REGIONAL DISTRICT OF NANAIMO

REQUEST FOR PROPOSALS
NO. 22-067

To Manage Non-Stewardship Household Hazardous Waste

Addendum #1

July 20, 2022

This Addendum, including all attachments and reference documents, amends this RFP.

Interpretation

a) This Addendum forms part of and will be read together with the RFP.

b) All terms used in this Addendum which are defined in the RFP will have the meaning assigned by the RFP unless the context otherwise requires.

c) In the event of any inconsistency between the terms of this Addendum and the other documents forming the RFP, this Addendum will prevail. Where the conflict is between this Addendum and the terms of a later Addendum, the later Addendum will prevail.

Modifications to the RFP

a. In Section *2* of the RFP

"The anticipated Contract start date is November 1, 2022."

Will replace:

"The anticipated Contract start date is September 1, 2022."

b. In Section 7, Sub-Section *6: Financial Proposal* of the RFP:

"The Proponent's Financial Proposal will consist solely of the completed *Appendix 1 – Schedule of Prices and Estimated Quantities.* The estimated quantities listed in *Table 1.* are not based on historical or projected data nor do they represent the annual the value of the Contract. Pricing may form a basis for comparing one proponent's proposal to another proponent's proposal."

Will replace:

"The RDN will compensate the Contractor for performing the Services based on the following:

- **Disposal Unit Price for each Program Material multiplied by the amount of each Program Material collected; and**
- **Training Unit Price for multiplied by the number of hours worked to provide training to RDN staff.**

Proponents should fill Table 1. Schedule of Prices and Estimated Quantities and in APPENDIX 1 of this RFP. The estimated quantities listed in Table 1. are not based on

historical or projected data nor do they represent the annual the value of the Contract. Pricing may form a basis for comparing one proponent's proposal to another proponent's proposal.

Pricing, in Canadian dollars, shall be firm for the first year and firm year to year for the life of the contract, with yearly increases equal to the average BC CPI for the preceding 12-months, starting 14-months from the contract inception date."

Modifications to RFP Appendix 2 - Draft Contract

a. In Section 6.2 (b) of the Draft Contract:

"**the hourly Service Unit Prices for the provision of training to RDN staff, transportation required to complete the Services, and labour required to complete the Services, plus any Goods and Services Tax applicable**."

Will replace:

"**hourly Training Unit Price for the provision of in-person training**"

b. In Section 7.1 (c) of the Draft Contract

"the amount owning calculated by multiplying the number of Training hours, Transportation hours, and Labour hours, rounded up to the full hour increment, by their respective Service Unit Prices as established in the Schedule 3 [Schedule of Prices and Estimated Quantities]"

Will replace:

"the amount owing calculated by multiplying the number of training hours rounded up to the fullhour increment by the Training Unit Price, as established in the Schedule 3 [Schedule of Prices and Estimated Quantities]"

c. In Section 6 of the Draft Contract, **INSERT**

6.4 Pricing, in Canadian dollars, shall be firm for the first year and firm year to year for the life of the contract, with yearly increases equal to the average BC CPI for the preceding 12-months, starting 14-months from the contract inception date."

Modifications to RFP Appendix 1 - Schedule of Prices and Estimated Quantities

a. Units have changed for the following Materials

i. *Cyanide (s), Cyanide containing solution (l)* – from LP PAIL to KG

ii. *Elemental mercury contaminated material, elemental mercury containing products/instruments, elemental mercury (free liqui*d) – from LP PAIL to KG

iii. *Organic peroxides (l)* – from LP PAIL to KG

iv. *PCB-containing Materials* – from LP PAIL to KG

v. *Self-heating solids* – from LP PAIL to KG

vi. *Water reactive (l, s)* – from LP PAIL to KG

c. Material types were removed:

i. *Aerosols (e.g. capsaicin, butane)* – to allow for sub-types

ii. *Flammable solids (e.g. matches, oily rags, processed metals, etc.)* – to allow for sub-types

iii. *Unknown toxics (l)* – removed, per Answer 12

iv. *Unknown toxics (s)* – removed, per Answer 12

d. Material types were added:

