



Sunshine Coast Regional District

Request for Proposal

Number: 2235008

for

Site Operator Sechelt Landfill

Issue Date:

May 31, 2022

Closing Date of

July 19, 2022 at 3:00 PM local time

MANDATORY SITE MEETING: A mandatory site meeting will be held on Tuesday June 28, 2022 at 1:00 pm local time at Sechelt Landfill 4901 Dusty Road, Sechelt, BC.

CONTACT: All enquiries related to this Request for Proposals, including any requests for information and clarification, are to be submitted by July 2, 2022 and directed, in writing, to purchasing@scrd.ca, who will respond if time permits with a Q&A on BC Bid by July 8, 2022. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed to prospective Proponents.

DELIVERY OF PROPOSALS: Proposals must be in English and must be submitted using one of the submission methods below, and must either (1) include a copy of this cover page that is signed by an authorized representative of the Proponent or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP.

BC Bid Electronic Submission: Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at www.bcbid.ca). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as a signature.

OR

Hard Copy Submission: Proponents must submit **ONE (1)** hard-copies and **ONE (1)** electronic copy on a USB Drive of the proposal. Proposals submitted by hard copy must be submitted by hand or courier to:

**Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V7Z 0A8**

Regardless of submission method, proposals must be received before Closing Time to be considered.

A proposal is deemed to incorporate the Confirmation of Proponent's Intent to Be Bound below, without alteration.

CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:

The enclosed proposal is submitted in response to the referenced Request for Proposal, including any Addenda. By submitting a proposal, the Proponent agrees to all of the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposal;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

PROPONENT NAME (please print): _____

NAME OF AUTHORIZED REPRESENTATIVE (please print): _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____

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1. GENERAL TERMS & CONDITIONS

1.1 DEFINITIONS

Throughout this Request for Proposal, the following definitions apply:

“Active Face” means the area of the landfill site where landfilling is actively taking place;

“Addenda” means all additional information regarding this RFP, including amendments to the RFP;

“BC Bid” means the BC Bid website located at www.bcbid.ca;

“Alternate Daily Cover” means material used as a replacement to daily soil cover. Sechelt Landfill uses steel Grizzly plates;

“Closing Location” includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable;

“Closing Time” means the closing time and date for this RFP as set out on the cover page of this RFP;

“Commercial User” means a commercial waste hauler of the Regional District Electoral Areas or other Sunshine Coast jurisdictions using the Landfill;

“Contract” means the written agreement resulting from the RFP executed by the Regional District and the successful Proponent;

“Contractor” means the successful Proponent to the RFP who enters into a Contract with the Regional District and/or the Contractor’s representative;

“Controlled Waste” means municipal solid waste requiring special handling at the landfill site, and includes but is not limited to waste asbestos, asbestos cement, dead animals, boats, recreational vehicles, tires filled with foam, and the following construction / demolition wastes: roofing, waste wood, asphalt, concrete, dirt and rocks, acceptable gypsum, vermiculite, vinyl floor tile, sheet vinyl flooring with paper backing, ceiling tiles, textured ceiling, stucco, and cement panels;

“DOCP” means Design, Operations and Closure Plan;

“Manager, Solid Waste Services” means a staff member of the Regional District, retained to manage the operations of the Solid Waste Services Division;

“Must”, or **“mandatory”** means a requirement that must be met in order for a proposal to receive consideration;

“Proponent” means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

“Proposal” means a written response to the RFP that is submitted by a Proponent;

“Recyclable Materials” means materials accepted at the site or another Sunshine Coast Recycling depot site for diversion rather than disposal;

“Request for Proposals” or **“RFP”** means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addenda;

“Scale Attendant/Site Supervisor” means a staff member of the Regional District, retained to operate the on-site weigh scale and oversee day to day site operations;

“Should”, **“may”** or **“weighted”** means a requirement having a significant degree of importance to the objectives of the Request for Proposals;

“Site Attendant” means a staff member of the Regional District, retained to screen waste loads, direct traffic, and aid and assist the Scale Attendant/Site Supervisor;

“Site User” means a resident of the Regional District Electoral Areas or other Sunshine Coast jurisdictions using the Landfill;

“Solid Waste Business Coordinator” means a staff member of the Regional District, retained to assist with coordinating and managing operational and capital needs for the Regional District solid waste sites;

“Solid Waste Programs Coordinator” means a staff member of the Regional District, retained to assist in the planning and operation of Solid Waste Programs;

“SCRD”, **“Regional District”**, **“Organization”**, **“we”**, **“us”**, and **“our”** mean Sunshine Coast Regional District;

“Superintendent, Solid Waste Operations” means a staff member of the Regional District, retained to manage the Regional District solid waste site operations; and

“White Goods” means metal appliances such as refrigerators, freezers, clothes washers, dishwashers, clothes dryers, ranges, stoves, air conditioners and hot water tanks.

1.2 FORM OF PROPOSAL

This Proposal must be completed in its entirety. Failure to properly complete this Proposal form may cause your Proposal to be rejected. The signing officer must initial all corrections. The Sunshine Coast Regional District (Regional District) reserves the right to permit a correction, clarification or amendment to the Proposal or to correct minor errors and irregularities.

1.3 SUBMISSION OF PROPOSAL

- a) Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.
- b) For electronic submissions (BC Bid or email), the following applies:
 - (i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;
 - (ii) The Regional District limits the maximum size of any single email message to 20MB or less.
 - (iii) Proponents should endeavour to submit emailed proposal submissions in a single message and avoid sending multiple email submissions for the same opportunity. If an electronic submission exceeds the applicable maximum single message size, the Proponent may make multiple submissions (BC Bid upload or multiple emails for the same opportunity). Proponents should identify the order and number of emails making up the

- email proposal submission (e.g. "email 1 of 3, email 2 of 3...");
- (iv) For email proposal submissions sent through multiple emails, the Regional District reserves the right to seek clarification or reject the proposal if the Regional District is unable to determine what documents constitute the complete proposal;
 - (v) Attachments must not be compressed or encrypted, must not contain viruses or malware, must not be corrupted, and must be able to be opened using commonly available software (e.g. Adobe Acrobat). Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Regional District has no obligation to attempt to remedy any message or attachment that is received corrupted or cannot be viewed. The Regional District may reject proposals that are compressed encrypted, cannot be opened or that contain viruses or malware or corrupted attachments.
- c) For BC Bid e-submissions only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service (\$150 per year) and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.
 - d) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 1.6, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.
 - e) The Regional District strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time.
 - f) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Regional District Electronic Mail System or BC Bid.
 - g) While the Regional District may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the Regional District Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not successfully resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is

strongly advised to contact the Regional District Contact immediately to arrange for an alternative submission method if:

- (i) the Proponent's email proposal submission is rejected by the Regional District Electronic Mail System; or
- (ii) the Proponent does not receive an automated response email from the Regional District confirming receipt of each and every message transmitted, within a half hour of transmission by the Proponent.

An alternate submission method may be made available, at the Regional District's discretion, immediately to arrange for an alternative submission method, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the Regional District before the Closing Time. The Regional District makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent's proposal is received before Closing Time.

