



Sunshine Coast Regional District

Request for Proposal

Number: 17 299

For

Mattress Recycling Services

**Issue Date:
October 10, 2017**

Closing Date of

November 10, 2017 at 3:00 PM local time

FIVE original and one digital copy (total of six)
of the submission must be sealed and delivered to:

**Sunshine Coast Regional District
1975 Field Road
Sechelt, BC
V0N 3A1**

TABLE OF CONTENTS

		Page
	Title Page	
	Intent to Submit	3
Section One	General Terms and Conditions	4
Section Two	Scope of Work & Requirements	9
Section Three	Submission Requirements	10
Section Four	Evaluation Criteria	11
Schedule A	Fee Proposal	12
Schedule B	List of Previous contracts of Similar Nature	13
Schedule C	Non Acceptance of Terms & Conditions	14
Schedule D	Proposal Submission form for Evaluation	15
Schedule E	List of Equipment	16
Schedule F	Sample Label	17
Appendix 1	2016 Mattress Units	18
Appendix 2	Sample Invoicing Summary Sheet	19

INTENT TO SUBMIT

REQUEST FOR PROPOSAL

MATTRESS RECYCLING SERVICES

NO. 17 299

Please complete this form and mail or fax immediately to:

Sunshine Coast Regional District
Attn.: Vanessa Schilling, Buyer
1975 Field Road
Sechelt, BC CA V0N 3A1

purchasing@scrd.ca
Telephone: 604 885 6800 ext. 6118
Fax: 604 885 7909

Failure to return this form may result in no further communication regarding this Request for Proposal (RFP).

Company Name: _____

Address: _____

Contact: _____

Telephone: _____

Fax: _____

Email: _____

I have received a copy of the above noted RFP and:

Yes, I will be responding to this RFP.

No, I will not be responding to this RFP.

I understand that if I do not response to this notice of intent, this will not affect our Company's status as a potential supplier in the future. I also understand that if I do not return this form, our company may not receive any further notices with regard to this RFP.

Signature: _____

Title: _____

Date: _____

1.0 SECTION ONE: GENERAL TERMS & CONDITIONS

1.1 FORM OF OFFER

This RFP must be completed in its entirety and it is the Proponents sole responsibility to ensure that the submission and the number of copies in the form required are received on time and at the proper location. Failure to properly complete this may cause your submission to be rejected. Submissions received after the closing time will be returned unopened.

The submissions should be placed in a sealed envelope and addressed as per Schedule F “Sample Label.”

1.2 ORAL OR ELECTRONIC SUBMISSIONS

Oral, email or faxed submissions will not be accepted. Submissions may only be submitted as noted on the cover page.

1.3 SIGNATURE REQUIRED

Submissions must be properly signed in the places provided (Schedule D) by an officer, employee or agent having authority to bind the Proponent by that signature.

1.4 CLARIFICATIONS, ADDENDA & MINOR IRREGULARITIES

If any Proponent finds any inconsistencies, errors or omissions in the documents or requires information, clarification of any provision contained therein, they shall submit their query in writing or email, addressed as follows:

Vanessa Schilling, Buyer
Sunshine Coast Regional District
1975 Field Road, Sechelt, BC V0N 3A1

purchasing@scrd.ca

Questions regarding this document must be received by 15:00 five (5) business days prior to the closing date.

Any interpretation of, addition to, deletions from or any other known corrections to the documents, will be issued as written addendum by the Regional District and will be emailed to all Proponents.

1.5 WITHDRAWAL

Submissions may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Submissions withdrawn will be returned to the Proponent unopened.

1.6 CONDUCT OF CONTRACT

Unless otherwise specified within this document, any queries regarding this document are to be directed to Vanessa Schilling, Buyer. No other verbal or written instruction or information shall be relied upon by the Proponent, nor will they be binding upon the Regional District.

