



REGIONAL DISTRICT of Fraser-Fort George

REQUEST FOR PROPOSALS ES-25-02

SCRAP METAL RECYCLING SERVICES

Date Issued: January 24, 2025

Closing Location: Regional District Office
3rd Floor, 155 George Street,
Prince George, BC V2L 1P8

Closing Date: February 7, 2025
2:00 pm (Pacific Standard Time)
No Public Opening

Inquiries: Email Darren Wahl at darren.wahl@rdffg.bc.ca

Note: Late submissions will not be considered



REQUEST FOR PROPOSALS

ES-25-02 Scrap Metal Recycling Services

RFP DOCUMENTS

RFP documents may be obtained on, or after the Issue Date as follows:

- a) in a PDF (public document format) file format from the Regional District's website at www.rdffg.bc.ca;
- b) on the BC Bid website at www.bcbid.gov.bc.ca;

All subsequent information regarding this RFP, including amendments, Addendum(s) and answers to questions will also be available as above.

It is the sole responsibility of the proponent to ascertain that they have received a full set of the RFP documents. Upon submission of their Proposal, the proponent will be deemed conclusively to have been in possession of a full set of the RFP documents.

The lowest or any Proposal will not necessarily be accepted. The Regional District reserves the right to accept or reject any or all Proposals. Facsimile Proposals will **NOT** be accepted.

Acknowledgement Letter

Upon receipt of this RFP, a potential Proponent should complete and sign the Acknowledgement Letter at Appendix "A", and email the signed Acknowledgement Letter to, Project Manager, darren.wahl@rdffg.bc.ca. A Proponent who signs and returns the Acknowledgement Letter is not obligated to submit a Proposal.

Any proponent who does not submit the Acknowledgement Letter will not be sent any amendments, Addendum(s), or answers to questions.

DELIVERY OF PROPOSALS AND CLOSING DATE:

Proposals must be in English and must be submitted using the submission methods below. The submission must include a cover letter that identifies the RFP, identifies the Proponent and includes the signature of an authorized representative of the Proponent.

The Regional District will accept Proposals submitted by email or by direct delivery to the Regional District main office. All Proposals must be submitted to the Regional District's General Manager of Financial Services by 2:00 p.m. (local time) on February 7, 2025.

Proposals submitted by fax will **NOT** be accepted. Any Proposal received after the closing date and time will not be considered and will be returned to the Proponent.

Submissions must be directly delivered to the Regional District in either:

- Email format with the Proposal attached to the email in a PDF, or equivalent, format and emailed to purchasing@rdffg.bc.ca. The subject line should read "**ES-25-02 Scrap Metal Recycling Services**" (The maximum file size able to be received by the Regional District is 35 MB); **or**



- Electronic format submitted on a USB readable device with the Proposal in a PDF, or equivalent format; or
- Hard copy format, including three complete Proposal copies.

If submitting in a mail format (USB or hard copy), proponents should submit it in a sealed envelope with the following information written on the outside of the envelope containing the Proposal, as well as on the outside of the courier envelope (if sending by courier):

1. Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George, BC V2L 1P8
2. Request for Proposals,
ES-25-02 Scrap Metal Recycling Services
3. Responding Proponent's name and address.

To be considered, Proposals must be signed by an authorized signatory of the proponent. By signing the Proposal, the proponent is bound to statements made in response to this RFP. Any Proposal received by the Regional District that is unsigned will be rejected.

Proposals not submitted in strict accordance with these instructions or not complying with the requirements in this RFP may be rejected.

The Regional District will not be responsible for any costs incurred by proponents as a result of the preparation or submission of a Proposal pertaining to this RFP. The accuracy and completeness of the Proposal is the proponent's responsibility. Should errors be discovered, they will be corrected by the proponent at their expense.

The Regional District reserves the right to negotiate with any proponent at its discretion. The proponents will be competent and capable of performing the work. The proponent may be required to provide evidence of previous experience and financial responsibility before a contract is awarded.

Questions relating to the RFP must be emailed directly to the Project Manager:

Darren Wahl
darren.wahl@rdffg.bc.ca

Deadline for question submissions is 5:00 p.m. (local time) February 3, 2025

Those questions that are determined to be of a common interest to all potential proponents will be summarized and posted as Addendum(s) on the website.



