

City of Coquitlam

Request for Proposals

RFP No. 21-013

Waste Collection Services – Street Litter
Bins

Issue Date: January 20, 2021

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PROPOSAL SUBMISSION FORM

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 21-013 Waste Collection Services – Street Litter Bins
Overview of the Opportunity	The City is seeking Proposals from professional, qualified, experienced companies for the provision of Waste Collection Services of the City's Street Litter Bins.
Closing Date and Time	2:00 pm local time Wednesday, February 10, 2021
Instructions for Proposal Submission	Proposals are to be consolidated into one PDF file and uploaded electronically through QFile, the City's file transfer service accessed at 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 receipt.) Phone 604-927-3037 should assistance be required. The City reserves the right to accept Proposals received after the Closing Date and Time.
Obtaining RFP Documents	RFP Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/140/Bid-Opportunities Printing of RFP documents is the sole responsibility of the Proponents.
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Questions	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
Addenda	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/140/Bid-Opportunities
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.
Terms and Conditions of Contract	The City's Standard Terms and Conditions - Purchase of Goods and Services are posted on the City's website and will apply to the Contract awarded as a result of this RFP.

DEFINITIONS

“Agreement” “Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

“City” “Owner” means City of Coquitlam;

“Disposal Facility” means a facility that has:

- (a) has a valid and subsisting permit, license, or operational certificate issued under [GVS&DD’s Municipal Solid Waste and Recyclable Material Regulatory Bylaw No. 181, 1996](#) for the operation of a disposal facility regulated under that bylaw; or
- (b) is approved as a disposal facility under the Integrated Solid Waste and Resource Management Plan;

“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;

“Recycling Processing Facility” means a facility that has a valid and subsisting permit, license, or operational certificate issued under [GVS&DD’s Municipal Solid Waste and Recyclable Material Regulatory Bylaw No. 181, 1996](#) for the operation of a brokering facility regulated under that bylaw”

“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

1 INSTRUCTIONS TO PROPONENTS

1.1 Purpose

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

1.2 Proposal Submission

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

1.3 Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are located: [Instructions to Proponents](#)

By submission of a Proposal in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted.

1.4 Term

The initial term of the Contract is for a two (2) year term. The Contract may be extended for additional term(s), subject to mutual agreement of the parties.

1.5 Prices

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

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.

1.6 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 will evaluate those departures as per Evaluation Criteria.

1.7 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) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- e) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

These items are not required as part of this Proposal Submission but will be required prior to entering into a Contract with the City for Services.

1.8 Evaluation Criteria

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

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate Experience, Reputation, Capacity and Resources	30
Technical	30
Financial and Value Added	40
Total	100

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

Corporate Experience, Reputation, Capacity and Resources

- Proponent's capabilities, capacity, experience, and demonstrated performance providing services of similar size, scope and complexity
- References
- Sub-contractors
- Staff qualifications and experience
- Key Personnel

Technical

- Equipment and Resources
- Methodology, set-up and execution of the work
- Ability to comply with the stated specifications and requirements
- Risk factors
- Quality Assurance program
- Reporting
- Invoicing
- Proposed facilities

- Departures listed

Financial and Value Added

- Total Price
- Unit Price
- Price for Additional Call-outs
- Value Added / Sustainable benefits

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 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.

1.9 Examination of Proposal Documents

The Proponent must carefully examine the Proposal Documents and worksite. 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.

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 work requirements due to unforeseen circumstances.

All information in this RFP Document, Site Visit 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.

2 GENERAL CONDITIONS OF CONTRACT

2.1 Terms and Conditions of Contract

The City's [Standard Terms and Conditions - Purchase of Goods and Services](#), as published on the City's website, the Conditions listed below, 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 Overview

The Contractor shall provide and pay for all materials, supplies, tools, equipment, labour, transportation, fuel and all that is required for the Services as described in this Section 3 – Scope of Services.

3.2 Description of Work

The Contractor to provide waste and recycling collection and clean up services for the City's Street Litter Bins at the locations and to be serviced at frequencies stated in this RFP. The City's Litter Bin styles included in the inventory can be viewed in [Appendix A – Pictures – Litter Bin Styles](#).

