



REQUEST FOR TENDERS NO. 23-041

SOLID WASTE MATERIALS HAULING SERVICES

ISSUED: May 31, 2023.

CLOSING DATE AND TIME:

Tenders must be received on or before:

3:00 PM (15:00 hrs) Pacific Time on June 16, 2023.

Submissions and Questions are to be directed to:

Kevin Guizzetti, Superintendent of Scale and Transfer Services

1105 Cedar Road, Nanaimo, B.C.

Telephone: 250-722-2044 ext. 3225

Email: kguizzetti@rdn.bc.ca

Requested deadline for questions is five (5) business days before the closing date.

Site Visits:

No formal site visits will be conducted. Vendors interested in viewing the sites should contact Kevin Guizzetti.



Instructions to Bidders

Article 1. Closing Date/Time/Submission Method

Bidders are requested to submit their Tender on or before the closing time of 3:00 PM (15:00 hrs), Pacific Time, June 16, 2023, as follows:

By email only: In PDF format with the subject line "23-041 Materials Hauling" to:

Kevin Guizzetti
Superintendent of Scale and Transfer Services
Regional District of Nanaimo – Regional Community Utilities
kguizzetti@rdn.bc.ca

Tenders **will not** be opened in Public. Tender received in any other manner will not be accepted.

ARTICLE 2. Examine Documents & Site

The Tenderer must carefully examine all the Documents and the sites of the proposed works, judging for and satisfying himself as to the probable conditions to be encountered. Should a Tenderer find discrepancies in, or omissions from the documents, or should he be in doubt as to their meaning, he should, prior to submitting his tender, notify the designated RDN contact person in writing. The Tenderer may not claim, after the submission of a tender, that there was any misunderstanding with respect to the conditions imposed by the documents. No verbal agreement or conversation made or had at any time with any officer, agency, or employee of the RDN shall affect or modify any of the terms or obligations herein stated or deemed to be any representation of warranty.

Article 3. Addenda

If the RDN determines that an addendum is required for this TENDER, the RDN will post the addendum on the RDN website (<https://www.rdn.bc.ca/current-bid-opportunities>) and the new BC Bid website (<https://bcbid.gov.bc.ca/>). Each addendum will be incorporated into and become part of the TENDER. No amendment of any kind to the TENDER is effective unless it is contained in a written addendum issued by the RDN. It is the sole responsibility of the Proponent to check and ensure any all addendums are included prior to submitting their final Tender submission.

ARTICLE 4. Tender Price

Pricing, in Canadian dollars, shall be completed as indicated on the Tender Form. Pricing should include all labour, materials, equipment, licences, permits any other costs required to perform the services in a turnkey manner. In the event of a price extension discrepancy when calculating the total contract value, the RDN reserves the right to correct the totals.

ARTICLE 5. Federal Sales Taxes

GST is not to be included in the price. GST shall be shown separately on the Tender Form based on the total contract value.



ARTICLE 6. Tender Signing

The tender must be executed by an authorized signatory in a position to legally bind their Company to the information contained in the Tender Form.

ARTICLE 7. Revisions to Tenders

Any revision to the tender by the Tenderer must be in writing properly executed and received by the designated RDN contact prior to the posted closing date and time.

ARTICLE 8. Tender Withdrawal

A Tenderer may, without prejudice to himself, withdraw his tender on written request received by the designated RDN contact prior to the posted closing date and time.

ARTICLE 9. Tender Rejection

- .1 The RDN reserves the right to reject any or all tenders or accept other than the lowest tender and to accept the tender which it deems most advantageous.
- .2 The RDN may reject a tender if:
 - a) After investigation and consideration, the RDN concludes that the Tenderer is not qualified to do the work and/or cannot do the work and perform the Contract in a manner satisfactory to the RDN.
 - b) A tender contains qualifying conditions or otherwise fails to conform to these Instructions to Tenderers.
 - c) A tender is incomplete, is considered incomplete in the Instructions to Tenderers, is obscure or irregular, which has erasures or corrections in the Tender Form, in which prices are omitted or are unbalanced.
 - d) The RDN may, in its absolute discretion, reject a Tender submitted by Tenderer if the Tenderer, or any officer or director of the Tenderer is or has been engaged either directly or indirectly through another corporation in a legal action against the RDN, its elected or appointed officers and employees in relation to:
 - any other contract for works or services; or
 - any matter arising from the RDN's exercise of its powers, duties, or functions under the Local Government Act or another enactment within five years of the date of this Call for Tenders.

