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Town of Fort Smith

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Request for Proposal

# Town of Fort Smith

## Non-Metal Refuse Processing Services Request for Proposals

Project Name: Town of Fort Smith Recycling Services  
Location: Fort Smith, NT  
Contract Number: TFS 26-004



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## Town of Fort Smith

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### Request for Proposal

#### REQUEST FOR PROPOSALS

The Town of Fort Smith is requesting Proposals from qualified Proponents for the provision of non-metal refuse processing services at the Fort Smith Landfill, as outlined in this Request for Proposals. The intent of this RFP is to obtain Proposals from qualified firms to process the Town's identified landfill stockpiles in a safe and orderly manner and to convert recoverable material into usable or manageable recycled products where appropriate.

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### Request for Proposal

#### **SECTION I GENERAL INFORMATION AND INSTRUCTIONS**

1. Proposals must be received by 3:00 PM Fort Smith local time on July 17, 2026, at:  
TOWN OF FORT SMITH,  
Post Office Box 147  
174 McDougal Road  
Fort Smith, NT X0E 0P0  
Fax: 867-872-8401 (for amendments only).

The original, four (4) copies, and one (1) electronic copy on USB or memory stick in PDF format are to be submitted stating on the outside of the envelope or package:

- Contractor Name: Proponent to Insert
- Contract Number: TFS 26-
- Project Title: Town of Fort Smith Non-Metal Refuse Processing Services
- Closing date and time: Proponent to Insert

Proposals received after the exact time and date noted will be rejected and returned to the Proponent unopened. Proposals should include a copy of the intended contract for use. The Town reserves the right to review and negotiate the terms of the intended contract prior to approval and award.

2. The Town will not be responsible for any proposal that do not indicate the Proponent's name, Contract Number, Project Title, and closing time and date, or is delivered to any address other than that provided above.
3. Proponents may not amend their proposal after the closing time and date, unless as a result of negotiations commenced by the Town, but may withdraw their proposal at any time before closing.
4. Facsimile transmitted proposals will not be accepted; however, faxed amendments will be accepted under the same conditions set out in the Town's standard RFP template.
5. This is not a Request for Tenders or otherwise an offer. The Town is not bound to accept the proposal that provides for the lowest cost or price nor any proposal submitted.
6. Notice in writing to a Proponent and the subsequent execution of a written agreement shall constitute the making of a contract. No Proponent shall acquire any legal or equitable rights or privileges until the agreement is signed.



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7. The Town reserves the right to negotiate with the highest rated Proponent or re-invite proposals from the highest rated Proponents without going to a public proposal call.
8. If a contract is to be awarded as a result of this Request for Proposals, it shall be awarded to the Proponent who is responsible and whose proposal provides the best potential value to the Town.
9. The Town has the right to cancel this Request for Proposals at any time and to reissue it for any reason whatsoever without incurring any liability.
10. Any amendments made by the Town to this Request for Proposals will be issued in writing and sent to all who have received the documents.
11. The Town is not liable for any costs of preparation or presentation of proposals even if this Request for Proposals is cancelled.
12. An evaluation committee will review each proposal and determine the qualitative aspects of all proposals relative to the evaluation criteria.
13. All information submitted to the Town is subject to the protection and disclosure provisions of applicable access to information and privacy legislation.
14. One of the priorities of the Town is to ensure local materials, equipment, labour, and other services are used to the fullest extent practicable on this project.
15. Proposals may be short-listed and proponents may be requested to make a formal presentation at the Proponent's cost.
16. All prices must be quoted in Canadian dollars and are to be exclusive of the Goods and Services Tax.
17. It will be a term of the resultant agreement that the provisions of the Town's Zero Tolerance Policy are applicable to and govern the relations between the successful Proponent and its employees, agents, and representatives and any Town employee for the term of the agreement.
18. Each Proponent is required to disclose any instances that may cause a conflict of interest and indicate the manner in which such conflicts will be addressed.



