REGIONAL DISTRICT OF NANAIMO

REQUEST FOR PROPOSALS No. 23-059

Regional Landfill Long Term Shredder Rental

ISSUED: August 23, 2023

CLOSING DATE AND TIME:
Submissions must be received on or before:
3:00 PM (15:00 hrs) Local Time on September 8, 2023

Submissions and Questions are to be directed to:
Chad Hermanson, Engineering Technologist
Telephone Number: 250-722-2044
chermanson@rdn.bc.ca

Questions are requested at least three (3) business days before the closing date.
An optional site meeting will be held on Tuesday, August 29, 2023 at 10:00 AM.

1. Instructions to Proponents

1.1 Closing Date/Time/Submission Method
Submissions must be received on or before 3:00 PM (15:00 hrs), Local Time, on September 8, 2023.

Submission Method:

By Email: In PDF format with "23-059 Regional Landfill Shredder Rental" as the subject line at this electronic address:

chermanson@rdn.bc.ca

Please note: Maximum email file size limit is 20MB, or less. The RDN will not be liable for any technological delays of submissions. Submissions received in any other manner will not be accepted.

1.2 Amendment to Proposals
Proposals may be amended in writing and sent via email to the RDN contact person identified on the cover page on or before the closing. Such amendments should be signed by the authorized signatory of the Proponent.

1.3 Addenda and Questions & Answers
If the RDN determines that an amendment or questions & answers are required for this RFP, the RDN will post the Addendum on the RDN (https://www.rdn.bc.ca/current-bid-opportunities) and BC Bid (https://bcbid.gov.bc.ca/) websites. Each addendum will be incorporated into and become part of the RFP. No amendment of any kind to the RFP is effective unless it is contained in a written addendum issued by the RDN. It is the sole responsibility of the Proponent to check and ensure all amendments are included prior to submitting their final Proposal submission.

1.4 Withdrawal of Proposals
The Proponent may withdraw their Proposal at any time by submitting a written withdrawal email to the RDN contact person identified on the cover page on or before the closing.

1.5 Unsuccessful Vendors
The Regional District will offer debriefings to unsuccessful Proponents, on request, at a mutually agreeable time.

2. INTRODUCTION

The purpose of this Request for Proposal is to solicit submissions from qualified firms to submit a proposal to provide a high torque waste shredder for an approximate six-month rental.

The RDN is looking for the proposal to include rental rates for the shredder, specifications on the shredder, details on potential rent-to-own if that is a possibility, and relevant maintenance information.

The RDN would like to rent the shredder as soon as possible for a period of approximately six months with the option to extend the rental longer based on the RDN's preference. Submissions will also be evaluated on earliest availability.

3. BACKGROUND

The RDN landfill has an estimated 20 years of airspace remaining until it reaches maximum capacity. Staff are exploring ways to extend the life of the landfill. Data from a previous rental of a waste shredder at the RDN landfill indicated that density could be improved by approximately 30% by pre-shredding waste. The RDN is looking to confirm the results of the previous rental with a larger sample size of data. The intention of this rental is pre-shred all the waste it receives including curb side waste, commercial waste, construction and demolition waste, mattresses, and possibly wood.

4. SCOPE OF SERVICES

The successful proponent will provide a low speed, high torque shredder and arrange all mobilization and demobilization to the RDN landfill for an approximate six-month rental. The rental will preferably include a rent-to-own option, but the RDN will not be required to purchase the shredder after the rental. The rental will include a training period at the start of the rental where RDN staff will be trained by a qualified trainer to safely run and maintain the shredder. The rental should include any safety recommendations or operational best practices to run the shredder. The rental should also include a dust suppression system and a height-adjustable magnet. A maintenance plan should be included which should include a support strategy, maintenance or repair contractor and minimum response times. The proposal should include a copy of the proponents preferred rental agreement.

5. DELIVERABLES AND OUTCOMES

The desired outcome at the end of the rental period is that the RDN will have processed all of the waste during the rental time period. It is not unexpected that there will be significant down time for repairs during the approximate six-month rental which is why the minimum response time for maintenance is crucial. It is desired that the shredder will be able to process the maximum amount of volume the RDN landfill can receive in a day without leaving a stockpile of waste behind for the next day.

6. *REFERENCE/BACKGROUND INFORMATION*

The waste shredder will not be stationary for the duration of the rental. It is intended to be placed near the active face and will be continually relocated as the active face advances.

The RDN receives a range of 200 to 400 tonnes per day from Monday to Friday, between 80 to 120 tonnes per day on Saturday, and approximately 10 tonnes per day on Sunday. The shredder may or may not be operated on Sunday depending on operational needs. The RDN landfill operates 7 days a week from 6:45AM to 5:15PM excluding statutory holidays.
The RDN intends to load the shredder primarily with an excavator but may also load with a wheel-loader.

The waste composition at the RDN landfill consists of household curbside waste, construction and demolition waste, commercial waste, mattresses, and wood waste.
The RDN employs a maintenance team on site that can perform minor repairs and maintenance such as replacing teeth, topping up fluid levels, etc. Any major repairs and maintenance must be performed by the vendors proposed choice of contractor.

Dust suppression and fire prevention are key factors for the RDN, and it intends to use water to mitigate risk for both unless the proponent has a more suitable option. These factors will be evaluated as part of this proposal.

Based on the results of this rental, the RDN may wish to purchase a shredder to incorporate into future operations.

