

TENDER DOCUMENT FOR RURAL MUNICIPALITY OF HANOVER

Tender Date: August 27, 2026

Tender Close: Thursday, October 8, 2026 at NOON

**Waste, Recycling and Compost Collection and Processing Services
which includes the Districts of:
Mitchell, Blumenort, Grunthal, New Bothwell, Kleefeld and Rural Areas**



Rural Municipality of Hanover
2027-2031 Garbage, Recycling and Compost Collection/Processing Services

INVITATION TO TENDER

The Rural Municipality of Hanover is accepting tenders for the provision of waste, recycling and compost collection services in the R.M. of Hanover to serve the districts of Mitchell, Blumenort, Grunthal, New Bothwell, Kleefeld and Rural Areas.

The tender will be for a period of five years starting January 1, 2027 and ending December 31, 2031. The Contractor is to provide a detailed yearly fee schedule and has the option of including escalating rates for each year as part of the tender as well as schedule of fuel surcharges.

The Contractor is to provide services with a collection truck that has the capabilities to facilitate the use of automated bins. All solid waste/garbage must be delivered to an approved Class 1 landfill facility, all recyclables must be delivered to an approved recycling facility and all compost materials will be delivered to RM of Hanover property located at 28078 Road 29E, located 1.5 miles North of PR 205 on Road 29E.

The Rural Municipality of Hanover invites tenders for the following all-inclusive Contract:

Waste, Recycling and Compost Collection and Processing Services to Mitchell, Blumenort, Grunthal, New Bothwell, Kleefeld and Rural Areas Collection Districts

Detailed tender packages complete with specifications are available to interested Bidders on the R.M. of Hanover website, www.hanovermb.ca or at the Municipal Head Office, 28 Westland Drive, PTH 52, Mitchell, Manitoba, or Municipal Public Works Office at 25145 Road 33N, Kleefeld, Manitoba, between the hours of 8:00 a.m. to 4:00 p.m., Monday to Friday.

Completed sealed tenders must be submitted by noon on Thursday, October 8, 2026 to:

Rural Municipality of Hanover
Attention: Katie Derksen, Solid Waste Coordinator
28 Westland Drive, Mitchell, Manitoba R5G 2N9

Questions or concerns with respect to the tender can be directed to:

Katie Derksen
Solid Waste Coordinator
Phone: (204) 346-7129 ext 7129
Katie.derksen@hanovermb.ca [Emailed preferred]

Rural Municipality of Hanover
2027-2031 Garbage, Recycling and Compost Collection/Processing Services

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Rural Municipality of Hanover

2027-2031 Garbage, Recycling and Compost Collection/Processing Services

SCOPE OF WORK

The service to be provided under this Contract shall consist of the following:

- **Weekly** residential garbage collection services of curbside automated bins and disposal of materials (52 collections per year)
- **Weekly** residential recycling collection services of curbside automated bins and disposal/processing of materials (52 collections per year)
- **Weekly** residential compost collection services of curbside automated bins (within the LUD boundaries) from Spring to Fall – second week in May to end of October delivered to 28078 Road 29E (1.5 miles North of PR 205 on Road 29E) (25 collections per year)
- **Weekly** collection of 3 - 6 cubic yard Community Recycling Depot Bins (must provide bins) at Public Works Yard site: 25145 Road 33N, Kleefeld and **weekly** collection of 3 - 6 cubic yard Community Recycling Depot Bins (must provide bins) at Friedensfeld Community Centre Inc site: 32004 Road 35E, Friedensfeld) (52 collections per year x 2 locations)

Collection routes will be restructured effective January 1, 2027, and will operate on a day-cycle calendar. Any proposed modifications to the collection schedule below must be approved by the Municipality between the date of Contract award and November 13, 2026, to allow sufficient time for public notification and operational implementation.

The restructured schedule is proposed as follows:

Day 1:	Blumenort - including Aspen Dr from Center Ave South ½ mile
Day 2:	Kleefeld/Rural Kleefeld – including Roseville Dr., Jays Hallow, Matte Dr. Rd 31N between 28E and 29E, Oak Park Dr, Oak Lane, Rd 25E, Rd 35N from 25E to PR 216, Lee Dr, Kliever Dr, Hazelnut, Strawberry Lane, Garden Grove, Cloverfield Dr, Acorn Dr, Clover Lane New Bothwell - town limits only
Day 3:	Mitchell (North of PTH 52) – including all properties along PTH 52, Road 30E from PTH 52 to 38N
Day 4:	Mitchell (South of PTH 52) – including Road 30E from PTH 52 South to Rd 33N, Gilbert Lane, Rudolf St, Harmony Lane, Berg Dr, Hanover Pl, Morgan Pl, Cranberry Rd, Bluebell Rd, Hazelwood Rd, Everoak Pl, Rd 34N from 30E to 31E,
Day 5:	Grunthal – including South Ridge Dr., Rd 26E from town limits to 26N, Rd 26N from 26E to ½ mile East, Shady Lane, Green Acres Lane, Allary Lane, Lucky Lane, PR 205 from PR216 West to 25E, Rd 25E from PR 205 North ¼ mile, PR216 from 30N South to town limits, Rd 29N from PR 216 to 27E

See Schedule “A” for map of areas.

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SECTION I - INSTRUCTIONS TO BIDDERS

1. SUBMISSION OF TENDERS

Each Tender must be submitted in a sealed envelope, by mail, addressed to:

Rural Municipality of Hanover
Attention: Katie Derksen, Solid Waste Coordinator
28 Westland Drive, Mitchell, Manitoba R5G 2N9

Or in person, addressed to:

Rural Municipality of Hanover
Attention: Katie Derksen, Solid Waste Coordinator
Municipal Public Works Office at 25145 Road 33N, Kleefeld, Manitoba

Or by email, with subject line:

Tender for Municipal Garbage, Recycling & Compost Collection”, submitted by ___[Contractor name]___

Emailed to: katie.derksen@hanovermb.ca

The envelope of each tender must be clearly labeled:

“Tender for Municipal Garbage, Recycling & Compost Collection”, submitted by ___[Contractor name]___.

The tender, including all schedules, shall be submitted on the separate forms provided. The Bidder’s legal status and business address shall be disclosed. The tender shall be signed by a duly authorized official.

