



City of Coquitlam  
**REQUEST FOR PROPOSALS**  
**RFP No. 14-09-04**

**Waste Cart Delivery and Maintenance Services**

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

**Tuesday December 16, 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 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)

**Proposals Submissions**

The City reserves the right to accept or reject any or all Proposals or accept a Proposal deemed to be in the best interest of the City and will not be responsible for any costs incurred by Proponents in preparing a response.

D. Trudeau, Purchasing Manager

Issue Date: November 24, 2014

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## DEFINITIONS

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

**“City”** 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.

**“Proponent”** means responder to this Request for Proposals.

**“Proposal”** means the submission by the Proponent.

**“RFP” “Request for Proposals”** shall mean and include the complete set of documents, specifications, drawings 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.

**“Supply” “Provide”** shall mean supply and pay for and provide and pay for.

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

**“Sites”** means any location where the **“Work”** or **“Services”** may take place.

**“Waste Cart”** means a cart intended for garbage collection or a cart intended for organics, yard trimmings and food scraps collection.

**“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. Description of Services

The City of Coquitlam requests Proposals from professional, qualified, experienced companies for the provision of:

#### **Waste Cart Delivery and Maintenance Services.**

The Services will generally include but not be limited to the following:

- Delivery of a new set of waste carts to each new single family and duplex home. A new set of waste carts will generally comprise one new garbage cart plus one new organics cart with wildlife resistant hardware attached, plus one new small kitchen waste container plus one copy of the annual Collection Calendar and may include other printed information
- Delivery of additional waste carts to existing residents
- Scanning of RFID tags in new, replacement or exchanged carts at the point of delivery to register the cart RFID with the civic address using City-owned RFID handheld readers;
- Removal of carts from demolition homes, which includes scanning the RFID tag of the carts to be removed to de-register the carts from the list of carts in circulation;
- Replacement of stolen or missing carts;
- Repair of damaged carts;
- Exchanges of carts as requested by Coquitlam residents, and which also includes scanning the RFID tag of the carts to be removed to de-register the carts from the list of carts in circulation ;
- Maintenance of City purchased inventory of carts, cart parts and kitchen waste containers at the Contractors facility; and
- Cleaning of returned or refurbished waste carts

#### **Refer also to:**

- Appendix A – Certificate of Insurance

### 1.2. Term of Contract

The initial Service term will be for two (2) years. Upon mutual agreement the contract may be extended for 3 or more additional one (1) year terms.

### 1.3. Closing Date & Time

**Proposals will be received by the City of Coquitlam on or before 2:00 pm local time:**

**Tuesday December 16, 2014**

1.4. 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.

Proposals may be withdrawn upon request by an authorized representative of the company sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca) prior to time set as closing time for receiving Proposals.

1.5. Inquiries

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 up to 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.

1.6. 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 address:

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

If a change, or additional information related to the original version of the Request for Proposals is warranted, the City's response will be communicated to all Proponents by means of written Addenda prior to the closing date and posted on the City's website. Upon submitting a Proposal, Proponents are deemed to have received all Addenda 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.

1.7. General Information

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

The Cities 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.

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

1.8. Privacy

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.

1.9. Prices

All Prices shall be all-inclusive stated in (Canadian Funds) and shall remain **FIRM** for the initial 2 year term.

1.10. Evaluation Criteria

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

Corporate Experience and Resources

- Qualifications, experience, and demonstrated performance providing services of similar size, scope and complexity
- Company owned equipment and resources

Technical

- Response Times
- Compliance to stated insurance, WorkSafeBC, and General Conditions (Scope of Work)

Financial

- Sustainable Value
- Value added
- Price

**And, upon selection of one or more lead proponent(s):**

- Interviews may be conducted
- references may be contacted

The Proponents agree that upon submission of their proposal, the City may disclose the name of their company. However, no prices, scores, weights or totals will be provided to any Proponents.

Should there be additional similar services required the Cities reserve the right to sole source with the successful Proponent.

1.11. Negotiation

The City reserves the right, prior to contract award, to negotiate changes to the scope of the services or to the contract documents (including pricing to meet budget) with the 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.

