



# Sunshine Coast Regional District

# Request for Proposal

**Number: 2335001**

**for**

## **Drywall Testing and Abatement Services**

**Issue Date:**

**June 5, 2023**

**Closing Date of**

**July 4, 2023 at 3:00 PM local time**

**CONTACT:** All enquiries related to this Request for Proposals, including any requests for information and clarification, are to be submitted by June 13, 2023 and directed, in writing, to [purchasing@scrd.ca](mailto:purchasing@scrd.ca), who will respond if time permits with a Q&A on BC Bid by June 20, 2023. 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.

**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.

**A proposal is deemed to incorporate the Confirmation of Proponent's Intent to Be Bound below, without alteration.**

### **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 the 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

- 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.
- 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.
- 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 (\$150 per year) 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.
- 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.
- 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.

- 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.
- 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](mailto: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](mailto: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](http://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](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 \$2,000,000 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) 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.

#### **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 Request for Proposal (RFP) is to select a Contractor(s) to provide drywall testing for drywall that has been delivered to the Sechelt Landfill and the Pender Harbour Transfer Station (Sites) for recycling. Upon occasion, testing services may be needed for abandoned waste found at our sites. In addition to drywall testing, a Contractor will be selected to conduct asbestos abatement for any drywall loads that produce positive test results for asbestos. Upon occasion, abatement services may be needed for abandoned waste found at our sites or at illegal dump sites. Additionally, a Contractor will be selected to haul and dispose of asbestos containing drywall to an authorized disposal site. Proponents may elect to bid on all or a portion of the services needed. The Regional District reserves the right to award separate contracts for each service described.

## **3. SITUATION/OVERVIEW**

### **3.1 Overview**

#### **1. Current**

The Regional District currently accepts drywall for recycling at its Pender Harbour Transfer Station and Sechelt Landfill sites. The drywall screening process begins the moment the scale attendant is aware that drywall is contained within the load. The drywall is placed by the public into 40-yard bins and, once full, transported by a hauler under a separate agreement to New West Gypsum for recycling.

The Regional District has had repeated occurrences of drywall testing positive for asbestos despite our rigorous screening processes. Once a test result for drywall comes back as containing asbestos the entire load is treated as contaminated and requires abatement.

#### **2. Future hauling and disposal of asbestos containing drywall**

The Regional District is preparing an application to become a registered hazardous waste site for asbestos. Approvals are required to be able to store asbestos containing materials at our two (2) Sites to be shipped to an authorized disposal site for burial. Once permitted, the drywall acceptance program will expand, allowing residents to bring asbestos containing or untested drywall to the Sites as asbestos. All materials will be required to be sealed as per WorkSafe BC requirements before entering the sites. We expect a reduction in the tonnage for drywall testing and recycling once the program expands. The Regional District will require continued services as a hauler for asbestos containing drywall and other asbestos containing materials once the program expansion has been implemented; however, the scope of work will be slightly altered. The Regional District would like to invite Proponents to include this scope of work for asbestos containing drywall hauling and disposal in their response to this proposal. The timeline will depend on the approval process from the Ministry.

#### **3. History**

At the Sites, vehicles containing drywall are scaled in by the Regional District. As soon as the scale attendant is made aware that drywall is contained in the load, stringent drywall acceptance procedures are activated. Acceptance of drywall for recycling at the Sites is contingent upon receipt of a lab analysis that indicates no detectable presence of asbestos and the completion of a declaration form. Drywall that has never been used is accepted with the completion of a declaration form. The scale attendant is the first to review the lab



analysis and/or declaration form to ensure all standards are met and the lab analysis results indicate there is no detectable asbestos. The customer is given the package of paperwork and directed to the drop-off area to meet a site attendant for a second review of the paperwork. If the paperwork meets all requirements, the site attendant will direct the customer to the 40-yard bin to unload the drywall. While the drywall is being unloaded, the site attendant monitors all drywall going into the bin to ensure it matches any descriptions on the paperwork. Stringent acceptance procedures are followed by Regional District site staff to ensure any drywall disposed does not contain asbestos to protect the safety of staff, the public, the hauler and to ensure drywall will be accepted by the gypsum recycling contractor, New West Gypsum.

Since August 2021, the Regional District's Contractor has conducted testing of drywall bins prior to leaving the Sites and abatement in the event a test result comes back positive for asbestos. Despite rigorous procedures followed by staff and additional testing of bins, there were still loads being detected which contain asbestos.

