



# City of Coquitlam

## REQUEST FOR PROPOSALS

**RFP No. 14-01-04**

Supply and Delivery of New  
**Garbage and Organics Waste Carts**

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

**Thursday, February 6, 2014**

(Closing date and time)

### **Obtaining RFP Documents**

RFP documents are available for downloading from the City of Coquitlam's website:

[www.coquitlam.ca/BidOpportunities](http://www.coquitlam.ca/BidOpportunities)

Printing of the RFP documents is the sole responsibility of the Proponents.

### **Addenda**

Proponents are required to check the City's website for any updated information and addenda before the closing date at the City website: [www.coquitlam.ca/BidOpportunities](http://www.coquitlam.ca/BidOpportunities)

### **Proposal Submissions**

The lowest price Proposal will not necessarily be accepted. The City reserves the right to accept or reject any or all Proposals, accept a Proposal deemed to be in the best interest of the City, or cancel this RFP at any time.

The City will not be responsible for any costs incurred by Proponents in preparing a response.

D. Trudeau, Purchasing Manager

Issue Date: January 16, 2014

## 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, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

**“Bear-Resistant Cart”** means a waste cart fitted with a lockable lid that cannot be readily opened by bears or other wildlife normally found in or near the City and which is compatible with the safe and efficient operation of automated collection equipment and is designed so the collection vehicle operator, when seated in their normal driving position, can visually confirm whether the lid is locked or unlocked.

**“Cart” “Waste Cart”** means a wheeled plastic container with a hinged lid that is suitable for the storage of garbage or organics and which is intended to be lifted and unloaded by an automated collection vehicle.

**“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.

**“Garbage”** means litter, rubbish, trash, garbage and refuse that originates from residential or civic facility sources.

**“Organics”** means yard waste, food waste or yard waste commingled with food waste that originates from residential or civic facility sources.

**“Proponent”** means a 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”** means and includes the provision by the successful Proponent of all services, duties and expectations as further described in this RFP.

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

**“Contractor”** means the successful Proponent awarded the Contract for supply of goods and provision of services described in this RFP.

**“Work” “Works”** shall unless the context otherwise requires, 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.

## **1. INSTRUCTIONS TO PROPONENTS**

### **1.1 Request for Proposals**

The City of Coquitlam (“City”) requests Proposals from experienced, qualified Proponents for the production, assembly and distribution (the **Services**) of residential garbage and organics (yard waste and food waste) (**Carts**) that are compatible with the automated collection service which is set to commence on July 1, 2014.

The deployment of the new Waste Carts will commence May 2014 and must be **completed by June 15, 2014.**

#### **The Services include but are not limited to:**

- Production and assembly of carts with RFID tags for distribution to residents
- Assemble and install bear-resistant hardware on organic carts
- Create, provide and maintain a manufacturing database for the City that includes each cart’s RFID identification, serial number, etc.
- On-going supply of fully assembled carts and spare parts for the duration of the contract

#### **For further details refer to:**

- Appendix A – Waste Cart Specifications**
- Appendix B – Assembly and Distribution Specifications**
- Appendix C – Bear-Resistant Hardware Specifications**
- Appendix D – Coquitlam Road Inventory Map**
- Appendix E – Consent of Surety**

### **1.2 Project Description**

The City’s collection contractor, BFI Canada Inc., will be providing CNG-powered Automated Side Loader/ Mack on a Labrie body/ 2014 or comparable.

**The collection services will be provided to approximately 25,000 single-family dwellings. Each resident will be provided 2 Waste Carts, 1 for garbage and 1 for organics. Estimated amount of total carts required is 50,000.**

**Carts for the collection of recycling materials are currently not required.**

The residents will be given the option to choose from 120, 240 or 360 Litre capacity carts for their garbage and organics collection.

The quantity of Waste Carts stated is an estimate and provided for the purpose of comparing Proposals only. The City does not guarantee that the actual amounts of Carts or Services will correspond even approximately to the amounts, but reserves the right to increase or decrease the amounts of the work, or to omit portions of the work that may be deemed necessary by the City.

The Proponent shall make no claim for anticipated profits, for loss of profit, for damages, or for any extra payment because of any difference between the amount of goods and services provided and the quantities stated.

The successful Proposal is required to **assemble and distribute waste carts** to the City's residents and associate each cart with specific residential addresses through RFID technology as part of the delivery process. Specifications for assembly and distribution of the waste carts are included in **Appendix B – Assembly and Distribution Specifications**. A map of the City of Coquitlam is included in **Appendix D – Coquitlam Road Inventory Map**.

**Bear-resistant hardware** or locking mechanisms are required to be installed on all organics carts. For the past several years, the City has offered for sale to interested residents only 120 Litre collection carts with bear-resistant hardware attached. Under the new collection program commencing July 1, 2014, all single family dwelling residents will be provided with a bear-resistant collection cart for their organic waste and residents may choose 120, 240 or 360 Litre cart sizes. For information purposes only, the specifications for the bear-resistant hardware currently used by the City are described in **Appendix C – Sample Bear-resistant Hardware Specifications**. Proponents may submit proposals based on the bear-resistant hardware described in **Appendix C – Sample Bear-resistant Hardware Specifications**, or they may propose equal or better alternative bear-resistant hardware or locking mechanisms.

The purpose of this Request for Proposal (“RFP”) is to assist the City in selecting a Proponent(s) with the product mix and service capability to efficiently and cost-effectively supply, assemble and deliver the carts to each of the residential locations as per the requirements set out in the RFP. The Requirements stated within this RFP are as envisioned by the City at the time of writing, but may change or be refined in the course of the evaluation and negotiation process.

Proponents are requested to submit proposals for the full services - the

Supply of waste carts and the delivery/rollout; however waste cart Proponents may sub-contract with another party that specializes in the delivery/rollout if approved by the City.

The successful waste cart Contractor will be the primary Contractor to the City and will be responsible for the overall fulfillment and management of the waste carts which includes but is not limited to supply, assembly, delivery, distribution to individual residential addresses and associating RFID tags in the waste carts to individual addresses and the overall satisfaction of the Contract.

### 1.3 Timelines

The City is seeking to deploy the new waste carts beginning in May of 2014 and continue on with supply of replacements and repair for the term of the contract.

RFP Issue .....January 16, 2014  
RFP Closing..... February 6, 2014, 2:00pm  
Contract Award ..... February 21, 2014  
Cart Rollout Commencement .....May 2014  
Cart Rollout Completion .....June 15, 2014

**Upon award, the manufacture, assembly and distribution shall progress until fully completed. Time is of the essence. Support services, replacement, repair and maintenance will continue for the duration of the contract.**

### 1.4 Consent of Surety for Performance and Labour and Material Payment Security

Proponents are required to submit with their Proposal, a copy of an original “Consent of Surety” issued by a surety company licenses to transact business in the Province of British Columbia. The Consent of Surety will indicate the Proponent would provide to the City, the Labour and Material Payment Bond and the Performance Bond, each in the amount of 50% of the total Proposal Price to guarantee successful completion of the Services.

Or, Proponents may provide a letter from a financial institution in Metro Vancouver area stating the Proponent would provide the City with an Irrevocable Letter of Credit (ILOC) in the amount of 100% of the total Proposed Price.

A bid bond is not required.

### 1.5 Standard Model and Preferred Dealer

At the sole discretion of the City, the City will use this RFP to establish a Standard Model and a Preferred Dealer for the supply of Waste Carts.

For subsequent years, the preferred dealer would be contacted directly to confirm pricing and availability.

A list of required specifications for the Waste Carts is provided in **Appendix A – Waste Cart Specifications**.

### 1.6 Prices

All prices quoted shall be firm for the initial term and must include delivery, freight prepaid, FOB: to each household.

### 1.7 Term

The initial term of the contract shall be in effect **to February 28, 2017** with option to extend for two (2) additional one (1) year terms subject to mutual agreement of price, delivery and service.

### 1.8 Closing Date & Time

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

**Thursday, February 6, 2014**

### 1.9 Instructions for Proposal Submission

Proposal submissions are to be uploaded through Qfile, the City's file transfer service accessed at website:

<http://qfile.coquitlam.ca/bid>

1. in the "Subject" field enter: RFP Number and Name
2. Add files in .pdf format and Send (ensure you receive 2 emails from Qfile to confirm upload is complete)

Proposals submitted shall be deemed to be successfully received when displayed as new email in the in-box of the City email address. The City will not be liable for any delay for any reason including technological delays, or issues by either party's network or email program, and the City will not be liable for any damages associated with Proposals not received.