1.12. Irrevocability and 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 waive formalities in, accept or reject any or all Proposals, cancel this RFP, or accept the Proposal deemed most favourable in the interest of the City.

The City reserves the right to accept or reject any or all Proposals. The lowest Proposal may not necessarily be accepted, rather will be analyzed to determine best overall value to the City.



The City reserves the right to cancel this RFP at any time without recourse by the Proponent. The City has the right to not award this work for any reason including choosing to complete the work with the City's own forces.

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 purchase order will be placed for the provision of these services. Contract documents may be utilized to document the agreement fully and completely.

1.13. No Claim

Except as expressly and specifically permitted in these Instructions to Proponents, 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.

1.14. Conflict of Interest

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

1.15. 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.

1.16. Liability for Errors

While the City has used considerable effort 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. Nothing in this RFP is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the work in this RFP.

1.17. Proposal Submission

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

1.18. Examination of Proposal Documents and Work Sites

The Proponent must carefully examine the Proposal Documents and worksite(s). 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 of Coquitlam.

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, General Conditions, Scope of Work, 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. Notification of Award

The City will notify the successful Proponent (“Contractor”) in writing of its decision to award the services.

The following general conditions will apply to this Contract. Proponents are to include with their proposal submission a full description of any deviations if they are unable to comply with any of these general conditions.

### 2.2. Health and Safety Requirements

The Contractor shall strictly comply with the current Industrial Health and Safety regulations of WorkSafeBC and the safety policies/procedures of the City. Other applicable federal, provincial and local regulations and policies concerning the health and safety of workers and general public shall also be followed.

### 2.3. One Year Guarantee

The Contractor shall guarantee to maintain the work and materials against any defects arising from adverse weather conditions, faulty installation, and faulty materials supplied under the contract, or faulty workmanship, which may appear within one (1) year from the date of acceptance of the work by the City. Faulty or damaged materials shall be replaced, and any defects discovered or failures which occur during the guarantee period, shall be rectified to the satisfaction of the City on-site within 2 weeks of notification. This shall be at no cost to the City.

### 2.4. 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 execution of the work.

### 2.5. Insurance Requirements

The Contractor shall submit, upon award by each of the Cities, 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** shall each 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 Cities and the City's written approval of the cancellation, transfer, assignment or alteration.

c) Such certificate is to be as shown in **Appendix A – 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.

2.6. Independent Contractor

The Contractor is an independent Contractor and this contract does not render the Contractor an agent or employee of the City.

2.7. Business License

The Contractor shall maintain a valid City 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.

The Contractor is responsible for having all sites secured in accordance with WorkSafeBC regulations and to perform the work so that there is no risk of danger or hazard to the staff and public at any time during the progress of the work until completion.

## 2.9. Equipment, Materials and Workmanship

The Contractor shall ensure that they are qualified and experienced and have the necessary resources for the successful completion of the work including any amendments as they may occur during the execution of the work.

All equipment, materials and labour utilized and all workmanship shall comply with all current codes, standards, regulations and statutes pertaining to the services including, but not exclusively:

- a) WorkSafeBC
- b) BC Provincial Motor Vehicle Act

Equipment must be in good mechanical repair and not require excessive maintenance or create excessive down time that jeopardizes the Contractors ability to provide the services agreed to.

## 2.10. Inspection of Services

- a) All services provided shall be subject to inspection and shall meet the approval of the City or a designated representative. If they are not approved, the City shall have the right to reject them or to require correction.
- b) Acceptance or rejection of the work shall be made as promptly as practical, but failure to accept or reject the work shall not relieve the Contractor from responsibility for services provided not in accordance with the contract.
- c) The City will not be deemed to have accepted the services by virtue of a partial or full payment for it.
- d) The City or a designated representative shall be the final judge of all services and its decisions of all questions in dispute will be final.
- e) The Contractor will not be liable for any excess costs if failure to perform is due to strike, lockout, or circumstances beyond control. The City will not be liable where sites are not available due to strike, lockout, or unique circumstances.

## 2.11. Damage and Defects

The Contractor shall use due care so that no persons are injured, or no property damaged or lost in providing the services. The Contractor shall be solely responsible for all loss, damages, costs and expenses in respect of any injury to persons, damage of property, or infringement of the rights of others incurred in the performance of the services or caused in any other manner whatsoever by the Contractor or its employees.

