



Sunshine Coast Regional District

Request for Proposal

Number: 2535005

for

Recycle BC Depot Sites and Operations for Residential Recycling

Issue Date:

June 25, 2025

Closing Date of

July 23, 2025 at 3:00 PM local time

SITE MEETING: A site meeting will NOT be held.

CONTACT: All enquiries related to this Request for Proposal, including any requests for information and clarification, are to be submitted by July 4, 2025 and directed, in writing, to purchasing@scrd.ca, who will respond if time permits with a Q&A on BCBid by July 9, 2025. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed to prospective Proponents.

DELIVERY OF PROPOSALS: Proposals must be in English and must be submitted using one of the submission methods below, and must either **(1)** include a copy of this cover page that is signed by an authorized representative of the Proponent or **(2)** be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP.

BC Bid Electronic Submission: Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at <https://www.bcbid.gov.bc.ca/>). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as a signature.

Email Submission: Proponents may submit an electronic proposal by email. Proposals submitted by email should be submitted to submissions@scrd.ca in accordance with the instructions at Section 1.3 of the General Terms and Conditions of this RFP.

OR

Hard Copy Submission: Proponents must submit **ONE (1)** hard-copies and **ONE (1)** electronic copy on a USB Drive of the proposal. Proposals submitted by hard copy must be submitted by hand or courier to:

**Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V7Z 0A8**

Regardless of submission method, proposals must be received before Closing Time to be considered.

CONFIRMATION OF PROPONENT’S INTENT TO BE BOUND:

The enclosed proposal is submitted in response to the referenced Request for Proposal, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposal;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

PROPONENT NAME (please print): _____

NAME OF AUTHORIZED REPRESENTATIVE (please print): _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____

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1. GENERAL TERMS & CONDITIONS

1.1 DEFINITIONS

Throughout this Request for Proposal, the following definitions apply:

"Addenda" means all additional information regarding this RFP, including amendments to the RFP; **"BC Bid"** means the BC Bid website located at <https://www.bcbid.gov.bc.ca/> ;

"Closing Location" includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable;

"Closing Time" means the closing time and date for this RFP as set out on the cover page of this RFP;

"Contract" means the written agreement resulting from the RFP executed by the Regional District and the successful Proponent;

"Contractor" means the successful Proponent to the RFP who enters into a Contract with the Regional District;

"Must", or **"mandatory"** means a requirement that must be met in order for a proposal to receive consideration;

"Proponent" means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

"Proposal" means a written response to the RFP that is submitted by a Proponent;

"Request for Proposals" or **"RFP"** means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addenda; and

"Should", **"may"** or **"weighted"** means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

"SCRD", **"Regional District"**, **"Organization"**, **"we"**, **"us"**, and **"our"** mean Sunshine Coast Regional District.

1.2 FORM OF PROPOSAL

This Proposal must be completed in its entirety. Failure to properly complete this Proposal form may cause your Proposal to be rejected. The signing officer must initial all corrections. The Sunshine Coast Regional District (Regional District) reserves the right to permit a correction, clarification or amendment to the Proposal or to correct minor errors and irregularities.

1.3 SUBMISSION OF PROPOSAL

- a) Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.
- b) For electronic submissions (BC Bid or email), the following applies:
 - (i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;
 - (ii) The Regional District limits the maximum size of any single email message to 20MB or less.
 - (iii) Proponents should endeavour to submit emailed proposal submissions in a single message and avoid sending multiple email submissions for the same opportunity. If an electronic submission exceeds the applicable maximum single message size, the Proponent may make multiple submissions (BC Bid upload or multiple emails for the same opportunity). Proponents should identify the order and number of emails making up the email proposal submission (e.g. "email 1 of 3, email 2 of 3...");
 - (iv) For email proposal submissions sent through multiple emails, the Regional District reserves the right to seek clarification or reject the proposal if the Regional District is unable to determine what documents constitute the complete proposal;
 - (v) Attachments must not be compressed or encrypted, must not contain viruses or malware, must not be corrupted, and must be able to be opened using commonly available software (e.g. Adobe Acrobat). Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Regional District has no obligation to attempt to remedy any message or attachment that is received corrupted or cannot be viewed. The Regional District may reject proposals that are

- compressed encrypted, cannot be opened or that contain viruses or malware or corrupted attachments.
- c) For BC Bid e-submissions only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.
 - d) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 1.6, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.
 - e) The Regional District strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time.
 - f) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Regional District Electronic Mail System or BC Bid.
 - g) While the Regional District may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the Regional District Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not successfully resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the Regional District Contact immediately to arrange for an alternative submission method if:
 - (i) the Proponent's email proposal submission is rejected by the Regional District Electronic Mail System; or

- (ii) the Proponent does not receive an automated response email from the Regional District confirming receipt of each and every message transmitted, within a half hour of transmission by the Proponent.

An alternate submission method may be made available, at the Regional District's discretion, immediately to arrange for an alternative submission method, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the Regional District before the Closing Time. The Regional District makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent's proposal is received before Closing Time.

1.4 SIGNATURE REQUIRED

Proposals must be properly signed by an officer, employee or agent having authority to bind the Proponent by that signature.

