



**REQUEST FOR QUOTATION 2020-10  
RURAL MUNICIPALITY  
OF ST. CLEMENTS**

**USED OIL RECYCLING QUOTATION**

Quotations can be emailed to [pwtech@rmofstclements.com](mailto:pwtech@rmofstclements.com) , or submitted in sealed envelopes addressed to:

Rural Municipality of S. Clements  
Public Works Department  
Box 2, Group 35, RR1  
155 CIL Road  
East Selkirk, MB R0E 0M0

The outside of each envelope must be clearly labeled, "**QUOTATION 2020-10 – ST. CLEMENTS 2021 Used Oil Recycling**".

Quotations will be accepted Via email, or at the Offices of the RM of ST. CLEMENTS at the above noted address until **2:00 p.m. local time, December 18, 2020.**

Company Name: \_\_\_\_\_ Company Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax: \_\_\_\_\_

For inquiries, contact:

Arlita Madrigga, C.E.T.  
Public Works Project Technician  
155 CIL Road  
East Selkirk, MB R0E 0M0  
Phone - (204) 482-330  
Fax (204) 482-3660  
[pwtech@rmofstclements.com](mailto:pwtech@rmofstclements.com)

**RURAL MUNICIPALITY OF ST. CLEMENTS  
QUOTATION 2020-10**

**SECTION 1.0 INSTRUCTIONS TO BIDDERS**

**1.1 Acceptance of Quotation**

The bidder agrees that the Quotation is to remain open to acceptance and is irrevocable for sixty (60) calendar days from the date of closing, and that the R.M. of St. Clements, hereafter referred to as "Owner" may, at any time within that sixty (60) days, accept this Quotation, whether any other Quotation has been accepted, or not.

**1.2 Rejection of Quotation**

The Owner reserves the right to accept any Quotation, to reject any or all Quotations, to waive defects, or to accept in whole or in part any offer which it may consider to be in the best interest of the Owner.

The lowest or highest Quotation will not necessarily be accepted.

**1.3 Information To Be Included In Quotation**

- A. The Bidder is to fill in all areas. The Bidder will insert N/A if unable to supply any part of the Quotation.
- B. The Bidder shall submit the original Quotation documents in their entirety.

**1.4 Workers Compensation**

The Contractor shall be registered with the Workers Compensation Board (W.C.B.) and maintain the appropriate coverage while providing services for the R.M. of St. Clements.

The Contractor/Bidder shall submit, with their bid, their Workers Compensation Board firm number. Commencement of work will not be allowed prior to the confirmation of coverage with the Workers Compensation Board.

If the Contractor allows coverage to lapse while working for the Municipality, all operations of the contractor shall cease until the matter is resolved between the Contractor and the Worker's Compensation Board. The Municipality reserves the right to hire alternate Contractors during this time, or for the remainder of the work.

The R.M. of St. Clements will not be held liable for injuries or W.C.B. claims if the Owner/Operator has declined personal coverage from the W.C.B.

In the event of default of Workers Compensation coverage, the R.M. of St. Clements will withhold funds until the matter has been resolved to the satisfaction of the R.M. of St. Clements.

NOTE TO BIDDERS: "Confirmation of Coverage" is a letter from Workers Compensation Board stating that you are in good standing.

**1.5 Insurance**

The Contractors must provide and maintain a comprehensive general liability policy in a minimum amount of \$2,000,000.00 all inclusive; such policy to name the R.M. of St. Clements as an additional named insured; and to contain a cross-liability clause, type of operation to be performed must be shown on policy.

A certified copy of the Policy is to be filed with the R.M. of St. Clements in a form satisfactory to the R.M. of St. Clements's Solicitor and as to financial details satisfactory to the Public Works Manager. An itemized copy of equipment insurance must be submitted listing all equipment with serial numbers that is bid to the Public Works Department.

All deductibles are to be borne by the equipment owner and not by the R.M. of St. Clements.

Failure to include the insurance with the bid shall result in the quoted equipment being omitted from the equipment list until such time as the required copy of the policy is received, reviewed and approved by the R.M. of St. Clements.

## **1.6 Approximate Quantities**

Any quantities listed are approximate.

## **1.7 Length of Agreement**

The Bidder guarantees its prices for a period of no less than twelve (12) months from the date of award of this contract by the Owner. This tender is expected to be awarded December 23, 2020 with work commencing January 1, 2021 until December 31, 2021. The Municipality reserves the right to extend this agreement for up to an additional 12 months.

## **1.8 Specifications**

For the pickup and removal of the items indicated in Schedule A, from the various locations listed.

## **1.9 Locations**

The Municipality currently has 7 locations (see attached map) including:

Grand Marias Transfer Station – 103138 PTH 12

Gull Lake Transfer Station – NW26-16-7E Stead Rd, just east of #59

Libau Landfill – NE29-15-7E, Road 88, approx. 5 miles east of #59

Clarke Transfer Station – Clarke Rd, approx. 1.5 miles east of #204 (Henderson Hwy)

Dunning Transfer Station – 4570 Raleigh Rd., approx. ½ mile north of Dunning Rd.

Public Works East Selkirk – 155 CIL RD (PTH 509), approx. 1 mile east of #59

Public Works Beaconia – 39078 PR 500, approx. ½ west of #59

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Padlock keys and where required, sea container keys, will be provided for access. Beaconia has full access for used oil, but specific arrangements would have to be made for other items. East Selkirk Public Works only has access 7 am to 3 pm Monday to Friday, and closed statutory holidays.

<b>Schedule A</b>				
<b>Material Description</b>	<b>Pay the RM of St. Clements</b>	<b>Charge the RM of St. Clements</b>	<b>Free</b>	<b>Indicate Per (ie: drum/litre, filter/kg, etc.)</b>
Used Oil Collection				
Used Oil Filters				
Plastic Oil and Antifreeze containers				
Antifreeze				

The successful bidder will need to provide drums for used filter collection along with proper fitting lids, as well as collection drums for antifreeze and solvents as noted above. If additional liquid oil tanks are required by the Municipality at any of our sites please indicate the fees associated to rental, purchasing, and any other details pertaining to this.

Estimated annual used oil materials collected for recycling purposes are 25 500kg.

	<b>Yes</b>	<b>No</b>
Is a Letter of Confirmation of W.C.B coverage included		
Is proof of Liability Insurance for the amount of \$2 000 000 included		
Is your company is C.O.R. certified (Certificate of Recognition)		
Does your company has a Health & Safety Policy? If yes, please include		

**AGREEMENT**

Having read and understood the Request for Quotation 2020-10, I, \_\_\_\_\_, the undersigned, agree to faithfully perform all work necessary or incidental to the completion of the said document, should this quotation be accepted, in accordance with the specifications provided by the Rural Municipality of St. Clements.

DATED AT \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_ Address: \_\_\_\_\_

Bidder's Name (please print)

Per: \_\_\_\_\_ Phone: \_\_\_\_\_

Bidder's Signature