1.7 INDEMNITY

The Proponent will indemnify and save harmless the Regional District, its employees, Board Members and agent from and against any and all losses, claims, damages, actions, causes of action, costs and expenses the Regional District may sustain, incur, suffer or be put to at time either before, during or after the termination of the contract, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the Proponent or of any agent, employee, officer, director or assignment of the Proponent pursuant to this contract, excepting always liability arising out of the independent negligent act of the Regional District.

1.8 SUSTAINABLE PROCUREMENT

The Regional District adheres to its sustainable policy and considers submissions not only on the total cost of goods or services, but submissions that addresses the environment and social factors. The intent of the Regional District’s policy is to shift spending away from goods and services that negatively impact the environment and society toward product and services that are more environmentally sound and socially beneficial.

1.9 ENVIRONMENTAL RESPONSIBILITY

The Regional District is committed to preserving the environment. Proponents shall provide environmentally sensitive products or services wherever possible. Where there is a requirement that the Proponent supplies materials, and where such materials may cause adverse effects, the Proponent shall indicate the nature of the hazard in its submissions. The Proponent agrees to advise the Regional District of any known alternatives or substitutes for such materials that would mitigate the effects of any adverse condition of the environment.

1.10 INVOICING & PAYMENTS

Unless otherwise agreed, the Regional District payment terms are Net 30 days following receipt of services or approved invoices, whichever is later. Original invoices are to be forwarded to the account payable department of the Regional District. The purchase order number assigned by the Regional District must be stated on the invoice otherwise payment may be delayed.

1.11 PRICING, CURRENCY AND TAXES

Prices offered are to be provided in Schedule A. All lump sum fees and proposed rates shall be firm, shall be in Canadian dollars, shall include all costs of performing all the services required and shall include all taxes and duties except Canadian Federal Goods & Service Tax.

The Proponent must provide their GST/PST number as a provision of the contract.

1.12 EXTRAS

No payments for extras will be made unless prior written approval has been issued by the Regional District.

1.13 IRREVOCABLE SUBMISSION

The submission must be irrevocable for 60 days from the closing date and time. Failure to provide a complete document as requested may result in rejection of the submission.

1.14 TIME IS OF THE ESSENCE

Time shall be of the essence in this contract. The Regional District reserves the right to cancel any order if not fulfilled within a reasonable time and in accordance with the terms and conditions specified.

1.15 ASSIGNMENT

The Proponent will not, without written consent of the Regional District, assign or transfer this contract or any part thereof. All assignments must be listed and are subject to approval by the Regional District.

1.16 OWNERSHIP OF DOCUMENTS & FREEDOM OF INFORMATION

All documents submitted in response to this RFP shall become the property of the Regional District and as such will be subject to the disclosure provisions of the Freedom of Information and Protection of Privacy Act.

This document, or any portion thereof, may not be used for any purpose other than the submission of a response and the Proponent agrees not to divulge or release any information that has been given to it or acquired by it on a confidential basis during the course of this process or while carrying out its obligations under process.

1.17 RESERVATION OF RIGHTS

In addition to any other reservation of rights set out in the RFP, the Regional District reserves the right, in its sole discretion:

- a) to modify the terms of the RFP at any times prior to the closing time, including the right to cancel the RFP at any time prior to entering into a contract with a Proponent;
- b) in accordance with the term of the RFP, to accept the submission or submissions that it deems most advantageous to itself;
- c) to waive any non-material irregularity, defect of deficiency in a submission;
- d) to request clarification from a Proponent with respect to its submission, including clarification as to provisions in its submission that are conditional or that may be inconsistent with the terms and conditions of the RFP, without any obligations to make such a request to all Proponents, and consider such clarifications in evaluating the submission.
- e) to reject any submission due to unsatisfactory references or unsatisfactory past performance under contracts with the Regional District, or any material error, omissions or misrepresentation in the RFP;
- f) at any time, to reject any or all submissions; and
- g) at any time, to terminate the competition without award and obtain the goods and services described in the RFP by other means or do nothing.