The Contractor shall rectify any loss or damage for which, in the opinion of the City, the Contractor is responsible, at no charge to the City and to the satisfaction of the City.

Alternatively, the City may repair the loss or damage and the Contractor shall pay to the City the costs of repairing the loss or damage upon demand from the City. Where, in the opinion of the City, it is not practical or desirable to repair the loss or damage, the City may estimate the cost of the loss or damage and deduct such estimated amount from the amount owing to the Contractor.

#### 2.12. Default

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

- Fails to make delivery of the services
- 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
- Be adjudged bankrupt or makes general assignment for the benefit of creditors

#### 2.13. Cancellation

The contract may be cancelled by the City for any reason without cause or penalty upon 30 days written notice.

The Contractor would be compensated for all work completed at the date of notification.

#### 2.14. Dispute Resolution

The parties will make reasonable efforts to resolve any dispute, claim or controversy arising out of this contract using the following dispute resolution procedures:

- a) Negotiation – the parties will make reasonable efforts to resolve any dispute by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.
- b) Mediation – If all or any of a Dispute cannot be resolved by good faith negotiations within 30 days, either party may refer the matter to mediation. Within 10 days of delivery of notice, the parties will mutually appoint a mediator. If the parties fail to agree on the appointment of the mediator, then either party may apply to the BC International Commercial Arbitration Centre for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the

assistance of the mediator. The place of mediation will be Coquitlam, British Columbia. Each party will bear its own costs of participating in the mediation.

- c) Litigation – If within 90 days of the request of the mediation, the Dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice, commence litigation.

#### 2.15. Confidentiality

The Contractor agrees that proprietary City information obtained in providing the services will be treated as confidential and not disclosed.

#### 2.16. Advertisement

The Contractor shall not advertise its relationship with the City without prior written consent from the City.

#### 2.17. Subletting

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

#### 2.18. Law

The RFP and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia.

#### 2.19. Non-exclusivity

The intent of the City is to have one service provider but the acceptance of any proposal, and upon award, does not entitle any Contractor to exclusive rights for the provision of the services.

#### 2.20. Payments – Invoicing

- a) All invoices shall include the Purchase Contract number as provided by the City and will be submitted monthly.
- b) 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.
- c) Invoices shall show the appropriate amounts for value added taxes.

### 3. SCOPE OF SERVICES

#### 3.1 General Requirements

The City of Coquitlam requests Proposals from professional, qualified, experienced companies for the provision of **Waste Cart Delivery and Maintenance Services**.

The Services are intended to support the existing automated solid waste collection program, which consists of 50,165 carts currently in circulation. These carts are already registered in the City's cart management database. The City currently offers garbage and organics carts in 120 litre, 240 litre and 360 litre sizes. Sizes may be subject to change over the term of the contract.

Proponents should provide pricing that includes a base per unit price for all of the carts in circulation, and unit rates for the various other services, as indicated in Section 1.1 of the Proposal Submission Form.

The City will provide the Contractor, on a weekly basis, with a list of carts to be delivered, exchanged, or repaired, along with associated information such as resident's name and phone number where available.

The Services include but are not limited to:

- Assembly and delivery of waste and organic carts, small kitchen waste containers (approximately 7 litre capacity), and solid waste program information packages to new homes. Information packages will be provided by the City to the Contractor;
- All carts purchased by City residents (new homes or additional cart purchases) must be new carts and not refurbished ones;
- At the time and point of delivery of new carts, replacement carts, and exchanged carts, the Contractor will use City-provided scanning equipment to capture the RFID tag and related information to associate the cart with the civic address it is delivered to in order to integrate these carts in to the cart management database. The City will provide training to the Contractor as necessary on the use of the scanning equipment;
- The Contractor will use the scanning device to delete any carts from the cart management database that are being removed from an address due to replacement, exchange, house demolition, etc.;
- Any carts removed from service will be evaluated by the Contractor to determine if they can be returned to inventory, if they need any repairs before being returned to inventory, or if they need to be recycled and disposed of. Such carts that are repaired and returned to inventory will be considered a repair for billing purposes, as per Section 3.2 of this Contract;
- The Contractor will be responsible for washing, cleaning and refurbishing any usable carts that are returned to the cart inventory;



