

Date: March 5th, 2026

Contact Person:

Mr. Lucas Buchanan

Operations Manager

Valley Waste-Resource Management

E-mail: lucasb@vwrn.com

The Municipality of the County of Kings and the Towns of
Annapolis Royal, Berwick, Kentville, Middleton and
Wolfville Partner's in Waste Reduction

Request for Proposals For the Provision of One (1) New/Used Horizontal Cardboard Baler VWRP 2604

REQUEST FOR PROPOSALS

Valley Waste-Resource Management

90 Donald E. Hiltz
Connector Road
Kentville Industrial
Park
P.O. Box 895
Kentville, NS B4N 4H8

Phone: 902-679-1325
Toll Free Telephone:
1-877-927-8300 Fax:
902-679-1327

1. BACKGROUND

The Valley Region Solid Waste-Resource Management Authority (hereinafter “the Authority”) is the regional solid waste management authority in the Annapolis Valley, pursuant to the Solid Waste Regulations promulgated under the Environment Act (NS). The Authority manages the municipal solid waste in seven (7) member municipalities in the region. As an inter-municipal services corporation, the Authority is required to engage in open and competitive procurement resulting in best value for money.

2. AUTHORIZATION

The Authority is authorized pursuant to its Procurement Policy to purchase and may purchase the goods and/or services described in **Schedule “A”** by way of this Request for Proposals (RFP).

3. RFP – DEADLINE

The Authority will accept written proposals only for the supply of the goods and/or services described in Schedule “A” received on or before **2:00pm on Thursday, April 9th, 2026** by upload using the Authority’s online procurement portal, or through hard copy submissions. Proposals submitted by any other method including but not limited to fax or email will not be accepted.

4. MANNER OF TRANSMITTAL OF PROPOSALS

Online Submissions (Online Portal):

Proponents may submit their Proposal by uploading all required documents through the Authority’s online procurement portal hosted by the Municipality of East Hants.

To submit electronically:

- Go to <https://procurement.vworm.com/>
- Select the competition for which you would like to bid
- Register using a valid email address
- The system will generate an automatic email providing a link to the competition dashboard
- From the dashboard, you will be able to download documents relating to the project, and upload submission materials

The proponent is solely responsible for completing registration properly, uploading all required documents, and allowing sufficient time for uploading to occur prior to the closing time of a competition. Upload time can vary depending on the size of the documents being uploaded and connection speeds. The Authority shall not be liable for technical issues, internet disruptions, incomplete uploads, or system errors resulting in late submissions.

Electronic signatures are acceptable for electronically submitted proposals.

The Authority recommends that proponents not upload their final submission until after the deadline for questions has passed. If an addendum is issued, the proponent may be required to upload a replacement submission to acknowledge the addendum and ensure compliance.

Hard Copy Submissions:

Proposals will be considered if they are conspicuously marked “**Proposal for the Provision of One (1) New/Used Horizontal Cardboard Baler**”, citing competition number “**VWRP2604**” and delivered or mailed to the offices of the Authority, as set out below:

- By personal delivery or courier, to: Valley Waste-Resource Management, 90 Donald E. Hiltz Connector Road, Kentville Business Park, Kentville, Nova Scotia, B4N 0C8
- By mail (registered, certified, or regular delivery), at this address: Valley Waste-Resource Management, P.O. Box 895, Kentville, Nova Scotia, B4N 4H8

Provided that risk of non-delivery or non-receipt by the Authority by the deadline that is caused by any manner of delivery of the proposal shall be borne by the proponent and not by the Authority.

Multiple Submissions:

Proponents may submit only one proposal per competition. Where both an electronic and hard copy submission are received from the same Proponent, the Authority reserves the right to request clarification as to which submission shall be considered final.

5. EVALUATION OF PROPOSALS

Proposals will be evaluated in accordance with the Authority’s Procurement Policy, available for review at www.vworm.com. Proponents’ attention is drawn to Sections 4 (**Value for Money**) and 6 (**Sustainable Procurement**).

As part of the evaluation process, the Proponent must also provide at least three individuals who may be contacted by the Authority for information on the Proponent’s performance (and Sub-contractors’ performance).

In addition to contacting the references, for the purpose of checking the Proponent’s record of past performance, the Authority, at its discretion, reserves the right to check the Proponent’s record of past performance with any other sources identified by the Authority without prior notice to the Proponent.

Based on the information provided by the references, the Authority may contact the Proponent for clarification. If, in the Authority’s sole discretion, the information supplied by the references, or any clarification should prove unsatisfactory, the Authority may disqualify the Proponent and check the references of the next ranked Proponent.

6. CLARIFICATION

The Authority reserves the right to contact one, some or all individual proponents to obtain clarification of their proposals but is under no obligation to do so with respect to any particular proposal.

