



**Ottawa Valley Waste Recovery Centre
QUOTATION OVWRC 2026-01**

QUOTATION CLOSES: March 6, 2026 – 1:30 P.M.

PURCHASE Bulky Waste Processing (Shredding)

NAME OF FIRM OR INDIVIDUAL

ADDRESS

CONTACT NAME AND TELEPHONE NO.

Total Tender Amount with HST (From Page 10)
\$ _____

CONTRACT REVIEW CHECKLIST

Ottawa Valley Waste Recovery Centre

Guidelines for Tenderers

This is NOT a Contract Document.

Tenderers are solely responsible for the regularity of their own bids. However, to assist Tenderers, the OVWRC advises all Tenderers to review their bids with the following questions in mind:

1. Has your firm's name and address been entered? ☐
2. Has your firm's total Tender Price been entered in Section FT-3, 3.3? ☐
 - is it in words?
 - is it in numbers?
 - do the words and the numbers agree?
3. Has the Tender been signed properly? ☐
 - corporation – signed by authorized officer of the corporation and witness signs
 - partnership – two partners sign and witness signs
 - sole proprietorship – owner signs and witness signs
4. Has EACH ITEM in the Schedule of Prices been completed? ☐
5. Has the sub total been entered? ☐
6. Has the total been entered? ☐
7. Does the total in the Schedule of Prices agree with the total in Section FT-3, 3.3? ☐
8. Have any strikeouts or changes been made to the Schedule of Prices? ☐
If so, have they been initialled? ☐
9. Have all the documents been completed in ink or in type? ☐
10. Has your firm checked to see that it has received all Addenda? ☐
11. Have all Addenda been submitted with the Tender documents? ☐
12. Has your firm used the OVWRC's forms to bid? ☐
13. Has your firm obtained and reviewed all Contract Documents? ☐
14. Has your firm ensured that the bid is NOT QUALIFIED by any restrictive statements written in the documents by your firm? ☐
15. Have any changes (overwritings, strikeouts, erasures, etc.) been initialled by the Tenderer? ☐

16. Has the Tender Deposit been included if required? ☐
17. Is the envelope sealed? ☐

TABLE OF CONTENTS

PART I	TENDER CALL	2
PART II	TENDER CONDITIONS	3
TC-1	Completion and Submission of Tenders	3
TC-2	Tender Deposit.....	3
TC-3	Agreement to Bond	3
TC-4	Addenda	3
TC-5	Irregular Tenders.....	3
TC-6	Unbalanced Tenders.....	4
TC-7	Collusion	4
TC-8	Right to Accept or Reject Tenders.....	4
TC-9	Contract Documents.....	4
TC-10	Errors, Omissions and Discrepancies in the Contract Documents	5
TC-11	Irrevocability of Offer.....	5
TC-12	Successful Tenderer - MECP issued mobile Shredding Air ECA.....	5
TC-13	Successful Tenderer - WSIB Certificate of Clearance	5
TC-14	Successful Tenderer - Execution of Form of Agreement	5
TC-15	Successful Tenderer - Insurance	5
TC-16	Successful Tenderer – Time for Completion.....	6
TC-17	Successful Tenderer - Liquidated Damages	6
TC-18	Successful Tenderer - Submission of Documentation	6
TC-19	Pricing.....	7
TC-20	Payment.....	7
TC-21	Tax Status.....	7
TC-22	Basis of Award.....	7
TC-23	Tender Results	7
TC-24	Shredding Requirements.....	7
PART III	FORM OF TENDER	8
FT-1	Contract Documents.....	8
FT-2	Tenderer's Declarations	8
FT-3	Tenderer's Offer.....	9
FT-4	Schedule of Prices.....	9

PART I TENDER CALL

Sealed Tenders are invited for the execution of the works described herein.