The City reserves the right to accept Proposals received after the closing date and time but is under no obligation to evaluate.

Proposals will not be opened in public.

#### 1.10 Sample Required for Evaluation

To be considered for evaluation, a sample of each size of the proposed waste carts (i.e. 120, 240 with bear-resistant hardware attached and 360 Litre) must be submitted to the City for functionality and user assessment. This requirement can be waived by the City if the City already has such sample waste carts from a Proponent.

The City recognizes the Proponent may only have a prototype of the proposed Bear-resistant hardware or locking mechanism available for consideration, so the Bear-resistant equipment is only required to be attached to the 240 Litre size cart sample for user assessment of functionality and durability. However, the proposed design must also be fully compatible with the 120 and 360 Litre cart sizes.

The sample waste carts shall be clearly labeled with the company name and contact information and delivered to the City of Coquitlam Service Centre, preferably before the Closing date and time to:

**City of Coquitlam Service Centre  
500 Mariner Way  
Coquitlam, BC  
V3B 7N2  
Attn: Stores**

Upon completion of the evaluation, product samples will be available for pick-up at no cost to the City. The City will not be liable for any loss or damage that may occur to the product sample during the evaluation and testing process.



#### 1.11 Enquiries

All inquiries are to be directed in writing by email quoting the RFP name and number to: [bid@coquitlam.ca](mailto:bid@coquitlam.ca)

**Questions are to be submitted in writing no later than 3 business days prior to the closing date.**

The City shall determine, at its sole discretion, whether the query requires response, and such responses will be made available to all Proponents by issue of Addenda posted on the City's website that will be incorporated into and become part of the RFP.

No oral conversation will affect or modify the terms of this RFP or may be relied upon by the Proponent.

#### 1.12 Addenda

If a change or additional information is warranted, the City's response will be communicated to all Proponents by written Addenda that will be posted on the City's website prior to the Closing date.

**Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website address: [www.coquitlam.ca/BidOpportunities](http://www.coquitlam.ca/BidOpportunities)**

Upon submitting a proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City website, and deemed to have considered the information for inclusion in the Proposal submitted.

Should there be any discrepancy in the documentation provided, the City's original file copy shall prevail.

#### 1.13 General Information

Wherever possible, the City wishes to purchase goods and services which represent minimal impact to the environment, or that offer value to a sustainability objective.

The City of Coquitlam reserves the right to cancel any order or contract if not fulfilled within a reasonable time and in accordance with the terms and conditions specified at their sole discretion. Time shall be of the essence.

Proposals may be withdrawn upon request sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca) prior to time set as closing time for receiving Proposals.

Proponents are advised that submissions are subject to the Freedom of Information and Protection of Privacy Act and contents may be disclosed if required to do so pursuant to the Act.

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

The City will not assume any responsibility or liability for any costs incurred by the Proponent in the preparation of a Proposal.

#### 1.14 Irrevocability & Acceptance of Proposals

The City requests that proposals remain open for acceptance for a period of not less than sixty (60) days from the Closing date and time.

The City reserves the right to accept or reject any or all proposals or cancel the RFP at anytime. The lowest proposal may not necessarily be accepted. All proposals will be evaluated to determine best overall value to the City.

The City will be under no obligation to proceed further with any submitted proposal and should it decide to abandon same, it may, at any time, invite further proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the Closing date and time unless invited by the City.

Should a Proposal be accepted, a City purchase order (PO) will be issued for the provision of these goods and services that will incorporate all related documents and correspondence.

#### 1.15 No Claim

Except as expressly and specifically permitted in this Request for Proposals, no Proponent shall have any claim for any compensation of any kind whatsoever, relating to this RFP, including accepting a non-compliant bid, and by submitting a proposal, each Proponent shall be deemed to have agreed that it has no claim.

No contractual, tort, or other legal obligations are created or imposed on the City, or any other individual, officer or employee of the City with respect to the RFP documentation or by submission or consideration by the City of any Proposal.

1.16 Non-Solicitation

Proponents and their agents will not contact any member of the City Council with respect to this RFP at any time prior to the award of a Contract or the termination of the RFP, and the City may reject the Proposal of any Proponent that makes any such contact.

1.17 Conflict of Interest

Proponents shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees.

1.18 Liability for Errors

While the City has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive.

1.19 Piggy Back

The Contractor agrees to allow other local public agencies with similar needs within British Columbia to participate in this contract.

Additional participating agencies may opt to enter into a contract with the successful Contractor for the purchase of the products and services described in this RFP based on the terms, conditions, prices, and percentages offered by the Contractor to the City of Coquitlam with possible minor changes negotiated.

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

## 1.20 Evaluation Criteria

The criteria for evaluation of the Proposals are listed in no particular order or precedence and may include but are not limited to, the following:

### Corporate:

- Qualifications, experience, and demonstrated performance working on service contracts of similar size, scope and complexity;
- On-site Contractor service, support and response times
- Experience of subcontractors; and
- Sustainability and value added service offers

### Technical:

- Compliance to Specifications, functionality, durability, and user assessment of the Waste Carts proposed and submitted for demonstration; and
- Ability to effectively supply replacement parts for all sizes and types of the Waste Carts, including bear-resistant hardware or locking mechanisms, for the term of the Contract

### Financial:

- Price; and
- Total Cost of Ownership

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

Upon submitting a Proposal, Proponents agree that the City may disclose their company name; however, no prices, scores, weights or totals will be provided to any Proponents.

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

1.21 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) with the proponent or 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.

1.22 Award

While it is the City’s intention to award a contract to a single Contractor for the supply, assembly and distribution of all waste carts, the City may award all, some or none of the supply and services described in this document to a single Contractor or may split award of supply and services to two separate Contractors.

## 2. AWARD OF CONTRACT

### 2.1 Notification of Award

The City will notify the successful Proponent (“Contractor”) in writing of its decision to award the Contract and the following terms and conditions will apply.

### 2.2 Supply of Waste Carts

The Contractor will supply and deliver Waste Carts as described in **Appendix A – Waste Cart Specifications**.

### 2.3 Assembly and Distribution

The Contractor shall be responsible for the assembly and distribution of all garbage and organics waste carts including bear-resistant organics waste carts as described in **Appendix B – Assembly and Distribution Specifications**.

### 2.4 Delivery

The Contractor shall deliver all garbage and organics waste carts to City residents **before June 15, 2014**.

Time is of the essence.

### 2.5 Indemnity

The Contractor shall indemnify and save harmless the City from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgements of every nature and description brought or recovered against him and/or the City, by reason of any act or omission of the Contractor, its agents, Sub-contractors or employees in the supply of the goods and services.

## 2.6 Insurance Requirements

The Contractor shall submit, upon award by the City of Coquitlam, a Certificate of Insurance signed by the Insurance Company certifying that the required insurance policies are in force and that:

- a) **The City of Coquitlam** be named as “additional insured”;
- b) The policy shall not be cancelled, lapsed, transferred, assigned or materially altered without at least thirty (30) days written notice to the City of Coquitlam and the City’s written approval of the cancellation, transfer, assignment or alteration.
- c) Such certificate is to be as shown in **Appendix E – Certificate of Insurance:**

The Contractor shall carry Commercial General Liability Insurance satisfactory to the City in the amount of **FIVE MILLION DOLLARS** (\$5,000,000.) inclusive per occurrence.

Automobile Liability insurance, in an amount of not less than **TWO MILLION DOLLARS** (\$2,000,000.) is required on all licensed vehicles owned or used by the Contractor.

Contractor’s Equipment Insurance is required for all equipment owned or rented by the Contractor and employees that provides coverage against all risks of loss or damage.

The Contractor shall ensure that all Sub-contractors carry insurance in the form and limits specified in this clause.

Note that the effective date for Certificate of Insurance will be the date of the Notice of Award.

## 2.7 Business Licence

The Contractor shall maintain a valid City of Coquitlam Business License. For information, contact the City’s License Department (Tel: 604-927-3085).

## 2.8 WorkSafeBC Coverage

The Contractor shall be in good standing with WorkSafeBC and provide a WorkSafeBC Registration Number.