- The Contractor will communicate frequently by electronic and other means with City staff to keep the City fully informed as to the status of all on-going activities regarding cart deliveries and repairs;
- The City will provide the Contractor with information regarding cart delivery and maintenance requests, which will include the civic addresses and the types and sizes of carts to be delivered, replaced, exchanged or repaired. The Contractor will contact the resident to advise when the Services will occur. It will be the Contractor's responsibility to advise the City if there are any upset conditions that would prevent the Contractor from completing the daily task list and the Contractor will be responsible for contacting the affected residents to make alternate arrangements.

### 3.2 Performance Standards

It is expected that the Contractor will meet the following Service expectations:

- a) The Contractor's response time to provide minor cart repairs, such as wheels, axles, lids, etc., will be no more than two (2) business days after notification by the City. The Contractor's response time for cart replacements to existing homes or cart set deliveries to new homes will be no more than three (3) business days after notification by the City.
- b) The Contractor shall thoroughly wash and inspect all carts, and repair any damage, before delivering any carts to any home, or returning carts to general inventory.
- c) The Contractor will inform the City immediately of any issues encountered in the field, such as truck engine failure, traffic issues, etc., that may prevent the Contractor from completing the assigned work during any given day.
- d) The Contractor must have back-up staff available in the case that primary staff become ill or cannot otherwise perform the work.
- e) If, for reasons unforeseeable such as illness, the Contractor cannot complete any or all of the Services scheduled for a particular day, the Contractor must contact each individual resident to reschedule the delivery, exchange, or repair for a later date. The rescheduled delivery, exchange, or repair must take place no more than 3 business days after the original scheduled date, unless otherwise approved by the City.

### 3.3 Record Keeping

- a) The Contractor must keep a record of each delivery, exchange, or repair that is performed, along with any associated notes. The Contractor must report the number of deliveries, exchanges, or repairs to the City on a daily basis. The

Contractor must report the number of deliveries, exchanges, or repairs to the City each month for billing purposes.

- b) The Contractor shall report to the City the inventory of carts and parts on a weekly basis, and notify the City immediately if the inventory of certain carts or parts has decreased to a level of less than 100 units.
- c) The Contractor shall keep a log of all inquiries and complaints received regarding cart delivery, exchange, and maintenance.

### 3.4 Work Zone Safety

The Contractor shall at all times be responsible for maintaining safety zones at the pick-up/delivery/repair sites.

The Contractor shall at all times keep the site secure, safe, clean and orderly as the *Work* allows, with the removal of trash and debris.

### 3.5 Rectify Damages

The Contractor shall make good any damage or spillage to adjacent buildings, areas, grounds, or vehicles at no cost to the City and leave the site in the same state as it was prior to commencement of the Work and to the satisfaction of the City. All Work shall be carried out so as to ensure the minimum interference with normal use of public spaces and facilities. The Contractor shall be responsible to pay the full cost of any repairs for all damage to curbs, pavement, existing structures, etc. if caused by the Contractor during the contract period.

### 3.6 Rejected Work

Defective Work, whether the result of poor workmanship, use of defective products or damage through carelessness or other act or omission of the Contractor, shall be rectified at the Contractor's expense.

### 3.7 Quality of Work

All Work shall be performed by skilled persons including, if required, the abatement of hazardous materials in strict accordance with the applicable Municipal, Provincial, Federal and other laws, regulations, standards, codes, etc. All workmanship and materials will be subject at any time to the inspection and approval of the City.

The Contractor and persons hired by it to perform the Work shall at all times be properly attired and shall be courteous to the public and perform the work in a manner that minimizes any inconvenience or nuisance to the public.

3.8 Protection of the Public

The Contractor shall take adequate measures to protect the public, City staff, and all others on site from injury, damage, or other loss resulting from maintenance operations and related activities.

3.9 Hours of Work

The Contractor shall carry out the Services in compliance with the City's Noise Bylaws.



City of Coquitlam  
**REQUEST FOR PROPOSALS**  
**RFP No. 14-09-04**

**Waste Cart Delivery and Maintenance Services**

Proposals will be received on or before  
**2:00 pm local time Tuesday December 16, 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 submission process.

