



CITY OF SURREY

REQUEST FOR PROPOSALS

Title: Garbage, Recyclables & Organics Collections

Reference No.: 1220-030-2021-010

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REQUEST FOR PROPOSALS

1. INTRODUCTION

1.1 Purpose

The purpose of this RFP is to invite competitive Proposals from which the City of Surrey (the “City”) can select a qualified Proponent, or qualified Proponents, to perform cart-based collection, transportation and disposal services for Garbage, Recyclables and Organics from residential dwellings and certain other specified locations in Surrey (collectively the “Services”).

A preliminary scope of the Services is described in the Draft Contract attached as Appendix 4 to this RFP. The final scope of the Services will be as set out in the Final Contract. Under this RFP, the City is inviting Proposals for the performance of the Services, that include offers for variations of the Services described in the Draft Contract, so that the City can, by applying the evaluation criteria set out in this RFP, select the Proponent(s) and the combination of Services that Surrey decides is the most advantageous to Surrey for inclusion in the Final Contract.

1.2 Overview of Current Collection Services

The City currently provides weekly residential curbside organic waste collection and alternating biweekly residential curbside garbage and recycling collection services via a fully automated cart-based collection system that uses a waste collection fleet fueled by compressed natural gas (“CNG”). Waste collection services are provided to approximately 106,000 single-family households and 30,000 secondary suites. Additionally, approximately 35,000 residences from apartment buildings are provided weekly centralized recycling service, while approximately 50% of these households additionally receive weekly centralized organic service.

1.3 Surrey’s Objectives

In issuing this RFP, the City is interested in entering into a cooperative, mutually beneficial commercial relationship with a Proponent, or a number of Proponents if the City elects to divide the Services into more than one contract, to assist the City in achieving the following objectives relating to the Services (“Surrey’s Objectives”):

- a. the performance of the Services in a cost-effective manner, maximizing overall collection system value and optimizing capital, operation and maintenance costs;
- b. the provision to customers of a high quality and reliable collection service which includes the flexibility to revise the Services or transfer responsibility for the Services to a third party, in whole or in part, to deal with poor service performance;
- c. the reduction of adverse environmental impacts from the performance of the Services, including where appropriate the adoption of clean technologies and practices;
- d. the increase of diversion of materials from traditional disposal sites such as landfills;
- e. the minimizing of customer complaints, confusion, and service disruptions, particularly during the initial implementation of the Services;

- f. the opportunity for the introduction of innovations in the performance of the Services, including from other jurisdictions in Canada and the world; and
- g. the retention of flexibility to allow for the modification of the Services to introduce new services for the benefit of customers.

In addition to the above objectives, the City has established a goal to become Canada's first zero-waste-to-landfill community in Canada from its residential waste stream. The zero waste goal will build on the strengths of existing waste management policies, programs and services set out in the Draft Contract, but also expand beyond these initiatives by identifying opportunities, innovation and best practices to increase waste reduction, reuse, recycling and diversion that can be incorporated into the Final Contract. A key area of focus is the introduction of circular economy approaches and business models. The City welcomes Proponents to, in their Proposals, and in accordance with Section 4 of this RFP and Attachment 2B – Proponent's Technical Proposal, propose variations and/or alternatives to the Services including innovative programs and services that can be implemented in the City to achieve the zero waste objective. Proponents should complete a copy of the Zero Waste Initiative form provided in Attachment 2D – Other Variations for each zero waste initiative a Proponent includes in its Proposal.

1.4 Eligibility to Participate

Any interested party is eligible to participate in this RFP.

The current provider of the City's solid waste collection services, Waste Connections of Canada Inc. (formerly BFI Canada Inc.), is not precluded from submitting a Proposal in response to this RFP. The current provider may have experience and knowledge that is not available to other interested parties. The City has endeavoured to make available to interested parties information in the City's possession that the City has identified as relevant to the existing services agreement, except the City will not release any of the current provider's confidential commercial information.

1.5 Definitions

The definitions set out in Section 9 will apply to this RFP.

2. RENEWABLE NATURAL GAS

2.1 RNG-Powered Collection Vehicles

As set out in Section 1.3(c) of this RFP, one of the City's Objectives is to reduce the adverse environmental impacts from the performance of the Services, and one way to achieve that objective is to use collection vehicles that are capable of being powered by RNG.

2.2 Surrey Biofuel Facility and City's RNG Option

The Surrey Biofuel Facility is the first fully integrated closed-loop organic waste management system in North America. The Surrey Biofuel Facility is able to divert more than 115,000 tonnes of residential and commercial organic waste from the landfill each year. The Biofuel Facility can produce over 100,000 GJ per year of RNG.

As set out in the Draft Contract, the City will have the option (the “**RNG Option**”) to elect to have the successful contractor under the Final Contract (the “**Contractor**”) provide the Services using renewable natural gas (“**RNG**”) to power the collection vehicles as part of the City’s efforts to achieve its zero waste objective, which may include the use of RNG generated by the Surrey Biofuel Facility. In accordance with the Draft Contract, should the City exercise of the RNG Option, the City will retain the right to, in its sole discretion, require the Contractor to revert back to the use of CNG in its collection vehicles.

2.3 Purchase of New Collection Vehicles

As set out in the Draft Contract, the Preferred Proponent(s) will be responsible for purchasing a sufficient number of new collection vehicles powered by CNG, which can also be powered by RNG, to perform the Services. Delivery of such new collection vehicles should occur such that they are available for use in the Services as of the commencement of the Services under the Final Contract. The City intends to award the Final Contract in accordance with the schedule as set out in Section 5.1 of this RFP, and the City anticipates that such schedule will give the Preferred Proponent(s) sufficient time to order and obtain delivery of the required new collection vehicles that can be powered by CNG and RNG.

2.4 Fuel, Maintenance and Storage Facilities

As set out in the Draft Contract, to perform the Services the Contractor will require:

- a. a CNG supply and fuelling facility with capacity to fuel the collection vehicles;
- b. an RNG supply and fuelling facility with capacity to fuel the collection vehicles, in anticipation of the City exercising the RNG Option;
- c. a storage facility to store the collection vehicles while they are not in use; and
- d. a maintenance facility to maintain the collection vehicles.

2.5 Low Carbon Fuel Credits

As set out in the Draft Contract the City intends to pay the cost of the fuel consumed by the collection vehicles in the performance of the Services, either CNG or RNG.

Under the Final Contract the City is to receive all low carbon fuel credits available from the fuel, and the Contractor will be required to cooperate with the City so that the City is able to claim the maximum amount of such credits either directly, or by transfer from the Contractor to the City.

3. REQUIRED SERVICES

3.1 Scope of Services

The scope of required Services is as described in the Draft Contract and generally consists of the collection of Garbage, Recyclables and Organics from residential dwellings and certain other locations within the City and the transportation of such materials for disposal to the applicable

transfer or processing facility. The Services will also include performance of the City's "Large Item Pick-Up Program" ("LIPU").

3.2 Recyclables Delivery and Processing

In 2013, the City entered into a master services agreement with Recycle BC (formerly Multi Material British Columbia) (the "**Master Services Agreement**") under which the City became a collector on behalf of Recycle BC of Recyclables for Single Family Dwelling Units and Multi-Family Dwelling Units as required under the Provincial Recycling Regulation.

In 2018, the City and Recycle BC amended the Master Services Agreement and entered into statements of work thereunder to continue curbside collection and multi-family collection of Recyclables on behalf of Recycle BC (the Master Services Agreement, as amended, including all related statements of work, the "**Recycle-BC Services Agreement**"). The term of the Recycle-BC Services Agreement expires in 2023, although the City anticipates that the Recycle-BC Services Agreement will be extended. A copy of the Recycle-BC Services Agreement is attached as Schedule 10 to the Draft Contract.

The Final Contract between the City and the successful Contractor will, with respect to the Recyclables Collection Services, incorporate the terms of the Recycle-BC Services Agreement between the City and Recycle BC on a fully back-to-back basis (as if the City is Recycle-BC and the Contractor is the "Contractor" under the Recycle-BC Services Agreement) as defined in the Draft Contract. The price for the Contractor to perform the Recyclables Collection Services in accordance with the Recycle-BC Services Agreement should be included in a Proposal in Appendix 2 using Attachment 2C – Proponent's Financial Proposal.

If at any time during the term of the Final Contract either the City or Recycle BC, pursuant to their respective rights under the Recycle-BC Services Agreement, elects to transfer responsibility for the collection of Recyclables from the City back to Recycle BC, and Recycle-BC retains a third-party contractor to collect Recyclables in the City, then the Final Contract Price will be adjusted as set out in the Final Contract to reflect the deletion of the Recyclables Collection Services from the Final Contract.

