

City of Coquitlam

Request for Proposals

RFP No. 25-050

Organic Waste Processing

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[PROPOSAL SUBMISSION FORM](#)

1. KEY DATES

RFP Issue Date	Thursday, October 9, 2025
Deadline for Questions Send questions to: bid@coquitlam.ca referencing the RFP name and number.	2:00 PM (local time) Friday, October 31, 2025
Submission Deadline	2:00 PM (local time) Thursday, November 6, 2025

2. RFP REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS

All applicable requirements and guidelines for this RFP, are available on the City's website [here](#).

To be eligible for the award, the City requires only the **successful Proponent** to have the following in place before providing any Goods or Services. The requirements that apply to this RFP, listed in order of precedence are:

- a) Instructions to Proponents
- b) Entry into an Organic Waste Processing Services Agreement, a copy of which will be provided by the City to the successful Proponent. If the Proponent has a standard Contract for these Services, the Proponent may include a copy of their Contract as an attachment to their Proposal for the City's review.

Do Not Submit – The items below are not required as part of this RFP Proposal. The City will request this documentation from the successful Proponent prior to entering into an agreement for Services.

- c) Provide an irrevocable Letter of Credit in the amount of 10% of the total Contract value.
- d) Commercial General Liability (CGL) insurance \$5M coverage provided on the City's Certificate of Insurance – Contractor Form.
- e) Be registered and provide WorkSafeBC clearance; upon request, the City may request an employer report.
- f) A City of Coquitlam or Tri Cities Intermunicipal Business License is required for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services.

3. DEFINITIONS

“Agreement” “Contract” means the City issued Organic Waste Processing Services Agreement or the Proponent’s standard contract that will formalize the agreement for services with the successful Proponent. The agreement will incorporate by reference the Request for Proposals, Specifications, Appendices, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City;

“City” “Owner” means City of Coquitlam;

“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;

“Organic Waste Material” means loose pruning, plants, flowers, leaves, trimmings, clean wood, branches, and limbs up to 4” diameter, leaves, grass clippings, food scraps, food soiled paper and woodchip products;

“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 the submission 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;

“Supply” “Provide” Supply or Provide means to furnish and pay for all necessary materials, equipment, labour, and services required for the completion of the Work.

“Yard Waste” means Yard Trimmings, Clean Wood Waste, and Invasive Species Only

4. INSTRUCTIONS TO PROPONENTS

4.1. Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́hǵəmiḥə́h (HUN-kuh-MEE-num) word kwikʷə́lə́m (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kwikʷə́lə́m traditional and ancestral lands, including those parts that were historically shared with the ǵícə́y (kat-zee), and other Coast Salish Peoples.

4.2. Community Context

Coquitlam is the largest of the Tri-Cities with approximately 150,000 residents. The Tri-Cities cover approximately 208 square kilometers and are situated east of Burnaby, 10km to the east of Vancouver, stretching all the way to the Fraser and Pitt Rivers to the east. This part of the region is expected to grow to approximately 359,000 by 2041. The Tri-Cities are experiencing tremendous change, not only in population growth but also in demographics, culture, and in specific neighborhoods.

4.3. Purpose

The City is seeking Proposals from qualified and experienced Proponents to provide Organic Waste Processing Services. The purpose of this RFP is to identify a facility that can receive and process organic waste material sourced from single-family and selected multi-family residential properties in Coquitlam. The City's preference is to a partner with a Proponent using a closed loop system, with a facility that minimizes travel times, potential travel disruptions due to congestion, and minimizes greenhouse gas emissions from the City's collection contractors' fuel consumption.

Proponents should have demonstrated expertise in processing municipal organic waste, including yard and garden waste, food waste, food-soiled paper, and clean wood, in an environmentally responsible manner.

A preliminary scope of Services is outlined in Section 6. Through this RFP, the City invites Proposals for the performance of the Services, including options or variations that may be described in the Contract, to allow the City to evaluate and select the combination of Services that provides the greatest overall advantage to the City.

4.4. Coquitlam's Objectives

The City is seeking a Proponent to assist in achieving the following objectives related to the Services:

- a) Provide reliable and cost-effective organic waste processing services.
- b) Prevent and reduce adverse environmental impacts from the performance of the Services, including the adoption of clean technologies and practices.
- c) Assist the City in meeting its overall carbon reduction target of 45% by 2030 from 2007 levels and carbon neutrality by 2050, by avoiding long hauling and considering innovative solutions for reducing fuel consumption and GHG emissions.