1.5 CLARIFICATIONS, ADDENDA & MINOR IRREGULARITIES

If any Proponent finds any inconsistencies, errors or omissions in the proposal documents or requires information, clarification of any provision contained therein, they shall submit their query in writing or email, addressed as follows:

Purchasing Division
Sunshine Coast Regional District
1975 Field Road, Sechelt, BC V7Z 0A8

purchasing@scrd.ca

Any interpretation of, addition to, deletions from or any corrections to the proposal documents will be issued as written addendum by the Regional District.

All Addenda will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda.

1.6 WITHDRAWAL OR REVISIONS

Proposals or revisions may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Proposals

withdrawn will be returned to the Proponent unopened. Revisions to the proposals already received shall be submitted only by electronic mail, or signed letter. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusions or inclusion of particular words.

1.7 CONDUCT OF THE CONTRACT

Unless otherwise specified within this document, any queries regarding this Request for Proposal are to be directed to purchasing@scrd.ca. No other verbal or written instruction or information shall be relied upon by the Bidder, nor will they be binding upon the Regional District.

1.8 CONFLICT OF INTEREST/NO LOBBYING

- (a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the Regional District's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Regional District Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.
- (b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate, for this purpose directly or indirectly with any employee, contractor or representative of the Regional District, including members of the evaluation committee and any elected officials of the Regional District, or with the media, may result in disqualification of the Proponent.

1.9 CONTRACT

By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Regional District on substantially the same terms and Conditions set out in www.scrd.ca/bid and such other terms and conditions to be finalized to the satisfaction of the Regional District, if applicable.

1.10 SUSTAINABLE PROCUREMENT

The Regional District adheres to its sustainable consideration factors. Proposals will be considered not only on the total cost of services, but Proposals that addresses the environment and social factors.

1.11 INVOICING AND PAYMENT

Unless otherwise agreed, the Regional District payment terms are Net 30 days following receipt of services or approved invoices, whichever is later. Original invoices are to be forwarded to the accounts payable department of the Regional District. The purchase order number assigned by the Regional District must be stated on the invoice otherwise payment may be delayed.

1.12 PRICING, CURRENCY AND TAXES

Offered prices are to be attached as a price schedule in Canadian dollars with taxes stated separately when applicable.

1.13 IRREVOCABLE OFFER

This Proposal must be irrevocable for 90 days from the Proposal closing date and time.

1.14 TIME IS OF THE ESSENCE

Time shall be of the essence in this contract.

1.15 ASSIGNMENT

The Proponent will not, without written consent of the Regional District, assign or transfer this contract or any part thereof.

1.16 OWNERSHIP OF DOCUMENTS & FREEDOM

OF INFORMATION

All documents submitted in response to this Request for Proposal shall become the property of the Regional District and as such will be subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act* and any requirement for disclosure of all or a part of a Proposal under that Act.

The requirement for confidentiality shall not apply to any Proposal that is incorporated into a Contract for the Work. Further, the Regional District may disclose the top scoring proponent's aggregate pricing to the Regional District Board at a public meeting, when making a recommendation for the award of the Contract.

For more information on the application of the Act, go to http://www.cio.gov.bc.ca/cio/priv_leg/index.page.

1.17 AWARD OF CONTRACT

The Purchasing Policy at the Regional District offers contracts to businesses through an open, fair and consistent competitive bidding process. This ensures that the Regional District will receive the best overall value for the goods and services it requires. The Regional District reserves the right to cancel, award all or part of the scope of work described in this document to a single Proponent or may split the award with multiple Proponents.

All awards are subject to Board approval that meets the needs as determined by the Board. The Regional District, in receipt of a submission from a Proponent, may in its sole discretion consider the Proponent to have accepted the terms and conditions herein, except those expressly excluded or changed by the Proponent in writing.

The RFP shall not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit the Regional District in any way to award a contract and that no legal relationship or obligation regarding the procurement of any good or service will be created between Regional District and the proponent unless and until Regional District and the proponent execute a written agreement for the Deliverables

1.18 COST OF PROPOSAL

The Proponent acknowledges and agrees that the Regional District will not be responsible for any costs, expenses, losses, damage or liability incurred by the Proponent as a result of or arising out submitting a

Proposal for the proposed contract or the Regional District's acceptance or non-acceptance of their proposal. Further, except as expressly and specifically permitted herein, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

1.19 PROPONENT'S RESPONSIBILITY

It is the Proponent's responsibility to ensure that the terms of reference contained herein are fully understood and to obtain any further information required for this proposal call on its own initiative. The Regional District reserves the right to share, with all proponents, all questions and answers related to this bid call.

1.20 EVALUATIONS

Proposals will be evaluated in private, including proposals that were opened and read in public, if applicable. Proposals will be assessed in accordance with the evaluation criteria.

If only one Proposal is received, the Regional District reserves the right to open the Proposal in private or if the total bid price exceeds the estimated budget for the Contract, the Regional District may cancel and re-tender, accept, not accept and cancel or re-scope the Work seeking a better response, with or without any substantive changes being made to the solicitation documents. If more than one Proposal is received from the same Proponent, the last Proposal received, as determined by the Regional District, will be the only Proposal considered.

1.21 ACCEPTANCE OF TERMS

The submission of the Proposal constitutes the agreement of the Proponent that all of the terms and conditions of the RFP are accepted by the Proponent and incorporated in its Proposal, except those conditions and provisions which are expressly excluded and clearly stated as excluded by the Proponent's proposal.

1.22 MANDATORY REQUIREMENTS

Proposals not clearly demonstrating that they meet the mandatory requirements will receive no further consideration during the evaluation process.