Contract Number: **OVWRC 2026-01**

Described as: **Bulky Waste Processing (Shredding)**

Tenders shall be addressed to:

**Ottawa Valley Waste Recovery Centre
900 Woito Station Road, RR# 4
Pembroke ON K8A 6W5
c/o Kristy Williams
Purchasing Clerk**

(Hereinafter the OVWRC)

Tenders shall be received until **March 6, 2026 @ 1:30 PM** at the OVWRC, at the address given above.

Tenders received by this time, date and at the location specified above, shall be opened and read as soon as possible after that time. There will be no public reading.

PART II TENDER CONDITIONS

TC-1 Completion and Submission of Tenders

- 1.1 The Tenderer shall complete all documents pertaining to this Contract in ink or in type.
- 1.2 If the Tenderer is a Corporation, an authorized officer of the Corporation shall sign the Form of Tender and the signature shall be witnessed.
- 1.3 If the Tenderer is a partnership, a minimum of two partners shall sign the Form of Tender and the signatures shall be witnessed.
- 1.4 If the Tenderer is a sole proprietorship, the sole proprietor shall sign the Form of Tender and the signature shall be witnessed.
- 1.5 The Tenderer shall submit their Tender by the date and time specified in Part I of the Tender.
- 1.6 The Tenderer shall submit to the OVWRC:
 - a. the Tender and
 - b. all Addenda issued by the OVWRC, with respect to this Contract.
- 1.7 The Tenderer shall submit the Tender on the forms supplied by the OVWRC and in a sealed envelope that clearly identifies the contract number, description of the Tender and the Tenderers name. Each tender shall be in a separate envelope.

TC-2 Tender Deposit

- 2.1 A Tender Deposit is not required for this Contract.

TC-3 Agreement to Bond

- 3.1 An Agreement to Bond is not required for this Contract.

TC-4 Addenda

- 4.1 The Tenderer shall ensure that its name and address for receipt of Addenda are included on the OVWRC's list of firms to whom Addenda to this Contract, if any, are to be sent. Inclusion on the OVWRC's list does not absolve the Tenderer of its responsibilities set out in Section TC-9.1 of the Tender.

TC-5 Irregular Tenders

- 5.1 The OVWRC shall be the sole judge of whether a Tender is irregular.

TC-6 Unbalanced Tenders

- 6.1 The Tenderer shall not submit an unbalanced Tender.
- 6.2 The OVWRC shall have the right to:
 - a. deem a Tender to be unbalanced and
 - b. reject a Tender, which it deems to be unbalanced.

TC-7 Collusion

- 7.1 The Tenderer shall not engage in collusion of any sort and shall:
 - a. ensure that no person or other legal entity, other than the Tenderer, has any interest in the Tenderer's Tender, and
 - b. prepare their Tender without any knowledge of comparison of figures with or arrangement with any other person or firm preparing a Tender for the same work.

TC-8 Right to Accept or Reject Tenders

- 8.1 Notwithstanding any other provision in this Contract, the OVWRC shall have the right to:
 - a. accept any Tender.
 - b. reject any Tender, and
 - c. reject all Tenders.
- 8.2 The OVWRC reserves the right to reject a Tender of any Bidder who does not furnish satisfactory evidence of sufficient capital, plant, and experience to successfully execute and complete the work.
- 8.3 Without limiting the generality of Section TC-8.1 the OVWRC shall have the right to:
 - a. accept an irregular Tender.
 - b. accept a Tender which is not the lowest Tender, and
 - c. reject a Tender even if it is the only Tender received by the OVWRC.
- 8.4 Acceptance of the Tender shall occur at the time the OVWRC awards the Tender and not necessarily at the time the award is communicated to the successful Tenderer.

TC-9 Contract Documents

- 9.1 The Contractor shall obtain and review all Contract Documents listed in the Form of Tender and all addenda issued by the OVWRC, pertaining to this Contract.