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1.0 SUMMARY OF OPPORTUNITY

The Regional District of Fraser-Fort George is requesting Proposals from qualified and experienced contractors for scrap metal recycling services. This includes collection, processing, marketing, and transportation for scrap metal collected at a variety of solid waste facilities throughout the Regional District.

It is the intent of the Regional District to maintain viable scrap metal recycling services based on terms which minimize risk and maximize cost efficiencies and waste diversion. The scrap metal recycling service should provide viable collection systems and a reliable processing schedule as directed by the Regional District.

Further details as to the scope of this opportunity and the requirements can be found in Appendix “C” and “G” of this RFP.

2.0 RFP PROCESS RULES

2.1 Definitions

“Addendum(s)” means all additional information regarding this RFP including amendments to the RFP.

“BC Bid” means the BC Bid website located at www.bcbid.ca.

“Board” means the Board of the Regional District.

“BROKER” means any individual or organization in the business of buying and selling Processed Materials for the purpose of Recycling.

“City” means the City of Prince George.

“Closing Location” includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable.

“Closing Time” means the closing time and date for this RFP as set out on the cover page of this RFP.

“Contract” means the written agreement resulting from this Request for Proposal, if any, in accordance with this Request for Proposal.

“Contractor” means the successful Proponent to the RFP who enters into a Contract with the Regional District.

“End User” means any mill and other industrial facility where secondary materials are converted or prepared for conversion into a new material or product.

“Equipment” means anything and everything except persons used by the Contractor in performance of the work.

“Facility” means a Regional District solid waste or recycling receiving facility that is used for the



deposit of municipal solid waste and may be used for the temporary storage of source separated residual materials.

"Floor Price" means the minimum price paid to the Regional District by the Contractor for the sale of processed recyclable materials.

"Herein" and "Hereof", and similar expressions wherever used in the Contract Documents, shall relate to the whole of the Contract Documents and not to any one paragraph alone, unless the context specifically requires it.

"must" means a requirement that must be met in order for the Proposal to receive consideration.

"Marketable" means Recyclable Materials and Processed Materials that can be consigned to an end user for the purpose of Recycling.

"Marketing" means the sale of Processed Materials to a recognized End User or Broker for the purpose of Recycling.

"Marshalling Area" means a Regional District solid waste receiving facility that is used for the temporary arranged storage of source-separated residual materials.

"Material Recovery Facility" or "MRF" means a building that is equipped and operated by the Contractor for the acceptance, sorting, processing, and marketing of Recyclable Materials.

"Owner" means the Regional District of Fraser-Fort George

"Processed Material" means any recyclable material that has been processed at the Contractor's MRF.

"Processed or Processing" means the handling, sorting, crushing and/or bailing of Recyclable Materials to Marketable standards recognized by the Recycling industry.

"Project Manager" means the Regional District's representative.

"Proponent" means the person submitting a Proposal.

"Proposal" means a submission in response to this request for Proposals.

"Recyclables" or "Recyclable Material" means all discarded scrap metal materials placed in or at a Facility and any materials added at a future time that can be recycled.

"Recycling" means the process of manufacturing or converting processed material into a new product.

"Regional District" means the Regional District of Fraser-Fort George.

"Revenue" means the gross revenue received for the sale of processed materials to recognized brokers and end users.

"Request for Proposals" or "RFP" means the request for proposals described in this document,

including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addendum(s).

"Scrap Metal" means ferrous and non-ferrous metallic materials including, but not limited to, sheet metal, siding, roofing, rebar, flashing, pipes, window frames, doors, furnaces, ducts, wire, cable, bathtubs, fencing, bike frames, automotive parts, machinery, metal furniture, tire rims, hot water tanks and old appliances.

"should", or "may" means a requirement having a significant degree of importance to the objective of the request for Proposals, but which the Regional District would strongly prefer to be fulfilled, and which the Regional District may in its sole discretion elect to treat the failure to fulfill as a grounds for rejection of a Proposal.

"Sub-Contractor" means any person, firm or corporation approved by the Regional District having a contract for the execution or a part or parts of the Work included in this Contract.

"Supply" or "Provide" means supply and pay for and provide and pay for.