1.18 COST OF SUBMISSION

The Proponent acknowledges and agrees that the Regional District will not be responsible for any costs, expenses, losses, damage or liability incurred by the Proponent as a result of or arising out of submitting a response for the proposed contract or the Regional District's acceptance or non-acceptance of their submission. Further, except as expressly and specifically permitted herein, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a response each Proponent shall be deemed to have agreed that it has no claim.

1.19 ACCEPTANCE OF TERMS

Submission indicates acceptance of all the terms and condition, including those that follow and that are included in all appendices and any addenda.

1.20 PROPONENT'S RESPONSIBILITY

It is the Proponent's responsibility to ensure that the terms and condition contained herein are fully understood and to obtain any further information required on its own initiative. The Regional District reserves the right to share, with all Proponents, all questions and answers related to this document.

1.21 OPENING OF SUBMISIONS

Submissions will be opened:

- in public, at the closing location, immediately after the closing date and time, and the submissions will be opened and read; or
- in private.

Submissions will be evaluated in private, including submissions that were opened and read in public, if applicable. The contract will not be awarded at the time of opening.

If only one submission is received, the Regional District reserves the right to open the submission in private or if the total bid price exceeds the estimated budget for the contract, the Regional District may cancel and re-tender, accept, not accept and cancel or re-scope the work seeking a better response, with or without any substantive changes being made to the tender documents.

If more than one submission is received from the same Proponent, the last submission received, as determined by the Regional District, will be the only submission considered.

1.22 MANDATORY REQUIREMENTS

Submissions not clearly demonstrating that they meet the following requirements will receive no further consideration during the evaluation process:

- a) Submissions must be received at the closing time and location as specified on the title page.
- b) Submissions must be in English.
- c) Submissions must be submitted in a sealed envelopes in the amounts and form stated on the title page.
- d) Schedule D of this document must be signed and submitted.
- e) All required schedule must be submitted with the response.

Submissions meeting the above requirements will be assessed against the criteria set out on Section Four.

1.23 EVALUATION

Submissions will be assess in accordance with the evaluation criteria. The Regional District will be under no obligation to receive further information, whether written or oral, from any Proponent. The Regional District is under no obligation to perform any investigations or to otherwise verify any statements or representations made in a submission.

1.24 AWARD OF CONTRACT

Procurement policy at the Regional District offers contracts to businesses and contracts through an open, fair and consistent competitive bidding process. This process ensures the Regional District receives the best overall value for the goods and services it requires. The Regional District reserves the right to cancel, award all or part of the scope of work described in this document to a single Proponent or may split the award with multiple Proponents.

All awards are subject to Board approval that meets the needs as determined by the Board. The Regional District, in receipt of an submission from a Proponent, may in its sole discretion consider the Proponent to have accepted the terms and conditions herein, except those expressly excluded or changed by the Proponent in writing.

The RFP shall not be construed as an agreement to purchase goods or services. The lowest priced or any submission will not necessarily be accepted. The RFP does not commit the Regional District in any way to award a contract.

1.25 INSURANCE & WCB

The Proponent shall obtain, provide proof of and continuously hold for the term of the contract, insurance coverage with the Regional District listed the minimum limits of not less than those stated below:

- Commercial General Liability – not less than \$2,000,000 per occurrence
- Vehicle Third Party – not less than \$2,000,000 per occurrence

The Proponent is required to add Regional District as an “additional insured” on the Commercial General Liability policy of insurance and the policy shall contain a cross-liability/severability of interest clause.

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work. The Proponent must further comply with all conditions and safety regulations of the Workers’ Compensation Act of British Columbia and must be good standing during the term of any contract entered into from this process. Within two working days after Notice of Award, a Letter of Good Standing must be provided.

1.26 COLLUSION

Except otherwise specified or as arising by reason of the provisions of these documents, no person, or corporation, other than the Proponent has or will have any interest or share in this proposal or in the contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponent in connection with responses submitted for this project and the Proponent has no knowledge of the context of other responses and has no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the submission.

