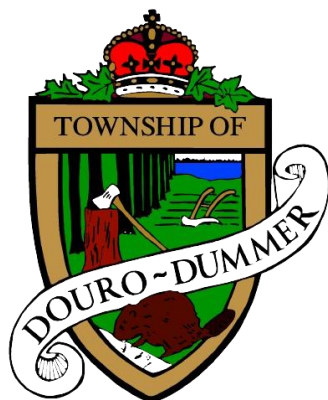




Township of Douro-Dummer and Otonabee-South Monaghan

ADM-2026-05

Request for Tender

CURBSIDE GARBAGE COLLECTION AND DISPOSAL

Closing Date & Time:
Friday, November 7, 2026 at 2:00 PM

Submissions will not be publicly presented.

Late submissions will not be accepted.

If you require this document to be in an accessible format, please contact the Treasurer at sgrenier@dourodummer.ca or 705-652-8932 ext. **203**

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Part A – Information to Bidders

Purpose and Background

The Township of Douro-Dummer and Otonabee-South Monaghan are two small lower-tier municipalities located in south-central Ontario near City of Peterborough, providing services to a population of approximately 7,632 and 7,087 respectively.

The Township of Douro-Dummer and Otonabee-South Monaghan (collectively referred to as the "Townships") invite qualified contractors to submit tenders for the provision of curbside waste collection services within their respective municipal boundaries. The successful bidder shall provide all labour, equipment, supervision, fuel, materials, and administration necessary to perform the services described in this RFT.

The Townships have elected to undertake a joint procurement process to obtain efficient, reliable, and cost-effective collection services while maintaining service standards for residents.

Schedule of Events

Events	Date, Time and Location
Issue Date	Wednesday, October 21, 2026
Deadline for Questions	Tuesday, October 27, 2026 at 2:00 p.m.
Submission Deadline	Friday, November 6, 2026 at 2:00 p.m.
Estimated Award Date	Tuesday, November 17, 2026

Tender Contact

Any inquiries regarding the interpretation of scope of this Curbside Garbage Collection Request for Tender shall be directed to the office of the Township of Douro-Dummer in writing. by email provided below:

No questions/queries will be accepted after October 27, 2026, at 2:00 p.m. local time. All enquiries are to be sent in writing by email provided below. **No enquiries will be accepted by telephone.**

Todd Davis
Chief Administrative Officer

tdavis@dourodummer.ca

During the period prior to bid submissions, clarifications and/or alterations will be issued as written addenda. The Township will issue all written addenda to the Township of Douro-

Dummer Bids & Tenders website at <https://dourodummer.bidsandtenders.ca>. It is the bidder's responsibility to check and acknowledge issued addenda (if any) prior to submission.

Contract Term

The Contract shall commence on January 1, 2027, and continue until December 31, 2033, for an initial term of seven (7) years.

Upon mutual agreement between the Townships and successful Bidder the optional years are as follows:

- Optional Year 1–3 – January 1, 2034 to 2036, subject to satisfactory performance, pricing review, and Council approval.

Pricing

Prices shall be in Canadian funds, quoted separately for each item stipulated. Harmonized Sales Tax (HST) shall be shown as extra, unless otherwise specified.

Bidders shall provide separate pricing for each Municipality and for each collection frequency option. Each Municipality reserves the right, at its sole discretion, to opt out of the contract award process and not enter into an agreement with the successful Bidder. Such a decision shall not affect the right of the other participating Municipality to proceed with the contract

The tendered prices shall remain firm for the first twelve (12) months of the Contract. The Townships may consider a fuel-price adjustment after 12 months of the Contract term, subject to written approval and mutually agreed supporting documentation. No adjustment is automatic. The Municipalities reserve the right to review, verify, and approve any requested fuel adjustment prior to implementation.

