



**REGIONAL DISTRICT OF  
NORTH OKANAGAN**

**REQUEST FOR QUOTATION  
NO. 2015-E375.601**

**Cake Haul Services:**  
**Duteau Creek Water Treatment Plant**

**Issued: September 22, 2015**  
**Closes: October 16, 2015**

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**REGIONAL DISTRICT OF NORTH OKANAGAN**  
**REQUEST FOR QUOTATION NO. 2015-E375.601**

**Cake Haul Services:**  
**Duteau Creek Water Treatment Plant**

**1. INTRODUCTION**

The Regional District of North Okanagan (RDNO) is responsible for operations at the Duteau Creek Water Treatment Plant (the Plant), located at 1014 Whitevale Road in Lavington. The RDNO is seeking quotations from qualified Contractors to provide Cake Haul Services from the Plant to the Lumby Recycling and Disposal Facility (LRDF), located at 221 Trinity Valley Road and the Greater Vernon Recycling Disposal Facility (GVRDF), 120 Birnie Road in Vernon.

**2. TERM**

The RDNO will issue a Purchase Order (PO) to the selected Contractor for Cake Hauling for a three (3) year term from **December 1, 2015** to **December 1, 2018**. At the RDNO's sole discretion, a two (2) year extension giving the Contractor at least four (4) months' written notice may be approved. If the Contractor does not want to extend the Agreement for a further two (2) year term, they shall provide the RDNO with at least four (4) months' written notice.

**3. PAYMENT**

The price paid by the RDNO to the Contractor shall include all costs to perform the Scope of Work as outlined herein and as submitted on the Quotation Form.

Payment for Cake Hauling will be on a **per load** basis. The per load fee is to be amended annually according to the fuel portion of 25% of the total per load cost against the change in the average rack price of #1 Diesel in January of the previous year to January of the current year. The rack price index is to be agreed upon at the start of the contract. Typically the Bloomberg or Petro Canada index are used.

*Example:*

$$2017 \text{ fuel portion} = 2016 \text{ fuel portion} * \left(1 + \frac{\text{January 2017 Average Rack Price} - \text{January 2016 Average Rack Price}}{\text{January 2016 Average Rack Price}}\right)$$

Monthly invoices for the services are to be provided to the RDNO detailing the date, ticket number and quantity hauled. A PO number will be issued for the service, which is to be quoted on each invoice. Invoices are to be emailed monthly to [financeap@rdno.ca](mailto:financeap@rdno.ca).

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#### 4. SCOPE OF WORK

The Contractor shall supply all labour, equipment, materials, fuels, licences, permits, insurance, safety precautions, security and all other things necessary to perform the specified work including, but not limited to:

- a. All labour, material and machinery involved in the specified Cake Haul.
- b. All worker safety equipment and procedures in accordance with WorkSafeBC.
- c. Provide a 20 cubic yard switch bin for use during the contract life.

Cake is the result of the removal of organics from the water and is thickened to approximately 18% solids and deposited in 20 cubic yard roll off bins. Approximately 450 Dry Metric Tons are sent to the either the LRDF or GVRDF annually and is used as cover material or blended with compost.

The production of solids and the haul location is dependent on the volume of water being treated and are generally as follows:

- a. July and August are peak months with 2 to 3 bins produced per day (typically over 60 bins per month). These bins are transported to the GVRDF.
- b. May through September off season hauls with approximately 3 to 6 bins per month. These bins are transported to the LRDF.
- c. Notwithstanding the points over, direction will be provided by the Water Treatment Manager on location and timing changes.

Empty bins are to be returned to the Plant following each Cake Haul. A switch bin is to be supplied by the contractor and is used to minimize return hauls of empty bins during the summer months. The bin needs to be lined on the bottom with the puckboard to allow easy removal of the cake when emptying.

Bins must be picked up during operating hours of the facility, which are 7am to 3:30pm, Monday to Friday. Bin pickup must be scheduled in advance in order to minimize production stoppages. During the peak summer months, bins typically take about 3 hours to fill and timing is important when multiple bins are being picked up. Weekend hauls are required during peak summer months. Times for pick up will be arranged in advance by the operations group.

The following provides the historic information regarding cake hauling at the Plant:

Year	Annual	Dry Metric Tons Solids = DMT												Total
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
2012	DMT	6.1	6.5	1.6	14.1	59.1	61.2	91.8	125.7	62.4	9.4	3.2	3.4	444.5
	# loads	4	4	1	9	38	37	55	74	37	6	2	2	269
2013	DMT	3.6	5.3	13.4	10.9	66	39.6	111.5	105.3	27.3	1.48	5.83	3.03	393.2
	# loads	2	3	8	6	39	24	67	69	18	1	4	3	244
2014	DMT	0	3.61	3.33	6.91	38.09	61.58	100.19	85.53	32.88	2.89	6.37	0	341.4
	# loads	0	2	2	4	20	36	68	63	24	2	4	0	225

All maintenance associated with the roll off bins and any damage to the facility related to the removal and transportation of the bins is to be performed/rectified by the Contractor without undue delay.