1.27 LIABILITY OF ERRORS

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

1.28 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.

1.29 CONFLICT OF INTEREST & SOLICITATION

The Proponent declares that they have no financial interest, directly or indirectly, in the business of any third party that would be or be seen to be a conflict of interest in carrying out the provision of goods or services. In the event an interest is acquired or the Proponent should be found to be in a potential conflict of interest during the term of the contract, the Proponent is required to advise and cure the conflict forthwith to the Regional District satisfaction or forfeit any compensation under this contract. The Proponent further warrants and represents that neither it nor any person related to or affiliated with the Proponent has any relation to or affiliation with any staff of the Regional District which may in any way be seen (in the Regional District’s sole and unfettered discretion) to create a potential conflict between the loyalties owed by such staff to the Regional District and loyalties owed directly or indirectly to the Proponent, except as disclosed by the Proponent to the Regional District. If any director, officer, employee, agent or other representative of a Proponent makes any representation or solicitation to any director, officer or employee of the Regional District with respect to this Offer, whether before or after the submission of this Offer, the Regional District shall be entitled to reject or not accept the Offer.

1.30 TERMINATION

The Regional District at its sole discretion may immediately terminate any contract awarded through this process if there is a major violation of agreed terms and conditions or where the Proponent has taken an action against the Regional District. During the contract period, should the Regional District experience budget restraint or operational requirements that require a review of this contract, the Regional District reserves the right to terminate this contract without penalty, with three weeks written notice. If key personnel on the project team changes the Regional District reserves the right to cancel the contract prior to term.

1.31 REMOVABLE FROM BIDDERS LIST

The Regional District reserves the right to review the performance record of any Bidder who defaults on any deliveries or services. The review will be used to determine whether the Bidder should be retained or deleted from the Regional District’s approved bidders list and therefore not qualified to make a proposed offer under this RFP.

1.32 DEFAULT

The Regional District may, by Notice of Default to the Proponent, immediately terminate in whole or in part of the contract if the Proponent fails to perform the services required. In the event the Regional District does terminate the contract in whole or in part as specified above, the Regional District may purchase services so terminated and the Proponent shall be liable to the Regional District for any excess costs for such services and for reasonable liquidated damages.

1.33 DISPUTE RESOLUTION

All unresolved disputes arising out of or in connection with this RFP or in respect of any contractual relationship associated therewith or derived therewith shall be referred to and finally resolved by arbitration as prescribed by Mediate BC services pursuant to its rules, unless otherwise mutually agreed between the parties.

1.34 FORCE MAJEURE (ACT OF GOD)

Neither party shall be responsible for any delay or failure to perform under its obligations under this contract where such delay or failure is due to fire, flood, explosion, war, embargo, governmental action, Act of Public Authority, Act of God, or to any other cause or similar force majeure event beyond its control, except labour disruption. In the event force majeure occurs, the party who is delayed or fails to perform shall give prompt notice to the other party and shall take all reasonable steps to eliminate the cause. Should the force majeure event last for longer than 30 days, the Regional District may terminate the contract by notice to the Proponent without further liability, expense or cost of any kind.

1.35 CONFIDENTIALITY

Responses submitted in confidence shall be so honoured. The Regional District will not release to the public any specific information regarding any submitted responses except as may be required under law. To request documentation confidentiality, Proponents are requested to submit a covering letter, with their submission, detailing the specifics of their request. Confidentiality cannot be fully guaranteed as all submissions are subject to the Freedom of Information and Protection of Privacy Act.

Proponents will treat all information received through this RFP process and subsequent contract award, as confidential. The Proponent agrees that any information, knowledge (including but not necessarily limited to business practices, techniques, relationships, agreements, etc.), data, research, and any other information, knowledge, materials or products disclosed to the Proponent by the Regional District or otherwise produced, developed or known by the Proponent in providing this service (collectively the "Confidential Information") will not publish or disclose to any third party not either during or after the agreement except as otherwise authorised by the Regional District. This section shall survive the termination of this agreement.