"Unmarketable" means materials or processed materials that cannot be consigned to a broker or end user for the purpose of recycling due to the composition or contamination of the materials or due to the processing method employed.

"Vehicle" means a motorized carrier and/or trailer, as defined in the Motor Vehicle Act of British Columbia.

"Work" or "Works" means, unless the context otherwise requires, the whole of the work and materials, labour matters and things required to be done, furnished and performed by the Contractor under this Contract.

2.2 Acceptance of Terms and Conditions

Submitting a Proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addendum(s).

2.3 Submission of Proposal

Proposals must be submitted before Closing Time using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.

2.4 Errors, Omissions, Clarifications

It is the sole responsibility of the Proponent to ascertain that they have received a full set of the RFP documents. Upon submission of their Proposal, the Proponent will be deemed conclusively to have been in possession of a full set of the RFP documents.

Proponents finding discrepancies, errors, or omissions in this RFP, or requiring clarification on the meaning or intent of any part therein, should immediately request clarification from the Project Manager, by email to: darren.wahl@rdffg.bc.ca



All requests for clarification or inquiries must be made by February 3, 2025 in order that addendum(s), if necessary, are issued in time for all Proponents to complete their Proposal submission and have it delivered to the Regional District office prior to the closing time on the submission date.

If the Regional District, in the Regional District's sole discretion, determines that a clarification, addition, deletion, or revision of the RFP is required then the Regional District will issue an Addendum and the Addendum will be posted on the Regional District website and BC Bid.

It is the sole responsibility of the Proponent to check for Addendum (s) and include them with their submission, failure to include the signed Addendum (s) may disqualify the submission.

2.5 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete Proposals received and marked before the Closing Time will be considered to have been received on time. Proposals received late will be marked late and not considered or evaluated. In case of a dispute, the Proposal receipt time as recorded by the Regional District at the Closing Location will prevail whether accurate or not.

2.6 Changes to Proposals

By submitting written notice, the Proponent may amend or withdraw its Proposal before the Closing Time. Proponents should use a consistent submission method for submitting Proposals and any amendments or withdrawals.

2.7 Conflict of Interest

When submitting a Proposal, the Proponent must complete, sign and include with their Proposal a Conflict of Interest Disclosure Statement (Appendix "F").

The Regional District may reject a Proposal based on an actual, potential or perceived conflict of interest.

The Regional District may reject any Proposal where:

- a. one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the Proponent, is an officer, employee or director of the Regional District or a consultant involved in the procurement process, or is a member of the immediate family of an officer, employee or director of the Regional District or a consultant involved in the procurement process; or
- b. in the case of a Proposal submitted by a Proponent who is an individual person, where that individual is an officer, employee or director of the Regional District or a consultant involved in the procurement process, or is a member of the immediate family of an officer, employee or director of the Regional District or a consultant involved in the procurement process.

(collectively, "Restricted Parties")

A Proponent who has any concerns regarding whether a current or prospective employee, advisor



or member of that Proponent is, or may be, a Restricted Party, is encouraged to request an advance decision by submitting to the Project Manager, not less than ten working days prior to the Closing Time, by email, the following information:

- (a) names and contact information of the Proponent and the person for which the advance opinion is requested;
- (b) a description of the relationship that raises the possibility or perception of a conflict of interest or unfair advantage; and
- (c) copies of any relevant documentation.

The Regional District may make an advance decision regarding whether the person is a Restricted Party, and whether the Regional District will reject a Proposal based on the information provided.

2.8 Subcontractors

All subcontractors, including affiliates of the Proponent, should be clearly identified in the Proposal as per the form attached as Appendix “B”.

A Proponent may not subcontract to a firm or individual whose current or past corporate or other interests, may, in the Regional District’s opinion, give rise to an actual, perceived or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by the firm or individual in the preparation of the RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether a proposed subcontractor might be in a conflict of interest, the Proponent should consult with the Project Manager prior to submitting a Proposal. By submitting a Proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual, perceived or potential, in respect of the RFP.

2.9 Rejection of Proposal

The Regional District may, in its sole discretion, reject any and all Proposals, or accept the Proposal deemed most favourable in the interests of the Regional District. The lowest, or any Proposal, will not necessarily be awarded.

