



**Request for Information
For
Municipal Solid Waste Hauling and Disposal**

Request for Information No.: **R18-68**

Issued: **August 15, 2018**

Submission Deadline: **September 14, 2018 @ 2 p.m. local time**

1. Introduction

This Request for Information (“RFI”) is issued by the Cowichan Valley Regional District (the “CVRD”) for the purposes of gathering information about the Municipal Solid Waste marketplace in order to assist in the determination of future purchasing options or requirements. Respondents are asked to respond to the CVRD and provide the information requested below.

2. RFI Timetable

Issue Date of RFI	17 August 2018
Pre-Bid Meeting Request Deadline	31 August 2018
Deadline for Questions	7 September 2018
Deadline for Addenda	12 September 2018 @ 2 p.m. local time
Submission Deadline	14 September 2018 @ 2 p.m. local time

The RFI timetable is tentative. It may be changed by the CVRD at any time, and the CVRD may choose to waive or extend the Deadline for Questions, Deadline for Addenda and/or the Submission Deadline.

Optional Pre-Bid Meeting

Interested Respondents are strongly encouraged to request a pre-bid meeting, either in person or via conference call to discuss this RFI and the Cowichan Valley Regional District (CVRD) waste disposal needs.

Interested Respondents should contact the RFI Contact, Anthony Jeffery (see Section 5 below for contact details) to arrange a pre-bid meeting.

3. Background

The CVRD landfill and incinerators closed in or around 1998. Since then, the region’s municipal solid waste (MSW) has been exported for landfilling. Currently, all MSW from the CVRD is consolidated at the CVRD’s Bings Creek Recycling Centre at 3900 Drinkwater Road, Duncan, BC and then transported via truck, barge and rail to a landfill in Washington State. Annually, the CVRD produces approximately 20,000 metric tonnes of MSW.

Painted Wood Waste

The MSW currently includes approximately 1,000 tonnes of painted wood waste, which the CVRD would prefer to divert to a biomass facility or other alternative facility that would reduce landfilling.

Organic Waste

The CVRD is currently diverting approximately 8,000 tonnes of yard and garden waste and approximately 2,000 tonnes of food waste to regional commercial composting facilities. The CVRD would be interested in exploring additional alternatives for repurposing this material. In addition, it is estimated that approximately 30% of the current MSW contains organic material.

4. Information Requested

The CVRD is requesting information from the market place on methodologies and/or options, including geographically located options for disposing of the wastes referenced under Section 3 above.

The CVRD will be considering new technologies and/or methodologies that may be available

currently or coming on line in the future (2-5 years) for disposing CVRD's waste. For example, is there or will there be a more environmentally and economically sustainable ways to handle CVRD's waste than the current systems offer?

Respondents are encouraged to detail their proposed waste handling and disposal systems and should at a minimum specify the type of disposal and hauling options that they could provide for the MSW, including:

1. the geographical location of the disposal facility/ies;
2. the methodology for disposing of CVRD's wastes and the benefits of these method(s) (environmentally, economically, etc.);
3. clarify if the proposed disposal facility/ies are ready to accept the CVRD waste volume as soon as 2019, or if not, the Respondents should provide an estimated timeline for when it could be accepted;
4. any limitations such as annual tonnage limitation, transportation limitation, days and hours of operation, etc.; and,
5. the potential disposal cost per tonne for the waste(s). The Respondents should clearly indicate if hauling is included in the price per tonne. Pricing information should include one (1), three (3) or five (5) year terms.

5. Submission Instructions

Respondents are asked to submit their information and signed Respondent Submission Form by September 14, 2018 to the following email address and to the attention of the following RFI Contact:

Anthony Jeffery

Email: purchasing@cverd.bc.ca

Respondents should direct any questions on this RFI process to the same RFI Contact.

Submissions should include a completed and signed Respondent Submission Form (Appendix A) that acknowledges, among other things, that this RFI and any respondent submissions will not create a legal relationship or obligation regarding the procurement of any good or service.