1.23 INSURANCE & WCB

The Proponent shall obtain and continuously hold for the term of the contract, insurance coverage with the Regional District Listed as "Additional Insured" the minimum limits of not less than those stated below:

- (a) Commercial General Liability – not less than \$5,000,000 per occurrence
- (b) Motor Vehicle Insurance, including Bodily Injury and Property Damage in an amount no less than \$2,000,000 per accident from the Insurance Corporation of British Columbia on any licensed motor vehicles of any kind used to carry out the Work.
- (c) Error & Omissions Insurance – not less than \$500,000 per occurrence
- (d) A provision requiring the Insurer to give the Owners a minimum of 30 days' notice of cancellation or lapsing or any material change in the insurance policy;

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work. The Proponent must further comply with all conditions and safety regulations of the *Workers' Compensation Act* of British Columbia and must be in good standing during the term of any contract entered into from this process.

1.24 COLLUSION

Except otherwise specified or as arising by reason of the provisions of these documents, no person, or corporation, other than the Proponent has or will have any interest or share in this proposal or in the proposal contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponent in connection with proposals submitted for this project and the Proponent has no knowledge of the context of other proposals and has no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

1.25 CONFLICT OF INTEREST

Proponents shall disclose in its Proposal any actual or potential conflict of interest and existing business relationship it may have with the Regional District, its elected or appointed officials or employees.

1.26 LIABILITY FOR ERRORS

While the Regional District has used considerable efforts to ensure an acute representation of information in these bid documents, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Regional District nor is it necessarily comprehensive or exhaustive.

1.27 TRADE AGREEMENTS

This RFP is covered by trade agreements between the Regional District and other jurisdictions, including the following:

- a) Canadian Free Trade Agreement; and
- b) New West Partnership Trade Agreement.
- c) Canada-European Union Comprehensive Economic and Trade Agreement

1.28 LAW

This contract and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed the proper law thereof.

1.29 REPRISAL CLAUSE

Tenders will not be accepted by the Regional District from any person, corporation, or other legal entity (the "Party") if the Party, or any officer or director of a corporate Party, is, or has been within a period of two years prior to the tender closing date, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to, the Regional District; and any such Party is not eligible to submit a tender.

1.30 FORCE MAJEURE (ACT OF GOD)

Neither party shall be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control including but not limited to acts of God, war, strikes or labour disputes, embargoes, government orders or any other force majeure event. The Regional District may terminate the Contract by notice if the event lasts for longer than 30 days.

1.31 CONFIDENTIAL INFORMATION OF PROPONENT

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by Regional District. The confidentiality of such information will be maintained by Regional District, except the total proposed value, which must be publicly released for all proposals, or otherwise required by the Freedom of Information and Protection of Privacy Act ("FOIPPA"), law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by Regional District to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

1.32 DISPUTE RESOLUTION

All unresolved disputes arising out of or in connection with this Proposal or in respect of any contractual relationship associated therewith or derived therewith shall be referred to and finally resolved by arbitration as prescribed by Mediate BC services pursuant to its rules, unless otherwise mutually agreed between the parties.

1.33 DEBRIEFING

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the Regional District.

2. INTRODUCTION

2.1 Purpose

The purpose of this RFP (Request for Proposal) is to select service provider(s) to provide three drop-off sites and site operations for the Depot Collection Services of Recycle BC's recycling program for residential packaging and paper products (PPP). The sites are to be located one in each of the following:

- Pender Harbour area, Budget \$196,288
- Sechelt area, Budget \$196,708
- South Coast of the Sunshine Coast between Electoral Area E (Elphinstone) and Electoral Area F (West Howe Sound) \$532,718

Proponents may bid on one or any of the depot sites. The Regional District reserves the right to award the three depot operations to one or more proponent.

3. SITUATION/OVERVIEW

3.1 Background

The Regional District has a contract with Recycle BC to provide residential recycling services for three locations on the Sunshine Coast. Recycle BC has an approved Packaging and Paper Products (PPP) Extended Producer Responsibility (EPR) Plan with the Ministry of Environment and Parks (MOE).

The Regional District currently provides three drop-off sites for residents to drop-off their program specific materials (In-Scope PPP) via contracted services. Currently, the contracts are set to expire in late 2025.

The current depot operators also conduct other private business and diversion options for residents at the same site as the Recycle BC program. However, the Recycle BC In-Scope PPP is kept completely separate. This one-stop-shop approach is an added value for residents and although the Regional District does not require additional diversion options, it will continue to encourage the opportunity where it is operationally viable.

In-Scope PPP

A list of In-Scope PPP is provided in Appendix 1.

Baled vs Loose In-Scope PPP

Recycle BC offers financial incentives to bale. If a depot operator chooses to bale, and is approved by Recycle BC to do so, the Regional District will pay the depot operator the baled

financial incentive rates. The financial incentives are listed in Appendix 2. 2024 tonnages for each depot are provided in Appendix 3.

Curbside Recycling Collection Services

As per Recycle BC, there is some In-Scope PPP that can be collected curbside and some that are depot-only. Please refer to Appendix 4 for Recycle BC's current operation.

Currently, the Regional District does not provide curbside recycling collection services for its residents in Electoral Areas B, D, E and F who receive garbage collection services. However, this may change in the upcoming years and the Regional District cannot guarantee the quantity of material that may be collected curbside instead of delivered to the depots.