As part of our asbestos containment procedure, we may be required to test and/or abate abandoned waste found onsite in addition to drywall. Historically, staff have had a high success rate with screening and educating the public to avoid materials that may contain asbestos abandoned onsite. We have had approximately one (1) occasion per year where we needed to contact an abatement company to test and/or abate waste found on site.

Additionally, the Regional District currently supports illegal dumpsite clean ups by residents and would like to offer asbestos abatement and drywall testing to support the work done through the Good Samaritan Program and Backroad Trash Bash Events. Dumpsite clean ups happen in a variety of remote locations including parks, forests and off-road forest service roads.

The Regional District is currently preparing an application to become a registered hazardous waste facility for asbestos containing materials. Sechelt Landfill is currently permitted to bury asbestos but not drywall. Once the Sites become registered hazardous waste sites for asbestos, the public will be permitted to dispose of asbestos containing or untested drywall as per WorkSafeBC requirements. The asbestos containing or untested drywall will arrive at the Sites double bagged and sealed in 6 mil poly bags. The bags will be placed into a container as proposed by the Contractor until the materials are ready to be shipped off site and disposed of at an authorized disposal site.

#### 4. Tonnages

Drywall Tonnes per year	2022	2021	2020	2019
Sechelt Landfill	155	314	330	446
Pender Harbour Transfer Station	19	37	67	49

Note: In 2022 approximately forty (40) tonnes were abated as asbestos containing materials over the span of eight (8) occurrences.

#### 5. 2022 Testing and Abatement

	Samples collected	Site visits to collect samples	Abatement occurrences
Sechelt Landfill	171	42	8
Pender Harbour Transfer Station	21	6	0

### **3.2 Project Objectives**

The objective of this project is to secure a Contractor to collect samples of drywall on site within 24 business hours after the Regional District requests testing, and to provide test results within 48 hours of collecting samples.

In the event that any test results indicate asbestos containing materials in the load, a Contractor will be selected to provide abatement of drywall as soon as possible. Once abatement is completed, a selected Contractor will be responsible for hauling and disposal of asbestos containing drywall with a licensed hauling company to an authorized disposal site.

For illegal dumpsites not at or near the Sechelt Landfill or Pender Harbour Transfer Station the Contractor may be requested to perform additional work for suspected asbestos that has been abandoned or is in an illegal dumpsite. The Contractor will have up to four (4) weeks to attend the location to test and/or abate the suspect asbestos containing materials. The decision to test the suspect asbestos containing materials prior to abatement will depend on the nature of the materials and the location of the site. Some illegal dumpsite locations may be remote and require travel on unpaved forest service roads. The Regional District and Contractor will discuss testing or immediate abatement of suspect asbestos containing materials on a site by site basis. It is expected that no material that may contain or be contaminated by asbestos will remain after abatement on the site. Once abatement is completed, the Contractor will be responsible for hauling and disposal of asbestos containing materials with a licensed hauling company to an authorized disposal site.

Proponents may elect to bid on all or a portion of the service requirements needed.

Once operational changes for drywall acceptance are implemented, the Regional District will continue to need services as outlined above, however we expect reduced volumes. The Regional District will require hauling and disposal of asbestos containing or untested drywall which we expect to make up the reduction in volumes tested and recycled. As part of this RFP we would like to invite proponents to include services required in the expanded drywall acceptance program.

### **3.3 Scope**

#### **1. Service Level**

- a) Provide all materials, supervision, labour, equipment and all else necessary for, or incidental to, the proper execution of the work described in the contract.
- b) Provide an appropriate level of staffing and staff training to ensure a knowledgeable, courteous and respectful level of service required to maintain excellent relations with the public.
- c) Comply with the then current WorkSafe BC requirements for handling Asbestos Containing Materials (ACM) including wearing appropriate PPE and ensuring the surrounding areas are secure from exposure to the public and Regional District staff.
- d) Comply with all the then current WorkSafe BC regulations and procedures for abatement of drywall containing asbestos.
- e) Coordinate with the Regional District procedures for keeping track of drywall that has been tested.
- f) Provide a safety plan which meets the satisfaction of the Regional District and includes Safe Operating Procedures for operating heavy equipment in a public setting. Safety Plans are to be reviewed annually by the Site Operator and resubmitted to the Regional District for approval if any reviews have been made.

- g) All drywall sample test results will be provided to the Regional District in a pdf format within 48 hours of the sample being collected. In the event that abatement is required, a Notice of Project for Asbestos for moderate risk application and all documentation will be provided to the Regional District.
- h) Comply with all the then current *Hazardous Waste Regulation*.
- i) Comply with all other regulatory requirements relevant to the work.