- TC-10 Errors, Omissions and Discrepancies in the Contract Documents
- 10.1 If the Tenderer finds any errors or omissions in or discrepancies among the Contract Documents, they shall immediately notify the OVWRC at the address specified in Part I of the Tender.
- 10.2 No oral explanation or interpretation by any person shall modify any of the Contract Documents.
- TC-11 Irrevocability of Offer
- 11.1 The Tenderer shall not revoke its offer until after the expiration of sixty (60) days after the opening of the Tenders by the OVWRC.
- TC-12 Successful Tenderer - MECP issued mobile Shredding Air ECA
- 12.1 The successful Tenderer shall provide OVWRC with a valid MECP issued mobile Shredding Air ECA.
- TC-13 Successful Tenderer - WSIB Certificate of Clearance
- 13.1 The successful Tenderer shall provide the OVWRC with a valid Workplace Safety and Insurance Board Certificate of Clearance.
- TC-14 Successful Tenderer - Execution of Form of Agreement
- 14.1 Execution of a Form of Agreement is not a requirement of this contract.
- 14.2 The OVWRC shall issue a Purchase Order to the successful Tenderer to indicate acceptance of the contract.
- TC-15 Successful Tenderer - Insurance
- 15.1 The Tenderer shall provide a minimum of \$2,000,000 in Public Liability Insurance to insure against any acts caused by his employees while carrying out the provisions of this contract or while on the property of the Ottawa Valley Waste Recovery Centre and shall hold the facility harmless for any claims. The contractor shall provide a Certificate of Liability Insurance from his insurers to the Ottawa Valley Waste Recovery Centre within 5 days of the contract award date.
- 15.2 The company shall take responsibility for any Health & Safety Violation under the Occupational Health & Safety Act, as well as the cost to defend such charges as a result of any violation.
- 15.3 The successful bidder will be required to comply with OVWRC Health and Safety policies. These policies will be discussed at the Contractor and Service Provider Orientation which will be provided by the Centre prior to the start of the work. It is

a requirement for all contractor's staff working on site to attend. The contractor is also required to meet all Ministry of Labour applicable training and certifications which may be required to complete the work.

TC-16 Successful Tenderer – Time for Completion

16.1 The Contractor shall schedule their work under this contract to comply with the following requirements:

a. delivery of the completed work shall occur:

First shredding to start on or after June 2, 2026, and be completed by July 24, 2026. Second shredding to start on or after September 22, 2026, and be completed by November 13, 2026. OVWRC reserves the right to terminate this contract at any time due to non-performance, unsafe work habits, or any violation of the Environmental Protection Act.

All work will be scheduled Monday to Friday during normal operating hours.

16.2 The Contractor shall complete the work by the time specified in the Tender and shall remain onsite with processing equipment until completion.

16.3 The OVWRC may, at its sole discretion, reserve the right to temporarily cease grinding operations to mitigate fire risk during extended periods of extreme heat/dry weather conditions.

16.4 The contractor shall have all processing equipment removed from the site within one week of completion.

TC-17 Successful Tenderer - Liquidated Damages

17.1 A penalty of 0.5% of the contract price may be assessed for each working day (Monday to Friday) that completion of the work is delayed beyond the date indicated in section TC-16.1

TC-18 Successful Tenderer - Submission of Documentation

18.1 The successful Tenderer shall submit the documentation required by Sections TC-12, TC-13, and TC-15 within five (5) working days of the day the OVWRC notifies the successful Tenderer that the documentation should be sent to the OVWRC.

18.2 If the successful Tenderer fails to comply with Section TC-18.1, the OVWRC may, in its sole discretion, withdraw its acceptance of the Tender and the Tenderer shall have no recourse whatsoever against the OVWRC.

TC-19

Pricing

- 19.1 Prices quoted shall be the net cost to the OVWRC and are to include all associated costs apart from fuel for the processing equipment. The OVWRC will supply the fuel required during processing. All equipment is to arrive to the site full and will be filled prior to removal from the facility. Equipment and personnel required to process/shred the products listed, lubricants, any repairs/maintenance required resulting from foreign materials in the waste, applicable licences, permits and all other costs required to perform the service to the complete satisfaction of the OVWRC are to be included as part of the tender submission bid.
- 19.2 Prices quoted shall remain firm for the period of the Agreement.

