



**REGIONAL DISTRICT OF NORTH OKANAGAN
REQUEST FOR QUOTATION NO. 2015-E361.622**

**Household Hazardous Waste
Management Services**

**Issued: September 4, 2015
Closes: September 24, 2015**

REQUEST FOR QUOTATION NO. 2015-E361.622

Household Hazardous Waste Management Services

Issue Date: **September 4, 2015**

Closing Date: **September 24, 2015**

Closing Location: Regional District of North Okanagan
9848 Aberdeen Road, Coldstream BC V1B 2K9

Contact Person: Nicole Kohnert, P.Eng. Manager Regional Engineering Services
Phone: 250-550-3741
Fax: 250-550-3701
Email: nicole.kohnert@rdno.ca
Web Site: www.rdno.ca

1. Introduction

The Regional District of North Okanagan (RDNO) invites quotations from qualified firms for the management of household hazardous wastes (HHW) collected at its Eco Depot at Interior Recycling, located at 4205 - 24 Avenue, Vernon, BC including packaging, loading, transportation and treatment (reuse, recycling and disposal). The new facility is expected to open in October 2015.

The Contractor is expected to deliver drums and other collection and storage equipment and materials to the Eco Depot before this time and to package, load and transport the collected HHW to a treatment facility on an 'on request basis'.

The RDNO shall not be obligated in any manner to any proponent until a written agreement has been duly executed relating to an approved quotation.

2. Deadline for Submissions

Please submit your Quotation in a sealed envelope marked Household Hazardous Waste Management Services Quotation, by **Thursday, September 24, 2015 at 3:00 p.m.**, to:

Regional District of North Okanagan
Attention: Nicole Kohnert, P.Eng.,
Manager Regional Engineering Services
9848 Aberdeen Road, Coldstream, BC V1B 2K9

This quotation is valid for 60 days after closing date.

3. Background Information

The RDNO has procured the services of an Eco Depot operator in Vernon to offer HHW collection services to customers on a seven days per week, year round basis.

The Eco Depot contract has been issued for an initial five (5) year term, and the HHW management contract is expected to match this term (three (3) years plus two (2) one (1) year optional extensions). A copy of the RFP for Eco Depot services is attached to this RFQ for information.

4. Scope of Work

The Contractor will be responsible for the packaging, loading, transportation and treatment (reuse, recycling and/or disposal) of HHW collected at the Eco Depot upon request of the Eco Depot operator. Service within 48 hours of the request is the expected level of service. The Eco Depot operator will handle and store HHW inside their building in a safe manner and in accordance with the applicable storage requirements for hazardous materials. The HHW management Contractor will provide drums and other containers as required for the proper packing and transport of HHW and will package and load the materials into the containers in accordance with regulations before transport. Transport manifests will be filled out and a copy provided to the Eco Depot operator and to the RDNO. Both the RDNO and Contractor's hazardous waste generator number will be used on the manifests. Once the material is inside the Contractor's vehicle, it will become the property of the Contractor.

5. Insurance Requirements

The Contractor must maintain public liability and property damage insurance with an insurer satisfactory to the RDNO in accordance with the following terms:

- a. Comprehensive General Liability insurance in the amount of not less than \$5Million inclusive per occurrence for bodily injury or property damage.
- b. Automobile, public liability and property damage in the amount of not less than \$5Million per occurrence for all vehicles used in the transportation of collected goods.
- c. Environmental Liability insurance in the amount of \$2Million.

The Contractor will be required to list the RDNO as an additional insured, as well as the host site location. The Contractor is responsible for ensuring all provincial regulations are met, including all WCB requirements.

The Contractor shall insure and keep insured as required in 5 a, b and c above, while this contract is in force, Commercial General Liability and ICBC insurance, with such companies as are acceptable to the RDNO, at the Contractor's expense and provide copies of all renewal documents to the RDNO.

6. Materials to be Collected and Invoicing

Household Hazardous Waste that is not part of an existing Extended Producer Responsibility Program (EPR) will be accepted at the Eco Depot for management by the HHW management Contractor (see Appendix A: List of common HHW Materials). This includes identification, packaging and proper treatment of marked and unmarked materials. A schedule of costs using drums, pails and kg as base units must be used in reports for all potential material types, including PCBs, and unlabelled products, and included in a monthly report to the RDNO along with the monthly invoice. The report and invoice format must be pre-approved by the RDNO. If other means of collecting materials are to be used (i.e. kegs, bags etc.) please indicate these methods and associated cost. Materials that can be accepted at the depot for processing by other companies must remain at the Eco Depot.