Work includes:

- Emptying and removal of waste from Street Litter Bins
- Supply and Replacement of Litter Bin bags for multi-stream, decorative and bear proof bins. Bin bags are optional (at no cost to the City) for all other types of bins
- Emptying and removal of waste and recycling from Multi-Stream bins
- 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 recycling of material from Cigarette waste to an approved facility
- Transportation of waste and recycling
- Disposal of waste at approved disposal site(s)
- Reporting of vandalism or damage to Street Litter Bins

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

3.3 Locations, Litter Bin Style and Frequency

Refer to [Appendix B – Litter Bin Inventory](#) which includes the following information:

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

3.4 Addition or Deletion of Locations and or Frequency of Services

Locations and frequency of Service are stated in [Appendix B- Litter Bin Inventory](#). 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 performed, as well as increase or decrease frequencies of any of the locations that are included in the Contract. Pricing will be adjusted by the Unit Price provided for the specific style of bin and frequency. Contractor will claim no additional charges for any additions or deletions.

3.5 Additional Call-Outs

Where an additional call-out is requested by the City, the Contractor will attend in a timely fashion. 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.

3.6 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 deliver recycling to an approved facility. This may involve collecting and preparing cigarette waste for shipping so it can be recycled. Proponent to utilize Teracycle's UNSMOKE Cigarette Recycling Program (<https://www.teracycle.com/en-CA/brigades/cigarette-waste-en-ca>) or similar program, as approved by the City. Pricing provided shall include all recycling and/or disposal fee charges in the Price.

3.7 Traffic Control

For bins in high traffic areas, the Contractor is to provide adequate equipment and resources for compliance to WorkSafe BC regulations with respect to traffic control.

3.8 Collection Reporting Requirements

Contractor is to provide monthly waste collection reporting. Refer to Section 3.10 Deficiencies, Damage and Vandalism for further reporting obligations.

3.9 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.

3.10 Deficiencies, Damage and Vandalism

All deficiencies, damage and/or vandalism shall be immediately reported to the City.

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

3.11 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.

3.12 COVID-19

Contractor is responsible for following all COVID - 19 site safety requirements which are posted by WorkSafeBC and subject to change as the situation evolves:

<https://www.worksafebc.com/en/about-us/covid-19-updates>

[Appendix D – City of Coquitlam Contractor COVID-19 Info Sheet](#)

APPENDIX A

Pictures - Litter Bin Styles

1. Cigarette Bin

Capacity – 700 cigarette butts



2. Bear Proof Bin

Capacity: 70-gallon



3. Decorative Bin

Capacity: 20-gallon



4. Bus Stop Plastic Bin

Capacity: 15-gallon



5. **Multi-Stream Bin**

Capacity: 150-gallon (50 gallon x 3)