i. *Aerosols (capsaicin, e.g. bear spray, pepper spray*)

ii. *Aerosols (non-EPR flammable, e.g. butane, spray foam insulation)*

iii. *Aerosols (pesticides)*

iv. *Aerosols (non-flammable, e.g. oven cleaner, dust remover, air horn)*

v. *Flammable solids (e.g. matches, processed metals, etc.)*

vi. *Flammable solids (e.g. fuel-soaked debris)*

e. Material type was edited:

i. *Pressurized cylinders, refillable (e.g. welding gasses)* was edited to *Pressurized cylinders, refillable, 80 cubic feet (e.g. welding gases - acetylene)*

ii. **Table 2. Hourly Charge Rates** was created.

iii. Per the Answer 9 above, discrete pricing has been included for Transportation and Labour.

In **Table 2. Hourly Service Prices**, Proponents should provide the hourly charge rate (Service Unit Price) for each service. Proponents should also provide Estimated Annual Quantity of hours for each service based on a once-per-month pick up schedule at each RDN solid waste facility, i.e. 12 pick-ups at the Nanaimo Regional Landfill and 12 pick-ups at the Church Road Transfer Station.

The Total Price will be calculated by multiplying the Service Unit Price by the Estimated Annual Quantity of hours. Total Prices in Table 2 will be added to the First Year Total Tendered Amount.

End of Addendum #1

Travis Tanner
Contact Person

REGIONAL DISTRICT OF NANAIMO

RDN Responses to questions received during the Proponent Meeting on July 18, 2022

1) *Question:*
Clarify *Section 3, Part 3 of 7. PROPOSAL SUBMISSION* "Hiring and training necessary staff?

Answer:
This inclusion pertains to any Proponent that does not currently have enough staff to perform the Services as written. The Proponent should provide the earliest date when they can provide appropriately trained staff to undertake the Services.

2) *Question:*
How often will the RDN be collecting HHW from the public?

Answer:
The RDN will collect HHW two days per week at both of its solid waste facilities.

3) *Question:*
How often will the Contractor be collecting HHW from RDN facilities?

Answer:
The RDN anticipates monthly shipments of waste from each facility.

4) *Question:*
Clarify RDN's collection model.

Answer:
The RDN will use administrative and operational staff to determine acceptable materials. Administrative staff will vet large volume drop-offs and some unknown material drop-offs to ensure receipt of acceptable materials.

5) *Question:*
How many RDN staff will require training?

Answer:
Training will be provided to 4 landfill attendants and 7 scale house staff. Attendants will be responsible for receiving, sorting, storing and packaging material. Scale house will be screen residents and apply fees, if necessary.

6) *Question:*
The anticipated start date (Commencement Date) listed in 2. INTRODUCTION of the RFP is September 1, 2022. Is this still valid?

Answer:
No. The program Commencement Date is currently dependent on how quickly we can obtain storage containers. Manufacturers have warned of delays in fabrication and shipping. The anticipated Commencement Date is November 1, 2022.

7) *Question:*
Will the Contractor provide spill supplies?

Answer:
No, spill supplies are not included in the Contract Services.

8) *Question:*
Are there limitations on the Contractor utilizing non-union or union staff for work at RDN facilities?

Answer:
No.

9) *Question:*
Would the RDN change the RFP pricing schedule to "unwrap" (separate) transportation and labour costs from the material disposal costs?

Answer:
Yes, Appendix 1 - Schedule of Prices and Estimated Quantities will be amended to include separate pricing for transportation and labour charge-out. The amended Appendix 1 will be posted.

10) *Question:*
Would the RDN change the units of specific Materials to Kg?

Answer:
Yes, the requested changes to Material units will be changed in the amended Appendix 1.

11) *Question:*
Would the RDN change the units of specific Materials to Kg?

Answer:
Yes, the requested changes to Material units will be changed in the amended Appendix 1.

12) *Question:*
What is the preferred pricing method for Unknown Materials?

Answer:
Materials that cannot be readily identified on-site will be managed on a case-by-case basis by the successful Contractor.