



**COWICHAN VALLEY REGIONAL DISTRICT
REQUEST FOR QUOTATIONS NO. ES-008-17
FOR SUPPLY AND DELIVERY OF ROLL-OFF CONTAINERS**

Quotes will be received on or before 2:00 PM local time
Tuesday, April 18, 2017
(Closing Date and Time)

COWICHAN VALLEY REGIONAL DISTRICT
175 INGRAM STREET
DUNCAN, BRITISH COLUMBIA
V9L 1N8
www.cvrld.bc.ca

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DEFINITIONS

“Bings Creek” means CVRD’s Bings Creek Recycling Centre, located at 3900 Drinkwater Road, Duncan, BC.

“Business Day” means Monday to Friday, 8 A.M. to 4:30 P.M.

“Container or Containers” means both Lidded and Open Containers.

“CVRD” means the Cowichan Valley Regional District.

“Lidded Container or Lidded Containers” means a new forty-four (44) cubic yard roll-off container(s) that meet the specifications in Appendix A.

“Open Top Container or Open Top Containers” means a new forty (40) cubic yard roll-off container(s) that meets the specifications in Appendix A.

“Proponent” means any person or company that submits a proposal under this Request for Quote.

“RFQ” means Request for Quote.

“Response” means the proposal submitted by the Proponent.

INTRODUCTION

The Cowichan Valley Regional District (CVRD) is seeking quotes for provision of Roll-off Containers for the Recycling & Waste Management Division's Recycling Centres.

The intent of the attached Terms of Reference is to describe the desired minimum specifications for the work.

The CVRD intends to award the work to the Proponent whose Quote, in the sole judgment of the CVRD, most effectively meets the requirements of this Request for Quotations (RFQ).

1. Competition Intended

The CVRD's intent in this RFQ is to permit competition. It shall be the Proponent's responsibility to advise the CVRD in writing if any language, requirement, specification or any combination thereof, which inadvertently restricts, or limits the requirements stated in the RFQ. Such notification must be received by the CVRD **no later than one (1) week prior to the Closing Date**.

The CVRD expects that all Proponents will be able to furnish satisfactory evidence that they have the ability, experience, and capital to enable them to complete this contract.

TERMS OF REFERENCE

1. Summary

The CVRD Recycling & Waste Management Division requires the supply and delivery of as many new Lidded Containers and Open Top Containers as possible for a total value not exceeding \$100,000, excluding GST, but including all other applicable taxes and costs. The CVRD would like to see Responses with approximately sixty percent (60%) Lidded Containers and forty percent (40%) Open Top Containers. The Containers shall be delivered to Bings Creek Recycling Centre at 3900 Drinkwater Road in Duncan, BC.

2. Background

The CVRD provides waste management services for the region including operation of:

1. Bings Creek Recycling Centre located at 3900 Drinkwater Road, Duncan;
2. Peerless Road Recycling Centre located at 10830 Westdowne Road, Ladysmith; and,
3. Meade Creek Recycling Centre at located at 8855 Youbou Road, Lake Cowichan.

The Containers are one of the primary equipment pieces in CVRD's waste management system and is used daily for transportation of recyclables, organics, and waste materials.

3. **Goals & Objectives**

The Recycling & Waste Management Division is seeking to maximize the number of Open Top and Lidded Containers that can be purchased for \$100,000, excluding GST but including all other applicable taxes and costs.

All Containers must meet the minimum requirements set out in Appendix A, including but not limited to:

- All Containers must:
 - be new (i.e. not previously used or leased);
 - Open Top Containers must have a capacity of forty (40) cubic yards;
 - Lidded Containers must have a capacity of forty-four (44) cubic yards;
 - be compatible with a 62" Ampliroll AL160/17000-20 Hook Lift;
 - meet BC WCB G12.175 standard;
 - have ANSI 245.30-2008 compliant latches;
 - have a Worksafe BC approved ladder; and,
 - meet CVRD graphic standards regarding color and CVRD logo;
- No less than sixty (60) percent of the Containers supplied must be Lidded Containers.

4. **Scope of Work**

4.1 **Supply & Delivery**

Supply the maximum number of Lidded and Open Top Containers that meet the specification set out in Appendix A.

A delay in the delivery of the Containers will result in a penalty as set out under line 12 under Schedule C – *Price for Services* in Appendix A.

5. **Price**

Pricing shall remain **firm** for one hundred and twenty (120) days and all prices will be quoted in Canadian dollars.

GENERAL INFORMATION

1. **Submission**

THREE (3) copies of the completed Submission Forms are to be signed by an authorized official and submitted in one envelope to the address below. The envelope must be clearly marked with the RFQ name and number, and the Proponents name.