Emphasis for treatment of materials should be based on principles of reuse and recycling. Your quotation must clearly indicate which residual management facility will be used and how each item transported will be reused, recycled or safely disposed.

7. Length of Contract

The agreement arising from this Quotation will be for three (3) years. The RDNO and the Contractor may, upon mutual agreement, extend the contract for two (2) additional one (1) year terms.

8. Quantities of HHW

The table below shows the quantities of material received at the RDNO's annual HHW Roundup Events between 2010 and 2014. This is an estimated aggregation of the HHW only, and does not include the EPR program items collected including oil, paint, batteries, etc.

Year	TOTAL
2010	97 - 45 Gallon Drums, 45 - 5 Gallon Pails & 2 Tub Skids
2011	125 - 45 Gallon Drums, 60 - 5 Gallon Pails & 6 Tub Skids
2012	70 - 45 Gallon Drums & 141 - 5 Gallon Pails
2013	127 - 45 Gallon Drums & 146 - 5 Gallon Pails
2014	96 - 45 Gallon Drums & 126 - 5 Gallon Pails

The quantity of EPR items collected during the last five Roundups, as estimated by the RDNO's Contractor, include the following:

	2010	2011	2012	2013	2014	Average Annual
Waste Oil (litres)	1,630	1,400		1,025	3,075	1,785
Paint (litres)	9,890	11,180	10,350	11,287	12,470	11,035
Batteries - Auto	52	53	21	53	47	46
Batteries - House (kg)	149.7	52	67	95	80	89

	2010	2011	2012	2013	2014	Average Annual
Aerosols (units)	175	155	70	22	143	113
Antifreeze (drums)	2		3	3	6	3.5
Fuel (litres)	205			410		308
Pesticides (litres)	430		12		53	165
Solvents (litres)	430		201		79	237

The quantities provided above are estimates for the purposes of this RFQ only and do not represent a guarantee of the amount of material to be handled.

It is expected that the quantities received at the Eco Depot will reflect what a typical household would generate. No materials that appear to be generated by a commercial or industrial operation/business are to be accepted by the Eco Depot operator. The Contractor is not expected to manage containers of HHW that are determined to be generated by a commercial or industrial operation or business.

9. Quotation Requirements

At a minimum, Quotations shall include the following:

1. A summary of all costs related to packaging, loading, transport and treatment of the HHW
2. A completed **Quotation Form** with the cost per drum/pail/kg for management of the various types of material collected
3. An outline of the qualifications of your company and of the personnel who will be managing the service
4. A description of the training each person involved in the service has
5. A list of prior experience in managing HHW management services
6. A list of all equipment to be provided by the Contractor
7. A summary of how materials picked up will be packaged, transported and reused, recycled or disposed
8. Copies of all required insurance, licences, and permits.

Please register your intention to submit a quote by sending an email to Nicole Kohnert, P.Eng. at nicole.kohnert@rdno.ca so that any addenda may be sent to you.

The deadline to submit questions with respect to the RFQ is **September 22, 2015**.

10. Evaluation

Quotations will not necessarily be evaluated on price alone. Other criteria that the RDNO may consider in choosing a Contractor include:

1. Qualifications of company and personnel
2. Prior experience
3. Equipment to be provided
4. Plans for packaging, transportation and reuse, recycling and disposal of materials
5. Ability to meet regulatory requirements.

11. Errors and Omissions

While the RDNO has made every effort to ensure the accuracy of information provided in this RFQ, the information contained herein is supplied solely as a guide for proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive. The RDNO will assume no responsibility for any oral information or suggestion(s).

12. Quotation Submission

If you wish to be considered for this work, please submit your quotation by **Thursday, September 24, 2015 before 3:00 p.m.**, labeled as follows:

REQUEST FOR QUOTATION NO. 2015-E361.622

Household Hazardous Waste Management Services Quotation

**Regional District of North Okanagan
Attention: Nicole Kohnert, P.Eng.,
Manager Regional Engineering Services
9848 Aberdeen Road, Coldstream, BC V1B 2K9**

Quotations must be submitted by hard copy only and must include the name and address of the Contractor submitting the quotation on the outside of the sealed envelope.

