



Corporation of the Town of Mattawa

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160 Water Street, P. O. Box 390

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www.mattawa.ca

REQUEST FOR PROPOSALS (RFP)

3-YEAR GARBAGE COLLECTION SERVICES

CONTRACT

RFP Reference: CS-2026-10-01

Issuing Authority: The Corporation of the Town of Mattawa

Address: 160 Water Street, Box 390, Mattawa, Ontario, P0H 1V0

SUBMISSION DEADLINE: November 6, 2026 at 12:00 PM (Noon) EST

SUBMISSION EMAIL: director@mattawa.ca

SUBMISSION FORMAT: Electronic PDF submissions only

1. OBJECTIVE & SCOPE OF WORK

The Corporation of the Town of Mattawa ("Town") is issuing this Request for Proposals (RFP) to solicit competitive proposals from qualified waste collection contractors to provide comprehensive residential, commercial, and public waste pickup and hauling services.

All collected municipal garbage and refuse located within the municipal boundaries of the Town of Mattawa shall be transported and delivered to the **Mattawa Landfill Site** at 1161 Richards Road located in the Township of Papineau-Cameron.

Service Area Specifications

- **Residential Collection:** Curbside pickup serving approximately 1,000 households concentrated over 20 km of paved urban roads.
- **Commercial Collection:** Dedicated servicing for approximately 30 commercial establishments. On-site collection included where required.
- **Public Receptacles & Facilities:** Servicing of all municipal locations and publicly accessible waste containers. The Contractor is responsible for supplying all required garbage bags and liners for public waste containers, included in the bid price.

Collection Schedules

- **Residential:** Weekly collection from May 1 to October 31; Bi-weekly collection from

- November 1 to April 30 (39 collections per year total).
- **Commercial:** Twice-weekly collection year-round (104 collections per year). Tipping fees apply outside of the regular collection schedule.
- **Municipal Garbage Receptacles:**
 - *Summer Period (May 1 – Oct 31):* 5 pickups per week.
 - *Winter Period (Nov 1 – Apr 30):* 3 pickups per week.

2. CONTRACT TERM & KEY CONDITIONS

1. **Term:** Three (3) years commencing **January 1, 2027** and ending **December 31, 2029** with the possibility of a 3 year extension.
2. **Insurance Requirements:** The Contractor must maintain Public Liability and Property Damage Insurance in an amount of not less than **\$5,000,000 per occurrence**, protecting and naming the Town of Mattawa against damage or injury claims. Proof of coverage is required prior to contract execution.
3. **WSIB Coverage:** Valid Workplace Safety and Insurance Board (WSIB) clearance certificate showing good standing must be maintained continuously.
4. **By-Law Compliance:** Operation must comply with all applicable Town of Mattawa By-Laws for waste collection. Non-compliance must be observed and reported to the By-Law Enforcement Officer or their designate.
5. **Equipment & Contingency:** Vehicles must be clean, painted, well-maintained, and legally licensed. Repeated mechanical delays constitute a contract deficiency. Proponents must present a contingency plan for vehicle breakdowns.
6. **Fuel Surcharge Mechanism:** Includes a fuel price adjustment clause if local market fuel prices experience a sustained change over 3 months exceeding \$0.10 per litre.
7. **Additional Work:** Additional routes or hourly work requested outside the scope must be pre-approved in writing by the Director of Community Services.

3. FINANCIAL PROPOSAL FORM

Proponents shall submit a lump-sum annual contract price for each of the three years. Payments will be issued in equal semi-monthly installments (24 payments per year).

Contract Period	Annual Contract Price (Excl. HST)	HST (13%)	Total Annual Price (Incl. HST)
Year 1: Jan 1, 2027 – Dec 31, 2027	\$	\$	\$
Year 2: Jan 1, 2028 – Dec 31, 2028	\$	\$	\$
Year 3: Jan 1, 2029 – Dec 31, 2029	\$	\$	\$
3-YEAR TOTAL	\$	\$	\$
Additional Hours Rate/hour	\$	\$	\$

4. MANDATORY SUBMISSION REQUIREMENTS

Proposals must include the following documentation:

- **Completed Financial Proposal Table** (Section 3 above).
- **Proof of \$5,000,000 Public Liability & Property Damage Insurance Capability.**
- **Valid WSIB Clearance Certificate.**
- **Environmental Activity Sector Registry (EASR):** Registered and approved waste hauler.
- **Fleet & Equipment Description:** Details of primary and backup collection vehicles intended for contract execution and photos of equipment being used.
- **Health & Safety Policy & Procedures:** A copy of company health & safety policy and applicable procedures.
- **Operational Contingency Plan:** Specific breakdown plan to prevent service interruption.
- **Corporate References:** Minimum of two (2) municipal or commercial references for similar scale collection & contracts.

5. EVALUATION CRITERIA

Proposals will be evaluated based on the following weighted scale:

Criteria	Weighting
Bid Price	50%
Proponent Qualifications, Experience & References	25%
Fleet Suitability & Breakdown Contingency Plan	15%
Compliance Strategy (By-Law enforcement, route tracking)	10%

6. PROPONENT ACKNOWLEDGEMENT & SIGNATURE

The undersigned Proponent agrees to perform all work and services as outlined in this RFP in full compliance with the terms and specifications set forth herein.

_____ Authorized Signature	_____ Printed Name & Title
_____ Company / Contractor Name	_____ Date