

City of Coquitlam

Request for Proposals

RFP No. 23-011

Waste Collection Services

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[Appendix 1 – Waste Collection Services Contract](#)

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SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 23-011 Waste Collection Services
Overview of the Opportunity	The City requests Proposals from experienced qualified firms to provide Waste Collection Services
Closing Date and Time	2:00 pm local time Wednesday, May 24, 2023
Instructions for Proposal Submission	<p>Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City’s file transfer service accessed at website: http://qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> 1. In the “Subject Field” enter: RFP Number and Name 2. Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) <p>Phone 604-927-3037 should assistance be required.</p> <p>The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
Obtaining RFP Documents	<p>RFP Documents are available for download from the City of Coquitlam’s website: https://www.coquitlam.ca/Bid-Opportunities</p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City’s website: Instructions to Proponents
Questions	<p>Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the Closing Date sent to email: bid@coquitlam.ca</p> <p>Inquiries received after that time may not receive a response.</p>
Addenda	<p>Proponents are required to check the City’s website for any updated information and addenda issued, before the Closing Date at the following website: https://www.coquitlam.ca/Bid-Opportunities</p>
Withdrawal of Submission	<p>Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.</p>
Terms and Conditions of Contract	The City of Coquitlam Waste Collection Services Contract attached as Appendix 1 will apply to the Contract awarded as a result of this RFP.

DEFINITIONS

“Agreement” “Contract” means the Waste Collection Services Contract between the City and the Contractor, including all attached Addenda, Schedules and Appendices, attached as [Appendix 1](#) to this RFP;

“Contractor” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and Works.

“City” “Owner” means City of Coquitlam including geographical area of the municipality;

“Price” means the amount that will be paid by the City to the Contractor for delivery and acceptance of goods and Services;

“Project Manager” means the City staff member appointed to coordinate the Work;

“Proponent” means responder to this Request for Proposals;

“Proposal” means Schedule 3 - Proposal Submission Form submitted by the Proponent;

“Request for Proposals” “RFP” shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals;

“Services” “Work” “Works” means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the Work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor;

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met;

“Site” means the place or places where the Services are to be performed.

“Subcontractor” has the meaning set out in Section 1 of the Contract.

“Supply” “Provide” shall mean supply and pay for and provide and pay for.

1. INTRODUCTION

1.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hən̓q̓əmin̓əm' word kʷikwə́ləm (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikwə́ləm (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the sq̓əciyaʔt̓ təməxʷ (Katzie), and other Coast Salish Peoples.

1.2 Purpose

The purpose of this RFP is to select a qualified and experienced service provider to collect and transport curbside garbage and organics from single-family residential properties in Coquitlam to designated disposal facilities, beginning July 1, 2024, using a cart-based, fully automated collection method. The City is also looking for the service provider to collect and transport garbage, organics and recyclables from City facilities, including recyclables from the Town Centre Recycling Depot, to designated disposal facilities using commercial collection methods.

A preliminary scope of the Services is described in the Contract ([Appendix 1 – Waste Collection Services Contract](#)). With this RFP, the City is inviting Proposals for the performance of the Services that includes offers for variations of the Services described in the Contract, so that the City can, by applying the evaluation criteria set out in this RFP, select the Proponent and the combination of Services that Coquitlam decides is the most advantageous for the City.

1.3 Overview of Current Services

The City's present contractor provides weekly residential organics collection and biweekly residential garbage collection through automated collection with a waste collection fleet fueled by compressed natural gas (CNG). The City also provides a large item pick up program and seasonal unlimited yard trimmings collection during the spring and fall. These collection services are provided to approximately 25,500 single-family residential properties.

The City's contractor also provides garbage, organics and single-stream recyclables collection to City facilities as well as cardboard and mixed containers recyclables collection from the City's recycling depot located in Town Centre Park.

Coquitlam is home to urban wildlife, including bears, and is dedicated to minimizing human-wildlife conflict. Residential collection is split into AM and PM zones each day with an extra organics route in the AM zones to prioritize collection in bear areas.

Winter weather events in Coquitlam are regular occurrences. Snow fall and accumulation can be significant given the City's elevation and proximity to the mountains. The City works with the current contractor to prioritize collection during snow events to minimize impact to residents while ensuring services can be provided safely.

RecycleBC provides direct service for residential curbside recycling collection in the City and as such, the provision of curbside residential recycling collection service is not part of this RFP.

1.4 Coquitlam's Objectives

The City is interested in entering into a cooperative, mutually beneficial commercial relationship with a Proponent to assist the City in achieving the following objectives relating to the Services:

- a) provide cost effective Services that maximize overall collection system value and optimize capital, operation and maintenance costs;
- b) provide reliable and efficient Services that result in a high degree of customer satisfaction;
- c) reduce adverse environmental impacts from the performance of the Services, including where appropriate, the adoption of clean technologies and practices;
- d) provide Services that minimize human-wildlife conflict;
- e) provide the Services in a cost-effective manner, maximizing overall collection system value and optimizing diversion of materials from traditional disposal sites such as landfills;
- f) minimize customer complaints, confusion, and service disruptions, particularly during the initial implementation of the Services;
- g) assist the City in achieving its overall carbon reduction goal of 45% by 2030;
- h) retain flexibility to allow for the modification of the Services to introduce new services for the benefit of customers; and
- i) provide opportunities for innovation in the performance of the Services.

1.5 Mandatory Information Meeting

An information meeting may be hosted by the City to discuss the City's requirements with this RFP. If the City elects to hold such a meeting, attendance will be mandatory.

If the City elects to hold an Information Meeting, the City will post an Addendum with the date, time, and location of the information meeting.

1.6 Proposal Submission

Proponents should complete and submit the information requested in this RFP document on **Schedule 3 Proposal Submission Form** or in a format that has been approved and is acceptable to the City.

1.7 Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are posted on the City's website: [Instructions to Proponents](#)

By submission of a Proposal, the Proponent agrees and accepts the rules by which the RFP and selection process will be conducted.

The City will not be responsible for any delay or for any submission not received for any reason, including technological delays or issues by either party's network or email program, and the City will not be liable for any damages associated with submissions not received.