7. TERMS OF AWARD

The Authority may, at its option, effect the purchase with the successful proponent by way of Purchase Order or by way of a contract of supply, incorporating the successful proponent’s proposal.

8. PRICE SUBMISSION

All prices proposed shall be FOB Valley Waste-Resource Management as noted in section 9. Equipment Delivery and valid for a period of 60 days and shall include harmonized sales tax. The prices quoted in the proposal shall include all applicable excise taxes, warranty, servicing agreements, registration and title transfer and freight charges.

9. EQUIPMENT DELIVERY

The proponent shall quote a delivery period, in days or weeks, from the date of the Authority's Purchase Order for the equipment for which he/she submits a proposal. The equipment shall be delivered to our Eastern Management Centre located at 100 Donald E Hiltz Connector Road, Kentville, NS, B4N 0C8.

Additionally, an installation must be quoted. The installation will cover the requirements for tying the baler into the existing electrical panel, changes to the panel if they are required, as well as testing and commissioning the equipment to ensure proper operation.

Equipment shall be inspected to meet Provincial requirements.

10. INFORMATION WITH PROPOSAL

The proponent shall include all descriptive literature, manufacturer's specifications sheet, and all warranty information for the equipment being proposed. The proposal as submitted shall be complete so as to permit a full analysis of the equipment offered. Proposals containing incomplete or ambiguous information may be rejected as non-compliant.

The Proponent shall present their cost proposals using the tabular form as outlined in *Schedule A, Section 3 – Cost Submission Format*.

11. DEPARTURES FROM VEHICLE AND EQUIPMENT SPECIFICATION

Proponents are requested to submit a proposal on new, used, or remanufacture equipment, however, if in the Proponent's opinion, improvements in either performance or economy can be affected by departures, they may be offered as alternatives and may be given consideration.

If alternatives are offered, the Proponent shall state clearly wherein the vehicle and equipment or services offered is not in accordance with the specifications, why such alternatives are offered and how, in their opinion, the alternative(s) will benefit Valley Waste-Resource Management.

12. OMISSIONS OR DISCREPANCIES

Should a Proponent find discrepancies in, or omissions from the Proposal Documents, or should he/she be in doubt as to their meaning, they should, at once, notify the Request for Proposals contact person (in writing), who may send a directive to all proponents. No oral interpretation shall be made to any Proponent as to the meaning of any part of the Proposal Documents or be effective to modify any of the provisions of the Proposal Documents.

13. QUESTIONS

All questions must be received in writing no less than six (6) business days before the closing date of this Request for Proposals. The Authority reserves the right to make any or all questions and answers available to all proponents at its discretion. Generally, only substantial questions and answers in response to a clarification request will be distributed. No oral response or clarification will be binding on the Authority. All requests for information shall be made, **by email**, to:

Lucas Buchanan
Project Manager, Valley Waste-Resource Management
E-mail: lucasb@vwrm.com

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Authority, other than the named RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent's proposal. Please address all inquiries to the RFP Contact by **email only**.

Addenda will be uploaded to and can be downloaded from the dashboard where the original RFP files are located. When a competition is altered, such as addenda being uploaded, proponents will receive an email to the account they registered with, informing them that a change has been made. Proponents are responsible for reviewing these addenda to ensure they stay up to date with the competition.

The Valley Region Solid Waste-Resource Management Authority reserves the right to reject any or all proposals, not necessarily accept the lowest proposal, or to accept any proposal which it may consider to be in its best interest. The Valley Region Solid Waste-Resource Management Authority also reserves the right to waive formality, informality, or technicality in any proposal.

14. WITHDRAWING OR MODIFYING AN ELECTRONIC PROPOSAL

A proposal submitted electronically may be withdrawn by email to the contact listed in section 11 prior to the competition closing. The proponent must provide the unique submission number generated by the online portal.

Once submitted, a proposal cannot be modified. A proponent wishing to revise a submission must instead submit a new complete proposal and notify the Authority in writing to withdraw the previous submission.

Replacement proposals must be received prior to the respective competitions' deadline. The request to withdraw a proposal may occur at any time, however withdrawal after closing may not relieve a proponent of any legal obligations where bid security or other bid requirements apply.

15. REQUEST FOR PROPOSALS OPENING

The Valley Region Solid Waste-Resource Management Authority will open Request for Proposal Submissions directly following the closing time on the closing date; however, only the names of the firms who have submitted proposals will be read at that time. No pricing will be released during the opening.

16. EVALUATION AND SELECTION

All proposals will be evaluated and ranked against criteria listed on the form below. Each individual criterion will be given a rating of between 0 and 10 and this rating will be multiplied by the appropriate weighting factor to provide a score for each criterion. The individual scores will be added to produce a total potential score of 1,000 for that proponent.

