Rural Municipality of West St. Paul is seeking a quotation to provide Curbside collection of Solid Waste, Yard Waste and Recycling and Disposal from Residential and light commercial properties within the RM of West St. Paul. The term of the contract shall be thirty-three (33) months with an option to extend up to an additional two (2) years, upon mutual agreement between the Contractor and the RM of West St. Paul.

It is the intent of the Municipality to enter into a formal agreement with the successful Bidder who will, in an efficient and workman-like manner, undertake the collection and disposal of solid waste, recycling, and seasonal yard waste from all residential properties within the Municipal limits on a set schedule. The Contract will commence on April 1, 2026 and continue through to December 31, 2028, with the opportunity to extend up to an additional two (2) years through to December 31, 2030. The provisions of the current RM of West St. Paul Solid Waste By-law, and any amendments or alterations, and the Request for Quotation documents will form part of the Contract Agreement.

Please find enclosed specifications and quotation documents. Sealed submissions clearly marked "**RFQ 2026-01 Curbside Collection of Solid Waste, Yard Waste and Recycling**" will be received by the undersigned at the address below until 11:00am on March 5, 2026. Please include two paper copies and one copy in PDF format on a USB flash drive of the fully completed quotation submission. Late submissions will not be accepted and will be returned to the bidder unopened.

All prices are to include PST. GST is to be excluded from all prices. Submission documents that have not been filled out properly or in its entirety and do not meet all requirements set out in the quotation package will not be accepted.

The Municipality retains the right to reject the lowest or any bid if it does not meet the needs of the Municipality.

All inquiries related to the quotation should be directed to Brendan Mazurik, Director of Operations by email at brendan.mazurik@weststpaul.com.

Mr. Jeffrey Simpson, CAO
Rural Municipality of West St. Paul
3550 Main Street
West St. Paul, MB R4A 5A3

1. Instructions to Bidders

Request for quotations are to be submitted to:

RM of West St. Paul
3550 Main Street
West St. Paul, MB R4A 5A3
Attention: Brendan Mazurik, Director of Operations

Please include two paper copies and one copy in PDF format on a USB flash drive of your quotation submission not later than **11:00am on March 5, 2026.**

All inquiries shall be directed to Brendan Mazurik, Director of Operations by email at brendan.mazurik@weststpaul.com

Bidder shall submit the following information on the prescribed forms included in Schedule A:

- a) Qualifications - Bidders shall furnish evidence of past performance that is similar in nature, scope, and value to demonstrate expertise, capacity, and experience to perform the Work as determined by the RM of West St. Paul.
- b) Sub-Contractors - Bidders may sub-contract any portion of the curbside collection services. Bidders who propose to sub-contract any portion of the work shall list any sub-contractors they wish to engage along with the portion of work that will be assigned. Sub-Contractors shall be approved by the Municipality.
- c) Equipment & Crew - Bidders shall provide a list of all equipment to be used in execution of the Work or available in stand-by. All equipment shall be properly constructed and maintained, equipped with the required safety equipment, and of sufficient capacity to perform the Work.
- d) Schedule of Prices - All prices listed on the Schedule of Prices shall include all applicable duty, freight, cartage, Provincial taxes, Federal taxes (excluding GST), and any other fees or charges.
- e) Proof of Insurance
 - a. Proof of account in good standing with the Worker Compensation Board of Manitoba
 - b. Proof of General Liability Insurance
 - c. Proof of Commercial Automobile Liability Insurance
 - d. Consent of Surety

2. Submission Deadline

Submissions shall be submitted by no later than 11:00am on March 5, 2026.

Late submissions will not be accepted and will be returned to the bidder unopened.