- a) Proponents are responsible to review the RFP, including all attachments and inspect the existing sites and shall fully understand the difficulties and restrictions for execution of the Services with the Contract. Interpretations by the Proponent of the meaning of any

section of the RFP, Contract and specifications herein prior to submitting a price for the Services shall not remove the responsibility of completing the Services as per the directions of the City, including all costs associated with that Services, should the Proponent's interpretation be incorrect.

- b) Prior to submitting a price for the Services, the Proponent must seek clarification from the City for any items within the RFP and specifications that may appear to be unclear or conflicting.
- c) Prior to bidding, Proponents should visit, inspect, and familiarize themselves with the sites and of everything and of every condition potentially affecting the Services to be executed, so that the execution of the Contract by the successful Proponent is founded and based upon the Proponent's own examination, information, and judgment. Failure to visit the sites prior to the Proposal Closing Date will in no way relieve the successful Proponent from the necessity of furnishing any equipment or performing any Services that may be required to complete the Services in accordance with the conditions and specifications without additional cost to the City.
- d) It shall be the responsibility of the Proponent, by personal inspection of the sites of the Services, examination of the Contract documents, calculations, tests, and by requesting any required clarifications from the City, to become satisfied with respect to the quantities, quality, and practicability of the Services. The Proponent must be aware that any information from the City was and is approximate and speculative only and cannot in any manner be warranted or guaranteed. If the Proponent fails to make a proper investigation and examination of the sites and the Services they shall signify by entering into the Contract that they are willing to assume all risk of the Services proving more onerous than was contemplated and/or assumed when the Contract was signed.

A complete set of RFP and Contract documents will include:

- i. RFP documents
 - ii. [Appendix 1 – Waste Collection Services Contract](#)
 - iii. [Schedule 1 - Collection Services](#)
 - iv. [Schedule 2 – Payment for Collection Services](#)
 - v. [Schedule 3 - Proposal Submission Form;](#)
- e) All information requested for the Proposal is to be completed by the Proponent on the supplied forms only. If additional pages are required, the Proponent is to attach them as an appendix to the Proposal Submission Form and shall be based upon the whole of the RFP and Contract documents, without reservation. A Proposal that does not include all of the above sections, completed as specified herein, may be rejected.
 - f) Complete sub-contracting of Services will not be approved; however, segments of the Services may be sub-contracted.
 - g) The Proponent must indicate the names of the Proponent's senior staff for the project, specifically identifying the project superintendent, and the names of the major sub-contractors and the Services they will be performing.

- h) The Proponent must carefully examine the Proposal Documents and worksites. The Proponent may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the requirements and conditions imposed by the City of Coquitlam.
- i) There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional Service requirements due to unforeseeable circumstances.
- j) All information in this RFP Document, specifications, site visit and investigation, and any resulting Addenda will be incorporated into any Contract between the City and the successful Proponent, and therefore must be considered by the Proponent in preparing their Proposal.

1.8 Term

The term of this Agreement will be for seven years with an option to extend up to additional three years at the discretion of the City.

1.9 Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for each year.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, transportation, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

Prices to be reflective of any emissions reduction related credits.

1.10 Price Escalation

The City will allow a price escalation provision within this award. The original Contract prices shall be firm for the entirety of the initial one (1) year contract period. A price escalation will be considered at the time of Contract term renewal and at one (1) year intervals thereafter, provided the Contractor notifies the City, in writing, of the pending price escalation a minimum of thirty (30) days prior to the Contract renewal date.

Price adjustments shall be based on the latest Consumers Price Index (CPI) as per the Government of Canada Consumers Price Index Portal.

If approved, the price adjustment shall become effective on the Contract renewal date. All price adjustments must be accepted by the City and to be updated by an amendment to the Contract. No retroactive Contract price adjustments will be allowed.

1.11 Requested Departures

The Proponent acknowledges that the departures requested in the Schedule 3 - Proposal Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them.

1.12 Evaluation Criteria

Evaluation Criteria of each proposal will be determined in accordance with the following:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	35
Technical	35
Financial and Value Added	30
Total	100

The criteria for evaluation of the Proposals may include, but is not limited to:

Corporate Experience, Capacity and Resources

- Capabilities, Capacity and Resources
- Customer Service philosophy
- Operational Experience
- Regulatory Compliance
- Tracking and Reporting
- References
- Key Personnel
- Sub-Contractors
- Health and Safety
- Environmental Best Practice and Performance History
- Value Added / Sustainable benefits
- Reconciliation

Technical

- Approach and Methodology
- Delivery, set up and execution
- Quality and Safety
- Risk Factors
- Collections
- Collection Vehicles
- Energy Consumption
- Equipment and Resources
- Implementation
- Data Management and Data Transfer
- Management and Customer Service
- Environmental
- Service Variations

Financial and Value Added

- The Proponent's financial proposal for the performance of the Services
- Cost or Savings per tonne of CO₂ equivalent emissions reduction – change to Service variation savings
- Credits
- Proposed Price Escalation

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

And, upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a Proposal.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential to evaluate the Proponent's capacity, approach or value proposition for delivering the Services outlined in this RFP.

Where only one Proposal is received, the City may, at its sole discretion, reject such and re-issue the RFP on a selected basis.

1.13 Eligibility

For eligibility, and as a condition of award, the successful Proponent would be required to meet or provide the equivalent:

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the [City's Standard Insurance Form](#)
- b) [Prime Contractor Designation Form](#) and be responsible for all the Work at the site in accordance with WCB regulations
- c) Be [registered](#) and provide WorkSafeBC clearance
- d) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)
- e) Enter into a Contract with the City using [Appendix 1 – Waste Collection Services Contract](#)

f) Letter of Credit as per Section 2.5 of [Appendix 1 – Waste Collection Services Contract](#)

These items are not required as part of the Schedule 3 - Proposal Submission but will be required prior to entering into an agreement with the City for Services.

1.14 Project Timeline

Estimated timelines for the project are:

RFP Closing date	May 24, 2023
Evaluation completion	July 2023
Contract award (Effective Date)	September 2023
Start of Services (Collection Commencement Date):	July 1, 2024

The RFP has provided an outline of the anticipated time frame, although Proponents should be aware that the dates are estimates only.

1.15 Proposals for all Services

Proponents shall submit a Proposal to perform all of the Services as detailed in this RFP. Proposals relating to performing only some of the Services described in this RFP will not be accepted.