The Quotation Form must be completed in full and included with submissions.

Quotations not received by the submission deadline will not be considered. Quotations which do not meet the requirements listed herein will not be considered.

The RDNO reserves the right to reject any and all quotations or to not enter into a contract with any Contractor.

For more information please contact Nicole Kohnert, P.Eng. at 250-550-3741 or nicole.kohnert@rdno.ca.

APPENDIX A: List of HHW Materials to be Managed

TYPES OF WASTE	EXAMPLES	
Compressed Gases		
Aerosols	Static Guard Hair Spray	Oven Cleaner
Flammable Substances		
Waste Flammable Liquids	Nail polish remover Gasoline Antifreeze Lighter fluid Spot remover Kerosene Glues – Solvent based Cleaning solvents Turpentine Acetone Methanol Lead substitute Furniture polish Wood preservative	Camping fuel ABS solvent PVC cement Benzene Liquid car wax Refinisher Resin (liquid) Disinfectants Glycerin Gum Arabic Isopropyl alcohol Lemon oil Cooking fuels
Waste Flammable Solids	Charcoal briquettes Rubber cement Sulphur Grease Carpet adhesives Tile adhesives Wood putty Blue ploy protectant Charcoal, activates Fibreglass resins	Napthalene Caulking Zinc dust Plastic cement Roofing tar Wood patch Brick adhesive Mothballs Charcoal Waxes
Poisonous Substances		
Waste Poisonous Solids	Moth balls Shoe polish	Cyanide
Waste Poisonous Liquids	Brake fluid Glues – water based Wood preservatives Photographic chemicals	Solvent, halogenated Radiator stop leak Radiator flush Window washing solution Armoral liquids Algicides
Mercury Compounds	Mercury fertilizer	Thermometers

Corrosive Substances (Acids and Bases)		
Waste corrosive liquids (Base)	Carpet cleaners Drain openers containing sodium hydroxide	Oven cleaners Detergents Fabric softeners
Waste corrosive solids (Base)	Drano Lye	Ajax Tile grout
Waste corrosive liquids (Acid)	Rust removers Toilet bowl cleaners C.L.R.	Sulphuric acid Nitric acid
Waste corrosive solids (Acid)	Sani-flush	Swimming pool acids
Miscellaneous		
PCB	Light ballasts	PCB oils

❖ **Note** that the above list is not exhaustive, and the quantities of each is not specified.

REQUEST FOR QUOTATION NO. 2015-E361.622
Household Hazardous Waste Management Services
QUOTATION SUBMISSION

COMPANY INFORMATION

Company Name: _____

Address: _____

Postal Code: _____

Contact Person: _____

Phone Number: _____

Fax Number: _____

I have read and understand the obligations pursuant to the Request for Quotation No 2015-E361.622 Household Hazardous Waste Management Services and will provide the services required for the prices quoted in the Quotation Form: Household Hazardous Waste Management Services Fees, not including applicable taxes.

SUBMITTED BY:

Signature of Bidder: _____

Name of Bidder: _____

**Quotation Form
 Household Hazardous Waste Management Services Fees**

Waste Type	\$ per Drum (205 L)	\$ per Pail (20 L)	\$ per kg	Other	Treatment Method
Adhesives					
Aerosols					
Asbestos					
Compressed Gas					
Corrosive Liquid					
Corrosive Solids					
Fire Extinguishers					
Flammable Liquids					
Flammable Solids					
Glycol					
Mercury					
Non Regulated Liquids					
Non Regulated Solids					
Organic Peroxide					
Oxidizing Liquids					
Oxidizing Solids					
Painting Related Materials					
PCB Ballasts					
Toxic Liquids					
Toxic Solids					
Waste Tar/ Grease					
Water Reactive Solids					
Zinc Powder					
Other:					
Other:					
Other:					
Other:					

If the above form is not suitable for your purposes, specifically if you require more space for your response, contact Nicole Kohnert to request the above in Word format. The headings and waste type in the spreadsheet are the minimum to be submitted.