All inquiries and tender revisions prior to closing of tenders are to be addressed to:

Katie Derksen
Solid Waste Coordinator
Phone: (204) 346-7129 ext. 7129
[Katie.derksen@hanovermb.ca](mailto:katie.derksen@hanovermb.ca) [Emailed preferred]

2. CONTRACT COMMENCEMENT/COMPLETION

The Successful Bidder will be notified in writing of the official resolution from R.M. of Hanover Council to award the Contract on, or after October 14, 2026 . The commencement date will be January 1, 2027 and shall expire on December 31, 2031.

3. INFORMATION TO BE INCLUDED WITH TENDER

The Bidder shall submit with its tender, on the prescribed forms attached hereto and forming part of the Tender Form, the following information:

Section II – Tender Form – The Bidder shall list all the costs for services

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Section III – Bidder Qualifications - The Bidder shall give a list of previous or current work, similar in nature, scope, and value to demonstrate ability and experience to perform this work.

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

Section V – Equipment - The Bidder shall specify the type and quantity of equipment in first class working condition that the Bidder proposes to employ for waste, recycling and compost collection. The Bidder shall specify any similar equipment in first class working condition that the Bidder is prepared to employ "In Reserve" if directed by the CAO.

4. INSURANCE / OTHER REQUIREMENTS

That the Contractor shall, at no cost to the Municipality, adequately insure all vehicles and equipment used and required to perform the work. Evidence of coverage must be provided to the Municipality prior to commencing work.

The Contractor is required to obtain Comprehensive General Public Liability coverage with limits of not less than \$2,000,000.00 *per occurrence or incident*. The policy must name the Rural Municipality of Hanover as an additional insured in respect of all matters associated with the Contract and will protect the Municipality in respect of any and all claims arising directly or indirectly as a result of the Contract. Coverage must include bodily injury, death and property damage, including loss of use thereof and shall not have a deductible that exceeds \$500.00. Prior to the Contractor beginning work for the Municipality, a Certificate of Insurance must be provided in advance, to the Municipality. Prior to the termination of such coverage, the Insurer must notify the Municipality of the date of termination. Upon renewal of the policy, the Insurer will provide an updated Certificate to the Municipality.

The Contractor shall be registered in good standing with Worker's Compensation Board and provide proof satisfactory to Council as well as comply with all applicable Workplace Safety and Health legislation and regulations.

5. DISCREPANCIES, OMISSIONS

Prospective Bidders finding discrepancies in, or omissions from the Contract documents, or having any doubt as to the meaning or intent of any part thereof, shall notify the Solid Waste Coordinator in writing via email as soon as possible. Written instructions or explanations will then be communicated back.

Questions and requests for clarification must be submitted no later than five (5) business days prior to Tender closing.

6. EXAMINATION OF SERVICE AREAS

All potential Bidders shall familiarize themselves with the extent of work expected before sending in their Tender and make themselves thoroughly acquainted with Municipal facilities and obtain for themselves any and all information that may be necessary for the proper performance of the Contract. The Bidder

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shall ensure that all employees assigned to this Contract are familiar with the roads, streets, and collection routes within the R.M. of Hanover.

7. ADDENDA

Addenda, bulletins or corrections issued during the time of tendering are to be included in the Tender and shall become a part of the Contract.

8. TENDER CLOSE

The tendering period shall end at **NOON, Thursday, October 8, 2026**, or at an extended time and date specified in written notice.

9. 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 R.M. prior to the time specified for opening Tenders.

10. OPENING TENDERS

Tenders shall be opened publicly at 1:30 p.m. Thursday, October 8, 2026 by the CFO and Solid Waste Coordinator at the Municipal Public Works Office located at 25145 Road 33N, in Kleefeld, Manitoba. Bidders are welcome to attend the regular council meeting of October 14, 2026 at which the contract will be officially awarded.

11. TENDER EVALUATION

No Contract shall be awarded to any Bidder who, in the judgement of the R.M., is not a responsible Bidder or does not have all the necessary experience, capital, organization and equipment to perform the work in strict accordance with the terms and provisions of the Contract

The R.M. reserves the right to evaluate tenders on the basis of criteria of its own choice, in its sole discretion, whether previously disclosed to Bidders or not, provided only that the reasons for selection of a tender shall not be frivolous, irrelevant or malicious. In evaluation of tenders the R.M. may, but is not obligated to, consider previous or on-going disputes from other Contracts, with a Bidder.

12. ACCEPTANCE OF TENDERS

The R.M. reserves the right to reject any or all Tenders, to waive irregularities and informalities at his discretion and to accept the Tender which the R.M. deems to be in its best interest. Late, incomplete or unsigned Tenders may be rejected at the sole discretion of the R.M. The lowest Tender will not necessarily be accepted. The Bidder agrees that their Tender is to continue open to acceptance and irrevocable for thirty (30) calendar days and that the R.M. may, at any time within thirty (30) days of the date of the tender closing, accept this tender, whether any other tender has been accepted or not. The R.M. reserves the right to negotiate at the time of acceptance, with the lowest Bidder only, for a lower tender price, or for the removal from the tender of qualifying conditions, or both. No action of the R.M. other than a written Notice of Acceptance shall constitute acceptance of a Tender.

13. BASIS OF TENDER

Prices tendered shall be gross prices including, but not limited to, all applicable duty, fuel, freight, cartage, Federal and Provincial Taxes, and all other items incidental to completing this Contract, except

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Goods and Services Tax (GST) which shall be extra where applicable. If a discrepancy is found between the unit price and an amount, the unit price shall be considered as representing the intention of the Bidder, and the R.M. will recalculate the amount. The addition of the amounts will be corrected, and a corrected tender amount and Contract price will be established.

If a discrepancy is found between the sum of the corrected amounts and the tender price shown, the sum of the amounts, as corrected shall be deemed to represent the intent of the Bidder.

14. PRICES AND PAYMENT

The Bidder shall provide a price for each item of work identified in Section II - Tender Form. The work shall be measured and paid for on a unit price basis. The units to be measured and paid for shall be as identified on Section II - Tender Form. The quantities listed on Section II - Tender Form are to be considered approximate only. The R.M. will use the said quantities for the purpose of comparing bids. The quantities for which payment will be made to the Contractor are to be determined by the actual work performed and completed by the Contractor. The unit prices shall exclude Goods and Services Tax (GST), which shall be extra where applicable.