## 2.9 Performance Security

The Contractor shall at its sole expense, provide to the City, Security in the form of a “Performance Bond” or an “Irrevocable Letter of Credit” (ILOC) in the amount of 50% of the total Proposal price within 10 days’ notice of award in a form satisfactory to the City as a guarantee for the due and faithful performance of the contract. Such bond must be issued by a surety company licensed to transact business in the Province of British Columbia. Such ILOC shall be issued by a bank located in Metro Vancouver. Securities must be a form acceptable by the City. At no time will the Performance Security be released until the described Services have been completed and satisfactorily performed.

- a) The City may draw on the security required to carry out or complete the services if such is not completed by the Contractor to the City’s satisfaction within the timelines stated.
- b) The Performance security required under this section shall be renewed automatically annually within thirty (30) calendar days of the end of the term of the contract. Failure to renew within 30 days of the end of the contract term shall result in the City cashing the bond or letter of credit and holding the proceeds in place of the Performance Bond or ILOC.
- c) The City may draw down on the security required to remedy any breach of the contract and any damages resulting from the breach of contract.
- d) The City shall not be responsible nor shall pay to the Contractor any interest on the security.
- e) The costs for such Performance security shall be included in the Total Proposal Price.

Proponent is required to submit with their proposal, a consent of surety issued by a surety company licensed to transact business in the Province of British Columbia



#### 2.10 Labour and Material Payment Bond

The Contractor shall, at its sole expense, provide to the City, Security in the form of a “Labour and Material Payment Bond” or an “Irrevocable Letter of Credit” (ILOC) in the amount of 50% of the total Proposal price within 10 days notice of award in a form satisfactory to the City as a guarantee for the due and faithful performance of the contract. Such bond must be issued by a surety company licensed to transact business in the Province of BC. Such ILOC shall be issued by a bank located in Metro Vancouver. Securities must be provided in a form acceptable by the City. At no time will the Labour and Material Payment Security be released until the described Services have been completed and satisfactorily performed.

- f) The City shall not be responsible nor shall pay to the Contractor any interest on the security.
- g) The costs for such Performance security shall be included in the Total Proposal Price.

Proponent is required to submit with their proposal, a consent of surety issued by a surety company licensed to transact business in the Province of British Columbia

#### 2.11 Substitutions

The substitution of product and/or materials will not be accepted unless it conforms to the City specifications and is equal or better in performance, durability, availability and value. A substitution must be authorized in writing by the City before it is provided.

#### 2.12 Advertisement

The Contractor will not advertise its relationship with the City without prior written authorization from the City.

#### 2.13 Warranty

The Contractor shall guarantee that equipment and products supplied are free of all defects and deficiencies for a minimum period of ten (10) years, in addition to the other warranty conditions specified in **Appendix A – Waste Cart Specifications**.

The goods shall be of the best quality if no quality is specified.

Replacement for manufacturer defects or deficiencies shall be at no cost to the City of Coquitlam.

#### 2.14 Subletting

The Contractor will not, without the written consent of the City of Coquitlam, assign, sublet or transfer any subsequent contract or any part thereof.

#### 2.15 Invoices and Payment

- a) Invoices are to be sent to email: [apinvoices@coquitlam.ca](mailto:apinvoices@coquitlam.ca)
- b) Invoices shall indicate the Date, a unique invoice number, the City Purchase Order Number, Work Order or Purchase Contract Number and City contact name;
- c) Invoices shall be submitted on a monthly basis or upon completion of services;
- d) The Contractor shall be paid net 30 days or best effort from receipt of invoice and acceptance of the goods and/or services, whichever is the later, unless alternate payment terms have been agreed to between the Contractor and the City.
- e) Taxes are to be shown separately.

#### 2.16 Default

The City reserves the right, at its sole discretion, to immediately terminate the contract, in whole or in part, and purchase goods from any other Contractor, if the successful Contractor:

- Fails to make delivery of the goods;
- Fails to perform any provision of the contract within the time specified, or within a reasonable amount of time if no time is specified, as determined by the City;
- Fails to meet the City's standard of expected and agreed level of service and performance of the products;
- Be adjudged bankrupt or makes general assignment for the benefit of creditors.

2.17 Cancellation

The contract may be cancelled by either party, without cause or penalty upon thirty (30) days written notice.

2.18 Law

This contract and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed the proper law thereof.



## **CITY OF COQUITLAM**

**RFP No. 14-01-04**

### **Supply and Delivery of New Garbage and Organics Waste Carts**

**Proposals will be received on or before 2:00 pm local time on  
Thursday, February 6, 2014  
(Closing date and time)**

#### **Proposal Submission Instructions**

Proposal submissions are to be uploaded through Qfile, the City's file transfer service accessed at website: <http://qfile.coquitlam.ca/bid>

1. in the "Subject" field enter: RFP Number and Name
2. Add files in .pdf format and Send  
(ensure 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 604-927-3060 or fax 604-927-3035.**

## **PROPOSAL SUBMISSION FORM**

**Complete and return this Proposal Submission Form**

**Submitted by:** \_\_\_\_\_  
(Company name)

**1. Price**

Price shall include all labour, equipment and materials for the supply and distribution of garbage and organics waste carts as specified in this RFP. Unit prices shall also include freight, custom duties, brokerage fees and any other delivery costs (excluding GST) and be stated in Canadian dollars.

Prices shall remain firm for a period of one year from the official date of award. Thereafter, prices will be reviewed and adjusted annually based on a pricing adjustment model agreed by the City and the Contractor. Annual price adjustments will be firm for a one year period.

Proponents shall submit pricing adjustment models for review by the City. The City may select a pricing adjustment model or may propose an alternative pricing adjustment model suitable to the City and the Contractor.

Each resident will be provided 2 Waste Carts, 1 for garbage and 1 for organics. Estimated quantity of total carts required is 50,000. Residents will be given the option to choose from 120, 240 or 360 litre capacity carts.

Cart Size (litres)	Waste Cart	Unit Price per Cart (\$) in Canadian Currency (exclude GST & PST)		
		Less than 5,000 Carts	5,000 to 10,000 Carts	More than 10,000 Carts
120	Garbage			
	Organics			
240	Garbage			
	Organics			
360	Garbage			
	Organics			

All prices quoted be firm for the initial term and include all assembly and delivery freight prepaid FOB: to required residential addresses within the City.

The quantity of Waste Carts stated is an estimate and provided for the purpose of comparing Proposals only. The City does not guarantee that the actual amounts of Carts or Services will correspond even approximately to the amounts, but reserves the right to increase or decrease the amounts of the work, or to omit portions of the work that may be deemed necessary by the City.

Proponents shall also complete and submit the following appendices with their proposal:

- a) **Appendix A – Waste Cart Specifications (one for each cart model proposed)**
- b) **Appendix B – Assembly and Distribution Specifications**
- c) **Appendix E - Consent of Surety**

**2. DISTRIBUTION TIMELINES**

The Proponent confirms that distribution of carts and delivery to residents will commence May 2014 and be **completed by June 15, 2014.**

Cart Distribution to residents will be completed by:	
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**3. SUBCONTRACTORS**

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

	Type of Service	Sub-contractors Name	Years Working with Contractor	Telephone Number
1.				
2.				
3.				

**4. Evaluation of sample Waste Carts**

The City will not be liable for any loss or damage that may occur to the product sample during the evaluation and testing process.

**5. Manufacturer’s location of production of Waste Carts**

Address:	
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**6. Assembly and Distribution Centre for local delivery of Waste Carts**

Address:	
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**7. Warranty**

The City is requires a ten (10) year cart replacement warranty. Proposal must include full description of warranty. Proponent must honour its 10 year warranty despite having bear-resistant hardware or locking mechanisms attached to the waste cart.

Provide a full description of warranty and a summary of the manufacturer/distributor warranties. (Attach warranty information by Manufacturer)


**8. Value Added**

Provide information on what makes the Contractor innovative. What is your competitive advantage, and what other additional services does the Contractor provide that would assist or be of benefit to the City.


**9. Sustainable Initiatives and Leadership**

**Contractor/Corporate** – Please provide information on any initiatives, programs and product choices that the Proponent has implemented that could be considered environmental, financial/economic, social/ethically sustainable value:


**Waste Carts** – Describe all environmental “Green” certifications, innovations in manufacturing, and any other benefits that contribute to overall Best Value of the product proposed:




**10. Experience And References**

Proponents shall be experienced and capable of delivering the goods and performing the services requested. Contracts indicated below should be of similar size and scope with other municipalities.