## 2. Reporting

In addition to the terms listed in the General Service Contract, the Contractor shall provide the following documents in approved electronic format via email to the Regional District by the 15th of the following month:

- a) Monthly invoice that includes the number of site visits to each facility and the number of samples per site visit.
- b) Cost breakdown for any abatement work that may be required.
- c) Copy of manifest and or receipt of disposal after it has been delivered to an authorized disposal site.

## 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](http://www.scrd.ca/bid).

### 4.2 Term

The term of the contract shall be in effect for a four-year period with an option to renew up to three (3) additional one-year terms at the sole discretion of the Regional District. The anticipated start date for this service contract will be as soon as possible.

### 4.3 Service Requirements

The Contractor's responsibilities will include the following:

- a) Abatement **must** adhere to the WorkSafeBC requirements.
- b) All requirements as set out in the *Environmental Management Act* and *Hazardous Waste Regulation* relating to this work **must** be followed.
- c) All requirements as set out by Transport Canada for the Transportation of Dangerous Goods **must** be followed.
- d) Disposal will be taken to an authorized disposal site for accepting Asbestos Containing Drywall.
- e)

## 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. Complete Proposal Response Form A.

### 5.1 Capabilities

#### 1. Relevant Experience

Proponents should provide evidence of previous successful performance in comparable work for a minimum of four (4) years. Proponents should provide complete information on experience of key personnel to be involved in the work.

#### 2. Required Qualifications

Proponents or subcontractors performing the work **must** provide evidence that they are a certified lab for testing asbestos, that workers performing abatements are certified or licenced as per the then current WorkSafe BC requirements, that they are a licensed hauler for transporting asbestos..

### 5.2 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.

### 5.3 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) Environmental Cost of Ownership;
- c) Energy efficient products;

- d) Minimal or environmental friendly use of packing materials; and
- e) Reducing hazardous materials (toxics and ozone depleting substances).

## 5.4 Approach

The Proponent should provide details on the approach, as outlined below, which will be considered the method of which the service will be provided after the Proponent is selected. Proponent will also need to provide details on how the public will be required to load the bin and the associated process related to the 6 mil poly bags and container to prevent spilling. Proponents will disclose the disposal site of any abated drywall loads and the shipping company to ensure they meet all regulatory requirements.

1. If subcontractors will be used, a list of their legal name, sub trade and qualifications should be provided.

### **Service Provisions**

The Proponent is to include how they will provide the services in which pricing is provided. Proponents may elect to bid on all or a portion of the service requirements needed.

This includes:

- a) Methodology as to how the work will be completed. The methodology should include at a minimum:

#### **Drywall testing**

- Procedures for collecting samples from 40-yard bins at approximately every three (3) tonne intervals. Each 40-yard bins holds approximately 8.3 tonnes.
- Methods for indicating drywall that has been tested within a 40-yard bin to ensure that any concerning samples are collected once only.
- Schedule outlining communication paths to ensure Regional District staff know when samples are collected and are provided with test results within 48 hours.
- How the Proponent will meet or exceed the Regional District requirements.

#### **Drywall abatement**

- Procedures for abatement of loads of drywall that have been found to contain asbestos and how they meet or exceed the requirements of WorkSafe BC.
- How the Proponent will meet or exceed the Regional District requirements.

#### **Suspect Asbestos Containing Materials Abandoned at SCRD Waste Facilities**

- Procedures for handling materials that may contain asbestos that have been abandoned on or near the Pender Harbour Transfer Station and Sechelt Landfill.
- How the Proponent will meet or exceed the Regional District requirements.

#### **Suspect Asbestos Containing Materials at Illegal Dumpsites**

- Procedures for handling suspect asbestos containing materials at illegal dumpsites. Including: testing, abatement, hauling and disposal, and entering and exiting remote locations.
- How the proponent will meet or exceed the Regional District requirements.

#### **Asbestos Containing Drywall hauling and disposal**

- Procedures for hauling and disposal of loads of asbestos containing drywall.
- Procedures to implement when we expand the drywall acceptance program and public will be dropping off pre-contained asbestos containing or untested drywall. Include container size, how materials will need to be placed in the bins by the public to ensure there is no breakage or spills and any other considerations that ensure the safety of staff, public and the environment.
- How the proponent will adjust to meet additional requirements from the province in order to obtain a Hazardous Waste Facility License.
- How the proponent will meet or exceed the Regional District requirements.

- b) Detailed breakdown of all the equipment and resources to be used. Neither of the SCRD's solid waste Sites have running water.

