



SUNSHINE COAST REGIONAL DISTRICT

Question and Answers #1

Project no 2535008

Title: Book Recycling Services 2025

Date: August 28th, 2025

Item No.1

With regards to Scope of Work:

Question:

- What is the expected volume of books (monthly or annually)?
- What is the number and location of collection sites?
- What is the preferred collection frequency?
- Are there expectations around reuse vs. recycling?

Answer:

- The expected yearly tonnage is found in Appendix 2 – Pricing in the RFP document.
- The number of collection sites can be found in Sections 3.1 and 3.2 – Project Background and Objectives in the RFP document. The current contractor has one drop off location at their site, but the SCRD may consider more drop-off locations at the proponents' suggestion.
- Up to the proponent to suggest as the proponent will be the operator of the collection site.
- Reuse is allowed for free, but if not reusable then they must be recycled

Item No.2

With regards to Contract Duration & Timeline

Question:

- What is the proposed start date.
- What is the contract length
- What are the key milestones

Answer:

- The proposed start date is December 1, 2025.
- Length of the contract can be found in Section 4.2 of the RFP.
- All key milestones are listed on first page of RFP.

Item No.3

With regards to Evaluation Criteria

Question:

- How will proposals be scored or prioritized?
- What is the weighting of cost vs environmental impact vs accessibility?

Answer:

- Proposals will be scored by a set of weighted criteria. These criteria can be found in section 7.2 - Weighted Criteria in the RFP document.
- The weighting can be found in Section 7.2 - Weight Criteria in the RFP.

Item No.4

With regards to Budget of Pricing Guidance

Question:

- Is there a target budget range or ceiling?
- Are there any pricing formats or templates you prefer?

Answer:

- A target budget range or ceiling has not been decided at this time. Please refer to Section 7.2 - Weight Criteria for information regarding the score of pricing for this RFP. We would recommend the proponent to lead the bid with the lowest amount that they can reasonably perform the work that is required, while balancing the other weights that will be scored.
- Please see Appendix 2: Pricing for an example of an older template.

Item No.5

With regards to Community Engagement Expectations

Question:

- Are there specific outreach or education components required?

Answer:

- As per the Project Objectives in Section 3.2 the proponent will be responsible for ensuring the materials in this program are from residential sources.

Item No.6

With regards to Reporting & Compliance

Question:

- What kind of reporting is expected (e.g., diversion rates, monthly summaries)?
- Are there any regulatory or certification requirements?

Answer:

- Reporting expectations can be found in section 3.3.2 of the RFP
- Proponents should refer to section 3.3.1 - d)