In determining whether to reject a tender under this clause, the RDN will consider whether the litigation is likely to affect the Tenderer's ability to work with the RDN, its consultants and representatives and whether the RDN's experience with the Tenderer indicates that the RDN is likely to incur increased staff and legal costs in the administration of this contract if it is awarded to the Tenderer.

- .3 The RDN may reject all tenders if for any reason the RDN considers to be in its best interest to do so, including without limitation for any of the following reasons;
 - a) the lowest tender that the RDN considers otherwise acceptable is higher than the funds budgeted or otherwise available for the work;
 - b) the RDN decides not to proceed with the work or to defer the work;



.4 The RDN reserves the right to consider and to reject any tender or all tenders without notice to a Tenderer or Tenderers and without permitting a Tenderer to provide additional information.

.5 In no event will the RDN be responsible for a Tenderer's costs of preparing or submitting a tender.

ARTICLE 10. Award

Awards shall be made on tenders that will give the greatest value based on equipment, service, and price. The lowest or any tender may not necessarily be accepted. The RDN will, following receipt of an acceptable tender, issue in writing a Notice of Intent to Award to the successful Tenderer. Any award is subject to available funding and approval from the Board of the Regional District of Nanaimo or Senior Staff.

ARTICLE 11. Form of Agreement

The RDN's preferred form of Contract is attached herein. Proponents should carefully review this form of Contract. Proponents may request that RDN consider revisions to the form of Contract. Proponents should submit such requests to the RDN well before the Closing Date and Time. If the RDN agrees to a request received prior to the Time, then RDN will issue an Addendum to modify the Contract. Failure to do so means acceptance of the agreement as presented.



TECHNICAL SPECIFICATIONS

Scope of Work

The Regional District of Nanaimo is seeking Tenders from experienced and qualified companies to provide bins and hauling and disposal services of materials originating from the Church Road Transfer Station (CRTS) at 860 Church Road, Parksville, B.C and the Regional District Landfill at 1105 Cedar Road, Nanaimo, B.C.

For the purposes of this quotation, corrugated cardboard is defined as recyclable waste from homes and businesses including, but not limited to, containers or materials used in containers consisting of three or more layers of craft paper material. Recyclable materials are defined as newsprint, mixed wastepaper, magazines, metal food or beverage containers, aluminum foil, HDPE, and LDPE plastic containers.

The Contract is for a five (5) year term. Firm pricing is requested for contract years 1 & 2. Subsequent annual increases for contract years 3, 4, & 5 may be based on the BC All-Items CPI index subject to final negotiations and mutual written agreement between the parties. Year 3 increase will be based on the Year 2 rates. Year 4 increase based on Year 3 rates. Year 5 increase based on Year 4 rates.

Any Service Fee increases may be adjusted an annual basis every July 1st beginning in Year 3 based on the percent change in the BC CPI for the past 12 months from December to December. The CPI referenced is the "All Items" index of BC as published by Statistics Canada (<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810000401>).

Anticipated contract start date is July 1, 2023.

The Contractor shall provide the Services as outlined below for both sites:

- 1) The successful Contractor shall supply all supervision, vehicles, operators, bins, and anything else required to provide the services in a turnkey manner.
- 2) The successful Contractor must be available to remove the recyclable material bins from both sites seven (7) days a week, excluding statutory holidays with same day service or as mutually agreed by the Regional District. In addition to on call bin removal, due to high traffic volumes and recycling vendor hours the RDN would like to establish regular pickup times for both facilities:
 - **Regional Landfill:** Weekly cardboard bin pick up; Mondays between 7:00am-8:00am, Fridays pick up between 3:30-4:30pm.
 - **Church Rd Transfer Station:** Weekly general pick up pick up of 4 bins. Mondays between 7:30am-9:30am. Fridays between 12:00-2:00pm.
- 3) The successful Contractor will be notified via phone of loads requiring hauling and disposal.
- 4) The successful Contractor shall maintain national safety code carrier profile satisfactory ratings in all categories for the duration of the Contract.



- 5) The successful Contractor shall follow all WorkSafe BC and Ministry of Environment Regulations in relation to the hauling and disposal of recyclables.
- 6) Unless otherwise indicated, the successful Contractor shall at his own expense, obtain all applicable permits, certificates and licences required by law for the conduct of the work and shall comply with all Federal, Provincial and Municipal Laws, Regulations, Codes and Ordinances affecting the execution of the work.

