



COWICHAN VALLEY REGIONAL DISTRICT

**REQUEST FOR PROPOSALS NO. ES-011-17
WASTE COMPOSITION STUDY**

Proposals must be received on or before 2:00 PM local time on

WEDNESDAY, MARCH 22, 2017

(Closing Date and Time)

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INTRODUCTION

The Cowichan Valley Regional District (hereinafter referred to as the CVRD) invites Qualified and Experienced Proponents to respond to this Request for Proposal (RFP) for completion of a **Waste Composition Study**.

The Proponent's proposal must be completed and submitted in the prescribed format. If requested, the Proponent must be prepared to meet with CVRD staff to review their proposal.

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

The CVRD intends to enter into an agreement with the Proponent whose proposal, in the sole judgment of the CVRD, most effectively meets the requirements of this Request For Proposals (RFP).

1. Competition Intended

The CVRD's intent in this RFP is to permit competition. It shall be the Proponent's responsibility to advise the CVRD in writing of any language, requirement, specification or any combination thereof, which inadvertently restricts or limits the requirements stated in the RFP. 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 is seeking a Consultant to carry out a comprehensive Waste Composition Study, the results of which will be used to inform the planned 2017 amendment and update of the CVRD Solid Waste Management Plan (SWMP).

2. Background

The CVRD is comprised of four member municipalities (the City of Duncan, the Town of Lake Cowichan, the District of North Cowichan and the Town of Ladysmith) and nine Electoral Areas. The CVRD provides curbside recycling collection to nine Electoral Areas and curbside garbage collection service to five of the nine Electoral Areas. The CVRD does not provide curbside organic collection in any Electoral Area; however, the service is available from private collection companies in some Electoral Areas, primarily in the south end (e.g. Mill Bay, Shawinigan Lake and Cobble Hill). All four member municipalities provide curbside service including garbage, recycling and organics collection to residents living within municipal boundaries. Some of the services are contracted; however, the majority are operated directly by the municipalities.

The CVRD Solid Waste Management Plan calls for maximizing waste diversion, following a Zero Waste Strategy, administering waste reduction and encouraging ‘refuse, reduce, reuse, repurpose and recycle’. The CVRD has one of the highest diversion rates in BC, calculated at approximately 74% in 2015/16. In June 2015, the CVRD completed a Waste Composition Study which included samples from municipalities and Electoral Areas.

The results of the new study will be used as part of the preparation for the planned SWMP amendment. This study will outline the realistic opportunities for waste diversion within the CVRD.

3. Scope of Work

The scope of work for this project includes:

- Historical report review
- Development of sampling methodology
- Coordinating and carrying out field sampling for three separate seasons at the CVRD Bings Creek Recycling Centre and other locations as required
- Compilation and presentation of data after each sampling event
- Provision of a final report

1. Sample Area, Type, Duration and Frequency

An appropriate number of samples must be collected from all participating municipalities and Electoral Areas within the CVRD. Sample area, size and frequency should be representative of each municipality and electoral area, as well as the Regional District as a whole. The reported data must be statistically defensible so that it can be relied on for future planning and reporting purposes. Samples must be collected from following sectors:

- Single Family Residential (SF Res)
- Multi-Family Residential (MF Res)
- Industrial/Commercial/Institutional (ICI)
- Demolition, Land-clearing and Construction (DLC)
- Agricultural

The data will be collected and presented so as to allow for comparison between sectors (e.g. SF Res vs. Agricultural), as well as between individual Electoral Areas and municipalities, and combinations thereof.

Samples will be collected over a minimum of three distinct seasons (e.g. spring, summer and fall) and it is anticipated that each sampling event will be from one to two weeks in duration. The successful Proponent will be responsible for developing a sampling schedule but it is suggested that sampling events would occur in April, July and October 2017. The consultant will provide required resources to perform all specifications relative to the work described in this RFP.

The CVRD reserves the right to modify the number of samples required based on budget capacity.

Table 1: Sample Sectors, Sources and Locations

All samples provided by the CVRD will be available at the CVRD Bings Creek Recycling Centre (3900 Drinkwater Road, Duncan, BC). Sorting space for field work will be provided. Demolition, land-clearing and construction (DLC) waste is not accepted at Bings Creek but is accepted at private waste management facilities within the region (e.g. Fisher Road Recycling and Coast Environmental Ltd.). The successful Proponent will be expected to provide a methodology for obtaining samples of these materials, as well as for Agricultural waste, for which the CVRD has limited data.

Area	SF Res	MF Res	Commercial/ICI	DLC	Agriculture
Duncan					
North Cowichan					
Ladysmith					
Lake Cowichan					
Area A					
Area B					
Area C					
Area D					
Area E					
Area F					
Area G					
Area H					
Area I					

2. Methodology

Methodology to be used for the Waste Composition Study must be consistent with applicable regulations and guidelines, including but not limited to, Recommended Waste Characterization Methodology for Direct Waste Analysis Studies in Canada (Canadian Council of Ministers of Environment 1999). Completion of the Waste Composition Study (field work), analysis and reporting should be consistent and comparable with the previously completed study (2015 Waste Composition Study, Tetra Tech EBA, June 2015) and contain enough data points for results to have medium to high statistical significance.

Sample sizes of 100 kg each will be sorted into a total of 12 primary categories (Paper, Plastic, Metal, Glass, Compostable Organics, etc.) that will be further divided into a total of 70 secondary categories and tertiary categories. These categories will be consistent with the aforementioned Tetra Tech report, except organics, where food waste was further divided into tertiary categories that are not required for the scope of this RFP.

The Consultant shall assume full responsibility for completion of the Waste Composition Study including the hiring and supervision of labour, purchasing required equipment and tools, implementing work safety procedures (i.e. acting as a Prime Consultant while on CVRD property and following CVRD Health and Safety procedures), compiling and presenting data and preparing the final report. The CVRD will work with the Consultant to establish scheduling for the delivery of samples at the Bings Creek Recycling Centre. It is the responsibility of the Consultant to understand the curbside collection schedules for all municipalities and Electoral Areas, as well as delivery of garbage from remaining sectors including multi-family, ICI, DLC and Agricultural to complete the required amount of samples within the scheduled sampling window.