Proponents agree that by providing information below, the City has permission to contact references provided.

<b>Supply Contract Description</b>	
<b>Effective Start Date</b>	
<b>Approximate Value</b>	
<b>Customer/Municipality Name</b>	
<b>Reference Contact</b>	
<b>Telephone / Email</b>	

<b>Supply Contract Description</b>	
<b>Effective Start Date</b>	
<b>Approximate Value</b>	
<b>Customer/Municipality Name</b>	
<b>Reference Contact</b>	
<b>Telephone / Email</b>	

<b>Supply Contract Description</b>	
<b>Effective Date</b>	
<b>Approximate Value</b>	
<b>Customer/Municipality Name</b>	
<b>Reference Contact</b>	
<b>Telephone / Email</b>	

**11. CONTRACTOR’S CONTACTS**

Provide contact information of designated key account representatives.

	<b>Name, Title and Position</b>	<b>Email address and Phone Number</b>
<b>1.</b>		
<b>2.</b>		

**12. ACCEPTANCE**

The City requests that proposals remain open for acceptance for a period of not less than sixty (60) days from the closing date.

We confirm that this proposal is open for acceptance by the City for a period of \_\_\_\_\_ days.

**13. ADDENDA**

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

<b>Addendum No.</b>	<b>Date Issued</b>	<b>Date Received</b>

**14. AUTHORIZATION**

We hereby submit our Proposal for the supply and services specified in accordance with the Terms & Conditions provided in this RFP:

<b>Company Name</b>	
<b>Street Address</b>	
<b>City</b>	
<b>Province</b>	
<b>Postal Code</b>	
<b>Tel No.</b>	
<b>Fax No.</b>	
<b>GST Registration No.</b>	
<b>WorkSafeBC Account No.</b>	
<b>Name and Title:</b> (please print)	
<b>E-mail</b>	
<b>Signature</b>	
<b>Date</b>	

This proposal is submitted and signed by a representative that can bind the company to statements made. For the purpose of the Proposal submission, digital copies of original documents and signatures electronically are accepted.



**CITY OF COQUITLAM  
RFP No. 14-01-04**

**APPENDIX A  
GARBAGE AND ORGANICS WASTE CARTS  
SPECIFICATIONS**

The Proponent must fill in the blanks (comply Y/N) to indicate compliance. All exceptions must be identified on the required form for our acceptance. Failure to comply with this requirement may render your Proposal unacceptable.

**Complete and submit one Appendix A form for each model proposed.**

<p align="center"><b>Appendix A</b>  <b>Garbage and Organics Waste Cart Specifications</b></p>	<p align="center"><b>Confirm compliance with specifications  or deviations (Do not leave blank)</b></p>
<p><b>1. General</b>  All containers shall be new and unused. Containers shall conform to the best practices known to the trade in the design, quality and workmanship. Assemblies, sub-assemblies and component parts shall be standard and interchangeable throughout the entire quantity of the same sized/type container.  <b>State:</b> What is offered.</p>	
<p><b>2. Container Standards</b>  Containers shall meet the most current requirements set forth by the American National Standards Institute (ANSI):</p> <ul style="list-style-type: none"> <li>• ANSI Z245.30</li> <li>• ANSI Z245.60</li> </ul> <p><b>State:</b> Compliance</p>	
<p><b>3. Container Design</b>  Containers may be designed to be lifted by either fully automated lift systems or North American “catch bar” style used by semi-automated lifting systems. The assembled container shall be designed to regularly receive and dump 3.5 pounds per U.S. Gallon of capacity, both static and during the complete lift and dump cycle.  <b>State:</b> Compliance.</p>	
<p><b>4. Body</b>  The body of the container shall be manufactured from first quality virgin medium or high density polyethylene with up to a maximum of 50% post consumer recycled material. Container body below the lid shall be one piece and be rotationally or injection moulded. Ultraviolet stabilizers and other additives will be hot melt compounded into the base material.  <b>State:</b></p> <ol style="list-style-type: none"> <li>1. What is offered.</li> <li>2. Percent by weight of ultraviolet stabilizer for each colour offered.</li> <li>3. Minimum nominal wall thickness for each size container offered.</li> <li>4. Percentage of recycled content.</li> <li>5. Nestability ratio when fully assembled.</li> </ol>	

<p style="text-align: center;"><b>Appendix A</b>  <b>Garbage and Organics Waste Cart Specifications</b></p>	<p style="text-align: center;"><b>Confirm compliance with specifications  or deviations (Do not leave blank)</b></p>
<p><b>5. Container Sizes</b>  The container volume excluding the lid, must be nominally 360 Litre / 95 U.S. gallons, 240 Litre / 64 U.S. gallons, 120 Litre / 32 U.S. gallons (+/- 2%). Proponents must include an independent test result according to ANSI Z245.30 showing the exact capacity of the cart body (to the nearest whole Litre).</p> <p><b>360 Litre / 95 Gallon:</b> STATE BODY CAPACITY  <b>240 Litre / 64 Gallon:</b> STATE BODY CAPACITY  <b>120 Litre / 32 Gallon:</b> STATE BODY CAPACITY  <b>State:</b> What is offered:</p>	
<p><b>6. Lid</b>  Each container shall be furnished with a lid manufactured from first quality 100 percent virgin polyethylene or with post consumer recycled material not to exceed 50 percent. Ultraviolet stabilizers and other additives will be hot melt compounded into the base material. Each lid shall be one-piece construction and designed to allow the lid to be raised by hand without coming in contact with the bottom of the lid. The lid design shall be crowned, not flat, to provide drainage. The lid shall be of such configuration that it will not warp, bend, slump or distort to such an extent that it no longer fits the container tightly or becomes otherwise unserviceable.  The lids shall be constructed such that they continuously overlap the container body so to prevent the inclusion of rainwater, rodents, birds and insects, and the emission of odours. The lid shall not bind on the handle in the open position.  The lids are to open or rotate a full 270 degrees and allow free flow of material during the dump cycle. The lid must be easily detached from the body with a simple specialized tool to facilitate maintenance.  The lids for the Organics waste carts must be of adequate thickness and durability to accommodate the attachment of steel bear-resistant hardware for the duration of the warranty period. Sample specification for bear-resistant hardware currently in use by the City in provided in Appendix C.  <b>State:</b> What is offered.</p>	

<p style="text-align: center;"><b>Appendix A</b>  <b>Garbage and Organics Waste Cart Specifications</b></p>	<p style="text-align: center;"><b>Confirm compliance with specifications  or deviations (Do not leave blank)</b></p>
<p><b>7. Recyclable</b>  The body of the container, the lid, and all other parts shall be 100% recyclable.  <b>State:</b> What is offered.</p>	
<p><b>8. Handle</b>  The handle(s) will be an integrally moulded part of the container body and shall not rotate on its own axis. Each container shall have two (2) grasping handles with grip openings of sufficient size to accommodate gloved hands.  <b>State:</b> What is offered.</p>	
<p><b>9. Colour</b>  Resin shall contain colour pigment hot melted compounded. Colour shall be non-fading throughout the warranty period.  The colour and shade of containers shall be consistent and without noticeable variation from one to another. The waste cart body colour should be dark grey in colour. Other variations may be proposed.  Colour of lids should be:</p> <ul style="list-style-type: none"> <li>• Garbage – dark grey to match cart body</li> <li>• Organics – green</li> </ul> <p>Proponents must submit color chips of all colours available per the above requirement.  <b>State:</b> What is offered.</p>	