3.3 Upholstered Furniture Recycling Option

As set out in the Draft Contract, and as part of the City's zero waste goal described in Section 1.3, the City would like to have the option to require the Contractor to collect and transport upholstered furniture to a facility capable of recycling or facilitating the reuse of such upholstered furniture. In their Proposals, Proponents should price the pickup of upholstered furniture items in accordance with the Upholstered Furniture Recycling Option using the form shown in Attachment 2C – Proponent's Financial Proposal.

3.4 Reference Information

The following general information (collectively, the "**Reference Information**") is provided by the City to assist Proponents in the preparation of their Proposals. The City does not in any way guarantee the accuracy or completeness of the Reference Information and Proponents should apply their own judgement as to the reliability of such information.

- a. The City has approximately 599,330 residents.
- b. The City has an approximate geographical area that covers 317 square kilometers.
- c. Current Collection Schedule:
 - (1) Food Waste is commingled with yard waste and collected weekly as Organics.
 - (2) Garbage and Recyclables are each collected on an alternating, biweekly, basis.
 - (3) Recyclables are both collected and processed via a single-stream system.
- d. 2020 Collection Tonnages:
 - (1) 51,600 metric tonnes of Garbage, including approximately 1,900 individual excess garbage items.
 - (2) 75,000 metric tonnes of Organic waste (Food Waste and Yard Waste).
 - (3) 24,200 metric tonnes of Recyclables.
- e. 2020 LIPU Participation:
 - (1) approximately 69,000 items based on 37,000 service requests.
- f. Data Bank:

Additional Reference Information on the City's customers, tonnages, waste streams, contamination rates, recyclables composition and collection areas is available for review by Proponents on the City's solid waste planning website at <https://www.surrey.ca/services-payments/waste-collection>. Various reports and other background information have been posted at <https://mft.surrey.ca> (Logon ID: surreybid; Password: Welcome) in folder "1220-030-2021-010 - Garbage, Recyclables & Organics Collections RFP".

4. VARIATIONS IN SERVICES

4.1 City Invites Variations

The City wishes to receive Proposals under this RFP that present a range of variations and/or alternatives (each a "**Variation**") to the Services from which the City can select the Preferred Proponent with the Proposal that will provide the City with the most advantageous contract for the provision of the Services. The Proposals, including the combinations of Variations they may contain, will be evaluated in accordance with the criteria in Section 7.2 of this RFP.

4.2 Proposals for Some or all the Geographical Area

The City has divided the Surrey into two separate geographic regions for the purposes of this RFP, as shown in the map attached as Appendix 3 to this RFP. The area that generally encompasses the south area of the city (“**Area A**”) is larger and less densely populated than the area that covers the north area of the city (“**Area B**”). The City is considering awarding one Final Contract to a Proponent for the entire city (Area A plus Area B) or awarding one Final Contract to a Proponent for Area A and a separate Final Contract to a different Proponent for Area B.

4.3 Identified Possible Variations

The City has identified the following possible Variations for which it is interested in receiving prices:

- a. providing the Services for:
 - (1) Area A only;
 - (2) Area B only; and
 - (3) Area A and Area B,
 as described in Section 4.2 of this RFP;
- b. different frequency of collection, including:
 - (1) Garbage, Recyclables and Organics each collected weekly;
 - (2) Recyclables and Organics collected weekly, and Garbage collected biweekly; and
 - (3) Organics collected weekly, and Garbage and Recyclables collected biweekly;
 - (4) additional requested collection days for each of Garbage, Recyclables and Organics;
- c. weekly collection of Organics and Recyclables from a centralized location at a Multiple Unit Residential Building;
- d. with respect to the collection of Recyclables only from a centralized location at a Multiple Unit Residential Building:
 - (1) weekly collection;
 - (2) twice weekly collection;
 - (3) biweekly collection;
 - (4) additional collection days (regular basis);

- (5) additional collection days (from time to time);
- e. providing organic cart washing services for Multiple Unit Residential Buildings – weekly from April – September and biweekly from October to March; and
- f. monthly, quarterly or biannual collection of specialized items such as Styrofoam, batteries, film plastics, glass, small appliances, electronics, and textiles.

Proponents who elect to provide prices for such identified Variations should include such prices and details in their Proposals in the form shown in Attachment 2C – Proponent’s Financial Proposal. Each Proposal should, at a minimum, include the Variations described in Section 4.3(a) above, provided that the failure by a Proponent to provide pricing for all of the Variations described in this Section 4.3 and Section 4.4 may result in the City evaluating such Proponent’s Proposal as being less favorable than a Proponent that provides prices for such Variations.

4.4 Surrey-Supplied RNG Fuelling Facilities Variation

As a Variation, the City is interested in receiving the price impacts (savings) if the City builds, operates, maintains and owns an RNG fuelling facility and a storage facility for the collection vehicles required for the Services, both to be located in the City. The City would provide RNG fuel and use of the storage area without cost to the Preferred Proponent. The City would not provide a maintenance facility to maintain the collection vehicles. For the purposes of this Variation, Proponents should assume that the fuelling facility and the storage facility will be fenced and any additional site security measures required by the Proponent will be provided by the Proponent at the Proponent’s cost. Proponents who elect to provide prices for this Variation should include such price impacts (savings) in their Proposals in the form shown in Attachment 2C – Proponent’s Financial Proposal.

4.5 Other Variations

In addition to the Variations described in Section 4.3 and Section 4.4, the City is interested in receiving other Variations to the Services (“**Other Variations**”) that promote Surrey’s Objectives. Other Variations can range from minor modifications to major system and administrative changes which, for purposes of illustration only, might include:

- a. a longer or shorter contractual term;
- b. different collection frequencies;
- c. different collection methods and equipment;
- d. different collection performance requirements;
- e. alternative powered waste collection vehicles (i.e. electric);
- f. alternative financial incentives or levels and methods of performance compensation;

- g. use of routing technology to improve efficiency, reduce the number of required collection vehicles or provide other benefits including camera technology to track contamination and service related issues to improve customer service and safety;
- h. different ways to increase diversion from disposal;
- i. programs, policies, services or processing opportunities to help the City achieve zero waste and establish circular economy approaches to managing materials as described in Section 1.3 – Surrey’s Objectives, such as increased collection of recycling during holidays, spring/fall cleaning periods;
- j. methods to improve the level of services provided to customers;
- k. alternative pricing models, including alternative methods for base year payment or annual adjustments; and
- l. alternative forms of security under Sections 4.3 or 4.5 of the Draft Contract (but note that the City will not accept an alternative to the security required by Section 5.3 of this RFP).

Proponents should complete a copy of the applicable blank form for Other Variations in Attachment 2D – Other Variations for each Other Variation proposed, clearly identifying the Other Variation, together with other details such as price.

5. INSTRUCTIONS TO PROPONENTS

5.1 Anticipated RFP Schedule

The City anticipates that this RFP will be administered in accordance with the following schedule:

Issuance of the RFP:	May 21, 2021
Closing Time:	See Section 5.2 of this RFP
Estimated Award of Final Contract:	December, 2021
Commencement of Services:	April 3, 2023

The City intends to meet these dates but reserves the right to change any date at its sole discretion.

5.2 Closing Time and Addresses for Proposal Delivery

a. Email Delivery

The Proponent should submit the Proposal electronically in a single, searchable pdf file which should be delivered by email to:

purchasing@surrey.ca

on or before the following date and time:

Time: 3:00 p.m., local time
 Date: August 16, 2021

(the “**Closing Time**”).

The City’s Representative will issue an email confirming receipt. Proposals that cannot be opened or viewed may be rejected. A Proponent bears all risk that the City’s receiving computer equipment functions properly so that the Proposal is received by the City by the Closing Time.

The maximum file size the City can receive by email is 10Mb.

If a Proponent expects that its Proposal may be larger than 10Mb, the Proponent should make an inquiry to the City’s Representative pursuant to Section 5.8 or submit its Proposal in hard copy pursuant to Section 5.2(b) below.

b. Hard Copy

If a Proponent chooses not to submit its Proposal by email, the Proponent should submit one (1) original unbound Proposal and two (2) copies (three (3) in total) to the following address:

City of Surrey - Surrey City Hall
 First Floor Main Reception/Information Desk
 13450 – 104 Avenue, Surrey, BC V3T 1V8, Canada

Attention: Finance Department – Procurement Services

on or before the Closing Time.

Proposals submitted by fax will not be accepted.