Bid Submission

One original and two (2) copies of the bid document, properly signed and sealed in an envelope, clearly marked ADM-2026-05, shall arrive at the office of the CAO, Township of Douro-Dummer, 894 South Street, P.O. Box 92, Warsaw, Ontario, K0L 3A0, no later than **2:00 p.m., Friday, November 6, 2026**. Late bids shall not be accepted; however, they shall be time and date stamped and will remain unopened.

Persons wishing to attend the RFP opening may do so in person at 2:15 p.m. on Friday, November 6, 2026 at the Municipal Office, 894 South Street, P.O. Box 92, Warsaw, Ontario, K0L 3A0.

Bid Award

After an initial review of the proposals, bidders may be interviewed and requested to provide sample information of where the bidder has recently completed work of a similar scope and focus

It is the intention of the Townships to award this proposal to the Ranking Bidder, being the Bidder who best meets the needs of the Townships.

The Notice of Award to the successful Bidder shall constitute notice of acceptance of contract. This acceptance shall be conditional on the Bidder providing an executed Agreement and all documentation, security and certifications as required by the Proposal Document within ten (10) working days of the date that the notice of award is placed in the mail or delivered to the Bidder. The Bidder to whom the contract is awarded will be issued a purchase order, or a blanket purchase order may be required to execute a contract in triplicate within ten (10) working days from the date of notice of award by each Townships.

Notwithstanding and without restricting the generality of the statements above, the Townships shall not be required to award or accept a proposal and may choose to either cancel the request for proposal or recall the proposals at a later date:

- a) When only one Proposal has been received as the result of a request for proposal.
- b) Where the Ranking Bidder exceeds the available project budget for the goods or services.
- c) When all Proposals received fail to comply with the specifications of the proposal's terms and conditions.
- d) When a change in the scope of work or specifications is required.

The Municipalities reserve the right, at their sole discretion, to enter into separate agreements individually or to jointly execute a single agreement with the successful Bidder. The final contracting structure will be determined by the Municipalities based on their operational and administrative requirements.

Document & Site Review

Bidders shall satisfy themselves by personal examination of the Townships' road network, and review of any requested documentation that is available.

Part B – Specifications

Project Information

The successful Bidder (Contractor) will provide reliable curbside garbage collection and disposal on all Roads within the Townships’ boundaries on a year-round basis. These roads will include Provincial Highways, County Roads, Municipal Roads, Private Roads and Fire Routes.

Each Township provides varying levels of waste management services to its residents. Each Township is responsible for the operation of their waste transfer stations. Waste generated is hauled to the Peterborough County/City Waste Management Facility (“PCCWMF”) at 1260 Bensfort Road, in the Township of Otonabee-South Monaghan. The County/City waste management facility will provide waste disposal capacity for the County and City of Peterborough for an estimated 10 years.

The Municipalities are open to alternative collection schedules proposed by Bidders where such schedules demonstrate improved operational efficiency and service delivery. While consideration will be given to proposals that closely align with the current curbside collection schedule and service areas, Bidders may recommend alternative collection days or routing strategies where they can demonstrate a benefit to overall service efficiency.

Estimated Number of Service Locations by Customer Class		
	Douro-Dummer	Otonabee-South Monaghan
Residential	2,628	2,412
Residential (private roads)	582	369
Multi-residential	-	22
Industrial, Commercial, & Institutional	43	56
	3,253	2,859

Scope of Services

General Items:

- 1) Pricing to include the curbside collection and haulage of Garbage on all Township roads whether Provincial, County, Municipal, Private or Fire Routes.
- 2) All Roads to be serviced weekly and for twelve (12) months of the year.
- 3) Residents shall be permitted up to a maximum of two (2) bags weekly.
- 4) Commercial shall be permitted up to a maximum of four (4) bags weekly.

- 5) The Bidder/Contractor shall collect clear garbage bags from garbage cans, boxes and residential animal proof containers/bins (commonly known as bear bins) where applicable.