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19. All questions or enquiries concerning this Request for Proposals should be submitted in writing no later than July 10, 2026, to the Contract Authority identified in Section II. Verbal responses cannot be relied upon and are not binding.
20. Bid security is not required for this proposal submission.
21. The TOWN OF FORT SMITH supports and encourages the use of commercial establishments providing accommodation and meals where available. The successful Proponent and all their sub-contractors and sub-consultants agree not to establish a facility to provide accommodations and meals to the work force employed at the site.
22. Bid Security is not required for this proposal submission.
23. Upon notification of acceptance of a proposal, the successful Proponent shall furnish within fourteen (14) days of the date of the notification of acceptance:
- A TOWN OF FORT SMITH Business Licence.
  - Proof of Commercial General Liability Insurance with a limit of no less than TWO MILLION DOLLARS (\$2,000,000.00).
  - Proof of Good Standing with the Workers Safety and Compensation Commission of the Northwest Territories; and
  - Proof of successfully meeting all requirements of the Chief Public Health Officer of the Northwest Territories via ProtectNWT.

All questions or enquiries concerning this Request for Proposals should be in writing and be submitted no later than five (5) calendar days prior to the proposal deadline to:

Andrew Grenier  
Director of Municipal Services  
TOWN OF FORT SMITH  
Post Office Box 147  
174 McDougal Road  
Fort Smith, NT X0E 0P0

Phone: (867) 872-0508  
Fax: (867) 872-8401  
Email: [municipalservices@fortsmith.ca](mailto:municipalservices@fortsmith.ca)

### **END OF GENERAL INFORMATION AND INSTRUCTIONS**



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#### SECTION II TERMS OF REFERENCE

##### 1. PROJECT IDENTIFICATION

The Town of Fort Smith is inviting qualified firms to submit proposals to undertake non-metal refuse processing services at the Fort Smith Landfill. The work generally consists of mobilizing grinding, sorting, separation, hauling, and cleanup equipment to process the identified material stockpiles, remove contaminants to the extent practicable, manage the work safely within an active landfill environment, and leave the site in a clean and orderly condition suitable for ongoing landfill operations.

**Title:** Non-Metal Refuse Processing Services

**Location:** Fort Smith, NT

**Program Department:** Public Works / Solid Waste Operations

**Contract Authority:** Andrew Grenier

**Contract Number:** TFS 26-004

##### 2. PROJECT PERSONNEL

The Owner representative will review the progress at regular intervals and will arrange for consultation with other groups and staff members as required. The Owner representative will be the main point of contact for the project. Other Town staff will participate as required.

The Owner representative is:

Andrew Grenier  
Director of Municipal Services  
TOWN OF FORT SMITH  
Post Office Box 147  
174 McDougal Road  
Fort Smith, NT X0E 0P0

Phone: (867) 872-0508  
Fax: (867) 872-8401  
Email: [municipalservices@fortsmith.ca](mailto:municipalservices@fortsmith.ca)



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### **3. BACKGROUND**

The Town of Fort Smith is seeking qualified proponents interested in providing landfill processing services for the non-metal refuse stockpiles located at the Fort Smith Landfill. Available survey information identifies approximate material quantities of 3,492.2 m<sup>3</sup> of brush and wood, 1,300.3 m<sup>3</sup> of tires, 870.1 m<sup>3</sup> of mattresses/Furniture, 392.9 m<sup>3</sup> of asphalt, and 392.3 m<sup>3</sup> of concrete and brick.

The Town also wishes to ensure that couches and other bulky non-metal refuse items encountered in the stockpile area are handled in an appropriate, orderly, and safe manner as directed by the Town.

The Town wants to divert suitable material from disposal where practical and convert recoverable material into recycled products or managed stockpiles that may be used for municipal operational purposes such as cover material, surfacing, fill, or other approved uses where appropriate. The Town expects proponents to account for the reality of landfill-derived material, including variable density, mixed feedstock, bulky items such as couches and mattresses, and the potential presence of metallic contaminants or other foreign material.

### **4. SCOPE OF WORK**

#### **4.1 General**

The Proponent shall provide all labour, supervision, equipment, tools, fuel, mobilization, demobilization, traffic management, quality control, safety systems, and incidentals necessary to complete the work. The work is expected to be performed at the Fort Smith Landfill in an active operating environment and must be coordinated with Town staff.

#### **4.2 Risk Management and Site Safety**

The Proponent shall identify stakeholders and potential risks associated with the work, assess the severity and impacts of each risk, and describe how each risk will be managed. The successful Proponent shall be solely responsible for the safety of its employees and subcontractors and shall comply with all applicable occupational health and safety requirements.

The Proponent shall also be responsible for maintaining a safe work site within an active



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public disposal area, protecting the public, and ensuring safe handling of all materials entering and leaving the processing equipment. The Town shall not be liable for negligence on the part of the Contractor.