APPENDIX B – LITTER BIN INVENTORY

1. Litter Bin Inventory

<u>TYPE</u>	<u>COLLECTION FREQUENCY</u> <u>PER WEEK</u>	<u>LOCATION</u>
Bear Bin	1	3378 David, On Coast Meridian
Bear Bin	1	SB Clarke, S of Morrison
Bus Stop Plastic	1	1406 Brunette Ave
Bus Stop Plastic	1	1431 Brunette Ave
Bus Stop Plastic	1	362 Laurentian Cres
Bus Stop Plastic	1	1116 Brunette Ave
Bus Stop Plastic	1	1706 Brunette Ave
Bus Stop Plastic	1	351 Laurention Cres
Bus Stop Plastic	1	448 Schoolhouse St
Bus Stop Plastic	1	1501 Austin Ave, On Schoolhouse
Bus Stop Plastic	1	1508 Austin Ave
Bus Stop Plastic	1	1576 Austin Ave
Bus Stop Plastic	1	502 Hillcrest St, On Austin
Bus Stop Plastic	1	405 Mariner Way
Bus Stop Plastic	1	Chilko Dr at Mara Dr, West Side
Bus Stop Plastic	1	2880 Packard Ave, On Johnson
Bus Stop Plastic	1	1225 Foster Ave
Bus Stop Plastic	1	632 Schoolhouse St
Bus Stop Plastic	1	3000 Lincoln Ave
Bus Stop Plastic	1	601 Elmwood St, On Como Lake
Bus Stop Plastic	1	773 Clarke Rd
Bus Stop Plastic	1	1120 Westwood St
Bus Stop Plastic	1	964 Como Lake Ave
Bus Stop Plastic	1	1695 Como Lake Ave
Bus Stop Plastic	1	1861 Como Lake Ave
Bus Stop Plastic	1	Westwood St, South of Anson Ave, West Side
Bus Stop Plastic	1	1967 Como Lake Ave
Bus Stop Plastic	1	1990 Como Lake Ave
Bus Stop Plastic	1	Como Lake Ave at Thermal Dr, South Side
Bus Stop Plastic	1	2600 Spuraway, On Mariner
Bus Stop Plastic	1	2591 Mariner Way
Bus Stop Plastic	1	2613 Glen Dr
Bus Stop Plastic	1	2601 Spuraway Dr, On Mariner Way
Bus Stop Plastic	1	Lougheed Hwy, South of Dewdney, West Side
Bus Stop Plastic	1	Lougheed Hwy, South of Como Lake Ave, West Side
Bus Stop Plastic	1	3193 Mariner Way
Bus Stop Plastic	1	3223 Mariner Way
Bus Stop Plastic	1	2814 Glen Dr
Bus Stop Plastic	1	1219 Johnson St
Bus Stop Plastic	1	Pipeline Rd South of Dunkirk Ave, West Side
Bus Stop Plastic	1	1302 Hornby St, On Harwood
Bus Stop Plastic	1	David Ave, West of Coast Meridian, North Side
Bus Stop Plastic	2	612 Clarke Rd
Bus Stop Plastic	1	Pipeline Rd, South of Robson, West Side

City of Coquitlam
RFP 21-013 Waste Collection Services – Street Litter Bins
Appendix B – Litter Bin Inventory

<u>TYPE</u>	<u>COLLECTION FREQUENCY</u> <u>PER WEEK</u>	<u>LOCATION</u>
Bus Stop Plastic	1	Robson Dr at Kenney, North Side
Bus Stop Plastic	1	1320 Johnson St
Bus Stop Plastic	2	655 North Rd
Bus Stop Plastic	1	Johnson St, North of Delahaye, East Side
Bus Stop Plastic	1	Johnson St, South of Parkway, West Side
Bus Stop Plastic	1	Lansdowne Dr, South of David, East Side
Bus Stop Plastic	1	2660 Shale Crt, On Noons Creek Drive
Bus Stop Plastic	1	1598 Parkway Blvd
Bus Stop Plastic	1	1532 Parkway Blvd
Bus Stop Plastic	1	2950 Panorama
Bus Stop Plastic	1	2979 Panorama
Bus Stop Plastic	1	1496 Johnson St
Bus Stop Plastic	2	1891 Regan Ave, On Linton St
Bus Stop Plastic	2	Como Lake Ave, East of Baker, South Side
Bus Stop Plastic	2	2525 Como Lake Ave
Bus Stop Plastic	2	1020 Austin Ave
Bus Stop Plastic	2	1025 Austin Ave
Bus Stop Plastic	2	Pinetree Way, North of Anson, West Side
Bus Stop Plastic	2	1071 Austin Ave
Bus Stop Plastic	2	1106 Austin Ave
Bus Stop Plastic	2	1147 Austin Ave
Bus Stop Plastic	2	1419 Austin Ave
Bus Stop Plastic	2	1697 Austin Ave
Bus Stop Plastic	2	1720 Austin Ave
Bus Stop Plastic	2	1769 Austin Ave
Bus Stop Plastic	2	Guildford Way, West of Falcon, North Side
Bus Stop Plastic	2	Guildford Way, East of Falcon, South Side
Bus Stop Plastic	2	1240 Lansdowne Dr
Bus Stop Plastic	2	Johnson St, South of Guildford, West Side
Bus Stop Plastic	2	Guildford Dr, West of Eagleridge, North Side
Bus Stop Plastic	2	Guildford Way, West of Lansdowne, North Side
Bus Stop Plastic	2	Guildford Way, East of Johnson, South Side
Bus Stop Plastic	2	Lansdowne Dr, North of Guildford, East Side
Bus Stop Plastic	2	Guildford Dr, East of Lansdowne, South Side
Bus Stop Plastic	2	Guildford Way, East of Pacific, South Side
Bus Stop Plastic	2	1024 Westwood St
Bus Stop Plastic	2	Guildford Way, West of Johnson, North Side
Bus Stop Plastic	2	Como Lake, E of Emerson
Bus Stop Plastic	1	1440 Cambridge, On Schoolhouse
Bus Stop Plastic	1	2658 Sandstone, On Noons Creek
Bus Stop Plastic	1	560 Austin
Bus Stop Plastic	1	1052 Como Lake
Bus Stop Plastic	1	1400 United Blvd
Bus Stop Plastic	3	2980 Guildford Way
Bus Stop Plastic	2	3051 Loughheed Hwy
Bus Stop Plastic	1	633 Poirier