<p style="text-align: center;"><b>Appendix A</b>  <b>Garbage and Organics Waste Cart Specifications</b></p>	<p style="text-align: center;"><b>Confirm compliance with specifications  or deviations (Do not leave blank)</b></p>
<p><b>10. Wheels</b>  Wheels shall be the manufacturer’s best quality available for the intended purpose. Wheels and axles shall be rated to meet and exceed the waste cart design requirement of 3.5 pounds per U.S. gallon capacity.  Tread width for all wheels for containers shall be no less than 1.75”. Wheels should be black and made of injection-moulded polyethylene and have solid rubber-tread tires, not a rubber cap. Wheels are to be the same size and interchangeable within carts of the same capacity.  Minimum wheel sizes for the following cart capacities:  <b>360 Litre / 95 Gallon:</b> 10” (25 cm)  <b>240 Litre / 64 Gallon:</b> 10” (25 cm)  <b>120 Litre / 32 Gallon:</b> 8” (20 cm)  The wheel assembly must be easily removed with a simple specialized tool to facilitate maintenance.  <b>State:</b> What is offered, including maximum load rating per wheel and size.</p>	
<p><b>11. Axles</b>  Each container must have a minimum 5/8” diameter solid steel axle rod with a corrosion resistant coating. The axle must pass through the container body, outside the refuse area, and be attached by means of a moulded-in axle sleeve supplying sufficient support to minimize stress and prevent bending of the axle. The axle must be easily replaced in the field and capable of supporting the full load capacity of the container.  <b>State:</b>  1. What is offered  2. Axle diameter and material, for each container size</p>	
<p><b>12. Catch Bars</b>  If a North American style cart is offered, the catch bar must be moulded into each container or constructed of tubular steel and must not interfere with materials being emptied from the cart. Metal catch bars will be constructed of galvanized steel, have a minimum of 1” outside diameter, and be easily replaceable in the field.  <b>State:</b> What is offered.</p>	



<p style="text-align: center;"><b>Appendix A</b>  <b>Garbage and Organics Waste Cart Specifications</b></p>	<p style="text-align: center;"><b>Confirm compliance with specifications  or deviations (Do not leave blank)</b></p>
<p><b>13. Stability</b>  The container shall be stable and self balancing when in the upright position either loaded or empty. When the container is sitting on a surface, it shall sit flat on the surface. The container must be designed to withstand winds up to 50km per hour as applied from any direction when empty or loaded, lid open or closed. The container shall remain in the upright position when the lid is being opened. Containers shall meet slope stability test requirements set forth in ANSI Z245.30.  <b>State:</b> What is offered and provide ANSI certification.</p>	
<p><b>14. Finish</b>  Interior and exterior surfaces shall be uniform in appearance and free of foreign substances, shrink holes, cracks, blow holes, webs and other superficial or structural defects that could adversely affect the appearance and performance of the container. The interior of the container shall be smooth. Exterior surface shall not hinder the container being picked up by a mechanical arm.  <b>State:</b> What is offered.</p>	
<p><b>15. Durability</b>  All parts of the container shall be usable for the warranty period of ten (10) years in the intended application including normal resistance to bottom wear and permanent deformation from loading and unloading of solid waste. It is understood that the container will be gripped by hydraulically operated equipment and will come in regular contact with asphalt, concrete and other rough surfaces.  <b>State:</b> What is offered in terms of durability. Warranty terms are to be addressed in the Warranty Section below.</p>	

<b>Appendix A</b> <b>Garbage and Organics Waste Cart Specifications</b>	<b>Confirm compliance with specifications or deviations (Do not leave blank)</b>
<p><b>16. Identification</b></p> <p>All carts shall be identified with wording and/or graphics hot stamped onto the lid and body of the containers. Markings, as required by ANSI Z245.30 shall be moulded into each lid. The City will work with the Contractor to determine the final type and arrangement of container markings. Green lids will have “Organics Only” hot stamped on lid; Dark grey lids will have “Garbage Only” hot stamped on lid.</p> <p>Each cart shall have a seven digit serial number hot stamped onto the front or side in white and be a minimum of 1” in height. The serial number shall be alphanumeric. The City will work with the Contractor or determine the final composition of serial numbers.</p> <p>Each cart shall have a flat white hot stamped area approximately 5” (13cm) high by 9” (23 cm) wide on the top half of the cart body for residents to write their address.</p> <p>The City of Coquitlam logo will be hot stamped in white on each side of the container. Camera ready artwork will be provided by the City. The Contractor will supply, for approval by the City, detailed artwork for all markings, prior to start of manufacturing.</p> <p><b>State:</b> What is offered.</p>	

<p style="text-align: center;"><b>Appendix A</b>  <b>Garbage and Organics Waste Cart Specifications</b></p>	<p style="text-align: center;"><b>Confirm compliance with specifications  or deviations (Do not leave blank)</b></p>
<p><b>17. RFID Tag, Container Distribution and Inventory Software Compatibility.</b></p> <p>Each Waste cart (meaning all Garbage and Organics waste carts) is to have a unique integrated non-proprietary passive Ultra High Frequency (UHF) RFID tag installed into the cart. RFID tags must comply with current Canadian telecommunications regulations. RFID tag values must be written and locked at time of Waste cart production. Each RFID tag must contain specific information, including the container’s unique serial number, date of manufacture and other relevant information to assist in the management of the asset.</p> <p>All RFID tags must be installed in the carts so that the tags have no exposure to outside elements, are not visible to the customer, and are tamper-resistant. RFID tags placed inside the body of the Waste cart are unacceptable. Adhesive or sticker RFID tags are unacceptable. Each RFID tag must be tested at the manufacturing facility to ensure that it is working properly.</p> <p>RFID tags must be compatible with the truck technology system (SONRAI Systems Technology or other service provider) used by the City’s collection contractor, BFI Canada Inc., for asset management, cart servicing and tracking purposes. Proponents must describe their experience with distribution of containers using scanners to input waste cart information during cart rollout.</p> <p>Proponents are encouraged to submit, with their response, any literature or brochures which would provide additional information about the capabilities of the proposed microchip and software.</p> <p><b>State:</b> What is offered:</p> <ul style="list-style-type: none"> <li>• RFID Tag design and placement</li> <li>• Distribution software experience</li> <li>• Percent accuracy in associating each cart to specific residential addresses</li> </ul>	

<p style="text-align: center;"><b>Appendix A</b>  <b>Garbage and Organics Waste Cart Specifications</b></p>	<p style="text-align: center;"><b>Confirm compliance with specifications  or deviations (Do not leave blank)</b></p>
<p><b>18. Container Data</b>  For each cart size provide the following:</p> <ul style="list-style-type: none"> <li>• Volume of container body (Litres / U.S. Gallon)</li> <li>• Height (including lid)</li> <li>• Width</li> <li>• Depth</li> <li>• Hip of gripping surface diameter</li> <li>• Average wall thickness of body.</li> <li>• Average wall thickness of lid.</li> <li>• Wheel diameter and wheel tread width.</li> <li>• Steel axle diameter</li> <li>• Weight of complete container</li> <li>• Complete container resin weight</li> </ul> <p><b>Provide:</b>  Complete printed manufacturer specifications, published literature, and illustrations of units proposed. The specifications shall show, as a minimum:</p> <ul style="list-style-type: none"> <li>• Manufacturing process for Containers</li> <li>• Resin material type, manufacturer, and name brand.</li> <li>• Detailed lid/hinge assembly description and attachment and detachment method.</li> <li>• Axle assembly material, dimensions and attachment method.</li> <li>• Wheel material, dimensions and attachments/ detachment method.</li> </ul>	

<p align="center"><b>Appendix A</b>  <b>Garbage and Organics Waste Cart Specifications</b></p>	<p align="center"><b>Confirm compliance with specifications  or deviations (Do not leave blank)</b></p>
<p><b>19. Warranty</b>  All waste carts furnished shall be fully (100%) warrantied against defects in materials and workmanship for a minimum period of ten (10) years from the date of delivery. This warranty shall be unconditional and non-prorated providing the City with assurance of full waste cart replacement including free shipping to a City-designated location. This warranty shall survive termination of the contract. The warranty shall include, but not limited to, the following defects and/or replacement of the defective parts:</p> <ul style="list-style-type: none"> <li>• Failure of the lid to prevent rainwater from entering the container when closed on the container body.</li> <li>• Damage to the container body, the lid or any component part through opening or closing the lid.</li> <li>• Failure of the lid hinge to remain fully functional and continually hold the lid in the originally-designed and intended positions when either opened or closed.</li> <li>• Failure of the body and lid to maintain their original shape.</li> <li>• Failure of the wheels to provide continuous, easy mobility, as originally designed.</li> <li>• Failure at attachment points for lids, hinges, wheels or other points of attachment.</li> <li>• Cracking, fading, splitting, peeling, weathering degradation and/or lowered ultraviolet resistance to aging in the course of normal operational use.</li> <li>• Failure of any specified information, identification, RFID identification, marking, graphic, numerals, dating, lettering, language or symbols on containers to be clearly legible.</li> <li>• Failure of any portion of the bottom of the container body to remain impervious to damage or wear-through after repeated contact with rough and abrasive surfaces.</li> <li>• All transportation, taxes, customs, excise, brokerage and other fees to deliver replacement containers or parts F.O.B. to the City’s designated receiving site as well as any such fees required to send defective parts back to the Contractor or manufacturer, as well as any labour associated with replacing the parts (in cases where a whole container is not being replaced).</li> <li>• All parts of the container shall be usable for the warranty period</li> </ul>	

