

City of Coquitlam

Request for Proposals

RFP No. 26-010

Waste Collection Services - Street Litter
Bins

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[PROPOSAL SUBMISSION FORM](#)

1. KEY DATES

RFP Issue Date	Thursday, March 5, 2026
Deadline for Questions Send questions to: bid@coquitlam.ca referencing the RFP name and number.	2:00 PM (local time) Monday, March 23, 2026
Submission Deadline	2:00 PM (local time) Thursday, March 26, 2026

2. PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS

All applicable requirements, guidelines, and terms and conditions for City procurement processes including, but not limited to, RFPs, RFIQs, and RFIs etc. are available on the City's website under [City Purchasing Information](#).

To be eligible for the award, the City requires only the successful Proponent to agree to and have the following in place before providing any Goods or Services. The applicable requirements to this process are:

- a) Instructions to Proponents
- b) City Standard Terms and Conditions - Purchase of Goods and Services

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) Commercial General Liability (CGL) insurance \$5M coverage provided on the City's Certificate of Insurance – Contractor Form
- d) Prime Contractor Designation Form and be responsible for all the Work at the site in accordance with WCB regulations
- 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 Purchase Order that will be issued to formalize the Contract with the successful Proponent through negotiation process with the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, the Terms and Conditions of Contract included in this RFP, 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.

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

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

4. INSTRUCTIONS TO PROPONENTS

4.1. Acknowledgement

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

4.2. Purpose

The City of Coquitlam requests Proposals from professional, qualified, experienced companies for the provision of **Waste Collection Services - Street Litter Bins** at selected sites throughout the City.

4.3. Proposal Submission

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

4.4. Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the Term of the Contract.

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.

4.5. 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.

4.6. 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

- The City's preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals will be evaluated on specificity and relevance of content. Proposals containing generic, boilerplate, non-responsive 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	25
Sustainable Benefits and Social Responsibility	15
Technical	25
Financial	35
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; experience, financial stability, capacity and resources
- Value added benefits
- References
- Staff qualifications and experience
- Equipment and Vehicles

- Health and Safety

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility
- Environmental Considerations for disposal and reuse
- Disposal and Recycling Facility Locations

Technical

- Methodology, set-up and execution of the Work
- Quality Assurance and Safety
- Risk factors
- Reporting
- Ability to comply with the stated specifications and requirements

Financial

- Prices
- Pricing Adjustments

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

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.

4.7. Term

The initial term of the Contract is two (2) years with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

5. SCOPE OF SERVICES

5.1. Scope

The Contractor will provide waste and recycling collection and clean up services for the City's Street Litter Bins. The locations and service frequencies are outlined in this RFP. The City's Litter Bin styles included in the inventory can be viewed in **Appendix A – Litter Bin Photos**.

Work includes:

- Emptying and removal of waste from various street litter bins including multi-stream bins that include recycling.
- Bin bags are required for multi-stream, decorative and bear proof bins. For all other bin types, bin bags are optional and shall be included in quoted prices
- For multi-stream bins, recycling from multi-stream bins are to be brought to an appropriate facility for recycling
- Pick up and removal of litter within 5 meters of the Street Litter Bin
- Emptying and proper disposal of material from Cigarette Bin
- Transportation of waste and recycling
- Disposal of waste at approved disposal site(s)
- Reporting on the condition and capacity (overflowing or underutilized) of bins

All bins are to be emptied as per the frequencies stated in **Appendix C – Litter Bin Inventory** regardless of the quantity of garbage in the bin(s).

5.2. Locations, Litter Bin Style and Frequency

Refer to **Appendix B – Litter Bin Locations and Collection Frequencies Map** which includes the following information:

- Frequency of Service per Location per Bin Style
- Physical Location

5.3. Addition or Deletion of Locations and or Frequency of Services

Locations and frequency of Service are stated in **Appendix C – Litter Bin Inventory** and **Appendix B – Litter Bin Locations and Collection Frequencies Map** .

The City reserves the right to change frequencies, as required. The City reserves the right to add or delete Services at locations it has previously requested Services to be performed, as well as increase or decrease frequencies of any of the locations that are included in the Contract.

5.4. Additional Call-Outs

Where an additional call-out is requested by the City, the Contractor will attend within 24 hours unless otherwise directed by the City. Contractor is to maintain records of callouts, City requestor's name, and date and time which is to be submitted along with the invoice for that billing period.

5.5. Collection Times and Schedule

Service is to be provided between 7:00 am and 6:00 pm Monday to Friday , in accordance with the City's Street and Traffic Bylaw, as amended.

The Contractor will be responsible for submitting a collection schedule based on the frequencies of collection for each bin type that will be approved by the City. Bins should be emptied on a regular scheduled day with appropriate and established intervals between services.

5.6. Delivery, Disposal, and Recycling

a) Garbage

The Contractor shall collect, transport and dispose of garbage to an approved Disposal Facility. Pricing provided shall include all tipping fee charges in the Price.

b) Recycling

The Contractor shall collect, transport and deliver recycling to an approved Recycling Facility. Pricing provided shall include all tipping fee charges in the Price.

c) Cigarette Waste

The Contractor shall collect, transport and dispose of cigarette waste as garbage.

5.7. Traffic Control

The Contractor shall be responsible for determining when certified Traffic Control Personnel are required in accordance with applicable regulations. The Contractor is responsible for providing and maintaining appropriate traffic control measures when servicing bins. Traffic control measures may include signage, cones, barriers, vehicle warning lights, and other passive traffic control devices as required to safely perform the Work.