Recycling & Waste Management Division
Cowichan Valley Regional District
175 Ingram Street
Duncan BC V9L 1N8

All Quotations must be legibly written in ink and ALL REQUIRED ITEMS MUST BE COMPLETED, unless otherwise specified, with the unit price for every item and other entries clearly shown.

See also – Appendix A Submission Forms.

2. Deadline for Responses

The deadline for submitting quotes is **2:00 PM** on **TUESDAY, April 18, 2017**.

Time will be determined in accordance with the time clock adjacent to the front counter of the CVRD offices located at 175 Ingram Street, Duncan, BC.

Responses must be submitted to the CVRD offices at 175 Ingram Street, Duncan on or before the Submission Deadline.

Proponents are responsible for the actual delivery of their Response to the CVRD offices at 175 Ingram Street, Duncan and Responses will not be considered unless actually received at this location prior to the deadline, regardless of whether the Responses have been given to couriers, delivery services, Canada Post or employees or agents of the CVRD. Proponent may email the contact person described under Section 3 the anticipated arrival time of their Response. If a Response does not arrive on or before the deadline, the CVRD may provide those Proponents who have given such prior notice one (1) additional Business Day to effect the delivery of their Response. The Submission Deadline shall be deemed to be adjusted accordingly for the purpose of accepting those Responses.

With the exception of the above, Responses received after the deadline will not be considered and will be returned unopened to the Sender. **Responses submitted electronically will not be considered.**

3. Clarification

Questions regarding this RFQ should be directed to:

Ilse Sarady, Environmental Technologist
Recycling & Waste Management Division
Email: isarady@cvrd.bc.ca

No information given verbally by the CVRD or by means of telephone will be binding nor will it be construed as to change the requirements of this RFQ in any way. Proponents are cautioned to secure clarification PRIOR to submitting a Quote.

4. Award

The award of this RFQ will be based upon the most qualified Proponents that can provide the service required at a reasonable cost while having the greatest overall benefit to the CVRD. Price

shall be considered, but need not to be the sole determining factor. Acceptance of any Quotation shall be by purchase order on the CVRD's forms.

There is no obligation on the part of the CVRD to purchase more or less than the amount listed. The CVRD reserves the exclusive right to purchase more or less than the amount listed, depending upon actual requirement during the term of the Agreement.

5. Format

The completed Submission Forms will comprise the quote.

See also – Appendix A Submission Forms.

6. Schedule

The CVRD reserves the right to revise the dates in this RFQ or to cancel this RFQ without penalty or cost to the CVRD.

Event	Date
Release of RFQ	Wednesday, April 5, 2017
End of Question Period	One week prior to closing
RFQ Closing	Not Later Than 2:00:00 PM Local Time Tuesday, April 18, 2017
Estimated Award	Friday, April 21, 2017

The CVRD reserves the right to modify specified target dates and to reject any or all submissions or to cancel or withdraw the RFQ for any reason without incurring any cost or liability for costs and damages incurred by any Proponent, including, without limitations, any expenses incurred in the preparation of the submission.

7. Acceptance Period

All Quotes will be irrevocable, valid and open after the date and time of opening and are to remain open for acceptance for a period of one hundred and twenty (120) days.

8. Proponent Contact

Please name one representative for all communication concerning the Request for Quotation process.

9. Supplemental Information

Subsequent to the formal closing of the RFQ, the CVRD may request additional information about the Proponent's Response by sending a written inquiry to the Proponent's contact. The Proponent

will provide a signed written response. The CVRD may require interviews to clarify a Proponent's response.

10. Proponent Incurred Costs

All costs incurred in the preparation of the Request for Quotation shall be wholly absorbed by the Proponent. All supporting documentation, details and manuals submitted with the Quotes shall become the property of the CVRD. Proponents are advised that the information provided shall be at the Proponent's own expense.

11. Third Party Proponent

Proponents must disclose the use of any third party Proponent.

12. Freedom of Information

All information obtained by the Proponent in connection with this RFQ is the property of the CVRD and shall be treated as confidential and not used for any purpose other than for replying to this Quotation and for fulfillment of any subsequent contract. Proponents may declare confidentiality of their Quotation; however, the CVRD is required to adhere to the requirements of the Freedom of Information and Protection of Privacy Act, as amended.