1.36 OWNER'S RIGHT TO DO WORK

If the Proponent neglects to perform the work properly or fails to perform any provision of this contract, the Regional District after five days written notice to the Proponent, without prejudice to any other remedy, make good such deficiencies and may deduct all cost due to the Proponent.

1.37 WORKMAN SHIP

The Proponent must employ skilled and qualified people for this contract.

1.38 SAFETY

The Proponent will not knowingly employ anyone who may be a threat to the safety of public or employees or to the smooth operation of the Regional District. Anyone deemed to be a threat to safety will be immediately removed (at the sole discretion of the Regional District). All equipment used by the Proponent to be in good repair and free of any leakage of any kind.

1.39 ADVERTISEMENT

The successful Proponent will not use the name of the Regional District or any of the contents of this document in any advertising or publication without prior written consent from the Regional District.

1.40 NOISE CONTROL

The Proponent must be aware and comply with all by-laws or relations regarding noise for each respective jurisdiction.

2.0 SECTION TWO: PROJECT SCOPE AND SPECIFICATIONS

2.1 INTRODUCTION

The Regional District is requesting proposals from qualified Contractors for mattress recycling services for mattresses received at the Sechelt Landfill and Pender Harbour Transfer Station.

In 2016, approximately 3877 mattresses were received; 3376 mattresses at the Sechelt Landfill and 501 mattresses at the Pender Harbour Transfer Station respectively. Mattresses from the Pender Harbour Transfer Station are delivered to the Sechelt Landfill for consolidation. The consolidated mattresses will be delivered to the Contractor by the SCR.D.

A breakdown of mattresses received by month in 2016 is provided in Appendix 1.

2.2 TERM OF CONTRACT

Proposals shall be submitted based on a three year service period with an option to extend the period for up to an additional two years subject to Contractor's performance. The anticipated commencement date for the service is January 1, 2018.

2.3 RESPONSIBILITIES

2.3.1 Responsibility of the Regional District

- a) Provide delivery of material; approximately 115 mattresses per delivery;
- b) Notify Contractor when material needs to be delivered;
- c) Pay the transportation fees; and
- d) Provide all monthly reporting templates to Contractor.

2.3.2 Responsibility of the Contractor

a) Service Level

- i. Provide all materials, supervision, labour, equipment and all else necessary for, or incidental to, the proper execution of the work described in the Proposal;
- ii. Provide response to mattress recycling request from Regional District staff within 24 hours; and
- iii. Provide a regular delivery schedule with flexibility to add or cancel deliveries as required.

b) Monthly Reporting

The Contractor will provide monthly reports in approved electronic format (Excel preferred) to the Regional District by the 15th of the following month as follows:

- I. Number of units and location(s) where mattresses were sorted and/or reused and/or recycled; and
- II. Tonnage of residuals and location(s) where residuals were delivered (if applicable).

c) Invoicing

In addition to the terms listed under Section 1.10 Invoicing and Payments, the Contractor shall provide the following documents in approved electronic format via email to the Regional District:

- i. Monthly invoice;
- ii. A monthly summary sheet matching pickup and delivery dates, scale ticket number (if applicable) and mattress count for outbound loads; and Sechelt Landfill scale ticket number and mattress count for inbound loads (sample is provided in Appendix 2).

d) Tipping Fees

The Contractor is responsible for paying any tipping fees for residuals. All information regarding, tipping fees, processing fees and any revenues is to be provided in the Proposal.

3.0 SECTION THREE: SUBMISSION REQUIREMENTS

The submission must be prepared in a manner that clearly demonstrates fulfilment of all the listed requirements.