5.3 Proposal Deposit

Proponents must deliver to the City with its Proposal an irrevocable, unconditional, on sight letter of credit in the amount of \$1 million (the “**Proposal Deposit**”) expiring no earlier than 120 days from the Closing Time, presentable at a bank listed under Schedule I of the *Bank Act* (Canada).

The Proposal Deposit will be returned to the unsuccessful Proponents within 10 business days after the earlier of:

- a. the Preferred Proponent executing the Final Contract(s) and providing the Letter of Credit (as described in the Final Contract); or
- b. the City notifying Proponents that the City has decided to terminate this RFP without awarding the Final Contract(s).

The City may call on and retain the proceeds of the Proposal Deposit of a Proponent that is selected as the Preferred Proponent who fails to use good commercial efforts to finalize the Final Contract in accordance with Section 7.5 of this RFP.

5.4 **Late Proposals**

Proposals received after the Closing Time will not be accepted or considered.

5.5 **Amendments to Proposals**

Proposals may be revised by written amendment, received at the email or physical address set out in Section 5.2 of this RFP, at any time before the Closing Time but not after. Any amendment should be signed in accordance with Section 5.14.

5.6 **Information on Websites**

The City will post information relating to this RFP on the BC Bid website at www.bcbid.gov.bc.ca and the City's website at www.surrey.ca (collectively, the "**Websites**"), and any interested party should monitor the Websites for such information.

5.7 **Intent to Submit Form**

Interested Proponents should return the Receipt Confirmation Form (attached as Appendix 1) to the email address set out in Section 5.2 of this RFP.

5.8 **Inquiries**

All inquiries or communications related to this RFP should be directed in writing to the person named below (the "**City's Representative**") at the address listed below. Information obtained from any person or source other than the City's Representative may not be relied upon.

Name: Richard Oppelt, Manager Procurement Services
 Address: 13450 – 104 Ave Avenue, Surrey, BC, Canada, V3T 1V8
 Email: purchasing@surrey.ca

Reference: 1220-030-2021-010 - Garbage, Recyclables & Organics Collections RFP

Proponents finding discrepancies or omissions in the Draft Contract or RFP, or having doubts as to the meaning or intent of any provision, should immediately notify the City's Representative.

A Proponent may request that an inquiry and the response to an inquiry be kept confidential if the Proponent considers the inquiry to be commercially sensitive. If the City decides that an inquiry or the response or both should be distributed to all Proponents, then, subject to the following paragraph, the City will permit the enquirer to withdraw the inquiry rather than receive a response, or to confirm the inquiry with the response being distributed to all Proponents.

Any inquiry and the response may, in the City's discretion, be distributed to all Proponents, if the City in its discretion considers the matter should be brought to the attention of all Proponents for

purposes of fairness in, or maintaining the integrity of, the RFP. the City may keep either or both the inquiry and response confidential if in the judgment of the City it is fair or appropriate to do so.

The City will attempt to respond to all reasonable inquiries but reserves the right, in its discretion, to decline to respond to an inquiry.

5.9 Addenda

If the City determines that an amendment is required to this RFP, the City's Representative will issue a written addendum by posting it on the Websites, and upon posting, any addenda will form part of this RFP. It is the responsibility of Proponents to check the Websites for addenda. The only way this RFP may be added to or amended in any way is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFP or may be relied upon by any Proponent. By delivery of a Proposal, a Proponent is deemed to have received, accepted and understood the entire RFP, including any and all addenda.

5.10 Examination of Contract Documents and Site

Proponents will be deemed to have carefully examined the RFP, including the Draft Contract and all other attached Appendices, and any places where the Services will be performed, and any and all factors which may influence a Proposal, prior to preparing and submitting a Proposal.

5.11 Information Meetings

The City may hold an information meeting(s) with interested parties to discuss this RFP, the Services and related matters. Attendance at an information meeting is not mandatory but Proponents who for any reason do not attend will be deemed to have received all of the information given or made available at an information meeting.

If Surrey elects to hold an information meeting(s), Surrey will post notice of the date, time and location of the meeting on the Websites.

5.12 Commercial in Confidence Meetings

In addition to the submission of inquiries under Section 5.8, or information meetings under Section 5.11, the City or a Proponent may, at any time prior to the submission of its Proposal, by written request to the City's Representative, request a confidential meeting(s) (each a "**Commercial in Confidence Meeting**") between the City and a Proponent for the purpose of permitting Proponents to optimize their Proposals while minimizing the risk that a Proponent is unresponsive to Surrey's Objectives. Discussions may include the viability of any technical or commercial aspect of the Proponent's Proposal prior to its submission, including possible Variations or Other Variations, and the following procedure will apply to any such Commercial in Confidence Meeting:

- a. an application for a Commercial in Confidence Meeting a Proponent should include the questions the Proponent wishes to have answered;

- b. the City will not be obligated to grant a requested Commercial in Confidence Meeting;
- c. the City may in its discretion decide not to provide an answer to any question raised in a Commercial in Confidence Meeting;
- d. nothing said by the City at a Commercial in Confidence Meeting will be interpreted as amending the RFP or the Draft Final Contract in any way, and if a Proponent wishes to be able to rely on any information received it may submit a request for the issuance of an addendum under Section 5.9;
- e. subject to the City's discretion as set out in Section 5.12(f), the City will keep all information received from a Proponent at a Commercial in Confidence Meeting confidential, and will not release to other Proponents;
- f. The City reserves the right to provide any information received or exchanged at a Commercial in Confidence Meeting to all Proponents that, in the City's discretion, should be distributed to all Proponents in the interests of fairness.

By participating in this RFP a Proponent expressly agrees to the terms and conditions of this section.

5.13 Opening of Proposals

The City will open Proposals in private.

5.14 Signature

Proposals should be signed by a person authorized to sign on behalf of the Proponent and bind the Proponent to statements made in the Proposal. If the Proponent is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venturer should be included, and each partner or joint venturer should sign personally.

6. PROPOSAL FORM AND CONTENT

6.1 Labelling of Proposal

In the subject line of any email that delivers a Proposal, and on the outside of the sealed package of any Proposal submitted as a hard copy, a Proponent should clearly state the Proponent's name, and the title and reference number of this RFP as set out on the cover page to this RFP.

6.2 Form of Proposal

Proponents should submit a Proposal that answers the questions and provides the information requested in Attachments 2A through 2E. If a Proponent cannot respond to particular item, the Proponent should briefly explain why. A Proposal should be in the form of a completed Appendix 2 as described below.

- a. Appendix 2 – Form of Proposal;

- b. Attachment 2A – Proponent’s Experience, Reputation and Resources;
- c. Attachment 2B – Proponent’s Technical Proposal;
- d. Attachment 2C – Proponent’s Financial Proposal – Proponents should submit Proposals that include prices for collecting each of Garbage, Recyclables and Organics, and upholstered furniture, subject to the City exercising the Upholstered Furniture Recycling Option.

Attachment 2C also invites prices for a number of different Variations that the City wishes to consider, as described in Section 4 of this RFP.

Proponents are not obligated to enter a price(s) for each Variation listed in Attachment 2C, but a Proponent should insert a price(s) for each Variation that the Proponent is offering to provide.

Prices should not be unbalanced and Proponents are advised that the City may, pursuant to Section 7.3 of this RFP, request that Proponents provide detailed cost breakdowns of their prices;

- e. Attachment 2D – Other Variations – If a Proponent intends to submit a Proposal that includes one or more Other Variations, as described in Section 4.5 of this RFP, the Proponent should provide a separate form for each Other Variation that clearly shows:
 - (1) a clear description of the reason or justification for the Other Variation;
 - (2) the benefit to the City of selecting the Other Variation; and
 - (3) the impact, if any, of the Other Variation on the Proponent’s prices by completing the applicable template pricing table included in Attachment 2D;
- f. Attachment 2E – Additional Information – provide the information required by Section 6.3 and Section 6.4 below.

6.3 Purchase of Collection Vehicles

Proponents should provide written evidence that the Proponent has:

- a. taken satisfactory preliminary steps to secure the purchase of the necessary number of collection vehicles that can be powered by both CNG and RNG, and that such vehicles will be available in time for the commencement of the Services. Proponents should include a letter of support from their proposed collection vehicle manufacturer confirming that:
 - (1) the vehicles can be available for the start of the Services if the Proponent is awarded a contract for the Services; and
 - (2) provided that the City agrees to assume the Contractor’s obligations (including the Contractor’s payment obligations), the manufacturer will agree to provide the

City with the right to step-in for the Contractor if the Contractor is in default of its obligations as described in Section 4.5 or Section 4.6 of the Draft Contract; and

- b. the financial capacity to purchase the collection vehicles. Proponents should describe and provide supporting evidence indicating how the purchase of the collection vehicles will be financed; if applicable, include a letter of support from the Proponent's financial institution stating that the necessary financing will be available should the Proponent be awarded a contract for the Services.