13. Indemnity

The Proponent must indemnify that the CVRD and the CVRD's employees and agents are insured from any loss, claim (including any claim of infringement of third-party intellectual property rights), damage award, action, cause of action, cost or expense that the CVRD or any of the CVRD's employees or agents may sustain, incur, suffer or be put to at any time, either before or after this Agreement ends, (each a "Loss") to the extent the Loss is directly or indirectly caused or contributed to by:

a) any act or omission by the Proponent or by any of the Proponent's agents, employees, officers, directors or Subcontractors in connection with this Agreement;
or

b) any representation or warranty of the Proponent being or becoming untrue or incorrect.

14. Business Licence

The Successful Proponent may be required to show proof of valid Business Licence.

15. Evaluation

Following the close of the RFQ, all Responses will be evaluated. The CVRD, at its sole discretion, may negotiate any aspect of any Quotation with one or more of the Proponents at any time. Negotiations with any Proponent shall not oblige the CVRD to enter into a contract with any Proponent or be construed as an acceptance of the Quotation. All negotiations shall be in writing.

16. Selection Criteria

The selection will be based on but not limited to the following criteria, and not necessarily in the order shown below:

Criteria	Weight
Price	55%
Warranty & Servicing	20%
References	15%
Sustainability	10%
Total	100%

17. Errors and Omissions

It shall be understood and acknowledged that while this RFQ includes basic specifications, minor items or details not herein specified, but obviously required, shall be provided as if specified in conformance with modern practices and workmanship. Any omissions or errors or misinterpretation of these requirements and specifications or within the quotation bid shall not relieve the Proponent of the responsibility of providing the goods as aforesaid.

18. Non Collusion

A Proponent shall not discuss or communicate, directly or indirectly, with any other Proponent or their agent or representative about the preparation of their Quotations. Each Proponent shall attest that their participation in the RFQ process is conducted without collusion or fraud. If the CVRD discovers there has been a breach of this requirement at any time, the CVRD reserves the right to disqualify the Quotation.

19. Conflict of Interest

All Proponents shall disclose to the CVRD any potential conflict of interest. If such conflict of interest does exist, the CVRD may, at its discretion, withhold the award. If during the evaluation process or the negotiation of the contract, the Proponent is retained by another client giving rise to a potential conflict of interest, then the Proponent will refuse the new assignment or will take such steps as are necessary to remove the conflict of interest.

20. Litigation

The CVRD reserves the right to reject any bids received from a company, that is, or whose principals are, at the time of bidding, engaged in a lawsuit or other legal proceeding, against the

CVRD, or which has given notice to the CVRD of its intent to commence litigation or other legal proceedings against the CVRD.

21. Sub-Contracting

The Successful Proponent shall not assign work without the prior written consent of the CVRD. No assignment or subcontract shall relieve the Successful Proponent from the obligation set out in this document or impose any liability on the CVRD.

In such cases, customer references and a written statement must be included from an officer of the proposed subcontractor demonstrating the ability to provide the indicated functions in accordance with these specifications.

All known sub-contractors must be listed in the Quotation. Sub-Contractors not listed in the Quotation must be approved by the CVRD prior to commencement of work.

22. Limited Submissions Received

In the event that the CVRD receives less than three (3) Response submissions, the CVRD, at its sole discretion, reserves the right not to proceed with the opening of the submissions and may delay or change the Closing Date and may cancel the process as it deems appropriate.

23. Proponent's Responsibility

The Proponent shall carefully examine all documents for this RFQ, to determine the extent of work. By submitting a Quotation, the Proponent acknowledges full understanding of the extent and character of the work required and the conditions surrounding the performance thereof. The CVRD will not be responsible for any alleged misunderstanding of the work to be furnished or completed, or any misunderstanding of conditions surrounding the performance thereof. It is understood that submission of a Quotation by the Proponent serves as a stated commitment to fulfill all of the conditions referred to in this RFQ.

24. Automatic Payment

The CVRD prefers to make payments by electronic funds transfer. The Successful Proponent shall be requested to complete the Direct Deposit Authorization for Electronic Funds Transfer form.

25. Taxes

The Goods and Services Tax ("GST") and Provincial Sales Tax ("PST") and any other applicable taxes must be shown separately and are not to be included in unit prices or sub-total prices.

26. Invoices

The Proponent who has been awarded the work will submit an invoice (the "Invoice") for each service event, accompanied by any required reports and supporting documentation.

Invoices are to include the following information:

- A unique invoice number
- CVRD Purchase Order number
- Invoice date
- Service date
- Detailed invoice, which shows all materials, labour, parts and applicable taxes shown separately
- Grand total of the invoice

After review and approval of the invoice and supporting documentation by the CVRD, payment will be made to the Proponent by Electronic Funds Transfer. Payments will be made within thirty (30) days from receipt of an approved invoice.