City of Coquitlam
RFP 21-013 Waste Collection Services – Street Litter Bins
Appendix B – Litter Bin Inventory

<u>TYPE</u>	<u>COLLECTION FREQUENCY</u> <u>PER WEEK</u>	<u>LOCATION</u>
Bus Stop Plastic	1	308 Marmont
Bus Stop Plastic	2	Glen Dr, West of Pipeline, North Side
Bus Stop Plastic	2	Panorama Dr, West of Stoneridge, North Side
Bus Stop Plastic	1	1349 United Blvd
Bus Stop Plastic	2	1401 Johnson St
Bus Stop Plastic	2	Pinetree Way, South of David, West Side
Bus Stop Plastic	2	Plateau Blvd, South of Maplewood, West Side
Bus Stop Plastic	2	Shaughnessy St, South of David Pl, West Side
Bus Stop Plastic	1	964 Brunette Ave
Bus Stop Plastic	1	847 Rochester Ave
Bus Stop Plastic	1	1400 United Blvd
Bus Stop Plastic	1	1368 United Blvd
Bus Stop Plastic	1	1400 United Blvd, On Brigantine
Bus Stop Plastic	1	927 Brunette Ave
Bus Stop Plastic	1	95 Brigantine Dr
Bus Stop Plastic	1	1951 United Blvd
Bus Stop Plastic	1	1988 United Blvd, On Schooner
Bus Stop Plastic	1	95 Schooner St, On United
Bus Stop Plastic	1	924 Brunette Ave
Bus Stop Plastic	1	210 Boileau St, On Brunette
Bus Stop Plastic	1	1900 United Blvd, Behind on Hartley
Bus Stop Plastic	1	1000 Lougheed Hwy
Bus Stop Plastic	1	1050 Lougheed Hwy
Bus Stop Plastic	1	1575 Hartley Ave
Bus Stop Plastic	1	641 Lougheed Hwy
Bus Stop Plastic	1	217 Nelson St, On Alderson
Bus Stop Plastic	1	1045 Brunette Ave
Bus Stop Plastic	1	212 Marmont St
Bus Stop Plastic	1	1200 Brunette Ave
Bus Stop Plastic	1	2483 Austin Ave
Bus Stop Plastic	1	Mariner @ Crawley, East Side
Bus Stop Plastic	1	3251 Plateau Blvd, North Side
Bus Stop Plastic	2	625 North Rd
Bus Stop Plastic	1	390 Mundy St
Bus Stop Plastic	2	792 Clarke Rd
Bus Stop Plastic	2	752 Clarke Rd
Bus Stop Plastic	2	Lougheed Hwy, South Side, East of North Rd
Bus Stop Plastic	2	951 Como Lake Ave
Bus Stop Plastic	2	1041 Como Lake Ave
Bus Stop Plastic	2	1215 Como Lake Ave
Bus Stop Plastic	2	948 Austin Ave, On Blue Mountain
Bus Stop Plastic	2	555 Clarke Rd
Bus Stop Plastic	1	903 Rochester, On Blue Mountain Side
Bus Stop Plastic	1	525 Austin Ave
Bus Stop Plastic	1	802 Thermal, On Como Lake Side
Bus Stop Plastic	1	SB Clarke @ Kemsley

