

**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](http://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.

|  |  |
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| **Legal Name of Company** |  |
| **Contact Person and Title** |  |
| **Business Address** |  |
| **Telephone** |  |
| **Email Add7ress** |  |

1. **DEPARTURES**

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| 1. **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.
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| 1. **Alternative Contract** – Proponents’ alternative contract model is attached.
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| [ ]  **Yes** | [ ]  **No** |

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| 1. **SERVICES -** I/We have reviewed the Scope of Services as descibed in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any):
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| **Requirements – Requested Departure(s) / Alternate(s) / Addition(s)** |
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1. **CORPORATE**

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| 1. **CAPABILITIES, CAPACITY AND RESOURCES** - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary)**:**
 |
| 1. 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.
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| 1. Provide a summary of relevant experience and qualifications related to the Services requested in the RFP:
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| 1. 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
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| 1. 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:
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| 1. **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:
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| 1. Company and staff experience with handling and processing organic materials including total years of experience.
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| 1. Provide the turnaround time for collection vehicles weighing in and out of the processing facility and plans for any interruptions or delays.
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| 1. Provide a contingency plan if deliveries or processing is interrupted.
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| 1. **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.
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| 1. **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: |

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| 1. **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)
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| **LINE ITEM** | **NAME** | **TITLE/POSITION** | **EXPERIENCE AND QUALIFICATIONS** | **YEARS WITH YOUR ORGANIZATION** |
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| 1. **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: |

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| 1. **HEALTH AND SAFETY**
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| 1. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?
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| [ ]  **Yes** | [ ]  **No** |
| 1. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?
 |
| [ ]  **Yes** | [ ]  **No** |

1. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

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| 1. 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
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| 1. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:
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| 1. 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:
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| 1. 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.
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| 1. What policies does your organization have to support reconciliation with indigenous peoples:
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1. **TECHNICAL**

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| 1. **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:**
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| 1. **Capacity –** Provide the annual operating capacity as well as the reserve capacity to accept City of Coquitlam materials.
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| 1. **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).
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| 1. **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) .
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| 1. **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.
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| 1. **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.
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| 1. **Environmental -** Methods and equipment used to control environmental factors including leachate, odors and vectors in the processing and storage of compost materials.
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| 1. **Toxic and Hazardous Substances –** Describe methods to reduce toxic and hazardous substances found in end products.
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| 1. **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.
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| 1. **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.
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| 1. **Additions** - Brief indication of any special challenges or considerations foreseen by the Proponent and provide a proposed solution or contingency plan for each.
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| 1. **Quality Assurance -** Provide the measures the Proponent will use to maintain quality control for the Services being performed.
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| 1. **Risk Factors -** Describe the risk factors anticipated and how the Proponent intends to mitigate these.
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| 1. **Safety -** Proponent is to state how they will address safety on the Work site.
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| **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.). |
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| **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. |
| 1. The processing of organic material or value added products (compost, biofuel).
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| 1. Violations of Federal, Provincial, or Regional laws or regulations including environmental regulatory complaints or violations
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| 1. Violation of municipal bylaws
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| **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:  |
| 1. Methods used for composting municipal organics and yard waste
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| 1. Methods for biofuel production (if applicable)
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| 1. Provide a detailed description and end use of the renewable resource(s).
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| **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. |
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1. **FINANCIAL**

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| * 1. **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** |
|  | Processing of Organic Waste Materials at the Proponents facility. | Per tonne | $ | $ | $ | $ | $ |
|  | Processing of Seasonal Yard Waste |  | $ | $ | $ | $ | $ |
|  | Other not Listed: |  | $ | $ | $ | $ | $ |
|  | **Unit of Measure** | **PRICE Year 6** | **PRICE Year 7** | **PRICE Year 8** | **PRICE Year 9** | **PRICE Year 10** |
|  | Processing of Organic Waste Materials at the Proponents facility. | Per tonne | $ | $ | $ | $ | $ |
|  | Processing of Seasonal Yard Waste |  | $ | $ | $ | $ | $ |
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|  | 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 |  |  |  |  |  |  |
|  | Other not Listed: |  | $ | $ | $ | $ | $ |

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| * 1. **Option 2 Price** – Proponent Alternative Pricing Model is attached
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| [ ]  **Yes** | [x]  **No** |

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| * 1. **Price Escalation** - Proponent confirms it will accept CPI as the escalation model
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| [ ]  **Yes** | [ ]  **No** |
| **If no, propose alternative:** |
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**Attention Purchasing Manager:**

1. **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](http://www.coquitlam.ca/140/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.
2. **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 in an agreement with the City.
3. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

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| **Addendum No.** | **Date Issued** |
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**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.**

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