



**REQUEST FOR PROPOSAL (RFP # PW2019-01)**

**(RESIDENTIAL AND COMMERCIAL GARBAGE,  
RECYCLING, YARD WASTE COLLECTION SERVICES  
AND TRANSFER STATION OPERATION)**

**1. Invitation to Submit a Proposal**

The District is seeking innovative proposals from the waste and recycling management industry to provide residential and commercial curbside garbage, recycling, organics, and yard waste collection services for a period of five (5) years (with an option to review for another period of five (5) years). In addition, we are seeking proposals to operate the District's Transfer Station, as a related service, for a period of five (5) years (with a potential option to review for another period of five (5) years) that will commence in 2019.

**2. Submission Details**

- a. Proposals must be submitted by Proponents **in a sealed package, marked "confidential" no later than 1:00 pm local time March 25, 2019** to the following address:

**REQUEST FOR PROPOSAL (RFP#PW2019-01)**

**RESIDENTIAL AND COMMERCIAL GARBAGE, RECYCLING, YARD WASTE  
COLLECTION SERVICES AND TRANSFER STATION OPERATION**

**Attention: John Fortoloczky, CAO**

**District of Hope**

**325 Wallace Street**

**Hope, BC V0X 1L0**

- b. The District reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.
- c. The District reserves the right to reject any or all proposals and to accept the proposal deemed most favorable to the interests of the District.
- d. The District will not entertain any claims for costs related to the preparation and/or presentation of the proposals.
- e. The District is NOT contractually bound to any matters until such time as the District has negotiated a **separate contract** that is totally independent of the RFP process.

**\* PROPOSALS WILL NOT BE OPENED IN PUBLIC \***

*Queries should be submitted in writing to:*

District of Hope

Attention: Mr. John Fortoloczky, CAO

E-Mail: [cao@hope.ca](mailto:cao@hope.ca)

### 3. Introduction

The District is requesting proposals for residential and commercial garbage, organics, recycling, yard waste collection services, along with transfer station operation. Worth noting is the District participates in the Recycle BC program where curbside residential recycling is collected and delivered to a collection point. What will be an added requirement is to undertake the segregation and diversion of organics from the waste stream as required by the Regional District and its Solid Waste Management Plan. Rather than going through the regular tendering process, we are using this Request for Proposal (RFP) so that Proponents have an opportunity to propose innovative collection techniques which will result in any of the following, or combination thereof:

- a. Enhanced service to District residents;
- b. Maximum waste diversion;
- c. Residential and Commercial organics source separation and diversion;
- d. Fewer negative environmental impacts;
- e. Compliance with the Fraser Valley Regional District Solid Waste Management Plan, Ministry of Environment, and WorkSafe BC regulations/requirements; and
- f. Cost savings to the District.

Proponents are invited to make more than one (1) proposal. It is recommended, but not required, that Proponents use the existing system as a base level benchmark and add additional proposals offering innovative waste collection systems.

The following is a list of the types of proposals which may be considered by the District: co-collection, varying collection frequencies, and innovative diversion strategies.

The Proponent may be invited to enter into a formal Contract with the District upon acceptance of his/her proposal. The terms of the Contract shall include all of the minimum performance standards, contractual requirements and other requirements outlined herein plus the specific terms negotiated pursuant to the pricing and details of the accepted proposal.

If a Proponent intends to use transfer or storage facilities for residential/commercial garbage, or yard waste materials, the proposal must specify the location and a general description of these facilities. The Contractor will be completely responsible for all costs associated with acquiring and upgrading any site to provide the necessary facilities. Collected material may be taken to the Hope Transfer Station. Solid waste could be redirected at some point during the term of the contract.

Proponents will be required to provide a quotation for five (5) years for each of the Options they choose to bid on. The quotation will be for the cost of providing the collection service and will include any tipping/processing fees for the residential/commercial garbage, recycling collection and transfer fees, organics collection, yard waste collection, and operation of the Hope Transfer Station.

### **3. RESIDENTIAL CURBSIDE GARBAGE, ORGANIC, RECYCLING AND YARD WASTE COLLECTION**

The Proponent will propose a response to curbside residential collection for the District.

#### **3.1 RESIDENTIAL CURBSIDE GARBAGE AND YARD WASTE COLLECTION**

Residential curbside garbage and yard waste pick up is limited to all single-family dwellings, smaller multi-family dwellings (e.g. duplexes, up to six townhouses) and larger strata-titled multi-family complexes.

Service must be available to new residential units as they are built.

Service can be provided once per week but may differ if combined with other options proposed as per this RFP. Current residential containers are of the hand loading type (i.e not for mechanical loading) and do not exceed 80 litres in volume. They are resident supplied. There are currently weekly two bag or two container limits each for residential curbside garbage and yard waste.