- d) Provide opportunities for innovation and collaboration in the delivery of the Services including potential pilot projects or other initiatives.

4.5. Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form.

4.6. Prices

Prices shall be all-inclusive and stated in (Canadian Funds).

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, 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.

4.7. Requested Departures

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them. The City may not consider any departures not stated in the Proponent's Proposal Submission.

4.8. Evaluation Criteria

a) Instructions for Proposal Submission and Attachment Referencing

The City uses Microsoft Word to streamline the transfer of Proponent information into an evaluation document. Responses on the Proposal Submission Form should provide direct answers or concise summaries of any referenced attachments. Where attachments are necessary, each response should summarize the relevant information and clearly indicate where the City can find the corresponding details within the attachments, specifying precisely, for example, "see Section X, subsection Y, paragraph Z, on page N."

b) Submission Format and Content Authenticity

Lower scores may be assigned if Proposal Submission Forms:

I. Non-conforming

- Are not submitted in Microsoft Word format.
- Rely solely on references such as "see section X in the attached document" without providing summaries.

II. Authenticity and AI Generated Content

- The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals containing boilerplate, non-specific, or AI-generated content may receive a lower score.
- Proponents must demonstrate a clear understanding of the City's needs by providing detailed, tailored responses, including methodologies. Proposals lacking sufficient detail and originality may result in a lower evaluation score.

c) Evaluation Criteria and Points Allocation

Each proposal will be evaluated based on the following criteria:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	20
Sustainable Benefits and Social Responsibility	20
Technical	30
Financial	30
Total	100

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

Corporate Experience, Capacity and Resources

- Business and technical reputation and capabilities; financial stability, capacity and resources
- Operational experience
- Regulatory Compliance
- Value added benefits
- References
- Sub-contractors
- Staff qualifications and experience
- Health and Safety
- Processing Facility Overview and Permitting

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility
- Location relative to the collection service

Technical

- Methodology, set-up and execution of the Work

- Quality Assurance and Safety
- Risk factors
- Ability to comply with the stated specifications and requirements
- Annual and reserve capacity
- Methods
- Environmental Compliance, Performance history and Benefits
- Fuel and Energy Consumption
- Equipment and Resources
- Innovation
- Tracking and Reporting

Financial

- Price
- Price Escalation process

e) Proposal Comparison

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.

f) Reference Checks and Interviews

Upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted
- As part of the evaluation of Corporate Experience, Site Inspections 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.

g) Additional Evaluation Considerations

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.

h) Proposal Compliance and Rejection

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

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the Work outlined in this RFP.

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

i) Disclosure of Information

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.

4.9. Term

The City is considering multiple options for the term of the Contract:

- a) Option 1 – 10-Year Term, Contract Term and Renewal (Required Term Pricing)
The initial term of the Contract will be ten (10) years with firm pricing for the duration of the term. The City reserves the right, at its sole discretion, to extend the Contract for up to one (1) five (5) year period, for a maximum total term of fifteen (15) years. Extensions will be subject to satisfactory Contractor performance and competitive pricing.
- b) Option 2 – Alternate Proposal Term Pricing (optional)
Proponents may submit an alternative Contract structure or pricing model for the City's consideration, provided it includes firm pricing and meets the objectives of the RFP.
- c) Price Escalation (Applicable to both Options)
All Contract prices shall remain firm during the initial term. A price escalation may be considered at the time of renewal and at each subsequent extension period, provided that the Contractor submits a written request to the City a minimum of thirty (30) days prior to the renewal date. Any price adjustments must be based on the most recent Consumer Price Index (CPI) published by the Government of Canada.

If approved, the price adjustment will take effect on the applicable renewal or extension date and will be documented through a formal Contract amendment. Retroactive price adjustments will not be permitted.
- d) Selection of Term Option
The City will evaluate all options and select the term and pricing structure that provides the best overall value to the City.