3. Scope of Work

The Work shall include:

- a) Weekly curbside collection of solid waste from approximately 3,305 units and disposal at a Class 1 Waste Disposal Ground on a set cycle.
- b) Weekly curbside collection of recyclable materials from approximately 3,305 units and delivery to a Materials Recovery Facility on a set cycle.
- c) Seasonal bi-weekly curbside collection of Yard Waste from approximately 3,305 units and disposal at a Composting Facility or approved equivalent.
- d) Supply, setup, and delivery of 64 Gallon curbside collection carts and spare parts on an as-needed basis.

Each residence shall be provided one (1) 64 gallon cart of Solid Waste and one (1) 64 gallon cart of Recycling per week. Additional bags of solid waste or recycling are not permitted.

Each residence shall be limited to bi-weekly manual yard waste collection. Yard waste shall be placed at the curb in an approved biodegradable container weighing no more than 22kg. Branches and sticks may be placed at the curb in tightly bound bundles measuring no more than 30cm x 30cm x 100 cm and shall weigh no more than 22kg.

Residents may purchase additional collection carts. Each additional cart shall be considered as one (1) additional unit in the corresponding stream, for the purpose of measurement and payment.

4. Schedule

The RM of West St. Paul has four (4) collection zones with collection days on Tuesday, Wednesday, Thursday, and Friday of each week for collection of solid waste and recycling. Yard Waste collection is bi-weekly starting the week of May 1st and ending the week of October 31st with two zones (West of Main Street Collection and East of Main Street Collection). A Map of the collection zones is included in Appendix A. A calendar of collection zones, collection days, and non-collection days is included in Appendix B.

It is the Municipality's desire to maintain the current collection zones and schedules. Solid Waste, Recycling, and Seasonal Yard Waste collection at each residence within each zone must be completed on the same collection day between 7:00am and 5:00pm.

Zone	Collection Day	Collection Stops
1	Tuesday	621
2	Wednesday	1075
3	Thursday	735
4	Friday	791

Should the Contractor miss collection at a residence, street, or area, the Municipality shall notify the Contractor of the missed area, and the Contractor shall return to the residence, street, or area to complete the collection on the same day, or next day at the discretion of the Municipality.

5. Holidays, Non-Working Days, and Inclement Weather

Collection on Saturdays and Sundays shall not be permitted other than for extenuating circumstances, at the discretion of the Municipality.

Collection days falling on Christmas Day and New Years Day shall be moved to the Monday of the same week. .

Solid waste, yard waste and recycling shall be removed under all weather conditions unless conditions are deemed too hazardous for collection, by regulation or upon mutual agreement between the Contractor and the Municipality. Where areas are inaccessible, or conditions are too hazardous to collect, collection may be postponed or rescheduled upon mutual agreement between the Contractor and Municipality. Service must be resumed at the earliest possible time, or as stipulated by the CAO or designated officer.

6. Equipment

The Contractor shall be responsible for determining the quantity and types of vehicle required to perform 100% of the collection for a given day within the allowable period of time.

All equipment shall be equipped with standard safety equipment including a spill kit, fire extinguisher, revolving amber beacon, and two-way radio or telephone communication.

All automated collection vehicles shall be equipped with cameras, AVL/GPS locators, RFID readers, and monitors capable of performing in extreme temperatures.

The Contractor shall be responsible for to clean up any debris or liquid which spills from the collection vehicle.

All equipment shall be reliable and in good working condition. The Contractor shall supply Safety Certifications for vehicles used to perform the Work, upon the request of the Municipality.

7. Collection Carts

Collection carts supplied by the Contractor shall be complete, fully assembled 64-gallon (≈ 242 L) wheeled, lidded collection carts for curbside collection of solid waste and recycling, suitable for year-round outdoor use in climate conditions similar to Winnipeg, Manitoba.

Carts bodies shall be injection molded High-density Polyethylene resistant to brittleness, cracking, warping or deforming in temperatures ranging from -40C to +40C.

Supplied collection carts shall be compliant with the following standards:

ANSI Z245.30 – Waste and Recycling Container Compatibility Dimensions

ANSI Z245.60 – Waste and Recycling Equipment—Lifter Systems

ASTM D4976 / ASTM D3350– Polyethylene molding and material properties.