Should the proponent propose different bins, automated collection, etc., then specific cost and ownership models must be detailed and will be included in the proposal.

There are currently 2736 residential curbside collection customers in the District.

All residential garbage and yard waste must be delivered and processed at a facility authorized by the Fraser Valley Regional District Solid Waste Management Plan and by any competent Provincial/State and Municipal/Regional governments.

Copies of appropriate weigh bridge (scale house) receipts must be provided to the District.

#### **3.2 RESIDENTIAL ORGANICS COLLECTION**

The Regional Solid Waste Management Plan (SWMP) and the Fraser Valley Regional District Bylaw No. 1495, 2018 will make mandatory separation, handling and diversion of household organics as of April 1, 2020. The Proponent is expected to propose a solution for this added service, keeping in mind the RFP evaluation criteria above.

Any response must include suggested additional containers and any changes required to other equipment or processes that are to change (e.g. mechanical bin tipping versus manual).

#### **3.3 RESIDENTIAL CURBSIDE RECYCLING**

Residential curbside recycling is currently being picked up weekly and is in accordance with the Recycle BC program and its recycling program requirements. It is single stream for all recyclables. Glass is excluded. Proponents are encouraged to also propose options for glass collection and transfer. Currently residents drop off glass at central collection points. Current recycling collections is weekly but other pick up schemes may be considered if a benefit is recognized by the District.

Materials accepted in the current Recycle BC program must continue to be collected and transferred as per their requirements. The current authorized Receiving Facility is Emterra Environmental located at 44255 Yale Road, Chilliwack, BC. Proposals must also reflect the ability to add any other types of recycling material as per the SWMP.

There are no limits to recycling quantities and there are currently 2736 residential curbside recycling accounts. All residential curbside recycling materials must be delivered and processed at a facility authorized by the Fraser Valley Regional District Solid Waste Management Plan and by any competent Provincial/State and Municipal/Regional governments.

Copies of appropriate weigh bridge (scale house) receipts must be provided to the District.

#### **4. COMMERCIAL GARBAGE AND RECYCLE COLLECTION**

The Proponent will propose a response to curbside commercial collection for the District.

The District has 231 commercial accounts.

The Contractor is expected to provide bins and be responsible for the operation and maintenance of the bins. The bins must be pressure washed and service at least semi-annually per the duration of the contract. The Contractor is responsible for the cost of repairs of any damage to the bins caused by the operations of their collection vehicles.

Copies of the appropriate weigh bridge (scale house) receipts must be provided to the District along with collection reports and new bin placement. The Contractor shall keep daily statistics by route on the number of units who have placed commercial garbage and recycling material out for collection including new bin placement. The contractor shall also keep statistics on the aggregate weight of commercial garbage and recycling materials taken to their respective processing facilities. The Contractor shall submit, along with his/her monthly invoice, a report containing a summary of the above noted statistics for the entire month of collection. The form of the report shall be subject to the District's approval.

The District has not contracted with Recycle BC for the collection and delivery of recyclables from industrial, commercial or institutional (ICI) account holders. It may decide to do so in future as per its residential customers.

The Proponent may submit an alternate innovative proposal in place of the current system in place now.

The District reserves the right to discontinue the collection of commercial solid waste and recyclables.

#### **5. TRANSFER STATION OPERATIONS**

The Proponent will include a proposal for transfer station operations. The District only operates one transfer station and site visit(s) can be arranged with prior notice. Attached as Schedule 2. is a redacted copy of the current contract to provide proponents with the current contractor requirements.

The Proponent may submit alternate innovative proposals in place of the current system.

#### **6. Proposal Requirements**

**Only complete submissions** will be accepted. Partial submissions will not be considered. Submissions may be revised by written amendment, delivered before the Closing Date.

Should the proponent consider additional services and materials appropriate, it should be recommended in their proposal. The Proponent is to cost these additional items and or/ services separately.

## 7. Fees

The proposed fee schedule for the work is to be submitted along with the work program. The rates and total fees must be identified in the fee schedule.

Any anticipated expenses are to be identified in the proposal. The fee proposed will be considered the maximum upset fee by the District, and any expenditures beyond that amount will require approval by the District, and will only be considered for increases in the scope of work proposed by or agreed to in advance by the District.

## 7. Payment

Payment for the work will be made upon completion of the work, satisfactory to the District, or as otherwise negotiated.

## 8. Evaluation and Selection Criteria

The Request for Proposal is used to select a Proponent, who will have demonstrated a capability to commence and complete the work described within the time frame specified and according to the following criteria, provided that this list is not exhaustive, or set out in any particular order of priority.