4.10. Letter of Credit Requirement

The successful Contractor may be required to provide an irrevocable standby Letter of Credit in favour of the City, issued by a Canadian Schedule I or Schedule II bank, in the

amount of **10% of the total Contract value** as security for the performance of the Work. The Letter of Credit must:

- Be in a form acceptable to the City
- Remain valid for the entire duration of the Contract, including any extensions, plus 60 days following Contract completion

The City may draw upon the Letter of Credit at its sole discretion, in whole or in part, in the event of any default by the Contractor.

For clarity, failure or refusal by the Contractor to accept or process the City's Organic Waste Material in accordance with this Contract constitutes a default. In such event, the City may obtain services from an alternate provider and any increased costs incurred by the City will be the Contractor's responsibility and may be deducted from the Letter of Credit.

4.11. Quantities Stated

Quantities provided in this RFP or Appendices are provided as an estimated guideline of the City's requirements. The City does not guarantee any volume or quantities. Further, the City has the right, at its sole discretion to award part of the work.

4.12. Qualifications

Proponents must hold a valid Ministry of Environment (MOE) operating permit, as well as any other applicable permits, certificates or approvals required to operate the processing facility in compliance with all local, regional, and provincial regulations. The Proponent must also have staff who are appropriately trained and qualified to operate the facility in full compliance with the permit conditions.

4.13. Negotiation

The City reserves the right, prior to Contract award, to negotiate changes to the scope of the services or to the Contract documents (including pricing to meet budget) with the highest ranked Proponent and then consecutively, any one or more Proponents, proposing the "best value" without having any duty to advise any other Proponent or to allow them to vary their Proposal as a result of changes to the scope of the services or to the Contract documents; and the City may enter into a changed or different Contract with the proponent(s) proposing the "best value", without liability to Proponents who are not awarded the Contract.

4.14. Extension of Offer

The Contractor agrees to allow other local public sector organizations with similar requirements to participate in this Contract, provided the Contractor has processing capacity and is agreeable to the terms of the contract with the organization.

Additional participating municipalities that opt to enter into a Contract with the successful Proponent for the Services described in this RFP based on the terms,

conditions and prices may present their own Agreement. This is a separate legal Contract between those municipalities and the successful Proponent.

This is intended to be a means of promoting cooperative purchasing efforts with the public sector, and to provide additional value to the Contractor.

5. PROJECT SPECIFIC TERMS AND CONDITIONS

5.1. Permits and Regulations

The Contractor is to obtain permits, pay all fees therefore and comply with all Provincial, Municipal and other legal regulations and by-laws applicable to the Work.

5.2. Environmental Protection

The Contractor is to provide facilities and resources necessary for the proper processing of Organic Waste Material, ensuring compliance with all applicable environmental regulations and industry standards. The Contractor shall be responsible to take all necessary measures to comply with requirements of the Federal and Provincial Environmental Protection Agencies and Municipal Acts and Bylaws in respect to air, earth, and water pollution.

The Contractor must also ensure compliance with applicable Federal guidelines for final compost quality and use.

Meet all Ministry of Environment and Parks (or its successor Ministry/agency) requirements.

5.3. Facility and Resources

Contractor shall demonstrate expertise in handling organic green waste, including but not limited to receiving, sorting, processing, managing, and ensuring compliance with all applicable regulations governing the end-use of compost by-products.

6. SCOPE OF SERVICES

6.1. Scope

The Scope of Work includes, but is not limited to, the following:

- Receive organic waste material delivered by, or on behalf of, the City, originating from single-family residential and select multi-family residential properties
- Remove and dispose of materials not acceptable for processing
- Process organic waste material using aerobic, anaerobic, or other approved conversion methods to produce value-added materials such as compost or biofuel
- The City prefers direct drop-offs by the City's collection vehicles to a processing facility located as close as possible to the service area
- The City currently has a contract for curbside organic waste pickup, with material delivered to Augustine Soil & Mulch Ltd. at 12620 Wooldridge Rd., Pitt Meadows, BC. The City may continue to make direct deliveries to this location, with the

option for either the Contractor or Augustine Soil & Mulch to transport the material to the Contractor's processing facility