6.4 Security

Proponents must provide the Proposal Deposit as described in Section 5.3 of this RFP.

Proponents should also, in addition to the written evidence required pursuant to Section 6.3(b) of this RFP, provide written evidence from their financial institution stating that upon award of the Final Contract the letter of credit required as required by Section 4.3 of the Draft Contract will be provided for the benefit of the City. Proponents may provide the written evidence from their financial institution to the City's Representative in advance of the Closing Time and, in such an event, the City will attempt to confirm the acceptability of the written evidence but is not obligated to do so.

7. EVALUATION AND SELECTION

7.1 Evaluation Committee

The evaluation of Proposals will be undertaken on behalf of the City by an evaluation committee appointed by the City (the "**Evaluation Committee**"), which may consist of one or more persons. The Evaluation Committee may consult with others including the City staff members, third party consultants and references, as the Evaluation Committee may in its discretion decide is appropriate. The Evaluation Committee will give a written recommendation for the selection of a Preferred Proponent or Preferred Proponents to the City.

7.2 Evaluation Criteria

The Evaluation Committee will compare and evaluate all Proposals to determine each Proponent's strength and ability to provide the Services in accordance with Surrey's Objectives in order to determine the Proposal, or Proposals, which are most advantageous to the City, using the following criteria:

- a. Experience, Reputation and Resources - The Proponent's experience, reputation and resources as applicable to the performance of the Services;

For this evaluation criterion the Evaluation Committee will give particular reference to the Proponent's responses in Attachment 2A to Appendix 2.

- b. Technical - The Proponent's technical proposal for the performance of the Services as outlined in the Proponent's responses in Attachment 2B to Appendix 2, including any proposed Variations or Other Variations.

- c. Financial - The Proponent's financial proposal for the performance of the Services (including the Proponent's proposal to purchase the collection vehicles) as described in the Proponent's responses in Attachments 2C, 2D, and 2E to Appendix 2.

The Evaluation Committee may apply the evaluation criteria on a comparative basis, evaluating the Proposals by comparing one Proponent's Proposal to another Proponent's Proposal. Specific weightings are not assigned to the individual evaluation criteria, but it is anticipated that the Proposal that offers the greatest value of money will be judged as most advantageous.

7.3 Additional Information

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 all Proponents or only to selected Proponents. The Evaluation Committee may consider such clarifications or additional information in evaluating a Proposal.

7.4 Interviews

The Evaluation Committee may, at its discretion, invite some or all of the Proponents to appear before the Evaluation Committee to provide clarifications of their Proposals. In such event, the Evaluation Committee will be entitled to consider the answers received in evaluating Proposals.

7.5 Negotiation of Final Contract and Award

The City may, at its discretion, select one or more than one Preferred Proponents and enter into one or more than one Final Contract in accordance with Section 1.1 of this RFP. If the City selects a Preferred Proponent or Preferred Proponents, then the City may:

- a. enter into discussions with the Preferred Proponent(s) to clarify any outstanding issues and attempt to finalize the terms of the Final Contract(s), including financial terms. Such discussions may include:
 - i. incorporation of Variations and/or Other Variations proposed by the Preferred Proponent in its Proposal, as selected by the City; and
 - ii. incorporation of the Preferred Proponent's suggested amendments to the Draft Contract as may be included in the Proponent's Proposal.

The Preferred Proponent(s) will use good faith commercial efforts in its discussions, and if such discussions are successful, the City and the Preferred Proponent(s) will enter into the Final Contract(s); or

- b. if at any time the City reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, give the Preferred Proponent(s) written notice to terminate discussions, in which event the City may then either open discussions with another Proponent or terminate this RFP in whole or in part and retain or obtain the Services in some other manner.

8. GENERAL CONDITIONS

8.1 Reservation of Rights

Notwithstanding any other provision in this RFP, this RFP is not a tender and does not commit the City in any way to select a Preferred Proponent, or to proceed to negotiations for a Final Contract, or to award any Final Contract, and the City reserves the right to at any time, and for any reason, reject all Proposals, and to terminate this RFP process without further explanation. The City is under no obligation to consider any Proposal, including the Proposal with the lowest price, or to select as the Preferred Proponent the Proponent that submits the Proposal with the lowest price.

8.2 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing, and submitting Proposals, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to or arising from this RFP.

8.3 No Claims

Each Proponent, by submitting a Proposal, irrevocably:

- a. agrees that it will not bring any claim, demand, action, cause of action, suit or proceeding, whether arising in contract, tort (including negligence) or otherwise (a "**Claim**") against the City or any of its employees, directors, officers, advisors or representatives, or any one of them, for any costs, damages or other compensation for any matter relating directly or indirectly to this RFP (including in the event that the City rejects or disqualifies or for any other reason fails to accept a Proposal, accepts a non-compliant Proposal or otherwise breaches, or fundamentally breaches, the terms of this RFP or any duties arising from this RFP); and
- b. waives any Claim against the City and its employees, directors, officers, advisors or representatives, or any one of them, for any compensation of whatsoever nature or kind, including for loss of anticipated profits, loss of opportunity, indirect, incidental or consequential damages or losses if no contract is entered into for the Services between the Proponent and the City for any reason whatsoever, including in the event that the City rejects or disqualifies or for any other reason fails to accept a Proposal, accepts a non-compliant Proposal or otherwise breaches, or fundamentally breaches, the terms of this RFP or any duties arising from this RFP.

8.4 Conflict of Interest

Proponents shall disclose any potential conflicts of interest and existing business relationships they may have with the City. The City may reject a Proposal from any Proponent that the City judges would be in a conflict of interest if the Proponent is awarded a Final Contract.

8.5 Solicitation of Council Members and City Staff

Proponents and their agents will not contact any member of the City Council or City staff with respect to this RFP, other than the City's Representative named in Section 5.8 of this RFP, at any time prior to the award of a Final Contract or the termination of this RFP, and the City may, at its discretion, reject the Proposal of any Proponent that makes any such contact.

8.6 Confidentiality

All submissions become the property of the City and will not be returned to the Proponent. All submissions will be held in confidence by the City unless otherwise required by law. Proponents should be aware the City is a "public body" defined by and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

9. DEFINITIONS

9.1 Definitions

In this RFP the following terms will have the following meanings:

"**Area A**" has the meaning set out in Section 4.2;

"**Area B**" has the meaning set out in Section 4.2;

"**biweekly**" means every other week;

"**City's Representative**" has the meaning set out in Section 5.8;

"**Closing Time**" has the meaning set out in Section 5.2;

"**CNG**" has the meaning set out in Section 1.2;

"**Commercial in Confidence Meeting**" has the meaning set out in Section 5.12;

"**Contractor**" has the meaning set out in Section 2.2;

"**Draft Contract**" means the draft of the Final Contract attached as Appendix 4 to this RFP;

"**Evaluation Committee**" has the meaning set out in Section 7.1;

"**Final Contract**" means a formal written contract between the City and the Preferred Proponent(s) to undertake the Services, based on the Draft Contract, amended and finalized as described in this RFP;

"**Food Waste**" has the meaning set out in the Draft Contract;

"**Garbage**" has the meaning set out in the Draft Contract;

"**LIPU**" has the meaning set out in Section 3.1;

“Master Services Agreement” has the meaning set out in Section 3.2;

“Multiple Unit Residential Building” or **“MURB”** has the meaning set out in the Draft Contract;

“Multiple Unit Residential Dwellings” or **“MURD”** has the meaning set out in the Draft Contract;

“Organics” has the meaning set out in the Draft Contract;

“Other Variations” has the meaning set out in Section 4.5;

“Preferred Proponent(s)” means the Proponent(s) selected by the Evaluation Committee to enter into negotiations for a Final Contract;

“Proponent” means an entity that submits a Proposal;

“Proposal” means a proposal submitted in response to this RFP;

“Proposal Deposit” has the meaning set out in Section 5.3;

“Recycle-BC” means a non-profit organization formed in 2011 in response to the BC Recycling Regulation (formerly named Multi-Material BC or MMBC) and responsible for residential packaging and paper recycling throughout British Columbia;

“Recycle-BC Services Agreement” has the meaning set out in Section 3.2;

“RFP” means this Request for Proposals;

“RNG” has the meaning set out in Section 2.2;

“RNG Option” has the meaning set out in Section 2.2;

“Recyclables” has the meaning set out in the Draft Contract;

“Reference Information” has the meaning set out in Section 3.3;

“Services” has the meaning set out in Section 1.1;

“Single Family Dwelling” has the meaning set out in the Draft Contract;

“Surrey” or **“the City”** means the City of Surrey;

“Surrey’s Objectives” has the meaning set out in Section 1.3;

“Upholstered Furniture Recycling Option” has the meaning set out in the Draft Contract;

“Variations” has the meaning set out in Section 4;

“Websites” has the meaning set out in Section 5.6; and

“Yard Waste” has the meaning set out in the Draft Contract.