Following review and acceptance of the evaluations, the Evaluators will recommend a preferred proponent.

Criteria	Score (0-10)	Weight	Total (Score x Weight)
1. Design/Specifications (30%)		30	
Subjective overall preference (incl. bale weight/density, motor size, cylinder sizing, hydraulic pressures, baling time, etc)			
2. Quoted Price (40%)		40	
3. Environmental/Social Sustainability (5%)		5	
4. Other (25%)			
Quality of proposed warranty		5	
Date of delivery		10	
Installation timeline		10	
TOTAL Submission Score		100	

17. CONFIDENTIALITY

The Request for Proposal documents (including all attachments and appendices) may not be used for any purpose other than the submission of a proposal. By submitting a proposal, the Proponent agrees to public disclosure of its contents subject to the provisions of the Municipal Government Act relating to Freedom of Information and Protection of Privacy. Anything in the submission that the Respondent considers to be “personal information” or “confidential information” of a proprietary nature should be marked confidential and will be subject to appropriate consideration of the Municipal Government Act as noted above.

The work described in any Request for Proposals released by the Valley Region Solid Waste-Resource Management Authority is being conducted with public funds, and the fees and expenses proposed in the Proponent’s submission will be made public.

18. DISCRETION STATEMENTS

1. The Authority shall have sole and absolute discretion to:

- (a) modify or amend this Request for Proposals, including without limitation the schedule for the Request for Proposals process, the Request for Proposals requirements, or any other terms, whether material or not;
- (b) suspend or cancel this Request for Proposals at any time;
- (c) reject any or all Bids submitted in response to this Request for Proposals;
- (d) accept any Bids which in any manner, whether substantially or in a non-substantial or minor way, fails to conform to or comply with any of the requirements of this Request for Proposals, whether or not such requirements are expressed in mandatory terms, or reject any bids for any such non-conformity or non-compliance;
- (e) enter into post-submission negotiations and discussions with any one or more Bidder(s) regarding price, project scope, or any other term of a Bidder's submission, and such other terms as the Authority may require, and to request additional information and clarification regarding any Bid. The Authority has no obligation to notify any Bidder of such negotiations;
- (f) modify the scope of the work or any component thereof subsequent to the date for submission of Bids, whether in the context of negotiations or otherwise;
- (g) discontinue any negotiations at any time;
- (h) solicit new Bids from firms or individuals that did not respond to this Request for Proposals and enter into negotiations with any such firm including but not limited to negotiations or Bids for components of the scope, if any, that are not included in the scope of any contract negotiated and executed with any Bidder as a result of this Request for Proposals;

Evaluation and Selection:

2. The Authority shall have sole and absolute discretion to:

- (a) assess any Bid on the basis of any one or more of any selection criteria set forth in this Request for Proposals, which criteria are not intended to be exhaustive, and/or any other criterion or factor considered appropriate by the Authority.
- (b) undertake a comparative evaluation of any Bids received and evaluate such Bids based on considerations which, in the sole opinion of the Authority, would yield to the Authority the best value.
- (c) select any Bid considered by the Authority to be in its best interests or the most satisfactory, including without limitation the lowest or any price Bid.

3. Subject to the foregoing, Bids which contain exceptions or qualifications to the form of contract documents included in the Request for Proposals may be rejected by the Authority, in its sole discretion. Where the Authority decides not to reject such Bids, it may consider any such exceptions or qualifications in its evaluation of the Bid.

Limitation of Liability:

4. By submitting a Bid in response to this Request for Proposals the Bidder agrees that it:
 - (a) shall be solely and fully responsible for all costs associated with the development, preparation, transmittal, and submission of any Bid or material in response to this Request for Proposals, including without limitation the costs of any in-person presentation of the Bid at the Authority's offices or elsewhere which the Authority may require, and all costs incurred by a Bidder during the selection process and any negotiations; and
 - (b) shall have no claim against the Authority as a result of participating in this Request for Proposals process through preparation or submission of a Bid or otherwise. **"Claim"** means any claim for costs of Bid preparation, loss of anticipated profits, or any other compensation, costs, expenses, loss or damage whatsoever, whether based on breach of contract including breach of any implied duty, breach of common law duty, tort, or any other cause of action, and includes without limitation any claim arising out of or attributable to the acceptance or the non-acceptance by the Authority of any Bid.

SCHEDULE "A"
FOR THE PROVISION OF ONE (1) NEW/USED HORIZONTAL CARDBOARD BALER VWRP2604

Sustainable Procurement

Sustainable procurement means involving environmental, economic, and social considerations into public procurement decision making. An example assessment is contained in Schedule "B" which can be used, or proponents may provide their own supplier sustainability assessment.