3. Deliverables

It is the CVRD's intent to capture daily and aggregate waste composition and volume data from the sample areas, as described above. The Consultant will be responsible for conducting the following work:

1. Confirmation of scope of work and schedule
2. Coordination with CVRD Project Manager to confirm:
 - a. Scope of study
 - b. Area
 - c. Sectors
 - d. Schedule
3. Waste Composition Audits
 - a. One to two week fieldwork in April 2017
 - b. One to two week fieldwork in July 2017
 - c. One to two week fieldwork in October 2017
4. Reporting
 - a. One-page letter report within 15 days of completion of each seasonal fieldwork

- b. Excel data tabulation and analysis within 15 days of completion of each seasonal fieldwork
 - c. One final report with combined data and analysis and recommendations
5. Final Report
- a. Final report will include methodology, composition audit results based on areas and sectors discussed above, Excel table for tabulated data and analysis, per capita waste generation, per capita waste diversion, opportunities for diversion based on sectors, statistical analysis, figures and tables for data presentation, conclusion and recommendations.

4. Project Milestones

Please note that the CVRD reserves the right to modify specific target dates at its discretion.

Estimated Project Milestones:

Deliverable	Target Date
Complete Historical Report Review	April 20, 2017
Prepare Report for 1 st Round Field Sampling	Within 15 days of sampling completion
Prepare Report for 2 nd Round Field Sampling	Within 15 days of sampling completion
Prepare Report for 3 rd Round Field Sampling	Within 15 days of sampling completion
Complete Final Project Report	October 31, 2017

5. Fees

The Proponent shall provide a total all-inclusive upset cost to complete this engagement, inclusive of all reimbursable expenses, disbursements and applicable taxes.

Fees must be billed by deliverables. Payments will be made on the basis of the Detailed Work Schedule with fees provided as part of this proposal and an agreed task breakdown. The Detailed Work Schedule with fees will be used by CVRD staff to monitor progress and invoicing.

All prices will be quoted in Canadian dollars. The lowest or any Proposal will not necessarily be accepted and the CVRD reserves the right to accept any portion thereof. Each Proponent will be fully responsible for the validity and accuracy of all costs and rates identified in its response to the Request for Proposal.

6. Proposal Submission Requirements

All information is to be submitted with a covering letter on corporate letterhead, duly signed and sealed by an authorized official and enclosed in a sealed envelope. Proposals must be clearly marked with Proposal Title, RFP Number and the Proponent's name and contact information on the front cover.

To facilitate the equitable evaluation of all submitted proposals, Proponents should not exceed eight (8) double-sided 8.5" x 11" sheets, excluding covering letter, resumes and appendixes, one (1) folded 11" x 17" sheet for the Detailed Work Schedule **without** Fees and one (1) folded 11" x 17" sheet for the Detailed Work Schedule **with** Fees included. The Detailed Work Schedule **with** Fees, along with the completed Proposal Price Sheet (see Appendix A), shall be submitted in a **separate sealed envelope** within the submission package.

The body of the proposal shall adhere to the following outline:

1. Company Profile
2. Project Experience
3. Methodology and Work Plan Description
4. Project Team Organization and Qualifications
5. Staff Allocation and Detailed Work Schedule
6. Cost and Schedule Control
7. Design and Clarity of Proposal
8. Price, including the completed Proposal Submission Forms (see Appendix A)

Submitted proposals should reflect the Proponent's understanding of the objectives, context, issues, deliverables and methodologies for the Waste Composition Study. Proposals should demonstrate extensive knowledge of waste management systems and the capability to write clear, concise and comprehensive reports suitable to direct waste management planning.

The following points comprise the basis for evaluation. Please respond to each of the following points:

1. Company Profile

Provide a brief introduction to the principle firm and any sub-consultants indicating suitability for the project, qualifications and any relevant specialized services. Preference will be given to:

- Experience with conducting waste composition studies; and,
- Expertise in waste management.

2. Project Experience

Provide a minimum of three (3) brief profiles of significant similar projects completed within the past five (5) years with project description, project costs at award and final costs of projects. Preference will be given to:

- Experience preparing waste composition reports; and,
- Experience in developing data for waste management planning.

Provide an appendix of at least three (3) sample pages of previous work, representative of similar project experience. Preference will be given to examples of projects/studies prepared for local governments.

3. Methodology and Work Plan Description

Provide a general description of the research and design approach for this project and detailed description of strategies and approach to the Scope of Work. Provide an outline of proposed activities to ensure proper decision-making and communications with the CVRD. Preference will be given to:

- A demonstrated understanding of the objectives, context, issues, deliverables and methodologies for developing the Waste Composition Study and sample methodology; and,
- Attendance to all aspects of the Scope of Work.

4. Project Team Organization and Qualifications

Provide an outline of the respective roles and responsibilities of project team members on this project, including a brief summary of relevant expertise. For each team member, indicate a level of commitment as percentage of total work plan hours. Include a resume or one-page summary of qualifications and experience for all team members listed on the Detailed Work Schedule, including all sub-consultants. Personnel substitution will not be accepted without prior written approval by the CVRD. Preference will be given to:

- Expertise and experience of the primary project staff, defined as the project manager and person(s) with greatest number of hours assigned to complete the work; and,
- Expertise, experience of senior project staff and level of support to the project, defined as the number of hours assigned to supervise the work.

5. Detailed Work Schedule and Staff Allocation

Provide a Detailed Work Schedule **without Fees** (one 11" x 17" sheet) detailing the Proponent's approach to the activities described in the Scope of Work and Project Schedule and allocation of staff hours. Incorporate any refinements to the stated requirements which you believe are appropriate. Identify any staff time or information requirements from the CVRD which have not been addressed in these Terms of Reference.