1. **COVER LETTER AND EXECUTIVE SUMMARY:** Provide a letter of introduction outlining your organizations understanding of the work required.
2. **CORPORATE PHILOSOPHY:** Provide a description of your organizations corporate philosophy.
3. **PROPOSAL:** Provide the methodology and approach for completing work, accompanied by your company organizational chart. This is to include:
 - a) Any recommendations.
 - b) Value add components.
 - c) How and where the mattresses are being recycled. Specifically, identifying the recycling methodology and the percentage recycled or reused and percentage residual waste.
 - d) Residual management (if applicable): how residuals will be minimized and how and where residuals will be disposed of.
 - e) Efficiency: how does the proposed methodology maximize efficiencies e.g. avoid double-handling, minimize hauling costs, and minimize GHG's.
 - f) Hours of operation for accepting mattress delivery.
 - g) Proposed delivery schedule.
4. **FEE PROPOSAL** **SCHEDULE A**
5. **LIST OF CONTRACTS OF A SIMILAR NATURE** **SCHEDULE B**
6. **NON ACCEPTANCE OF TERMS & CONDITIONS** **SCHEDULE C**
7. **PROPOSAL SUBMISSION FORM FOR EVALUATION** **SCHEDULE D**
8. **LIST OF EQUIPMENT** **SCHEDULE E**
9. **CERTIFICATE OF INSURANCE & WORKSAFE BC CLEARANCE LETTER**

To be submitted upon award of contract:

1. **CERTIFICATE OF INSURANCE:** naming the Regional District as additional insured.
2. **WORKSAFE BC CLEARANCE LETTER**

4.0 SECTION FOUR: EVALUATION CRITERIA

Proponents must meet all mandatory requirements and must demonstrate in their submission that they have a clear understanding of the project’s requirements.

Evaluation criteria are, but not limited to the followings:

Evaluation Criteria	Points
1. Qualifications & Experience This criterion considers the Contractor’s qualifications and experience in providing similar services.	/15
2. Methodology & Objectives This criterion considers the understanding of the project’s objectives, the methodology as well as the quality and completeness of the proposal.	/25
3. Value Add This criterion considers any value add component.	/10
4. Pricing This criterion considers the price of the services offered.	/50
Maximum Total Score:	/ 100

MAXIMUM TOTAL SCORE = 100

“Fee Score” / point formula: $Score = (lowest\ qualified\ fee / Proponent\ proposed\ fee) \times 50$

The Regional District reserves the right to be the sole judge of a qualified Proponent.

Proponents are encouraged to provide information on what makes the Proponent innovative and what is its competitive advantage. Describe all environmental “Green” certifications, innovations and any other benefits that contribute to overall best value of the submission.

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

The evaluation will be confidential and no totals, scores or price will be provided to any Proponent.

SCHEDULE A- FEE PROPOSAL

Price to include all materials, labour and supervision for the work described in the scope of work and related tasks.

The price herein shall be the total price for all the work done and total cost for the periods below, using 2016 quantities provided in Appendix 1, is to be calculated and provided as follows.

Contract Term:

	Cost per unit	Estimated Number of units	Mattress Type	Estimated Total
January 1, 2018 to December 31, 2018	\$	3024	Regular	\$
	\$	78	Crib	\$
	\$	775	Pocket Coil	\$
Total				\$

	Cost per unit	Estimated Number of units	Mattress Type	Estimated Total
January 1, 2019 to December 31, 2019	\$	3024	Regular	\$
	\$	78	Crib	\$
	\$	775	Pocket Coil	\$
Total				\$

	Cost per unit	Estimated Number of units	Mattress Type	Estimated Total
January 1, 2020 to December 31, 2020	\$	3024	Regular	\$
	\$	78	Crib	\$
	\$	775	Pocket Coil	\$
Total				

$$\frac{\text{Year 1 Total}}{\text{Year 1 Total}} + \frac{\text{Year 2 Total}}{\text{Year 2 Total}} + \frac{\text{Year 3 Total}}{\text{Year 3 Total}} = \frac{\text{Estimated total for 3 yr term}}{\text{Estimated total for 3 yr term}}$$

SCHEDULE B- LIST OF CONTRACTS OF A SIMILAR NATURE

(Please photocopy if you require additional space)

The Proponent shall fill in details below of the most recent contracts they have undertaken with work of a nature similar to this proposed contract. It is the intention of the Regional District to use the information given below to assess the experience of the Proponent in the appropriate fields of work. The Regional District may contact the reference given below before awarding the contract.