Due to space limitations within the Authority's facility, the proposed horizontal cardboard baler must be designed for conveyor-fed operation, with the infeed conveyor oriented perpendicular (90 degrees) to the direction in which the finished bales are discharged/ejected.

* Please attach any supporting documents

<i>Specific Requirements</i>	
<i>Horizontal Cardboard Balers</i>	
Item	Your Specification
Bale Dimensions (W x D x H)	60" x 30" x 48" Specify if Different: _____
Motor Size (HP)	
Cylinder Size & Stroke	
Bale Weight (OCC)	
Bale Volume (ft³)	
Number of Bale Ties	
Manual or Automatic Bale Tie	
Normal System Pressure (PSI)	
Maximum System Pressure (PSI)	
Cycle Time (Seconds)	
Hydraulic Pump Size (GPM)	
Electrical (3 Phase)	
Condition (New/Used/Remanufactured)	
Warranty	
Attached Specification Sheet	
Delivery Timeline	
Installation Timeline	

Pricing table:

The undersigned Proponent has carefully examined this Request for Proposals and the specifications to furnish and deliver the vehicle and equipment listed below and described in the attached specifications and will accept as full payment the following prices:

For the Provision of One (1) Horizontal Cardboard Baler:

One (1) Baler FOB: Eastern Management Centre, Kentville, Nova Scotia	
Make:	
Model:	
Year:	
Baler Price:	
Delivery Price:	
Installation Price:	
Total Price:	
Harmonized Sales Tax:	
Total Proposed Price:	
Delivery Date:	

Proposal submitted by: _____
(please print name)

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Signature: _____

Date: _____

SCHEDULE "B" SUSTAINABILITY CHECKLIST



SUPPLIER SUSTAINABILITY ASSESSMENT

Supplier Name: _____

Date Completed: _____

The Province seeks to work with suppliers who support and apply the principles of sustainability to their own operations. To help the Province understand the sustainability attributes of your business, complete the following questions. Note: You may be asked to provide additional detail on your responses if you are called up to perform work for the Province of Nova Scotia.

1. Do you apply environmental criteria when making purchasing decisions, when recommending purchasing decisions, and when selecting project partners and subcontractors? <i>(e.g., green meetings and training events, working with partners that support electronic communication and delivery of work, use of products with recycled content, actions that lead to trip/travel reduction, purchase of energy efficient product etc.)</i>	Yes <input style="width: 30px;" type="checkbox"/> No <input style="width: 30px;" type="checkbox"/>
2. Do you apply social criteria when making purchasing decisions, when recommending purchasing decisions, and when selecting project partners and subcontractors? <i>(e.g., working with social enterprises or diversity suppliers, subcontracting from small local suppliers)</i>	Yes <input style="width: 30px;" type="checkbox"/> No <input style="width: 30px;" type="checkbox"/>
3. Does your business take steps to provide training, mentorship, internship or apprenticeship opportunities and/or to develop partnerships with local educational and or vocational institutions?	Yes <input style="width: 30px;" type="checkbox"/> No <input style="width: 30px;" type="checkbox"/>
4. Does your business have a documented program, appropriate to the size of the business, and meeting the requirements of the Nova Scotia Occupational Health and Safety Act, to ensure the health and safety of yourself and your employees?	Yes <input style="width: 30px;" type="checkbox"/> No <input style="width: 30px;" type="checkbox"/>
5. Does your business take steps to support diversity and inclusiveness for under-represented groups such as Aboriginal People, Persons with Disabilities, Racially Visible People, and members of the LGBTI in your workforce? <i>(e.g., diversity hiring strategies or programs, working with subcontractors from the diversity community or organizations such as social enterprises that create employment for adults with mental and physical challenges)</i>	Yes <input style="width: 30px;" type="checkbox"/> No <input style="width: 30px;" type="checkbox"/>
6. Does your business take steps to raise environmental and social value awareness and skills among employees, contractors and subcontractors? <i>(e.g., staff training or "toolbox" talks, reporting progress in company meetings, posting current information on a bulletin board or in electronic format such as chat boards, internal communication platforms etc., conducting waste audits, recognition programs for employees, supporting staff volunteering etc.)</i>	Yes <input style="width: 30px;" type="checkbox"/> No <input style="width: 30px;" type="checkbox"/>
Use the space below to briefly highlight 1- or 2 key steps you have taken to make your operations and/or your projects more sustainable. <div style="background-color: #e6f2ff; height: 100px; margin-top: 5px;"></div>	
Do you believe you would benefit from training or information sessions on any of the above issues?	Yes <input style="width: 30px;" type="checkbox"/> No <input style="width: 30px;" type="checkbox"/>

SCHEDULE "C" ELECTRICAL PANEL PICTURES

