



qathet REGIONAL DISTRICT

LASQUETI ISLAND WASTE MANAGEMENT COORDINATOR REQUEST FOR PROPOSALS

CLOSING LOCATION

qathet Regional District
#202 - 4675 Marine Avenue
Powell River, BC V8A 2L2

CLOSING DATE AND TIME

Friday, January 18, 2019 – 4:00 p.m. Pacific Time

CONTACT PERSON

Caroline Visser

Office Clerk – Operational Services

Tel: 604 485-2260 | Fax: 604 485-2216
Email: cvisser@qathet.ca

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1. GENERAL INFORMATION AND INSTRUCTIONS TO BIDDERS

1.1. INTRODUCTION

The qathet Regional District (qRD) (the "Regional District") invites proposals from qualified waste management coordinators for the contract position of Waste Management Coordinator for the Lasqueti Island Waste Management System.

Bidders, by submitting a response to this "Request for Proposal" (RFP), agree to the terms and conditions contained herein.

The qRD acknowledges that each Bidder may or may not have the exact skills, qualifications, permits, certifications, etc. required to operate and manage the Lasqueti Island waste management system. Some flexibility will be given with respect to the required duties. The qRD will work with the chosen Contract Coordinator to assist in meeting any shortcomings, etc.

1.2. REGISTRATION OF INTENT TO RESPOND

Registration of "Intent to Respond" is to be submitted immediately upon opening of "Request for Proposals" in order to receive Addenda.

If you intend to submit a Proposal for the Lasqueti Island Waste Management Coordinator, it will be critical that the Regional District can supply you with any Addenda or other correspondence related to the "Request for Proposals".

To ensure that your company receives this material, please email Caroline Visser, Office Clerk Operational Services at cvisser@qathet.ca to advise of your intent to submit a Proposal.

Please provide the following information in your email:

1. Statement that you intend to submit a Proposal for the Lasqueti Island Waste Management Coordinator contract
2. Company Name
3. Company Address
4. Contact Name
5. Title or Position
6. Phone Number
7. Facsimile Number
8. Contact Email

1.3. SUBMISSIONS OF PROPOSALS

Three (3) complete signed copies of each proposal and each copy shall be complete and unabridged and shall not refer to any of the other copies for additional information, clarification, or details.

Proposals must be submitted in a sealed package clearly labeled:

Lasqueti Island Waste Management Coordinator
Request for Proposal

Proposals must be sent to:

Caroline Visser, Office Clerk Operational Services
qathet Regional District
#202 - 4675 Marine Avenue
Powell River, BC V8A 2L2
(604) 485-2260

Proposals must be received no later than 4:00 p.m. Pacific Time on Friday, January 18, 2019

The Bidder's name and return address must be clearly marked on the outside of your proposal submission package. Late proposals will not be accepted and will be returned unopened, to the Bidder. **Proposals received by fax or email will not be accepted.**

All questions relating to this project must be directed to:

Caroline Visser, Office Clerk Operational Services
cvisser@qathet.ca

The Regional District reserves the right, in its sole discretion, to waive informalities in proposals, reject any and all proposals, or accept the proposal deemed most favorable in the interests of the Regional District. The proponents will be competent and capable of performing the work. The proponent may be required to provide evidence of previous experience and financial responsibility before a contract is awarded.

The Regional District will not be responsible for any costs incurred by Bidders as a result of the preparation or submission of documents pertaining to this Proposal. The accuracy and completeness of the Proposal is the Bidder's responsibility. Should errors be discovered, they will be corrected by the Bidder at its expense.

Request for Proposal (RFP) documents may be obtained on or after Friday, November 30, 2018.

- a) The Regional District website www.qathet.ca
- b) Bid BC www.bcbid.gov.bc.ca
- c) qathet Regional District office, #202 - 4675 Marine Avenue, Powell River, BC V8A 2L2

The lowest priced, or any proposal will not necessarily be accepted, and the Regional District reserves the right to reject any or all proposals at its sole discretion, without prejudice. Furthermore, the Regional District reserves the right to negotiate with any Bidder or Bidders at its discretion.

1.3. SERVICE AREA

The Lasqueti Island Waste Management Coordinator services Electoral Area 'E'. Lasqueti Island is an island off the east coast of Vancouver Island in the Strait of Georgia. A passenger-only ferry connects the island to the community of French Creek.

1.4. ERRORS, OMISSIONS, CLARIFICATIONS

If a Bidder finds omissions or discrepancies in the Request for Proposals, or is in doubt as to their meaning, they shall immediately notify the Regional District in writing and may be mailed, emailed or hand-delivered to the Regional District Office. The Regional District shall make the interpretations to all Bidders in writing in the form of Addenda. Every request for an interpretation shall be made in writing and forwarded to the Regional District at the following address:

Attention: Caroline Visser, Office Clerk Operational Services
qathet Regional District
#202 - 4675 Marine Avenue,
Powell River, BC V8A 2L2

1.5. ADDENDA

Addenda may be issued during the Proposal period. All Addenda become part of the Request for Proposals and must be considered when submitting a Proposal. Verbal answers are binding only when confirmed by written Addenda.