Any Work required that does not have an identified unit price shall be considered extra Work. All extra Work, including associated pricing, must be approved in writing by the Municipality prior to commencement.

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SECTION II - TENDER FORM

Collection Service	A Estimated Number of Pick Ups¹	B Cost / Pick Up²	C Collections/Year	D Total Annual Cost D = A x B x C
Garbage Collection + Processing	4103	\$ _____	52	= \$ _____
Recycling Collection	4103	\$ _____	52	= \$ _____
Compost Collection + Drop off to location (no processing)	1409	\$ _____	25	= \$ _____
Total Annual Costs for Collections				= \$ _____
	Number of Units	Unit Price	Unit	
Processing Fee for Recyclables	577 tonnes (2025)	\$ _____	Per tonne	= \$ _____
Total Annual Costs for Collection + Total Annual Processing Fee for Recyclables				= \$ _____
GST @ 5%				= \$ _____
Grand Total				= \$ _____

¹ Subject to change as new customers are included. Current units are based on information as of May 14, 2026.

² Cost/Pick Up refers to the price for service provided per each unit

³ Based on 2025 processed weight

Location	A Number of Bins	B Cost/Bin/Pick Up	C Collections /Year	D Total Annual Cost D = A x B x C
Public Works Community Recycling Depot Site	3	\$ _____	52	= \$ _____
Fridensfeld Community Centre Inc. Community Recycling Depot Site	3	\$ _____	52	= \$ _____
Total Annual Costs for Community Depot Collections				= \$ _____
GST @ 5%				= \$ _____
Grand Total				= \$ _____

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2027-2031 Garbage, Recycling and Compost Collection/Processing Services

SECTION II - TENDER FORM (continued)

I / We, _____

BIDDER - LEGAL COMPANY NAME

the undersigned, having examined the invitation and instructions to Bidders and the Contract documents for performance of the Works for Tender October 8, 2026 offer to perform the Works in conformity with the said documents and to enter into an agreement according to the terms and conditions set out within this tender package, in consideration of the sum arrived at as may be ascertained in accordance with said documents.

SEAL OR WITNESS

BIDDER – AUTHORIZED SIGNING OFFICER (Print)

DATE

BIDDER – AUTHORIZED SIGNING OFFICER

MAILING ADDRESS: _____

EMAIL: _____

PHONE: _____

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2027-2031 Garbage, Recycling and Compost Collection/Processing Services

Section III - BIDDERS QUALIFICATIONS

STATEMENT OF EXPERIENCE IN SIMILAR WORK

Years in Operations: _____

Number of Employees: _____

Year	Description of Contract	For Whom Work Was Performed	Contact Name Contact Number	Value

Name of Bidder

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Section IV - SUBCONTRACTORS

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

Description of Work	Subcontractor	Address

Name of Bidder

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Section V - EQUIPMENT

Specify each truck and type available for collection. The Bidder shall identify backup equipment available in the event of mechanical breakdown or emergency service interruption. If more than 4 collection vehicles, use additional Section V – Equipment sheets and clearly mark vehicle #5, #6, etc.

Equipment for **RESIDENTIAL WASTE COLLECTION**

Detail	Vehicle #1	Vehicle #2	Vehicle #3	Vehicle #4
Year/Make/Model				
Capacity				
Legal Load Limit				
License Plate #				

Equipment for **RESIDENTIAL RECYCLING COLLECTION**

Detail	Vehicle #1	Vehicle #2	Vehicle #3	Vehicle #4
Year/Make/Model				
Capacity				
Legal Load Limit				
License Plate #				

Name of Bidder

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Section V - EQUIPMENT (continued)

Equipment for **RESIDENTIAL COMPOST COLLECTION**

Detail	Vehicle #1	Vehicle #2	Vehicle #3	Vehicle #4
Year/Make/Model				
Capacity				
Legal Load Limit				
License Plate #				

Equipment for **COMMUNITY COMPOST DEPOT COLLECTION**

Detail	Vehicle #1	Vehicle #2	Vehicle #3	Vehicle #4
Year/Make/Model				
Capacity				
Legal Load Limit				
License Plate #				

Name of Bidder

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DEFINITIONS, CONDITIONS & SPECIFICATIONS

- 1) Wherever the term “R.M.” is used throughout these specifications, it shall be defined as the “Rural Municipality of Hanover”
- 2) Payment shall be made monthly following submission and approval of invoices.
- 3) The Contractor shall provide information on holiday scheduling (if needed) annually prior to October 31 of each given year should the need arise.
- 4) The Contractor shall notify the Municipality of any new customers added to the collection service that were not previously identified by the R.M.
- 5) Work hours will normally be conducted between the hours of 7:00 a.m. to 7:00 p.m., Monday to Friday, as per the approved days of waste and recycling collection. **There shall be no collection activity in all school zones (areas marked in green on “Schedule A Maps of Service Areas”) between the hours of 8:00 a.m. – 9:30 a.m. and between the hours of 3:00 p.m. – 4:30 p.m.**
- 6) The Contractor shall immediately clean and properly dispose of any waste, recycling or compost material spilled during collection operations.
- 7) The Contractor shall ensure equipment is operated in accordance with applicable laws and regulations under the Manitoba Highway Traffic Act, and shall be responsible for any damages, including overhead utilities.
- 8) This contract can be terminated by either party with 60 days written notice. The contract shall be subject to cancellation at any time without notice due to failure on the part of the Contractor to perform and observe any of the conditions, covenants or agreements herein. Repeated service deficiencies, missed collections, safety violations, or failure to comply with Contract requirements may constitute default under the Contract.
- 9) The Contractor shall not transfer, assign, or allow another party to assume responsibility for this Contract, in whole or in part, without the prior written consent of the R.M. The intent of this provision is to ensure that the Work is completed by the Contractor originally approved and awarded the Contract by the R.M.
- 10) Should the Government of Manitoba approve a Transition Plan to implement full Extended Producer Responsibility (EPR) and should the Municipality’s transition date occur during the term of this Agreement, the Municipality reserves the right, at its discretion, to assign or transfer the residential recycling portion of this Agreement to Multi-Material Stewardship Manitoba (MMSM), or such organization designated by the Government of Manitoba to administer residential recycling services.