#### **4.3 Operating Schedule**

The Town and the successful Proponent will agree on an operating schedule before mobilization. Proponents shall provide a proposed schedule and identify the number of days required on site, any minimum stockpile threshold assumptions, and whether access outside regular landfill operating hours is required. The Town may consider reasonable schedule deviations where operationally necessary.

#### **4.4 Material Processing Requirements**

The Proponent shall process the existing non-metal refuse stockpiles identified in the background section, including wood, brush, couches, mattresses, concrete, brick, asphalt, and tires.

At minimum, the Proponent must:

- provide equipment suitable for grinding, shredding, sorting, screening, crushing, and separating the identified material streams;
- provide a metal separator and internal or external magnet system to remove metallic contamination to the extent practicable;
- describe measures for separating and managing foreign material and unacceptable contaminants, including furniture, mattresses, and mixed debris;
- manage stockpiling of processed material within the site as directed by the Town.

The Proponent shall describe the proposed handling method for each material stream, including any segregation, reuse, hauling, disposal, recycling, crushing, or other treatment proposed for wood/brush, couches, mattresses, concrete, brick, asphalt, and tires.

#### **4.5 Measurement and Payment**

The Town may use available survey information, post-processing surveys, weigh-based records, agreed field measurements, or another documented method to confirm



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quantities for payment purposes. Proponents shall clearly describe their preferred basis of payment and any assumptions used in pricing. The Town notes that the currently available UAV-derived pile volumes are intended for planning purposes only and not as guaranteed contractual quantities.

#### **4.6 Clean-up**

Following completion of the work, the successful Proponent shall leave the work area in a neat, safe, and orderly condition and shall report to Town staff for site inspection. If clean-up is not completed to specification or within the required timeframe, the Town may complete the clean-up and recover associated costs from the Contractor.

#### **4.7 Value-Added Components**

Proponents are encouraged to identify any innovative or value-added items that would improve efficiency, diversion outcomes, product quality, safety, or long-term operational value to the Town. Optional items should be clearly identified and priced separately.

### **5. Deliverables**

The successful Proponent shall provide, at minimum:

- a project work plan and schedule prior to mobilization;
- proof of insurance, business licence, and safety documentation required by the Town;
- daily or periodic progress updates during active operations, as requested;
- final invoice with material-by-material quantity summary and supporting documentation; and
- confirmation that the site clean-up and demobilization requirements have been completed.

### **6. SCHEDULE**

The Town anticipates the following schedule:



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Item	Schedule
RFP issue date	June 19, 2026
Deadline for questions	July 10, 2026
Proposal closing	July 17, 2026 at 3:00 PM local time
Review and evaluation	Week of July 20, 2026
Anticipated award	Week of July 27, 2026
Mobilization	To be coordinated with Town staff
Project completion	To be proposed by Proponent

The Town will entertain reasonable proposed schedule deviations.

### SECTION III PROPOSAL EVALUATION CRITERIA

#### 1. Mandatory Requirements

The following are mandatory requirements for all proposals. Proposals that do not clearly demonstrate compliance with these requirements may result in disqualification of the proposal and removal from further consideration:

- Must be received by the closing date and time.
- Must clearly state all project costs.
- Must include confirmation of ability to meet Town insurance requirements.
- Must include confirmation of applicable workers' compensation coverage.
- Must include safety program information or equivalent documentation.
- Must demonstrate suitable equipment and capacity for the proposed material processing services.

#### 2. Evaluation Process



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Proposals will be evaluated and rated by an evaluation committee using pre-determined criteria to determine which proposal potentially provides the best value to the Town. Detailed ratings will be confidential. Each criterion will be rated on a scale of 0 to 10 and multiplied by the assigned weight to yield a total score.

Item	Rating Criteria	Assigned Weight
1	Corporate Qualifications and Relevant Experience	20
2	Equipment and Capacity	20
3	Methodology, Safety, and Project Schedule	30
4	Project Cost	30
	<b>Total</b>	<b>100</b>

Unless stated otherwise herein, unit points will be assigned generally as follows:

- Deficient: 0
- Poor: 1 to 3
- Fair: 4 to 6
- Good: 7 to 8
- Excellent: 9 to 10

The Town may short-list proponents and request presentations or interviews at the proponents' cost.