2 **CONDITIONS OF CONTRACT**

2.1 Terms and Conditions of Contract

The City of Coquitlam **Waste Collection Services Contract** attached as [Appendix 1](#), the Conditions listed in this RFP, all Schedules, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

3 SCOPE OF SERVICES

3.1 Scope

The scope of Services is described in this RFP and in:

- [Appendix 1 – Waste Collection Services Contract](#)
- [Schedule 1 - Collection Services](#)
- [Schedule 2 – Payment for Collection Services](#)

and generally consists of the collection of garbage and organics from all single family residential units in the City and the transportation of such materials for disposal to the applicable transfer or processing facility. The Services also include performance of the City's large item pickup program, the collection, transportation and disposal services for all garbage, organics and recyclables from all City Facilities as well as the City's Town Centre Recycling Depot.

3.2 Energy Consumption

As mentioned in Section 1.4 (g) of this RFP, Coquitlam Council has endorsed a target to reduce greenhouse gas emissions from all corporate operations by 45% by 2030. Corporate emissions include emissions from fuel used by contracted fleet. The City's current waste collection services represent approximately 10% of total corporate emissions (approximately 600 tonnes of CO₂ equivalent emissions per year).

The City has undertaken preliminary research into emission reduction options for solid waste collection including vehicle and energy availability and operational cost modelling (relevant references are included in Section 3.3 (m) of this RFP). This research demonstrated that there are several energy options that may present alternatives to traditional waste collection vehicles with availability and readiness of various technologies ranging from currently available to emerging. Capital costs, operating costs and savings, and low carbon fuel provider credits need to be considered for various options. The City is interested in receiving Proposals as part of this RFP, including Service Variations, that consider innovation solutions for reducing emissions that could be implemented throughout the course of the Contract to help us achieve our overall reduction target.

The City expects that Proponents offering alternatively fuelled or electrically charged vehicles will be interested in discussing alternative sites for fuelling/charging and potentially parking with City staff. Should such an arrangement be feasible, implementation scheduling and/or contract price adjustment for City contributions may be necessary. These discussions will become part of the evaluation process as additional information may be required.

3.3 Reference Information

The following general information is provided by the City to assist Proponents in the preparation of their Proposals. The City does not in any way guarantee the accuracy or completeness of this information and Proponents should apply their own judgment as to the reliability of such information.

- a) The City has approximately 150,000 residents and currently provides service to approximately 25,500 residential units consisting of single-family properties including duplexes, triplexes, quadplexes and some multiplex [Housing Choices](#).
- b) The net expected growth in properties receiving curbside collection service is approximately 35 properties per year for 2025-2031.
- c) The City has an approximate geographical area that covers 208 square kilometers.
- d) Current residential collection schedule:
 - i. Residential units are serviced following a 4 day a week collection schedule (Monday to Thursday).
 - ii. Food waste and yard waste are commingled and collected weekly as organics;
 - iii. Garbage is collected biweekly;
 - iv. Unlimited yard trimmings are typically collected weekly for a period of 6 weeks twice year (once in the spring and once in the fall). Additional weeks have been added previous years; and
 - v. Large item pickup program items are collected year round as required.
- e) AM and PM collection routes:
 - i. Each collection day is separated into AM and PM zones to prioritize collection in the north part of the City first thing in the day and minimize potential for wildlife to access carts before collection. Residents in the AM zone must place carts at the curbside between 5:30 am and 7:30 am. Residents in the PM zone must place carts at the curbside between 5:30 am and 11 am.
 - ii. The AM zones have approximately 5 organics collection routes and 2 garbage collection routes and the PM zones have approximately 4 organics collection routes in the PM zone and 2 garbage collection routes. The additional route for organics in the AM zone is to provide for a bear route to prioritize organic collection in bear areas.
- f) Information about the City's approach to collection during winter weather events can be found on the City's website: www.Coquitlam.ca/winterweather.
- g) Approximately 6,100 to 6,700 residential units are serviced each collection day for organics.
- h) Collection carts:
 - i. Make and model of current carts used for residential collection:
 - 120 L: Schafer GMT120
 - 240 L: Schafer GMT240
 - 360 L: Schafer USD 95N/USDN360
 - ii. All organics carts for residential collection are equipped with wildlife resistant hardware provided by Rollins Machinery. The hardware is currently installed by the City's cart maintenance contractor. Residents are responsible for unclipping

clips prior to collection. Residents may purchase garbage carts with wildlife resistant hardware for use for curbside collection.

- i) Estimated residential properties with additional organics cart: 370
- j) The City currently has a [Coquitlam Curbside Collection App](#) to communicate collection reminders and service disruptions to residents. Over 70% of households that receive collection from the City are signed up for weekly collection day reminders (automatically sent the day prior to collection) and service disruption alerts (which the City can send to affected areas/zones/routes as needed).
- k) Residential tonnages:

	2022	2021	2020	2019	2018
Garbage (metric tonnes)	8,815	9,240	9,390	8,675	8,760
Organics (metric tonnes)	13,760	15,910	16,435	15,085	14,550
Unlimited yard trimmings material (metric tonnes)	395	580	505	430	400
Large Items (item)	8,680	10,350	9,600	9,775	10,150

- l) Residential cart distribution by size:

Cart Size	Garbage Carts	Organics Carts
120 L	13%	5%
240 L	80%	80%
360 L	7%	15%

- m) The City commissioned a research project on transportation energy options as part of the development of this RFP which included a scan of technology and recent municipal practices in solid waste collection. Some of the project findings and supportive resource links are provided for Proponent’s information.
 - i. Summary of recent government adoption of alternative fuels:
 - The City of Vancouver operates waste hauling trucks on renewable natural gas and uses renewable diesel and electricity for the remainder of its fleet.
 - Metro Vancouver intends to pilot one or more electric vehicles in 2023/24. The region is also conducting a project looking into transitioning to zero-carbon heavy duty vehicles. An executive summary of the project entitled “Taking out the Trash” can be found in the February 11, 2023 [Climate Action Committee Agenda package](#) (Item 5.2, pages 32-33).
 - An electric cube truck supports Recycle BC through a contractor pilot arrangement.
 - ii. Summary of low carbon fuel credit:

- The Province of BC introduced the BC low carbon fuel standard (BC-LCFS) in 2008 in order to reduce the carbon intensity of transportation fuels used in BC through the *Greenhouse Gas Reduction (Renewable & Low Carbon Fuel Requirements) Act* and the Renewable & Low Carbon Fuel Requirements Regulation.
- The BC-LCFS sets carbon intensity targets that decline each year.
- As a result of the regulation, the carbon intensity of gasoline and diesel went down approximately 10% by 2020, and the current regulation requires continued annual reductions that will result in a 20% reduction in carbon intensity by 2030, compared to 2010.
- Credits are provided to fuel suppliers who import or manufacture fuel within BC with a carbon intensity below the targets. Note that in practice, the benefit of the credits may be passed on to the fuel purchaser through pricing agreements with the fuel supplier.
- Credits can be traded between fuel suppliers or banked for future use.
- Debits are assigned to fuel suppliers for supplying fuels with a carbon intensity above the targets.
- At the end of each compliance period, suppliers must have a balance of zero or more credits.
- The term “Part 3 fuel” is used to describe the types of fuels eligible for credits under the regulation, and currently includes CNG, LNG, electric, hydrogen, ethanol, biodiesel, and propane.
- The value of credits is market-based and varies with demand. Overall, credit value has trended upward, with average prices around \$470 per credit as of Q1 2022.

iii. Summary of low carbon fuel alternatives:

Energy type	Technical maturity	Fuel / Energy availability	GHG emissions
Renewable diesel (R100)	Fully mature, uses standard diesel engine	Available through current municipal fleet buying cooperative contract	Reduces emissions an estimated 65% relative to CNG
Biodiesel (B100)	Fully mature, requires engine modification and increased maintenance to use high blends	Available through current municipal fleet buying cooperative contract	Reduces emissions an estimated 97% relative to CNG
Renewable natural gas (RNG)	Fully mature, standard compressed natural gas engine	Available if secured with FortisBC, demand is increasing and may become more constrained; existing fueling station in Coquitlam	Reduces emissions an estimated 87% relative to CNG

Electric	Commercially available but limited, primarily in pilot stage, concerns about battery weight for waste hauling application	Charging infrastructure needs to be installed to allow overnight charging	Reduces emissions an estimated 95% relative to CNG
Hydrogen	Not commercially available and not anticipated in the timeframe of the upcoming contract ¹	No current supply of green hydrogen in lower mainland (only “grey” supplied by fossil fuels)	Not assessed due to unknown supply

iv. Resource list:

- Emissions factors:
 - [Local Government Climate Action Program Emissions Factor Catalogue](#)
 - [Ministry of Energy, Mines and Low Carbon Innovation: Approved Carbon Intensities](#)
- Electrical technology:
 - [Natural Resources Canada: Fuel consumption ratings for Rivian](#)
 - [California Air Resources Board: Study of heavy-duty trucks at low speed](#)
 - [Real-life comparisons of low speed vehicle use](#)
- CNG technology:
 - Virginia Natural Gas: [CNG vs. traditional fuels](#)
- BioFuel technology:
 - [Natural Resources Canada: Biofuels](#)
- Electrical Vehicle Incentives
 - [Federal Government’s medium and heavy-duty zero emission vehicle \(MHZEV\) Program](#)
 - [Plug in BC, Special Use Vehicle Incentive](#)
 - [Combining Federal and Provincial Rebates](#)
- Carbon Financing
 - [BC Low Carbon Fuel Provider Credit System](#)
 - [BC LCFP Credit trading report](#)
 - [Radicle: example of carbon financing](#)

3.4 Service Variations

The City is interested in receiving variations to the Services that promote Coquitlam’s objectives as part of this RFP which can range from minor modifications to major system and administrative changes, which, for the purposes of illustration only, may include:

- a) a longer or shorter contractual term;

- b) different collection methods and equipment (e.g. alternative powered waste collection vehicles);
- c) use of routing technology to improve efficiency, reduce the number of required collection vehicles or provide other benefits including technology to track and report out on contamination and service related issues to improve customer service and safety; programs, policies, services, or processing opportunities help the City with environmental performance including reducing wildlife attraction or diverting more materials from disposal;
- d) methods to improve the level of service to customers;
- e) alternative pricing models or annual adjustments; or
- f) alternative forms for security.

Schedule 3 Proposal - Submission Form Section 3 k can be used for Service variations. Clearly describe the proposed Service variations and how the change would benefit the City and include details such as price and any supporting research.

3.5 Invoices

Provide a sample invoice that clearly represents the type of information the Proponent would provide in support of charges itemized on the invoice for the Services contemplated in their Proposal.

In addition, provide details of any electronic billing or reporting available to assist the City with management of the Services.

Appendix 1

Waste Collection Services Contract

(see separately attached document)

Schedule 1

Collection Services

(see separately attached document)

Schedule 2

Payment for Collection Services

(see separately attached document)



City of Coquitlam

SCHEDULE 3 - PROPOSAL SUBMISSION FORM

RFP No. 23-011

Waste Collection Services

Proposals will be received on or before 2:00 pm local time on

Wednesday, May 24, 2023

(Closing Date and Time)

INSTRUCTIONS FOR SCHEDULE 3 - PROPOSAL SUBMISSION FORM

Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City’s file transfer service accessed at website: <http://qfile.coquitlam.ca/bid>

1. In the “Subject Field” enter: RFP Number and Name

2. Add files in .pdf format and “Send”

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete Schedule 3 - Proposal Submission Form. If assistance is required phone 604-927-3037

Legal Name of Proponent	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1. DEPARTURES AND AWARD

a) CONTRACT - I/We have reviewed the City’s **Waste Collection Services Contract** attached as Appendix 1 and would be prepared to enter into in an agreement that incorporates the City’s Contract, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

b) SERVICES - I/We have reviewed the Scope of Services and Schedule 1 and 2 as described in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any)
Not including variation in Services (see Section 3 k of this Proposal Submission Form) :

Requirements – Requested Departure(s) / Alternate(s) / Addition(s)

c) AWARD - For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Services:

- i. **WCB** - WorkSafe BC coverage in goodstanding and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided.