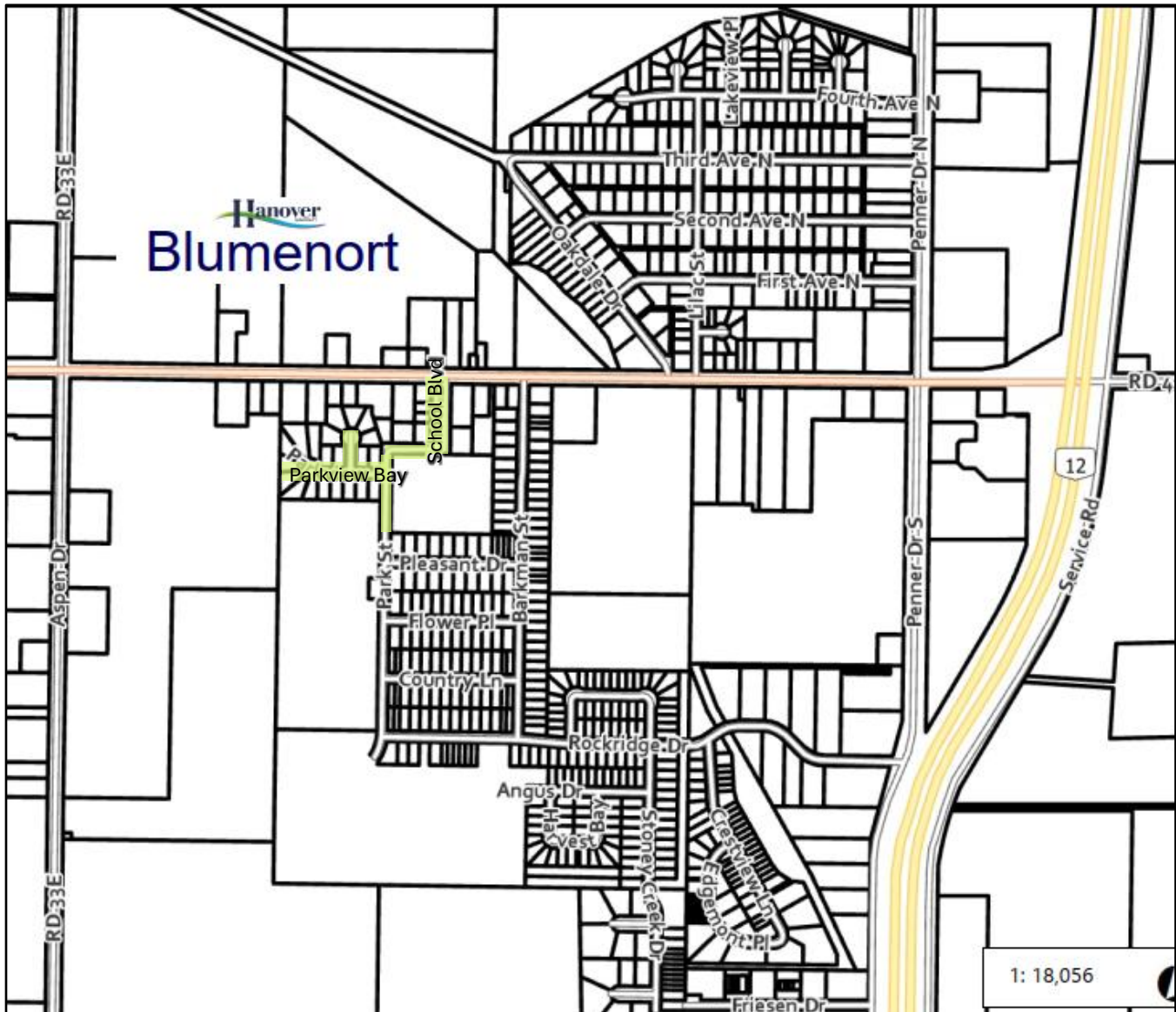
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- 11) The Contractor shall be fully responsible for any claims, damages, losses, or legal actions arising from or related to the Contractor's performance of the Work under this Contract, and agrees to indemnify and hold harmless the R.M. from any resulting liability, costs, or expenses.
- 12) The Contractor shall comply with all instructions and regulations imposed by the R.M. or the Province of Manitoba in connection with the manner in which the Contractor shall carry out this contract.
- 13) The Contractor acknowledges that the Municipality may implement future changes to waste, recycling, and compostable materials management systems during the term of the Contract. The Contractor shall reasonably cooperate with and adapt to approved operational changes required to support the Municipality's Waste and Recycling Management Plan.
- 14) The Municipality is responsible for providing curbside automated collection bins (waste, recycling and compost) to residents. Any repairs or replacement bins will be provided by the Municipality.
- 15) All MMSM Mandatory Materials are to be collected by the Contractor and no scavenging shall be permitted.