1.4 SIGNATURE REQUIRED

Proposals must be properly signed by an officer, employee or agent having authority to bind the Proponent by that signature.

1.5 CLARIFICATIONS, ADDENDA & MINOR IRREGULARITIES

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

Purchasing Division
Sunshine Coast Regional District
1975 Field Road, Sechelt, BC V7Z 0A8

purchasing@scrd.ca

Any interpretation of, addition to, deletions from or any corrections to the proposal documents will be issued as written addendum by the Regional District.

All Addenda will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda.

1.6 WITHDRAWAL OR REVISIONS

Proposals or revisions may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Proposals withdrawn will be returned to the Proponent unopened. Revisions to the proposals already received shall be submitted only by electronic mail, or signed letter. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusions or inclusion of particular words.

1.7 CONDUCT OF THE CONTRACT

Unless otherwise specified within this document, any queries regarding this Request for Proposal are to be

directed to purchasing@scrd.ca. No other verbal or written instruction or information shall be relied upon by the Bidder, nor will they be binding upon the Regional District.

1.8 CONFLICT OF INTEREST/NO LOBBYING

- (a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the Regional District's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, Contractor or representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Regional District Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.
- (b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate, for this purpose directly or indirectly with any employee, Contractor or representative of the Regional District, including members of the evaluation committee and any elected officials of the Regional District, or with the media, may result in disqualification of the Proponent.

1.9 CONTRACT

By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Regional District on substantially the same terms and Conditions set out in <https://www.scrd.ca/go/terms> and such other terms and conditions to be finalized to the satisfaction of the Regional District, if applicable.

1.10 SUSTAINABLE PROCUREMENT

The Regional District adheres to its sustainable consideration factors. Proposals will be considered not only on the total cost of services, but Proposals that addresses the environment and social factors.

1.11 INVOICING AND PAYMENT

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 accounts 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.

1.12 PRICING, CURRENCY AND TAXES

Offered prices are to be attached as a price schedule in Canadian dollars with taxes stated separately when applicable.

1.13 IRREVOCABLE OFFER

This Proposal must be irrevocable for 90 days from the Proposal closing date and time.

1.14 TIME IS OF THE ESSENCE

Time shall be of the essence in this contract.

1.15 ASSIGNMENT

The Proponent will not, without written consent of the Regional District, assign or transfer this contract or any part thereof.

1.16 OWNERSHIP OF DOCUMENTS & FREEDOM OF INFORMATION

All documents submitted in response to this Request for Proposal 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* and any requirement for disclosure of all or a part of a Proposal under that Act.

The requirement for confidentiality shall not apply to any Proposal that is incorporated into a Contract for the Work. Further, the Regional District may disclose the top scoring proponent's aggregate pricing to the Regional District Board at a public meeting, when making a recommendation for the award of the Contract.

For more information on the application of the Act, go to http://www.cio.gov.bc.ca/cio/priv_leg/index.page.

1.17 AWARD OF CONTRACT

The Purchasing Policy at the Regional District offers contracts to businesses through an open, fair and consistent competitive bidding process. This ensures that the Regional District will receive 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 a 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 proposal will not necessarily be accepted. The RFP does not commit the Regional District in any way to award a contract and that no legal relationship or obligation regarding the procurement of any good or service will be created between Regional District and the proponent unless and until Regional District and the proponent execute a written agreement for the Deliverables

1.18 COST OF PROPOSAL

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 Proposal for the proposed contract or the Regional District's acceptance or non-acceptance of their proposal. 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 proposal each Proponent shall be deemed to have agreed that it has no claim.

1.19 PROPONENT'S RESPONSIBILITY

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

1.20 EVALUATIONS

Proposals will be evaluated in private, including proposals that were opened and read in public, if applicable. Proposals will be assessed in accordance with the evaluation criteria.

If only one Proposal is received, the Regional District reserves the right to open the Proposal 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 solicitation documents. If more than one Proposal is received from the same Proponent, the last Proposal received, as determined by the Regional District, will be the only Proposal considered.

1.21 ACCEPTANCE OF TERMS

The submission of the Proposal constitutes the agreement of the Proponent that all of the terms and conditions of the RFP are accepted by the Proponent and incorporated in its Proposal, except those conditions and provisions which are expressly excluded and clearly stated as excluded by the Proponent's proposal.

1.22 MANDATORY REQUIREMENTS

Proposals not clearly demonstrating that they meet the mandatory requirements will receive no further consideration during the evaluation process.

1.23 INSURANCE & WCB

The Proponent shall obtain and continuously hold for the term of the contract, insurance coverage with the Regional District Listed as "Additional Insured" the minimum limits of not less than those stated below:

- (a) Commercial General Liability – not less than \$5,000,000 per occurrence
- (b) Motor Vehicle Insurance, including Bodily Injury and Property Damage in an amount no less than \$2,000,000 per accident from the Insurance

Corporation of British Columbia on any licensed motor vehicles of any kind used to carry out the Work.

- (c) A provision requiring the Insurer to give the Owners a minimum of 30 days' notice of cancellation or lapsing or any material change in the insurance policy;

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 in good standing during the term of any contract entered into from this process.

1.24 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 proposal 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 proposals submitted for this project and the Proponent has no knowledge of the context of other proposals and has no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

1.25 CONFLICT OF INTEREST

Proponents shall disclose in its Proposal any actual or potential conflict of interest and existing business relationship it may have with the Regional District, its elected or appointed officials or employees.

1.26 LIABILITY FOR ERRORS

While the Regional District has used considerable efforts to ensure an acute representation of information in these bid documents, 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.

1.27 TRADE AGREEMENTS

This RFP is covered by trade agreements between the Regional District and other jurisdictions, including the following:

- a) Canadian Free Trade Agreement; and
- b) New West Partnership Trade Agreement.

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 REPRISAL CLAUSE

Tenders will not be accepted by the Regional District from any person, corporation, or other legal entity (the "Party") if the Party, or any officer or director of a corporate Party, is, or has been within a period of two years prior to the tender closing date, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court

against the Regional District in relation to any contract with, or works or services provided to, the Regional District; and any such Party is not eligible to submit a tender.

1.30 FORCE MAJEURE (ACT OF GOD)

Neither party shall be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control including but not limited to acts of God, war, strikes or labour disputes, embargoes, government orders or any other force majeure event. The Regional District may terminate the Contract by notice if the event lasts for longer than 30 days.

1.31 CONFIDENTIAL INFORMATION OF PROPONENT

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by Regional District. The confidentiality of such information will be maintained by Regional District, except the total proposed value, which must be publicly released for all proposals, or otherwise required by the Freedom of Information and Protection

of Privacy Act ("FOIPPA"), law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by Regional District to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

1.32 DISPUTE RESOLUTION

All unresolved disputes arising out of or in connection with this Proposal 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.

1.33 DEBRIEFING

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the Regional District.

2. INTRODUCTION

2.1 Purpose

The Regional District is seeking a service provider to operate the Sechelt Landfill (Site). Proponents are required to attend the mandatory site meeting to visit the Site to view the existing site operations and conditions.