Collection Schedules & Areas:

- 6) The Bidder/Contractor shall provide their proposed collection schedule and areas. Although preference will be given to Bidders matching the current collection schedule and areas, alternate collection schedule proposals will be considered, specifically where cost savings will be experienced.
- 7) The collection areas, schedule and routes will not be changed during the contract term without the prior written approval from the Townships.
- 8) The Bidder/Contractor shall be responsible for updating the route mapping from time to time as necessary or as directed by the Townships. The Bidder/Contractor shall distribute updated route mapping to the Township Supervisors, and collection staff.

Customer Service & Missed Collection:

- 9) The Bidder/Contractor is required to complete 100% of each day's collection.
- 10) The Bidder/Contractor will notify the Township immediately upon determination that there is the potential for late or missed collection to occur. Any Road not travelable for any reason must be reported to the Township on the same day prior to 4:00 p.m. so that a 'disruption to service' public notice can be released prior to 4:30 p.m.
- 11) The Bidder/Contractor shall provide in writing the reason for the late or missed collection, how and when the situation will be rectified via email. Roads deemed not passable/travelable due to road conditions (e.g. snow, ice, water, wash-out) shall have a digital picture taken and sent to Township. The picture shall include date and time.
- 12) If collection was missed at a number of serviced units in a given area, then the Bidder/Contractor shall return to collect before the end of the day. Should the Township determine that garbage was missed as a one off or within a limited area, as opposed to a larger number of serviced units missed in a given area, the Township may permit flagging the locations for additional garbage collection on the next scheduled collection day.
- 13) Bidder/Contractor shall maintain customer service staff exclusively dedicated to the Townships who shall receive and answer inquiries and complaints from residents and shall work with the Townships to resolve issues in an efficient and timely manner and with sufficient detail.

- 14) Bidder/Contractor shall have on duty a qualified person in the position of Supervisor who shall be responsible for the direct supervision of collection vehicle operators, the successful completion of all daily collection routes, and ensuring that the terms of the contract are adhered to. The Supervisor shall be exclusively available to the Townships, dedicated to the performance of the contract, and shall receive direction from the Townships on the Bidder/Contractor's behalf.

Trucks & Equipment:

- 15) Bidder/Contractor shall provide a detailed list and number of trucks and equipment to be used to successfully fulfill this contract. All Vehicles/Trucks must be in good operating condition.
- 16) All collection vehicles and supervisor vehicles used for the contract must be equipped with suitable communications and/or tracking system to ensure constant communication between the Bidder/Contractor and its staff.

Other:

- 17) Waste generated is hauled to the Peterborough County/City Waste Management Facility ("PCCWMF") at 1260 Bensfort Road
- 18) The Bensfort Road landfill and organics facility is closed on the following holidays:
- New Year's Day
 - Family Day
 - Good Friday
 - Victoria Day
 - Canada Day
 - Civic Holiday
 - Labour Day
 - Thanksgiving Day
 - Christmas Eve
 - Christmas Day
 - Boxing Day
- 19) The Bidder shall provide how they plan to schedule alternative collection days in weeks when holidays occur.
- 20) Bidder/Contractor must maintain and provide Liability Insurance in the minimum amount of \$5,000,000 and name the Townships as an additional insured. Bidder/Contractor will provide Townships with copies of such on an annual basis or when requested.

- 21) Bidder/Contractor must have and maintain W.S.I.B. Insurance and provide the Townships certificates on an annual basis or when requested.
- 22) Bidder/Contractor shall maintain the Accessibility Training Standards for all employees as set out in Ontario Regulations.
- 23) The Bidder/Contractor shall provide training to new Drivers on route locations, route direction, route schedules, special collection instructions, reporting, etc.
- 24) The Townships expect the Bidder/Contractor to provide reliable and consistent collection services throughout the term of the contract. Should service interruptions occur on a recurring basis, the Townships may require the Contractor to submit a corrective action plan outlining measures to improve performance and prevent future disruptions. Persistent failure to meet service requirements may be addressed in accordance with the terms of the agreement.

Provisional Items

The Bidder/Contractor may include alternate curbside garbage collection schedules areas and/or routes, and indicate any benefits, such as cost-savings or operational efficiency.