## **5. QUOTATION REQUIREMENTS**

As part of the quotation, the Contractor must complete the attached Prime Contractor form.

The quotation must be provided on a per haul basis and must differentiate between the cost to haul to the LRDF and GVRDF. Any fuel or extra surcharges must be included in the quotation. Tipping fees are internal to RDNO and are not to be invoiced.

The Contractor must provide a current WorkSafeBC clearance letter. The Contractor must be aware of all WorkSafeBC regulations related to the work covered in this Request for Quotation and must comply with all relevant WorkSafeBC regulations while carrying out the work on behalf of the RDNO.

The RDNO is subject to the provisions of the *Freedom of Information and Protection of Privacy Act (Act)*. As a result, while Section 21 of the *Act* does offer some protection for third party business interests, the RDNO cannot guarantee that any information provided to the RDNO can be held in confidence. All quotations, after closing time and date, become the property of the RDNO.

Unless specifically outlined in the quotation, the services or any part thereof may not be sub-contracted, transferred or assigned to another firm, person or company without the prior written authorization of the RDNO.

The RDNO reserves the right to not proceed with the assignment or to reduce or expand the scope of the work as necessary.

## **6. LIABILITY INSURANCE**

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; and
- b. Automobile, public liability and property damage in the amount of not less than \$5Million per occurrence per owned, non-owned or hired vehicle.

The Contractor shall insure and keep insured as required in 6 a. and b. 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.

## **7. EVALUATION CRITERIA**

The RDNO will compare and evaluate all quotations to determine the Contractor's strength and ability to provide the services in order to determine the quotation which is most advantageous to the RDNO using the following criteria:

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a. Experience, Reputation and Resources.

Contractors should provide evidence of previous successful performance in comparable work. Contractors should provide complete information on experience of key personnel to be involved in the work and references from work on similar projects. Contractors should provide a detailed breakdown of the equipment resources to be utilized including, make, model, size and year of equipment utilized. The RDNO will consider the Contractor's responses as indicated in the quotation.

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a. Environmental

Contractors should identify the use of equipment and/or processes proposed to be utilized and the associated environmental benefits to utilizing such equipment and/or processes. Environmental areas of evaluation will be:

- a. Proposed use of alternate fuels (i.e. natural gas powered collection vehicle);
- b. Fuel efficiency of equipment used; and
- c. Innovations in process that limits emissions or waste.

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**Please provide extra sheets if you require additional space.**

The RDNO will consider the Contractor's responses as indicated in the quotation.

If you wish to be considered for this work, please complete the Quotation Form and return it in a sealed envelope labelled as follows:

**REQUEST FOR QUOTATION NO. 2015-E375.601 ENG**

**Cake Haul Services:**  
**Duteau Creek Water Treatment Plant**

**Attention: Sandy Edwards, Water Treatment Manager**  
Regional District of North Okanagan  
9848 Aberdeen Road, Coldstream, BC V1B 2K9

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The deadline for submission of quotations is **Friday, October 16, 2015**. Quotations will not be opened in public.

Quotations will be accepted by e-mail at [sandy.edwards@rdno.ca](mailto:sandy.edwards@rdno.ca) with original to be mailed within five (5) days.

Quotations by fax **WILL NOT BE ACCEPTED.**

Quotations must include the name and address of the Contractor submitting the quotation on the outside of the sealed envelope.

Quotations not received by the submission deadline will not be considered.

Quotations which do not meet the quotation requirements listed herein will not be considered.

If you have any questions, please contact Sandy Edwards, Water Treatment Manager at 250-550-3184 or via e-mail at [sandy.edwards@rdno.ca](mailto:sandy.edwards@rdno.ca).

The RDNO reserves the right to accept some, all or none of the submitted Quotations and to change the scope of work before a PO is issued.

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**QUOTATION FORM**

**A. List of Equipment**

Equipment	Make	Model	Year

I/we have reviewed the specifications and submit the following quotation to perform the work described.

**1. Rate for Cake Haul Services to LRDF Percentage of fuel portion**

Year	25% of cost per haul (fuel portion)	75% fixed price (cost / depreciation)	Total Rate
2016			
2017	*		
2018	*		
2019 Optional Extension	*		
2020 Optional Extension	*		

**\* See Section 3. Payment. To be calculated in February of each year.**

**2. Rate for Cake Haul Services to GVRDF Percentage of fuel portion**

Year	25% of cost per haul (fuel portion)	75% fixed price (cost / depreciation)	Total Rate
2016			
2017	*		
2018	*		
2019 Optional Extension	*		
2020 Optional Extension	*		

**COMPANY INFORMATION**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**SUBMITTED BY:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- END -

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