**REQUEST FOR PROPOSALS
2015-E670.09.1**

**ECO DEPOT
DESIGN, BUILD, OPERATE AND MAINTAIN**

**Effective Date: May 4, 2015
Expiry Date: May 28, 2015**

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PART I – INSTRUCTIONS

1.0 INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite eligible Proponents to prepare and submit competitive Proposals to the Regional District of North Okanagan (RDNO) (“**the Owner**”) for the design, construction, operation and maintenance of an Eco Depot to be located within the Proponent’s property in Vernon, BC (the “**Eco Depot**”) for a minimum five (5) year term.

Through a discussion with local depot owners in January 14 and 15, 2015 the Owner received interest from the following entities (collectively the “**Responding Proponents**”):

1. Interior Freight and Bottle Depot, 4205 - 24 Avenue, Vernon, BC
2. Chaser’s Bottle Depot, 4702 - 31 Street, Vernon, BC

The Owner intends that the Responding Proponents will be invited to submit Proposals in response to this RFP but reserves the right to permit other entities to also submit a Proposal, or to permit a Responding Proponent to change its composition.

1.2 Form of Agreement

The successful Proponent will enter into a Management Agreement, which will be developed upon review of the Proposals and in consultation with the successful Proponent.

1.3 Definitions

In this RFP the following definitions will apply:

Eco Depot - a receiving facility that accepts specified household hazardous waste and recyclable materials;

Management Agreement - a formal written contract between the Owner and a preferred Proponent to undertake certain construction and operation services with respect to the Eco Depot, the preferred form of which will be developed after review of the Proposals and in consultation with the successful Proponent;

Preferred Proponent - the Proponent selected by the Owner under this RFP;

Proponent - an entity that submits a Proposal;

Proposal – a Proposal submitted in response to this RFP;

RFP - this Request for Proposals.

2.0 **INSTRUCTIONS TO PROPONENTS**

2.1 **Proposal Delivery**

Proposals must be received:

- (a) At the RDNO office:

Attention: Nicole Kohnert, P.Eng., FEC
Manager of Regional Engineering Services
9848 Aberdeen Road Coldstream, BC V1B 2K9
Fax: 250-550-3701 / Email: nicole.kohnert@rdno.ca

On or before: **May 21, 2015** ("Closing Date").

It is the Proponent's sole responsibility to ensure its Proposal is received at the address set out above by the Closing Date.

Proposals received by fax or email **will be accepted**; however, a signed original must be submitted to the Owner within five (5) working days of the Closing Date.

2.2 **Proponent Meeting**

A proponent meeting may be hosted by the Owner's Representative to introduce the proposed Eco Depot. Minutes of a proponent meeting will not be circulated. Any information that the Owner, in its discretion, considers should be distributed will be included in an addendum to this RFP. Attendance at the proponent meeting will be the discretion of Proponents, but any Proponent who does not attend will be deemed to have received all of the information given or made available at the proponent meeting by the Owner or its representatives.

2.3 **Number of Copies**

Proponents must submit a digital copy in pdf format and one signed original of their Proposal within five (5) working days of the Closing Date.

2.4 **Enquiries**

Any inquiry related to this RFP should be directed in writing (fax or email) to the "**Owner Representative**":

Nicole Kohnert, P.Eng., FEC, Manager of Regional Engineering Services
Email: nicole.kohnert@rdno.ca
Office Phone: 250-550-3741
Fax Number: 250-550-3701
Mobile Phone: 250-558-8660

Information obtained from any person or source other than the Owner Representative may not be relied upon.

Enquiries and responses will be recorded and may be distributed to all Proponents at the discretion of the Owner, considering the interests of all Proponents and the requirements of fairness.

Enquiries should be delivered at least three (3) days prior to the Closing Date to permit the Owner the opportunity to consider or not consider a response.

Proponents finding discrepancies or omissions in the RFP, or having doubts as to the meaning of any provision of the RFP, should immediately notify the Owner Representative. If the Owner determines that an amendment is required to this RFP, the Owner Representative will issue an addendum. No oral conversation will affect or modify the terms of this RFP or may be relied upon by any Proponent.

2.5 **Addenda**

If the Owner determines that an amendment is required to this RFP, the Owner Representative will issue a written addendum that will form part of this RFP. No amendment of any kind to the RFP is effective unless it is issued in a formal written addendum by the Owner Representative. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda.

2.6 **Examination of Documents**

Proponents will be deemed to have carefully examined the RFP, including all attached Schedules prior to preparing and submitting a Proposal with respect to any and all facts which may influence a Proposal.