<p>of 10 years in the intended application including resistance to bottom wear and permanent deformation from loading and unloading of solid waste. It is to be understood that the container will be gripped by hydraulically operated equipment and will come in contact with asphalt, concrete, and other rough surfaces, including stairs.</p> <ul style="list-style-type: none"> <li>• All containers shall remain durable in hot and cold temperature variations of this region. In addition, during the warranty period, the container and its component parts shall maintain sufficient strength, shape and appearance, and be resistant to blows, kicks and rodent penetration, such as to require no routine maintenance and in general be maintenance free.</li> <li>• The Proponent shall guarantee continuous availability of a complete inventory of all replacement parts for the duration of the warranty beginning no later than the first day delivery commences. The replacement part stock requirements will be determined by the City and are subject to change.</li> <li>• The 10 year warranty shall also apply to Waste carts which have bear-resistant hardware or locking mechanisms attached according to the Proponent’s requirements.</li> </ul> <p><b>State:</b> Compliance.</p>	
<p><b>20. Resin Product</b>  <b>State:</b></p> <ul style="list-style-type: none"> <li>• What is offered</li> <li>• Type of resin(s) used in the container bodies and lids</li> <li>• Weight of resin(s) used in the container body and lid only, for each container size.</li> </ul>	
<p><b>21. LEGAL OR ADMINISTRATIVE SETTLEMENTS:</b>  The manufacturer of the cart must submit the name, contact name and telephone number for each government or agency with which it has had a legal or administrative settlement of warranty, cart failure claims or contract performance within the last ten (10) years including ongoing negotiations of settlement throughout Canada or US. Include a brief summary of the settlement or indicate if a “gag order” was imposed, and by whom it was ordered. This information must be provided on a separate page entitled “Legal or Administrative Settlements.”</p> <p><b>State:</b> Provide above information.</p>	

<p align="center"><b>Appendix A</b>  <b>Garbage and Organics Waste Cart Specifications</b></p>	<p align="center"><b>Confirm compliance with specifications or deviations (Do not leave blank)</b></p>
<p><b>22. Resin Adjustment:</b>  In order to mitigate the risks involved with market fluctuation in the price of resin materials used in the moulding of the cart bodies and lids, adjustment of the final unit price of the containers will be allowed, only on the cost of resin relative to the weight of the container, to reflect any substantial changes in the resin price which occur between the close of the RFP and the date of manufacture.  Should the plastic resin cost to the manufacturer change more than 2% between the close of the RFP and the date of the manufacturer’s purchase of the resin to manufacture the containers supplied under this RFP , the unit cost of each container will be adjusted accordingly, subject to the manufacturer providing all reasonably requested written documentation verifying the cost change and permitting the City’s third party auditor to review the supplier’s and manufacturer’s records, all as set out in the Form of Agreement. Annual price review to be based the same information. <b>State:</b></p> <ol style="list-style-type: none"> <li>1. What is offered.</li> <li>2. Type of resin(s) used in the container bodies and lids.</li> <li>3. Weight of resin(s) used in the container body and lid only, for each size container.</li> </ol>	
<p><b>23. Sample Carts</b>  Proponents must submit with Proposals sample carts as representing the proposed carts in bid submissions at no cost to the City. Samples will form a part of the Proposal evaluation. Samples must be received on or prior to the closing date of the Proposals, <b>January 27, 2014 before 2:00 pm</b>. All samples should be marked “Samples for RFP No. 14-01-04, Garbage and Organics Waste Carts” and must indicate the name of the Proponent. Samples for items not selected for award shall be returned to the unsuccessful Proponents. Sample Carts are to be delivered to:</p> <p><b>City of Coquitlam, Service Center</b>  <b>500 Mariner Way,</b>  <b>Coquitlam, BC V3K 7B6</b></p>	

<p style="text-align: center;"><b>Appendix A</b>  <b>Garbage and Organics Waste Cart Specifications</b></p>	<p style="text-align: center;"><b>Confirm compliance with specifications or deviations (Do not leave blank)</b></p>
<p><b>24. Replacement Parts</b>            All replacement components shall be of the same or better quality as the original parts provided to the City. They must meet the same specifications and shall be subject to the same warranty and guarantees as set forth in this RFP. Proponents are required to include a complete spare parts list inclusive of itemized pricing and freight component. Cart maintenance training and any special tools are to be included.  <b>State:</b> Compliance</p>	
<p><b>25. Sustainable Purchasing</b>            The City may give preference for products and services that demonstrate sustainable value, overall lower environmental footprint and lowest total cost of ownership.  <b>State:</b> What is offered.</p>	
<p><b>26. Annual Price Adjustment</b>            The prices will remain firm for a period of one year from the official date of award. Thereafter prices will be reviewed and adjusted annually based on a pricing adjustment model agreed by the City and the Contractor. Annual price adjustments will firm for a one year period.            Proponents shall submit pricing adjustment models for review by the City. The City may select a pricing adjustment model or may propose an alternative pricing adjustment model suitable to the City and the Contractor.</p>	





**CITY OF COQUITLAM**  
**RFP No. 13-04-01**

**APPENDIX B**  
**ASSEMBLY AND DISTRIBUTION**  
**SPECIFICATIONS**

The Proponent must fill in the blanks (comply Y/N) to indicate compliance. All exceptions must be identified on the required form for our acceptance. Failure to comply with this requirement may render your Proposal unresponsive.

<b>Appendix B –  Assembly and Distribution Specifications</b>	<b>Confirm compliance with specifications or  deviations (Do not leave blank)</b>
<p>1. The Contractor shall retain ownership and responsibility of all waste carts (for Garbage and Organics) until they are delivered to the resident.</p>	
<p>2. The Contractor shall be responsible for transporting the carts and hardware from the manufacturing plant(s), unloading loads of containers, assembling necessary parts, and distributing fully assembled carts to residents at the designated City addresses.</p>	
<p>3. It will be the Contractor’s responsibility to provide the assembly and distribution staging area.</p>	
<p>4. The City will provide the Contractor with detailed maps of the designated delivery area(s), and current list of residential customers including the waste cart sizes required for each customer.</p>	
<p>5. The Contractor shall provide all necessary equipment and labour required for the assembly and distribution of waste carts to specified residential customers during the designated assembly and distribution timeframe. The Contractor shall develop a production and delivery schedule, subject to approval by the City that <b>guarantees delivery to residents before June 15, 2014.</b>   <b>Time is of the essence.</b></p>	

<b>Appendix B –  Assembly and Distribution Specifications</b>	<b>Confirm compliance with specifications or  deviations (Do not leave blank)</b>
<p>6. The Contractor shall provide qualified and sufficient assembly and distribution staff. The Contractor’s designees will work directly with City staff to solve any problems resulting from distribution services while that service is being provided.</p>	
<p>7. During the distribution activities, all Contractor employees or subcontractors shall be dressed in an appropriate manner with shirts that identify the Contractor/subcontractor and appropriate safety gear, such as reflective clothing, shall be worn at all times. Contractor personnel shall be courteous with the public at all times. Contractor personnel shall answer general questions from the public as appropriate, but shall direct them to City staff for details.</p>	
<p>8. All vehicles used by the Contractor in the distribution of containers shall be kept clean and presentable, and will display City-designated project information to be determined by the City prior to assembly and distribution.</p>	
<p>9. All distribution services shall start no earlier than 7:00 am and end no later than 8:00 pm (local time) Monday through Saturday. No distribution or exchange services shall take place outside of those times unless approved by the City.</p>	
<p>10. The Contractor shall assemble and distribute in all but extreme weather conditions as defined by the City.</p>	