3. SITUATION/OVERVIEW

3.1 Background

3.1.1 History

The Operation of Sechelt Landfill commenced in 1971 under a Ministry of Forests Permit. For a detailed chronological sequence of major historical events related to the development of the site and municipal solid waste (MSW) management practices within the Regional District please see Section 1.2 of Schedule C Sechelt Landfill Design, Operations and Closure Plan (DOCP). Today it operates as an active landfill site for commercial haulers and a public tipping site for residents of the Sunshine Coast. The public tipping area is similar to a transfer station in that residents place their MSW into containers to be hauled up to the active face for placement in the landfill. It also serves as a depot for diverting the following materials from the landfill: tires, mattresses, cardboard, cooking oil, metal (including propane tanks and fridges), drywall and products as defined under the Product Care Paint and Special Waste Program.

3.1.2 Current Site location and Details

The Site is located at 4901 Dusty Road, Sechelt, approximately 6.5 kilometers northeast of the village of Sechelt. The Site is located on Crown Land under License of Occupation No. 237204. The legal description of the Site is Block C, District Lot 7613, Group 1, New Westminster District. The Site property is bounded to the north, east, and west by Kwikwil Ltd (DL 7613), and to the south by Northcote Properties (DL 2464). Further, it is noted that Lehigh Hanson Materials Limited owns the mineral rights and currently operates its Sechelt Mine on the land south and west of the Site, with future expansion options for the Crown Land east and north of the Site. The Site comprises a non-hazardous solid waste landfill that accepts municipal solid waste from the District of Sechelt, Town of Gibsons, Sechelt Indian Government District, and all of the electoral areas in the Sunshine Coast Regional District. In addition, as of July 20, 2015, waste received at the Pender Harbour Transfer Station is landfilled at the Site. The landfill encompasses an area of approximately 7 hectares, within an overall Site area of approximately 9.5 hectares. Site map and location is provided in Appendix 1.

Existing facilities located at the Site include the following:

1. Electric Fencing;
2. Maintenance Shed for Site Contractor's use;
3. Scale House and Weigh Scale;
4. Auxiliary Office for Regional District Staff;
5. Auxiliary Warming Hut for Site Attendants;
6. Special Waste Depot;
7. Public Tipping Area; and
8. Access Roads.

Environmental controls were constructed in 2013 consisting of final cover over the north, east, and southeast slopes of the landfill, along with surface water controls for the Site. Surface water controls consisted of surface water ditching constructed on the east side of the site and along the south portion of the west side of the site, the addition of a storm water pipe alignment

discharging into Dusty Road Ditch on the west side of the site, and improvements to a contact water detention pond and forebay on the west side of the site. We anticipate construction to begin in 2023 to complete a progressive final closure of the current banks within the landfill footprint with further storm water and leachate management designs to be part of the project.

The Site is currently off grid, our electricity comes from two diesel generators on site. We will be connecting to BC Hydro electricity within a projected timeline of one or two years. The Site has no running water. Internet comes from radio towers that bounce up the mountain from Sechelt Aquatic Centre.

The site is scheduled to close mid-2025, as we approach the closure, landfilling operations will become more complicated. Please be sure to carefully review the final design in the DOCP provided in Schedule C and compare it to the current survey photo provided in Appendix 1 to understand the remaining areas that will require filling. Please also note that we will be updating the DOCP in December 2022. Any changes to the design and fill plan will be incorporated in the scope of work for this contract.

3.1.3 Tonnages

The following is a summary of tonnages from 2018 – 2021. Please refer to the Service Level in Section 3.3.1, Equipment Required in Section 3.3.2 and Contracted Service Requirements in Section 4.4.1 of this document to understand the Proponent's responsibilities in relation to each material type. The quantities outlined are based on historical data and may be used at the discretion of the Proponent. However, the Regional District makes no guarantee regarding the actual quantities that will be received being landfilled, or that require loading and hauling during the term. It's possible that towards the end of the lifespan of the landfill an increased amount of materials would be diverted and would not require landfilling.

Description	Tonnes			
	2021	2020	2019	2018
Total Waste Landfilled	13,611	13,361	13,563	12,894
Metal needed to be compacted to maximize materials shipped per load	789	853	736	745
Appliances with refrigerant need to be loaded by machine into 40-yard containers	639 Units	1,126 units	953 units	1062 Units
Drywall needs to be compacted to maximize materials shipped per load	314	330	446	391
Asbestos	10.5	8.6	18	25
Dead animals	0.63	0.28	0.65	0.88

3.2 Project Objectives

The objective of this project is to secure a Contractor to perform site operations services and manage materials at Sechelt Landfill as outlined in sections 3.3.1, 3.3.2 and 4.4.1 of this document.

The Contractor will be required to screen loads ensuring compliance of load segregation outlined in the then-current [Sanitary Landfill Site Bylaw 405](#).

It is imperative that the Contractor is able to provide servicing of the Site that is reflective of the tonnages received and vehicular traffic.

3.3 Scope

The Contractor's responsibilities will include the following:

3.3.1 Service Level

1. Provide all materials, supervision, labour, equipment and all else necessary for, or incidental to, the proper execution of the work described in this document and inclusive of requirements outlined in this RFP and DOCP (Schedule C);
2. Provide maintenance of the Site outlined in this RFP and the DOCP;
3. Equipment provided will be in good working order that is satisfactory to the Regional District;
4. While undertaking other activities, screen the different material streams at the active face for accepted materials from accepted sources as per then-current Regional District [Sanitary Landfill Site Bylaw 405](#), including reporting of unauthorized dumping of materials by customers to Regional District staff and segregation of unauthorized waste when applicable;
5. Load and handle materials outlined in the table in 3.1.3 as directed by the Regional District to align with requirements set by a hauling contractor, the DOCP and this RFP;
6. Materials should be "compressed" as best as possible to fill each container to minimize hauling costs and associated emissions. The Regional District reserves the right to inspect loads prior to leaving the site to evaluate maximization in the container;
7. Coordinate as required with Regional District staff the removal of materials to be shipped to a processing contractor by a hauling contractor;
8. Cooperate with hauling contractors, processing contractors and the Regional District to ensure high level of service;
9. Comply with then-current Ministry of Environment and Climate Change Strategy requirements and site safety procedures and regulations at all times;
10. Maintain the site to ensure the Regional District will have sufficient space for materials being dropped off at the site during Operating hours. Current operating hours attached in Appendix 3;
11. Provide an appropriate level of staffing and staff training to ensure a knowledgeable, courteous and respectful level of service required to maintain excellent relations with the public and Regional District staff;
12. Provide a safety plan which meets the satisfaction of the Regional District and includes Safe Operating Procedures for operating heavy equipment in a public setting. Safety Plans are to be reviewed annually by the Contractor and resubmitted to the Regional District for approval if any reviews have been made;
13. Ensure that the access gate is closed and locked at the end of daily operations. Ensure that the electric fence is turned back on after leaving the site;
14. Immediately report and repair damage of Regional District infrastructure including but not limited to lock block walls, light posts, railings, buildings, junction boxes and all other

equipment supplied by hauling or processing contractors procured by the Regional District;

15. Assist and maintain vector controls should they become necessary and available;
16. Snow removal from all access roads and operational areas of the landfill and public drop off area, including spreading sand during icy conditions;
17. Follow reporting requirements; and
18. Follow all regulatory requirements.