APPENDIX 1 – RECEIPT CONFIRMATION FORM

City of Surrey
RFP # 1220-030-2021-010 – Garbage, Recyclables & Organics Collections

Please complete this form and return it within 5 working days from receipt to:

Richard Oppelt, Manager Procurement Services
City of Surrey - Surrey City Hall
13450 – 104 Avenue
Surrey, BC V3T 1V8 Canada

Email: purchasing@surrey.ca

Failure to return this form may result in no further communication regarding this RFP.

Company: _____

Address: _____

City: _____

Contact Person: _____

Business Telephone No.: _____

I have received a copy of the above noted RFP, and

- We will be submitting a Proposal.
- We will not be submitting a Proposal.

Date: _____

(Signature of Authorized Signatory)

(Print Name and Title of Authorized Signatory)

APPENDIX 2 – FORM OF PROPOSAL

RFP Project Title: Garbage, Recyclables & Organics Collections

RFP Reference No.: 1220-030-2021-010

Legal Name of Proponent: _____

Contact Person and Title: _____

Business Address: _____

Business Telephone: _____

Business E-Mail Address: _____

1.0 **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed the RFP and any addenda posted on the Websites, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Services, submit this Proposal in response to the RFP.

2.0 **I/We confirm that I/we agree to all terms of the RFP**, including without limitation Section 8.3.

3.0 **I/We confirm** that the following appendices are attached to and form a part of this Proposal:

- Attachment 2A – Proponent’s Experience, Reputation and Resources; and
- Attachment 2B – Proponent’s Technical Proposal (Services); and
- Attachment 2C – Proponent’s Financial Proposal; and
- Attachment 2D – Other Variations; and
- Attachment 2E – Additional Information.

4.0 **I/We confirm** that this Proposal is accurate and true to best of my/our knowledge.

This Proposal is submitted this _____ day of _____, 2021.

I/We have the authority to bind the Proponent.

(Name of Proponent)

(Signature of Authorized Signatory)

(Print Name and Title of Authorized Signatory)

ATTACHMENT 2A - PROPONENT'S EXPERIENCE, REPUTATION AND RESOURCES

Proponents should provide responses to the following items, and if a particular item is inapplicable or cannot be answered, Proponents should clearly state why:

- 1) Provide a brief description of the Proponent's current business.
- 2) Identify the key personnel who will be responsible for the Services, together with a description the responsibilities such personnel will have in the performance of the Services and a description of the relevant experience of such personnel, using a format similar to the following:

Name: _____

Responsibilities: _____

Experience: _____

- 3) Identify subcontractors, if any, the Proponent intends to use for the performance of the Services, describe the portion of the Services proposed to be subcontracted and a description of the relevant experience of the subcontractor, using a format similar to the following:

Subcontractor Name: _____

Subcontracted Services: _____

Experience: _____

- 4) Describe the Proponent's resources available for the performance of the Services including any major equipment (other than the collection vehicles) to be used to perform the Services, its age and maintenance schedule.
- 5) Provide a summary of similar relevant contracts entered into by the Proponent in which the Proponent performed services comparable to the Services, including the jurisdiction the contract was performed, the contract value, the date of performance, the type of material collected, the annual tonnage, the number of structures served and information regarding the average number of complaints (if known).

- 6) Provide evidence of customer satisfaction for the projects identified in item 5), stating the owner's name, the owner's address and the owner's contact information for the purposes of obtaining a reference.
- 7) Describe the following with respect to the Proponent's operational experience:
 - a. experience with implementing changes to a collection system and/or transitioning and implementing a new collection contract when the Proponent was not the previous contractor;
 - b. examples of effective service monitoring and actions taken to resolve problems;
 - c. the Proponent's average daily complaint rate per 1,000 collections and average repeat complaint rate per 10,000 collections (including missed collections);
 - d. the Proponent's health and safety record, including the number, type of injury and duration of any absences of employees covered by a Worker's Compensation Board claim (list any Workers' Compensation Board investigations and the results thereof)
 - e. experience providing special collection services after a major weather event, natural disaster or similar disruptive event, describing the magnitude of the disruption and extend of the Proponent's involvement; and
 - f. measures and equipment used to reduce collection noise impacts, especially during early morning and evening hours.
- 8) Summarize any litigation or involving the Proponent or related entity (i.e. a parent or subsidiary company, a joint venture/partnership that the Proponent was part of, etc.) that has occurred within the past seven years and is in any way connected to:
 - a. the collection of solid waste;
 - b. violations of health laws or regulations; or
 - c. violation of anti-trust or corruption laws or regulations.
- 9) Describe any environmental regulatory complaints or violations received within the past seven years that are related to solid waste collection.
- 10) Provide evidence of successful mitigation of environmental and community impacts from the Proponent's solid waste collection operations and describe any environmental innovation the Proponent has taken to reduce impacts.
- 11) Briefly describe the Proponent's experience with database management, including with respect to route, customer and financial management systems, hardware, software and quality control protocol.
- 12) Briefly describe the Proponent's experience with transmitting extensive account and service data.

- 13) Briefly describe the Proponent's experience in performing monitoring and service improvements.

ATTACHMENT 2B - PROPONENT’S TECHNICAL PROPOSAL

Proponents should provide responses to the following items, and if a particular item is inapplicable or cannot be answered, Proponents should clearly state why.

General Technical Performance:

- a. Provide a brief narrative that illustrates the Proponent's understanding of the City’s requirements for the performance of the Services.
- b. Provide a description of the general approach and methodology that the Proponent would take in performing and managing the Services.
- c. Provide any suggested amendments to the Services as described in the Draft Contract (such as changes in the scope of Services, or changes in allocated risks and responsibilities) that the Proponent suggests would be of benefit to the City in terms of value for money, cost savings, environmental benefits or other benefits, together with a description of the resulting change in the “Contract Price” and the method used to calculate the change (organize any suggested amendments in the form similar to the following, using additional pages as needed):

Section of the Draft Contract	Requested Change	Reason for Change	Proposed New Wording

Collections:

- a. Describe the type of collection vehicles to be used for the collection of each of Garbage, Recyclables and Organics, including a summary of the vehicles’ specifications, the number of compartments on the vehicle and vehicle crew size (include photographs and the make and model of the chassis and body of proposed fleet);
- b. Describe the estimated:
 - (1) number of routes on each collection day;
 - (2) number of vehicles to be used per route; and
 - (3) number of stops per route;
- c. Describe the type of equipment/systems the Proponent proposes to use as part of the GPS/AVL/RFID tracking system so as to comply with Section 15.14 of the Draft Contract

and, with respect to Section 15.15 of the Draft Contract, the type of information that will be generated by the proposed GPS/AVL/RFID tracking system. The description should include:

- (1) the hardware required to support the proposed system, with all available hardware options;
 - (2) features of the onboard computer;
 - (3) features of the user interface in the vehicle mounted unit;
 - (4) methods and equipment needed to support communication between the collection vehicles and the office based system;
 - (5) process for collection and transmittal of RFID data and images from the vehicle to the office based system;
 - (6) tracking of certain information, such as skips, not set-out, contamination, blocked access, overfull, excess materials and the reason codes for each type of exception;
 - (7) tools for route management, service verification, communication with customer service staff and vehicle tracking tools and functionality;
 - (8) functionality for capture and transmission of digital images from the vehicles to the office-based system accessible by the City for the purposes of generating personalized communication related to the exceptions;
 - (9) integration with a digital camera to document any collection anomalies;
 - (10) list of other equipment or enabling technology the City will need to provide to support the proposed RFID system;
 - (11) software and capability with the City systems, as set out in the Draft Contract;
 - (12) estimated duration required to launch the proposed system;
 - (13) available training; and
 - (14) vendor support for hardware.
- d. Describe the proposed procedure for collecting each of Garbage, Recyclables and Organics.
- e. Provide an outline of the scheduling and routing that the Proponent will engage to carry out the collections Services.
- f. Describe how the Proponent will manage contamination in accordance with the Draft Contract, including the prevention of contamination and collection of unauthorized

materials, and provide a draft contamination reduction plan to assist the City in reaching the target contamination rates, specifically addressing the following:

- (1) identification of Single Family Dwelling Units;
 - (2) real time tracking, monitoring and reporting;
 - (3) informing residents on which items are not accepted in the Carts;
 - (4) informing residents of the consequences for ongoing contamination issues; and
 - (5) engagement and enforcement protocols.
- g. Describe the Proponent's plan for back-up collection vehicles and back-up personnel.
- h. After a major weather event, natural disaster, pandemic outbreak or other similar disruptive event, the City may wish that Collection Services are performed on a weekend– discuss any limitations the Proponent may have for providing weekend collections.
- i. Describe how the Proponent would help to increase recycling and organic materials diversions from the residential sector.
- j. As outlined in Section 1.3 – Surrey's Objectives, the City has established a goal to become Canada's first zero waste to landfill community in Canada from its residential waste stream. The zero waste goal will build on the strengths of existing waste management policies, programs and services set out in the Draft Contract, but also expand beyond these initiatives by identifying opportunities and best practices to increase waste reduction, reuse, recycling and diversion. Describe how the Proponent would help achieve this objective including the various innovative programs and services that can be implemented in the City.
- k. Describe how the Proponent would cooperate with the City to manage the quarterly collaboration process set out in Section 20.3 of the Draft Contract, including in connection with opportunities identified in response to (i) and (j) above.
- l. With respect to LIPU, the City intends that LIPU items will:
- (1) firstly, be evaluated for suitability for donation or reuse. Proponents should list organizations that they partner with for donation and reuse of such items;
 - (2) secondly, any LIPU items that cannot be donated or reused should be delivered to a facility that can recycle the LIPU items;
 - (3) lastly, any LIPU items that cannot be reused or recycled should be disposed of according to regulations at a licensed disposal facility. Proponents should indicate criteria used to determine if LIPU items cannot be accepted for reuse or recycling.

Training:

- a. Describe the Proponent's staff training program, including the minimum training and experience requirements for collection personnel.
- b. Describe the safety and training plans at the Proponent's maintenance/operation facility and for the Proponent's collection personnel.
- c. What types of training is provided to avoid disputes between collection personnel and the public? What disciplinary measures will you take if your collection personnel are rude or abusive towards the public?

Quality Control:

- a. Provide a detailed description of the management reports the Proponent would use to track and improve quality of service. What management tool will be used to address collection performance?
- b. Describe the steps that the Proponent will take to ensure that the missed collection performance rates described in the Draft Contract are achieved.
- c. Provide a detailed description of monitoring procedures that the Proponent will use to ensure that its collection personnel are only collecting excess Garbage that has an "excess garbage" sticker on it. What follow-up steps would the Proponent take with individual personnel who are found to be collecting excess garbage that does not have the appropriate sticker?

Equipment:

- a. Describe where the Proponent's fueling station, storage facility will be located as noted in Section 2.4. In addition, describe how and where the collection vehicles will be maintained.
- b. What extra equipment would the Proponent have to use after a major weather event, natural disaster or other similar disruptive event which could be provided to perform the Services?

Implementation:

- a. If the Proponent is not the City's current contractor, provide a description of the approach and steps that the Proponent would take to the transition the Services from the current contractor (such as whether and how the Proponent proposes to obtain detailed knowledge container locations) so as to minimize any disruption in and complaints regarding the Services. Provide an implementation schedule that lists the timing of milestone events.
- b. Describe the Proponent's process for changing collection frequencies and days of collection, if required by the City.

- c. Describe the steps the Proponent will take to keep the City informed of the status of the Proponent's implementation plan.
- d. Describe the steps the Proponent will take to keep the City informed of problems, attempts to solve problems and to elicit City staff assistance in solving service-related problems.

Data Management and Transfer:

- a. Describe the proposed route communication and service management systems, including hardware, software and protocol that will be used to communicate with vehicles during collection and with the City residential account system.
- b. Describe the level of integration, if any, the Proponent proposes to have between the Contractor's systems and the City's maintenance management system (Cityworks).
- c. Indicate whether or not information is currently transferred electronically to and from these systems, and how that transfer is performed.
- d. If these systems are to be supported on a regional or national level, please discuss the degree to which your local operation will be able to modify the system to meet the needs of the local jurisdiction.

Management:

- a. The Proponent should provide a list of Key Individuals. The Proponent should provide:
 - (1) A detailed resume for each Key Individual;
 - (2) Up to three (3) references of successful projects completed by each Key Individual; and
 - (3) A table clearly indicating the role and responsibility of each Key Individual and the hours of each Key Individual.
- b. The Proponent should provide a draft customer service plan that sets out a description of the Proponent's plan for:
 - (1) providing formal customer service training for support staff to ensure familiarity with the Services;
 - (2) providing all customer service functions during operating hours Monday through Friday, as well as after-hours emergency contact provision, including phone calls and e-mails;
 - (3) informing customers of current services;
 - (4) receiving and resolving customer complaints, including escalation protocol, target response time and resolution.

- c. The Proponent should detail their approach and methodology in addressing residents inquiries and service requests. The Proponent should also have a plan to monitor and evaluate the quality of customer service and to determine overall customer satisfaction with the Contractor's services.
- d. The Proponent should provide a continuous improvement plan that details the approach to measure performance, and how to incorporate the findings to correct deficiencies and improve the delivery of the Services.

COVID-19:

- a. The Proponent should describe how it intends to ensure continued performance of the Services during, and mitigate the potential impacts of, the ongoing COVID-19 pandemic, including the Proponent's approach to:
 - (1) performing the Services in compliance with social distancing requirements, public health orders, during declared states of emergency or under similar restrictions;
 - (2) providing necessary training to personnel and communicating to personnel all applicable health and safety obligations that must be complied with from time to time;
 - (3) providing and maintaining a number of available personnel that is sufficient to continuously perform the Services, including back-up personnel in the event of a COVID-19 outbreak and the imposition of quarantine requirements or curfews;
 - (4) providing and maintaining a supply of personal protective equipment that is sufficient to continuously and safely perform the Services; and
 - (5) implementing any other plans or strategies recommended by the Proponent.

ATTACHMENT 2C - PROPONENT'S FINANCIAL PROPOSAL

Proponents should:

- a. insert hourly prices for the following activities that may be applicable to a Change (see Section 4.8 of the Draft Contract), Pilot Test (see Section 4.11 of the Draft Contract):

\$_____ / hour - one collection vehicle and one operator

\$_____ / hour - one collection vehicle, one operator and one swamper

\$_____ / hour - one collection vehicle, one operator and two swampers
- b. insert prices in the forms on the following pages for the Services, including:
 - i. the Upholstered Furniture Recycling Option as set out in Section 3.3 of this RFP;
 - ii. each Variation of the Services the Proponent intends to provide, as set out in Section 4.2 and Section 4.3 of this RFP, including the potential price impacts (savings) resulting from the Surrey-Supplied RNG Fuelling Facilities Variation described in Section 4.4 of this RFP; and
- c. attach a balance sheet, income statement, Estimated Operating Budget and Expenses - First 12 Months form (see attached) and a statement of the sources and uses of funds for the first operating year. If the Proponent is a new joint venture or partnership with insufficient history for the requisite financial statements, then submit financial statements of each entity of the joint venture.

Services and Variations

Collection Frequency	Service Area (see s.4.3(a) of the RFP)	Garbage Collections (see s.8 of the Draft Contract)	Recyclables Collection (see s.10 of the Draft Contract)	Organics Collection (see s.11 of the Draft Contract)	Annual LIPU Items up to 72,000 (see s.9.3(a) of the Draft Contract)	Additional LIPU Items over 72,000 annually (see s.9.3(b) of the Draft Contract)	Upholstered Furniture Recycling Option (see s.9.9 of the Draft Contract)	Surrey-Supplied RNG Fuelling Facilities Variation*
Weekly Garbage Collection, Recyclables Collection and Organics Collections (see s.4.3(b)(1) of the RFP)	Area A	\$ _____ / year	\$ _____ / year	\$ _____ / year	\$ _____ / year	\$ _____ / item	\$ _____ / item	\$ _____ / year
	Area B	\$ _____ / year	\$ _____ / year	\$ _____ / year	\$ _____ / year	\$ _____ / item	\$ _____ / item	\$ _____ / year
	Area A + B	\$ _____ / year	\$ _____ / year	\$ _____ / year	\$ _____ / year	\$ _____ / item	\$ _____ / item	\$ _____ / year
Weekly Recyclables Collection and Organics Collection	Area A	\$ _____ / year	\$ _____ / year	\$ _____ / year	\$ _____ / year	\$ _____ / item	\$ _____ / item	\$ _____ / year
Biweekly Garbage Collection (see s.4.3(b)(2) of the RFP)	Area B	\$ _____ / year	\$ _____ / year	\$ _____ / year	\$ _____ / year	\$ _____ / item	\$ _____ / item	\$ _____ / year
	Area A + B	\$ _____ / year	\$ _____ / year	\$ _____ / year	\$ _____ / year	\$ _____ / item	\$ _____ / item	\$ _____ / year
Weekly Organics Collection	Area A	\$ _____ / year	\$ _____ / year	\$ _____ / year	\$ _____ / year	\$ _____ / year	\$ _____ / item	\$ _____ / year
Alternating Biweekly Garbage Collection and Recyclables Collection (see s.4.3(b)(3) of the RFP)	Area B	\$ _____ / year	\$ _____ / year	\$ _____ / year	\$ _____ / year	\$ _____ / year	\$ _____ / item	\$ _____ / year
	Area A + B	\$ _____ / year	\$ _____ / year	\$ _____ / year	\$ _____ / year	\$ _____ / year	\$ _____ / year	\$ _____ / year