Regional District Landfill Requirements:

The successful Proponent must provide a forty (40) cubic yard bin for corrugated cardboard and a thirty (30) cubic yard multi recycling bin for the drop-off of recyclable materials that will include tin, paper, newsprint, and plastics to be hauled to a licensed recycling facility.

While future volumes or minimum volumes cannot be guaranteed, the Regional Landfill produced:

Weights in KGs for Regional Landfill - 2022		
MONTH	Corrugated Cardboard	Misc
January	18,960	10,380
February	9,565	3,415
March	10,080	2,800
April	11,690	3,805
May	12,015	3,405
June	12,150	4,225
July	11,870	3,160
August	12,560	3,285
September	13,920	4,315
October	9,755	3,835
November	8,740	2,365
December	8,400	4,855
Grand Total	139,705	49,845

The successful Proponent will be entirely responsible to carry out all work to haul and return bins for corrugated cardboard and recyclable materials for the Regional Landfill.

Cardboard Bin- 1 x 40 cubic yard bin unlidded

Recycling Bin- 1 x 30 cubic yard bin with four (4) 1' x 3' slotted openings on the exterior walls for material to enter bin. Bin must be lidded with the ability to be opened manually by RDN staff and for



security reasons have a locking mechanism for the lid and wall openings. No doors or partitions inside the bin.

Loads leaving the Regional Landfill site are be weighed on the Regional Landfill scales.

Hours of Operation:

Monday – Saturday 7:15 a.m. - 5:00 p.m., Sundays are 7:30 a.m. - 4:00 p.m.

All work should be completed within 30 minutes of the closing times.

Church Road Transfer Station Requirements:

The Church Road Transfer Station requires Nine (9) bins (3 wood, 2 Cardboard, 1 Paper, 1 Plastic and tin (Misc), 1 Gypsum and 1 ACM Gypsum).

While future volumes or minimum volumes cannot be guaranteed, the Church Road Transfer Station produced:

Weights in Kgs for CRTS - 2022						
MONTH	ACM-Gypsum	Gypsum	Cardboard	Misc	Newspaper	Wood Waste
January	2,260	16,390	24,130	5,490	2,890	57,570
February	1,850	18,280	16,990	480	3,550	54,950
March		20,130	18,990	580	2,900	61,330
April	1,700	21,710	17,690	410	4,050	72,070
May		31,940	19,870	390	2,650	87,590
June	2,130	29,570	19,590	760	5,550	75,860
July		24,880	21,350	450	5,250	77,410
August		26,820	22,560	770	5,940	90,280
September	2,340	16,990	19,800	350	3,450	62,950
October	1,600	31,670	18,170	340	5,800	70,500
November		20,480	15,090	440	3,440	50,540
December		20,610	19,700	910	1,750	36,140
Grand total	11,880	279,470	233,930	11,370	47,220	797,190

All recyclable wood from the CRTS is to be hauled to the Regional Landfill.

The successful Proponent must provide enough 40 cubic yard bins for corrugated cardboard to ensure that there is always at least one (1) bin available with sufficient space to allow CRTS customers to drop off corrugated cardboard. The CRTS requires a 30 cubic yard recycling bin for tin and plastics and a 20 cubic yard bin for newsprint to be hauled and directly returned to the CRTS.

Cardboard Bin- 2 x 40 cubic yard bins



Recycling Bin- 1 x 30 cubic yard bin with four (4) 1' x 3' slotted openings on the exterior walls for material to enter bin. Bin must be lidded with the ability to be opened manually by RDN staff and for security reasons have a locking mechanism for the lid and wall openings. No doors or partitions inside the bin.

Newsprint (Paper) Bin – 1 x 20 cubic yard bin lidded, with manual opening mechanism for RDN staff to operate.

Recyclable Gypsum – 1 x 40 cubic yard bin

Non-Recyclable Gypsum – 1 x 12 cubic yard bin lidded; this bin will have Asbestos Containing Material (ACM) in it.

Wood Bins – 3 x 40 cubic yard bins

Loads leaving the CRTS site will be weighed on the CRTS scales.

Hours of Operation:

Monday – Sunday 7:15 a.m. - 5:00 p.m.

All work should be completed within 30 minutes of the closing times.



TENDER FORM
23-041 HAULING AND DISPOSAL OF SOLID WASTE MATERIALS
 Page 1 of 4

Date: _____

Company: _____

Address: _____

Telephone: _____ Email: _____

To: Kevin Guizzetti at kguizzetti@rdn.bc.ca

Having carefully examined all of the tender documents including all Addenda issued as supplements thereto, and having examined and complied with Instructions to Bidders, we hereby offer to perform the Work set forth in the aforesaid documents for the Pricing. Prices include the Contractor's labour, material, equipment, material costs, overhead and profit, all taxes and duties, and shall represent the cost to the RDN of such charges excluding GST.