3.3.2 Equipment Required

The Contractor will supply, license and safely operate any equipment necessary to maintain the landfill site in full compliance with the DOCP, then-current BC Landfill Criteria regulations and the terms outlined in the RFP and service agreement.

The Contractor shall provide at a minimum the following pieces of equipment for the duration of the contract:

1. Residential self-haul waste: three 40-50 cubic yard bins for hauling residential waste from the residential drop off area up to the active face;
2. One roll off truck;
3. One tandem-axle dump truck with rear axle locking capabilities and a minimum capacity of 12 cubic yards;
4. One rubber wheel loader having capable of performing the work outlined sections 3.3.1 and 4.4.1, preferably with a grapple;
5. Equipment that is capable of grappling white goods (preferable a rubber wheeled loader) to load into 40-50 yard bins;
6. Equipment that is capable of compressing waste destined for the active face, drywall, metal or any other materials segregated into bins to maximize loads;
7. One suitably sized bulldozer capable of grading 3:1 banks, managing, building and grading driving surfaces and applying daily or intermediate cover;
8. One suitably sized excavator equipped with hydraulic thumb;
9. One suitable piece of equipment capable of applying and removing Grizzly plates as alternative daily cover. Minor modifications to the plates for safe pick up may be considered;
10. One steel wheeled compactor with a minimum weight of 18,600 kg originally designed for and built for the compaction of refuse at landfill sites and not converted from some other use. The compactor will have a proven ability to provide the compaction of specified compaction rates in this RFP and the DOCP. The compactor wheels will be new at the commencement of the contract as per manufacturers specifications;
11. One suitably sized minimum capacity 2000-gallon water truck with back flow prevention, minimum 50-meter fire hoses, fittings compatible with those of local fire departments and pumping system;
12. Double walled fuel tank (1200 litre capacity) and spill kit required;
13. Equipment for snow removal and spreading sand or road base over icy driving surfaces within the site;
14. Any additional equipment necessary for controlled waste;
15. Any additional equipment necessary to perform all operations at the landfill outlined in this RFP, the DOCP, then-current BC Landfill Criteria guidelines and any other regulatory requirements relevant to the work;
16. Small tools including: chain saw, laser level, inclinometer, fire extinguishers.

3.3.3 Equipment Availability and Replacement

For repairs that require equipment transportation, all fees associated with transportation and repairs are included in the monthly servicing prices.

1. The steel wheeled compactor will be stationed at the landfill at all times. In the event that the equipment breaks down a replacement compactor or equivalent tracked equipment will be provided within 48 hours. If equipment is down for longer than a week a replacement compactor will be provided;
2. The rubber wheeled loader will remain available throughout the day to be able to compact bins in the public drop off area within 15 minutes of Regional District staff requesting. In the event that the equipment breaks down, a replacement equivalent wheeled loader will be provided within 24 hours;
3. The roll off truck will remain available throughout the day to ensure loads can be delivered to the active face within 15 minutes of Regional District staff requesting. In the event that the roll off truck breaks down a replacement equivalent (or better) roll off truck will be provided within 4 operating hours; and
4. If the Contractor brings equipment to the site that is, in the opinion of the Regional District, not suitable for the services, the Contractor will remove it from the site immediately and replace it with equipment that is acceptable to the Regional District.

In the event that any equipment breaks down or becomes out of service for any reason the Contractor will inform the Regional District contract point of contact and will provide a contingency plan within 2 hours.

3.3.4 Equipment Maintenance

The Contractor will be responsible for maintenance, servicing and repairs of all equipment provided under the contract. All costs associated with this work shall be included in the monthly services fees. Maintenance and servicing requirements will include:

1. Ensuring the equipment will be in good working order and properly maintained to eliminate the discharge of material (including liquids and oils);
2. Performing regular preventative maintenance for all equipment as per manufacturer's requirements;
3. Recording and maintaining maintenance logs and down time that will be made available to the Regional District upon request;
4. The supply and storage of all fuel and lubricants for each piece of equipment. The storage requirements will be compliant with any relevant regulations. Emergency response plans and equipment are the responsibility of the Contractor and will be approved by the Regional District and local fire departments; and
5. Reporting any spills that are required to be reported to the Ministry of Environment and Climate Change Strategy (MOECSS) will also be reported to the Regional District immediately. An incident report will be required.

3.3.5 Equipment Storage

1. The Regional District agrees to allow the Contractor to store equipment at the site during all times but accepts no responsibility for damage or vandalism. The Regional District will provide a maintenance shed for equipment storage and maintenance. Any damage incurred by the Contractor will be repaired at the Contractor's expense.
2. The Contractor cannot store equipment or material on the site that is not being used for landfill operations, construction and maintenance related to this contract.

3.3.6 Reporting

The Contractor will provide a quarterly Fuel and Greenhouse Gas report in an approved electronic format (Excel preferred) to the Regional District by the 15th of the following month (sample provided in Appendix 2.)

Incident report forms can be obtained from the Regional District office and will be completed and submitted in the following instances:

1. All site emergencies which prevent compliance with MOECSS requirements shall be reported to the Regional District immediately, with written documentation to be submitted within 24 hours;
2. All incidents involving site users including, but not limited to non-compliance with site regulations, shall be documented and reported to the Regional District in writing within 24 hours; and
3. All accidents or damage occurring to equipment or infrastructure shall be reported to the Regional District within 24 hours.

3.3.7 Invoicing

In addition to the terms listed in the General Service Contract, the Contractor shall provide the following documents in approved electronic format via email to the Regional District by the 15th of the following month:

1. Monthly invoice that includes Service Fees and a reference to the Purchase Order (PO) number; and
2. Separate invoices for any extra work that may have been approved and reference to the PO number.

3.3.8 Responsibilities of the Regional District

1. Weigh all incoming vehicles and collect fees;
2. Monitor incoming loads at the scale and public tipping area;
3. Direct customers to proper drop off locations;
4. Monitor recyclable material;
5. Report operational problems and emergencies;
6. Prevent scavenging or burning;
7. Visually inspect waste loads for unacceptable waste, liquid, or hazardous waste;
8. Maintain secure Site entrances;
9. Maintain landscaping and vegetated buffers in areas other than the landfill area;
10. Pick litter in areas other than the landfill area;
11. Complete operational diaries and records;
12. Maintain electric fence;
13. Manage contracts for hauling and processing diverted materials;
14. Coordinate with Contractor burial dates and times for receiving asbestos and dead animals;
15. Ground water monitoring wells;
16. Environmental Monitoring;
17. Progressive landfill closure projects; and
18. Provide weekly guidance and direction to Contractor.

The Regional District will make available to the Contractor the following:

1. Maintenance shed and outdoor storage areas for the purpose of storing Contractor's equipment (not equipped with electricity);
2. Handheld radios for maintaining onsite communications with Regional District staff; and
3. Portable toilet.