3.0 **CITY OF VERNON REQUIREMENTS**

3.1 **Responsibility for Compliance**

The Owner intends that the Proponent will bear all responsibility to obtain all permits and approvals required from the City of Vernon.

4.0 **REFERENCE DOCUMENTS**

4.1 **Reference Documents**

In order to provide Proponents the best opportunity possible to provide innovative Proposals, the Owner is making information in the attached **Schedule B – Reference Documents** available for reference. The Owner is not able to confirm the accuracy or completeness of this reference information. Accordingly, before relying on any reference document in the preparation of a Proposal, a Proponent should form its own judgment as to the accuracy or completeness of a document and take all steps necessary to obtain reliable and complete information.

5.0 **PROPOSAL SUBMISSION FORM AND CONTENTS**

5.1 **Proposal**

Proposals must include the Proponent's name and address, the RFP number and the project title.

5.2 **Form of Proposal**

Proposals must include responses to the items in Schedule A.

5.3 **Alternate Proposals**

A Proponent may, at the Proponent's election, submit an alternate Proposal(s). A Proponent is required to include only one completed and executed Schedule A – Form of Proposal. Each submitted alternate Proposal will be considered a "Proposal" for the purposes of evaluation and selection.

5.4 **Signature**

A Proposal should be signed by a person authorized to sign on behalf of the Proponent.

6.0 **EVALUATION AND SELECTION**

6.1 **Evaluation**

The Owner will evaluate the Proposals by applying the evaluation criteria set out below. The Owner will compare and evaluate the Proposals to determine the Proponent's strength and ability to perform the obligations under the Management Agreement, including providing efficient and effective financing, in order to determine the Proposal which is most advantageous to the Owner.

The evaluation criteria includes, but is not limited to the following:

- Proponent's qualifications
- Proponent's experience and past performance
- Proponent's resources
- Scope of work
- Methodology
- Scheduling
- Project Team
- Clarity of Proposal
- Price.

Additional Information

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

6.2 **Interviews**

The Owner may, at its discretion, invite some or all of the Proponents to appear before the Owner and/or other representatives of the Owner to provide clarification of their Proposal(s). In such event, the Owner will be entitled to consider the answers received in evaluating the Proposal(s).

6.3 **Waiver of Deficiencies**

If a Proposal does not satisfy every Owner request or requirement as described in this RFP, the Owner may, at its sole discretion, waive such deficiency and consider such Proposal in the evaluation of Proposals.

6.4 **Selection of Proponent**

The Owner will select the Proponent which it determines is the most advantageous to the Owner based on the evaluation criteria. The Owner is not bound to accept the lowest priced Proposal. The Owner reserves the right to select or reject any Proposal in whole or in part.

6.5 **Good Faith Negotiations**

By submission of a Proposal, the Proponent agrees that if it is selected by the Owner to enter into negotiations with respect to the Management Agreement, the Proponent will, in good faith, participate in negotiations with the Owner and use reasonable commercial efforts to reach agreement and finalize the Management Agreement with the Owner based on the Proponent's Proposal.

6.6 **Negotiation of Agreement and Award**

If the Owner selects a Preferred Proponent, then it may:

- (a) enter into discussions with the Preferred Proponent to clarify any outstanding issues and attempt to finalize the terms of the Management Agreement, including financial terms. If discussions are successful, the Owner and the Preferred Proponent will finalize the Management Agreement; or
- (b) if at any time the Owner reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, give the Preferred Proponent written notice to terminate discussions, in which event the Owner may then either open discussions with another Proponent or terminate this RFP and retain or obtain the services for the design, construction, operation and/or maintenance in some other manner.

7.0 **GENERAL CONDITIONS**

7.1 **No Owner Obligation**

This RFP does not commit the Owner in any way to select a Preferred Proponent, or to proceed with negotiations in respect to the Management Agreement, or to award the Management Agreement. The Owner reserves the right at its sole discretion to, at any time, reject all Proposals, and to terminate this RFP process.

7.2 **Proponent's Expenses**

Proponents are solely responsible for their own expenses in preparing, and submitting Proposals, and for any meetings, negotiations or discussions with the Owner or its representatives and consultants, relating to or arising from this RFP. The Owner and its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims, costs, expenses, losses or damages, or loss of anticipated profits, or for any

other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations with respect to the Management Agreement, or other activity related to or arising out of this RFP.

