ROSSBURN MUNICIPALITY

TENDER DOCUMENT for the

Removal of Scrap Metal from Rossburn Municipal Landfill

November 2026

1. INVITATION

Rossburn Municipality is accepting tenders for the removal of collected scrap metal from the Rossburn Municipal Landfill. The landfill is located east of the town of Rossburn on Rd 113 N at NW26-19-25. The following pages include the requirements for tender submission and information pertaining to the tender form.

2. SCOPE OF WORK

Removal of scrap metal from the Municipal Landfill as directed by Municipal Staff.

3. CONTRACT COMPLETION DATE & ASSIGNMENT

The contract is for the removal of the metal by December18, 2026. This Contract may not be assigned by the Contractor without prior written consent of the Municipality.

4. TENDER SUBMISSION

The tender must be submitted in a **sealed envelope by Wednesday December 2, 2026 at 4:00 PM CST,** on the forms provided, by mail to Rossburn Municipality, PO Box 100, Rossburn MB, R0J 1V0; or dropped off at the Municipal Office at 43 Main Street North.

Submissions may be emailed to cao@rossburn.ca; Subject line: 2026-010 Removal of Scrap Metal from Rossburn Municipal Landfill.

Late submissions will not be accepted.

A tender submission does not commit the Municipality to award or pay any costs incurred by the bidder in the preparation of the submission – all costs incurred are solely the responsibility of the bidder.

5. INQUIRIES

Questions or clarification in respect to the tender can be directed to:

Emily Sawchuk
Chief Administrative Officer
Phone: 204-859-2779 ext. 102
Email: cao@rossburn.ca

6. SPECIFICATIONS

The specified site within the municipal landfill is to be fully cleared of metal. The Contractor is to specify if a magnet will be available for clean up.

7. EXAMINATION OF CENTRES

Prior to submitting Tender documents, all potential Bidders shall familiarize themselves with the extent of work expected, make themselves thoroughly acquainted with the requirements of the tender and obtain all information that may be necessary for the proper performance of the Contract.

8. ADDENDA

Addenda, bulletins or corrections issued during the tender submission are to be included in the Tender and shall become part of the Contract. Addenda's will be posted on the municipal website at www.rossburn.ca and available at the municipal office or via email. It is the bidder's responsibility to check for addendums.

9. DISCREPANCIES, OMISSIONS

Prospective bidders finding discrepancies in, or omissions from the tender documents, or having any doubt as to the meaning or intent of any part thereof, should at once notify the Municipality for instructions or explanations.

10. WITHDRAWAL OF TENDER

A bidder shall be permitted to withdraw their tender unopened after it has been deposited if such request is received in writing by the Municipality prior to the time specified for opening tenders.

11. OPENING TENDERS

Tenders shall be opened publicly at the Regular Meeting of Council scheduled for December 3, 2026, at 1:30 PM.

The Municipality reserves the right to fairly evaluate all tenders received based on criteria specified herein. The Municipality may require time for clarifications, supporting information, or any other information that is considered necessary to decide, or to extend the deadline and notify bidders in writing of the revised deadline.

12. ACCEPTANCE OF TENDERS

The Municipality reserves the right to reject any or all tenders, to waive irregularities and informalities at its discretion and to accept the tender in the best interests of the Municipality in its sole discretion. The lowest tender will not necessarily be accepted.

No action of the Municipality other than a written notice of acceptance with a Certified Resolution of Council shall constitute the acceptance of a tender. It is agreed that upon acceptance in writing by the Municipality the tender form submitted becomes the agreement for the performance of the work between the Contractor and the Municipality.

Incomplete tender forms risk disqualification.

13. PRICE BASIS OF TENDER

Tender quotes should include the number of loads anticipated to remove metal from the Landfill, the amount to be paid to the Municipality and the equipment to be used including related capacity. The RM is not subject to the Federal Goods and Services Tax (Registration Number 108179789RT0001). Provincial Sales Tax, where applicable, should be stated separately.