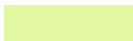
END OF TENDER DOCUMENTS

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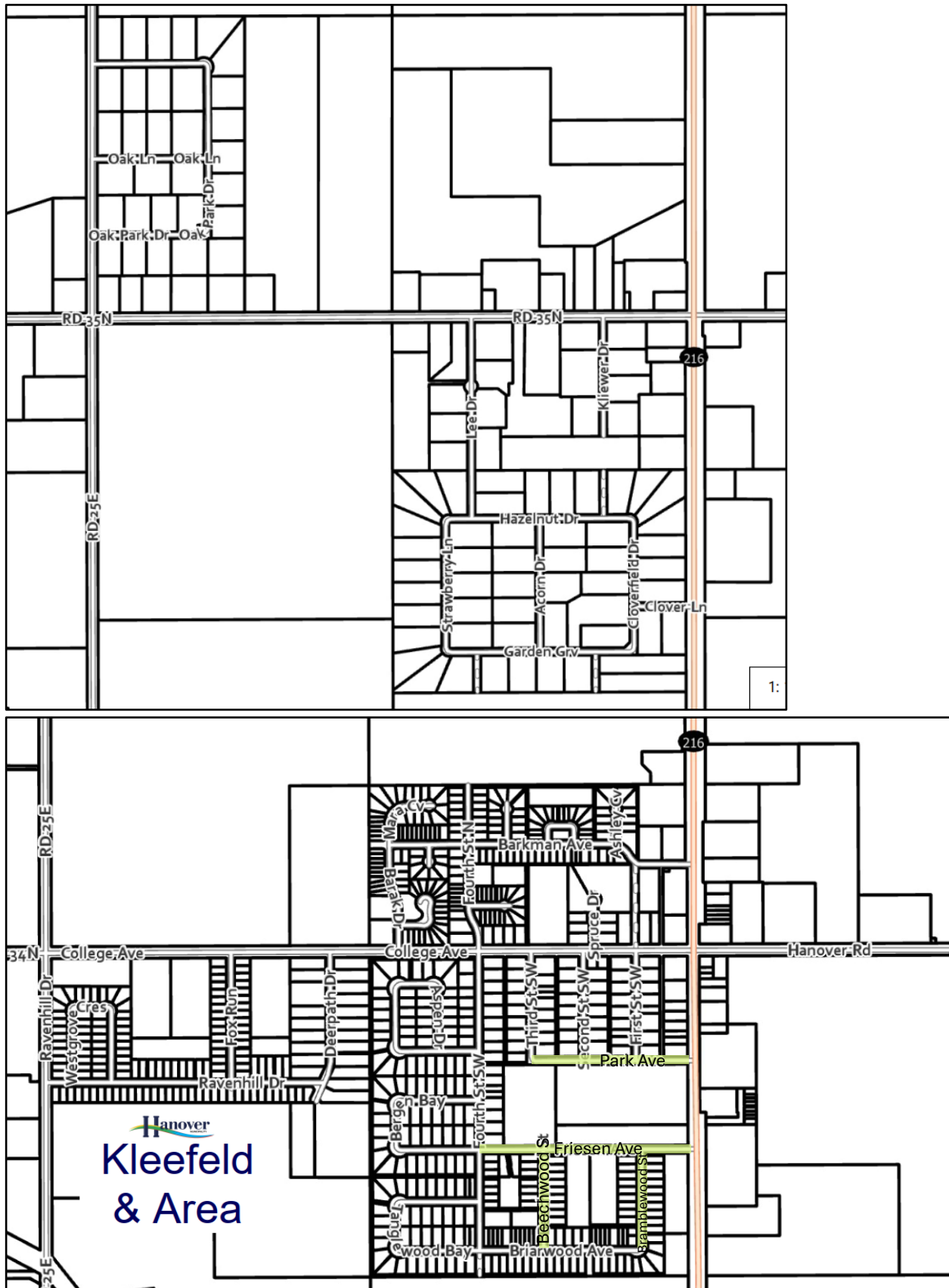
SCHEDULE "A"
MAP OF SERVICE AREAS