TC-20

Payment

- 20.1 Payment will be made after delivery and satisfactory acceptance of the contract.

TC-21

Tax Status

- 21.1 The price quoted shall be in Canadian funds and shall include all duty, custom clearances, and all other charges now in force.
- 21.2 The Harmonized Sales Tax (HST) shall be extra to the unit prices quoted.

TC-22

Basis of Award

- 22.1 It is the OVWRC's intent to award on a total aggregate price as Tendered.
- 22.2 The OVWRC reserves the right to disqualify any tender that is incomplete or is otherwise not submitted in strict accordance with the terms and conditions set forth in this Contract. The OVWRC reserves the right to accept or reject any or all Tenders, should it be deemed to be in the best interest of the OVWRC. Should only one (1) Tender be received, the OVWRC reserves the right to reject it.

TC-23

Tender Results

- 23.1 All tender results are subject to review, and confirmation and approval by the Ottawa Valley Waste Management Board.

TC-24

Shredding Requirements

- 24.1 Single shaft or twin shaft shredding equipment required.

PART III FORM OF TENDER

Tender by:

Company Name: _____

Address: _____

City/Province/Postal Code: _____

Phone Number: _____

Fax Number: _____

Email: _____

Contractor's Signature

Business Partner's Signature
(Only if required by TC-1)

Witness's Signature

FT-1 Contract Documents

1.1 The Contract Documents for this Contract are:

- a. Tender
 - i. Part I.....Tender Call
 - ii. Part IITender Conditions
 - iii. Part IIIForm of Tender

FT-2 Tenderer's Declarations

2.1 The Tenderer declares that it has obtained and read the Contract Documents.

2.2 The Tenderer declares that it understands and agrees to be bound by the Contract Documents.

2.3 Without limiting the generality of Section FT-2.2, the Tenderer declares that it has, at the time of Tendering, fulfilled all those obligations under the Contract, which are required to be fulfilled by the time of Tendering.

2.4 The Tenderer declares that all information, which it has provided or will provide to the OVWRC is true.

FT-3 Tenderer's Offer

- 3.1 The Tenderer offers to do the work in accordance with the Contract Documents.
- 3.2 The Tenderer offers to do the work and to accept payment at the unit prices specified in the Schedule of Prices in Section FT-4 of the Tender, in accordance with the Contract Documents.
- 3.3 The Tenderer's total Annual Tender Price, based on the estimated quantities in the Schedule of Prices is:
- \$ _____
- _____
- (\$ _____).

FT-4 Schedule of Prices

- 4.1 The OVWRC is requesting service for the following:

Material	Size – Shred down to	Approximate Tonnage (Annual)
Bulky Waste (furniture, mattresses, chairs, vinyl, etc.)	6" – 12"	900

Please identify the make and model of shredding equipment to be used during on-site processing:

NOTE: Shredded material is to be stockpiled nearby. Minimum 10' stacker is required and is the responsibility of the tenderer.

NOTE: The Centre may use equipment to aid in the prevention of fires during the shredding operations.

TABLE 1.

Material	Price Per Tonne (A)	Estimated Tonnages (B)	Estimated Annual Cost (AxB) = (C)
Bulky Waste (furniture, mattresses, chairs, vinyl, etc.)		900	

TABLE 2.

Description of Service	Approx. Occurrences Per Year (A)	Price Per Occurrence (B)	Estimated Annual Cost (AxB) = (C)
Mobilization/Demobilization (to the OVWRC site) – once on site, adjustments to location may be required)	2		

(1) Annual Shredding Cost (Table 1) \$ _____

(2) Annual Mobilization/Demobilization Cost (Table 2) \$ _____

TOTAL ANNUAL BID (1+2) \$ _____

HST (13%) \$ _____

TOTAL ANNUAL TENDER AMOUNT \$ _____