Where there is a question of non-performance involved, payment in whole or in part against which to charge back any adjustments required will be withheld.

All charges against the Proponent shall be deducted from current obligations that are due or may become due. In the event that collection is not made in this manner, the Proponent shall pay the CVRD, on demand, the amount of such charges.

27. Award of Work

Notice of acceptance of the Quote and award of the Proponent will be given to the Successful Proponent in writing.

28. Addenda

During the bidding period, Proponents may be advised of required additions to, deletions from, or alterations to, the requirements of the Request for Quotation, by addenda. Addenda shall become part of the RFQ. The requirements and cost implications of all addenda issued during the bidding period shall be included in the Quote.

The onus is on the Proponent to ensure they have received all addenda issued.

(TO BE RETURNED WITH QUOTATION)



COWICHAN VALLEY REGIONAL DISTRICT

APPENDIX A – SUBMISSION FORMS

REQUEST FOR QUOTATION NO. ES-008-17

FOR THE PROVISION OF SUPPLY AND DELIVERY OF ROLL-OFF CONTAINERS

A. IDENTIFICATION SHEET

NAME OF FIRM OR INDIVIDUAL (THE PROPONENT)	
ADDRESS	POSTAL CODE
TELEPHONE NO.	EMAIL
GST #	
NAME OF PERSON SIGNING FOR FIRM	
OFFICE OF PERSON SIGNING FOR FIRM	

This Sheet shall be submitted with the Response documents (excluding the PRICE Sheets, which shall be submitted in a separate sealed envelope within the bid package).

(TO BE RETURNED WITH QUOTATION)

B. ROLL-OFF CONTAINER SPECIFICATIONS

The intent of this RFQ is to describe Lidded and Open Top Containers compatible with a 62" Ampliroll AL160/17000-20 Hook Lift for use at CVRD Recycling Centres. If required, use a separate piece of paper to provide more details and reference (see Column A) the question that is being expanded upon.

A	B	C	D		E
#	CATEGORY	SPECIFICATION	Meets specifications		SPECIFICATION IF DIFFERENT THAN REQUESTED
			Yes	No	
	A. GENERAL				
1	General Standard:	All Containers meet the BC WCB G12.175 standard, and all other applicable safety regulations and/or standards.			
2	Lidded Container – Capacity (specify):	Forty-four (44) Cubic yards			
	Open Top Container – Capacity (specify):	Forty (40) Cubic yards			
3	Lidded Container – Length (specify):				
	Open Top Container - Length (specify):				
4	Lidded Container - Height (specify):				
	Open Top Container - Height (specify):				
5	Lidded Container - – Width (specify):				
	Open Top Container – Width (specify):				
	B. STRUCTURAL DESIGN				
6	Hook Lift - Compatible with:	62” Ampliroll AL 160 Hook Lift			
7	Floor (specify):				
8	Hook Lift Main Rails	Top arm of lift tubes to be cut on a 45 degree angle to reduce wear on tarps. See Image #1.			

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Appendix A Submission Forms

9	Tailgate:	Sealed			
10	Walls, Doors & Fronts State Gauge (specify):				
11	Inner and outer floor seams, front & rear wall seams & inside top rail seam:	Continuous Weld			
12	Wear Points:	Greaseable			
13	Weld Plate:	Under Latches to Avoid Wall Rubbing			
14	Top Rail Protectors Angle Iron on Open Tops:	No Flat Areas			
15	Safety Chain Securement:	Grade 70 Grab Hook Attached to Container - no slots cut in Container See image #2.			
16	Dirt Skirts (specify):				
17	Vertical Studs (State specification including centres):				
LIDS (This Section is Only Applicable to the Lidded Containers)					
18	General:	Hydraulically Operated, Peaked Roof			
19	Roof Sheets - (specify gauge):				
20	Primer:	Two Coats - Anticorrosive			
21	Top Coat:	Two Coats - Enamel			
22	Safety Prop (specify type and location on Container):				
23	Welding Seams:	All Sealed			
24	Trusses (State specification including centres):				
25	Premium Dual Acting Hand Pump	The Hand Pump Brand must be Hydraulics 2 stage HP 121DA95 and have a protective steel plate welded above pump (see Image #3 below regarding no housing required)			

