

Appendix A - Proposal Response Form
Cardboard Container, Hauling and Recycling Services

RFP No. 2435003

Closing Date of

January 13, 2025 at 3:00 PM local time

Requirements

Complete the following requirements, providing the information request in accordance with the requirements in this RFP. If additional space is required please attach separate documents.

Completed proposals should not be more than 15 pages in overall length using no less than 10 pt. exclusive of any URLs and appendices specifically requested; the Regional District may not evaluate any pages that exceed this maximum page count.

1. Executive Summary

Proponents **should** provide an Executive Summary of the key points of this proposal:

2. Relevant Experience

Does your organization and any subcontractors have experience performing comparable work?

☐ Yes

☐ No

Please describe experience:

3. References

Proponents **must** 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.

Reference 1

Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Reference 2

Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Reference 3

Company Name: _____

Contact Name: _____

Contact Phone Number: _____

4. Qualifications

Does your organization or any of the subcontractors listed in your proposal meet or have the following qualifications:

- Do your equipment operators have a minimum of five years' experience operating equipment or Certification from an accredited school with a minimum of 2 years' experience?

☐ Yes

☐ No

Please list equipment operators and years' experience:

1.

2.

3.

4.

- Are the personnel performing the work appropriately certified to operate the equipment?

☐ Yes

☐ No

Please describe training and/or certification for each personnel who will be operating the equipment:

- Other Qualifications, please describe and provide details on any other qualifications that your organization or subcontractors may have that are relevant to providing the services:

5. Environmental Requirements

Please list all equipment and/or resources to be used and the associated benefits to utilizing such equipment and/or process, including at a minimum: year, make, model and safety features.

6. Sustainable Procurement

Proponent **should** identify how they may contribute to the following key social, employment and economical goals, but not limited to the following:

Does your organization contribute to a stronger local economy by:

- | | | |
|---|------------------------------|-----------------------------|
| ➤ promoting a Living Wage? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ➤ Using fair employment practices? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ➤ Increase training and apprenticeship opportunities? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| | | |
|--|------------------------------|-----------------------------|
| Does your organization consider the Environmental Costs of Ownership when procuring or providing services? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|------------------------------|-----------------------------|

| | | |
|--|------------------------------|-----------------------------|
| Does your organization utilize or provide energy efficient products? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|------------------------------|-----------------------------|

| | | |
|--|------------------------------|-----------------------------|
| Where possible does your organization use minimal or environmental friendly packing materials? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|------------------------------|-----------------------------|

| | | |
|---|------------------------------|-----------------------------|
| Does your organization limit / reduce the use of any hazardous materials (toxics and ozone depleting substances)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|------------------------------|-----------------------------|

Other: please describe:

7. Approach – Methodology

Describe the size and quantity of containers to be provided for each site as well as how the container design will ensure cardboard is protected from the weather.

Schedule - Describe strategies to ensure full containers will be removed and replaced with empty containers within Pender Harbour Transfer Station and Sechelt Landfill Operating hours.

Describe how you will ensure that containers are as full as possible prior to removal.

Identify any methodologies to reduce transportation related GHGs and associated transportation costs.

Describe how you will meet or exceed the Regional District requirements.

8. Approach – Value Add

Describe initiatives to maximize tonnage per load for shipping cardboard. Include proposed changes to current practices and anticipated tonnes per haul.

9. Approach – Safety Plan

A Safety Plan is attached: ☐ Yes ☐ No

The Safety Plan includes, at a minimum:

- a) Entering and exiting the site(s);
- b) Performance of work, including loading of containers;
- c) Personal protective equipment;
- d) Fire suppression;
- e) Safety for residents and other contractors; and
- f) Other safety considerations:

10. Pricing

Proponents need to submit a fee proposal that sets out the separate cost of each service described in Schedule B. Please provide pricing in a separate excel document (Appendix B).

Prices quoted will be deemed to be:

- in Canadian dollars; and
- exclusive of any applicable taxes.

Are you proposing any cost reduction incentives?

☐ Yes

☐ No

If yes, please describe:

11. Intent to be bound

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 Proposals, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

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

PROONENT NAME (please print): _____

NAME OF AUTHORIZED REPRESENTATIVE (please print): _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____