- If an alternate drop-off location is proposed, the Proponent must specify the location, hours of operation, and any restrictions. Facilities must be accessible during regular operational days (e.g., Monday to Friday, excluding statutory holidays) unless otherwise agreed upon in the Contract
- The drop-off location must be capable of tracking and weighing each truck and providing detailed load weight and volume summaries upon request
- The City's collection vehicles must be permitted to unload upon arrival at the facility. Where wait times exceed thirty (30) minutes, penalties may be applied and are to be defined in the Contract
- The Contractor must process Organic Waste Material in an environmentally responsible manner that complies with all applicable regulations, including odour control, leachate management, and vector control
- The Contractor must maintain all necessary permits, including but not limited to an approved Ministry of Environment (MOE) permit, Organic Matter Recycling Regulation (OMRR) approval, air and discharge permits, and proof of annual operating capacity. Staff must be qualified to operate the facility in compliance with all permit conditions
- Where the processing location receives more than 600 mm of annual precipitation (as defined in OMRR), organic waste material must be processed and stored under cover
- Ensure processed Organic Waste Materials are repurposed and residuals are disposed of in a sustainable and environmentally compliant manner
- The Contractor must return any communication from the City within 1 business day
- Ensure transportation methods comply with all applicable safety and environmental regulations
- Support Coquitlam's unlimited organics program and seasonal yard trimmings collection program. The Contractor will accept and process the City's separately collected yard trimmings (approximately 400 tonnes per year) under a separate pricing structure
- Support the City's efforts to reduce contamination through collaboration on programs, audits and exploring price incentives
- As a value added service, if feasible, provide an annual allotment of up to 1,000 bags of finished compost (10 kg each) for the City to distribute at community events or other City programs. The City may adjust the allotment based on actual program needs (anticipated to be closer to 500 bags annually). Compost must be provided in plastic bags of 10 kg each, palletized for delivery. Initial delivery will occur each April to Austin Works Yard (AWY), with the option for a second delivery at a later date to be determined by the City. The City may opt to receive the full allotment of bags in one shipment or in multiple deliveries

- Maintain appropriate vehicles and equipment to safely and efficiently transport Organic Waste Material, if applicable
- The storage and processing area for Organic Waste Materials at the Contractor's site is provided as-is. Any improvements required to facilitate processing, if agreed to by the City, will be at the sole cost of the Contractor

Reporting Requirements - The Contractor must provide monthly reports to the City in an electronic format (Excel or PDF). At a minimum, reports must include:

- **Tonnage** – Total tonnage of organic material received and processed, by source category (yard trimmings, food waste, etc.)
- **Emissions** – All emissions attributable to the processing and transportation of organic materials, including GHG calculations; provide an annual summary report to support the City's provincial reporting obligations
- **Environmental Compliance** – Confirmation of compliance with all applicable Federal, Provincial, and Municipal environmental requirements, including any incidents, exceedances, or corrective actions taken

The full scope of reporting **requirements** is also outlined in the **Technical Section of the Proposal Submission Form**, which must be completed in detail. The City reserves the right to request additional reporting or clarification at any time.

The City reserves the right to adjust the Scope of Work based on operational needs and regulatory requirements.

6.2. Organic Waste Material Quantities:

The City estimates that approximately 15,400 tonnes of Organic Waste Material will require processing annually. This figure is an estimate based on the current housing types that are part of the City's collection program and may increase in the future. Volumes may also fluctuate from year to year based on seasonal variations and special collection periods, such as the City's unlimited organic waste collection events, which can temporarily increase volumes.

The historic tonnage volumes from 2020–2022 (including the pandemic years) are provided below for reference. The Contractor must ensure that the processing facility has sufficient capacity, as approved under its annual operating permit, to accept all Organic Waste Materials delivered by the City.

6.3. Historical Volumes

Organic Waste Tonnage 2020-2024:

Year	Curbside Collection Tonnage/Year
2020*	16,940
2021*	16,487
2022	15,363
2023	14,276
2024	14,886



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 25-050

Organic Waste Processing

Proposals will be received as per the date and time specified in the [Key Dates Section](#) of the RFP.

INSTRUCTIONS FOR PROPOSAL SUBMISSION

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: qfile.coquitlam.ca/bid

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

2. Add files and "Send Files"

(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 the Proposal Submission process. If assistance is required phone 604-927-3037.

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

1. DEPARTURES

a) Contract – I/We acknowledge that the City’s form of agreement - **Organic Waste Processing Services Agreement**) for these Services will be provided only to the successful Proponent when available. At that time, the successful Proponent may identify any requested departures in writing for the City’s consideration. If the requested departures are not acceptable to the City, the City reserves the right to discontinue negotiations and proceed to the next ranked Proponent. If the Proponent has its own standard Contract for these Services, a copy may be provided as an attachment for the City’s review.

b) Alternative Contract – Proponents’ alternative contract model is attached.