1.6. PROPOSAL FORMAT

Bidders are asked to respond in a similar manner. Appendices A and B must be submitted on the same forms included in this RFP, no exceptions. The following format and sequence should be followed in order to provide consistency in responses and to ensure each proposal receives full and complete consideration. All pages should be consecutively numbered.

- a) Title page including RFP title and number, Bidder's name and address, telephone number, fax number, email address and contact representative.
- b) One page Letter of Introduction SIGNED by the person(s) authorized to sign on behalf of the Bidder which will bind the proposed statement made in the proposal.
- c) Table of Contents including page numbers.
- d) An Executive Summary of the key features of the proposal.

2. PROPOSAL EVALUATION AND SELECTION PROCESS

2.1. PROPOSAL EVALUATION

All proposals will be initially evaluated by the Regional District to assess the qualifications and capabilities of Bidders to meet the minimum standards specified in the RFP. The proposal evaluation through to Bidder selection will be based on the following process as deemed appropriate by the Regional District:

1. Initial Proposal evaluation by the Regional District.
2. Follow up question(s) from the Regional District to Bidder(s).
3. Further question(s) from the Regional District to Bidder(s).
4. Interview(s) of selected bidder(s) by Regional District.
5. Follow-up interview of selected finalist(s).
6. Proposal criteria scoring by the Regional District.
7. Recommendations to Regional Board.
8. Notification to the successful Bidder.

2.2. INITIAL BIDDER SELECTION PROCESS

As a result of the initial written proposal evaluation, the Regional District may, at its sole discretion, request oral presentations, and enter into detailed discussions with initially selected Bidders prior to preparing a short-list of qualified bidders.

The Regional District may, at its sole discretion, prepare a "short-list" of Bidders which initially appear to have the necessary qualifications, based solely on the information contained in the written proposals and/or additional information that may be obtained by the Regional District. The Regional District will be under no obligation to obtain additional clarification from any Bidder(s) prior to preparing an initial "short-list" or before entering into detailed discussions, or negotiations, with any proponent.

2.3. SELECTED BIDDER NEGOTIATIONS

The Regional District, at its sole discretion, reserves the right to enter into contract negotiations with a selected Bidder(s) based only on the evaluation of the written proposals, and/or an evaluation of the combination of the written proposals, oral presentations, and/or detailed discussions.

The Regional District reserves the right to enter into negotiations with any Bidder without requiring any other Bidders to make any presentations, or require any other Bidders to enter into detailed discussions with the Regional District.

2.4. TERMINATION OF NEGOTIATIONS AND/OR RFP PROCESS

The Regional District reserves the right to terminate contract negotiations with any Bidder, and to enter into contract negotiations with any other Bidder(s), if in the opinion of the Regional District at any time, the contract negotiations with the initially selected Bidder(s) will not be satisfactorily completed in the best interests of the Regional District.

The Regional District may, at its sole discretion, reject any or all proposals at any time throughout the proposal evaluation, Bidder selection, or contract negotiation process.

2.5. NON-COMPLIANCE WITH RFP REQUIREMENTS

Unless explicitly stated in the proposals, all proposals shall be assumed by the Regional District to be in full compliance with the RFP requirements without exception.

All items in the Proposal that are not in full compliance, or that vary from the specific RFP requirements, shall be clearly identified in the Proposal as non-compliant and/or variances, and shall include specific reference to the relevant section in the RFP, and the precise nature of the variance or non-compliance.

Non-compliance or variances with the specific RFP requirements will not necessarily result in rejection of a proposal.

The acceptance or rejection of all non-compliant items, and/or variances to the RFP requirements, shall be at the sole discretion of the Regional District, without any obligation by the Regional District, to either request clarifications, enter into detailed discussions, or negotiations with the Proponent(s).

All bids must be submitted with completed Appendices A and B as contained within this RFP in order to be eligible for consideration.

2.6. REFERENCES

Please include three (3) references that may be contacted for purposes of confirming your company's experience in supplying and delivering this type of service.

3. CONTRACT SCHEDULE

3.1. AWARD OF CONTRACT

The Award of Contract is expected to be made not later than Friday, January 25, 2019.

The Regional District, in its sole judgment, may delay the Award of Contract date as deemed appropriate by the Regional District.

3.2. FORM OF CONTRACT

The contract to supply and deliver services will be in the form of a letter of proposal acceptance, purchase order, or other format as agreed upon by the Regional District and the successful Bidder.

4. APPENDIX A – DRAFT AGREEMENT

4.1 [Draft Agreement](#)

5. APPENDIX B – PRICING SCHEDULE

qathet REGIONAL DISTRICT
REQUEST FOR PROPOSAL
LASQUETI ISLAND WASTE MANAGEMENT COORDINATOR

The undersigned Supplier, having carefully read and examined the general conditions and having full knowledge of the work required, does hereby offer to provide all necessary materials in strict accordance with the specifications and to do all therein called for on the terms and conditions and under the provisions therein set forth at the following price:

Monthly Service Fee	_____	Subtotal
	_____	GST (5%)
	_____	PST (7%)
	_____	Total

The above price includes and covers duties, taxes, handling, tire and battery levies, and transportation charges, and all other charges incidental to and forming part of this Proposal.

Name of Contractor: _____

Address: _____

Telephone Number: _____

Date Signed: _____

Signature: _____

Name and Title of Signing Officer: _____

Email Address: _____