The District of Sechelt provides bi-weekly curbside recycling collection for its residents. The Sechelt Indian Government District provides weekly curbside recycling collection for its residents.

The Town of Gibsons does not provide curbside recycling collection services.

PPP from Industrial, Commercial and Institutional Sources

The Regional District has not agreed to collect recycling from Industrial, Commercial and Institutional sources. Should the proponent wish to explore this option it will be kept completely separate and cannot interfere with the obligations as determined by this procurement process.

3.2 Scope

The Contractor is to provide all materials, supervision, labour, equipment and all else necessary for, or incidental to, the proper execution of the work described in the Proposal. The scope of work is defined by the Statement of Work attached to this document as Appendix 5, wherein the proponent will be responsible for all aspects of the "Contractor" as assigned to the Regional District by Recycle BC for the depot(s) proposed.

Section 4 "SOW Term" of the Appendix 5 will be superseded by this procurement process and agreed upon dates between the Proponent and Recycle BC.

Attachments 2.1.1 and 2.1.2 in Appendix 5 are to be considered illustrative and are supplemented by the Attachments in this RFP.

Attachment 5 in Appendix 5 has already been agreed to between Recycle BC and the Regional District. It is based on annual tonnages and depot fee group categories are included in Appendix 3 of this RFP for reference.

Responsibilities of the Regional District

- a. Provide instructional or sorting requirement signage at the Sites as laid out in Appendix 5 Section 2.3.
- b. Provide all reporting templates to the Contractor.
- c. Provide information to residents about the In-Scope PPP recycling program (e.g. what is accepted, sorting requirements, how to prepare, educational materials)

4. CONTRACT

4.1 General Contract Terms and Conditions

Proponents should review carefully the terms and conditions set out in the General Service Contract, including the Schedules. The General Contract terms can be found at: Information about our General Service Terms and Conditions can be found at www.scrd.ca/bid.

4.2 Service Requirements

The Proponent should include how they will provide site and site operations services. This includes:

- 4.2.1 Detailed description of proposed site, location, permits and schedule dates for full or partial operations including:
 - a) Location of the site.
 - b) Status of land ownership.
 - c) Status of required certification and permits for construction and operation (if applicable) of the site from applicable levels of government.
 - d) Site plan that details the area of the site, including the area where In-Scope PPP will be delivered by residents, including parking and storage of collected materials.
 - e) Number of days required after contract is signed to when the site would be operational and open for residents.
- 4.2.2 Methodology as to how the work will be completed, the methodology should include at a minimum:
 - a) Hours of Operation and Site Access
 - i. Complete Schedule B, the hours of operation for access to the site by residents ensuring the requirements of Appendix 5 Section 2.1.8 are met. A second Schedule B should be completed if there are different hours for Recycle BC's Designated Post-Collection Service Provider to access the site.
 - ii. How the site access will be restricted to operating hours only.
 - b) Customer Service
 - i. Describe how requirements of Appendix 5 Section 2.2 will be met.
 - c) PPP – Contamination Prevention

- i. Describe how requirements of Appendix 5 Section 2.1.2 will be met. Including but not limited to
 - 1) Paper and Cardboard do not contain more than 1% by weight of other In Scope PPP materials categories;
 - 2) Mixed Containers do not contain more than 3% by weight of other In Scope PPP material categories;
 - 3) Foam Packaging does not contain more than 5% by weight of other In Scope PPP material categories;
 - 4) Flexible Plastics does not contain more than 5% by weight of other In Scope PPP material categories; and - 4 - Recycle BC Depot SOW September 17, 2024
 - 5) Glass Bottles and Jars does not contain more than 1.5% by weight of other In-Scope PPP material categories.
 - 6) Materials collected under this Statement of Work may not contain Hazardous Waste.
- i. Describe how In-Scope PPP received by residents will be monitored and screened for quality to ensure less than 3% Non-PPP.
- ii. Describe how In-Scope PPP will be kept dry.
- d) PPP from ICI Sector
 - i. Describe how Appendix 5 Section 2.1.6 will be met including:
 - ii. Describe how Option 2 in Appendix 5 Section 2.1.6 (b) will be implemented and enforced in accordance with the Statement of Work in Appendix 5.
- e) Complete Schedule C for how In-Scope PPP will be sorted and indicate if any categories will be baled.
- f) Describe how Appendix 5 Section 3.4 will be met.

4.3 Related Documents

- a) Appendix 1 – In-Scope PPP
- b) Appendix 2 - Baled Financial Incentives
- c) Appendix 3 – Tonnage
- d) Appendix 4 – In-Scope PPP Curbside vs Depot
- e) Appendix 5 – Recycle BC Depot SOW
- f) Schedule A – Pricing
- g) Schedule B - Depot Hours of Operation
- h) Schedule C – In-Scope PPP Sorting

5. REQUIREMENTS

In order for a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 (Mandatory Criteria) of the RFP.

This section includes “Response Guidelines” which are intended to assist Proponents in the development of their proposals in respect of the weighted criteria set out in Section 7.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds the Regional District’s expectations.

Please address each of the following items in your proposal in the order presented. Proponents may find it helpful to use the individual Response Guidelines as headings for proposal responses.

5.1 Capabilities

5.1.1 Relevant Experience

Proponents should provide evidence of previous successful performance in comparable work. Proponents should provide complete information on experience of key personnel to be involved in the work and references from work on similar projects.

