



REGIONAL
DISTRICT
OF NANAIMO

SOLID WASTE SERVICE

**RECYCLABLE MATERIALS
REQUEST FOR QUOTATION**

REGIONAL LANDFILL



Beyond Recycling

DATE ISSUED:

December 8, 2016

CLOSING DATE:

January 10, 2017

Table of Contents

1 INTRODUCTION1

2 SPECIFICATIONS AND GENERAL SCOPE1

3 SUBMISSION2

4 SCOPE OF WORK.....2

5 GENERAL.....3

6 ACCEPTANCE OF PROPOSALS3

7 FORMAT.....4

8 EVALUATION.....4

9 INTERPRETATION.....4

10 SELF-RELIANCE.....4

11 LIABILITY INSURANCE AND BONDING5

 11.1 Indemnification 5

 11.2 Insurance 5

 11.3 Risk Management..... 5

12 COMMUNICATIONS WITH REGIONAL DISTRICT5

13 CONFIDENTIALITY5

APPENDIX “A” QUOTATION/SCHEDULE FORMS

ATTACHED

1 INTRODUCTION

The Regional District of Nanaimo (Regional District) is seeking quotations from qualified Proponents to provide bins for recyclable materials at the Regional Landfill (RL) at 1105 Cedar Road in Nanaimo; and to haul recyclables to a licensed recycling facility within the Regional District for a thirty-six (36) month period starting no later than February 1, 2017.

The Regional Landfill produced 39 tonnes (1 tonne – 1000 kilograms) of recyclable materials and 135 tonnes of corrugated cardboard in 12 months (Dec 2015 – Nov 2016).

2 SPECIFICATIONS AND GENERAL SCOPE

For the purposes of this quotation, corrugated cardboard is defined as recyclable waste from homes and businesses including, but not limited to, containers or materials used in containers consisting of three or more layers of kraft paper material. Recyclable materials are defined as newsprint, mixed waste paper, magazines, metal food or beverage containers, aluminum foil, HDPE and LDPE plastic containers.

The successful Proponent will be entirely responsible to carry out all work to haul and return bins for corrugated cardboard and recyclable materials for the RL including supply of all equipment, materials, supplies, labour and supervision necessary to complete the work, including but not limited to transportation of material from the sites, sufficient Workers Compensation coverage for non-Regional District staff etc.

The successful Proponent must remove the recyclable material bins from the RL as required by the Regional District.

The successful Proponent must provide a forty (40) cubic yard bin for corrugated cardboard and a multi recycling bin for the drop-off of recyclable materials that will include tin, paper, newsprint and plastics.

Loads leaving the RL site will be weighed on the RL scales.

Quotations will be entered into the space provided herein under the heading “Quotation Schedule/Form”, attached as Appendix “A”. Proponents shall issue one Quotation Schedule/Form for each year (see attached).

3 SUBMISSION

Responses should be clearly marked "RDN Regional Landfill Recyclable Materials Hauling Quote" and will be received before 15:00 on January 10, 2017 by hand or courier only at:

Regional District of Nanaimo
Regional Landfill
1105 Cedar Road
Nanaimo, B.C. V9X 1K9

Faxed or emailed responses will not be accepted.

Responses may be withdrawn before the deadline upon written notice to the Superintendent Scale and Transfer Service, or designate at 1105 Cedar Road or at fax number (250) 722 9437.

Responses may be replaced by alternative responses providing written notice (facsimiles of notice will be accepted) to the Superintendent Scale and Transfer Service, or designate at least twenty-four (24) hours before the deadline for closing noted herein.

4 SCOPE OF WORK

The Proponent will provide the following:

1. Overall management and administration of the hauling of corrugated cardboard and recyclable materials from the Regional Landfill. Management must include the provision of competent management and administrative staff, appropriate liability insurance and bonding fee, permits, financing and other functions related to the administration of this contract.
2. A forty (40) yard bin to handle the RL corrugated cardboard volume and a multi recycling bin for paper, tin, newsprint and plastics to be hauled to a licensed recycling facility within the Regional District as requested.

Proponents are expected to be responsible for any specific requirements that are associated with their proposed beneficial use, as specified in the regulation.

5 GENERAL

Further information regarding the specifications in this quote may be obtained from:

Maggie Warren
Regional District of Nanaimo
Superintendent Scale & Transfer Service
Email: mwarren@rdn.bc.ca
Phone: (250) 722-2044 ext. 3225

Proponents that are not familiar with the site and material are encouraged to visit the site. Site visits can be arranged by contacting Maggie Warren at the above noted email or telephone number.

6 ACCEPTANCE OF PROPOSALS

The Regional District reserves the right, at its sole discretion, to waive any defect or irregularity in a proposal and to negotiate with any Proponent.

Notwithstanding any other provision in the Proposal Documents or any practice or custom in the industry, the Regional District, in its sole discretion, shall have the unfettered right to:

1. accept any proposal;
2. reject any proposal;
3. reject all proposals;
4. accept a proposal which is not the lowest priced proposal;
5. reject a proposal even if it is the only proposal received by the Regional District; or
6. negotiate contract terms with any Proponent,

all as considered by the Regional District to be in its best interests.

Acceptance of any proposal is subject to the proposal being within the amount budgeted by the Regional District and if the amount of the lowest acceptable proposal exceeds the proposed budget the Regional District may in its sole discretion call for new proposals or negotiate with the lowest or any other Proponent.

The Regional District will not be responsible for proposal preparation costs and the Proponent, by submitting a proposal absolutely waives any right of action against the Regional District for the Regional District's failure to accept its proposal whether such right of action arises in contract, negligence, bad faith, or any other course of action. The accuracy of the proposal is the Proponent's responsibility. Correction shall be at the Proponent's expense.