ISO 4892 / ASTM G154 – UV exposure and color/weathering resistance

CSA/UL – electrical/EMC

ELA/ISO 10303/GS1 – For barcoding/serialization standards if specified.

Cart Colors shall be standard across the Municipality:

Recycling carts: Blue

Solid Waste carts: Black or dark charcoal

Prior to delivery, all collection carts shall be marked with a unique serial number and a molded-in, hot stamped, or printed Municipal Logo.

Bidders shall supply a sample or demonstration cart, upon the request of the Municipality.

8. Agreement to Bond

The Bidder shall provide a "Consent of Surety" issued by a recognized surety licensed to conduct business in Manitoba and shall be included with any submission. If no "Consent of Surety" is included, the submission shall be considered incomplete and may be rejected at the discretion of the Municipality.

Within seven (7) calendar days of award, the successful bidder shall supply a Performance Bond in the amount of twenty-five percent (50%) of the annual contract value.

9. Acceptance of Quotations

Bids shall be irrevocable for thirty (30) calendar days from the Submission Deadline.

The Municipality retains the right to reject the lowest or any bid if it does not meet the needs of the Municipality.

10. Examination of Centers

All Bidders shall familiarize themselves with the extent of work, locations, and conditions and make themselves thoroughly acquainted with Municipal facilities prior to bid submission. Bidders shall obtain for themselves any and all information that may be necessary for the performance of the agreement.

All quantities supplied by the Municipality are approximate and may change without notice.

11. Measurement & Payment

Payment shall be for actual quantities.

Collection service shall be invoiced by the number of units served, as determined by the RM of West St. Paul. A record of properties served, including address, and number of units, shall be updated quarterly by the Municipality in January, March, June and September of each year. The Municipality shall supply the property record to the Contractor. The Contractor shall invoice for collection services based on the property record.

Tipping Fees shall be invoiced by the actual tonnages shown on the scale tickets supplied by the receiving facility. Invoices shall have all applicable scale tickets and tipping fees attached.

The supply, storage, assembly, and delivery of collection carts and cart supplies shall be invoiced by the number of carts and parts delivered. Collection carts and cart supplies shall be invoiced within 30 days of delivery.

Collection and tipping invoices shall be submitted monthly, within seven (7) calendar days of the end of each month.

Payment will be made by the RM of West St. Paul upon receipt of the supplier's invoice.

12. Annual Rate Adjustments

Rate adjustments for Collection Services shall be based on the Statscan All-Items CPI for Manitoba to a maximum of 3% per year, applied annually on January 1 of each year.

Rate adjustments for Tipping and Processing Fees shall be reviewed by the Contractor and Municipality in October of each year. Rate adjustments for tipping and processing shall be applied on January 1 of each year. Tipping and processing rates shall be no more than gate price at each facility.

13. Addenda

Addenda, bulletins, or corrections issued prior to closing shall be advertised on the website, and MERX. All addenda shall become a part of the agreement and must be acknowledged in the bid submission.

14. Insurance

Bidders shall submit a Certificate of Liability Insurance with their submission documents with following requirements:

- a) Bidders full name and address with primary contact name and phone number;
- b) Description of the business operation;
- c) Proof of Commercial General Liability coverage no less than \$5,000,000.00;
- d) Proof of Automobile Liability Insurance or Commercial Automobile Liability coverage no less than \$5,000,000.00; and
- e) Consent of Surety for a Performance Bond in the amount of twenty-five percent (50%) of the annual contract value.

15. Terms of Submission

Bidders are solely responsible for the delivery of their bids in a manner and by the time prescribed and in an acceptable format.

Bidders shall submit firm, Unit Price bids on the Schedule of Prices provided.

Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure or that contain mathematical errors, omissions, alterations or irregularities of any kind may be rejected at the discretion of the RM of West St. Paul.

