



**THE CORPORATION OF THE
MUNICIPALITY OF SIOUX LOOKOUT
PUBLIC WORKS DEPARTMENT**

**REQUEST FOR PROPOSAL
HOUSEHOLD HAZARDOUS WASTE COLLECTION EVENT SERVICES
(2026)**

RFP No. R026-2026

Event Date	Saturday, September 26, 2026
Event Time	8:00 a.m. to 3:00 p.m.
Event Location	Public Works Garage, 41 Fifth Avenue, Sioux Lookout, Ontario
Issue Date	August 7, 2026
Closing Time	Thursday, August 20, 2026 at 1:30 p.m. local time (CDT)

Electronic submission by email to jhawley@siouxlookout.ca

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SECTION 1 – REQUEST FOR PROPOSAL

The Corporation of the Municipality of Sioux Lookout (the “Municipality”) invites proposals from qualified service providers to provide collection, receiving, sorting, packaging, transportation, processing, recycling and disposal services for a one-day Household Hazardous Waste Collection Event.

1.1 Electronic Submission

A complete, signed proposal shall be submitted electronically in PDF format by email to:

Jeff Hawley, Public Works Manager
Email: jhawley@siouxlookout.ca
Telephone: 807-737-1234 ext. 6602

The email subject line shall read: “RFP – R026-2026 Household Hazardous Waste Event Services.” Proponents are responsible for ensuring that the proposal is received before the Closing Time and should request confirmation of receipt. If file-size limitations prevent email delivery, the Proponent shall contact the Public Works Manager before the Closing Time to arrange an alternate electronic transfer method.

1.2 Closing Time

Proposals must be received no later than 1:30 p.m. local time (CDT) on Thursday, August 20, 2026. Late proposals may be rejected.

1.3 Questions and Clarifications

Questions shall be submitted in writing to the Public Works Manager. Any clarification that changes or supplements the Proposal Documents will be issued in writing and will form part of the Proposal Documents.

1.4 Reservation of Rights

The lowest-priced or any proposal will not necessarily be accepted. The Municipality may reject any or all proposals, waive minor informalities, seek clarification, negotiate with one or more proponents, or cancel and reissue the procurement where it considers doing so to be in its best interest.

SECTION 2 – PROPOSAL INFORMATION

- 2.1 Evaluation and Award.** Proposals may be evaluated based on compliance with the Proposal Documents, total cost, experience, qualifications, proposed methodology, regulatory registrations and approvals, downstream facilities, references, prior performance and any other relevant information. The Municipality may award to the Proponent whose proposal is determined to provide the best overall value.
- 2.2 Proposal Documents.** The Proposal Documents consist of this RFP, all schedules and appendices, any addenda issued by the Municipality, and the successful Proponent's accepted proposal. Upon award, these documents will form the Contract, together with any written agreement, purchase order or award letter issued by the Municipality.
- 2.3 Addenda.** The Proponent shall acknowledge all addenda in Schedule 1 and shall include all changes in its proposal and pricing.
- 2.4 Proposal Form.** The Proponent shall complete and submit Schedule 1 and the pricing forms in Appendix C. All pricing shall be clear, complete and expressed in Canadian dollars.
- 2.5 Electronic Receipt.** The time shown on the Municipality's email system will govern. The Municipality is not responsible for transmission delays, corrupted files, blocked attachments or incomplete submissions. The Proponent should submit sufficiently in advance of the Closing Time to address delivery issues.
- 2.6 Amendment or Withdrawal.** A Proponent may amend or withdraw its proposal by written notice received before the Closing Time. The most recent complete proposal received from a Proponent will supersede its earlier submission.
- 2.7 Review of Documents.** The Proponent shall promptly notify the Public Works Manager in writing of any error, omission, ambiguity or conflict identified in the Proposal Documents.
- 2.8 Event Information.** The event is scheduled for Saturday, September 26, 2026, from 8:00 a.m. to 3:00 p.m. at the Public Works Garage, 41 Fifth Avenue, Sioux Lookout, Ontario. The Proponent shall complete setup before the event opens and shall complete safe loading and removal following the event.
- 2.9 Estimated Quantities.** Historical and estimated quantities are provided for proposal comparison only and are not guaranteed. Payment will be based on accepted fixed costs and actual verified quantities at the unit rates in the successful proposal, unless otherwise agreed in writing.
- 2.10 Taxes.** Prices shall identify Harmonized Sales Tax separately. The Proponent is responsible for determining and applying all taxes required by law.
- 2.11 Freedom of Information.** The Municipality is subject to the Municipal Freedom of Information and Protection of Privacy Act. Proposal information may be disclosed where required by law. Proponents should clearly identify information they consider confidential, but the Municipality cannot guarantee that such information will be exempt from disclosure.
- 2.12 Award Requirements.** Within the time specified by the Municipality, the successful Proponent shall provide the executed Contract documents, proof of insurance, a current WSIB clearance certificate or evidence of independent operator status, applicable RPRA registration information, environmental approvals and any other documents reasonably requested by the Municipality.
- 2.13 Insurance.** The successful Proponent shall maintain, at its own expense, commercial general liability insurance of not less than \$5,000,000 per occurrence and automobile liability insurance of not less than \$2,000,000. The Municipality shall be named as an additional insured under the commercial general liability policy with respect to the Work. Evidence of insurance shall be provided before the Work begins.
- 2.14 Indemnification.** The successful Proponent shall indemnify and hold harmless the Municipality and its officers, employees and agents from claims, losses, damages, liabilities, costs and expenses arising from the negligent acts, omissions, wilful misconduct or breach of the Contract by the Proponent or any person for whom the Proponent is legally responsible.
- 2.15 Subcontractors.** The Proponent is responsible for all subcontractors and downstream service providers used in carrying out the Work. The Municipality may require evidence of their qualifications, registrations, approvals and insurance.
- 2.16 No Assignment.** The Contract shall not be assigned without the Municipality's prior written consent.