3.3.9 Extra Work

The Regional District may request to have the Contractor perform additional work over and above what is on the contract and outlined in Sections 3.3.1 and 4.3.1 on an as and when required basis. The Contractor will be requested to submit a price quote for the request based on the prices

provided in Schedule A for the additional services. Approval of the Regional District is required for any extra services provided by the Contractor which is not included in the regular Service Fee. The Regional District reserves the right to competitively bid any extra work.

The type of extra work that may be requested is: cleaning out the contact water pond of settlement when it is dry in the summer months or maintenance of perimeter road.

The approval process for extra services is as follows:

1. The Regional District is to request the Contractor in writing for a quote for the delivery of extra work which could consist of several services. Such request will include the description of each service and of the requested date(s) for each service to be conducted. The Regional District reserves the right to award extra services to other service providers or decide to use own resources to undertake such services.
2. The Contractor will provide a quote within 48 hours of the request being sent and the quote will include the estimated cost with a breakdown of hourly rates and expected timeframes per each hourly rate to the Regional District and the confirmation of the proposed date(s) for the work to be conducted. The Contractor will attempt to schedule the work on the requested date or as close to this date as possible.
3. If approved, the Regional District will record the work description, date(s), reason and estimated cost and provide the Contractor with a PO number for billing purposes if one has not been provided already. Invoices received for extra work which have not been approved will not be paid.
4. Once approval has been given, the Contractor may proceed with the extra work.
5. Within 24 hours of completion of a service the Contractor will provide the Regional District with timesheets with the confirmation of the exact start and end time of conducting each service and a breakdown of hourly rates and actual timeframes to complete the work. The Regional District will review and if deemed correct, confirm this information by sign-off.

Extra services provided by the Contractor are to be billed monthly separately and if acceptable, shall be paid in a timely manner upon receipt of a detailed invoice from the Contractor. The Contractor will:

1. Invoice the Regional District for extra work separately from any other invoicing, will clearly identify the invoice as being for the provision of extra work, will provide the approved PO number.
2. Submit an itemized invoices for each approved extra service, clearly describe the work completed, the date(s) work was conducted, and the cost of said work activity based on the signed off timesheets; and
3. Provide information on the invoice for extra services that matches the information included in the Regional District's request, Contractor's quote and sign-off timesheet, otherwise the invoice will not be paid. Payment will only be issued up to the estimated cost for the extra work activity provided at the time of the request for approval.

4. CONTRACT

4.1 General Contract Terms and Conditions

Proponents should review carefully the terms and conditions set out in the General Service Contract, including the Schedules. The General Contract terms can be found at: <https://www.scrd.ca/go/terms>

4.2 Term

The term of the contract shall be in effect for a two-year period with the option to extend in increments up to an additional three years subject to contractor performance, the Ministry

(DOCP), landfill life and budgetary requirements. The start date for this services contract is December 1, 2022

4.3 Regulatory requirements

1. The then-current Design, Operations, and Closure Plan for Sechelt Landfill;
2. The Sunshine Coast Regional District then-current [Sanitary Landfill Site Bylaw 405](#);
3. British Columbia Ministry of Environment and Climate Change Strategy's Environmental Management Act;
4. The then-current BC Landfill Criteria for Municipal Solid Waste;
5. The Ministry of Environment Operational Certificate 106060;
6. BC Health Act and regulations;
7. Drinking Water Protection Act;
8. BC Workers Compensation Act; and
9. Any other then-current regulation relevant to landfill operations.

4.4 Service Requirements

In particular, but not so as to limit the services necessary, the Contractor shall perform the following operations at the landfill, at the direction of the Regional District.

4.4.1 Contracted Services Requirements

1. Acceptance of Municipal Solid waste and Commercial waste at the tipping pad.

The Contractor will:

- a) Be responsible to monitor the solid waste as it is being received at the active face and while materials are being spread and compacted to ensure that prohibited waste is not landfilled, and that the Site requirements for separations of materials are complied with;
- b) Notify the Regional District as per the then-current Safe Work Procedures for loads that are non-compliant with Sanitary Landfill Site Bylaw 405;
- c) Not accept waste that is not permitted under the Operational Certificate;
- d) Keep the tipping pad accessible so as to not compromise public access and in good condition for the public to deposit loads on;
- e) Ensure that the active face is safe for use and that the refuse is unloaded as close as possible to the filling area; and
- f) Be responsible for the safety of the public unloading material at the active face. An employee will be provided by the Contractor to direct public to the proper unloading zone, supervise and maintain communication with the Regional District site staff with a two-way radio provided by the Regional District during all operating hours.

2. Waste and Cover Soil Placement

The Contractor will:

- a) Spread, compact and cover all solid waste collected at the Site including excavation and the hauling of fill required within the Site to the following standards which are consistent with this RFP, the DOCP or successor documents.

3. Placement

The Contractor will:

- a) Land-fill to the shapes, directions and grades in the DOCP or successor documents and as directed by the Regional District. Refuse will stay within any surveyed boundaries;
- b) Use a laser level and inclinometer for checks and balances between surveyor markings;

- c) Construct a berm of granular or other suitable material to be placed as detailed in the DOCP or successor documents or as per the direction of the Regional District;
- d) Ensure to not construct berms that use an excessive amount of soil and should be kept at 0.3 meters in depth; and
- e) Ensure all solid waste shall be confined to the smallest practical area, reduced to the smallest practical volume, and completely covered at the end of each day of operation with alternate daily cover.

4. Daily Cover

The Contractor will ensure:

- a) Daily cover will consist of alternate daily cover applied at the end of each day 6 days per week and removed at the beginning of the next day. The alternate daily cover consists of 16 Revelstoke Iron Grizzly covers with two "T" hooks placed 4' apart on each plate for lifting and placing the covers; and
- b) Traditional daily cover material will be applied 1 day per week at a thickness of 150 millimetres using suitable granular material or as otherwise required.

5. Active Face

The Contractor will ensure that:

- a) Waste hauling vehicles unload at the active face and the landfill compactor or dozer spreads and compacts the waste;
- b) Unless otherwise authorized, only one active face is in use at any given time;
- c) The active face is limited in size to the smallest practical area; and
- d) There may be times that 3:1 banks will need to be constructed from waste materials and an intermediate cover 0.3 meters will be applied afterwards. They have qualified personnel and appropriate equipment to complete the work.

6. Waste Compaction

The Contractor will:

- a) Spread the solid waste at the active face at a thickness not to exceed 600 mm prior to compaction;
- b) Ensure that once spread, the waste is compacted by running over the material using the compactor with such frequency that a minimum density of 600 kg m³ would be attained;
- c) Continue compaction using this method until the desired height of the lift is reached;
- d) Ensure specified density is achieved. Failure to meet specified density will result in the Regional District instructing the Contractor to re-compact the area, supply alternative compaction equipment or update compaction procedures; and
- e) The Regional District will confirm densities using other methods such as aerial surveys.