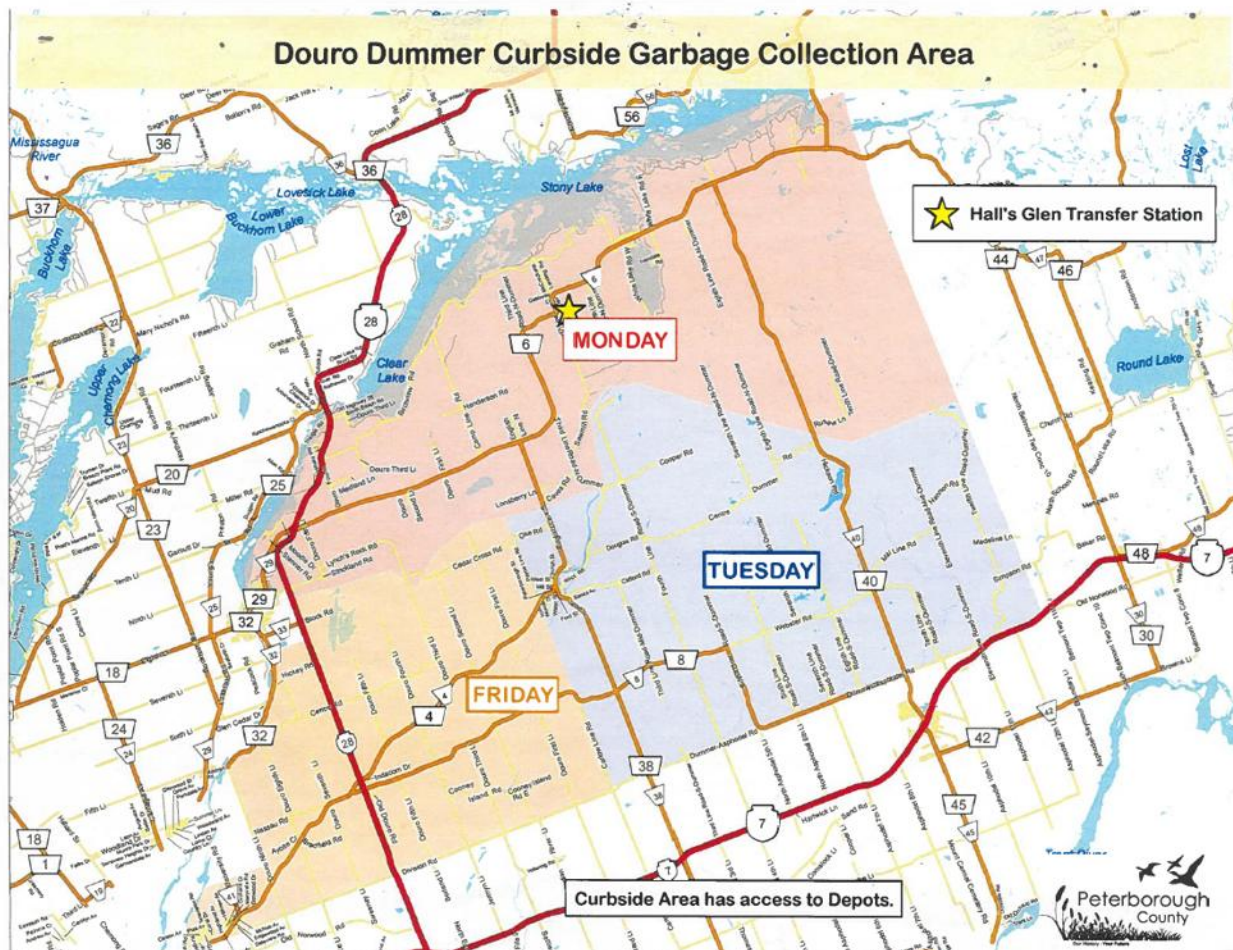
Roll-off Bins

Bidder/Contractor may include the cost for haulage of 40-yard waste bins from Douro-Dummer Halls Glen Transfer Station located at 1951 County Road 6, Douro-Dummer and Otonabee-South Monaghan Transfer Station located at 1594 Drummond Line, Keene for final disposal at the Peterborough County City Waste Management Facility located at 1260 Bensfort Road, Peterborough, ON. K9J 1C5.

