



**BATTERY REMOVAL  
REQUEST FOR QUOTATION  
Closing Date January 17, 2017**

The Regional District of Nanaimo is inviting your firm to quote on the removal of batteries from the Regional Landfill and Church Road Transfer Station sites. Specifications are attached. Proponents are required to respond to all specifications in order to be considered a valid quote.

Responses should be clearly marked '**RFQ-Regional Landfill and CRTS Battery Removal**' and will be received either by email at: [swf@rdn.bc.ca](mailto:swf@rdn.bc.ca) or by hand or courier delivery at:

**Regional Landfill  
1105 Cedar Road  
Nanaimo, BC  
V9X 1K9**

**Up until 2:00 pm on Tuesday, January 17, 2017.** Faxed responses will not be accepted.

Responses may be withdrawn before the deadline upon written notice to the Superintendent of Scale & Transfer Service at the above noted address or to Fax Number (250) 722-9437.

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

Responses must remain valid for 14 days following the closing time and date. Responses are irrevocable after the closing time and date.

The Regional District of Nanaimo reserves the right to award the order in whole or in part on the basis of quotations received and to accept the quotation or part of a quotation deemed most favorable to the District. The highest or any quotation may not necessarily be accepted. Further, the Regional District of Nanaimo reserves the right to reject any or all quotations.

Unless otherwise requested in writing by the 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 contact in relation to the quote prior to the award of such proposal by the Regional Board 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 quote from further consideration.

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

Maggie Warren  
Superintendent Scale & Transfer Service  
Regional Landfill  
Phone: 722-2044 ext. 3225  
Fax: 722-9437

I look forward to receiving your submission.

Yours truly,

A handwritten signature in blue ink that reads "M. Warren".

Maggie Warren  
Superintendent Scale & Transfer Service

# **BATTERY REMOVAL SPECIFICATIONS AND CONDITIONS**

## **1. INTRODUCTION**

The Regional District of Nanaimo accepts auto batteries (class 8, wet, filled with acid) for recycling at the Regional Landfill located at 1105 Cedar Road, Nanaimo, BC, and at the Church Road Transfer Station, located at 860 Church Road, Parksville, BC. In the past twelve months, December 1, 2015 to November 30, 2016, 8.71 tonnes of batteries at the Regional Landfill and 5.65 tonnes of batteries at the Church Road Transfer Station were removed for recycling.

## **2. SCOPE OF WORK**

The work involved in this quotation includes removal of batteries from both of our locations on a bi-weekly basis or as required. The Contractor will provide appropriate documentation for transporting batteries under Transportation of Dangerous Goods, and will be responsible for adhering to any or all regulations set out in the Environmental Management Act and the Hazardous Waste Regulation.

## **3. QUALIFICATIONS**

The Contractor must have the necessary experience, qualified personnel, and equipment to carry out every aspect of the work in this agreement and must provide a copy of the appropriate certification including a Hazardous Waste Transport License.

## **4. INDEMNITY**

The Contractor will indemnify and save harmless the Regional District from any and all losses, claims, damages, or expenses arising from or due to the negligence of the Contractor in performing the Services or the Contractor's breach of this Agreement.

## **5. Worksafe© COVERAGE**

The Contractor will provide to the Regional District, prior to the commencement of the Term, evidence satisfactory to the Regional District that the Contractor has paid and satisfied any and all assessments payable under the Workers Compensation Act by way of a clearance letter or any regulation thereunder with respect to the Services to be provided under this Agreement.

## **6. TERM**

The term of this agreement shall be for two (2) years commencing **February 1, 2017** and ending **January 31, 2019**.

## **7. METHOD OF PAYMENT**

Under the terms of this agreement the successful bidder will pay on a 'per kilogram' basis for battery removal from both our sites. The Contractor will pay the Regional District of Nanaimo for the total at each facility on a monthly basis and include copies of RDN export slips provided by the scale clerk.

## **8. DOCUMENTATION**

All documentation for this Request for Quotation must be filled out and submitted to be considered a valid quotation.

## **9. REFERENCES**

The Regional District of Nanaimo may request references for services of a similar nature in order to assess the experience of the tendering company, prior to awarding the contract for services.

## QUOTATION FORM

Contractor: \_\_\_\_\_

RFQ: **Battery Removal**

Sites for Battery Removal: Regional Landfill  
1105 Cedar Road  
Nanaimo, BC

Church Road Transfer Station  
860 Church Rd.  
Parksville, BC

Closing Date and Time for Bids: **Tuesday, January 17, 2017 at 2:00 pm.**

Location Where Bids Will Be Received: Regional Landfill  
1105 Cedar Road  
Nanaimo, BC V9X 1K9

Or via email: [swf@rdn.bc.ca](mailto:swf@rdn.bc.ca)

Item No	Description	Quotation "Per Kilogram"
1.	Removal of Batteries	\$

Bidder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone /Cell: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_