City of Coquitlam
RFP 21-013 Waste Collection Services – Street Litter Bins
Appendix B – Litter Bin Inventory

<u>TYPE</u>	<u>COLLECTION FREQUENCY</u> <u>PER WEEK</u>	<u>LOCATION</u>
Bus Stop Plastic	2	1431 Sandstone, On Panorama
Bus Stop Plastic	1	729 Como Lake Ave
Bus Stop Plastic	1	1396 Coast Meridian Rd
Bus Stop Plastic	1	607 Schoolhouse St
Bus Stop Plastic	1	WB Winslow, W of Poirer, 1st Shelter
Cigarette Bin	Once every 2 Weeks	Pinetree Way, W Side, S of Glen
Cigarette Bin	Once every 2 Weeks	Guildford, N Side, W of Pinetree
Cigarette Bin	Once every 2 Weeks	Pinetree South of Anson
Cigarette Bin	Once every 2 Weeks	3007 Glen Drive
Cigarette Bin	Once every 2 Weeks	Pinetree @ City Hall
Cigarette Bin	Once every 2 Weeks	3008 Glen Dr, Near Side Pinetree
Cigarette Bin	Once every 2 Weeks	Pinetree @ Lincoln Station
Cigarette Bin	Once every 2 Weeks	1990 Como Lake Ave
Cigarette Bin	Once every 2 Weeks	Pinetree @ Glen
Cigarette Bin	Once every 2 Weeks	1967 Como Lake Ave
Decorative	1	1320 Austin Ave
Decorative	1	482 Mundy St
Decorative	1	2764 Barnet Hwy
Decorative	2	Austin Ave at Nelson St, North West Corner
Decorative	2	Austin Ave at Nelson St, Northeast Corner
Decorative	2	1046 Austin Ave
Decorative	2	Austin Ave at Marmont, Northwest Corner
Decorative	2	Austin Ave at Marmont, Northeast Corner
Decorative	2	Austin Ave at Marmont, Southwest Corner
Decorative	2	Austin Ave at Marmont, Southeast Corner
Decorative	3	North Rd at Cameron, East Side
Decorative	1	Lougheed, South Side, West of Westwood
Decorative	2	2745 Barnet Hwy
Decorative	1	319 North Rd
Decorative	1	403 North Rd
Decorative	1	465 North Rd
Decorative	1	1217 Brunette Ave
Decorative	2	789 Clarke Rd
Decorative	2	828 Brunette
Decorative	2	Lougheed Hwy, West of King Edward, North Side
Decorative	2	1110 Lougheed Hwy
Decorative	2	Lougheed Hwy, West of Schoolhouse, North Side
Decorative	5	2950 Glen Dr.
Decorative	5	2957 Glen Drive
Decorative	5	2975 Glen Drive
Decorative	5	2955 Atlantic
Decorative	5	3007 Glen, on Glen
Decorative	5	2973 Glen Drive
Decorative	5	2976 Glen Drive
Decorative	5	2950 Glen, on Pacific Side
Decorative	5	2979 Glen Drive

<u>TYPE</u>	<u>COLLECTION FREQUENCY</u> <u>PER WEEK</u>	<u>LOCATION</u>
Decorative	5	2955 Atlantic, on Pacific Side
Multi-Stream	2	Pinetree Way, North of Glen Dr, East Side
Multi-Stream	2	Guildford Way, N Side, W of Pinetree
Multi-Stream	2	Pinetree Way, North of Guildford, West Side
Multi-Stream	2	Pinetree @ Lafarge Station
Multi-Stream	2	1151 Pinetree Way
Multi-Stream	2	1135 Pinetree Way
Multi-Stream	2	3000 Guildford Way, On Pinetree
Multi-Stream	2	1188 Pinetree Way
Multi-Stream	2	1140 Pinetree Way

2. Summary - Inventory

<u>TYPE</u>	<u>COUNT</u>
Bear Bin	2
Bus Stop Plastic	139
Cigarette Bin	10
Decorative	32
Multi-Stream	9

APPENDIX C

MAP – LITTER BIN LOCATIONS

APPENDIX D

CITY OF COQUITLAM CONTRACTOR COVID-19 INFO SHEET

Overview

The City of Coquitlam and its contractors have obligations to protect workers from hazards in the workplace. All contractors working for the City of Coquitlam must ensure they are compliant with all public health directives, health and safety legislation, guidance provided by provincial authorities, as well as general precautionary measures put forth by the City of Coquitlam.