2.17 Interpretation. Headings are for convenience only. References to legislation and regulations include amendments and successor provisions. The singular includes the plural and vice versa where the context requires.

SCHEDULE 1 – PROPOSAL FORM

The following proposal is submitted to The Corporation of the Municipality of Sioux Lookout.

A. Proponent Information

Legal Name	
Operating Name (if different)	
Business Address	
Primary Contact and Title	
Telephone	
Email	

B. Registrations, Approvals and Program Arrangements

Requirement	Registration / Approval Number or Details
HSP hauler registration with RPRA (if applicable)	
HSP processor registration with RPRA (if applicable)	
Pesticide disposal facility registration with RPRA (if applicable)	
Battery hauler / processor registration with RPRA (if applicable)	
Lighting hauler / processor registration with RPRA (if applicable)	
Hazardous Waste Program Registry carrier / receiver information (if applicable)	
Environmental Compliance Approval, EASR registration or other environmental permission	
Producer / Producer Responsibility Organization arrangements relied upon for the event	

C. Experience and References

Provide a brief description of comparable household hazardous waste collection events completed within the last five years, including event size, location, scope and year.

Reference / Municipality	Contact Name	Phone / Email	Year and Scope

D. Addenda

Addendum No.	Date Issued	Date Received

E. Cost Summary

Item	Reference	Amount
Fixed Event and Mobilization Costs	Appendix C, Table 2	\$
Estimated Material Management Costs	Appendix C, Table 3	\$
Other Clearly Identified Costs	Attach explanation	\$
Subtotal		\$
HST		\$
Grand Total		\$

F. Declaration and Signature

The undersigned confirms that the Proponent has reviewed the Proposal Documents, has included all costs necessary to perform the Work, will comply with all applicable laws and approvals, and has authority to bind the Proponent.

Authorized Signing Officer	
Title	
Signature	
Date	

SCHEDULE 2 – CONTRACT DOCUMENTS

Unless the Municipality requires a separate written agreement, the Contract will consist of the following documents, listed in order of precedence:

- Any written agreement, purchase order or award letter issued by the Municipality;
- Any addenda issued by the Municipality;
- This Request for Proposal, including all schedules and appendices;
- The successful Proponent's proposal and pricing, as accepted or clarified in writing; and
- Any other written document expressly incorporated into the Contract by the Municipality and the successful Proponent.

If a conflict exists, the document listed earlier above will govern, unless the Municipality confirms otherwise in writing.

SCHEDULE 3 – OCCUPATIONAL HEALTH AND SAFETY

Before beginning the Work, the successful Proponent shall execute the Municipality's applicable Occupational Health and Safety Agreement or provide equivalent written confirmation acceptable to the Municipality.

The Proponent is responsible for compliance with the Occupational Health and Safety Act and its regulations, WHMIS requirements, Transportation of Dangerous Goods requirements, worker training, personal protective equipment, safe work procedures, spill prevention and response, and supervision of its employees and subcontractors.