PRICING (excluding GST)

Regional District Landfill

Year 1 – Starting July 01, 2023

Item	Description	Quotation	
		Monthly Bin Rental	Hauling Charge
1	Corrugated Cardboard 40 yard bin	\$ /Bin	\$ /Bin Haul
2	Multi Recycling 30 yard bin	\$ /Bin	\$ /Bin Haul

For evaluation purposes, the estimated number of annual hauls:

Regional Landfill	
Cardboard	10 hauls annually
Mixed	7 hauls annually



Church Road Transfer Station

Year 1 - Starting July 01, 2023

Item	Description	Quotation Monthly Bin Rental	Quotation Hauling Charge
1	Corrugated Cardboard 40 yard bin	\$ /Bin	\$ /Bin Haul
2	Multi Recycling 30 yard bin	\$ /Bin	\$ /Bin Haul
3	Lidded newspaper 20 yard bin	\$ /Bin	\$ /Bin Haul
4	Recyclable Gypsum 40-yard bin	\$ /Bin	\$ /Bin Haul
5	Non-Recyclable Gypsum 12-yard lidded bin	\$ /Bin	\$ /Bin Haul
6	Recyclable wood 3 x 40-yard bin	\$ /Bin	\$ /Bin Haul to landfill
			\$ /Bin Haul to licensed recycling facility

For evaluation purposes, the estimated number of annual hauls

Church Road Transfer Station

Cardboard **10 hauls annually (total for both bins)**
Mixed **5 hauls annually**
Newsprint **3 hauls annually**
Recyclable Gypsum **3 hauls annually**
Non-Recyclable Gypsum **1 hauls annually**
Recyclable Wood **10 hauls annually (total for both bins)**



Regional District Landfill

Year 2 – Starting July 01, 2024

Item	Description	Quotation Monthly Bin Rental	Quotation Hauling Charge
1	Corrugated Cardboard 40 yard bin	\$ /Bin	\$ /Bin Haul
2	Multi Recycling 30 yard bin	\$ /Bin	\$ /Bin Haul

For evaluation purposes, the estimated number of annual hauls:

Regional Landfill

Cardboard 10 hauls annually
Mixed 7 hauls annually

Church Road Transfer Station

Year 2 - Starting July 01, 2024

Item	Description	Quotation Monthly Bin Rental	Quotation Hauling Charge
1	Corrugated Cardboard 40 yard bin	\$ /Bin	\$ /Bin Haul
2	Multi Recycling 30 yard bin	\$ /Bin	\$ /Bin Haul
3	Lidded newspaper 20 yard bin	\$ /Bin	\$ /Bin Haul
4	Recyclable Gypsum 40-yard bin	\$ /Bin	\$ /Bin Haul
5	Non-Recyclable Gypsum 12-yard lidded bin	\$ /Bin	\$ /Bin Haul
6	Recyclable wood 3 x 40-yard bin	\$ /Bin	\$ /Bin Haul to landfill
			\$ /Bin Haul to licensed recycling facility



The Contract is for a five (5) year term. Firm pricing is requested for contract years 1 & 2. Subsequent annual increases for contract years 3, 4, & 5 may be based on the BC All-Items CPI index subject to final negotiations and mutual written agreement between the parties. Year 3 increase will be based on the Year 2 rates. Year 4 increase based on Year 3 rates. Year 5 increase based on Year 4 rates

Any Service Fee increases may be adjusted on an annual basis every July 1st beginning in Year 3 based on the percent change in the BC CPI for the past 12 months from December to December. The CPI referenced is the "All Items" index of BC as published by Statistics Canada (<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810000401>).

Anticipated contract start date is July 1, 2023.

ACCEPTANCE

- .1 This Bid is open to acceptance for a period of sixty (60) days from the date of bid closing.
- .2 Submission of this Bid implies acceptance of the existing conditions at all sites.
- .3 We understand that the lowest or any Bid will not necessarily be accepted.
- .4 The RDN reserves the right to waive minor defects or irregularities in the bid and correct any mathematical errors.
- .5 The RDN does not pay fuel surcharges.

Company: _____

Signature: _____
(Authorized Officer)

Printed: _____
(Authorized Officer)