7. Intermediate Cover

The Contractor will ensure that:

- a) An intermediate cover layer of 0.3 metres of traditional cover material is placed where a compacted lift will not receive waste for 30 days or more;
- b) Prior to applying intermediate cover, the area is clear of scattered refuse and is graded to the prescribed drainage methods set out in the DOCP or as directed by the Regional District. The area is a dense surface capable of supporting vehicle and equipment traffic for the next lift;
- c) The area to be treated for any ruts or projections is inspected. and all visible roughness is eliminated;

- d) The intermediate cover layer is free of depressions;
- e) The intermediate cover is placed by a bulldozer, if at any point garbage begins to protrude from the intermediate cover, the exposed garbage is re-covered but not so as to exceed the intermediate cover material depth;
- f) Use of cover material is not in excess of that specified in the contract and DOCP; and
- g) Whenever possible, the intermediate cover is removed and reused or scarified prior to placement of subsequent lifts of waste to promote a hydraulic connection to the underlying waste and to reduce the likelihood of lateral leachate breakouts.

8. Reclamation of Material

The Contractor will:

- a) Ensure material used for the construction of internal berms (i.e. non-perimeter berms), temporary haul roads and other temporary features will be reclaimed for reuse wherever practicable to maximize air space available for waste disposal.

9. Surface Water Control and Site Drainage

The Contractor will:

- a) Conduct surface water control through the construction of temporary berms and ditches to control surface water run-off;
- b) Direct surface water run-off away from the active disposal areas in order to minimize the volume of surface water contacting waste;
- c) Ensure all surfaces where intermediate cover has been applied are graded or otherwise suitably constructed so as to promote run-off of surface waters away from the active disposal areas and access roads and to prevent ponding;
- d) Remove debris and repair drainage controls so as to prevent surface water erosion; and
- e) No surface slope shall be constructed so as to cause erosion.

10. Access Roads and Tipping Pad

The Contractor will:

- a) Construct and maintain access roads within the landfill site and to the tipping pad. Make considerations for drainage so as to maintain access during the wet winter months;
- b) At minimum two weeks prior to constructing a new access road within the site, provide the Regional District with a site plan showing the location of the new road for approval. The site plan will include material volumes required and other materials considered to reduce the cost of road building aggregates;
- c) Grade roads on an as needed basis. Inspect roads and all driving surfaces weekly. Any repairs and maintenance are to be completed on an as needed basis to ensure accessibility and safety of the public;
- d) Ensure that aggregate used for access roads shall be salvaged for reuse before it is buried by refuse;
- e) Ensure that material volumes of aggregate that will be supplied by the Regional District, are submitted with the site plan for approval. Considerations to reduce the amount of aggregate and costs associated should be made; and
- f) Maintain the tipping pad to ensure safe access to the public at all times.

11. Snow Removal

The Contractor will:

- a) Be responsible for snow removal of access roads to the tipping pad area, clearing the tipping pad, clearing the scale, public drop off areas and anywhere there is vehicular traffic on site;

- b) Apply sand or road base as required for safe vehicle movement; and
- c) Ensure that snow will be piled in areas with considerations to snow melt run off and so as to not impede with daily operations.

12. Downed Tree Removal

- a) The Contractor shall be responsible for clearing downed trees preventing access along Dusty Road or on site.

13. Fire Control

The Contractor will:

- a) Be responsible for adequate fire control as described in the DOCP and the RFP or successor documents;
- b) Inform the Superintendent or designate immediately of any fires;
- c) Provide firefighting outside of operating hours when necessary. The equipment used for fire suppression at the landfill site outside of regular operating hours is to be paid at the rates set out in Schedule A Pricing Table - Equipment Rate for all extra work; if the fire is caused by Contractor negligence, the Contractor is responsible for all costs associated with putting the fire out, including those from third parties, such as the Sechelt Fire Department;
- d) Within 24 hours of completion of a service, the Contractor will provide the Regional District with timesheets with the confirmation of the exact start and end time of conducting this service and a breakdown of hourly rates and actual timeframes to complete the work. The Regional District will review and if deemed correct, confirm this information by sign-off;
- e) Ensure that the machinery under the Contract shall be made available at all times to the Regional District for after hours fire suppression at the landfill site;
- f) Upon notification, ensure the machinery is on site, within a two hour period; and
- g) Not smoke on site and/or burn any materials on site as it is strictly prohibited.

14. Litter Control

The Contractor will:

- a) Practice adequate litter control methods at the active face to minimize wind-blown litter as described in the DOCP and or successor documents, including but not limited to litter fencing;
- b) Be responsible for collecting litter within the landfill area that has migrated from the active face including build-up of litter on the litter fencing;
- c) Ensure all waste is concealed under areas that have intermediate cover. If waste becomes exposed the Contractor will re-dress exposed waste to prevent litter migration.

15. Vector Control

- a) The Contractor will practice adequate vector control methods at the active face to minimize the risk of pathogen transmission as described in the DOCP, this RFP or successor documents.

16. Handling and Disposal of Controlled Waste

The Contractor will:

- a) Provide burials for asbestos and dead animals (by appointment only as arranged with the Regional District) in accordance with [Part 6 section 40 of the BC Hazardous Waste Regulation](#) and the [2016 Landfill Criteria](#) for controlled waste;

- b) Be responsible for educating and training their employees to handle these materials in accordance with [Part 6 section 40 of the BC Hazardous Waste Regulation](#) and the [2016 Landfill Criteria](#) for controlled waste;
- c) Document the area and elevation of the location where the asbestos waste was buried in the Asbestos Burial Log that is to be maintained at the Landfill Office;
- d) Supply, maintain and utilize approved PPE;
- e) Escort and supervise the unloading of all controlled waste to ensure it is done safely; and
- f) Prepare a detailed Controlled Waste Management Plan 14 days prior to the commencement of the contract. Plans shall detail Safe Work Procedures, Emergency Response Plans, training and PPE provided to personnel performing the work and will incorporate applicable laws, regulations and industry standards.

17. Dust Control

- a) The Regional District will procure a separate Contractor to apply dust control on the access roads and public drop off area when deemed necessary; and
- b) The Contractor is responsible for applying water or other material approved by the Regional District as dust control on an as needed basis in the tipping pad area.

18. Public Drop Off Area

The Contractor is responsible for:

- a) The maintenance and clean-up of public drop off areas including compaction of material in public drop off bins upon request of Regional District site staff and emptying garbage bins as required upon request of Regional District site staff;
- b) Loading of selected materials for shipment off site including, but not limited to, waste, metal and appliances;
- c) Assisting Regional District staff with movement of materials unable to be safely moved manually; and
- d) Assisting in filling in potholes and maintenance grading on an as needed basis.

19. Service Hours

- a) The Contractor shall provide all Work as defined in this proposal every day that the site is open and during all opening hours;
- b) Contractor service hours shall coincide with the deliveries of residential waste from the local government collection contractor(s), large commercial haulers, and transfer loads from other Regional District facilities which may arrive during all opening hours; and
- c) Service hours will also include adequate time at the start of the day and the end of the day to meet all requirements set out in this Proposal.

20. Site Access

The Contractor shall:

- a) Have access to the site only for the purpose of maintaining the Sechelt Landfill site in accordance with Contract requirements; and
- b) Not conduct or operate any other business or venture from the Sechelt Landfill site.