WCB Registration Number: _____
- ii. **Insurance** – Provide Insurance coverage as per the [City's Standard Insurance Form](#)
- iii. **Vendor Info** - Complete and return the City’s [Vendor Profile and Electronic Funds Transfer Application \(PDF\)](#)
- iv. **Business License** - A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)
- v. **Letter of Credit** - as per section 2.4 of Appendix 1 – Waste Collection Services Contract

As of the date of this Proposal, the Proponent advises that they have the ability to meet all of the above requirements except as follows (list, if any):

--

2.

CORPORATE

a) CAPABILITIES, CAPACITY AND RESOURCES	
Proponents should provide responses to the following items. If a particular item, is inapplicable or cannot be answered, the Proponent should clearly state why. Use the spaces provided and/or attach additional pages, if necessary.	
i.	Provide a brief description of the Proponent’s current business including company structure, background, number of years in business, and name of principal owner and/or operator.
ii.	Provide a summary of relevant experience and qualifications related to the Services requested in the RFP.
iii.	Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:
iv.	Describe capabilities, resources and capacities as relevant to the Services requested in the RFP. This includes capacity to take on this project in regards to other work the Proponent may have ongoing.

b) CUSTOMER SERVICE PHILOSOPHY	
Proponents are to describe the following with respect to the Proponent’s customer service experience. Use the spaces provided and/or attach additional pages, if necessary:	
i.	Provide information that describes the commitment and philosophy to customer service for the performance of the Services.
ii.	What type of training is provided to customer service staff to ensure familiarity with the Services?
iii.	What disciplinary procedures does the Proponent follow if collection personnel are found to be rude or towards the public?

iv.	Describe how the Proponent will provide all customer service functions during operating hours Monday through Friday as well as after-hours, including receiving and resolving customer complaints, escalation protocol, target response time and resolution.	
v.	Describe how the Proponent plans to monitor and evaluate the quality of customer service to determine overall customer satisfaction with the Contractor's services.	

c) OPERATIONAL EXPERIENCE Proponents are to describe the following with respect to the Proponent's operational experience. Use the spaces provided and/or attach additional pages, if necessary:		
i.	Experience with implementing changes to a collection system and/or transitioning and implementing a new collection contract when the Proponent was not the previous contractor.	
ii.	Examples of effective service monitoring and actions taken to resolve problems.	
iii.	Experience providing service in an area with high wildlife activity, specifically bears.	
iv.	What has been the Proponent's average daily complaint rate per 1,000 collections and average repeat complaint rate per 10,000 collections (including missed collections)?	
v.	Experience in providing special collection services after a major weather event, natural disaster or similar disruptive event, describing the magnitude of the disruption and extent of the Proponent's involvement.	
vi.	Measures and equipment used to reduce collection noise impacts, especially during early morning and evening hours.	
vii.	Measures and equipment used to reduce greenhouse gas emissions, especially as related to proposed initial and future fleet vehicle technologies.	
viii.	Measures and equipment used to enhance waste diversion performance.	

d) REGULATORY COMPLIANCE	
Summarize any litigation involving the Proponent or related entity (i.e. a parent or subsidiary company, a joint venture/partnership that the Proponent was part of, etc.) that has occurred within the past seven years and is in any way connected to (use the spaces provided and/or attach additional pages, if necessary):	
i.	the collection of waste, and organics
ii.	violations of Federal, Provincial or Regional laws or regulations including environmental regulatory complaints or violations
iii.	violations of municipal bylaws.

e) TRACKING AND REPORTING	
Describe the following with respect to Proponent’s tracking and reporting experience. Use the spaces provided and/or attach additional pages, if necessary.	
i.	Experience with database management systems including with respect to service route management systems, customer and financial management systems, environmental management systems, hardware, software and quality control protocol.
ii.	Experience with transmitting extensive account and service data.
iii.	Experience with performing monitoring and implementing related service improvements.

f) REFERENCES	
Proponent shall be competent and capable of performing the Services requested and have successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional pages, if necessary).	
Reference No. 1	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
	Company

Reference Information	Name:
	Phone Number:
	Email Address:

Reference No. 2	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company:
	Name:
	Phone Number:
	Email Address:

Reference No. 3	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company:
	Name:
	Phone Number:
	Email Address:

g) KEY PERSONNEL
Proponent proposes the following key personnel for the Services stated in the RFP. No changes, additions or deletions are to be made to these Key Personnel without the City’s written approval. (use the spaces provided and/or attach additional pages, if necessary).

	NAME	TITLE AND RESPONSIBILITIES	EXPERIENCE AND QUALIFICATIONS	YEARS WITH ORGANIZATION
i.				
ii.				
iii.				
iv.				
v.				
vi.				

h) SUB-CONTRACTORS
The following Sub-contractors will be utilized in provision of the Services and will comply with all the terms and conditions of this RFP. No changes, additions or deletions are to be made to these Sub-contractors without the City’s written approval.

Sub-Contractor No. 1	
Legal Name	
Description of Service	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

Sub-Contractor No. 2	
Legal Name	
Description of Service	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

i) HEALTH AND SAFETY	
i. Proponent to attach current Work Safe BC Employer Report :	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, explain:	
ii. Proponent has a written safety program in place that meets the requirements of WorkSafeBC:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. Proponent is COR (Certificate of Recognition) certified with respect to WorkSafeBC:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv. Specify which Safety Management System/Program the Proponent is registered with: OHSAS 18001, CAN/CSA Z1000, ANSI Z10 or other.	

j) ENVIRONMENTAL BEST PRACTICE AND PERFORMANCE HISTORY	
i. Proponent is currently registered as a Low Carbon Fuel Provider?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please explain which low carbon fuels are provided in relation to collection services.	
ii. Describe any environmental or climate-related research activities the Proponent has been involved in (e.g. vehicle pilots, sponsorships, equipment prototype development, etc.; examples of innovation are encouraged) and list the Proponent's appropriate environmental certifications and/or registrations.	
iii. Describe the Proponent's experience developing plans that include emissions reductions related to contracts for waste collection services.	

k) VALUE ADD
Provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City

I) SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

i. Describe all initiatives, policies, programs and product choices that illustrate your firm’s efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City

--

ii. What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses::

--

iii. What policies does your organization have to support reconciliation with indigenous peoples:

--

3.