The Detailed Work Schedule **without Fees** should be broken down into weekly increments and show the start and finish dates for the various tasks identified in the Work Schedule (prepared in accordance with the Terms of Reference and Scope of Work) including the dates of all proposed meetings. Also, indicate requirements for client-supplied information/decisions that are required to maintain the proposed schedule.

6. Cost and Schedule Control

Provide an outline of the approach to cost and time control, demonstrating the Proponent's knowledge, interest and capacity to deliver the project within the fixed budget and deadline, including a statement of availability for project team members. Preference will be given to:

- Strategies to adapt resources to flexible timelines within a firm budget.

7. Price

Proponents shall provide a total all-inclusive upset price, including fees, travel and accommodations, disbursements and expenses, all in accordance with this document.

See also – Proposal Price Sheet, Appendix A

Proponents shall provide a schedule of hourly rates for all members of the team to be applicable for services not included in the scope of work, to be provided on a time basis. All costs must be held firm throughout the duration of the contract.

See also – Appendix A

A Detailed Work Schedule **with Fees** (one 11" x 17" sheet) shall also be submitted outlining the hours of each team member allocated to each task with fees and subtotal of hours for each task detailed.

The PROPOSAL BID SHEET and DETAILED WORK SCHEDULE WITH FEES shall be submitted in a separate sealed envelope enclosed within the submission package.

GENERAL INFORMATION

1. Proposal Submission

THREE (3) copies of the Proposal (including the original copy) must be submitted, **SEALED**, to the CVRD office at the address below, **NOT LATER THAN 2:00:00 PM LOCAL TIME ON MARCH 22, 2017**. All information is to be duly signed and sealed by an authorized official and enclosed in a sealed envelope marked with the RFP name and number as well as the Proponent's name and contact information.

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

The PROPOSAL BID SHEET and DETAILED WORK SCHEDULE WITH FEES shall be submitted in a separate sealed envelope enclosed within the submission package.

2. Delivery of Proposals

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

Each Proponent is responsible for the actual delivery of their Response to the address and location listed above and Responses will not be considered unless actually received at that location prior to the Closing Time on the Closing Date regardless of whether the Responses have been given to couriers, delivery services, Canada Post or employees or agents of the CVRD.

Responses received after the Closing Time on the Closing Date will not be considered and will be returned unopened to the Sender. Responses submitted by fax will not be considered.

3. Clarification

Any Proponent who has questions with regard to the Proposal should contact:

Tauseef Waraich, Manager
Recycling & Waste Management Division
Email: twairach@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 Proposal in any way. Proponents are cautioned to secure clarification on the Proposal information PRIOR to submitting a Proposal.

During the competitive bid process, bidders are cautioned not to contact the employees of the CVRD concerning this bid request. The only contact should be with the persons named in the bid request.

Any Proponent found to be in communication with someone other than the person(s) named in the bid

document may result in the CVRD disqualifying the Proponent's bid or any future bids from consideration.

4. Questions & Inquiries

Questions and inquiries, both verbal and written, will be accepted from any and all firms. Material questions will be answered in writing and will be distributed by addenda posted to the CVRD website provided, however, that all questions are received no later than one (1) week prior to the Closing Date.

5. Award

The award of this Proposal 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 be the sole determining factor. Acceptance of any proposal shall be by purchase order on the CVRD's forms.

6. Proposal Format

The CVRD discourages overly lengthy and costly Proposals, however, in order for the CVRD to evaluate Proposals fairly and completely, Proponents should follow the format set out below and provide all of the information requested. Proponents are encouraged to provide further details that may demonstrate the excellence of their Proposal.

All information is to be submitted on corporate letterhead, duly signed by an authorized official and enclosed in a sealed envelope. Bound Proposals shall be submitted on double-sided paper. Color brochures are acceptable.

Proponents must clearly mark their original submission.

The PROPOSAL BID SHEET and DETAILED WORK SCHEDULE WITH FEES shall be submitted in a separate sealed envelope enclosed within the submission package.

See also – Appendix A Proposal Submission Forms

7. Schedule

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

Event	Date
Release of RFP	Wednesday, March 1, 2017
End of Question Period	One week prior to closing
RFP Closing	Not later than 2:00 PM Local Time Wednesday, March 22, 2017
Award	Wednesday, March 29, 2017
Contract Start Date	Wednesday, April 5, 2017

The CVRD reserves the right to modify specified target dates and to reject any or all submissions or to cancel or withdraw the RFP 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.

8. Pricing

Each proponent will be fully responsible for the validity and accuracy of all costs and rates identified in their response to the Request for Proposal.

Quoted prices/rates shall remain firm for the duration of the contract period.

9. Acceptance Period

All Proposals 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.

10. Proponent Contact

Please name one representative (i.e. the proposed Project Manager) for all communication concerning the Request for Proposal process.

11. Supplemental Information

Subsequent to the formal closing of the Proposal, the CVRD may request additional information about the Proponent's Proposal. The Proponent will provide a signed written response. The CVRD may require interviews to clarify a Proponent's response.

12. Proponent Incurred Costs

All costs incurred in the preparation and presentation of the Request for Proposal shall be wholly absorbed by the Proponent. All supporting documentation, details and manuals submitted with the Proposals shall become the property of the CVRD. Proponents are advised that the information provided in this Proposal shall be at their own expense for all costs related to the submission of the RFP.

13. Third Party Proponent

Proponents must disclose the use of any third party Proponent.

14. Freedom of Information

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

15. WorkSafe BC Coverage

The Successful Proponent will be required to show proof of good standing with WorkSafe BC and provide a WorkSafe BC Registration Number.

16. Insurance Requirements

The Successful Proponent must provide proof of the following upon award:

- a) Commercial General Liability Insurance against all claims for personal injury, including bodily injury resulting in death and property damage with an inclusive limit of not less than FIVE MILLION DOLLARS (\$5,000,000.00) inclusive per occurrence. Such policy shall name the CVRD as an additional insured.