SCHEDULE 4 – SPECIFICATIONS AND REQUIREMENTS

1. General Scope

The Proponent shall provide all qualified supervision, labour, equipment, packaging, labels, documentation, transportation and downstream management required to safely receive and manage the Event Materials. The Work includes event setup, public receiving, screening, sorting, compatibility assessment, packaging, weighing or quantity determination, manifesting where required, loading, transportation, processing, recycling, recovery, disposal and close-out reporting.

2. Regulatory and Program Compliance

The Proponent shall comply with all applicable federal, provincial and municipal laws, regulations, approvals and standards, including, as applicable:

- the Resource Recovery and Circular Economy Act, 2016 and Ontario Regulation 449/21, Hazardous and Special Products;
- Ontario Regulation 30/20, Batteries;
- Ontario Regulation 522/20, Electrical and Electronic Equipment, with respect to lighting;
- the Environmental Protection Act and R.R.O. 1990, Regulation 347, General – Waste Management;
- the Transportation of Dangerous Goods Act, 1992 and regulations;
- the Occupational Health and Safety Act, WHMIS requirements and all applicable fire and safety requirements; and
- all Environmental Compliance Approvals, EASR registrations and other environmental permissions applicable to the Proponent, its carriers, subcontractors and receiving facilities.

Where registration is required for the Proponent's role, the Proponent and its downstream service providers shall be registered with the Resource Productivity and Recovery Authority (RPRA) and shall remain in good standing. The Proponent is responsible for all reporting, manifesting and chain-of-custody requirements applicable to its activities.

Where an accepted material is managed under a producer responsibility program, the Proponent shall identify the applicable producer or Producer Responsibility Organization (PRO), confirm that the event and material are accepted within the applicable collection and management arrangement, and complete all required reporting to that producer, PRO and/or RPRA.

3. Qualifications and Staffing

- Provide a competent site supervisor with authority to direct the Work and communicate with the Municipality.
- Use trained personnel with current TDG, WHMIS and role-specific hazardous waste training.
- Provide evidence of relevant experience and at least two municipal or comparable event references.
- Ensure all subcontractors and downstream facilities are qualified, authorized and approved for the materials they receive.

4. Event Operations

- Complete setup before the event opens at 8:00 a.m. and remain until all accepted materials are safely packed, documented and loaded.
- Coordinate the event layout, unloading sequence and safe vehicle movement with the Municipality.
- Screen incoming materials to confirm that they are household-generated, accepted under Appendix E and safe to receive.
- Segregate incompatible materials and prevent mixing, bulking or handling practices that could create a hazard.
- Maintain spill kits, fire extinguishers, first-aid supplies, PPE and emergency procedures appropriate to the Work.
- Immediately report any spill, leak, injury, rejected material or unsafe condition to the Municipality's representative.
- Maintain the event area in a clean and orderly condition and remove all contractor-supplied waste, packaging and equipment after the event.

5. Packaging, Transportation and Downstream Management

- Supply containers and packing materials that are appropriate, compatible and compliant with applicable UN and TDG requirements.
- Label, secure and load all transport containers in accordance with applicable law and good industry practice.
- Fill transport containers efficiently while maintaining required segregation and safe packaging.
- Do not vent propane or other compressed gases. Residual product shall be recovered or managed using an approved method.
- Isolate suspected PCB-containing or otherwise exceptional materials and manage them only in accordance with applicable law, facility approvals and written direction from the Municipality.
- Transport all materials using appropriately authorized carriers to authorized receiving, processing, recycling or disposal facilities.

6. Accepted and Excluded Materials

Appendix E identifies the anticipated accepted and excluded materials. The Proponent shall clearly identify any item it cannot accept or manage. The Municipality may add, remove or limit materials by addendum or written instruction. No industrial, commercial or institutional waste shall be accepted.

7. Batteries and Lighting

Batteries may be collected at the event under a separate municipal or producer responsibility arrangement and are excluded from the Base Price unless the Municipality directs otherwise. If the Proponent offers battery management, it shall provide separate optional pricing and confirm the applicable RPRA registration and producer/PRO arrangement. Fluorescent lamps and bulbs included in the Base Price shall be managed through an authorized lighting service provider and applicable producer/PRO arrangement where required.

8. Reporting and Close-Out

Within 30 calendar days after the event, or sooner if required for program reporting, the Proponent shall provide a complete electronic close-out package including:

- actual quantities collected by material type and unit of measure;
- management method for each material, including recycling, recovery, reuse, processing or disposal;
- the receiving and processing facilities used, including applicable approval or registration numbers;
- transport records, electronic manifest references and weigh tickets, where applicable;
- producer/PRO attribution and reporting information for materials managed through an extended producer responsibility program;
- certificates, receipts or other confirmation of final management; and
- a summary of rejected materials, incidents, spills, complaints or operational issues.