It is expected that contractors working for the City assess the risk associated with COVID-19 and implement appropriate control measures using the hierarchy of controls to ensure the work they do is safe. Control measures must be documented and must meet or exceed the City of Coquitlam's exposure control plan. The City of Coquitlam has also conducted risk assessments for each facility and implemented site specific controls. A copy of the exposure control plan can be provided upon request.

Protecting Yourself and Your Co-Workers

COVID-19 is transmitted through close contact, including at work. Here are some helpful tips to help prevent the spread:

Keep Employees Informed

Educate employees about COVID safety protocols and public health advice applicable to your workplace. Remind employees of expectations by posting signage that outlines implemented control measure.

Reporting Illness

Employees who are sick, returning from travel outside of Canada or had close contact with someone who has or is suspected to have COVID-19 should not be at work. They should isolate from others, and phone the province's HealthLink line at 811. A health-care professional will provide advice on what to do next. The directive from the health authority must be documented.



Physical Distancing

Promote physical distancing (keeping a distance of 2 meters from others), which is one of the most effective ways to reduce the spread of illness. If distancing is not possible, create physical barriers between individuals or wear a mask.



Masks

The wearing of respirators, non-medical masks or cloth face coverings is an additional personal practice that can help to prevent respiratory droplets from coming into contact with other people. **Note: It is important that respiratory protection fits well and is worn properly.**



Personal Hygiene and Disinfecting

Provide a handwashing or hand sanitizing station that is easily accessible. Avoid touching your eyes, nose, or mouth with bare or gloved hands. Disinfecting high touch surfaces thoroughly is key to reduce the risk of COVID-19 transmission. When a task is completed ensure that the area and tools that were used are cleaned and disinfected.





City of Coquitlam

REQUEST FOR PROPOSALS

RFP No. 21-013

Waste Collection Services – Street Litter Bins

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

Wednesday, February 10, 2021

(Closing Date and Time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

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

PROPOSAL SUBMISSION FORM

Complete and return this section and attach:

- Sample Invoice
- Sample Report Form

Submitted by: _____

(Company Name)

Proponents are to provide as much information as possible when replying to each point throughout the Proposal.

1. PRICE

All Services provided is to be in accordance with all governing regulatory authorities within the City of Coquitlam. The following Prices proposed are to be firm for the Term and be all inclusive without limitation, including all labour, wages, benefits, materials, tools, bags, equipment, transportation, fuel, overhead and profit.

1.1 Pricing - Weekly Collection

No.	Litter Bin Style	Collection frequency (per week)	Number of Locations	Collections per week	Requires bag	Lump Sum Price per Line
a.	Bear Bin/Decorative Bin	1	10	10	Y	\$
b.	Bear Bin/Decorative Bin	3	1	3	Y	\$
c.	Bear Bin/Decorative/Bin	2	13	26	Y	\$
d.	Bus Stop Plastic Bin	1	93	93	N	\$
e.	Bus Stop Plastic Bin	2	45	90	N	\$
f.	Bus Stop Plastic Bin	3	1	3	N	\$
g.	Multi-Stream Bin	2	9	18	Y	\$
h.	Cigarette Bin	0.5	10	5	N	\$
i.	Bear Bin/Decorative Bin	5	10	50	Y	\$
Total Weekly Collections				298		
<u>LUMP SUM PRICE PER WEEKLY COLLECTION</u>						\$
<u>GST</u>						\$
<u>TOTAL PRICE</u>						\$

1.2 Unit Pricing – Additions and Deletions

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

Unit Pricing = Lump Sum Price per Line / Collections per week.