TECHNICAL

a) APPROACH AND METHODOLOGY Summarize the key features of your Proposal and the technical approach to be used. Provide a brief description the various components required for successful completion of the Services.
i. Understanding Provide a brief narrative that illustrates the Proponent's understanding of the City's requirements for the performance of the Services.
ii. Delivery, Set-Up and Execution Provide a description of the general approach and methodology the Proponent would take in performing and managing the Services.
iii. Quality Assurance a. Provide a description of the approaches that will be used to track and improve the quality of service. What management tools will be used to address collection performance?
b. Describe the measures the Proponent would take to ensure that the missed collection performance requirements described in this RFP would be met.
c. Describe how the Proponent's proposed collection vehicles will help the City reduce emissions to align with Coquitlam's GHG emission targets.

iv. Risk Factors - Describe the anticipated risk factors and how the Proponent intends to mitigate these.
v. Safety
a. Describe the Proponent’s safety and services training program for staff, including the minimum training and experience requirements for collection personnel.
b. Describe the measures the Proponent would take to ensure anySubcontractor(s) and their employees adhere to the Proponent’s safety and services training program standards.

b) COLLECTIONS
i. Describe the type of onboard equipment and systems the Proponent proposes to use as part of the GPS and RFID tracking systems. The description should include: <ul style="list-style-type: none">a. the hardware required to support the proposed system;b. features of the onboard computer;c. features of the user interface in the vehicle mounted unit;d. methods and equipment needed to support communication between the collection vehicles and the office-based system;e. process for collection and transmittal of RFID data and images from the vehicle to the office based system;f. tracking of certain information, such as skips, carts not set-out, contamination, blocked access, overfull, excess materials, etc;g. tools for route management, service verification, communication with customer service staff and vehicle tracking tools and functionality;h. functionality for capture and transmission of digital images from the vehicles to the office based system accessible by the City for the purposes of generating personalized communication;i. integration with a digital camera to document any collection materials;j. list of other equipment or enabling technology the City will need to provide to support the proposed system;k. how the data will be shared with the City;

<p>l. estimated duration to launch proposed system; m. available training; and n. vendor support for hardware.</p>
<p>ii. Describe the proposed procedure for collecting garbage and organics from Residential Units with respect to the collection options described in Schedule 1-Collection Services. Include how the Proponent will provide collection from residential units when curbside is not an appropriate location (e.g. narrow or dead-end streets/lanes) as well as how the Proponent plans to provide assisted collections.</p>
<p>iii. Describe how the Proponent will manage contamination, including prevention of contamination and collection of unauthorized materials from residential units.</p>
<p>iv. Describe the Proponent’s plan for back-up collection vehicles and back-up personnel.</p>
<p>v. After a major weather event, natural disaster or other similar disruptive event, Services may need to be performed on a Friday or weekend. Discuss any limitations the Proponent may have for providing Services outside of the regular collection schedule.</p>
<p>vi. Describe how the Proponent would approach collection during a major weather event that may disrupt Services. Include how disruptions would be coordinated with the City and communicated to residents, how Services would be prioritized during the event, and how the Proponent would work to get Services back on the regular collection schedule.</p>

vii. Identify any locations where the Proponent believes they may have challenges delivering service (e.g. steep grades, narrow roadways, low clearance buildings, rural areas, etc.) and describe how you propose to modify the service to ensure a seamless service to the resident or other customer.	
viii. Describe how the Proponent would resolve a report of a missed collection from the City and/or a resident.	
ix. Describe how the Proponent would deal with unacceptable material in a residential cart placed at the curbside for collection if the material was detected before the truck emptied the cart and after the truck emptied the cart.	
x. Describe how the Proponent would address a request from the City for a special/additional/last minute collection request for a residential unit.	
xi. Describe how the Proponent would resolve a report of damage to private property.	
xii. Describe how the Proponent would respond if City Representative notifies them about bear activity/accessing garbage?	
xiii. Describe the following that the Proponent estimates will be required to perform the residential Services:	
a. Number of organics routes on each collection day;	
b. Number of garbage routes on each collection day;	
c. Number of vehicles to be used per route; and	
d. Number of stops per route.	

xiv. Collection Vehicles

Using the tables below, describe the collection vehicles proposed to perform the Services. If there is more than one option for collection vehicles (e.g. low noise, low emissions option, hybrid etc.), complete a table for each option offering. Note, it is not required to provide multiple options. If additional tables are needed, duplicate as needed and indicate option numbers.

Each option proposed is to match corresponding optional section in the Financial Section of this Schedule 3 Proposal Submission Form.

Option 1

Type of Collection: <i>Garbage; Organics; Recyclables; Large Item; Unlimited Yard Trimmings; Support</i>	Make, Model & Year	Quantity	Size and Class of Truck, Number of Compartments, Capacity, Fuel Type, Crew Size	Efficiency <i>L/100km</i>	Equipment Owned or Leased	First Full Year of Service	Last Year of Service

<p>c) ENERGY CONSUMPTION – provide total annual emissions (tonnes of equivalent carbon dioxide) estimates for each collection vehicle option offered in above Section b (xiv). Estimates must show expected fuel consumption by fuel type and be supported with calculation details including assumptions and emissions factors used for fuel energy content and emissions intensity. Where alternative fuels are proposed, provide assurances of reliable supply and emissions quality. Add additional lines if more than three collection vehicle options are proposed.</p>	
Collection Vehicle Option 1	
Collection Vehicle Option 2	
Collection Vehicle Option 3	

<p>d) EQUIPMENT AND RESOURCES</p>	
<p>i. Describe where the fueling/charging station(s) and vehicle storage facility will be located. In addition, describe how and where the collection vehicles will be maintained. Include considerations for future fueling/charging stations if the Proponent is proposing alternative, low emissions vehicles to be introduced later in term of the contract.</p>	
<p>ii. What extra equipment and resources would be available to use after a major weather event, natural disaster or other similar disruptive event which could be provided to perform the Services?</p>	
<p>iii. What equipment and resources would be available to provide the additional yard trimmings collection service twice a year?</p>	
<p>iv. Describe how vehicles are equipped to minimize safety concerns.</p>	

e) IMPLEMENTATION - Describe the approach and steps the Proponent would take to create a smooth transition of responsibility from the current service provider (such as whether and how the Proponent proposes to obtain detailed knowledge of container locations), so as to minimize any disruption in service during the transition. Provide an implementation schedule that lists the timing of milestone events.