14. PAYMENT

Unless Bidder specifies otherwise, payment to the Municipality will be made within 30 days of the final load being collected from the Landfill.

15. QUALIFICATIONS

a) The bidder shall provide a minimum of $2,000,000 third party liability covering Rossburn Municipality during the time of the contract.
b) The bidder shall provide a current confirmation of good standing with the Worker's Compensation Board.
c) The bidder shall be responsible for all permits associated with this tender.
d) Each bidder shall be prepared to submit, on request, the following information:
    i. Proof that they are incorporated or other authorized to do business in Manitoba.
    ii. Proof that they are financially capable of carrying out the terms of the contract.
    iii. Proof that they have successfully carried out work, similar in scope and value, or is fully capable of performing the work required to be done in accordance with the terms of the contract.
    iv. Such other pertinent date as may be required by the municipality.

16. SUBCONTRACTING

Bidders who subcontract any portion of the Work shall list any Sub-Contractors they propose to engage, with the description of the sub-contracted work. Where Sub-Contractor(s) is not identified, it will be interpreted that the Bidder proposes to execute the Work with the Bidder's own forces.

17. LICENSING

The services shall be performed in accordance with the existing Federal and Provincial regulations. The Contractor shall obtain all applicable licenses required for the completion of this work. The contractor shall be responsible for any or all charges imposed by such regulations.

18. CONTRACT CANCELLATION

The contractor shall complete all work in a good and workman like manner in accordance with the specifications referred to herein. The contract shall be subject to cancellation at any time with written notification to the Contractor due to failure on part of the Contractor to perform and observe any of the conditions, covenants or agreements herein.

19. ENFORCEMENT OF REGULATION

The Contractor shall abide by all fire, safety, Environmental Laws in the Province of Manitoba.

20. INVOICING

a) Payment shall be issued once all scrap metal is removed, detailing the following information:
    a. Date and time of collection
    b. Total number of loads (partial loads) to remove

b) Payments should be sent to:

Rossburn Municipality
Box 100, 43 Main Street N
Rossburn, MB R0J 1V0
Any questions regarding payment should be directed to Karina Ketelsen, CFO at cfo@rossburn.ca

21. VERIFICATION OF WEIGHTS/ MEASUREMENTS

The Municipality will verify the accuracy of the loads as an attendant will be present for all pickups.

22. EVALUATION CRITERIA

This contract will be awarded based on the following criteria:

i. Bidder's ability to meet or exceed all of the requirements as outlined in the Tender.
ii. Demonstrated expertise in providing the service in a timely manner.
iii. Equipment to meet or exceed the requirements in the Tender.
iv. Price

FORM A: SCHEDULE OF PRICES

The collection of scrap metal from the Municipal Landfill. Deadline for removal is December 15, 2026.

Pricing:

i. All prices shall be quoted in Canadian Funds.
ii. Prices to be quoted per load

QUOTED PRICE PER LOAD _____

_____
COMPANY

_____
PRINTED NAME

_____ _____
AUTHORIZED SIGNATURE DATE

FORM B: SCHEDULE OF EQUIPMENT

LIST TYPE AND MINIMUM NUMBER OF PIECES OF EQUIPMENT THAT IS INTENDED FOR USE IN THE PERFORMANCE OF THIS CONTRACT.

_____

_____

_____

_____

_____

_____

_____
COMPANY

_____
PRINTED NAME

_____ _____
AUTHORIZED SIGNATURE DATE

FORM C: SCHEDULE OF SUBCONTRACTORS

SUBCONTRACTOR

NAME _____

ADDRESS _____

PHONE NUMBER _____

DESCRIPTION OF WORK TO BE SUBLET:

_____

_____

_____

_____
COMPANY

_____
PRINTED NAME

_____

AUTHORIZED SIGNATURE

_____
DATE