☐ **Yes**

☐ **No**

c) SERVICES - I/We have reviewed the Scope of Services as described in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any):

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

2. CORPORATE

a. CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):

i. Provide an overview of the Proponent’s organizational background, including but not limited to:

- History & Corporate Structure;
- Mission & vision;
- Number of current customers in the Lower Mainland.

ii. Provide a summary of relevant experience and qualifications related to the Services requested in the RFP:

iii. The Proponent shall provide an overview of the processing facility, material handling systems and operating details, including, but not limited to:

- legal address for the processing facility location and any back up facilities (if required)

- age and condition of the building(s) structure
- age and condition of processing equipment
- any operational, maintenance and rehabilitation plans (OMR)
- environmental controls
- days and hours of operation

iv. Describe the Proponent's current capabilities and capacity to perform the Services, including relevant resources, staffing levels, and the ability to manage this project alongside existing workloads:

b. 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. Company and staff experience with handling and processing organic materials including total years of experience.	
ii. Provide the turnaround time for collection vehicles weighing in and out of the processing facility and plans for any interruptions or delays.	
iii. Provide a contingency plan if deliveries or processing is interrupted.	

c. VALUE ADD Provide information on what makes the Proponent innovative, is there any competitive advantage, and what other services are available that would assist or be of benefit to the City.

d. REFERENCES – Proponent shall be competent and capable of performing the Services requested and 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

Project Title and Description of Contract	
Size and Scope	
Work Performed	
Start Date and End Date	
Contract Value	
Completed on budget and schedule	
Project completed on schedule	
Reference Information	Company:
	Contact Name:
	Phone Number and Email:

Reference No. 2

Project Title and Description of Contract	
Size and Scope	
Work Performed	
Start Date and End Date	
Contract Value	
Completed on budget and schedule	
Project completed on schedule	
Reference Information	Company:
	Contact Name:
	Phone Number and Email:

Reference No. 3

Project Title and Description of Contract	
Size and Scope	
Work Performed	
Start Date and End Date	
Contract Value	
Completed on budget and schedule	
Project completed on schedule	
Reference Information	Company:
	Contact Name:
	Phone Number and Email:

e. 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)

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
i.				
ii.				
iii.				
iv.				
v.				

f. 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 subcontractors without the City's written approval:

Sub-Contractor No. 1	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:
Sub-Contractor No. 2	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

g. HEALTH AND SAFETY

i. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?

☐ Yes

☐ No

ii. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?

☐ Yes

☐ No

3. 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 hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:
iii. 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:
iv. To meet sustainability goals, the City prefers a local processor. Please state the distance (in kilometers) the processing facility is from Coquitlam's Works Yard at 500 Mariner Way, Coquitlam, BC.
v. What policies does your organization have to support reconciliation with indigenous peoples:

4. TECHNICAL

a) Proponents are to describe the following with respect to the Proponent's technical experience. Use the spaces provided and/or attach additional pages, if necessary:	
i. Capacity – Provide the annual operating capacity as well as the reserve capacity to accept City of Coquitlam materials.	

ii.	GHG Estimates - Provide estimates from processing Organic Materials (per tonne), fuel consumption and hauling GHGs. Estimates should include the methodology and show expected fuel consumption by fuel type (e.g., gasoline, diesel, biofuels, RNG/CNG).	
iii.	Transportation - Provide an estimate of GHG emissions associated with transporting Organic Waste Materials to and from the facility, including assumptions used in the calculation (If required as part of the proposal) .	
iv.	Reporting - Describe how the Proponent proposes to report on vehicle fuel and use for annual emissions reporting, in a manner that supports the City's obligation to quantify and report emissions to the Province each year. Include how the reporting will be tracked and audited.	
v.	Processing - Indicate what additional materials /products can be included in the Organic Waste Material, including but not limited to: compostable or biodegradable bags or plastics.	
vi.	Environmental - Methods and equipment used to control environmental factors including leachate, odors and vectors in the processing and storage of compost materials.	
vii.	Toxic and Hazardous Substances – Describe methods to reduce toxic and hazardous substances found in end products.	