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f) IMPLEMENTATION PLAN

i. Contractor will submit an implementation plan 3 months before collection commencement date:

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

g) OPERATIONS PLAN – We understand that upon execution of **Waste Collection Services Contract** attached as Appendix 1, the City and the Contractor’s operations plan will supplement the provisions of the **Waste Collection Services Contract**.

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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h) DATA MANAGEMENT AND DATA TRANSFER - Describe the proposed route communication and service management systems, including hardware, software and protocol that will be used to communicate with trucks during the collection and with the City. Include the level of integration, if any, the Proponent proposes to have between the Contractor’s systems and the City’s systems.

--

i) MANAGEMENT AND CUSTOMER SERVICE

I. Describe the Proponent’s plan for providing formal customer service training for support staff to ensure familiarity with the Services

--

II. Describe the Proponent’s plan for providing all customer service functions during operating hours Monday through Friday for phone calls and emails

--

III.	Describe the Proponent’s plan for informing customers of current services, including changes in service due to weather or other disruptions
IV.	Describe the Proponent’s plan for receiving and resolving customer complaints, including escalation protocol, target response time and resolution
V.	The Proponent should detail their approach and methodology in addressing residents inquiries and service requests and explain how they will monitor and evaluate the quality of customer service to determine overall customer satisfaction with the Contractor’s services.
VI.	The Proponent should explain how they would intend provide continuous improvement including how they would measure performance and incorporate findings to correct deficiencies and improve the delivery of Services.

j) ENVIRONMENTAL	
i.	Describe how the Proponent’s proposed fleet will help the City achieve emissions reduction targets.
ii.	Describe how the Proponent proposes to report on vehicle fuel and use for annual emissions reporting. Include how the reporting will be tracked and audited for quality assurance. Proponent may include a sample report.

k) SERVICE VARIATIONS – per Section 3.4 Service Variations of this RFP, describe any proposed Service variations and how the changes would benefit the City including details and any supporting research. If Service variations affect Proposal prices see Section 4 k of this Schedule 3 Proposal Submission Form.	

4. FINANCIAL

SCHEDULE OF QUANTITIES AND PRICES FOR JULY 1, 2024 TO JUNE 30, 2031 YEAR COLLECTION SERVICES					
<u>Explanatory Notes:</u>					
<ul style="list-style-type: none"> - Annual unit prices requested, unless otherwise specified; - Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST). 					
a) Residential Collection Services					
State option number from Technical Section 3 b subsection xiv					
ITEM	Collection Service	2023 Estimated Quantity	Collection Frequency	Unit of Measure	Unit Price (exclude GST)
i.	Garbage	25,500 units	Bi-Weekly	Monthly	\$
ii.	Organics	25,500 units	Weekly	Monthly	\$
iii.	Additional Organics Cart	370 units	Weekly	Monthly	\$
iv.	Additional Yard Waste Collection	25,500 units	Weekly for est. 12 weeks*	Per Week	\$ /week
v.	Large Item Pick Up	10,500 items	n/a	Per Item	\$ /item
vi.	Assisted Collections	400 units	Weekly	Monthly	\$
Total Annual price based on 2023 estimates quantities					\$
<i>* additional weeks may be added at weekly rate as per Contract</i>					

SCHEDULE OF QUANTITIES AND PRICES FOR JULY 1, 2024 TO JUNE 30, 2031 YEAR COLLECTION SERVICES

Explanatory Notes:

- Monthly unit prices requested, unless otherwise specified;
- Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST).

b) Residential Collection Services

**State option number from Technical
Section 3 b subsection xiv**

ITEM	Collection Service	2023 Estimated Quantity	Collection Frequency	Unit of Measure	Unit Price (exclude GST)
i.	Garbage	25,500 units	Bi-Weekly	Monthly	\$
ii.	Organics	25,500 units	Weekly	Monthly	\$
iii.	Additional Organics Cart	370 units	Weekly	Monthly	\$
iv.	Additional Yard Waste Collection	25,500 units	Weekly for est. 12 weeks*	Per Week	\$ /Week
v.	Large Item Pick Up	10,500 items	n/a	Per Item	\$ /Item
vi.	Assisted Collection	400 units	Weekly	Monthly	\$
Total Annual price based on 2023 estimates quantities					\$

** additional weeks may be added at weekly rate as per Contract*

SCHEDULE OF QUANTITIES AND PRICES FOR JULY 1, 2024 TO JUNE 30, 2031 YEAR COLLECTION SERVICES

Explanatory Notes:

- Monthly unit prices requested, unless otherwise specified.
- Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees (if applicable), permit fees and any other items required for provision of the services (exclude GST).

c) Residential Collection Services

**State option number from Technical
Section 3 b subsection xiv**

ITEM	Collection Service	2023 Estimated Quantity	Collection Frequency	Unit of Measure	Unit Price (exclude GST)
i.	Garbage	25,500 units	Bi-Weekly	Monthly	\$
ii.	Organics	25,500 units	Weekly	Monthly	\$
iii.	Additional Organics Cart	370 units	Weekly	Monthly	\$
iv.	Additional Yard Waste Collection	25,500 units	Weekly for est. 12 weeks*	Per Week	\$ /week
v.	Large Item Pick Up	10,500 items	n/a	Per Item	\$ /item
vi.	Assisted Collection	400 units	Weekly	Monthly	\$
Total Annual price based on 2023 estimates quantities					\$
<i>* additional weeks may be added at weekly rate as per Contract</i>					

d) Extra Services

ITEM	Service	Unit of Measure	Unit Price (exclude GST)
i.	One collection vehicle and one operator	Per Hour	\$ /hour
ii.	One collection vehicle, one operator and one swamper	Per Hour	\$ /hour
iii.	One collection vehicle, one operator and two swampers	Per Hour	\$ /hour