Evidence of such insurance policies is to be provided no later than ten (10) days prior to commencement of the Work.

All of the above insurance policies shall contain an endorsement to provide the CVRD with thirty (30) days prior written notice of cancellation.

The insurance policies shall not be cancelled, changed or materially altered in any way without at least thirty (30) days written notice to the CVRD and the CVRD's written approval of the cancellation, change or alteration.

The CVRD reserves the right to request such higher limits of insurance or other types of insurance policies appropriate to this Contract as the CVRD may reasonably require from time to time.

17. Indemnification

The Proponent will be required to agree to the following respecting liability and indemnity:

The Proponent shall release, indemnify and keep indemnified the Regional District, its elected officials, officers, and employees of and from all claims, costs, losses, damages, actions, causes of action, expenses and costs arising from any error, omission or negligent act of the Proponent, or its officers, employees, agents or Consultants, in the performance of the Services.

18. Business Licence

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

19. Proposal Evaluation

Following the close of the RFP, all Proposals will be evaluated. The CVRD, at its sole discretion may negotiate any aspect of any Proposal 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 Proposal. All negotiations shall be in writing, in a form satisfactory for inclusion into the contract. In addition to reviewing the written Proposals, the evaluation

process may include a formal interview with one or more of the Proponents involved in the Proposal to allow the CVRD to verify the capability and resources of the Proponent.

20. Errors and Omissions

It shall be understood and acknowledged that while this Proposal 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 proposal bid shall not relieve the Proponent of the responsibility of providing the goods as aforesaid.

21. 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 Proposals. Each Proponent shall attest that its participation in the RFP 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 Proposal or to terminate any ensuing Agreement.

22. Termination

Termination for Convenience: The CVRD may terminate a contract, in whole or in part, whenever the CVRD determines that such termination is in the best interest of the CVRD without showing cause, upon giving written notice to the Proponent. The CVRD shall pay all reasonable costs incurred by the Proponent up to the date of termination. However, in no event shall the Proponent be paid an amount, which exceeds the price bid for the work performed. The Proponent will not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.

Termination for Default: When the Proponent has not performed or has unsatisfactorily performed the contract, the CVRD may terminate the contract for default. Upon termination for default, payment may be withheld at the discretion of the CVRD. Failure on the part of a Proponent to fulfill contractual obligations shall be considered just cause for termination of the contract. The Proponent will be paid for work satisfactorily performed prior to termination, less any excess costs incurred by the CVRD in re-procuring and completing the work.

23. Contract

The Successful Proponent will be required to execute a Service Agreement prepared by the CVRD. No other form or agreement will be signed or accepted. The Successful Proponent will be issued a purchase order by the CVRD.

24. 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 Proposal 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.

25. Intent of Award

The CVRD reserves the right to make an award based on the following considerations:

- a) Is the intention of the proponent clear from the Proposal documents?
- b) Has the proponent made a conscientious attempt to comply with the requirements?
- c) Are the best interests of the CVRD being served?

26. 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.

27. Sub-Consulting

The Successful Proponent shall not assign the agreement or retain sub-consulting without the prior written consent of the CVRD. No assignment or sub-consultant 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 sub-consultant demonstrating the ability to provide the indicated functions in accordance with these specifications.

All known sub-consultants must be listed in the Proposal submission. Sub-Consultants not listed in the Proposal submission must be approved by the CVRD prior to commencement of work.

28. Limited Submissions Received

In the event that the CVRD receives less than three (3) Proposal 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.

29. Proponent's Responsibility

The Proponent shall carefully examine all Proposal documents for this contract, to determine the extent of work. By submitting a Proposal 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 by submitting a Proposal by the Proponent serves as a stated commitment to fulfill all of the conditions referred to in this RFP.

30. 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.

31. Taxes

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

32. Invoices

The Consultant will submit an invoice (the “Invoice”) for each billing period, accompanied by any required reports and supporting documentation. **The Proponent’s monthly invoice must be accompanied by the Invoice Summary Sheet (Appendix B) with task pricing based on the Detail Work Schedule with Fees provided.**

Invoices are to include the following information:

- A unique invoice number
- Invoice date
- Billing period
- Detailed invoice, which shows all labour, materials 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 Consultant 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 Consultant 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 Consultant shall pay the CVRD, on demand, the amount of such charges.

33. Award of Contract

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

The Bidder to whom this contract is awarded will be required to execute and return the Contract by submitting the following items:

- **Two (2)** copies of the executed Service Agreement
- Certificates of Insurance showing CVRD as additional named insured and an endorsement to provide the CVRD with 30 days prior written notice of cancellation, lapse or alteration
- WorkSafe BC Clearance Letter verifying that the firm is “active and in good standing”
- If applicable, proof of purchase of optional WorkSafe BC coverage
- Proof of a valid Business Licence

34. Addenda

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

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

EVALUATION OF PROPOSAL

At the close of the Proposal call, all Proposals will be evaluated by a committee of staff members referred to as the Proposal Analysis Group. Selection of the Successful Proponent will be based on the Proponent providing the greatest overall benefit to the CVRD and will include the Proponent's compliance in meeting the requirements.

The CVRD, at its sole discretion, may negotiate any aspect of any Proposal 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(s) or be construed as an acceptance of the Proposal. All negotiations shall be in writing, in a form satisfactory for inclusion into the Contract.

All Proposals shall become the property of the CVRD. All costs associated with the preparation of the Proposal will be the responsibility of the Proponent and will not be recoverable from the CVRD.

Proposals received on time will be reviewed. Proponents may be contacted to explain or clarify their Proposals, however, they will not be permitted to alter information as submitted. A Proposal that contains major irregularities (material to award or unfair if allowed) will be rejected outright. Acceptable offers (those with no major irregularities) will be reviewed.