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Bid Form **Bid Information**

Date: _____

Submitted By: _____

Name: _____

Address: _____

To: RFQ 2026-01 – Curbside Collection of Solid Waste, Yard Waste and Recycling

Rural Municipality of West St. Paul
3550 Main Street
West St. Paul, MB R4A 5A3
Attention: Brendan Mazurik, Director of Operations

Offer

Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by the Rural Municipality of West St. Paul for the Curbside Collection of Solid Waste, Yard Waste and Recycling, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Unit Prices in the amounts identified on the Schedule of Prices.

We have included herewith, the required Consent of Surety, Proof of Insurance, and Bid Signing as required by the Instruction to Bidders.

Applicable Provincial Sales Taxes are included in the Bid Price. GST is to be excluded from prices.

All other applicable charges, taxes, and fees are included in the Bid Price.

Acceptance

This offer shall be open to acceptance and is irrevocable for thirty (30) days from the Submission Deadline.

If this Bid is accepted by the Municipality within the Acceptance period, we will:

- a) Execute the 'Agreement' within seven (7) days after date indicated on the Letter of Intent.
- b) Furnish the required bonds within seven (7) days after date indicated on the Letter of Intent.

- c) Commence the Work on April 1, 2026 upon receipt of Notice of Award.
- d) Complete the Work in accordance with the Contract Documents.

Addenda

The following addenda have been received, the modifications to the Contract Documents noted therein have been considered and all costs thereto are included in the Bid Price.

Addendum #1 _____ Dated _____

Addendum #2 _____ Dated _____

Addendum #3 _____ Dated _____

Addendum #4 _____ Dated _____

Bid Form Signatures

Name of Supplier: _____

Legal Status (Corporation, Partnership, Sole Ownership)

Correct Mailing Address: _____

Names and Addresses of Signing Authorities:

Name	Address	Position / Title
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_____	_____	_____
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Signed and Delivered by:

Signature of Witness

Signature of Supplier

Name

Name

Address

Address

END OF DOCUMENT

Schedule of Prices - Automated Curbside Collection — 3-year Agreement

Schedule of Prices for Collection of Residential Solid waste, Yard Waste and Recycling. One Cart Limit. No Additional Bagged Garbage or Recycling. Prices include all labour, equipment, taxes, fees, and incidental costs. GST is extra.

Items	Estimated Quantity	Unit Price	Unit	Annual Cost	
Solid Waste					
Weekly Automated Waste Collection	3305		Per unit/month	X 12 months	
Landfill Tipping Fee	2300		Per Tonne	Per Year	
Total Solid Waste					
Recycling					
Weekly Automated Recycling Collection	3305		Per unit/month	X 12 months	
Recycling Processing Fee	800		Per Tonne	Per Year	
Total Recycling					
Yard Waste					
Bi-Weekly Manual Yard Waste Collection	3305		Per unit/month	X 6 months	
Yard Waste Disposal Fee	300		Per Tonne	Per Year	
Total Yard Waste					
Collection Carts					
64 Gallon Curbside Waste Cart	350		Per unit	Per Year	
64 Gallon Curbside Recycling Cart	350		Per Unit	Per Year	
Total Collection Carts					
Total Curbside Collection Annual Price				\$	

Schedule of Prices - Automated Curbside Collection — 3-year Agreement
(Continued)

Schedule of Prices for the supply, storage, delivery, and installation of Collection Cart replacement parts and new carts beyond the initial 350 units expected. Unit Prices shall include all labour, equipment, taxes, fees, and incidental costs for the supply, assembly, repair, and/or delivery. GST is extra.