This pick-up and transportation is performed on a call-in basis by Township Staff and expected to be completed within 48 business hours from call-in.

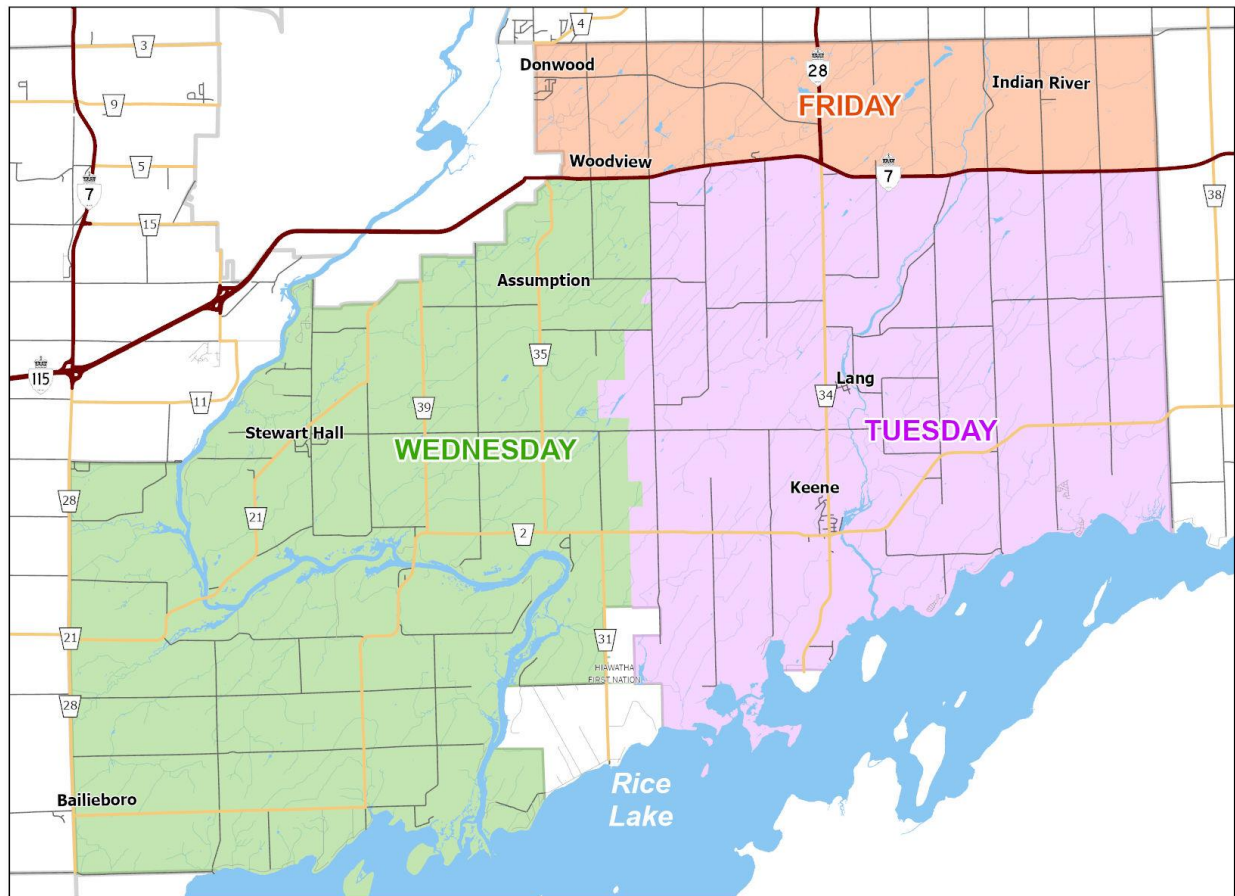
Part C – Appendices

A – Curbside Garbage Collection Area – Douro-Dummer



B – Curbside Garbage Collection Area – Otonabee-South Monaghan

Otonabee-South Monaghan Curbside Garbage Collection Areas



Part D – Bid Form

**The Corporation of the
Township of Douro-Dummer
894 South Street
P.O. Box 92
Warsaw, Ontario
K0L 3A0**

RFT ADM-2026-05

Curbside Garbage Collection and Disposal

Bidder's Information Form

Bidders must complete this form and include with the Bid Submission Please ensure all information is legible.

Company Name	
Respondent's Main Contact	
Address	
Office Phone Number	
Email Address	
HST Account Number	

Acknowledgement of Receipt of Addenda

This will acknowledge receipt of the following addenda and that the pricing quoted includes the provision set out in such addendum(s)

Addendum #

Date Received

#

#

#

☐ Click here if No Addenda Considered

_____	_____	_____
Respondent	Signature	Date

Declaration of Accessibility and Privacy Compliance

Company Name

Print Name

Title

Dated

I/ we acknowledge that as a Contractor of the Township of Douro-Dummer and Otonabee-South Monaghan we are bound to comply with all accessibility Standards under the Accessibility for Ontarians with Disabilities Act, 2005 as amended from time to time.