5.1.2 References

Proponents need to provide a minimum of 3 references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent’s own organization or from named subcontractors are not acceptable.

The Regional District reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent’s and any subcontractor’s performance under any past or current contracts with the Regional District or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

5.1.3 Environmental Considerations

The Proposal should identify the use of equipment and/or processes proposed to be utilized and the associated environmental benefits to utilizing such equipment and/or processes. For example, fuel efficiency of equipment used.

5.1.4 Other Diversion Materials

The Proponent should include a list of other diversion materials and/or EPR program materials accepted at the site. Proponents providing a Proposal for the Sechelt area site should identify whether or not a 40-yard container for use by Habitat for Humanity to collect refundable bottles and cans could be accommodated

5.2 Safety Plan

The successful Contractor will take particular care to ensure the safety of employees and the general public while providing the services. The Proponent should provide a safety plan to describe how they will perform the work safely.

Describe at a minimum:

- a) Entering and exiting the site(s);
- b) Performance of work, including loading of containers;
- c) Personal protective equipment;
- d) Fire suppression;
- e) Safety for residents and other contractors; and
- f) Other safety considerations.

When necessary, the successful Contractor will erect barriers or guards, post watchmen and will be fully responsible for carrying out the Work in safe manner.

5.3 Sustainable Social Procurement

A factor in the Regional District evaluation process is sustainable social procurement and the evaluation of proposals will take this into consideration.

As part of any submission the Proponent is encouraged to identify how they may contribute to the following key social, employment and economical goals, but not limited to the following:

- a) Contribute to a stronger local economy by:
 - promoting a Living Wage
 - Using fair employment practices;
 - Increase training and apprenticeship opportunities;
- b) Local expertise knowledge by:
 - Being locally owned;
 - Utilization of local subcontractors;
- c) Environmental Cost of Ownership;
- d) Energy efficient products;
- e) Minimal or environmental friendly use of packing materials; and
- f) Reducing hazardous materials (toxics and ozone depleting substances).

5.4 Approach

Proponents should provide details in Section 4.2, which will be considered the proposed method of service delivery to be implemented following proponent selection.

5.5 Price

Proponents need to submit a fee proposal that sets out the separate costs of each project described as well as an all-inclusive cost for all the projects; the proposal should include a breakdown of the fix prices including time, travel, hourly billable rates and material costs.

Prices quoted will be deemed to be:

- in Canadian dollars;
- inclusive of duty, tariffs, FOB destination, and delivery charges where applicable; and
- exclusive of any applicable taxes.

Bidder's will provide a list of all major suppliers and manufacturers involved in the contract, including their country of origin and whether they are based in the United States.

6. PROPOSAL FORMAT

Proponents should ensure that they fully respond to all requirements in the RFP in order to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) Signed cover page (see section 7.1 Mandatory Criteria).
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including pricing, i.e. the "Proponent Response".
- e) Appendices, appropriately tabbed and referenced.
- f) Identification of Proponent (legal name)
- g) Identification of Proponent contact (if different from the authorized representative) and contact information.

7. EVALUATION

Evaluation of proposals will be by a committee formed by the Regional District and may include other employees and contractors.

The Regional District's intent is to enter into a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

The Regional District reserves the right to be the sole judge of a qualified proponent.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarification or additional information in evaluating a Proposal.

7.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

Mandatory Criteria
The proposal must be received at the Closing Location before the Closing Time.
The proposal must be in English.
The proposal must be submitted using one of the submission methods set out on the cover page of the RFP
The proposal must either (1) include a copy of the Confirmation of Proponent's Intent to be Bound that is signed by an authorized representative of the Proponent, this is also required for email submissions or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP

7.2 Weighted Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the following weighted criteria.

Weighted Criteria	Weight (%)
Experience and Capabilities – qualifications, expertise, experience, references, records of success	30
Approach– service provision, methodology, safety plan, environmental considerations etc.	30
Other Diversion Opportunities	5
Sustainable Social Procurement	5
Price	30
TOTAL	100

7.3 Price Evaluation

The lowest priced Proposal will receive full points for pricing. All other prices will be scored using the following formula: lowest priced proposal/price of this proposal* total points available for price.

Appendix 1 – In-Scope PPP

This information is kept up to date by Recycle BC and may be subject to change. Current list as of April 2025.

In-Scope PPP will mean the material described in the categories of PPP below that have been selected as indicated by an “x” in the associated check box (and the In-Scope PPP shall be segregated, at a minimum, in the streams that have been selected below):

- ☒ Paper and Cardboard, which must be segregated from all other PPP.
- ☒ Mixed Containers, which must be segregated from all other PPP.
- ☒ Flexible Plastics, which must be segregated from all other PPP.
- ☒ White Foam Packaging, which must be segregated from all other PPP.
- ☒ Coloured Foam Packaging, which must be segregated from all other PPP.
- ☒ Glass Bottles and Jars, which must be segregated from all other PPP.

To the extent beverage containers as defined in Schedule 1 of the Regulation are comingled with In-Scope PPP that Customers drop off at the Depot, such beverage containers shall be deemed to be In-Scope PPP for the purposes of this Statement of Work, with polycoated beverage containers, plastic beverage containers and metal beverage containers defined as Mixed Containers and glass beverage containers defined as Glass Bottles and Jars.