LOCATION:
CONTRACT NAME:
CONTRACT VALUE:
DESCRIPTION OF WORK:

CLIENT:
TELEPHONE NUMBER:

YEAR:

LOCATION:
CONTRACT NAME:
CONTRACT VALUE:
DESCRIPTION OF WORK:

CLIENT:
TELEPHONE NUMBER:

YEAR:

LOCATION:
CONTRACT NAME:
CONTRACT VALUE:
DESCRIPTION OF WORK:

CLIENT:
TELEPHONE NUMBER:

YEAR:

LOCATION:
CONTRACT NAME:
CONTRACT VALUE:
DESCRIPTION OF WORK:

CLIENT:
TELEPHONE NUMBER:

YEAR:

SCHEDULE C- NON ACCEPTANCE OF TERMS & CONDITIONS
(Please photocopy if you require additional space)

PLEASE STATE:

CONDITION: _____

EXPLANATION OF NON-ACCEPTANCE:

CONDITION: _____

EXPLANATION OF NON-ACCEPTANCE:

CONDITION: _____

EXPLANATION OF NON-ACCEPTANCE:

CONDITION: _____

EXPLANATION OF NON- ACCEPTANCE

Proponents are advised that all variations from stated conditions will be reviewed and may negatively impact the overall rating of your submission.

SCHEDULE D – PROPOSAL SUBMISSION FORM FOR EVALUATION

Failure to provide this page properly signed will result in your submission not being considered.

We certify that we have read and understand the information provided in the RFP and all addenda's. The information provided in our submission is accurate and we agree to be bound by the all conditions, statements, representations and prices offered herein:

Executed this _____ day of _____, 2017

Company Name:	_____
Address:	_____
	_____ Postal Code: _____
Telephone #:	_____ Fax #: _____
Email:	_____
Signature:	_____
Printed Name	_____ Title: _____
WorkSafe BC Number:	_____
Indicate your GST #	_____

SCHEDULE E – LIST OF EQUIPMENT

The proponent shall provide a description of the equipment proposed to use to fulfill the scope of work described above.

EQUIPMENT	DESCRIPTION	AGE OF EQUIPMENT

SCHEDULE F
SAMPLE LABEL

DO NOT OPEN – TENDER DOCUMENTS

RFP No. 17 299
Mattress Recycling Services

PURCHASING DEPARTMENT
SUNSHINE COAST REGIONAL DISTRICT
1975 Field Road
Sechelt, BC V0N 3A1

CLOSING DATE: Friday October 20, 2017 at 3:00 PM

Appendix 1 – 2016 MATTRESS UNITS

	Sechelt Landfill (units)	Pender Harbour Transfer Station (units)
January	195	41
February	226	16
March	227	22
April	443	66
May	272	59
June	329	40
July	358	52
August	305	65
September	303	35
October	312	30
November	201	43
December	206	32
Total:	3376	501

Appendix 2 –SAMPLE INVOICING SUMMARY SHEET

Outbound from Sechelt Landfill				Inbound at Mattress Recycling Facility		
Date	Site	Ticket #	# of Units	Date	Ticket #	# of Units
May 3, 2017	SLF	12356	115	May 4, 2017	99999	115
May 10, 2017	SLF	654321	121	May 11, 2017	88888	121
May 23, 2017	SLF	99999	117	May 24, 2017	11111	117

SAMPLE