I/we acknowledge that the Townships are subject to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56, and as a Contractor of the Township of Douro-Dummer and Otonabee-South Monaghan we are bound to comply with all applicable privacy law; and shall take all appropriate measures against the unauthorized or unlawful collection, use or disclosure of Personal Information and against accidental loss, destruction of, or damage to Personal Information.

I/we declare that I/we have read, understand and will meet or exceed all enacted accessibility standards as amended from time to time.

I/we further declare that I/we will undertake to ensure all sub-contractors hired by us in completion of our work will also comply with the above standards.

_____	_____	_____
Respondent	Signature	Date

Schedule of Items & Prices

All unit prices are **Not to include HST**.

The undersigned agrees to supply and deliver the goods and services as specified and required in accordance with the RFT for the following prices:

Weekly Curbside Garbage Pickup and Disposal (Douro-Dummer)					
	Estimated No. of Stops	No. of Collections	Frequency	Unit Price	Total Amount
Year 1 (2027-2028)	3,253	52	Annual	\$	\$
Year 2 (2028-2029)	3,253	52	Annual	\$	\$
Year 3 (2029-2030)	3,253	52	Annual	\$	\$
Year 4 (2030-2031)	3,253	52	Annual	\$	\$
Year 5 (2031-2032)	3,253	52	Annual	\$	\$
Year 6 (2032-2033)	3,253	52	Annual	\$	\$
Year 7 (2033-2034)	3,253	52	Annual	\$	\$
Total:					\$

Weekly Curbside Garbage Pickup and Disposal (Otonabee-South Monaghan)					
	Estimated No. of Stops	No. of Collections	Frequency	Unit Price	Total Amount
Year 1 (2027-2028)	2,859	52	Annual	\$	\$
Year 2 (2028-2029)	2,859	52	Annual	\$	\$
Year 3 (2029-2030)	2,859	52	Annual	\$	\$
Year 4 (2030-2031)	2,859	52	Annual	\$	\$
Year 5 (2031-2032)	2,859	52	Annual	\$	\$
Year 6 (2032-2033)	2,859	52	Annual	\$	\$
Year 7 (2033-2034)	2,859	52	Annual	\$	\$
Total:					\$