7. *PROPOSAL SUBMISSION AND EVALUATION*

To assist in receiving similar and relevant information, and to ensure your Proposal receives fair evaluation, the RDN asks Proponents to provide the following information.

Please include with your proposal:

a) Comprehensive proposed cost, in Canadian Dollars, identifying monthly rental fee, mobilization costs, any training and travel costs and related disbursements,
b) Include common replacement part costs (such as shaft teeth) that RDN would be required to pay for, and any weekly or monthly hour limitations that require extra costs if exceeded;
c) A copy of the proponent's preferred rental agreement;
d) Fuel consumption data;
e) Machine specifications including horsepower, torque, processing speed, hopper size, loading height, etc;
f) Rent-to-own option if available, including percentage of rental fees that would count towards purchase;
g) Dust suppression and fire prevention system details including any requirements to be provided by the RDN;

h) Breakdown maintenance information including any proposed maintenance contractors, minimum response times and lead time on parts (common or specialty);
i) Daily pre-trip/maintenance recommendations and expectations to be performed by RDN staff and ease of access to perform pre-trip (i.e. access to engine compartment);
j) Earliest availability of the shredder for arrival at the RDN landfill;
k) Any extra or special features and the benefit of the features;
l) Include current hours on machine. Proposals will be evaluated on how many hours of use; and
m) Layout the plan to accomplish the project including timelines and key milestones;

Proposals will be evaluated on the following basis: 60% Technical, 40% Financial.

The lowest price proposal will receive full marks. The proposal price will be based on rental fees, mobilization costs and training fees. It will not include fuel consumption or replacement parts costs. Other proposals will receive reduced scores based on the proportion higher than the lowest price. i.e. Score = Min Cost/Cost x Fee Points.

Proposals submitted should be in enough detail to allow the RDN to determine the Proponent's qualifications and capabilities from the documents received. The selection committee, formed at the RDN's sole discretion, will score the Proposals in accordance with the criteria provided.

The RDN may evaluate proposals on a comparative basis by comparing one proponent's proposal to another proponent's proposal. The RDN reserves the right to not complete a detailed evaluation if the RDN concludes the proposal is materially incomplete or, irregular or contain any financial or commercial terms that are unacceptable to the RDN.

The selection committee may proceed with an award recommendation or the RDN may proceed to negotiate with the highest evaluated proponent with the intent of developing an agreement. If the parties after having bargained in good faith are unable to conclude a formal agreement, the RDN and the Proponent will be released without penalty or further obligations other than any surviving obligations regarding confidentiality and the RDN may, at its discretion, contact the Proponent of the next best rated Proposal and attempt to conclude a formal agreement with it, and so on until a contract is concluded or the proposal process is cancelled.

The RDN reserves the right to award the assignment in whole or in part or to add or delete any portion of the work. Throughout the evaluation process, the evaluation committee may seek additional clarification on any aspect of the Proposal to verify or clarify the information provided and conduct any background investigation and/or seek any additional information it considers necessary.

8. GENERAL CONDITIONS

8.1 No Contract

By submitting a Request for Proposal and participating in the process as outlined in this RFP, proponents expressly agree that no contract of any kind is formed until a fully executed contract is in place.

8.2 Privilege Clause
The lowest or any proposal may not necessarily be accepted.

8.3 Acceptance and Rejection of Submissions
This RFP does not commit the RDN, in any way to select a preferred Proponent, or to proceed to negotiate a contract, or to award any contract. The RDN reserves the right in its sole discretion cancel this RFP, up until award, for any reason whatsoever.

The RDN may accept or waive a minor and inconsequential irregularity, or where applicable to do so, the RDN may, as a condition of acceptance of the Submission, request a Proponent to correct a minor or inconsequential irregularity with no change in the Submission.

8.4 Conflict of Interest
Proponents shall disclose in their Proposals any actual or potential Conflict of Interest and existing business relationships it may have with the RDN, its elected officials, appointed officials or employees.

8.5 Solicitation of Board Members and RDN Staff
Proponents and their agents will not contact any member of the RDN Board or RDN Staff with respect to this RFP, other than the RDN Contact named in this document.

8.6 Litigation Clause
The RDN may, in its absolute discretion, reject a Proposal submitted by Proponent, if the Proponent, or any officer or director of the Proponent is or has been engaged either directly or indirectly through another corporation in legal action against the RDN, its elected or appointed officers and employees in relation to:

(a) any other contract for works or services; or
(b) any matter arising from the RDN's exercise of its powers, duties, or functions under the Local Government Act, Community Charter or another enactment within five years of the date of this Call for Proposals.

In determining whether to reject a Proposal under this clause, the RDN will consider whether the litigation is likely to affect the Proponent's ability to work with the RDN, its consultants and representatives and whether the RDN's experience with the Proponent indicates that the RDN is likely to incur increased staff and legal costs in the administration of this Contract if it is awarded to the Proponent.

8.7 Exclusion of Liability
Proponents are solely responsible for their own expenses in preparing and submitting a Proposal and for any meetings, negotiations, or discussions with the RDN. The RDN will not be liable to any Proponent for any claims, whether for costs, expense, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP. Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for

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.

8.8 Ownership of Proposals

All Proposals, including attachments and any documentation, submitted to and accepted by the RDN in response to this RFP become the property of the RDN.

8.9 Freedom of Information

All submissions will be held in confidence by the RDN. The RDN is bound by the Freedom of Information and Protection of Privacy Act (British Columbia) and all documents submitted to the RDN will be subject to provisions of this legislation. The successful vendor and value of the award is routinely released.