Short-listed Proponents may be requested to attend a meeting, clarify points and show samples of previous successes. Scores will then be adjusted accordingly and the first ranked Proponent determined.

References, credit checks or any other type of information that will aid the CVRD in its selection may be obtained. The CVRD reserves the right to consider all or any information received from all available sources, whether internal or externally obtained.

The CVRD reserves the right to reject Proposals in accordance with the criteria/method outlined in the RFP in its sole and absolute discretion. The CVRD reserves the right to select and retain the Proponent it deems most appropriate for the work at its sole and absolute discretion.

1. Step One Evaluation – Written Proposals

During Step One of the evaluation process, the Proposal Analysis Group will independently read, review and evaluate each Proposal on the basis of the technical evaluation criteria and as depicted on the Proposal Evaluation scoring sheet contained herein. In submitting a Proposal, each Proponent agrees to be bound by the evaluation of the Proposal Analysis Group. Scores shall be from 0 to 10 points in each of the technical evaluation criteria listed. The criteria point score shall be multiplied by the weight factor to obtain a criteria score. Criteria scores shall be totalled for the Proponent's total score. The Proposal Analysis Group will then come together to form a consensus evaluation score for each Proponent and a composite rating is developed which indicates the Proposal Analysis Group's collective technical ranking of the highest rated technical Proposals in a descending order.

Proponents must achieve a minimum score of seventy percent (70%) in Step One evaluation of the technical proposal.

2. Step Two Evaluation – Cost Proposal

Once Proponents have successfully passed Step One of the evaluation process, the sealed pricing envelope submitted by those successful Proponents only will be opened and evaluated for price by calculating the Price per Point. Price per Point shall be calculated as follows: Total Price (as calculated on the Cost Proposal) divided by the Total Awarded Score.

The sealed pricing envelopes submitted by the Proponents that did not pass Step One will be returned unopened.

Upon completion of Step Two Evaluation, the Proposal Analysis Group will determine if Step Three Presentations will be required in order to determine the preferred Proponent.

3. Step Three Evaluation – Presentations (Optional)

As part of the proposal evaluation, the CVRD may request that the top ranked Proponent(s) from the Step 2 Evaluation conduct a presentation to demonstrate all aspects of their written proposal submission to the Proposal Analysis Group, to verify the appropriateness of the evaluation of the written proposal and allow the Proposal Analysis Group to re-assess where necessary.

The intent of the presentation is to:

- Present the Proponent Project Manager and other key personnel who will be assigned to the project;
- Clarify the Proposal Analysis Group's understanding of the written proposal. Clarification may require written confirmation; and,
- Allow the Proposal Analysis Group to further assess the Proponent's ability to meet the project's requirements and the CVRD's business needs.

A Presentation will be booked with the short-listed Proponent(s). A schedule and agenda for the presentation will be made available to the Proponent(s) prior to this step of the evaluation process. The Proposal Analysis Group will continue to evaluate the presentation using the same proposal Evaluation Scoring Sheet. The Proposal Analysis Group will re-visit its consensus evaluation score of each Proponent and form a final consensus evaluation score for each Proponent in order to arrive at a final ranking.

Short-listed Proponents that are requested to conduct a presentation to the Proposal Analysis Group must ensure that the resources identified in their written proposal be involved during the presentation.

The top ranked Proponent which the CVRD, in its sole discretion, deems to be best suited for this contract shall be notified and will conduct all subsequent negotiations and will make a recommendation for the contract award.

4. Evaluation Scoring Sheet

Proponent: _____

Evaluation Criteria	Points (0 to 10)	Weight	Review (Points x Weight = Score)	Comments
Project Experience		30		
Methodology and Work Plan Description		50		
Project Team Organization and Qualifications		20		
Total Score		100		
Price			\$	
Cost Per Point Value (Price / Total Score)			\$	

Instructions to Evaluator: Complete a separate evaluation form for each Proposal reviewed. Each criterion must be assigned a score unless you are instructed otherwise on the form. Make additional notes in the comments section for reference and discussion during meetings of the full evaluation panel.

The point values entered above reflect my best independent judgement of the merits of the identified Proponent's Proposal.

Committee Member (please print): _____ Dept.: _____

Signature: _____ Date: _____

5. Proposal Evaluation Table

Rating		Description
10	Excellent	Exceeds the requirements of the criterion in superlative beneficial ways / very desirable.
9	Very Good	Exceeds the requirements of the criterion in ways which are beneficial to the CVRD's needs.
8	Good	Exceeds the requirements of the criterion but in a manner which is not particularly beneficial to the CVRD's needs.
7		Fully meets all requirements of the criterion.
6	Average	Adequately meets most of the requirements of the criterion. May be lacking in some areas which are not critical.
5		Addresses most, but not all, of the requirements of the criterion to the minimum acceptable level. May be lacking in some areas which are not critical.
4	Poor	Barely meets most of the requirements of the criterion to the minimum acceptable level. May be lacking in some areas which are not critical.
3		Poor to Very Poor
2	Very Poor	Minimally addresses some, but not all, of the requirements of the criterion. Lacking in critical areas.
1		Very Poor to Unsatisfactory.
0	Unsatisfactory	Does not satisfy the requirements of the criterion in any manner.

PROPOSAL TERMS & CONDITIONS

1. Scope

These Terms and Conditions form a part of each Proposal and contract and apply to contracts for the purchase of materials, supplies, equipment and services.

Any contracts issued by the Cowichan Valley Regional District further to this Request for Proposal will bind the Proponent to the terms and conditions herein set forth, except as specifically qualified in the Special Provisions issued in connection with any individual proposal and except as negotiated between the Cowichan Valley Regional District and the Proponent.

2. Definitions

CVRD: The Cowichan Valley Regional District.

PROPONENT: Any Individual, Firm, Company or Corporation submitting a bid on a request for proposals issued by the Cowichan Valley Regional District.

REQUEST FOR PROPOSAL: The documents comprising an invitation to submit Proposals to furnish commodities or services for the Cowichan Valley Regional District.