*Price impacts (savings) of the Surrey-Supplied RNG Fuelling Facilities Variation should be set out as negative dollar amounts, e.g., (-\$5,000).

Description	Service Area	Weekly	Biweekly	Combined Weekly/Biweekly (see s.4.3(e) of the RFP)
Organic cart washing services for Multiple Unit Residential Buildings – weekly from April – September and biweekly from October to March (see s.4.3(e) of the RFP)	Area A	\$ _____/ year	\$ _____/ year	\$ _____/ year
	Area B	\$ _____/ year	\$ _____/ year	\$ _____/ year
	Area A + B	\$ _____/ year	\$ _____/ year	\$ _____/ year
		Monthly	Quarterly	Biannual
Monthly, quarterly or biannual collection of specialized items such as Styrofoam, batteries, film plastics, glass, small appliances, electronics, and textiles (see s.4.3(f) of the RFP)	Area A	\$ _____/ year	\$ _____/ year	\$ _____/ year
	Area B	\$ _____/ year	\$ _____/ year	\$ _____/ year
	Area A + B	\$ _____/ year	\$ _____/ year	\$ _____/ year

Estimated Operating Budget and Expenses -- First 12 Months

Collection Services

	Cart Collection						
	Garbage Collections (see s.8 of the Draft Contract)	Recyclables Collection (see s.10 of the Draft Contract)	Organics Collection (see s.11 of the Draft Contract)	Annual LIPU Items up to 72,000 (see s.9.3(a) of the Draft Contract)	Additional LIPU Items over 72,000 annually (see s.9.3(b) of the Draft Contract)	Upholstered Furniture Recycling and Reuse (see s.9.9 of the Draft Contract)	Surrey-Supplied RNG Fueling Facilities Variation
Expenses:							
Amortized Start-up Expenses							
Customer Service/Office Staff							
Waste Collection Drivers and/or Equipment Operators, Including Benefits							
Waste Collection Swampers (labourers), Including Benefits							
Supervision Labor							
General & Administrative							
Insurance							
Property Rental/Lease							
Taxes (where relevant)							
Vehicle Depreciation							
Vehicle Fuel (where relevant)							
Vehicle Maintenance							
Other - Contractors							
Other - Interest							
Other - Misc.							
Totals:							
Revenues:							
Contractor Payment							
Totals:	\$	\$	\$	\$	\$	\$	\$
Net Profit/(Loss):							
Operating Statistics:							
Annual tons collected							
On-route vehicle hours/week							
Off-route vehicle hours/week							
Number of vehicles assigned							
Number of spare vehicles							

ATTACHMENT 2D – OTHER VARIATIONS

Other Variations - Services

If a Proponent proposes Other Variations to the Services as described in Section 1.3 and Section 4.5 of the RFP, the Proponent should complete a copy of the following table for each proposed Other Variation, as applicable. Proponents should use the table (or attach additional pages) to describe any proposed Other Variation in detail, including any related additional costs or cost savings, and explain how such an Other Variation will promote Surrey’s Objectives.

Description	Collection Frequency	Service Area	Garbage Collection (see s.8 of the Draft Contract)	Recyclables Collection (see s.10 of the Draft Contract)	Organics Collection (see s.11 of the Draft Contract)	Annual LIPU Items up to 72,000 (see s.9.3(a) of the Draft Contract)	Additional LIPU Items over 72,000 annually (see s.9.3(b) of the Draft Contract)	Upholstered Furniture Recycling and Reuse (see s.9.9 of the Draft Contract)	Surrey-Supplied RNG Fuelling Facilities Variation
		Area A	\$ _____/ year	\$ _____/ year	\$ _____/ year	\$ _____/ year	\$ _____/ item	\$ _____/ item	\$ _____/ item
		Area B	\$ _____/ year	\$ _____/ year	\$ _____/ year	\$ _____/ year	\$ _____/ item	\$ _____/ item	\$ _____/ item
		Area A + B	\$ _____/ year	\$ _____/ year	\$ _____/ year	\$ _____/ year	\$ _____/ item	\$ _____/ item	\$ _____/ item

Other Variations - Zero Waste Initiatives

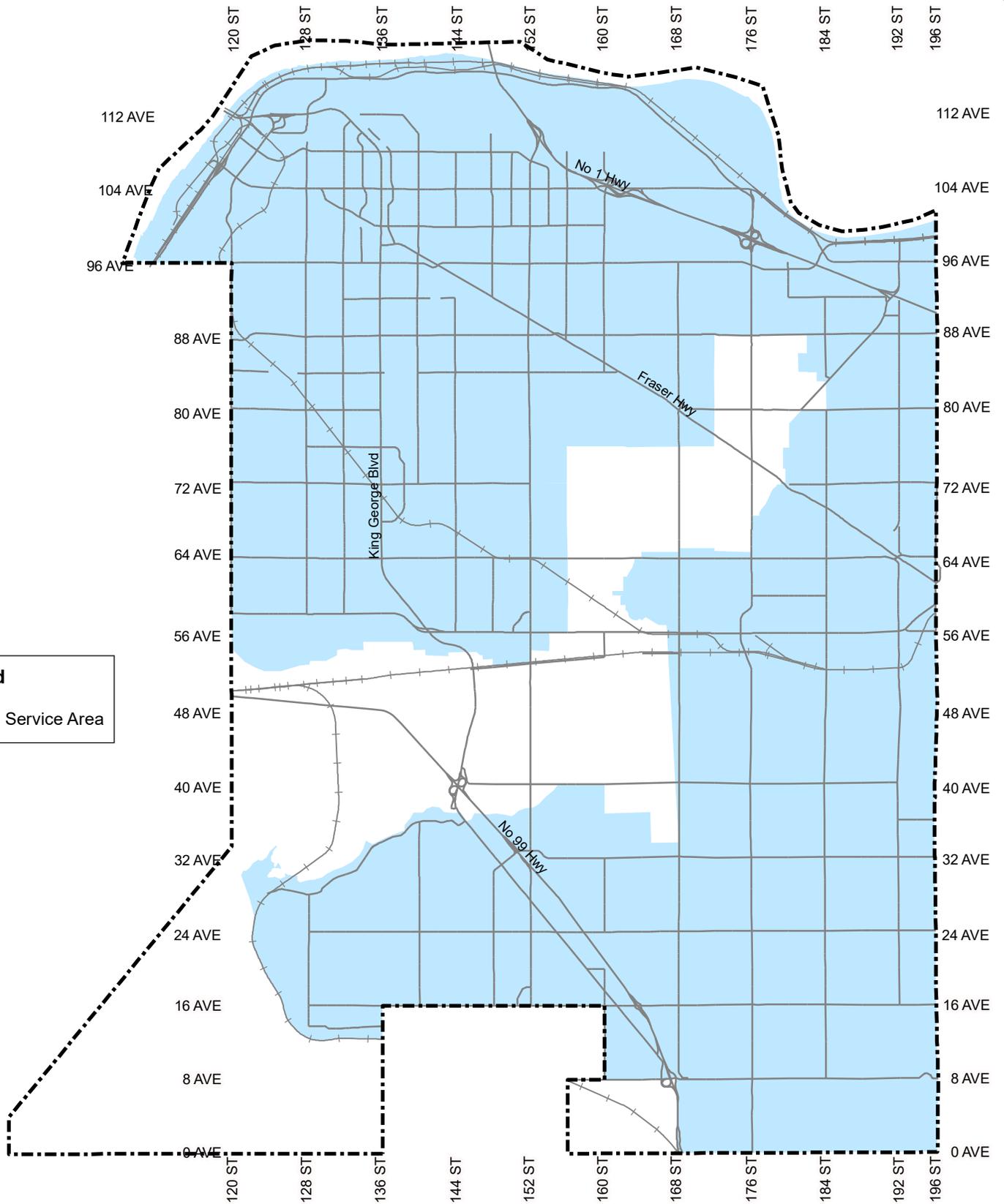
If a Proponent proposes Other Variations to the Services as described in Section 4.5(i) of the RFP, the Proponent should complete a copy of the following table for each Zero Waste Initiative, as applicable. Proponents should use the space below the table (or attach additional pages) to describe any proposed Zero Waste Initiatives in detail and explain how such a variation will promote Surrey's Objectives.