4.5 Changes in the Work and Services Provided

- 1. If actual annual tonnages of waste landfilled are greater or lesser than 15% the average tonnage for the period 2018-2020, the Regional District or Contractor may trigger a discussion to consider amending the contract for alternative financial arrangements;

2. The Contractor will be required to screen loads ensuring compliance of load segregation outlined in the then-current [Sanitary Landfill Site Bylaw 405](#). If the number of items that are required to be screened are increased by 15% the Contractor may trigger a discussion to consider amending the contract for alternative financial arrangements;
3. If staff provided by the Contractor are deemed by the Regional District to be unfit to perform the work required in the contract, do not adhere to Regional District Respectful Workplace policies or are unable to interact with the public in a courteous manner, the Regional District will request a corrective action plan or a replacement depending on the severity; and
4. At the discretion of Regional District Board direction, the hours of operation at the landfill site may change at some point during this contract. If the total operating hours are extended or decreased, the Contractor or Regional District may trigger a discussion to increase or decrease monthly service fees at the rate of the hourly fees specified in the contract.

4.6 Related Documents

1. 2017 Sechelt Landfill Design, Operations and Closure Plan (DOCP) (Schedule C)

5. REQUIREMENTS

In order for a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 (Mandatory Criteria) of the RFP.

This section includes “Response Guidelines” which are intended to assist Proponents in the development of their proposals in respect of the weighted criteria set out in Section 7.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds the Regional District’s expectations.

Please address each of the following items in your proposal in the order presented. **Proponents may find it helpful to use the individual Response Guidelines as headings for proposal responses.**

5.1 Capabilities

5.1.1 Relevant Experience

Proponents should provide evidence of previous successful performance in comparable work for a minimum of 2 years within the past 5 years. Proponents should provide complete information on experience of key personnel to be involved in the work.

5.1.2 Relevant Training

Proponents should provide evidence of relevant environmental education or training in Landfill Operations for key personnel. The person responsible for everyday management at the Site should be certified as a Manager of Landfill Operations, through SWANA or equivalent. All operators working at the site should have Landfill Basics training through SWANA or equivalent or better.

Equipment operators should have 5 years’ experience operating equipment preferably in a landfill setting or Heavy Equipment Operator Certification from an accredited school with a minimum of 2 years’ experience preferably in a landfill setting.

Please include any other relevant training for the work described in the Proposal such as: Asbestos Awareness, Waste Monitoring, Respectful Workplace, Effective Communication, Customer Service, Dealing with Confrontational Behaviour etc.

5.1.3 References

Proponents need to provide a minimum of 3 references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the

Proponent and of any subcontractors named in the proposal. References from the Proponent's own organization or from named subcontractors are not acceptable.

The Regional District reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent's and any subcontractor's performance under any past or current contracts with the Regional District or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

5.2 Sustainable Social Procurement

A factor in the Regional District evaluation process is sustainable social procurement and the evaluation of proposals will take this into consideration.

As part of any submission the Proponent is encouraged to identify how they may contribute to the following key social, employment and economical goals, but not limited to the following:

- a) Contribute to a stronger local economy by:
 - promoting a Living Wage
 - Using fair employment practices;
 - Increase training and apprenticeship opportunities;
- b) Local expertise knowledge by:
 - a. Being locally owned;
 - b. Utilization of local subcontractors;
- c) Environmental Cost of Ownership;
- d) Energy efficient products;
- e) Minimal or environmental friendly use of packing materials; and
- f) Reducing hazardous materials (toxics and ozone depleting substances).

5.3 Approach

The Proponent should provide details on the approach, as outlined below, which will be considered the method of which the service will be provided after the Proponent is selected. If subcontractors will be used, a list of their legal name, subtrade and qualifications **should** be provided.

5.3.1 Service Provision

The Proponent should include how they will provide site operations services. This includes:

1. Detailed description of site and schedule of dates for contract commencement:
 - a) Site management plan that details preparations that may be needed on site, including any required storage and staging areas that may need adjusting in relation to the required equipment and Contractor's responsibilities. Indicate where the containers will be stored. Preparations should not impact daily operations and fit within the DOCP requirements. Costs associated for mobilization are covered by the Proponent.
 - b) Number of days required after contract is signed until when the Proponent would be the Contractor and capable of meeting all requirements set out in the contract to begin December 1, 2022.
 - c) Please describe how you will mobilize in such a way that will not impede on daily operations and be ready to fulfil the Contract obligations on the start date.
 - d) Site management plan that details contract conclusion preparations and timelines for demobilizing. Costs associated for demobilization are covered by the proponent.
2. Methodology as to how the work will be completed, the methodology should include at a minimum:

- a) Schedule
 - i. Please provide a schedule and number of landfill operators that will be on site daily to ensure the Contractor is able to receive and screen loads on the tipping pad at the active face during all operating hours. Please consider break times, compaction requirements, the time it takes for the wheel loader to compress bins at the public drop off area, the time it takes to haul loads up to the active face, litter control, applying daily alternative cover (Grizzly Plates) and intermediate cover as required.
 - ii. Please provide a schedule for accepting controlled waste that requires special handling such as asbestos and deceased animals.
 - b) Screening
 - i. Methodologies to ensure Regional District Staff are notified when a load has been delivered to the tipping pad that is not in compliance with the then current [Sanitary Landfill Site Bylaw 405](#).
 - ii. Training provided to personnel to ensure an understanding of the Operating Certificate, DOCP and local bylaw regulations to operating a landfill.
 - iii. Company policies or training provided to key personnel to address potential confrontational behaviours when screening loads for compliance.
 - c) Methods
 - i. Methodologies to ensure all criteria set out in section 3.3.1 and 4.4.1 are met. Proponents may include a detailed breakdown by headings for section 4.4.1.
 - ii. Methodologies for loading fridges into bins after refrigerant has been removed.
 - d) How the Proponent will meet or exceed the Regional District requirements.
3. Detailed breakdown of all the equipment and resources to be used, the detailed breakdown should include at a minimum:
- a) Year, make and model;
 - b) Safety features (i.e. back-up cameras, proximity sensors etc.);
 - c) The tasks that each piece of equipment will be responsible for.
4. How the equipment will meet or exceed the requirements set out in sections 3.3.2 and 4.4.1.

5.3.2 Safety Plan

The Proponent should provide a safety plan to describe how they will perform the work more safely; this plan will need to take into consideration the safety of employees and the general public while the Contractor is providing the services.

Describe at a minimum:

1. Entering and exiting the site(s);
2. Performance of work, including loading of containers;
3. Management of traffic entering and exiting the active face area;
4. Safe Work Procedures for operating heavy equipment;
5. Personal protective equipment;
6. Fire suppression and training for Regional District staff to use if required;
7. Emergency response plans;
8. Asbestos awareness training plan for all personnel working at the site;
9. Safety for residents and other contractors; and
10. Other safety considerations.

5.3.3 Environmental Considerations

The Proposal should identify the use of equipment and/or processes proposed to be used and the associated environmental benefits to utilizing such equipment and/or processes. For example, fuel efficiency of equipment used including features such as DEF fluid or electric hybrid.

