



**DISTRICT OF LILLOOET**

**REQUEST FOR PROPOSALS  
NO. 2018-01**

**Supply of Residential Garbage Pickup Services**

**Issued: January 5, 2018  
Closes: January 29, 2018**

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## A. INTRODUCTION

### 1. General

The District of Lillooet (DoL) is soliciting submissions from qualified Respondents for the supply of residential garbage pickup services. This RFP will be used to select the garbage pickup method that best meets the needs of the District.

DoL currently has 1,024 residential garbage accounts. Approximately half are picked up by District staff and half are picked up by a Contractor on a weekly basis. Note that one property may have multiple accounts (duplex, strata with several townhouses, mobile home park). The map attached to this RFP shows the number of accounts in various areas of the District.

This RFP should not be considered a request for or an authorization to perform any work or supply any goods or services. Any development work undertaken by a Respondent, and any costs of replying to this RFP will be at their own expense. Respondents who are selected will be notified and will be advised of the next steps of the procurement process. DoL is under no obligation to notify Respondents who are not selected.

### 2. Objective

The Proposals will be reviewed by DoL staff with the intent to choose the pickup method that best serves the needs of the District.

### 3. Common Acronyms

DoL	District of Lillooet
RFP	Request for Proposal

## B. EVALUATION AND AWARD

### 1. Evaluation Methodology

DoL is looking for the most efficient and cost effective method to pick up residential garbage on a weekly basis. The attached specifications describe the features that the District desires. Proponents are to review the specifications and describe how the service they are offering meets the desired specifications. A team of District staff will review the Proposals and determine the submission that best meets the needs of the District.

The preferred Respondent will be informed by email that they have been identified as the preferred Supplier.

### 2. Contract Award

This RFP process is intended to identify a Supplier for the purposes of expediting the procurement process. No legal relationship or obligations regarding the procurement of any good or service shall be created between the respondent and DoL by the RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and / or services.

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**C. PROJECT MANAGER CONTACT INFORMATION**

Rod Pleasance, Director of Public Works,  
District of Lillooet  
615 Main Street, PO Box 610  
Lillooet, BC V0K 1V0  
Tel: 250.256.4289 Direct Tel: 250.256.7422 x231  
Fax: 250.256.4288 Email: [pwdirector@lillooetbc.ca](mailto:pwdirector@lillooetbc.ca)

**D. PAYMENT FOR SERVICES**

The Respondents and DoL will each bear their own costs associated with or incurred through the RFP process, including any costs arising out of or incurred in: a) the preparation and issuance of the RFP; b) the preparation and submission of a response; and c) the conduct of evaluations, interviews, demonstrations, discussions, negotiations, or any other activities related to the procurement process.

**E. AGREEMENT**

Nothing in this RFP is to be construed as creating an exclusive arrangement between DoL and any Respondent(s). DoL intends to choose the residential garbage pickup method that best meets the needs of the District and will negotiate an agreement with the preferred Supplier.

**F. CLOSING DATE / ACCEPTABLE SUBMISSION FORMATS**

Proposals will be received up to 2:00 p.m. local time, Monday, January 29, 2018. Proposals are to be submitted via e-mail in either a "Microsoft Word" document or 'Adobe Acrobat' PDF file to: [pwdirector@lillooetbc.ca](mailto:pwdirector@lillooetbc.ca)

E-mailed submissions must be received by the date and time specified above and must be printer-ready in an 8½" x 11" format. Attachments may be up to 11"x17". The subject line of the email must state "**RFP 2018-01 – Supply of Residential Garbage Pickup Services**".

Submissions will be deemed to be successfully submitted when displayed as new email in the inbox of the email address described above. The District will not be liable for any delay for any reason including technological delays, or issues by either party's network or email program, and the District will not be liable for any damages associated with Proposals not received.

Proposals will not be opened in public. No information will be disclosed from the time of proposal opening until the time a contract is awarded.

**G. PERFORMANCE SECURITY**

Not required

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**H. LEGAL / WORKSAFE**

The Respondent must comply with all applicable laws and bylaws within the jurisdiction of the work. The Respondent must further comply with all conditions and regulations of the Workers Compensation Act of British Columbia and must have an active account in good standing with WorkSafe BC during the term of any contract entered into.

**I. CONFLICT OF INTEREST**

By submitting a Proposal, the Respondent warrants that neither it nor any of its officers, directors, employees or subcontractors, has any financial or personal relationship or affiliation with any elected official or employee of the District or their immediate families which might in any way be seen or perceived (in the District's sole discretion) to create a conflict of interest. Should any potential financial or personal relationship or affiliation exist, the Respondent must clearly identify the conflict of interest that may exist.

**J. CONFIDENTIALITY / SECURITY**

This document, or any portion thereof, may not be used for any purpose other than the submission of a Proposal. Information pertaining to the District obtained by the Respondent as a result of participation in any project is confidential and must not be disclosed without the written authorization from the District.

All submitted documents, including responses, become the property of DoL after the Closing Date of this RFP. DoL is subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act* (FIPP). Respondents who wish to ensure particular parts of their submissions are protected from disclosure under the FIPP Act, should specifically identify any information or records provided with their submissions, that constitute a) trade secrets, and b) that are supplied in confidence, and c) the release of which could significantly harm their competitive position. Information that does not meet all three foregoing categories may be subject to disclosure to third parties. Please refer to the *FIPP Act* for further information.

DoL shall not return the response or any accompanying documentation submitted by the respondent unless that response is formally withdrawn by the respondent prior to the deadline for response submissions.

**K. ATTACHMENTS / SCHEDULES**

Information on Garbage Pickup Services (one page).  
Map of accounts in each area (two pages)  
Photos of Lillooet (one page)

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**L. ADDENDA**

The deadline for inquiries to this RFP is Wednesday, January 24, 2018 at 4:00 pm.

All inquiries related to this RFP are to be by email, referencing the RFP number and directed to the Project Manager referenced in Section C. Information received from any other source is not official and cannot be relied upon. DoL will respond to inquiries that it considers relevant to this RFP, which DoL will determine in its sole discretion. Inquiries and replies will be recorded and posted on BC Bid, along with any additional information and addenda to the RFP. It is the Respondent's sole responsibility to check the BC Bid website regularly to ensure that they have all the information related to this RFP.

DoL bears no responsibility, and will not be liable, for any errors or omissions in a Respondent's response due to a Respondent's failure to obtain all information available from BC Bid.

Written addenda issued by the District will be the only means of varying, clarifying or otherwise changing any of the information contained in this RFP. The District reserves the right to issue addenda up to Friday, January 26 at noon. The date set for submitting Proposals may be changed if, in the District's opinion, more time is necessary to enable respondents to revise their submissions. Addenda will state any changes to the RFP, closing date and time.

--- end of RFP ---

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