26	Hinges:	Heavy Duty Greaseable, Dropped Forge			
27	Outer Frame, Hinge Side Member, Front Frame Member (Specify Dimensions and Material):				
FEATURES					
28	Hinges:	Heavy Duty Greaseable			
29	Doors:	Sealed			
30	Ladder:	Front Drivers Side & WorkSafeBC approved			
33	Logo:	CVRD Logo according to CVRD Graphic Standards. Logo must be placed on both sides of the Container. The logo must be of high quality and suitable for outdoor use weather exposure.			
34	Container Color:	Pantone 575 according to CVRD Graphic Standards: (CMYK: 40, 0, 100, 39) (RGB: 92, 135, 39) (Hexadecimal: 5C8727)			
35	Wheels (State specification and quantity):				
36	Latches (State specification):	ANSI 245.30-2008 compliant			
WARRANTY					
37	Lid and Hand Pump Warranty (only applicable to the Lidded Containers) – (specify):				
38	Feature Warranty - (specify):				
39	Other Warranty - (specify):				

Image #1: Hook Lift Rail – The top arm of all the lift tubes must be cut on a 45 degree angle to reduce wear on Container tarps.



Image #2: Safety Chain Securement – The grade-70 grab hook must be attached to Container; no slots are to be cut in Containers.



Image #3: Premium Dual Acting Hand Pump - The hand pump must be a Hydraulics 2 stage HP 121DA95, and have a protective steel plate welded above pump, no housing required



(TO BE RETURNED WITH QUOTATION)

C. PRICE FOR SERVICES

Place this sheet in a **separate sealed envelope within the Response package.**

All prices must be in Canadian dollars.

The price shall include all costs. **There are to be no additional costs other than the costs outlined below.** The CVRD has a total of \$100,000 to purchase the Containers (excluding GST) and requires approximately sixty percent (60%) of all the Containers to be Lidded Containers. (Example: if the Proponent is offering a total of ten (10) Containers, six (6) should be Lidded Containers, and four (4) Open Top Containers).

#	Container Type	Lidded Containers	Open Top Containers
1	Number of Containers (The number of Containers that will be supplied by the Proponent):		
2	Price Per Container: (Including all parts, CVRD color and logo, and warranties.)	\$ _____	\$ _____
3	Cost of Delivery (The total cost for delivering all Containers to Bings Creek):	\$ _____	\$ _____
4	Other costs (specify):		
5	SUB TOTAL:	\$ _____	
6	GST (if applicable):		
7	PST (if applicable):		
8	Other Tax (specify):		
9	TOTAL PRICE: (The total price must include all costs, excluding GST)	\$ _____	

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Appendix A Submission Forms

10	If you are the preferred Proponent, are you committed to holding the goods unsold for 120 days?	Yes / No (circle one)
11	Are the Containers coming from the factory or are they in your lot?	
12	<p>Guaranteed delivery time from receipt of CVRD purchase order:</p> <p>If the Containers are not delivered in accordance with the delivery schedule stipulated in the subsequent purchase order and/or as agreed upon by both the CVRD and the successful Proponent; and, if the delay in delivery is not to unforeseen events (Labor dispute, etc.), then the Proponent shall pay to CVRD damages (a penalty) in the amount of one percent (1%) per seven (7) day period after the guarantee delivery date of the value of the Containers. The CVRD will deduct the said damages against the Purchase Order for late delivery.</p>	_____ Days

NAME OF FIRM OR INDIVIDUAL (THE PROPONENT)

(TO BE RETURNED WITH QUOTATION)

D. REFERENCES

Provide contact information for at least one reference for services performed of similar size and involvedness.

	Reference #1	Reference #2	Reference #3
Start Date			
Completion Date			
Company			
Contact Person			
Telephone and Email			
Service Value			

NAME OF FIRM OR INDIVIDUAL (THE PROPONENT)

(TO BE RETURNED WITH QUOTATION)

E. SUSTAINABILITY

Mission statement (attach copy):	
Sustainability related awards:	
Environmental Management Systems (including but not limited to ISO 14000):	
Use of alternative fuels or renewable energy in day-to-day operations:	
Other (specify and attach)	

NAME OF FIRM OR INDIVIDUAL (THE PROPONENT)

(TO BE RETURNED WITH QUOTATION)

F. CORPORATE PROFILE

Registered Business Name	
Operating Business Name	
Name of Principal Owner(s)	
Name of Principal Operator(s)	
Shareholder Information (Major Registrants)	
Number of Years in Business	
Description of Business	
Business Memberships	

NAME OF FIRM OR INDIVIDUAL (THE PROPONENT)

(TO BE RETURNED WITH QUOTATION)

G. ACKNOWLEDGEMENT

I/We, the undersigned, hereby acknowledge and confirm, on behalf of

_____ that I/we have received and have carefully read through all submission documents and addenda issued and have provided for compliance with their provisions in this Quotation.

Signature

Print Name

Position in Firm

Date

--- End of Submission Forms ---