7 FORMAT

Quotations will be entered onto the space provided herein under the heading "Quotation Schedule Form".

The hauling charge for the corrugated cardboard and the recyclable materials will not include any recycling cost at the licensed recycling facility. Any recycling cost for these materials is the responsibility of the Regional District of Nanaimo.

8 EVALUATION

Acceptance of a proposal will be based on the proposal that will give the Regional District the greatest value based on quality, service and price.

In evaluating the Proposals, the Regional District may consider the following:

- 1 demonstrated ability to locate, prepare, and initiate the necessary support services and facilities for the transport/disposal system, including necessary permitting, as evidenced by prior record of timely preparation, clearance, and initiation;
- 2 demonstrated financial ability to meet the terms of the Regional District's contract and any obligations arising out of the performance of the contract;

The Regional District shall be the sole judge of a proposal and its decision shall be final. The Regional District also reserves the right to make such investigations, as it deems necessary, to determine the ability of any Proponent to perform the work or services to be provided. The Proponent shall provide upon request any additional information that the Regional District deems necessary to evaluate the proposal.

9 INTERPRETATION

The Regional District will not be responsible for or be bound by any verbal instructions, interpretations or explanations issued with regard to this Request for Quotations by the Regional District or its representatives with the exception of those confirmed in writing to all Proponents.

10 SELF-RELIANCE

The Regional District makes no guarantee on any of the estimates or projections contained in this Tender and provide this data for information purposes only. Proponents are expected to conduct their own investigations and research of relevant information used to develop their proposals, including but not limited to local, provincial and federal regulations; and all conditions related to the service provided.

The Proponent has and shall make no claim against the Regional District as a result of estimates or projections used herein, statements, or interpretations of data made by Regional District

staff or its agents and agrees that the Regional District does not owe it a duty of care in this regard.

11 LIABILITY INSURANCE AND BONDING

The service contract between the Regional District and the successful Proponent will address the following issues to the satisfaction of the Regional District:

11.1 Indemnification

The Proponent will be required to indemnify and save harmless the Regional District for all liability arising from the contract, including all liability arising from environmental claims under statute or common law of any applicable jurisdiction, including a spill or deposit of special waste or hazardous waste.

11.2 Insurance

The Proponent will be required to provide the following types of insurance:

- (a) employer's liability;
- (b) general liability;
- (c) automobile and motor vehicle liability; and
- (d) pollution liability.

11.3 Risk Management

The Proponent will be required to provide for a system to ensure that no special waste or hazardous waste is disposed of contrary to the laws or regulations of an applicable jurisdiction.

12 COMMUNICATIONS WITH REGIONAL DISTRICT

Unless otherwise requested in writing by the herein designated Regional District employee, a Proponent must not contact or communicate with any elected or appointed officer or employee of the Regional District other than the designated employee in relation to the quotation prior to the award of such proposal by the Regional District or alternatively the officer or employee of the Regional District having authority to accept the quotation. Any such communication will result in disqualification of the Proponent from further consideration.

13 CONFIDENTIALITY

The Regional District is subject to the provisions of the Freedom of Information and Protection of Privacy Act. As a result, while section 21 of the Act does offer some protection for third party business interests, the Regional District cannot guarantee that any information provided to the Regional District can or will be held in confidence. Proponents should indicate what, if any, information it considers to be supplied in confidence.

APPENDIX "A" – YEAR 1

**RECYCLING RFQ - REGIONAL LANDFILL
QUOTATION SCHEDULE/FORM**

Contractor: _____

Address: _____

Telephone Number: _____ Fax: _____

Name of Contact: _____

Closing Date and Time for Bids: January 10, 2017, 15:00

Location where Bids will be received: Regional Landfill
1105 Cedar Road
Nanaimo, B.C. V9X 1K9

Year 1 February 1, 2017 – January 31, 2018

Item	Description	Quotation Monthly Bin Rental	Quotation Hauling Charge
1	Corrugated Cardboard 40 yard bin	\$ /Bin	\$ /Bin Haul
2	Multi Recycling bin	\$ /Bin	\$ /Bin Haul

Signature of Bidder's Representative: _____

Date of Signature: _____

APPENDIX "A" – YEAR 2

**RECYCLING RFQ - REGIONAL LANDFILL
QUOTATION SCHEDULE/FORM**

Contractor: _____

Address: _____

Telephone Number: _____ Fax: _____

Name of Contact: _____

Closing Date and Time for Bids: January 10, 2017, 15:00

Location where Bids will be received: Regional Landfill
1105 Cedar Road
Nanaimo, B.C. V9X 1K9

Year 2 February 1, 2018 – January 31, 2019

Item	Description	Quotation Monthly Bin Rental	Quotation Hauling Charge
1	Corrugated Cardboard 40 yard bin	\$ /Bin	\$ /Bin Haul
2	Multi Recycling bin	\$ /Bin	\$ /Bin Haul

Signature of Bidder's Representative: _____

Date of Signature: _____

APPENDIX "A" – YEAR 3

**RECYCLING RFQ - REGIONAL LANDFILL
QUOTATION SCHEDULE/FORM**

Contractor: _____

Address: _____

Telephone Number: _____ Fax: _____

Name of Contact: _____

Closing Date and Time for Bids: January 10, 2017, 15:00

Location where Bids will be received: Regional Landfill
1105 Cedar Road
Nanaimo, B.C. V9X 1K9

Year 3 February 1, 2019 – January 31, 2020

Item	Description	Quotation Monthly Bin Rental	Quotation Hauling Charge
1	Corrugated Cardboard 40 yard bin	\$ /Bin	\$ /Bin Haul
2	Multi Recycling bin	\$ /Bin	\$ /Bin Haul

Signature of Bidder's Representative: _____

Date of Signature: _____