All traffic control measures shall comply with Part 18 of the Occupational Health and Safety Regulations and the most current edition of the Ministry of Transportation and Infrastructure Traffic Control Manual for Work on Roadways. The use of certified Traffic Control Personnel is not required unless site conditions or regulatory requirements dictate otherwise.

The Contractor remains fully responsible for the safety of its personnel, the public, and vehicular traffic during the performance of the Work.

5.8. Collection Reporting Requirements

Contractor is to provide monthly waste collection reporting that includes missing bins, overflowing bins, observations in the field (if required) as well as deficiencies, damage and vandalism (Refer to Section 5.10 for further reporting obligations). Furthermore, any additions and deletions of collection location should be outlined in the report and reflected in the monthly invoice.

5.9. Equipment and Supplies

The Contractor will supply all required equipment and materials to perform the Services. This includes garbage pickers, bags/liners, and anything else required to complete the Services.

5.10. Deficiencies, Damage and Vandalism

All deficiencies, damage and/or vandalism shall be immediately reported to the City within 24 hours of observation.

Hazardous conditions to be immediately remedied or secured to prevent further damage and/or protect facility visitors from injury.

5.11. Incidents/Accidents

Incidents, altercations or accidents involving the general public, Contractor's employees or City employees shall be reported to the Roads Superintendent. The City at their discretion may require a written report from the Contractor describing the incident or accident.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 26-010

Waste Collection Services - Street Litter Bins

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 have reviewed the City's Standard Terms and Conditions - Purchase of Goods and Services (per Section 2 of the RFP) and would be prepared to enter into an agreement that incorporates the City's Standard Terms and Conditions, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

b) 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 history, mission, vision, corporate structure, and years in business:

ii. Provide an overview of the company and staff experience with collection of litter including total years of experience.

iii. Provide a detailed narrative as to the Proponent’s understanding of the project objectives, outcomes and vision:

iv. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:

v. 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) EQUIPMENT AND VEHICLES - List the Proponent’s vehicles and equipment both owned or leased that would be used in providing the services. Demonstration of the equipment, vehicles and tools offered may be required and must comply in all respects with all applicable standards, requirements and governing regulations of CSA and the BC Motor Vehicle Act.

Equipment	Make/Model	Year

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.

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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	
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	
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	
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.				

f) 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

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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:

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

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V. Environmental Considerations for Disposal and Recycling - Describe the process for disposal of waste and recycling material. Describe how they are collected and the measures taken to avoid contamination. How will the Proponent address contamination in the recycling stream.
VI. Disposal and Recycling Facilities - List the facilities that the Proponent will take the following waste streams to for disposal or recycling: 1. Waste 2. Recycling

4. TECHNICAL

a) APPROACH and METHODOLOGY - Summarize the key features of your Proposal and outline the Technical Approach to be used. Provide a brief description of the components required for the successful completion of the Work.
I. Delivery, Set-Up and Execution - Proposals should outline the plan for the delivery, set up, and execution of the Work.
II. Quality Assurance - Provide the measures the Proponent will use to maintain quality control for the Services being performed.
III. Risk Factors - Describe the risk factors anticipated and how the Proponent intends to mitigate these.
IV. Safety - Proponent is to state how they will address safety on the Work site. Provide information regarding your companies safety record and describe the specific safety measures/plan to be used in the delivery of the Services.

b) REPORTING - Provide a brief description of the reporting required for the successful completion of the Work.	
I. Collection Reporting. Proponent is to describe the method for providing monthly waste collection reporting as per section 5.8 that includes missing bins, overflowing bins, observations in the field (if required).	
II. Deficiencies, Damage and Vandalism - As per Section 5.10 how will the Proponent report deficiencies, damage and or vandalism to the City and how it ensures timeliness of reporting to the City.	

c) Proponent to attach a sample report of their collection reporting is attached to the Proposal Submission Form	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

d) Proponent to attach a sample report used to report deficiencies, damage and vandalism is attached to the Proposal Submission Form.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

5. FINANCIAL

a) PRICE - 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):						
	SCOPE OF WORK	Frequency (Per Week)	Number of Locations	Collections (Per Week)	Requires Bag	PRICE (Per Week) (exclude GST)
i.	Bear Bin/Decorative Bin	1	13	13	Y	\$
ii.	Bear Bin/ Decorative Bin	2	17	34	Y	\$
iii.	Bear Bin/ Decorative Bin	3	6	18	Y	\$
iv.	Bear Bin/ Decorative Bin	5	7	35	Y	\$
v.	Bus Stop Plastic Bin	1	85	85	N	\$
vi.	Bus Stop Plastic Bin	2	44	88	N	\$
vii.	Bus Stop Plastic Bin	3	5	15	N	\$
viii.	Multi-Stream Bin	2	9	18	Y	\$
ix.	Cigarette Bin	0.5 (bi-weekly)	3	1.5	N	\$
x.	Other not Listed:					\$
Total Weekly Collections				307.5		
Total Cost Per Weekly Collection						\$

b) Pricing Adjustments Unit Pricing- Additions and Deletions

For additions and /or deletions of the locations of bins within the Contract, the City will utilize the following formula to calculate Unit Pricing for the Line Items above:

Unit Pricing= Total Cost Per line/Collections Per Week

The Proponent agrees to this calculation being used for any additions or deletions to the Contract

Yes

No

If no explain:

--

c) Pricing Additional Call-outs For additional call-out requested by the City, the Proponent's pricing is:

Service	Unit of Measure	Price

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, agree to the City’s **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of RFP) and will accept the City’s Contract as defined within this RFP document.
8. **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.
9. **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.