<b>Appendix B –  Assembly and Distribution Specifications</b>	<b>Confirm compliance with specifications or  deviations (Do not leave blank)</b>
<p>11. Contractor personnel shall distribute City-provided educational and promotional materials by fastening it to the Waste cart in a City approved, weatherproof manner at the time of distribution.</p>	
<p>12. Waste carts shall be placed at the resident’s curb during the assembly and distribution timeframe. Waste carts shall not block driveways, sidewalks, mailboxes, or provide any other similar inconvenience to residents.</p>	
<p>13. The Contractor shall provide City with all assembly and distribution data in electronic, real-time format in order for the City to track the progress of waste cart distribution services. The tracking system shall be web-based and the City will be provided with access to reports detailing delivery of waste carts by address each day and any delivery failures.</p>	
<p>14. Any waste cart determined to be Non-Deliverable shall be assigned an appropriate Non-Deliverable code by the assembly and distribution crew at the time of attempted delivery. The City will provide a pre-determined list of Non-Deliverable codes. Contractor supervisors shall verify, and document if possible, all Non-Deliverables on the day of the attempted delivery. Should a Non-Deliverable be deemed an error, the Contractor shall provide waste cart delivery to the resident prior to July 1, 2014 with no additional charge to the City.</p>	

<b>Appendix B –  Assembly and Distribution Specifications</b>	<b>Confirm compliance with specifications or  deviations (Do not leave blank)</b>
<p>15. The Contractor shall perform pre-assembly and distribution data tracking tests with the electronic tracking system as requested by the City.</p>	
<p>16. It is the Contractor’s responsibility to create, provide, and maintain a manufacturing database for the City that includes each waste cart’s RFID tag identification, serial number, date of manufacture, location of manufacturer, waste cart type, color, and size. The Contractor shall maintain this database for the life of the contract and include additional container information with future purchases. Contractor will provide manufacturing database information to the City at least forty- eight (48) hours in advance of assembly and distribution.</p>	
<p>17. At the time and point of delivery, the Contractor will capture the RFID tag, date, time, latitude/longitude of the waste cart’s delivery point, and the unique handheld device identification number, and associate it with the previously prescribed databases including the residential address and folio number to which the waste cart is assigned. The Contractor will maintain an electronic file of the waste cart address assignments and present it to the City in an electronic format acceptable to the City.</p>	

<b>Appendix B –  Assembly and Distribution Specifications</b>	<b>Confirm compliance with specifications or  deviations (Do not leave blank)</b>
<p>18. The Contractor will provide the following at no charge:</p> <ul style="list-style-type: none"> <li>• Waste cart assembly and repair training for City solid waste staff and the collection service provider(s), including repairs or replacement of bear-resistant hardware or locking mechanisms.</li> <li>• Any specialized tools required to make repairs, remove or install parts.</li> <li>• Instructional manuals and/or instructional videos detailing recommended repair procedures, time requirements and specifications including price lists for all tools and plastic welding rods required to accomplish repairs.</li> <li>• Materials Safety Data Sheet(s) for materials used in the manufacturing of the waste carts.</li> <li>• Technical support services throughout the term of the contract.</li> </ul>	



**CITY OF COQUITLAM**  
**RFP No. 14-01-04**

**APPENDIX C**  
**SAMPLE BEAR-RESISTANT HARDWARE**  
**SPECIFICATIONS**

### Appendix C – Sample Bear-resistant Hardware Specifications

To assist Proponents in understanding the type of bear-resistant hardware that is installed on the collection carts currently offered for sale by the City, the following specifications and sample photograph are provided for information. Proponents may incorporate this hardware design into their proposals or they may propose an alternative design or locking mechanism that meets the definition of a Bear-resistant cart in this RFP.

#### 1. General

- a. The cart supplier must uphold its standard 10-year cart warranty despite having steel bear-resistant hardware secured onto the cart.
- b. The plastic lid must be of adequate thickness and durability to accommodate the adherence of steel hardware to the lid.

#### 2. Snap Hooks

- a. The bear-resistant cart must contain two solid brass snap hooks.
- b. The snap hooks must have a minimum average weight per piece of 110 grams.
- c. Snap hooks must be minimum 3” overall length with 3/4” eye and 5/8” opening.
- d. Snap hooks must have a minimum safe work load limit of 150 lbs and deformation point of 450 lbs.
- e. Stainless steel cable, crimped on both ends, must be used to permanently attach snap hooks to lid.
- f. Anchoring end of cable to protrude through holes drilled into lid and cable end to be crimped on inside of lid.
- g. Cable must be minimum 1/8” diameter and long enough to allow easy alignment of snap hooks with slots in steel tabs.

#### 3. Steel Kit

- a. The cart lid – front and two sides – must be wrapped with cold roll steel with a minimum thickness of 0.119” and minimum width of 1” using pre-punched rivet holes.
- b. Where the lid meets the body – on both sides of the body – cold roll steel “sidebars” must be provided for added security employing a minimum thickness of 0.104” and minimum length of 15” using pre-punched rivet holes.
- c. Steel tabs must be attached to cart body and protrude through slots cut in plastic lid for attachment to snap hooks.
- d. Slots in steel tabs must be large enough to accommodate snap hook attachment.



- e. Slots cut in plastic lid must be reinforced with pre-punched steel covers attached to top surface of lid.
- f. All steel components must:
  - i. be punched and formed on CNC equipment to maintain +/- 0.005” tolerances.
  - ii. have radius or chamfered corners so there are no sharp points.
  - iii. be de-burred to help with powder-coat adherence and to prevent sharp edges.
  - iv. be powder-coated with a minimum thickness of 2 mil.
- g. Rivets must be used to fasten all steel components to the cart. Screws and nuts are not acceptable.

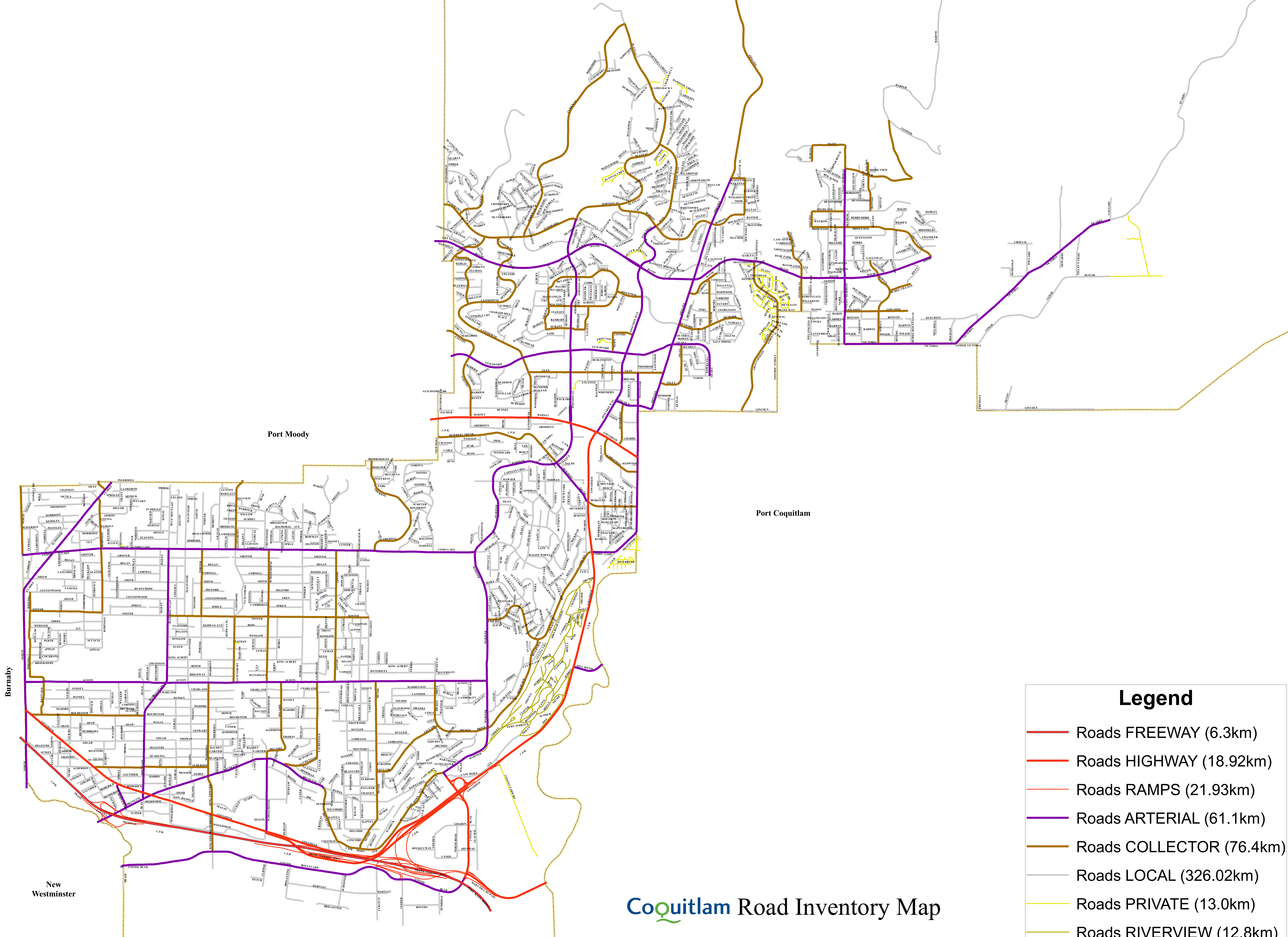
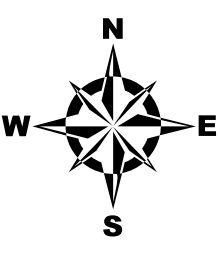