## **SECTION IV PROPOSAL SUBMISSION REQUIREMENTS**

The following information should be provided in each proposal. As this information will be used to evaluate each responsive proposal that is submitted, Proponents are encouraged to use the same headings in their proposals.

### **1. Project Team**

Please provide a brief overview of your project team, including key roles and responsibilities. Identify the primary contact or project lead and any on-site supervisor and summarize their relevant experience on similar projects.

Include a short description of your team structure and how decisions will be made throughout the project. You may also identify any subcontractors or specialized support you expect to use, if applicable.

Resumes or detailed project histories are not required but may be included at your discretion.

### **2. Project Schedule**

Provide a project schedule indicating important milestones and critical tasks, including mobilization, active processing, contingency allowances for equipment downtime, and demobilization. Indicate how the schedule addresses work in a northern environment and the logistics of operating at an active landfill site.

### **3. Methodology**

Demonstrate understanding of the work involved and identify significant factors, objectives, site conditions, meetings, travel, schedule, safety requirements, contaminant management, and other important activities. Explain how the Proponent will ensure the schedule is met and how foreign material and metallic contamination will be managed.

### **4. Past Relevant Experience**

List all firms that will be involved in the project, including subcontractors. Describe experience with projects of similar type and size, including landfill material processing, grinding, waste diversion, northern operations, and heavy equipment mobilization. Include at least three recent relevant projects and at least two references with contact information.



## **5. Equipment**

Provide a list of all major equipment proposed for the work, including grinder or shredder, loader or excavator, magnets, screens if applicable, support vehicles, and backup equipment. For each piece of equipment, identify description, type, brand/model, rated capacity, year, and availability.

## **6. Project Cost**

Provide stipulated sum pricing and, where applicable, unit pricing assumptions. At minimum, include:

- mobilization and demobilization cost;
- cost per cubic metre or other proposed pricing basis for processing each material stream;
- any minimum charge;
- optional pricing for value-added services;
- travel, accommodations, and incidentals;
- assumptions and exclusions; and
- total project cost exclusive of GST.

The Town may be unable to enter into a contract if the total proposed cost exceeds available budget.

## **7. Safety and Mandatory Documentation**

Include proof of or confirmation of ability to provide:

- Commercial General Liability Insurance;
- workers' compensation coverage;
- business licence;
- safety program table of contents, COR/SECOR equivalent, or alternative safety documentation acceptable to the Town; and



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- any site-specific forms required by the Town prior to award.

#### 8. Additional Information

Proponents may include any additional information considered relevant to ensure a full and proper evaluation, including value-added ideas, processing alternatives, or recommendations that could improve material diversion outcomes for the Town.

#### Appendix A – Proposal Form

**Vendor Name:**

**Street Address:**

**City/Territory/Province:**

**Postal Code:**

**Representative:**

**Phone Number:**

**Email:**

**GST Registration Number:**

**Authorized Signature:**

**Date:**

**Print Name and Title:**

#### Consent

The undersigned is an authorized signing authority of the Vendor and has personal knowledge that the Vendor meets the mandatory requirements in this RFP and that the information provided within the Proposal is true and accurate.

#### Appendix B – Pricing and Equipment Form

##### Pricing

Item	Unit	Price (exclusive of GST)
Wood and brush processing	\$ per m <sup>3</sup> or lump sum	
Couches handling / separation	\$ per m <sup>3</sup> or lump sum	
Mattresses and Furniture processing / handling	\$ per m m <sup>3</sup> or lump sum	



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Item	Unit	Price (exclusive of GST)
Concrete and brick processing	\$ per m <sup>3</sup> or lump sum	
Asphalt processing	\$ per m <sup>3</sup> or lump sum	
Tires processing / handling	\$ per m <sup>3</sup> or lump sum	
Mobilization and demobilization	Lump sum	
Optional value-added item 1		
Optional value-added item 2		
Total proposed price		

#### Equipment

Description	Type	Brand and Model	Rated Capacity	Year	Date Available	Notes

#### Appendix C – Reference Project Form

For each relevant project, provide:

1. Project name and location
2. Client name and contact information
3. Brief description of work
4. Contract value
5. Start and completion dates
6. Key personnel involved
7. Relevance to this assignment



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#### **Appendix D – Safety Documentation**

Attach available safety documentation and any additional information requested in this RFP.

#### **END OF PROPOSAL SUBMISSION REQUIREMENTS**