School Zone Areas

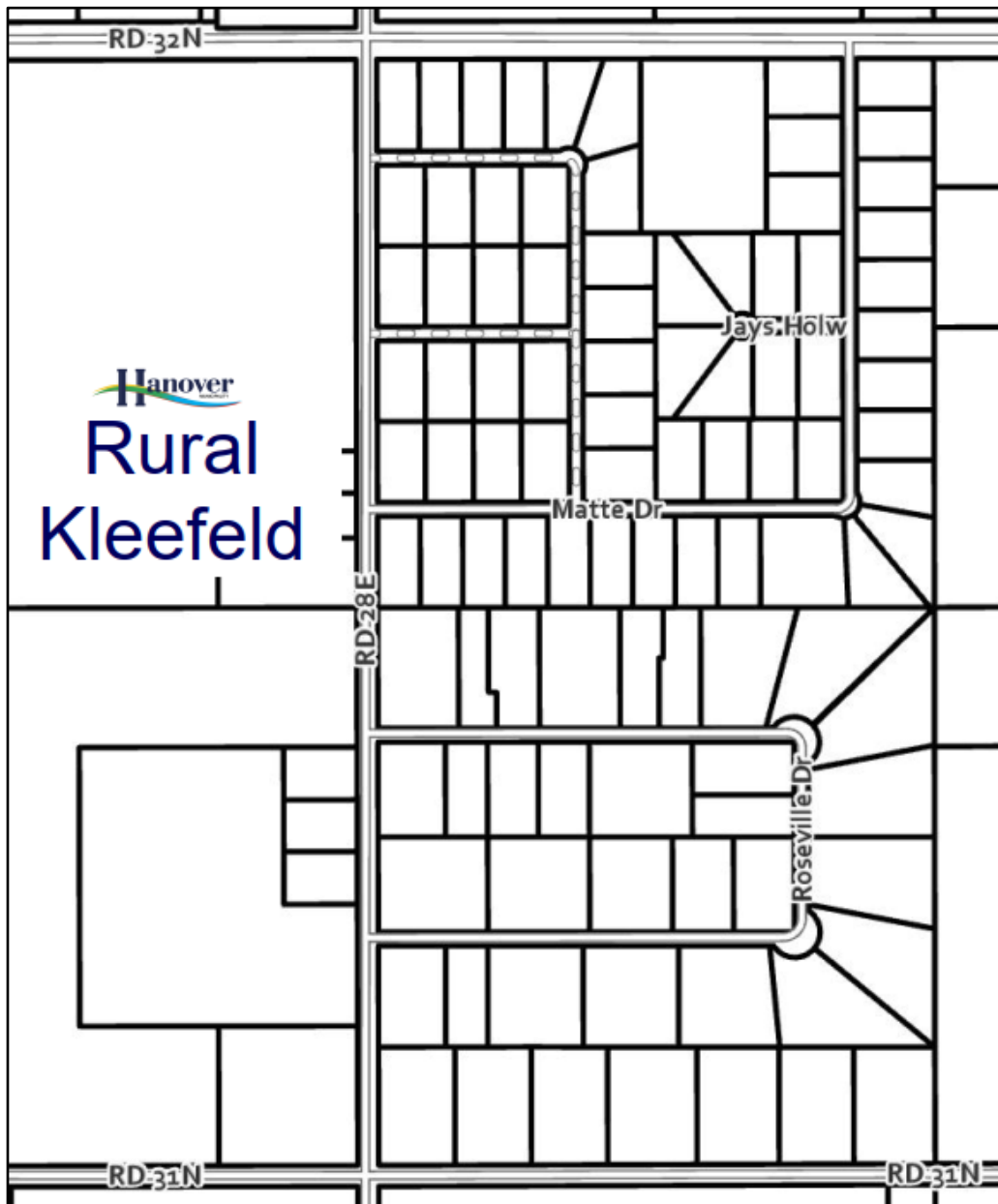


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School Zone Areas

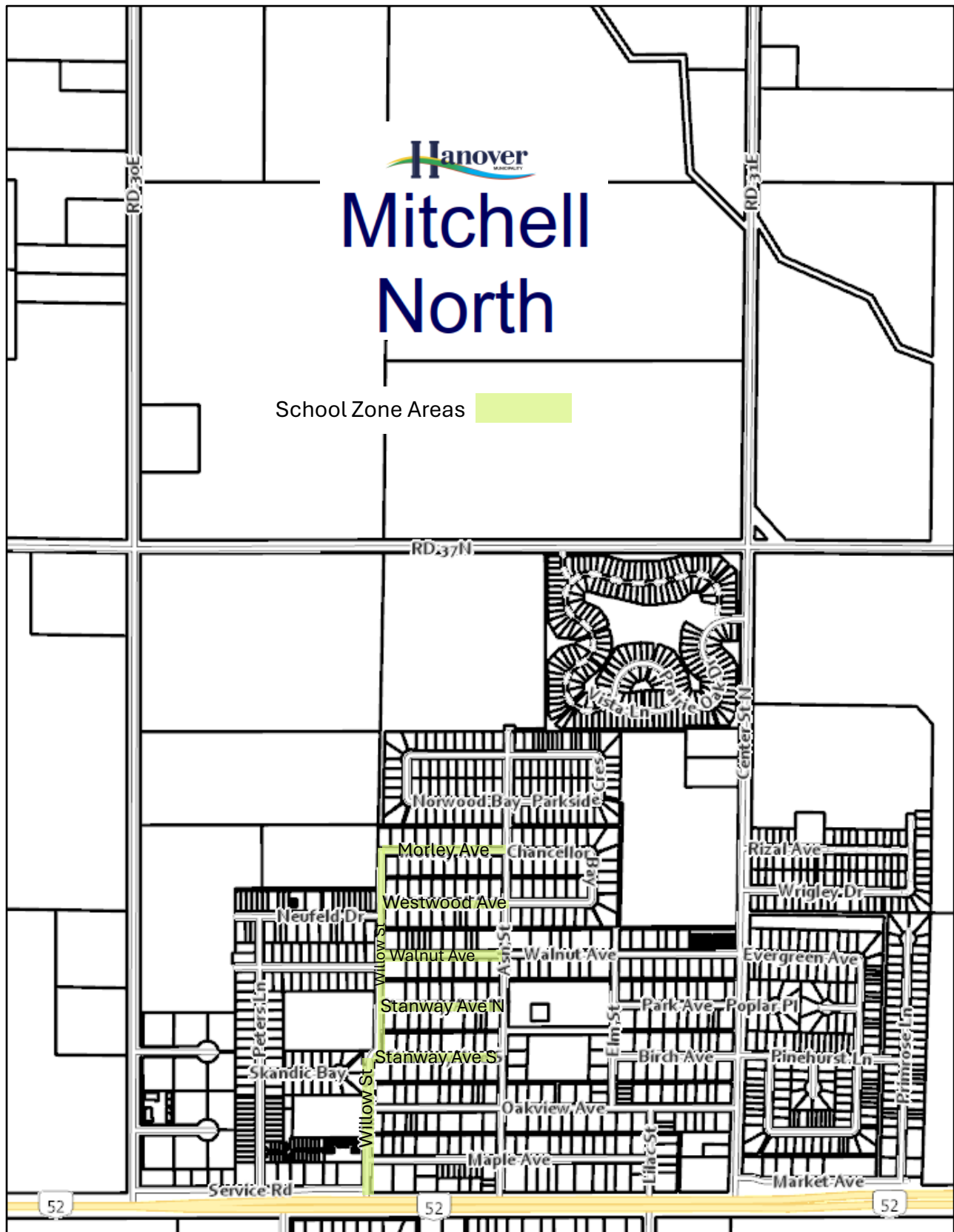
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The map displays the New Bothwell area with the following streets and features:

- Streets:** Crown Valley Rd W, Crown Valley Rd E, Industrial Dr, Service Road, Elm St, Park Ave, George St, Fernwood Way, Fairfield Ln, Feathertail Way, Banman Dr, Falcon Dr, Sunset Dr, and Sara Ave.
- School Zone Area:** Indicated by a green shaded region in the upper right portion of the map.
- Other Features:** A yellow rectangular area is located near the intersection of Crown Valley Rd E and Industrial Dr.