*Top view of 120L cart showing current bear-resistant hardware installed.*



**CITY OF COQUITLAM**  
**RFP No. 14-01-04**

**APPENDIX D**  
**COQUITLAM ROAD INVENTORY MAP**



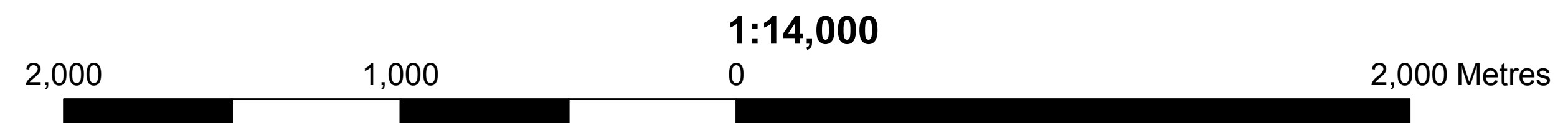
Port Moody

Port Coquitlam

Burnaby

New Westminster

# Coquitlam Road Inventory Map



## Legend

- Roads FREEWAY (6.3km)
- Roads HIGHWAY (18.92km)
- Roads RAMPS (21.93km)
- Roads ARTERIAL (61.1km)
- Roads COLLECTOR (76.4km)
- Roads LOCAL (326.02km)
- Roads PRIVATE (13.0km)
- Roads RIVERVIEW (12.8km)
- City Boundary

**THIS FORM IS TO BE COMPLETED BY THE INSURANCE BROKER**

(A fillable form is also available for electronic completion on the City’s website): [http://www.coquitlam.ca/Libraries/Coquitlam\\_Forms/Certificate\\_of\\_Insurance\\_-\\_Standard\\_Form.sfb.ashx](http://www.coquitlam.ca/Libraries/Coquitlam_Forms/Certificate_of_Insurance_-_Standard_Form.sfb.ashx)

This certifies that policies of insurance as described below have been issued to the Insured named below and are in full force and effect at this time. It is understood and agreed that **thirty (30) days' notice of cancellation** or reduction in applicable limit of any of the policies listed below, with the exception of ICBC, will be given to the holder of this certificate.

**NOTE: INSURANCE COMPANIES MUST BE LICENSED TO OPERATE IN BRITISH COLUMBIA.**

This Certificate is issued to: **City of Coquitlam**, 3000 Guildford Way, Coquitlam, BC V3B 7N2

<b>Insured</b>	<b>Name:</b>		
	<b>Address:</b>	<b>Email:</b>	<b>Phone:</b>

<b>Broker</b>	<b>Name:</b>		<b>Agent’s Name:</b>
	<b>Address:</b>	<b>Email:</b>	<b>Phone:</b>

**Project to which this Certificate applies:**

<b>RFP No.:</b> 14-01-04	<b>Project Name &amp; Description:</b> Garbage and Organics Waste Carts
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**COMMERCIAL GENERAL LIABILITY** coverage is required to insure against liability from the activities arising out of operations or work in connection with the above-described project, including liability arising out of the use of City property.

Type of Insurance	Insurer Name and Policy Number	Policy Term (dd/mm/yy)	Limits of Liability/Amounts
<b>Section 1:</b> <b>Commercial General Liability</b> <input checked="" type="checkbox"/> Occurrence Form <input type="checkbox"/> Claims Made Form		From:	Bodily Injury, Death & Property Damage
		To:	\$ _____ Per Occurrence <input checked="" type="checkbox"/> <b>MINIMUM \$5,000,000</b>
<input type="checkbox"/> Umbrella Liability		From:	\$ _____ Aggregate
		To:	\$ _____ Deductible
<input type="checkbox"/> Excess Liability		From:	\$ _____ Umbrella Limit
		To:	\$ _____ Excess Limit
<b>Section 2</b> Other:		From:	\$ _____ Limit
		To:	\$ _____ Deductible

**Particulars of General Liability Insurance (Sections 1 & 2):**  indicates that the coverage is included.

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> City of Coquitlam as Additional Insured    | <input checked="" type="checkbox"/> Coverage is Primary and not contributory   | <input type="checkbox"/> 12 months Completed Operations |
| <input checked="" type="checkbox"/> Premises & Operations                      | <input checked="" type="checkbox"/> Personal Injury  | <input type="checkbox"/> 24 months Completed Operations |
| <input checked="" type="checkbox"/> Broad Form Products & Completed Operations | <input type="checkbox"/> Use of explosives for blasting  | <input type="checkbox"/> Aircraft/Aviation Liability    |
| <input checked="" type="checkbox"/> Owners & Contractors Protective            | <input type="checkbox"/> Vibration from pile driving or caisson work   | <input type="checkbox"/> Non-owned aircraft liability   |
| <input checked="" type="checkbox"/> Blanket Contractual                        | <input type="checkbox"/> Removal or weakening of support of property, building or land whether support is natural or otherwise | <input type="checkbox"/> Watercraft liability           |
| <input checked="" type="checkbox"/> Unlicensed Automobile Liability            | <input type="checkbox"/> Water Ingress Coverage  | <input type="checkbox"/> Non-owned watercraft liability |
| <input checked="" type="checkbox"/> Cross Liability/Severability of Interests  | <input type="checkbox"/> Work below ground level over 3 meters (XCU extension)   | <input type="checkbox"/> Pollution Liability            |
| <input checked="" type="checkbox"/> Employees As Additional Insureds           |  | <input type="checkbox"/> Asbestos                       |
| <input checked="" type="checkbox"/> Non-Owned Automobile                       |  |   |
| <input checked="" type="checkbox"/> Attached Machinery                         |  |   |
| <input checked="" type="checkbox"/> Occurrence Property Damage                 |  |   |
| <input checked="" type="checkbox"/> Contingent Employer’s Liability            |  |   |
| <input checked="" type="checkbox"/> Broad Form Loss of Use                     |  |   |

<b>Section 3:</b> <b>Automobile Liability</b> (owned or leased vehicles)	If insured by ICBC, attach a copy of the ICBC form APV-47	From:	Personal Injury & Property Damage
		To:	\$ _____ Limit <input checked="" type="checkbox"/> <b>MINIMUM \$2,000,000</b>

It is understood and agreed any deductible or reimbursement clause contained in the policy shall be the sole responsibility of the Named Insured.

**Broker Authorization (Signature & Stamp)** \_\_\_\_\_

Date \_\_\_\_\_

INTERNAL USE ONLY	
Certificate	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved

**COMPLETE & SUBMIT TO: CITY OF COQUITLAM**  
Email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca)

## Appendix F

### Consent of Surety

Attach and Submit with Proposal Submission

- **Attach and submit with Proposal Submission Form the Consent of Surety or Letter from Financial Institution**

Proponents are required to submit with their Proposal, a copy of an original “Consent of Surety” issued by a surety company licenses to transact business in the Province of British Columbia. The Consent of Surety will indicate the Proponent would provide to the City, the Labour and Material Payment Bond and the Performance Bond, each in the amount of 50% of the total Proposal Price to guarantee successful completion of the Services.

Or, Proponents may provide a letter from a financial institution in Metro Vancouver area stating the Proponent would provide the City with an Irrevocable Letter of Credit (ILOC) in the amount of 100% of the total Proposed Price.

A bid bond is not required.