### **3. Safety Plan**

The Proponent is to provide a safety plan to describe how they will perform the work more safely. This plan will need to take into consideration the safety of employees and the general public while the Contractor is providing the services.

Describe at a minimum:

- a) Entering and exiting the site(s);
- b) Performance of work, including entering and exiting the containers;
- c) Safe Work Procedures for handling ACM;
- d) Personal protective equipment;
- e) Certifications and training of persons performing the work;
- f) Safety for residents and other contractors; and
- g) Other safety considerations.

### **5.5 Added Value**

The Proponent may include ideas beyond the scope of this RFP that provide added benefit to the Regional District, but which were not specifically requested in this RFP. Unless otherwise stated, it is understood that there will be no extra charge for these additional services. If, however, additional services are offered at additional costs, an explanation of the additional service costs should be included and identified in the Fee Proposal.

The Proponent should provide any relevant information on what makes your firm innovative, what is your competitive advantage, and what other services your firm will provide that would of assistance or beneficial to the Regional District.

### **5.6 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, FOB destination, and delivery charges where applicable; and
- exclusive of any applicable taxes.

A pricing table is provided in **Schedule A** for consideration.

## **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) Proposal Response Form A

- f) Appendices, appropriately tabbed and referenced.
- g) Identification of Proponent (legal name)
- h) 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.

<b>Mandatory Criteria</b>
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 cover page 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
Proponents must meet the required Qualifications



## 7.2 Weighted Criteria

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

<b>Weighted Criteria</b>	<b>Weight (%)</b>
Experience	15
Sustainable Social Procurement	5
Approach Service Provision	15
Approach Safety Plan	15
Added value	10
Price	40
<b>TOTAL</b>	<b>100</b>

## 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 – Current Site Hours of Operation

	Sechelt Landfill	Pender Harbour Transfer Station	
	Year Round	Summer Hours May 1 to Sep 29	Winter Hours Sep 30 – April 30
<b>Statutory Holidays</b>	Closed Stat Holidays Truth and Reconciliation Day to Easter Monday	Open	Closed Stat Holidays Truth and Reconciliation Day to Easter Monday
<b>Sunday</b>	9:00am – 5:00pm	9:00am – 5:00pm	Closed
<b>Monday</b>	Closed	9:00am – 5:00pm	8:30am – 4:30pm
<b>Tuesday</b>	9:00am – 5:00pm	Closed	Closed
<b>Wednesday</b>	9:00am – 5:00pm	9:00am – 5:00pm	8:30am – 4:30pm
<b>Thursday</b>	9:00am – 5:00pm	9:00am – 5:00pm	8:30am – 4:30pm
<b>Friday</b>	9:00am – 5:00pm	9:00am – 5:00pm	8:30am – 4:30pm
<b>Saturday</b>	9:00am – 5:00pm	9:00am – 5:00pm	8:30am – 4:30pm

## Appendix 2 – Sample Fuel and GHG Report

Month: February 2020

### GHG Emissions

Equipment & Routes			Diesel		
Date	Vehicle #	Route	Kms	amount (Litres)	GHGs (tCO2e)
Feb 1	111	3	65	75	0.204
	222	4	114	85	0.231
Feb 2	111	5	79	87.5	0.238
	222	6	80	86	0.234
	333	7	84.5	102	0.278
07-Feb	111	1	120	100	0.272
	333	2	76.8	117	0.319
08-Feb	111	4	93	70	0.191
	222	3	65	70	0.191
09-Feb	111	6	80	90	0.245
	222	7	72	80	0.218
	333	5	80	70	0.191
14-Feb	111	2	83.5	70	0.191
	222	1	120	90	0.245
15-Feb	111	4	115	80	0.218
	222	3	70	75	0.204
16-Feb	111	7	84.5	94	0.256
	222	6	85	90	0.245
	333	5	90	85	0.231
23-Feb	111	5	82	92	0.251
	222	6	75	79.7	0.217
	333	7	84.2	84	0.229
			2276.3	2254.2	6.139

### Appendix 3 – Sample Invoicing Summary Sheet

Outbound from Regional District site				Inbound at Drywall Recycler			
Date	Site	Ticket #	Weight	Date	Site	Ticket #	Weight
May 3, 2020	SL	12356	165,000	May 4, 2017	SL	99999	165,000
May 10, 2020	PHTS	654321	78,000	May 11, 2017	PHTS	88888	78,000
May 23, 2020	SL	99999	123,000	May 24, 2017	SL	11111	123,000