Zero Waste Initiative - Description	Collection Frequency	Service Area	Zero Waste Initiative Costs
[E.g., community recycling events.]		Area A	\$ _____/ year
		Area B	\$ _____/ year
		Area A + B	\$ _____/ year
		Area A	\$ _____/ year
		Area B	\$ _____/ year
		Area A + B	\$ _____/ year

ATTACHMENT 2E – ADDITIONAL INFORMATION

[Proponents to insert additional information required by Section 6.3 and Section 6.4 of the RFP here.]

APPENDIX 3 – MAP OF COLLECTION AREAS



Legend

Service Area

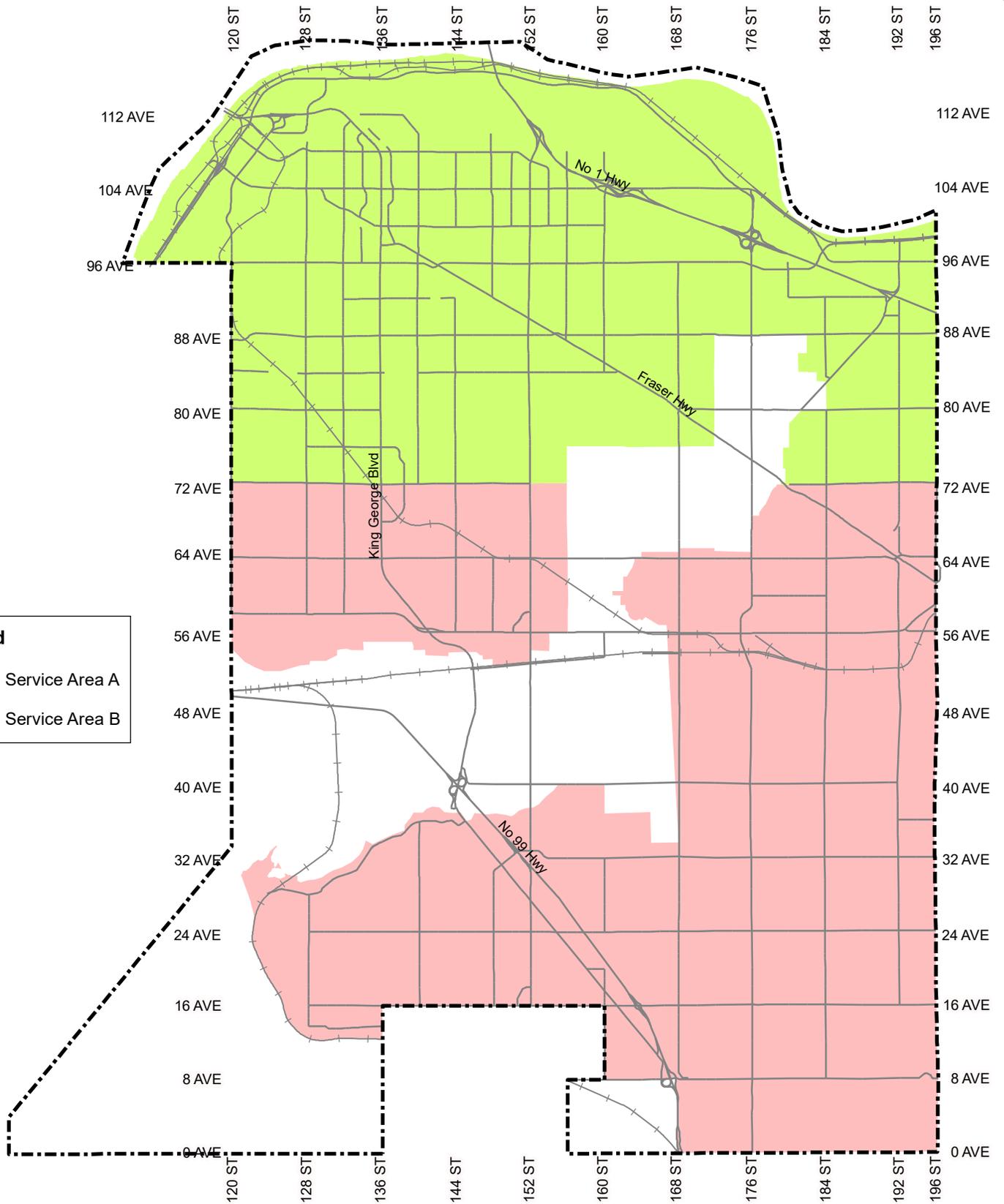
MURB Pickup Locations Receiving Recycling & Organics Collection	MURB Pickup Locations Receiving Recycling Collection Only	Townhouse Units (Receiving Door-to-Door Collection)	Single Family Dwellings	Single Family Dwellings (with Secondary Suite)	Duplex	City Facility Pickup Locations (Receiving Recycling & Organics Collection)
547	231	18905	85363	28923	1084	139

Waste Collection Contract Service Area



The data provided is compiled from various sources and IS NOT warranted as to its accuracy or sufficiency by the City of Surrey. This information is provided for information and convenience purposes only. Lot sizes, legal descriptions and encumbrances must be confirmed at the Land Title Office.

Source: C:\Users\p208477\OneDrive - City of Surrey (surrey\bc)\Data\GIS\Images\SW-WasteCollectionContract.mxd
Cartographer: P208477 Date: 03/May/2021 © City of Surrey

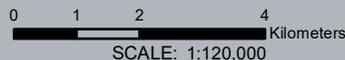


Legend

- Service Area A
- Service Area B

Area	MURB Pickup Locations Receiving Recycling & Organics Collection	MURB Pickup Locations Receiving Recycling Collection Only	Townhouse Units (Receiving Door-to-Door Collection)	Single Family Dwellings	Single Family Dwellings (with Secondary Suite)	Duplex	City Facility Pickup Locations (Receiving Recycling & Organics Collection)
A	205	79	13059	42988	11824	290	84
B	342	152	5846	42375	17099	794	55

Waste Collection Contract in 2 Service Areas



ENGINEERING OPERATIONS



The data provided is compiled from various sources and IS NOT warranted as to its accuracy or sufficiency by the City of Surrey. This information is provided for information and convenience purposes only. Lot sizes, legal descriptions and encumbrances must be confirmed at the Land Title Office.

Source: C:\Users\P208477\OneDrive - City of Surrey (surrey)\City of Surrey\GIS\MapServer\WasteCollectionContract.mxd
Cartographer: P208477 Date: 03-May-2021 © City of Surrey

APPENDIX 4 – DRAFT CONTRACT

Appendix 4 – Draft Contract may be viewed and/or downloaded from the City of Surrey’s Managed File Transfer Service (MFT):

Hostname: <https://mft.surrey.ca>

Logon ID: surreybid

Password: Welcome

Locate Folder 1220-030-2021-010

The following Appendix 4 – Draft Contract Schedules may be viewed and/or downloaded from the City of Surrey’s Managed File Transfer Service (MFT):

- City of Surrey RFP No. 1220-030-2021-010-Garbage Recyclables Organics Collections-Appendix 4-Draft Contract-Schedule 2.xlsx
- City of Surrey RFP No. 1220-030-2021-010-Garbage Recyclables Organics Collections-Appendix 4-Draft Contract-Schedule 3.xlsx
- City of Surrey RFP No. 1220-030-2021-010-Garbage Recyclables Organics Collections-Appendix 4-Draft Contract-Schedule 7.xlsx
- City of Surrey RFP No. 1220-030-2021-010-Garbage Recyclables Organics Collections-Appendix 4-Draft Contract-Schedule 10.pdf
- City of Surrey RFP No. 1220-030-2021-010-Garbage Recyclables Organics Collections-Appendix 4-Draft Contract-Schedule 11.pdf

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Logon ID: surreybid

Password: Welcome

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