9. Municipality-Provided Facilities and Assistance

The Municipality will provide access to washroom and lunch/coffee room facilities, indoor shelter in the event of inclement weather, and one municipal operator with a loader equipped with forks. The Proponent remains responsible for directing all hazardous material handling and ensuring that any use of municipal equipment is safe and compatible with the Work.

10. Pricing and Producer Responsibility Funding

- All rates shall include labour, supervision, equipment, containers, labels, packing materials, transportation, reporting, facility charges and all other costs required to perform the Work, except HST.
- Pricing shall be net of any producer, PRO, program, rebate, credit or other funding available to the Proponent for the collected materials. The Municipality will not pay twice for the same management service.

- Any minimum container, freight, fuel, remote-area, after-hours or other surcharge shall be clearly identified in the proposal. Undisclosed surcharges will not be payable.
- Fixed event costs will be paid as accepted. Material management costs will be based on actual verified quantities and accepted unit rates unless otherwise agreed in writing.

11. Cancellation or Postponement

The Municipality may postpone or cancel the event for safety, operational or other reasons. The parties will work in good faith to reschedule. Any payment for unavoidable, non-recoverable costs must be supported by documentation and approved by the Municipality in writing.

APPENDIX A – SITE PLAN



The final traffic flow, receiving stations and contractor setup will be confirmed with the Municipality before the event.

APPENDIX B – 2024 HISTORICAL COLLECTION DATA

The following information is provided for proposal planning only. Quantities are historical and do not guarantee the quantity or mix of materials that will be received in 2026.

Class	Material	Quantity	Unit
213	Waste flammable liquid, toxic, NOS (petroleum distillates)	741	kg
242	Waste pesticide, liquid, toxic, flammable NOS	37	kg
122	Dry batteries containing potassium hydroxide	171	kg
145	Waste paint	3,256	kg
122	Waste corrosive liquid, NOS (sodium hydroxide)	41	kg
112	Waste corrosive liquid, NOS (hydrochloric acid)	182	kg
331	Waste aerosols	165	kg
331	Fire extinguishers	227	kg
331	Propane cylinders	141	kg
331	Compressed gas, NOS (nitrogen)	Not recorded	kg
232	Waste adhesives	Not recorded	kg
N/R	Fluorescent tubes	54	linear ft
148	Mercury-containing hazardous waste	3	kg
331	Non-refillable camping propane cylinders	123	kg
N/R	Ethylene glycol / antifreeze	94	kg
252	Plastic oil containers and oil/debris	83	kg
252	Oil filters	25	kg
147	Oxidizing liquid / chemical fertilizer	30	kg
221	Light fuels – gasoline and diesel	290	L

The listed kilogram quantities total approximately 5,319 kg, excluding materials reported in litres or linear feet and entries for which no quantity was recorded. Batteries were collected at the event but were managed under a separate program and were not removed by the prior event service provider.

APPENDIX C – PRICING FORMS

All prices are in Canadian dollars and exclude HST. Complete every applicable line. Enter “N/A” where a service is not offered. Attach a clear explanation of any alternative pricing method.

Table 2 – Fixed Event and Mobilization Costs

Activity	Pricing Basis	Amount
Travel and mobilization to and from Sioux Lookout	Lump sum	\$
Event setup and load-out	Lump sum	\$
Event collection labour and site supervision	Lump sum	\$
Containers, labels, liners and packing materials not included in unit rates	Lump sum	\$
Reporting, documentation and close-out package	Lump sum	\$
Other clearly identified fixed cost (describe)	Lump sum	\$
Total Fixed Event and Mobilization Costs	Lump sum	\$

Table 3 – Material Management Unit Rates

Material	Est. Qty.	Unit	Method R / D / O	Producer / PRO (if applicable)	Unit Rate	Estimated Total
Paints and coatings	2,800	kg			\$	\$
Solvents and petroleum distillates	600	kg			\$	\$
Fire extinguishers	40	kg			\$	\$
Refillable propane cylinders	300	kg			\$	\$
Waste aerosols	100	kg			\$	\$
Compressed gas – other	30	kg			\$	\$
Non-refillable camping propane cylinders	50	kg			\$	\$
Bases / sodium hydroxide	20	kg			\$	\$
Pesticides	40	kg			\$	\$
Fertilizers	25	kg			\$	\$
Mercury-containing devices or debris	5	kg			\$	\$
Oxidizers	30	kg			\$	\$
Gasoline and diesel	50	L			\$	\$
Laboratory / household chemicals	5	kg			\$	\$
Oil containers	75	kg			\$	\$
Oil filters	50	kg			\$	\$