Proposals which contain qualifying conditions or otherwise fail to conform to the instructions contained in this RFP may be disqualified or rejected. The Regional District may, however, in its sole discretion, reject or retain for its consideration Proposals which are non-conforming because they do not contain the content or form required by the RFP, or for failure to comply with the process for submission set out in this RFP, whether or not such non-compliance is material.

The Regional District’s intent is to enter into a Contract with the Proponent who has submitted the best offer. The Regional District reserves the right to accept any or none of the Proposals submitted and will evaluate Proposals based on the best value offered to the Regional District and not necessarily the lowest price, using the criteria specified in this RFP. The Regional District reserves the right in its sole unrestricted discretion to:

- a. accept any Proposal which the Regional District deems most advantageous to itself;
- b. reject any and/or all irregularities in a Proposal submitted;



- c. waive any defect or deficiency in a Proposal whether or not that defect or deficiency materially affects the Proposal and accept that Proposal;
- d. reject any and/or all Proposals for any reason, without discussion with the Proponent(s);
- e. accept a Proposal which is not the lowest Proposal; and
- f. cancel or reissue the RFP without any changes.

Without limiting any other provision of this RFP, the Regional District may, in its sole discretion, reject a Proposal submitted by a Proponent, if the Proponent or any officer or director of a corporate Proponent, is, or has been within a period of two years prior to the Closing Time, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to the Regional District.

2.10 Liability for Errors

The Regional District will not be responsible for any costs incurred by Proponents as a result of the preparation or submission of a Proposal pertaining to this RFP. The accuracy and completeness of the Proposal is the Proponent's responsibility. If errors are discovered, they will be corrected by the Proponent at their expense.

Proponents acknowledge that the Regional District, in the preparation of the RFP supply of oral or written information to Proponents, review of Proposals or the carrying out the Regional District's responsibilities under this RFP, does not owe a duty of care to the Proponents.

2.11 Limitation of Liability

Each Proponent, by submitting a Proposal, irrevocably waives any claim, action, or proceeding against the Regional District including without limitation any judicial review or injunction application or against any of the Regional District's employees, advisors or representatives for damages, expenses or costs including costs of Proposal preparation, loss of profits, loss of opportunity or any consequential loss for any reason including: any actual or alleged unfairness on the part of the Regional District at any stage of the Request for Proposal process; if the Regional District does not award or execute a contract; or, if the Regional District is subsequently determined to have accepted a noncompliant Proposal or otherwise not complied with the terms of this Request for Proposals, with the exception of fraud on the Regional District's part.

2.12 Ownership of Proposals and Freedom of information

Proposals will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this RFP. Each Proposal should clearly identify any information that is considered to be confidential or proprietary information.

All documents, including Proposals, submitted to the Regional District become the property of the Regional District.

As an exception to Proposals being received and held in confidence, Proponents are advised and acknowledge that any contract entered into as a result of this Proposal may be subject to Board approval, which may be discussed and voted on at a meeting of the Board that is open to the public. If Board approval is required, details of Proposals, including but not limited to proposed or



negotiated fees, may be provided to the Board in a publicly available staff report, discussed at a Council meeting that is open to the public, and posted on a publicly available electronic agenda on the Regional District's website.

2.13 Confidentiality

In accordance with the Freedom of Information and Protection of Privacy Act, the Proponents will treat as confidential and will not, without prior written consent of the Regional District, publish, release, or disclose, or permit to be published, released, or disclosed, any information supplied to, obtained by, or which comes to the knowledge of the Proponents as a result of this RFP except insofar as such publication, release or disclosure is required by the laws of British Columbia.

2.14 Not a Tender

This RFP is not a tender call, and neither it nor the submission of any response to this RFP creates a tender process or a "Contract A".

2.15 Background

The Regional District operates a network of solid waste facilities throughout the Regional District (see attached map on page 36). A number of these facilities have marshalling areas for the temporary storage of scrap metal until the recyclable material can be collected by a recycler. A few facilities provide temporary storage by way of roll-off bins where the material is hauled to either a marshalling area for interim storage or hauled directly to the recycler, if feasible for the Regional District.