For assistance 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**

**1.1. Prices**

All service provided is to be in accordance with RFP Section 3.0 Scope of Services.

Prices proposed are to be firm for the initial two (2) year term and be all inclusive; therefore include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, incidentals and any other items required for provision of the complete scope of services.

Service	Unit	Price
Maintenance, warehousing, storage of carts and related parts (wheels, axles, lids, etc.) based on 50,165 carts in circulation	per cart	
Delivery of New Cart Sets (as described in Section 1.1) to single family and duplex residences.	per New Cart Set	
Refurbishing and washing of carts retrieved from residents and returned to inventory	Each cart	
Disposal/recycling of unrepairable carts	Each cart	
Wheel Replacement	Each cart	
Lid Replacement	Each cart	
Hinge Replacement	Each cart	
Brass Clip Replacement	Per clip	

**2. SUBCONTRACTORS**

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
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		

**3. METHODOLOGY**

Describe your workplan, methodology, hours of work, and describe how you mitigate any associated risk factors to complete the Services.

**4. Cart Delivery Capability**

Indicate the number of carts your firm would be able to deliver in any given day.

	Type of Carts	Deliveries Per Day
1.	New Carts Sets	
2.	Replacement Carts	
3.	Cart delivery (new homes)	

**5. 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.

<b>Equipment and Vehicles</b>		
<b>Equipment</b>	<b>Make / Model</b>	<b>Year</b>

**6. SUSTAINABLE PRACTISES AND INITIATIVES**

Describe all initiatives, policies or programs that illustrate your efforts towards sustainable practises and responsibility in providing the services.

**(Social/Ethical, Environmental, Economic/Financial)**

**7. 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:

**8. HEALTH AND SAFETY PROGRAM**

The quality of Proponent's in-house program to manage safety shall be considered in the evaluation.

- a) Does your firm have a written safety program in place that meets the requirements of WorkSafeBC?

Yes  No

- b) If no is checked, describe how safety training is accomplished.

**9. NON-COMPLIANCE**

Fully describe any deviations to the requirements outlined in this RFP that your company is unable to comply with.



**10. EXPERIENCE AND REFERENCES**

Proponents shall be competent and capable of performing the services requested and successfully completed or currently providing Power Generator Preventative Maintenance and Repair Services of a similar size, scope and complexity:

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contracted Services, Including number and capacity of units serviced</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contracted Services, Including number and capacity of units serviced</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contracted Services, Including number and capacity of units serviced</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

**11. 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, the undersigned, confirm that this proposal is open for acceptance by the City for a period of: \_\_\_\_\_ days.

**12. 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 No.	Date Issued	Date Received

**13. AUTHORIZATION**

We hereby submit our Proposal for the services as specified and undertake to carry out the work in strict accordance with all referenced Terms & Conditions, Regulations and Codes, Specifications, and information provided in this RFP.

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

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

**- End of Proposal Submission Form -**

**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.sflb.ashx](http://www.coquitlam.ca/Libraries/Coquitlam_Forms/Certificate_of_Insurance_-_Standard_Form.sflb.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>Contract No.: 14-09-04</b>	<b>Project Name &amp; Description: Waste Cart Delivery and Maintenance Services</b>
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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: Commercial General Liability</b>		From:	Bodily Injury, Death & Property Damage
<input checked="" type="checkbox"/> Occurrence Form <input type="checkbox"/> Claims Made Form		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 Other:</b>		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"/> Demolition  | <input type="checkbox"/> Watercraft liability           |
| <input checked="" type="checkbox"/> Unlicensed Automobile Liability            | <input type="checkbox"/> Shoring and Underpinning Hazard                       | <input type="checkbox"/> Non-owned watercraft liability |
| <input checked="" type="checkbox"/> Cross Liability/Severability of Interests  | <input type="checkbox"/> Water Ingress Coverage                                | <input type="checkbox"/> Pollution Liability            |
| <input checked="" type="checkbox"/> Employees As Additional Insureds           | <input type="checkbox"/> Work below ground level over 3 meters (XCU extension) | <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: 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 \_\_\_\_\_

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

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