Category Details for reference

Accepted PPP	Not Accepted PPP
Paper: Printed Paper	
<ul style="list-style-type: none"> • Newspapers, inserts and flyers • Magazines and catalogues • Telephone books and other directories • Writing and home office paper, paper envelopes, and notepads • Paper gift wrap and greeting cards • Single-use paper party décor (e.g., paper pennants, paper globes and ornaments, etc.) • Shredded paper (set shredded paper out for collection in a paper bag or small box and place in your paper collection container) 	<ul style="list-style-type: none"> • Plastic bags used to cover newspaper/flyers (accepted with flexible plastics), rubber bands • Hardcover or paperback books • Paper towels, napkins, tissues • Hardcover or paperback books • Items made with layers of plastic and paper, including glitter, party items that are not décor (e.g., costume wear, party eyeglasses), party décor that contaminates the paper stream (e.g., balloons, glitter, tinsel, noisemakers, etc.) • Dirt in garden pots
Paper: Paper Packaging and Cardboard	

<ul style="list-style-type: none"> • Corrugated cardboard boxes used for shipping, grocery and liquor store boxes, pizza boxes, moving boxes and Banker's boxes • Cardboard and boxboard boxes used for cereal, shoes, tissues, pizza, frozen entrees, desserts, detergent, etc. • Cardboard packaging for cannabis product • Carrier trays for bulk bottled water, soft drinks, cans, food, etc. • Cores for paper towels and toilet tissue • Molded boxboard packaging for egg cartons, take-out beverage trays, paper-based plant pots • Paper gift bags and boxes • Paper bags (also called Kraft paper) and envelopes • Multi-layered paper bags for flour, sugar, etc. • Compressed paper hangers included with clothing • Non-durable paper food containers 	<ul style="list-style-type: none"> • Items that are not packaging like products, long-term storage containers, such as heavy duty plastic boxes or totes. • Wax paper and parchment paper • Bags with foil layer • Bags with a plastic layer • Items that are not packaging-like products, bags and boxes that use plastic and/or paper material, bags and boxes with glitter and rope handles • Durable hangers (e.g., wire, sturdy plastic, metal, or wood)
Mixed Containers: Plastic Containers	
<ul style="list-style-type: none"> • Plastic jugs with screw tops used for cooking oil, laundry detergent and fabric softener, cleaning solutions, cleaning products, body care products, windshield washer fluid, etc. • Plastic bottles with screw caps, spray pump, or pull-up tops for food, dish soap, mouthwash, shampoos, conditioners and other personal care products, pills and vitamins, laundry products, etc. • Plastic jars with wide mouths and screw-top lids for peanut butter, jam, nuts, condiments, vitamins and supplements, personal care products, etc. 	<ul style="list-style-type: none"> • Compostable, biodegradable, oxo-degradable plastics • Stand-up pouches (accepted with flexible plastics category), containers for motor oil, vehicle lubricant, or antifreeze products • White, black or colour foam trays (accepted with foam category), soft plastic packaging for perishable foods (e.g., meat, poultry, fish or cheese, etc.), • Plastic/foil packaging for items like chewing gum and pills • Packaging labelled compostable, biodegradable, oxo-degradable plastics or foil lids from coffee and tea pods, coffee grounds

<ul style="list-style-type: none"> • Plastic packaging for cannabis product • Plastic clamshells with hinged or click-closed tops for baked goods, fruit, produce, eggs, etc. • Plastic black-bottom trays and clear tops for deli chicken, single-serve meals, prepared foods, baked goods • Plastic tubs and lids for food such as margarine and spreads, dairy products such as yogurt, cottage cheese, sour cream, ice cream, etc. • Plastic cold drink cups with lids for take-out beverages • Plastic garden pots and trays for bedding plants, seedlings, vegetable plants, etc. • Plastic pails less than 25L for laundry detergent, ice cream, pet food, etc. • Microwavable bowls and cups • Empty single-use coffee and tea pods; remove lids and do not include lids with recycling • Rigid plastic packaging for toys, toothbrushes, batteries, etc.; remove paper backing and recycle separately • Plastic straws • Plastic stir sticks • Plastic utensils (must be rinsed clean) • Plastic plates, cups, and bowls • Non-durable plastic food containers • Rigid plastic gift bags or boxes • Disposable plastic hangers included with clothing • Plastic tape dispensers • Plastic trays and tops for deli chicken, single-serve meals, prepared foods, baked goods, housewares and hardware. 	<ul style="list-style-type: none"> • Foam cups (accepted with foam packaging), plastic packaging labelled compostable, biodegradable, oxo-degradable • Ceramics (including ceramic plant pots) or items that are not packaging-like products, items labelled compostable, biodegradable, or oxocompostable • Plastic paint cans, plastic pails larger than 25L, pails for lubricants and oils • Bowls with metal rims • Durable storage containers such as glass or metal food storage containers, items labelled compostable, biodegradable, or oxo-compostable Durable hangers (e.g., wire, sturdy plastic, metal, or wood), plastic labelled compostable, biodegradable, or oxo-degradable • Wooden stir sticks • Wooden cutlery, items labelled compostable, biodegradable, or oxo-compostable • Used Dental Floss
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<ul style="list-style-type: none"> • Plastic dental floss containers • 	
Mixed Containers: Cartons and Paper cups	
<ul style="list-style-type: none"> • Paper cups for hot and cold beverages • Cartons and boxes for dairy, cream, substitute eggs, broth, sauces, etc. • Frozen dessert boxes for ice cream, frozen yogurt, etc. • Coated paper plates and bowls 	<ul style="list-style-type: none"> • Items that are not single use, or compostable, biodegradable, or oxo-degradable plastics • Paper towels or napkins (include with green waste, if applicable), tissues • Stand-up pouches (accepted with flexible plastics) • Uncoated paper plates, or plates that are soiled with food leftovers, plates labelled compostable, biodegradable, or oxo-compostable
Mixed Containers: Metal Containers	
<ul style="list-style-type: none"> • Aluminum cans and lids used for food • Aluminum foil • Aluminum foil pie plates and baking trays • Aluminum take-out containers • Empty aluminum spray containers • Cans and lids for food, pet food, etc. • Metal spray containers • Thin-gauge metal tins (e.g. cookie tins) 	<ul style="list-style-type: none"> • Spray paint cans, aerosol cans with any contents remaining, propane cylinders • Paper towels or napkins (include with green waste, if applicable), tissues, etc. • Steel paint cans, coat hangers, pots, pans and baking trays, propane cylinders, metal toys, appliances, metal hardware or other scrap metal, wiring or metal cords, extension cords • Propane tanks or propane canisters • Durable storage containers (e.g. metal or glass food storage containers) • Wax paper or parchment paper
Flexible Plastics	
<ul style="list-style-type: none"> • Plastic bags and overwrap Plastic bags for groceries, dry cleaning, bread, newspapers and flyers; bags for produce, dry bulk foods, and most frozen vegetables; outer bags and wrap for diapers, feminine hygiene products, paper towels, tissues, soft drink can flats; bags for 	<ul style="list-style-type: none"> • Crinkly cellophane wrap for tea, floral arrangements, etc., packaging labelled biodegradable, compostable, or oxo-degradable, lumber or construction wrap • Plastic-lined paper, 6-pack rings, paper-lined plastic, packaging labelled biodegradable,