viii.	Special Material - Indicate the ability to process invasive plants or materials that require special handling including but not limited to: Giant Hogweed, Knotweeds, Poison Hemlock, Wild Chervil and others.	
ix.	Contamination - Methods for how residual content is processed, removed and or/disposed. Provide a comprehensive list of permitted and prohibited materials. Provide details for determining percent of residual content in each load.	
x.	Additions - Brief indication of any special challenges or considerations foreseen by the Proponent and provide a proposed solution or contingency plan for each.	
xi.	Quality Assurance - Provide the measures the Proponent will use to maintain quality control for the Services being performed.	
xii.	Risk Factors - Describe the risk factors anticipated and how the Proponent intends to mitigate these.	
xiii.	Safety - Proponent is to state how they will address safety on the Work site.	

b. REGULATORY COMPLIANCE - Summarize any litigation involving the Proponent or a 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 the Proponent. For each matter, provide dates and a brief description of the nature and outcome. (Use the spaces provided and/or attach additional pages, if necessary.).

c. ENFORCEMENT- Have you or your company ever received any fines, penalties, or enforcement actions related to environmental, regulatory, or operational non-compliance in the past five (5) years? If yes, please provide details, including the nature of the infraction, date, and corrective actions taken.

i. The processing of organic material or value added products (compost, biofuel).	
ii. Violations of Federal, Provincial, or Regional laws or regulations including environmental regulatory complaints or violations	
iii. Violation of municipal bylaws	

d. METHODS- Proponents are to describe the following with respect to the Proponent's methods for processing organic material. Use the spaces provided and/or attach additional pages, if necessary:

i. Methods used for composting municipal organics and yard waste	
ii. Methods for biofuel production (if applicable)	
iii. Provide a detailed description and end use of the renewable resource(s).	

e. Reports – various reports will be required by City on an immediate, monthly or annual basis. The Contractor shall be responsible for submitting to the City these reports:

- Reporting Requirements:
 - Daily tonnage per load including date, time, type of material and total weight for each category mentioned in this RFP;
 - Monthly Tonnages processed- including breakdown by category (ex. organic waste material vs yard waste) (15th of the following month)
 - GHG Reporting (annual):
 - Fuel consumption and GHG emissions for hauling as per Local Government Climate Action Program requirements
 - GHG emissions from processing (annual, proponent to describe methodology used as part of reporting)
 - Report any non-compliance with environmental regulations (immediately)
 - Provide documentation tracing final disposal of all material (as required).

- Tracking, recording and reporting of service problems and solutions, statistics and comments to resolve them (as needed);
- Provide annual report as per the Organic Matter Recycling Regulation through the **Ministry of Environment and Climate Change Strategy**.

Please describe how your organization will meet all reporting requirements outlined above:
Provide examples of report formats where available.

5. FINANCIAL

a) Option 1 PRICE (10 year) - 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):

ITEM	SCOPE OF WORK	Unit of Measure	PRICE Year 1	PRICE Year 2	PRICE Year 3	PRICE Year 4	PRICE Year 5
i.	Processing of Organic Waste Materials at the Proponents facility.	Per tonne	\$	\$	\$	\$	\$
ii.	Processing of Seasonal Yard Waste		\$	\$	\$	\$	\$
iii.	Other not Listed:		\$	\$	\$	\$	\$
		Unit of Measure	PRICE Year 6	PRICE Year 7	PRICE Year 8	PRICE Year 9	PRICE Year 10
iv.	Processing of Organic Waste Materials at the Proponents facility.	Per tonne	\$	\$	\$	\$	\$
v.	Processing of Seasonal Yard Waste		\$	\$	\$	\$	\$
vi.	Proponents must also provide evidence of financial capacity, including a letter from their financial institution confirming years of business relationship, available line of credit, and any NSF history, if applicable						
vii.	Other not Listed:		\$	\$	\$	\$	\$

b) Option 2 Price – Proponent Alternative Pricing Model is attached

☐ Yes ☒ No

c) Price Escalation - Proponent confirms it will accept CPI as the escalation model

☐ Yes ☐ No

If no, propose alternative:

Attention Purchasing Manager:

6. **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.
7. **I/We** agree to the rules of participation outlined in the **Instructions to Proponents** (per section 2 of RFP) and should our Proposal be selected, would be prepared to enter into an agreement with 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.

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