PROPOSAL: The offer of a Proponent to furnish commodities or services in response to a Request for Proposal.

CONTRACT: The acceptance by the Cowichan Valley Regional District of a contract further to a Proposal by a Proponent to furnish commodities or services.

CONSULTANT: Any Individual, Firm, Company or Corporation to whom a contract is awarded against a bid submitted.

SERVICES: The services to be provided by the Consultant.

3. Proposal Requirements

Proponents are required to conform to the conditions listed below and those failing to do so may be subject to disqualification:

- a) The Proposal Submission Forms, as supplied by the CVRD, must be completed and returned in a sealed envelope to the CVRD office at 175 Ingram Street, Duncan, British Columbia V9L 1N8, on or before the specified Proposal Closing Date and Time.

Proposals received after the Closing Date and Time will not be considered. This applies to Proposals sent by mail or delivered in person. Proposals received by facsimile (fax) will not be considered.

See also - Appendix A Proposal Submission Forms

- b) All Proposals must be legibly written or typed in ink and **all required items must be completed**, unless otherwise specified, with the unit price for every item and other entries clearly shown.
- c) The Proposal must not be restricted by a statement added to the Proposal form or a covering letter or alterations to the Proposal form provided by the CVRD (unless otherwise specified).
- d) Adjustments by telephone, telegram, facsimile (fax) or letter to a Proposal already submitted will not be considered. A Proponent desiring to make adjustments to a Proposal must withdraw the Proposal and/or supersede it with a later Proposal submission prior to the specified Proposal Closing Time.
- e) The Proponent declares that the Proposal is NOT made in connection with any other Proponent submitting a bid for the same work and is in all respects fair and without collusion or fraud.
- f) The Proposal form(s) must be signed in the space(s) provided on the form, with the signature of the Proponent or of a responsible official of the organization submitting a Proposal. If a joint Proposal is submitted, it must be signed on behalf of each of the Proponents and if the signing authority for both Proponents is vested in one (1) individual, they shall sign separately on behalf of each Proponent. In the case of an incorporated Company, the corporate seal must be affixed to the Proposal forms.
- g) Erasures, overwriting or strike-outs must be initialed by the person signing on behalf of the organization submitting the Proposal.
- h) All information required in the Proposal forms in connection with each item against which a Proposal is submitted must be given to constitute a valid Proposal.

4. Insurance Requirements

The Consultant covenants and agrees to carry such insurance as may be required by the Cowichan Valley Regional District and to furnish satisfactory proof thereof when required by the CVRD within ten (10) days from the date of request.

5. Omissions and Discrepancies

Should a Proponent find discrepancies prior to the closing date or omissions from the documents, or be in doubt as to their meaning, they should notify the CVRD as soon as possible. The CVRD may send a written instruction or an addendum to all Proponents.

6. Withdrawal

- a) A Proponent who has submitted a Proposal on a Request for Proposal may request that their Proposal be withdrawn (adjustments or corrections to Proposal submitted will not be allowed). The withdrawal shall be allowed if the request is made before the Closing Time for this Proposal. Withdrawal requests may be directed to the CVRD by letter or by email. Telephone or fax requests will not be considered.
- b) Withdrawal requests received after the Closing Time will not be allowed. The party concerned shall be informed by letter that the withdrawal request arrived too late for consideration. The withdrawal of a Proposal does not disqualify a Proponent from submitting another Proposal on the same Request for Proposal prior to the specified Proposal Closing Time.

7. Proposal Opening

After opening, all Proposals will be checked for arithmetic errors, correct deposits, if required, and any other irregularities. If arithmetic errors are found in a unit price Proposal, the unit prices proposed shall govern and the extensions(s) and additions(s) shall be corrected accordingly. The lowest or any Proposal need not necessarily be accepted.

8. More than One Proposal Received

If more than one Proposal is received from the same Proponent, and no withdrawal notice has been received, the Proposal contained in the envelope bearing the latest date and time stamp shall be considered the intended Proposal. The first Proposal received shall be considered withdrawn and returned to the Proponent in the usual manner.

9. Unbalanced Proposal

Each item in the Proposal sheet shall be reasonably priced for such item. Proposals that contain prices which appear to be unbalanced as to affect adversely the interest of the CVRD may be rejected.

10. Substitutes and Alternates

- a) Unless qualified by the provision "**NO SUBSTITUTE**", the use of the name of a manufacturer, brand, make or catalogue designation in specifying an item does not restrict Proponents to that manufacturer, brand, make or catalogue designation identification. This is used simply to indicate the character, quality and/or performance of the commodity desired, but the commodity on which Proposals are submitted must be of such character, quality and/or performance that it will serve the purpose for which it is to be used as well as that specified. In submitting a Proposal on a commodity other than as specified, the Proponent must furnish complete data and identification with respect to the alternate commodity they propose to furnish.

- b) Consideration will be given to Proposals submitted on alternate commodities to the extent that such action is deemed to serve the best interests of the CVRD. If the Proponent does not indicate that the commodity they propose to furnish is other than specified, it will be construed to mean that the Proponent proposes to furnish the exact commodity as described in the Request for Proposal.

11. Award

- a) The CVRD reserves the right to award by item, or part thereof, groups of items, or parts thereof, or all items of the Request for Proposal and to award contracts to one or more Proponents; to reject any and all Proposals in whole or in part; to waive technical defects, irregularities and omissions if, in so doing, the best interests of the CVRD will be served. 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.
- b) The CVRD reserves the right to make awards within one hundred and twenty (120) days from the date Proposals are opened, unless otherwise specified in the Request for Proposals, during which period the Proposal shall not be withdrawn unless the Proponent distinctly states in their Proposal that acceptance thereof must be made in a shorter specified time.
- c) A Proponent must be prepared, if requested, to present evidence of experience, ability, service facilities and financial standing necessary to meet satisfactorily the requirements set forth or implied in the Request for Proposals.