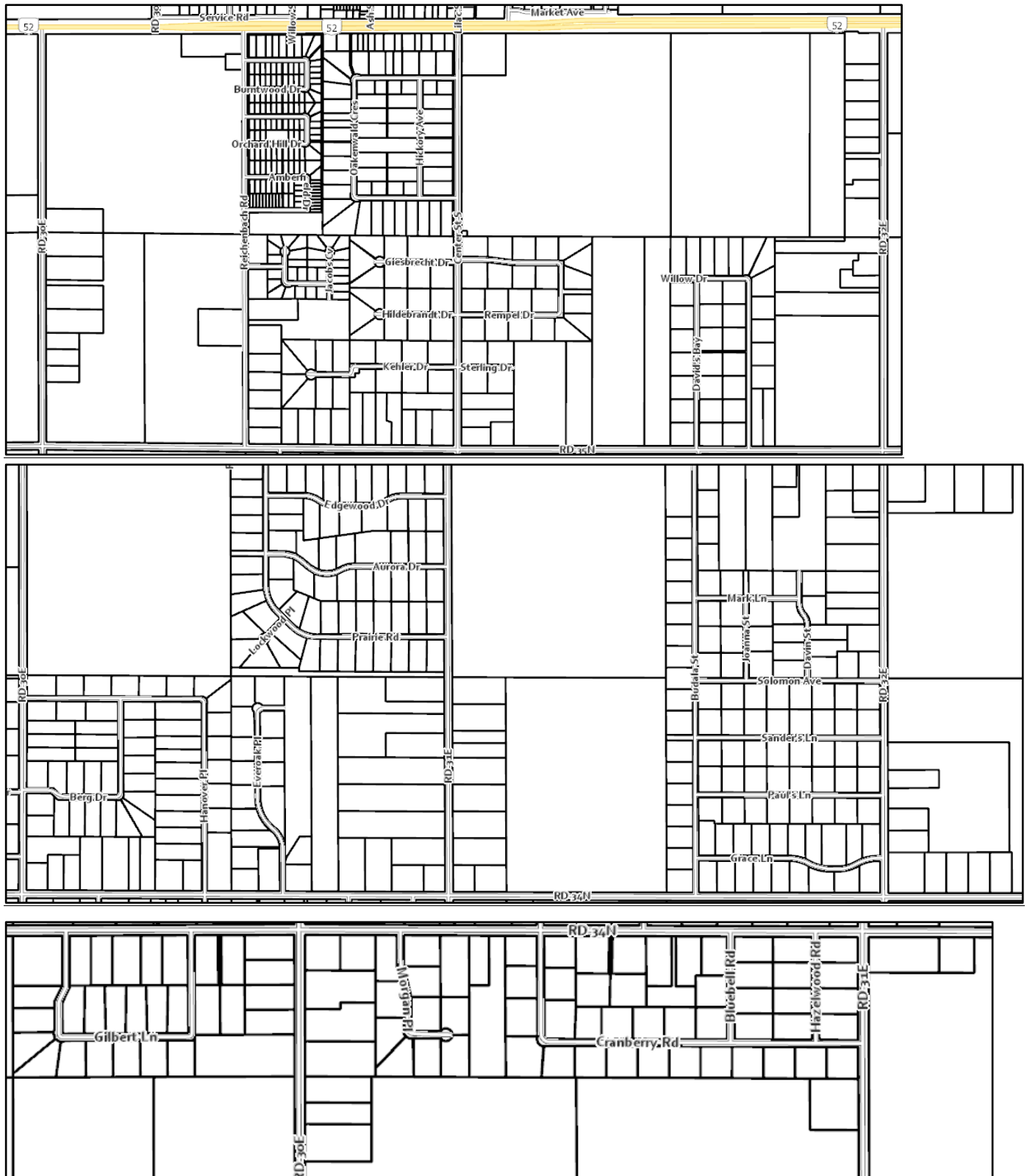
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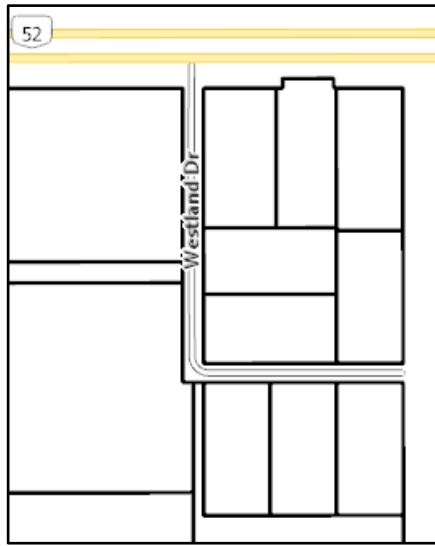
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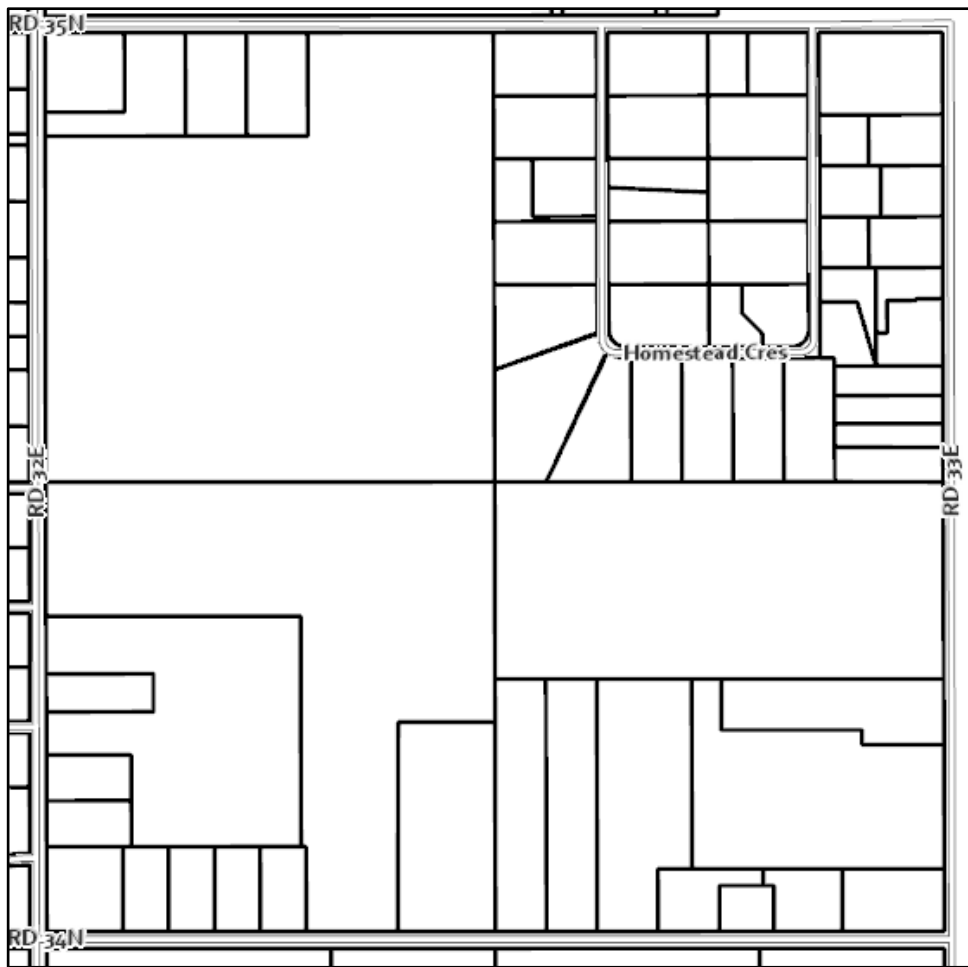
Mitchell South (1)