The Regional District currently provides temporary marshalling area storage for scrap metal at five solid waste facilities. The largest facility is Foothills Boulevard Regional Landfill, located within the municipal boundaries of the City of Prince George. The majority of scrap metal collected is made up of old appliances and hot water tanks, defined as "white goods". This includes appliances that have had the ozone depleting substances (ODS) removed by a professional. The remainder consists of miscellaneous ferrous and non-ferrous metallic materials, including, but not limited to, sheet metal, siding, roofing, rebar, flashing, pipes, window frames, doors, furnaces, duct work, wire, cable, bathtubs, fencing, bicycle frames, automotive parts, machinery, metal furniture, tire rims and rolled steel shapes.

Currently the Regional District stockpiles scrap metal at the following facilities:

- Foothills Boulevard Regional Landfill
- Bear Lake Regional Transfer Station
- Hixon Regional Transfer Station
- Mackenzie Regional Transfer Station
- Valemount Regional Transfer Station

The schedule for servicing the site will be provided by the proponent and will form part of the evaluation. Additionally, the proponent should be aware that if the site(s) require additional servicing, this may be called in by the Regional District. Currently sites are serviced 2-3 times per calendar year and this should form the basis of the proponents proposed service levels. Options that could result in cost saving to the Regional District that do not compromise safe and effective service levels are welcome.



Any quantities provided or described by the Regional District are approximate only and do not constitute a warranty or guarantee as to the actual quantities available.

The following tables provide the weight of scrap metal collected at our facilities over the past three years.

FACILITY	2022	2023	2024	ANNUAL AVERAGE
Foothills Boulevard Regional Landfill	808	527	660	665
Valemount Transfer Station	92	265	189	110
Mackenzie Regional Transfer Station	159	360	204	30
Rural Transfer Stations/ Landfills*	11	0	145	156
TOTAL AVERAGE WEIGHT (metric tonnes)				961

* currently diverted directly to Foothills Boulevard Regional Landfill Marshalling Area.

TRANSFER STATIONS WITHIN CITY LIMITS		2022	2023	2024	ANNUAL AVERAGE
Quinn Street Regional Recycle Depot	Trips	72	77	73	74
	Tonnage	163	164	123	150
Vanway Regional Transfer Station	Trips	107	98	129	111
	Tonnage	209	224	234	222
TOTAL AVERAGE WEIGHT (metric tonnes)					372

3.0 PURPOSE

The Regional District intends to enter into a contract for the provision of scrap metal services under this Request for Proposal. The Regional District recognizes the necessity of providing our customers with a reliable and economical scrap metal management system and has the following expectations:

1. That the successful contractor provides reliable, consistent service to the Regional District.
2. That the successful contractor will be able to provide proof, satisfactory to the Regional District, that all materials collected are recycled.
3. That the successful contractor will pay the Regional District revenue for all scrap metals collected by the contractor for recycling.

The Regional District commits to the following:

1. To provide a suitable place for the collection of all scrap metals at the disposal sites.
2. To remove ODS from refrigerant appliances at each facility prior to processing.
3. To stockpile scrap metal in a suitable location for use by the contractor.



4. That all scrap metal received at the facilities is for the sole use of the contractor during the contract period.

The scrap metal storage areas are segregated in each landfill and transfer station and the deposit of contaminants is not permitted. It is, however, anticipated that some contaminants can be expected, and that the contractor will not be compensated to remove contaminants, nor shall the Regional District be subject to any damages that may result due to contaminants.

Any non-recyclable contaminants found in the scrap metal storage area at either the Foothills Boulevard Regional Landfill facility, Mackenzie Selected Landfill and Transfer Station, Valemount or Hixon Regional Transfer Stations are to be set aside by the successful contractor in a single pile for removal by the Regional District.

4.0 WORK PLAN AND SCHEDULE

The proponent must provide a work plan in the Proposal. The work plan is to include a site safety plan including fire prevention and response, schedule of seasonal sampling events per site, reporting milestones, the sequence of task occurrence and details concerning implementation and completion dates for each task.

5.0 PROPONENT'S INFORMATION

Qualifications and Experience

The proponent must include in the Proposal, a list of the personnel on the project team, and their role and responsibilities in this project. Sub-contractors, if any, must be identified.

The proponent must include a statement of qualifications and relevant experience in support of the Proposal.