7.3 **No Contract**

Each Proponent agrees that in no event will the Owner nor any of its employees, advisors or representatives be liable, under any circumstances, for any claim, or to reimburse or compensate the Proponent in any manner whatsoever, including but not limited to costs of preparation of a Proposal, loss of anticipated profits, loss of opportunity or for any other matter. Without in any way limiting the above, the Proponent specifically agrees that it will have absolutely no claim against the Owner or any of its employees, advisors or representatives if the Owner for any reason whatsoever:

- (a) does not select a Preferred Proponent;
- (b) suspends, cancels or in any way modifies the design, construction, operation and maintenance of the Eco Depot (including modification of the scope of the Project) or this RFP; or
- (c) accepts any compliant or non-compliant Proposal; or
- (d) for any breach or fundamental breach of contract by the Owner. The Proponent waives any and all claims whatsoever, including claims for loss of profits or loss of opportunity, if the Proponent is not selected as the Preferred Proponent for any reason.

7.4 **Conflict of Interest**

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the Owner, its elected or appointed officials or employees. The Owner may rely on such disclosure. The Owner reserves the right to disqualify or impose conditions on any Proponent that in the Owner's opinion has a conflict of interest or an unfair advantage, whether real or perceived.

7.5 **Confidentiality**

All submissions become the property of the Owner and will not be returned to the Proponent. All submissions will be held in confidence by the Owner unless otherwise required by law. Proponents should be aware the Owner is a "public body" defined by and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

7.6 **Working Language of the Owner**

The working language of the Owner is English and all Proposals must be in English.

PART II – TERMS OF REFERENCE

The following sections outline what is expected of the Proponents.

1.0 Technical Proposal Details

Proponents must provide detailed information describing and responding to the following:

- a) the proposed design of the Eco Depot including size and shape of structures, containers and enclosures and the materials, durability and colour, plus how the City of Vernon's building and development requirements are satisfied
- b) the construction of the Eco Depot including sustainability design principles and contractors to be used
- c) the proposed Project schedule for the design, construction, commissioning and start date of the Eco Depot
- d) equipment, including the procurement, operation and maintenance of such equipment
- e) storage containers and enclosures, including procurement, operation and maintenance of such
- f) operation of the Eco Depot during the term of the Management Agreement, including receiving, sorting, storing, packaging and loading of materials
- g) process for the management of materials illegally dumped at the site including clean up and disposal of non-program material (e.g. drums of unidentifiable liquids)
- h) training of personnel for the handling of Hazardous Waste, including sorting, packaging, storing and loading
- i) operating hours of the Eco Depot during the term of the Management Agreement
- j) maintenance of the Eco Depot during the term
- k) environmental protection, including spill and explosion protection
- l) health and safety of employees and the public, including WorkSafeBC requirements
- m) open and cooperative interaction with local and provincial government throughout the term of the Management Agreement
- n) detailed reporting to the Owner of all aspects of the design, construction, and operation services over the term of the Management Agreement, including quantity of materials handled (quarterly reporting is required).

2.0 Design Goals

The Proponent must consider the following key design goals in designing the Eco Depot:

- a) ability to maximize opportunities for local employment with respect to design, construction, operation and maintenance of the Eco Depot
- b) potential for future expansion of the Eco Depot
- c) potential to extend collection capacity to allow for more diversion efforts
- d) potential to increase storage of collected materials
- e) ability to address the needs of the community and commitment of the Owner to reduce environmental impacts, including the potential to implement green building concepts
- f) potential for the Eco Depot to adapt to process other types of materials, to undertake other types of recycling activities and adopt future technology and equipment
- g) health and safety issues.

3.0 Design Requirements

The Eco Depot must incorporate the following:

- a) A building or addition to existing buildings of sufficient size, closed on all sides, to accommodate all sorting and storage of material, including drum storage, under cover
- b) Proper ventilation to ensure air circulation and health and safety of personnel, the public and contractors
- c) Enclosures to an appropriate standard for safe storage of hazardous material (refer to local, provincial and federal regulations)
- d) First Aid station
- e) Loading bays sufficient for anticipated volumes and not to interfere with vehicular movement entering or on the site
- f) Structures will have at least a twenty (20) year design life span, and be designed to be maintained at low cost
- g) The colour of structures will blend with the colour of the existing depot buildings
- h) Security fencing where necessary to restrict access after hours
- i) Cameras to monitor Eco Depot use, especially with respect to the dropping off of material outside the compound and after hours
- j) All outdoor parking, storage, travelling and loading areas will be paved; subgrade, pavement density and depths will be sufficient to accommodate loaded trucks picking up materials from the Eco Depot
- k) Buildings and structures will meet BC Building Code requirements for snow loads at the location of the Eco Depot
- l) Storm water runoff from all buildings, structures and paved areas will be contained, have spill protection and be drained as required by the City of Vernon.