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

Yes

No , the Proponent proposes the following:

1.3 Pricing – Additional Call-outs

For additional call-out requested by the City, the Proponent’s pricing is:

Service	Unit of Measure	Price

2. REQUESTED DEPARTURES – CONTRACT

The Proponent has reviewed the City’s Contract and the [Standard Terms and Conditions - Purchase of Goods and Services](#) . I/We would be prepared to enter into that Contract, amended by the following departures (list, if any):

3. NON-COMPLIANCE

Fully describe any deviations to the City’s specifications and requirements outlined in this RFP that your company is unable to comply with.

4. VALUE ADDED

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:

5. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

5.1. Sustainable Benefits

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:

5.2. Social Responsibility

a) What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities:

b) What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises:

6. EXPERIENCE, CAPABILITIES AND CAPACITY

i. Proponent is to provide a narrative as to their experience and capabilities in providing services similar to those requested in this RFP:

ii. Proponent is to provide a narrative as to their capacity to take on this project with respect to manpower and other contracts that may affect their ability in delivering the goods and Services within the timeline expectations of the City:

7. REFERENCES

Proponents to provide current references in performing services to what is requested in this RFP of similar size, scope and complexity.

Description of Contract	
Year Started	
Year Completed	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Description of Contract	
Year Started	
Year Completed	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Description of Contract	
Year Started	
Year Completed	
Company	
Contact Person	
Telephone and Email	
Contract Value	

8. SUB-CONTRACTOR

The following sub-contractors will be utilized in provision of the services and will comply with all the terms and conditions of this RFP:

Type of Service	Company Name	Phone	Phone/Email

9. 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 and Vehicles		
Equipment	Make / Model	Year

10. REPORTING

- a) Collection Report - Waste and Recycling

Attach a sample report of the Proponent’s monthly collection reporting.

Proponent’s sample Waste and Recycling collection report is attached to the Proposal Submission Form: Yes No

- b) Deficiencies, Damage and Vandalism

As per Section 3.10, please describe the Proponent’s reporting procedures, how the above the Proponent reports to the City and how it ensures timeliness of reporting to the City.

Sample report used by the Proponent to report deficiencies, damage and vandalism is attached to the Proposal Submission Form: Yes No

11. SAMPLE INVOICE

Proponent is to attach a sample invoice including details of, if awarded the Contract, what an invoice would look like and include.

Invoice is attached to the Proposal Submission Form: Yes No

12. DISPOSAL AND RECYCLING PROCESSING FACILITY

The Proponent will utilize the following facilities:

Facility	Facility	Address
Disposal		
Recycling Processing		
Cigarette Waste		

13. METHODOLOGY, DISPOSAL & QUALITY ASSURANCE

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 work.

Delivery, set-up and execution of the work – Proposals should address the plan for the delivery, set up and execution of the work, including proposed route plans. Include any safety and pedestrian control measures.

Quality Assurance – Provide the measures the Proponent will use to maintain quality control for the Services being performed, including reporting and confirmation of items being brought to the listed Locations

Risk Factors – Describe the risk factors anticipated and how the Proponent intends to mitigate these.

Disposal and Recycling –Process for disposal of waste and for recycling of recyclables and cigarette butts collected. Include how the three are collected. State measures in place to prevent cross contamination of waste and how the Proponent will assess and address recycling contamination.

Cigarette Recycling – Process and location of recycling from cigarette bins.

Safety – Proposal is to provide how the Proponent would 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.

Delivery, set-up and execution (including proposed route plans)
Quality Assurance

Risk Factors
Disposal and Recycling
Cigarette Butts
Safety

14. ADDENDA

We acknowledge receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal:

Addendum Number	Date Issued

15. AUTHORIZATION

We hereby submit our Proposal for the supply and services as specified and undertake to carry out the work in accordance with all Regulations and Codes, applicable to this RFP.

We agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our proposal be selected, will accept the City’s contract: [Standard Terms and Conditions - Purchase of Goods and Services](#)

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this RFP submission, electronic signatures will be accepted.

Company Name:	
Address:	
Phone:	
GST Registration No.:	
Project Contact: Name and Title of Individual <i>for communication related to this RFP</i> (please print)	
Contact Email:	
Name & Title of Authorized Signatory: (please print)	
Signature:	
Date:	