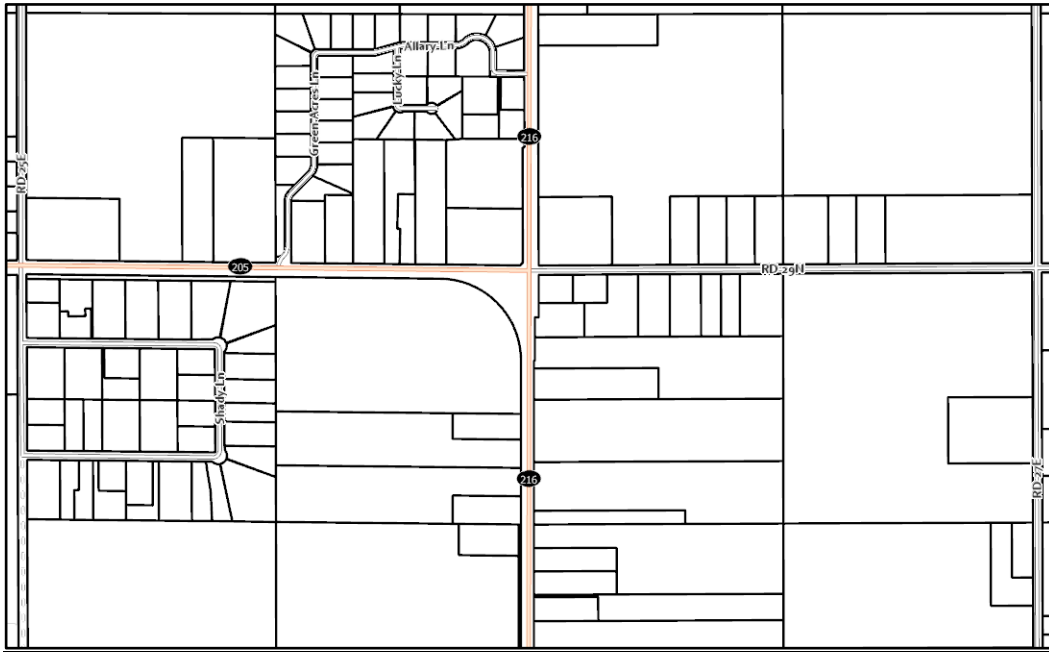
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Mitchell South (2)



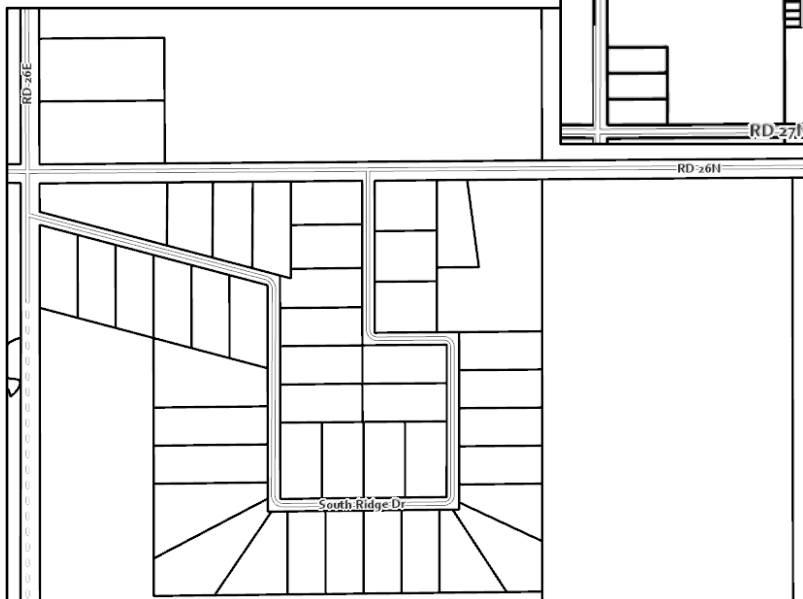
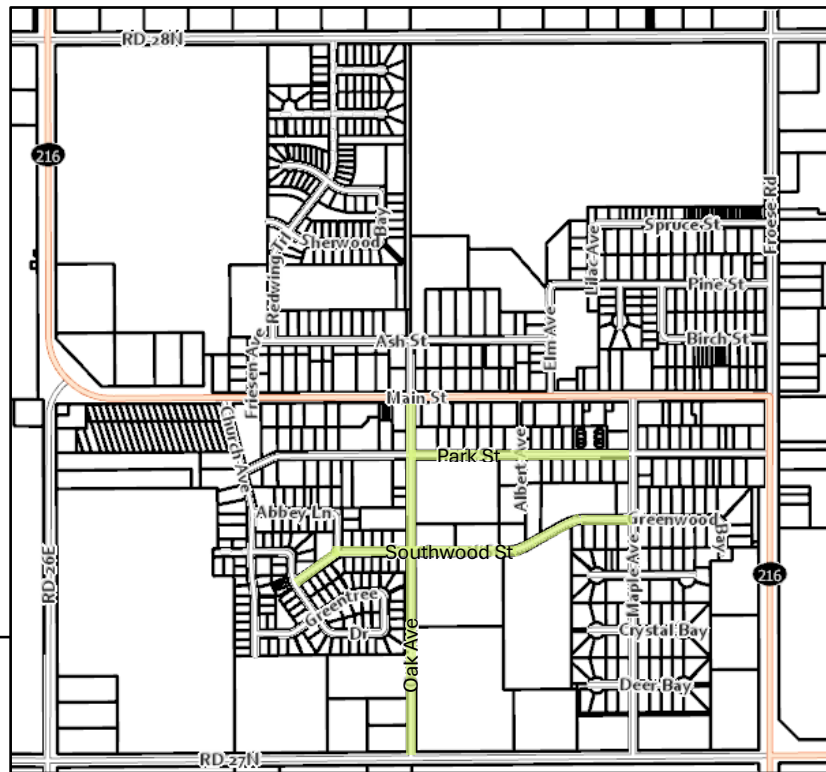
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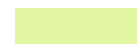
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Grunthal & Area



School Zone Areas



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