Collection Cart Replacement Parts	Unit Price	Unit	Minimum Order Quantity
Wheels		Each	
Lift Bar		Each	
Axel		Each	
Lid		Each	
Lid Pins		Each	
Cart Body		Each	
Complete Cart		Each	

Bidder Qualifications

Statement of Experience in Similar Work

Year	Description of Contract	For Whom Work Was Performed	Value of Work

Subcontractors (if any)

Description of Work _____ Subcontractor _____

Address _____

Collection of Solid Waste

Collection of recycling

Equipment and Staffing Schedule

Specify type of solid waste and recyclable collection system/equipment to be used including crew sizes, number of crews and schedule of pick-ups.

Description of Area _____ System/Equipment _____

Crew Size _____

Description of Area _____ System/Equipment _____

Crew Size _____

Description of Area _____ System/Equipment _____

Crew Size _____

Agreement Form

THIS AGREEMENT made in duplicate this _____ day of _____, 2026.

BETWEEN:

The Rural Municipality of West St. Paul

(Hereafter called the "Municipality")

OF THE FIRST PART

- and -

(Hereafter called the "Contractor")

OF THE SECOND PART

WHEREAS the RM of West St. Paul has requested for services of a Contractor to collect and dispose of all residential solid waste, yard waste, and recycling within the RM of West St. Paul which contract shall be for a period of thirty-three (33) months;

AND WHEREAS the Parties desire to enter into an Agreement for the said purposes for a term of thirty-three (33) months commencing on April 1, 2026 and ending on December 31, 2028, the terms and conditions herein contained.

NOW THEREFORE THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The Municipality hereby employs the Contractor to collect, remove, and dispose all solid waste, yard waste and recycling in the manner herein mentioned for a term of thirty-three (33) months commencing from April 1, 2026, with an option to extend up to an additional two (2) years upon mutual agreement between the Contractor and the Municipality
2. The Request for Quotation entitled "RFQ 2026-01 Curbside Collection of Solid Waste and Recycling dated February 5, 2026 forms part of this Agreement and shall be referred to herein as "Tender".
3. The Contractor shall proceed to execute the said work with due diligence to the satisfaction of the CAO or designated officer who shall have the power and right to inspect all work done or to be done by the Contractor and the Contractor shall not be entitled to any payment under this Agreement except upon confirmation at the end of each month from the CAO or designated officer setting forth that the Contractor has properly and in a workmanlike manner removed such solid waste, yard waste and recycling, and the said solid waste, yard waste and recycling have been properly taken to the designated location, however, in case the CAO or designated officer informs the

Contractor of any complaints as hereinafter provided, and the Contractor neglects or fails to remedy such complaint within twenty-four (24) hours after receiving written notice thereof, the CAO or designated officer shall have the solid waste, yard waste and recycling picked up by whatever means necessary and shall deduct the total sums of labour and equipment costs paid by the Municipality to do so. The amount so deducted shall be treated as liquidated damages and deducted from the amount payable to the Contractor under this Agreement.

4. In case the Municipality informs the Contractor in writing of any complaints, the Contractor agrees to respond to all complaints issued in writing by the Municipality within twenty-four (24) hours from receipt of same and to remedy any such complaints with the appropriate level of urgency and haste, to the satisfaction of the Municipality. Failure to remedy written complaints to the satisfaction of the Municipality may, by resolution of Council, be cause for termination of the agreement. A copy any resolution to terminate the agreement together with a written notice of termination signed by the CAO or designated officer shall be supplied to the Contractor without the necessity of any further action by the Municipality. In the event of the Agreement being terminated as hereinbefore provided, all monies otherwise due and owing to or withheld from the Contractor, shall be retained by the Municipality as liquidated damages for non-performance of this Agreement.
5. The Municipality shall pay the Contractor for the said services. During the period it shall not be in default under the terms of this agreement for the period of April 1, 2026 to December 31, 2028. Monthly payment as set out in the schedule of prices, for the actual number of residences serviced in the month, and for the actual solid waste, yard waste and recycling tipping fees.
6. The Contractor covenants to and agrees with the Municipality as follows:
 - a) To remove all solid waste, yard waste and recycling in such a manner that it will not be dropped or left lying upon any roads and the same will be covered immediately after it is loaded and continue covered until dumped at the designated location.
 - b) To maintain service to rate payers or residents until written notice of intention to refuse service has been filed with the CAO or designated officer on the proper form setting forth the reason for such refusal of service.
 - c) To maintain service in such a manner as to not throw or discard solid waste, yard waste or recycling containers by throwing them in such a manner as they will break or crack. If such a performance is noted by a ratepayer, or by the Municipality, the Contractor shall reimburse the resident an equal solid waste, yard waste or recycling container of the same size.
 - d) That the Contractor shall at no cost to the Municipality adequately insure any and all vehicles used in performing the within works with Comprehensive General Public Liability and maintain such insurance in good standing with comprehensive limits of not less than \$5,000,000.00 per occurrence for bodily injury, death or property damage during the life of this Agreement and the Contractor shall purchase