Schedule of Items & Prices – Provisional

Bi-weekly Curbside Garbage Pickup & Disposal – Douro-Dummer					
	Estimated No. of Stops	No. of Collections	Frequency	Unit Price	Total Amount
Year 1 (2027-2028)	3,253	26	Annual	\$	\$
Year 2 (2028-2029)	3,253	26	Annual	\$	\$
Year 3 (2029-2030)	3,253	26	Annual	\$	\$
Year 4 (2030-2031)	3,253	26	Annual	\$	\$
Year 5 (2031-2032)	3,253	26	Annual	\$	\$
Year 6 (2032-2033)	3,253	26	Annual	\$	\$
Year 7 (2033-2034)	3,253	26	Annual	\$	\$
Total:					\$

Bi-weekly Curbside Garbage Pickup & Disposal – Otonabee-South Monaghan					
	Estimated No. of Stops	No. of Collections	Frequency	Unit Price	Total Amount
Year 1 (2027-2028)	2,859	26	Annual	\$	\$
Year 2 (2028-2029)	2,859	26	Annual	\$	\$
Year 3 (2029-2030)	2,859	26	Annual	\$	\$
Year 4 (2030-2031)	2,859	26	Annual	\$	\$
Year 5 (2031-2032)	2,859	26	Annual	\$	\$
Year 6 (2032-2033)	2,859	26	Annual	\$	\$
Year 7 (2033-2034)	2,859	26	Annual	\$	\$
Total:					\$

Itemized Elements

Item	Douro-Dummer	Otonabee-South Monaghan
Roll Off – Haulage Dump and Return	\$	\$
Front Load Waste - 2 yard Bin Rental and Service	\$	\$
Front Load Waste - 4 yard Bin Rental and Service	\$	\$
Front Load Waste - 6 yard Bin Rental and Service	\$	\$

Proposed Collection Days

Area	Current Days	Douro-Dummer	Otonabee-South Monaghan
Section 1	Monday		
Section 2	Tuesday		
Section 3	Friday		

References

The Bidder provide a minimum of one (1) reference for projects completed that are similar in scope, nature, and complexity to the work required under this Contract.

	Reference 1*	Reference 2	Reference 3
Name of the Contact Person			
Name of the Organization			
Contact Phone Number			
Term of Contract			
Description of Work			

Bidder's Declaration

To The Corporation of the Township of Douro-Dummer and Otonabee-South Monaghan,
hereafter called the "Townships":

I/We _____ the undersigned declare:

1. That I/We have read and fully understand all information, terms and conditions contained within the Bid Document including: Part "A" Information to Bidders; "Part "B" Specifications; Part "C" Appendices and Part "D" Bid Form and that the awarding of the contract by the Townships is based on this submission, which shall be an acceptance of this bid.
2. That I/we do hereby bid and offer to enter into a contract to supply and deliver all materials mentioned and described or implied therein including applicable surcharges, duty, currency exchange, HST in effect on the date of the acceptance of bid, and all other charges on the provisions therein set forth and to accept in full payment therefore, in accordance with the prices and terms set forth in the bid herein.
3. That this bid is irrevocable for ninety (90) days and prices for as long as stated elsewhere in the bid document, and that the Townships may at any time within that period without notice, accept this bid whether any other bid has been previously accepted or not.
4. That if the bid is accepted, I/We agree to furnish all documentation, security and certifications as required by the bid document and to execute a formal contract in triplicate, if required, within ten (10) working days after notification of award. I/We understand that any acceptance by the Townships is fully conditional upon the receipt of said documentation, security and certifications by the Townships within ten (10) working days. Bid documents shall form the contract if project is awarded to the bidder. If I/We fail to do so, the Townships may accept the next highest scored bid or any bid or to advertise for new bids, or to carry out completion of the works in any other way they deem best.
5. That I/We agree to save the Townships, its agents, or employees, harmless from liability of any kind for the use of any composition, secret process, invention, article or appliance furnished or used in the performance of the contract of which the bidder is not the patentee, assignee, or licensee.

The undersigned affirms that they are duly authorized to execute this bid.

Bidder's Signature and Seal

Position

Witness

Position

(If Corporate Seal is not available, documentation should be witnessed)

Dated at the _____ of _____
(Town/City)

this _____ day of _____ 2026.