<p>water softener salt, wood pellets and garden products; overwrap on mattresses, furniture and electronic equipment Bags must be empty when returning to a depot.</p> <ul style="list-style-type: none"> • Stand-up and zipper lock pouches Zipper lock pouches for frozen foods like berries, seafood, prepared foods; zipper lock bags for fresh foods like grapes, deli meats; stand-up pouches for baby food, hand soap refills; standup and zipper lock pouches for dried fruits, granola, sugar, oatmeal, grated cheese, etc. • Crinkly wrappers and bags for potato chips, candy, dried pasta, cereal, etc.; wrappers for cheese slices, snack bars, instant noodles, etc. • Flexible packaging with plastic seal Packaging for fresh pasta, prepackaged deli meats, pre-packaged cheese, etc. • Woven and net plastic bags Net bags for avocados, onions, oranges, lemons, limes, etc.; woven plastic bags for rice, etc. • Non-food protective packaging; Padded protective plastic like plastic shipping envelopes, plastic air packets, bubble wrap • Recycling bags; Transparent, single-use plastic bags for recycling Reusable plastic-only carry-out bags • Reusable plastic bags provided with purchase, or purchased as product • Squishy cushion packaging blocks and sheets; Commonly used in electronics packaging 	<p>compostable, or oxo-degradable, vinyl</p> <ul style="list-style-type: none"> • Items that are not packaging-like products, packaging labelled biodegradable, compostable, or oxo-degradable • Items that are not packaging-like products, packaging labelled biodegradable, compostable, or oxo-degradable, or carry-out bags with PVC/vinyl • Items that are not packaging-like products, packaging labelled biodegradable, compostable, or oxo-degradable, or with PVC/ vinyl, hard foam packaging • Items designed for disposal (i.e., garbage/compost/leaf bags), or aluminum foil lined food storage bags, packaging labelled biodegradable, compostable, or oxo-degradable • Bubble wrap-lined paper envelopes
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<ul style="list-style-type: none"> • Food storage, sandwich and freezer bags, vacuum seal bags; Bags used for food storage, or bags purchased to store items with a vacuum seal • Plastic shrink wrap; Plastic shrink wrap found on meat in grocery stores, or electronics, or used to seal products Must be clean for recycling. • Purchased gift bags, boxes; Bags and boxes that are purchased for gift giving • Reusable plastic curbside recycling bags; Thick, opaque reusable plastic bags used for curbside recycling in BC • LDPE/HDPE plastic sheets; Drop sheets for painting, covering items • Bubble wrap; Plastic-only bubble wrap 	
Foam Packaging (white and coloured)	
<ul style="list-style-type: none"> • Foam food containers and trays Meat trays, foam egg cartons, foam clamshells, foam cups and bowls, etc. Remove food residue and liquid absorbing pads. Sort white and coloured foam into appropriate collection container at the depot. • Foam Cushion Packaging Foam cushion packaging used to protect electronics, small appliances, etc. Sort white and coloured foam into appropriate collection container at the depot. 	<ul style="list-style-type: none"> • Liquid-absorbing pads, napkins • Labels, tape, paper and cardboard (recycle separately), foam peanuts, packing chips or noodles, blue or pink foam board insulation, foam furniture (e.g., sofa cushions)
Glass Bottles and Jars	
<ul style="list-style-type: none"> • Non-deposit glass bottles and jars, clear or coloured. 	<ul style="list-style-type: none"> • Drinking glasses, dishes, cookware, whole or broken window glass or mirrors, ceramic mugs or other ceramic products, light bulbs and light fixtures

Appendix 2 - Baled Financial Incentives

Recycle BC Financial Incentives offered for baled materials. Contamination must be minimal in order to qualify. Refer to Appendix 1 for what is considered contamination for the different PPP Categories

PPP Categories	Incentive if Baled
	(\$/tonne)
Paper and Cardboard	\$180
Mixed Containers	\$190
Flexible Plastics	\$790
White Foam Packaging	n/a
Coloured Foam Packaging	n/a
Glass Bottles and Jars	n/a

Appendix 3 – Tonnage

The following is a summary of 2024 tonnages by material type by depot location. Material Type Categories are defined in Appendix 2.