Material	Est. Qty.	Unit	Method R / D / O	Producer / PRO (if applicable)	Unit Rate	Estimated Total
Acetone or other separately priced solvent	10	kg			\$	\$
Adhesives and resins	350	kg			\$	\$
Acids / hydrochloric acid	30	kg			\$	\$
Antifreeze	150	L			\$	\$
Fluorescent tubes	100	linear ft			\$	\$
Fluorescent bulbs / CFLs	10	kg			\$	\$
Batteries – OPTIONAL, separate program	0	kg			\$	\$

R = Recycled / recovered; D = disposed; O = other management method (explain). Estimated totals are for proposal comparison only. Actual invoicing will be based on verified quantities and accepted unit rates. Rates must be net of producer/PRO funding and must include all normal processing and transportation charges unless a fixed charge is expressly identified in Table 2.

Table 4 – Total Proposal Cost

Item	Amount
Total Fixed Event and Mobilization Costs (Table 2)	\$
Estimated Material Management Costs (Table 3)	\$
Other clearly identified costs	\$
Subtotal	\$
HST	\$
Grand Total	\$

APPENDIX D – PROCESSING FACILITIES AND SUBCONTRACTORS

Identify the proposed management method, receiving facility and applicable registrations or approvals for each material group. Attach additional pages if required.

Material Group	Method R / D / O	Receiving / Processing Facility	RPRA Registration, ECA, EASR or Other Approval No.	Producer / PRO (if applicable)
Paints and coatings				
Solvents and fuels				
Pesticides and fertilizers				
Pressurized containers and aerosols				
Antifreeze, oil containers and oil filters				
Acids, bases and oxidizers				
Mercury-containing materials				
Fluorescent lamps and bulbs				
Batteries (optional)				
Other materials				

Proposed Subcontractors

Service / Material	Subcontractor Name and Address	Role, Registration or Approval Details

APPENDIX E – ACCEPTED AND EXCLUDED MATERIALS

The event is intended for household-generated quantities from residents. Acceptance remains subject to safe identification, packaging condition, the Proponent's approvals and the requirements below.

A. Anticipated Accepted Materials

Hazardous and Special Products regulated under O. Reg. 449/21, where applicable:

- paints and coatings;
- solvents;
- pesticides;
- fertilizers;
- antifreeze;
- oil containers;
- oil filters;
- non-refillable pressurized containers;
- refillable pressurized containers and refillable propane containers; and
- mercury-containing household barometers, thermometers and thermostats.

Other household hazardous materials anticipated at the event, subject to the successful Proponent's approved scope:

- acids and bases;
- oxidizers;
- gasoline, diesel and other light fuels;
- adhesives and resins;
- household laboratory or pool-type chemicals where safely identifiable;
- aerosols and fire extinguishers;
- fluorescent tubes, compact fluorescent lamps and other accepted lighting;
- other household hazardous materials specifically accepted in writing by the Municipality and the Proponent.

Batteries may be accepted at the event but are managed under a separate arrangement unless the Municipality includes the optional battery service in the Contract.

B. Materials Not Accepted

- industrial, commercial, institutional or agricultural waste;
- explosives, ammunition, flares or fireworks;
- radioactive materials;
- biomedical waste, pharmaceuticals, needles or sharps;
- asbestos-containing materials;
- unknown, unlabelled or leaking materials that cannot be safely identified or packaged;
- PCB waste, except where specifically authorized in writing and managed through an approved process;
- compressed gas cylinders outside the Proponent's approved scope or greater than applicable program limits;
- contaminated soil, demolition debris or bulk quantities not representative of normal household use; and
- any material prohibited by law or not accepted by the Proponent's authorized receiving facility.

C. Measurement

Materials shall generally be measured by verified weight. Liquids may be measured in litres where specified in Appendix C. Fluorescent tubes shall be measured in linear feet. The Proponent shall describe any alternative measurement method and obtain the Municipality's approval before invoicing.

D. Changes to Material Scope

The Municipality may add, remove or limit a material before the event by addendum or written instruction. Where a safety or regulatory concern arises during the event, the Proponent may refuse a material after consulting the Municipality's representative.