## Appendix 4 – Location & Site Map for Sechelt Landfill



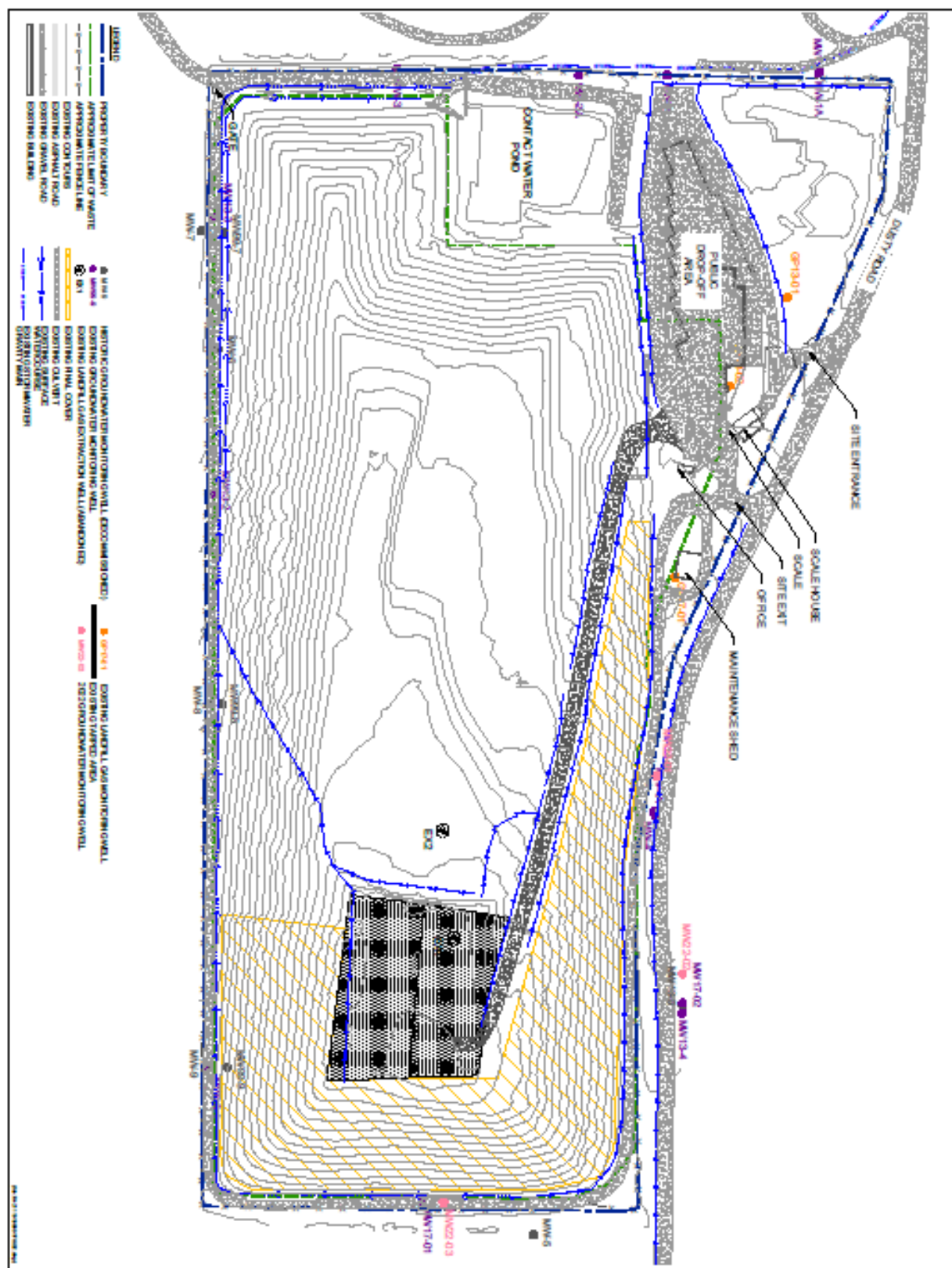
### Legend

- Electoral Areas
- Parks
- Sunshine Coast Hwy
- Roads



Sunshine Coast Regional District  
[www.scrd.ca](http://www.scrd.ca)  
May, 2016

0 1 2 4 Kilometers



## Appendix 5 – Location & Site Map for Pender Harbour Transfer Station



### Legend

- |                 |                    |
|-----------------|--------------------|
| Electoral Areas | Sunshine Coast Hwy |
| Parks           | Roads              |



Sunshine Coast Regional District  
[www.scrd.ca](http://www.scrd.ca)  
May, 2016

0 1 2 4 Kilometers