Proposals shall be evaluated to determine the best value offered to the District using the following criteria:

- The Respondent must have or be able to have, prior to commencement of the project, a valid and current District of Hope Business License.
- The respondent must carry a minimum of \$5,000,000 liability insurance.
- The respondent must be in good standing with Worksafe BC and be able to provide a clearance letter.
- The Respondent's business and technical reputation and capabilities and the experience of its personnel.
- The Respondent's ability and reputation in adhering to Recycle BC contracted obligations by municipalities.
- Methodology and approach (understanding of service objectives and outcomes).
- Resources and pricing structure (staff, equipment).
- The Respondent's financial capability to undertake the Project.
- Proposal is clear and logical and shows value for money to the District and demonstrates capabilities that make his/her services uniquely qualified to provide the requested services including any innovative approaches successfully used with other clients.

## 9. Clarification of this Request for Proposal

This is a request for proposals only and will not give rise to a Contract "A" (bid contract). The District is free to negotiate with any of the proponents and that as a result of the negotiation process, the District is not required to treat all proponents equally. This request for proposal process is NOT a tendering process. No legal relations are intended to arise from the RFP process. The District is NOT contractually bound to any matters until such time as the District has negotiated a **separate contract** that is totally independent of the RFP process.

If a Proponent has any questions about the contents of the RFP, or about any matters relating to it the question must be directed via email, and not orally, to the District's representative at [cao@hope.ca](mailto:cao@hope.ca) before **4:30 pm March 11, 2019**. The District's representative will answer all questions via email, and will issue a copy of all questions and answers as addenda to each proponent. The RFP process forms complex legal obligations. Any information obtained from any source other than the District Representative is not official and should not be relied upon. Any uncertainty regarding the process, therefore, must be referred to the District Representative.

## 10. District Representative

The District's representative on this project is Mr. John Fortoloczky, and all inquiries related to this 'Request for Proposal' are to be directed to:

John Fortoloczky  
Email: [cao@hope.ca](mailto:cao@hope.ca)

## 11. Notice to Proponents

### a. Liability

The proponents shall ensure that the District, its officers, employees and committee members, are saved harmless from any liability whatsoever arising out of proponent's performance or non-performance of the term of this Proposal.

### b. Proponent Responsibilities in Submitting Proposals

Each Proponent is solely responsible for the risk and cost of preparing and submitting its proposal in response to this RFP and neither the District nor its officials, employees, committee members, or Proponents (including the District's representative) are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost.

By submitting its proposal to the District, each Proponent represents and warrants to the District that the information in its proposal is accurate and complete. This RFP does not impose on the District any duty of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. Unless the District is expressly permitted or required by this RFP to "act reasonably", the District is entitled to act in its sole, absolute and unfettered discretion.

### c. Confidentiality and Freedom of Information of Proposals

All submissions submitted to the District become the property of the District, and the information in Submissions will be disclosed as necessary to carry out the RFP process or as required by law, including the Freedom of Information and Protection of Privacy Act. That Act creates a right of access to records in the custody or under the control of the

District, subject to the specific exceptions in that right set out in the Act. The District will receive all proposals submitted in response to this RFP in confidence, including for the purposes of s.21 of that Act. In light of the right of access to information created by that Act, the District does not guarantee that information contained in any proposals will remain confidential if a request for access in respect of any proposal is made under the Act. Any information the proponent considers 'personal information' because of its proprietary nature should be marked as "confidential" and will be subject to appropriate consideration as defined by the act.

Proponents are required to keep their proposals confidential and must not disclose their proposals, or information contained in them, to anyone else without the prior written consent of the District.

#### **d. Waiver and Allocations of Risk**

The District accepts no responsibility or liability for the accuracy or completeness of this RFP (including any schedules or appendices to it) or of any recorded or oral information communicated or made available for inspection by the District (including through the District's representative or any other individual) and no representation or warranty, either express or implied, is made or given by the District with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and liability connected with reliance by any Proponent or any other person on this RFP or any such information as is described in this paragraph is solely that of each Proponent. Each Proponent acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting, and other advice with respect to the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal to the District is deemed to have released the District from, and waived, any action, cause of action, claim, liability, demand, loss, damage, cost or expense, of every kind, in any way connected with or arising out of the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this RFP, and of the project, and to prepare and submit its proposal.

#### **e. Closing Date for Proposals**

The closing date for proposals will be **1:00 p.m. on March 25, 2019**. All proposals must be clearly marked with the name and address of the proponent and the 'Request for Proposal' title. Late proposals will not be accepted.