The Proposal should identify litter control scheduling, planning and time commitments to prevent the migration of garbage and collect anything that has been displaced from the active face. Please include what triggers will be employed to move litter fencing, litter collecting methods and any other preventative measures considered.

Please include a description of detention and drainage of water control measures to reduce the amount of water coming in contact with the waste and to reduce production of leachate.

5.4 Price

Proponents need to submit a fee proposal, described in Schedule A, that sets out the separate costs of each service described as well as an all-inclusive cost for all the projects; the proposal should include a breakdown of the fix prices including time, travel, hourly billable rates and material costs.

- in Canadian dollars ;
- inclusive of duty, FOB destination, and delivery charges where applicable; and
- exclusive of any applicable taxes

6. PROPOSAL FORMAT

Proponents should ensure that they fully respond to all requirements in the RFP in order to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) Signed cover page (see section 7.1 Mandatory Criteria).
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including pricing, i.e. the "Proponent Response".
- e) Appendices, appropriately tabbed and referenced.
- f) Schedule A Pricing Table.
- g) Schedule B Proposal Response Form
- h) Identification of Proponent (legal name)
- i) Identification of Proponent contact (if different from the authorized representative) and contact information.

7. EVALUATION

Evaluation of proposals will be by a committee formed by the Regional District and may include other employees and contractors.

The Regional District's intent is to enter into a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

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

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

7.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

Mandatory Criteria
The proposal must be received at the Closing Location before the Closing Time.
The proposal must be in English.
The proposal must be submitted using one of the submission methods set out on the cover page of the RFP
The proposal must either (1) include a copy of the cover page that is signed by an authorized representative of the Proponent, this is also required for email submissions or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP
Attendance at Mandatory Site Meeting

7.2 Weighted Criteria

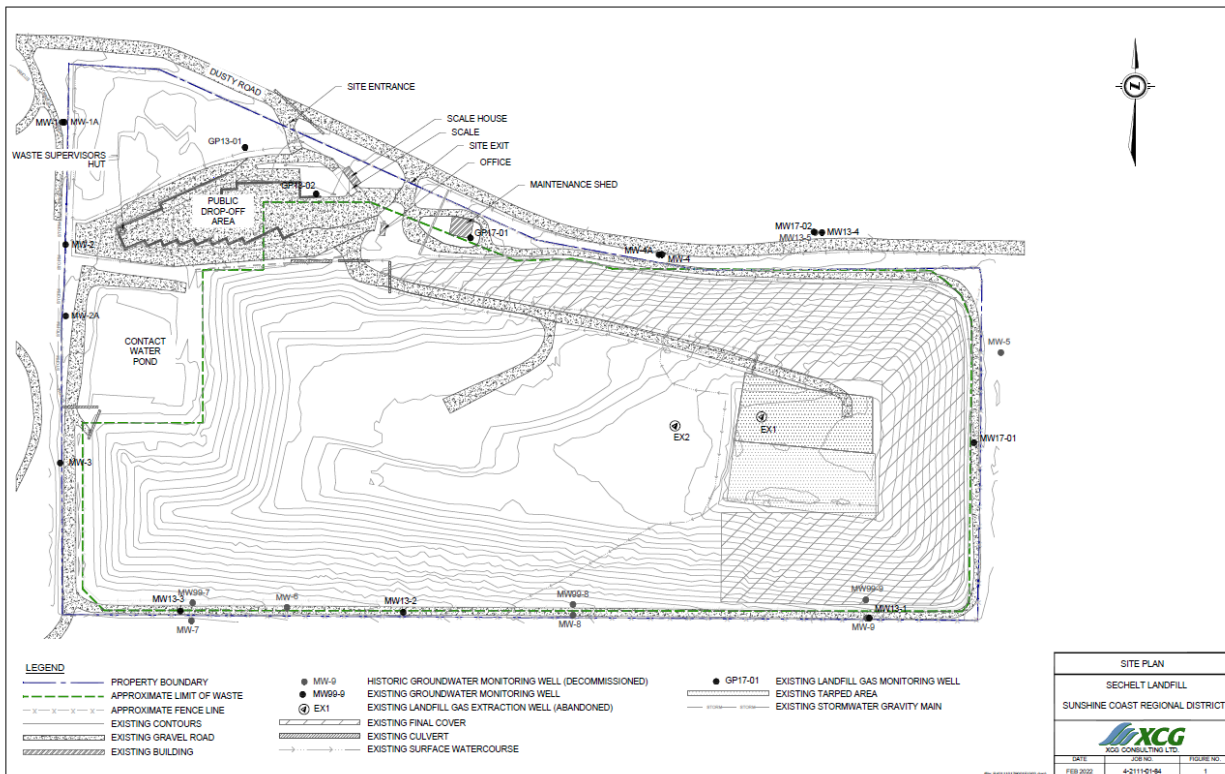
Proposals meeting all of the mandatory criteria will be further assessed against the following weighted criteria.

Weighted Criteria	Weight (%)
Experience and Training	20
Sustainable Social Procurement	5
Approach: Schedule of Contract Commencement & Conclusion	5
Approach: Methodology	20
Approach: Safety Plan	10
Approach: Environmental Considerations	5
Price	35
TOTAL	100

7.3 Price Evaluation

The lowest priced Proposal will receive full points for pricing. All other prices will be scored using the following formula: lowest priced proposal/price of this proposal* total points available for price.

Appendix 1 – Site Map and Site Layout



Appendix 2 – Sample Fuel and GHG Report

Month February 2018

GHG Emissions

Equipment & Routes			Diesel		
Date	Vehicle #	Route	Kms	Amount (Litres)	GHGs (tCO2e)
2017-Feb-01	111	3	65	75	0.204
	222	4	114	85	0.231
2017-Feb-02	111	5	79	87.5	0.238
	222	6	80	86	0.234
	333	7	84.5	102	0.278
2017-Feb-07	111	1	120	100	0.272
	333	2	76.8	117	0.319
2017-Feb-08	111	4	93	70	0.191
	222	3	65	70	0.191
2017-Feb-09	111	6	80	90	0.245
	222	7	72	80	0.218
	333	5	80	70	0.191
2017-Feb-14	111	2	83.5	70	0.191
	222	1	120	90	0.245
2017-Feb-15	111	4	115	80	0.218
	222	3	70	75	0.204
2017-Feb-16	111	7	84.5	94	0.256
	222	6	85	90	0.245
	333	5	90	85	0.231
2017-Feb-23	111	5	82	92	0.251
	222	6	75	79.7	0.217
	333	7	84.2	84	0.229
			2,276.3	2,254.2	6.139

Appendix 3 – Hours of Operation

Sechelt Landfill – Year round

Tuesday – Sunday	9 AM – 5 PM
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Statutory holidays with site closures: National Day of Truth and Reconciliation, Thanksgiving, Remembrance Day, Christmas Day, Boxing Day, New Year's Day, Family Day, Good Friday and Easter Monday. Early closure on Christmas Eve at 3:30. All other Statutory Holidays are open regular hours unless they fall on a regular closure day.