References

The proponent must include a minimum of three (3) references, complete with contact information, in the Proposal for projects similar to the Scrap Metal Recycling Services at Regional District facilities. A brief description of the projects completed for each reference must be provided.

Professional Responsibility

Only qualified and experienced Scrap Metal Recycling service providers will be considered for this project. The successful proponent will be expected to provide services in accordance with a high standard of care, safety, skill and diligence maintained by a person (or firm) providing the services described herein.

6.0 PROPOSAL FORMAT

The following format and sequence should be followed in order to provide consistency in responses and to ensure each Proposal receives full and complete consideration. All pages should be consecutively numbered.

- a. Title page, including RFP number and title, Proponent's name and address, telephone number, email address, and contact representative.



- b. One-page letter of introduction **SIGNED** by the authorized signatory of the Proponent.
- c. Table of contents including page numbers.
- d. A summary of the key features of the Proposal, including any suggested changes and reasons or justifications for the suggested changes.
- e. Completed Appendix “B”, List of Subcontractors.
- f. Completed and signed Appendix “D”, Schedule of Prices
- g. Completed and signed Appendix “E”, Good and Services Tax Information.
- h. Completed and signed Appendix “F”, Conflict of Interest Disclosure Statement.
- i. Workplan including start date, milestones, and project completion date.
- j. Three references that may be contacted for the purpose of confirming your company’s experience.
- k. **All amendments and Addendum(s), if any, issued for this RFP. Each amendment and Addendum(s) must be signed by the Proponent and included with the Proposal and will form part of the Proposal and Contract.**

7.0 PROPOSAL EVALUATION

7.1 Proposal Evaluation

All Proposals will be evaluated by the Regional District to assess the qualifications and capabilities of Proponents to meet the minimum standards specified in the RFP, and to determine that which is most favourable to the interests of the Regional District. Proposals will be assessed by a committee formed by the Regional District.

7.2 Selected Proponent Negotiations

The Regional District, at its sole discretion, may enter into contract negotiations with a selected Proponent, or Proponents, based only on the evaluation of the written Proposal(s), and/or an evaluation of the combination of the written Proposals and/or detailed discussions.

The Regional District may enter into negotiations with any Proponent without requiring any other Proponents to make any presentations or require any other Proponents to enter into detailed discussions with the Regional District.

7.3 Termination of Negotiations and/or RFP Process

The Regional District may terminate contract negotiations with any Proponent, and to enter into contract negotiations with any other Proponent if, in the opinion of the Regional District at any time, the contract negotiations with the initially selected Proponent will not be satisfactorily completed in the best interests of the Regional District. The Regional District may, at its sole discretion, reject



any or all Proposals at any time throughout the Proposal evaluation, Proponent selection, or contract negotiation process.

7.4 Compliance with RFP Requirements

All terms and conditions of this RFP are assumed to be accepted by the Proponent and incorporated in its Proposal.

All items in the Proposal that are **not** in full compliance, or that vary from the specific requirements, should be clearly identified in the Proposal as non-compliant and/or variant, and should include specific reference to the relevant section in the RFP and the precise nature of the variance or non-compliance. Non-compliance or variances with the specific RFP requirements will not necessarily result in rejection of a Proposal.

The acceptance or rejection of all non-compliant items, and/or variances to the RFP requirements, will be at the sole discretion of the Regional District, without any obligation by the Regional District to either request clarifications, enter into detailed discussions, or negotiations with the Proponent(s).

8.0 **SELECTION AND EVALUATION**

8.1 Selection Criteria

The following are the criteria and the percentage of the total score for each criterion that will be used by the Regional District to select a Proponent. The list of criteria is not in any particular order of priority. The Regional District, in its sole judgment, will base the selection of a successful Proponent on a combination of the criteria.

8.2 Evaluation criteria:

TITLE	
EVALUATION CRITERIA	WEIGHT
Qualifications, Relevant Experience	20
Work Plan, Methodology, Project schedule	40
Project Budget, Project Revenue Projections	30
Quality of Proposal including format	10
Total	100

(a) Proponents Qualifications, Relevant Experience and References (20)

This includes the length and quality of experience of:

- the person named in the Proposal as the Proponent's project manager assigned to the field of work;
- the Proponent's firm doing similar projects; and
- the team assigned by the Proponent's firm to work on this project.