12. Contract

- a) Each Proposal will be received with the understanding that the acceptance in writing by the CVRD of the offer to furnish all or any part of the commodities described therein shall constitute a contract between the Proponent and the CVRD, which shall bind the Proponent to furnish and deliver the commodities at the prices given and in accordance with conditions of said accepted Proposal and specifications and PROPOSAL TERMS AND CONDITIONS and the CVRD on its part to take delivery of and pay for the commodities at the contract prices, unless the contract is negotiated or the Proponent withdraws their Proposal.
- b) No alterations or variations of the terms of the contract shall be valid or binding upon the CVRD unless authorized in writing.
- c) It is mutually agreed and understood that the Consultant shall not assign, transfer, convey, sublet or otherwise dispose of their contract or their right, title or interest therein, or their power to execute such contract, to any other person, firm Company or corporation without the previous written consent of the CVRD.
- d) The placing in the mail to the address given in the Proposal or delivery of a notice of award to a Proponent will constitute notice of acceptance of a Proposal. When so requested by the CVRD

the Consultant shall execute a formal contract with the CVRD for the complete performance specified therein.

- e) The contract may be cancelled by the CVRD upon non-performance of contract terms or failure of the Consultant to furnish satisfactory performance security within ten (10) days from date of request.
- f) The CVRD reserves the right to remove from the list of Proponents, for an indeterminate period, the name of any Proponent or Consultant for unsatisfactory performance of contract.

13. Contract Guarantee

Consultant hereby covenants and agrees:

- a) To perform the contract in accordance with the specifications under which the contract is awarded.
- b) To save the CVRD, its agents, or employees, harmless from liability of any kind for the use of any composition, secret process, invention, article or appliance furnished or used in the performance of the contract of which the Consultant is not the patentee, assignee or licensee.
- c) To guarantee their work against defective materials or workmanship and to replace any damage or marring occasioned in transit. This guarantee is to be in writing with their Proposal, stating period of guarantee.
- d) To furnish adequate protection from damage for all work and to repair damage of any kind, for which they or their workmen are responsible, to the premises or equipment, to their own work or the work of other Consultants.
- e) To pay for all permits, licenses and fees and to give all notices and comply with all bylaws and regulations of the CVRD.

14. Delivery

All bids shall be F.O.B. Destination, Duncan, British Columbia unless otherwise noted on the Proposal forms.

15. Payment

- a) All payments will be made within thirty (30) days from receipt of an approved invoice. All invoices must be approved by the CVRD's authorized designate.
- b) 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.

- c) All charges against the Consultant 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 Consultant shall pay the CVRD, on demand, the amount of such charges.

16. Occupational Health & Safety Act

- a) The successful Consultant, for purposes of the British Columbia Occupational Health and Safety Act (B.C. Reg. 404/2012), shall be designated as the Prime Contractor for this work and shall assume all of the responsibilities of the Consultant as set out in that Act and its regulations. The foregoing shall apply notwithstanding that the successful Proponent/Consultant has been referred to as the Consultant in this and any other related document.
- b) The Consultant acknowledges that they have read and understood the Occupational Health and Safety Act together with the CVRD's Health and Safety Policies and Procedures.
- c) The Consultant covenants and agrees to observe strictly and faithfully the provisions of the said Occupational Health and Safety Act and all regulations and rules promulgated there under together with the CVRD's Health and Safety Policies and Procedures.
- d) The Consultant agrees to indemnify and save the CVRD harmless for damages or fines arising from any breach or breaches of the said Occupational Health and Safety Act and/or the CVRD's Health & Safety Policies and Procedures.
- e) The Consultant agrees to assume full responsibility for the enforcement of the said Occupational Health and Safety Act and the CVRD's Health and Safety Policies and Procedures and to ensure compliance therewith
- f) The Consultant further acknowledges and agrees that any breach or breaches of the Occupational Health and Safety Act and/or the CVRD's Health & Safety Policies and Procedures whether by the Consultant or any of its sub-Consultants may result in the Consultant and/or sub-Consultant being removed from the site and in the immediate termination of this contract herein and the forfeiture of all sums owing to the Consultant by the CVRD.
- g) The Consultant shall allow access to the work site on demand to representatives of the Corporation to inspect work sites to ensure compliance with the Occupational Health and Safety Act and the CVRD's Health and Safety Policies and Procedures.
- h) The Consultant agrees that any damages or fines that may be assessed against the CVRD by reason of a breach or breaches of the Occupational Health and Safety Act by the Consultant or any of its sub-Consultants will entitle the CVRD to set off the damages so assessed against any monies that the Corporation may from time to time owe the Consultant under this contract or under any other contract whatsoever.
- i) Where any portion of the work or services in this Contract is contracted to a sub-Consultant, the Consultant agrees that the provisions of this section will apply to the sub-Consultant and the Consultant will enforce said provisions.

17. Special Provisions

Where special provisions are contained herein, it should be noted that these special provisions supersede any of the foregoing Proposal Terms and Conditions.

(TO BE RETURNED WITH PROPOSAL)



COWICHAN VALLEY REGIONAL DISTRICT

APPENDIX A – PROPOSAL SUBMISSION FORMS

REQUEST FOR PROPOSAL NO. ES-011-17 WASTE COMPOSITION STUDY

1. 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 bid documents (excluding the PROPOSAL BID SHEET and DETAILED WORK SCHEDULE WITH FEES, which shall be submitted in a separate sealed envelope within the bid package)

(TO BE RETURNED WITH PROPOSAL)

2. Acknowledgement of RFP Documents Received by Proponent

Introduction	Page 4
Terms of Reference	Pages 5 - 8
General Information	Pages 12 - 19
Evaluation of Proposal	Page 20 – 24
Evaluation Scoring Sheet	Page 22
Proposal Evaluation Table	Page 24
Proposal Terms and Conditions	Page 25 - 31
Appendix A – Proposal Submission Forms	Page 32 - 37
Identification Sheet	Page 32
Acknowledgement of Proposal Documents Received by Proponent	Page 33
Proposal Bid Sheet	Page 35
Additional Pricing	Page 36
Sub-Consultants	Page 37