APPENDIX A – RESPONDENT SUBMISSION FORM

1. Respondent Information

Please fill out the following form, naming one person to be the respondent's contact for the RFI process and for any clarifications or communication that might be necessary.	
Full Legal Name of Respondent:	
Any Other Relevant Name under which Respondent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (if any):	
Respondent Contact Name and Title:	
Respondent Contact Phone:	
Respondent Contact Fax:	
Respondent Contact Email:	

2. Terms of Reference

In responding to this RFI, the respondent acknowledges its acceptance of the following RFI Terms of Reference:

a. Request for Information Not a Formal Competitive Bidding Process

This RFI is issued for information-gathering purposes and is not intended to be a formal legally binding "Contract A" bidding process. Without limiting the generality of the foregoing, this RFI will not necessarily result in any subsequent negotiations, direct contract award, invitational tendering process or open tendering process, and does not constitute a commitment by the CVRD to procure any goods or services.

b. RFI Not to Limit the CVRD's Pre-existing Rights

This RFI will not limit any of the CVRD's pre-existing rights. Without limiting the generality of the foregoing, the CVRD expressly reserves the right, at its discretion, to:

- (i) seek subsequent information or initiate discussions with any potential supplier, including potential suppliers that did not respond to this RFI;

- (ii) initiate direct negotiations for the procurement of any good or service with any potential supplier or suppliers, regardless of whether the potential supplier or suppliers responded to this RFI;
- (iii) contact a limited number of potential suppliers, which may include only those that responded to this RFI or may include potential suppliers that did not respond to this RFI, for the purpose of a competitive process for the procurement of any good or service;
- (iv) elect to proceed by way of open tender call where all potential respondents, including those that did not respond to this RFI, are eligible to compete for the award of a contract for the supply of any good or service; and
- (v) elect not to procure the good or service that is the subject of this RFI.

These expressly reserved rights are in addition to any and all other rights of the CVRD that existed prior to the issuance of this RFI.

c. Pricing Information for General Information Purposes Only

Any pricing information provided by respondents is for general information purposes and is not intended to be binding on respondents. Any legally binding pricing or purchasing commitments will be established only where specified by the express terms of a subsequent tender call process or where established through the execution of a written agreement.

d. Information in RFI Only an Estimate

The CVRD and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in the RFI or issued by way of addenda. Any quantities shown or data contained in this RFI, or provided by way of addenda, are estimates provided only as general background information.

e. Parties to Bear Their Own Costs

The CVRD will not be liable for any expenses incurred by a respondent, including the expenses associated with the cost of preparing responses to this RFI. The parties will bear their own costs associated with or incurred through this RFI process, including any costs arising out of, or incurred in, (i) the preparation and issuance of this RFI; (ii) the preparation and making of a submission; or (iii) any other activities related to this RFI process.

f. Accuracy of Responses

The respondent acknowledges that the information provided is, to the best of its knowledge, complete and accurate.

g. Submissions Will Not Be Returned

Except where set out to the contrary in this RFI or expressly requested in the respondent's submission, the submission and any accompanying documentation provided by a respondent will not be returned.

h. Confidential Information of the CVRD

All information provided by or obtained from the CVRD in any form in connection with this RFI either before or after the issuance of this RFI (i) is the sole property of the CVRD and must be treated as confidential; (ii) is not to be used for any purpose other than replying to this RFI; (iii) must not be disclosed without prior written authorization from the CVRD; and (iv) must be returned by the respondent to the CVRD immediately upon the request of the CVRD.

The respondent may not at any time directly or indirectly communicate with the media in relation to this RFI without first obtaining the written permission of the CVRD.

i. Disclosure of Information

The respondent consents to the CVRD's collection of information as contemplated under the RFI for the uses contemplated under the RFI. Respondents should not include information in their response that is proprietary or confidential. Information provided by a respondent may be released in accordance with governing laws. To the extent that a respondent does include confidential or proprietary information, the respondent should identify any information in its submission or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the CVRD. The confidentiality of such information will be maintained by the CVRD, except where an order by a tribunal or court requires the CVRD to do otherwise. The respondent consents to the disclosure, on a confidential basis, of this submission by the CVRD to advisers retained by the CVRD for the purpose of reviewing this submission.

The respondent acknowledges that the CVRD may make public the name of any and all respondents.

j. Governing Law

This RFI process will be governed by and construed in accordance with the laws of the province of British Columbia and the federal laws of Canada applicable therein.

Signature of Respondent Representative

Name of Respondent Representative

Title of Respondent Representative

Date