e) City Facility Collection Service – Garbage								
Provide monthly unit price (exclude GST) unless specified (price to include collection and disposal):								
ITEM	Collection Frequency	Unit of Measure	Bin Size (cubic yard)					
			2 yd	3 yd	4yd	6 yd	6 yd Earth Bin	30 yd
i.	Once per week	Per Month	\$	\$	\$	\$	\$	\$
ii.	Twice per week	Per Month	\$	\$	\$	\$	\$	\$
iii.	Three per week	Per Month	\$	\$	\$	\$	\$	\$
iv.	Four per week	Per Month	\$	\$	\$	\$	\$	\$
v.	Once per month	Per Month	\$	\$	\$	\$	\$	\$
vi.	Twice per month	Per Month	\$	\$	\$	\$	\$	\$
vii.	Extra pickup	Per Pickup	\$ /pickup	\$ /pickup	\$ /pickup	\$ /pickup	\$ /pickup	\$ /pickup

f) City Facility Collection Service – Cardboard								
Provide monthly unit price (exclude GST) unless specified (price to include collection and disposal):								
ITEM	Collection Frequency	Unit of Measure	Bin Size (cubic yard)					
			2 yd	3 yd	4yd	6 yd	30 yd	
i.	Once per week	Per Month	\$	\$	\$	\$	\$	\$
ii.	Twice per week	Per Month	\$	\$	\$	\$	\$	\$
iii.	Three per week	Per Month	\$	\$	\$	\$	\$	\$
iv.	Four per week	Per Month	\$	\$	\$	\$	\$	\$
v.	Once per month	Per Month	\$	\$	\$	\$	\$	\$
vi.	Twice per month	Per Month	\$	\$	\$	\$	\$	\$
vii.	Extra pickup	Per Pickup	\$ /pickup	\$ /pickup	\$ /pickup	\$ /pickup	\$ /pickup	\$ /pickup

g) City Facility Collection Service - Single Stream Recycling										
Provide monthly unit price (exclude GST) unless specified (price to include collection and disposal):										
ITEM	Collection Frequency	Unit of Measure	Bin Size (Liters or cubic yard)							
			240 L	Additional 240 L	360 L	Additional 360 L	2 yd	3 yd	4yd	6 yd
i.	Once per week	Per Month	\$	\$	\$	\$	\$	\$	\$	\$
ii.	Twice per week	Per Month	\$	\$	\$	\$	\$	\$	\$	\$
iii.	Three per week	Per Month	\$	\$	\$	\$	\$	\$	\$	\$
iv.	Four per week	Per Month	\$	\$	\$	\$	\$	\$	\$	\$
v.	Once per month	Per Month	\$	\$	\$	\$	\$	\$	\$	\$
vi.	Twice per month	Per Month	\$	\$	\$	\$	\$	\$	\$	\$
vii.	Extra pickup	Per Pickup	\$ /pickup	\$ /pickup	\$ /pickup	\$ /pickup	\$ /pickup	\$ /pickup	\$ /pickup	\$ /pickup

h) City Facility Collection Service – Organics											
Provide monthly unit price (exclude GST) unless specified (price to include collection and disposal):											
ITEM	Collection Frequency	Unit of Measure	Bin Size (Liters or cubic yard)								
			240 L	Additional 240 L	360 L	Additional 360 L	2 yd	3 yd	4yd	6 yd	30 yd
i.	Once per week	Per Month	\$	\$	\$	\$	\$	\$	\$	\$	\$
ii.	Twice per week	Per Month	\$	\$	\$	\$	\$	\$	\$	\$	\$
iii.	Three per week	Per Month	\$	\$	\$	\$	\$	\$	\$	\$	\$
iv.	Four per week	Per Month	\$	\$	\$	\$	\$	\$	\$	\$	\$
v.	Once per month	Per Month	\$	\$	\$	\$	\$	\$	\$	\$	\$
vi.	Twice per month	Per Month	\$	\$	\$	\$	\$	\$	\$	\$	\$
vii.	Extra pickup	Per Pickup	\$ /pickup	\$ /pickup	\$ /pickup	\$ /pickup	\$ /pickup	\$ /pickup	\$ /pickup	\$ /pickup	\$ /pickup

i) City Facility Collection Service - Wood Provide monthly unit price (exclude GST) unless specified (price to include collection and disposal):			
ITEM	Collection Frequency	Unit of Measure	Bin Size (cubic yard) 20 yd
i.	Once per week	Per Month	\$
ii.	Twice per week	Per Month	\$
iii.	Three per week	Per Month	\$
iv.	Four per week	Per Month	\$
v.	Once per month	Per Month	\$
vi.	Twice per month	Per Month	\$
vii.	Extra pickup	Per Pickup	\$ /pickup

j) Recycling Depot Collection Service Provide monthly unit price (exclude GST) unless specified:			
ITEM	Service	Unit of Measure	Price
i.	6 Yard Cardboard bins (collection and disposal)	Per Month	\$ /month
ii.	20 Yard Cardboard Bin (collection only)	Per Pickup	\$ /pickup
iii.	30 Yard Mixed Containers Bin (collection only)	Per Pickup	\$ /pickup

k) SERVICE VARIATIONS –Proponent is to provide details as to the financial impact of each variation proposed in Section 3 k.

l) Credits - Describe how the City will benefit from any applicable low carbon fuel provider credits associated with the Proposal. Description should outline the administration and sale of credits, including but not limited to:
<ul style="list-style-type: none"> i. Collecting credit information to support quality and quantity; ii. Certifying the credits with the relevant government authority; iii. Trading of credits; and iv. The mechanism for transfer of credit value to the City.

m) Proponent is to include, as an attachment to their Proposal Submission, a sample of their company invoice as to how the Work is invoiced on a monthly basis. Included:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

n) Price Escalation	
Per Section 1.10 Proponent confirms it will accept CPI as the escalation model	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, propose alternative:	

Attention Purchasing Manager:

5. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website www.coquitlam.ca/Bid-Opportunities, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Proposal in response to the RFP.
6. **I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, agree to the complete set of RFP and Contract documents will include all Schedules and Appendix. 1
7. **I/We confirm** that, if I/we am/are awarded the Agreement, I/we will at all times be the “Prime Contractor” as provided by the Worker's Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Services has been designated as the “Prime Contractor”, I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.
8. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

This Proposal is submitted this ____ day of _____, 20____.

I/We have the authority to sign on behalf of the Proponent and have duly read all documents.

Name of Proponent	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.