INCLUDING ALL ADDENDA ISSUED

3. Submission of Proposal

Your proposal must be made on this form and returned in a sealed envelope **NOT LATER THAN:**

**2:00 PM LOCAL TIME
MARCH 22, 2017**

Addressed to:

Tauseef Waraich, Manager
Recycling & Waste Management Division
Engineering Services Department
Cowichan Valley Regional District
175 Ingram Street
DUNCAN, BC V9L 1N8

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

Each Proponent is responsible for the actual delivery of its Response to the address and location listed above and Responses will not be considered unless actually received at that location prior to the Closing Time on the Closing Date regardless of whether the Responses have been given to couriers, delivery services, Canada Post or employees or agents of the CVRD.

This Sheet shall be submitted with the bid documents (excluding the PROPOSAL BID SHEET and DETAILED WORK SCHEDULE WITH FEES, which shall be submitted in a separate sealed envelope within the bid package)

Responses received after the Closing Time on the Closing Date will not be considered and will be returned unopened to the Sender. Responses submitted by fax will not be considered.

The lowest fee rates or any proposal will not necessarily be accepted and the CVRD reserves the right to accept any portion thereof.

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 to have provided for compliance with their provisions in this Quotation.

Signature

Print Name

Position in Firm

Date

This Sheet shall be submitted with the bid documents (excluding the PROPOSAL BID SHEET and DETAILED WORK SCHEDULE WITH FEES, which shall be submitted in a separate sealed envelope within the bid package)

(TO BE RETURNED WITH PROPOSAL)

4. Proposal Bid Sheet

To complete a **Waste Composition Study**, for an upset limit all in accordance with this document.

NAME OF FIRM OR INDIVIDUAL (THE PROPONENT)

ALL INCLUSIVE PRICE TO PROVIDE ALL DELIVERABLES AS IDENTIFIED IN THIS RFP DOCUMENT Include all labour, disbursements, equipment, transportation, meetings, reporting, consultation, data analysis, etc.	\$
+ 5% (Applicable GST)	\$
+ 7% (Applicable PST)	\$
TOTAL PRICE FOR WASTE COMPOSITION STUDY	\$

UNIT PRICE PER SAMPLE Provide per unit price for samples, including all labour, disbursements, equipment, transportation, meetings, reporting, consultation, data analysis, etc.	\$
+ 5% (Applicable GST)	\$
+ 7% (Applicable PST)	\$
UNIT PRICE PER SAMPLE	\$
TOTAL NUMBER OF SAMPLES	

Proponents shall provide a total, all-inclusive price to complete this engagement, including fees, disbursements and expenses. There are to be no additional costs. All prices to be in Canadian funds. The CVRD reserves the right to cancel the award without penalty, at the sole discretion of the CVRD. The lowest or any Proposal will not necessarily be accepted and the CVRD reserves the right to accept any portion thereof.

The CVRD may take early payment incentives into consideration. State the discount applicable for early payment of invoices:	%
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This Sheet shall be submitted with the DETAILED WORK SCHEDULE WITH FEES in a separate sealed envelope within the submission package

(TO BE RETURNED WITH PROPOSAL)

5. Additional Pricing

NAME OF FIRM OR INDIVIDUAL (THE PROPONENT)

Consultants shall provide a schedule of hourly rates for all members of the team to be applicable for services not included in the Scope of Work. Where the Consultant receives written instructions from the CVRD to provide services that are clearly in addition to the services described in the Request for Proposal; the services will be provided at the hourly rates quoted below, or as otherwise negotiated with the CVRD. Additional services may not commence without the CVRD's written approval and the CVRD must approve any claim for such additional service in writing.

Table 1: Hourly Staff Charge-out Rates (8 hours per day)

Staff	Hourly Rate
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Hourly rates shall be effective for the duration of the project. All administrative costs, disbursements and normal expenses are to be carried in the hourly rates provided. **No additional fees will be considered without express written permission of the Project Manager of the CVRD.**

This Sheet shall be submitted with the bid documents (excluding the PROPOSAL BID SHEET and DETAILED WORK SCHEDULE WITH FEES, which shall be submitted in a separate sealed envelope within the bid package)

(TO BE RETURNED WITH PROPOSAL)

NAME OF FIRM OR INDIVIDUAL (THE PROPONENT)

6. Sub-Consultants

List any sub-Consultants that are proposed to be retained to complete the services. Any additions or changes to this list will not be permitted without prior approval by the CVRD.

Table 2: Sub-Consultants

Type of Service	Company Name	Address	Qualifications	Hourly Rate
				\$
				\$
				\$
				\$
				\$

--- End of Proposal Submission Forms ---

This Sheet shall be submitted with the bid documents (excluding the PROPOSAL BID SHEET and DETAILED WORK SCHEDULE WITH FEES, which shall be submitted in a separate sealed envelope within the bid package)

APPENDIX B – INVOICE SUMMARY TEMPLATE

PROJECT TITLE:

Invoice Summary

For invoices dated:

Tasks Completed:

Project Summary:

TASK #	Contract Amount	Previously Billed	% Billed	+ % This Invoice	Current Invoice	% Task Complete	Notes
TASK 1	\$	\$ -	0%	0%	\$ -	0%	
TASK 2	\$	\$ -	0%	0%	\$ -	0%	
TASK 3	\$	\$ -	0%	0%	\$ -	0%	
TASK 4	\$	\$ -	0%	0%	\$ -	0%	
TASK 5	\$	\$ -	0%	0%	\$ -	0%	
SUBTOTAL	\$	\$ -	0%		\$ -		
GST @ 5%							
PST @ 7%					\$ -		
TOTAL THIS INVOICE					\$ -		\$ -

invoiced