and maintain in good standing Comprehensive General Liability Insurance with comprehensive limits of not less than \$5,000,000.00 per occurrence for bodily injury, death, and damage to property including loss of use thereof, and will indemnify and save harmless the RM from and against any and all claims of any kind whatsoever arising directly or indirectly out of the Contractors performance of this Agreement. All insurance referred to herein shall include the RM as an additional named insured thereon and shall protect the RM in respect of claims from the Contractor as if the RM were separately insured. The Contractor is responsible for any deductibles.

The Contractor shall deliver a certified copy of the said policy of insurance along with a certified copy of all renewals thereof to the CAO to be retained by him until the within Agreement is terminated.

- a) The Contractor agrees to maintain good standing with Worker's Compensation Board, and shall submit evidence upon acceptance, and shall immediately notify the Municipality if such standing has been altered. The Contractor shall abide by all relevant Work Place Safety regulations.
7. The within Agreement shall be subject to cancellation at any time without Notice due to failure on part of the Contractor to perform and observe any of the conditions, covenants or agreements herein.
 8. The Contractor agrees to indemnify and save harmless the Municipality from all claims of every nature and kind which may be made or brought against the Municipality by reason of the Contractor carrying out the terms of this Agreement
 9. The Contractor shall comply with all instructions and regulations imposed by the Municipality or the Province of Manitoba in connection with the manner in which the Contractor shall carry out this contract.
 10. The Contractor shall immediately prior to the execution of this Agreement deposit with the Municipality:
 - a) A Performance Bond in an amount equivalent to fifty percent (50%) of the annual cost of the work to be performed (based on approximately quantities in the Schedule of Prices from a Surety acceptable to the Municipality, which Bond shall remain in full force and effect up until the termination of this Agreement to insure the faithful performance of the Contractor of this Agreement.
 - b) Proof of Registration in good standing with Worker's Compensation.
 - c) Insurance information as expressed in the special provisions.
 11. This Agreement shall ensure to the benefits of the parties hereto, their successors and assigns. Time shall be of the essence of this Agreement.

Appendix A – Collection Zone Map



Appendix B – Collection Schedule Calendar

WSP

2026

GARBAGE, RECYCLING & YARD WASTE COLLECTION SCHEDULE

ZONE 1

ZONE 2

ZONE 3

ZONE 4

Yard Waste

YARD WASTE collection is bi-weekly starting the week of May 1st, ending the week of October 31st

●

 WEST of Main collection

●

 EAST of Main collection





wonderful
WEST ST. PAUL

	S	M	T	W	T	F	S
JANUARY		29			1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

	S	M	T	W	T	F	S
FEBRUARY							
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MARCH							
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	29	30	31				

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APRIL							
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MAY							
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JUNE							
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JULY							
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AUGUST							
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SEPTEMBER							
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OCTOBER							
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NOVEMBER							
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	29	30					

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DECEMBER							
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	20	21	22	23	24	25	26
	27	28	29	30	31		

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