4.0 Financial Model

Proponents must provide information on their financial model including the following:

- a) a description of the full financial model over an initial five year term as shown in the Cost Table
- b) a description of the process to renew or extend the service beyond a five year initial term
- c) ability to obtain WorkSafeBC, liability (minimum \$5M) and building insurance (replacement).

Cost Table					
Cost Items	Year 1 (\$)	Year 2 (\$)	Year 3 (\$)	Year 4 (\$)	Year 5 (\$)
Design					
Construction					
Equipment					
Storage Containers					
Annual Operating Cost					
Annual Maintenance					
Annual Capital Recovery					

5.0 Proponent's Information

Proponents must provide information on the following:

- a) Description of Proponent and Proponent's business
- b) Proponent's relevant experience and qualifications
- c) Proponent's references (name, email address and telephone number(s))
- d) Evidence of the proponent's financial strength (e.g. annual net profits)
- e) Identification of key individuals and description of background and experience.

SCHEDULE A – FORM OF PROPOSAL

RFP Project Title: Request for Proposals for Eco Depot Design, Build, Operate and Maintain

RFP Reference No.: 2015-E670.09.1

Name of Proponent: _____

Contact Person and Title: _____

Business Address: _____

Telephone: _____

Fax: _____

Email Address: _____

To: **Owner Representative**

Dear Sir/Madame:

1.0 I/We, the undersigned, duly authorized representative of the Proponent, having received and carefully reviewed the RFP and any issued addenda and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the design, construction, operation and maintenance of the Eco Depot, submit this Proposal in response to RFP 2015-E670.09.1.

2.0 I/We confirm that the following are attached to and form a part of this Proposal:

Proponent's Technical Proposal (Services);
Proponent's Financial Proposal; and
Proponent's Experience, Reputation and Resources.

3.0 I/We confirm that this Proposal is accurate and true to best of my/our knowledge.

This Proposal is submitted this _____ day of _____, 2015.

I/We have the authority to bind the Proponent.

(Name of Proponent)

(Name of Proponent)

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Name and Position of Authorized Signatory)

(Name and Position of Authorized Signatory)

SCHEDULE B – REFERENCE DOCUMENT(S)

RDNO Household Hazardous Waste Roundup Quantities

The table below shows the quantities of material accepted at the RDNO's Household Hazardous Waste (HHW) Roundup Events between 2010 and 2014. This is an estimated aggregation of the HHW only, and does not include the Extended Producer Responsibility (EPR) program items collected including oil, paint, batteries, etc.

Year	TOTAL
2010	97 - 45 Gallon Drums, 45 - 5 Gallon Pails & 2 Tub Skids
2011	125 - 45 Gallon Drums, 60 - 5 Gallon Pails & 6 Tub Skids
2012	70 - 45 Gallon Drums & 141 - 5 Gallon Pails
2013	127 - 45 Gallon Drums & 146 - 5 Gallon Pails
2014	96 - 45 Gallon Drums & 126 - 5 Gallon Pails

The quantity of EPR items collected during the last five Roundups, as estimated by the RDNO's contractor, include the following:

	2010	2011	2012	2013	2014	Average Annual
Waste Oil (litres)	1,630	1,400		1,025	3,075	1,785
Paint (litres)	9,890	11,180	10,350	11,287	12,470	11,035
Batteries - Auto	52	53	21	53	47	46
Batteries - House (kg)	149.7	52	67	95	80	89
Aerosols (units)	175	155	70	22	143	113
Antifreeze (drums)	2		3	3	6	3.5
Fuel (litres)	205			410		308
Pesticides (litres)	430		12		53	165
Solvents (litres)	430		201		79	237

The quantities provided above are estimates for the purposes of this RFP only and do not represent a guarantee of the amount of material to be handled.

-END-