The Regional District does not guarantee or warrant the volume of Contract Residential In-Scope PPP that the Contractor will collect or be able to collect.

	Annual Tonnage by Material and Depot Location		
Material Types	Gibsons Fee Group 4	Pender Harbour Fee Group 3	Sechelt Fee Group 3
Paper	598.3	113.5	180.6
Mixed Containers	233.6	23.6	53.6
Flexible Plastics	71.7	10	29.4
Foam Packaging	9.5	1.5	6.1
Glass Bottles and Jars	127.9	22	98.9

Appendix 4 – In-Scope PPP Curbside vs Depot

For reference the following identifies which residential In-Scope PPP can be collected curbside and/or at depots as per Recycle BC guidelines, this may be subject to change.

Material Category	Examples	Accepted Recycle BC Depots (Residential only)	Accepted Recycle BC Curbside (Residential only)
Printed papers	office paper, newspaper	✓	✓
Cardboard	cardboard box	✓	✓
Other paper packaging containing liquids when sold	ice cream container, coffee cup, frozen juice concentrate, cartons for soup or milk	✓	✓
Other paper packaging not containing liquids when sold	cereal, cookie or cracker box	✓	✓
Metal packaging	soup can, aerosol can , foil take out container, aluminum cans	✓	✓
Plastic packaging	plastic bottles, jars and jugs e.g. mayo, laundry detergent, plastic take-out bowl, cup or lid	✓	✓
Glass packaging	Glass bottles and jars – clear & coloured e.g. pickle jar	✓	x
Polystyrene foam white or coloured	packaging around electronics, take-out cups or trays	✓	x
Plastic bags and overwrap	shopping bags, bread bag	✓	x
Other flexible plastic packaging	chip bags, candy bar wrappers, mesh produce bags, zipper lock bags	✓	x

Appendix 5 – Recycle BC Depot SOW

<https://recyclebc.ca/wp-content/uploads/2025/03/Recycle-BC-Depot-SOW-2024.09.17-SAMPLE.pdf>

Schedule A – Pricing

Proponent is to complete the pricing for any or all of the three depot sites.

Initial Term: Pender Harbour Area Depot			
	Service Months	Monthly Costs	Annual Cost
Year 1	12	\$	\$
Year 2	12	\$	\$
Year 3	12	\$	\$
Subtotal			\$
GST (5%)			\$
Total			\$

Optional Extensions: Pender Harbour Area Depot	
	Monthly Cost (before GST)
Year 4	\$
Year 5	\$

Initial Term: Sechelt Area Depot			
	Service Months	Monthly Costs	Annual Cost
Year 1	12	\$	\$
Year 2	12	\$	\$
Year 3	12	\$	\$
Subtotal			\$
GST (5%)			\$
Total			\$

Optional Extensions: Sechelt Area Depot	
	Monthly Cost (before GST)
Year 4	\$
Year 5	\$

Initial Term: South Coast Depot			
	Service Months	Monthly Costs	Annual Cost
Year 1	12	\$	\$
Year 2	12	\$	\$
Year 3	12	\$	\$
Subtotal			\$
GST (5%)			\$
Total			\$

Optional Extensions: South Coast Depot	
	Monthly Cost (before GST)
Year 4	\$
Year 5	\$

Schedule B - Depot Hours of Operation

Proponent is to indicate operating hours that residents can access the site for each regular day and typical holidays. If there are different hours for Recycle BC Post-Collection Service Providers to access the site, Proponents should prepare a second Schedule B and identify as such.

Regular Operating Hours – Resident Access

Summer Hours			
Valid: April 1 through to September 30			
Day	Open or Closed	Time Open	Time Close
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Winter Hours			
Valid: October 1 through to March 31			
Day	Open or Closed	Time Open	Time Close
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Holiday Operating Hours – Resident Access

Day	Open or Closed	Time Open	Time Close
New Year's Day			
Family Day			
Good Friday			
Easter Sunday			
Easter Monday			
Victoria Day			

Canada Day			
British Columbia Day			
Labour Day			
Thanksgiving Day			
Remembrance Day			
Christmas Eve			
Christmas Day			
Boxing Day			
New Year's Eve			

Schedule C – In-Scope PPP Sorting

Proponent should identify how In-Scope PPP will be collected and if the Proponent is proposing to bale the materials.

Category Details	Proposed Collection Method e.g. mega bag, 5 yard bin	Baled Proposed Yes or No
Paper and Cardboard		
Mixed Containers		
Flexible Plastics		
White Foam Packaging		
Coloured Foam Packaging		
Glass Bottles and Jars		
Indicate in rows below if planning to collect a portion of a category separately from above. Appendix 1 provides some of the options.		