(b) Work Plan, Methodology and Project Schedule (40)

This includes the evaluation of:

- thoroughness of the project approach reflected in the work plan, and project schedule;
- level of effort reflected in total work hours and assignment of the team development to complete the project;
- The timing of the project tasks, milestones and phases and how each will be completed
- The inclusion of project management, the phases including how the project manager will address cost over runs, equipment failure, consideration given to addressing equipment breakdown and delays in completing the work, alternative to work completion; and
- Safety plan; demonstrating plans for safe site operations, for members of the public, staff and operators.

(c) Project Budget/Project Revenue Projections (30)

This includes:

- the amount of detail and clarity given to plans/measures to adjust the proposed revenues to the Regional District with the scrap metal market fluctuations over the period of the contract
- the proposed revenue to the Regional District and the proposed methodology to increase the Regional District's revenue

(d) Quality of Proposal including format (including but not limited to): (10)

- Does the submission follow the directions within the Proposal call and layout?
- Is the Proposal neat, easy to read, and address all areas of the Proposal call thoroughly?
- Reporting formats and delivery

9.0 **CONTRACT**

9.1 Form of Contract

The proponent will be required to enter into a service agreement prior to commencing work and subject to negotiation between the Regional District and the Proponent. The contract will include this RFP, Conflict of Interest Disclosure Statement, all appendices, amendments and Addendum(s), as well as the successful Proponent's submission.

The successful Proponent will also have to meet the following requirements:

- Be compliant with BC Occupational Health and Safety statutes and supply a WorkSafeBC Clearance Letter.
- Meet a number of insurance provisions including Commercial General Liability in an amount of at least \$5,000,000 and appropriate owned and non-owned automobile insurance coverage in an amount of at least \$3,000,000, if automobile use is required.
- All materials produced will become the exclusive property of the Regional District.



9.2 Notification

The Regional District, in its sole judgment, may delay the award of Contract date as deemed appropriate by the Regional District.

9.3 Contract Duration

The Contract will begin on April 1, 2025 at 12:01 a.m. and the Contract will stay in force until midnight March 31, 2028. The Contract may be renewed on a period-by-period basis at the Regional District's discretion. Each period of renewal will be as per the terms of this Contract, to a maximum of two (2) years. Each extension will be for a one-year period and the total Contract duration will not exceed five (5) years.

10.0 CONTRACT PRICE

APPENDIX "D" – SCHEDULE OF PRICES must be completed, signed, and included in the Proposal submission. All prices for the work should be stated in Canadian dollars. Taxes should be shown as separate line items on the Schedule of Prices. Any applicable Federal or Provincial taxes, or levies, must be included in the Total Contract Price.



APPENDIX “A”
ACKNOWLEDGEMENT LETTER

The undersigned has received a full set of RFP ES-25-02 Scrap Metal Recycling Services Documents.

Authorized Signature

Company

Name (please print)

Address

Title

City

Phone Number

Email

Date

I/We presently intend ☐ to provide ☐ not to provide a Proposal.

Please return immediately to:

Darren Wahl, Manager of Solid Waste Operations
darren.wahl@rdffg.bc.ca



APPENDIX “B”

LIST OF SUBCONTRACTORS

The Contractor advises that they will be sub-contracting the following parts of the work to the Subcontractor(s) listed below. In the Contractor’s opinion, the Subcontractor(s) named are reliable and competent to perform that part of the work for which each is listed. Please indicate “not applicable” on this page if Subcontractors are not required and include it with your Proposal. Following acceptance of the Proposal, the Subcontractors named in the List of Subcontractors will not be changed nor will additional Subcontractors be employed except with the written approval of the Regional District.

Legal Name of Subcontractor	Address of Subcontractor	Work to Be Performed by Subcontractor



APPENDIX “C” **SCOPE OF WORK**

The scope of the work will be carried out for the duration of the contract.

The Regional District is requesting Proposals to generate revenue for the recycling of scrap metal. This includes:

- Collection and preparation of material for markets,
- Transportation of material to markets,
- Provide scrap metal bins at two transfer station facilities within the City of Prince George limits: Quinn Street Regional Recycling Depot and Vanway Regional Transfer Station, and to provide ongoing servicing of the bins.
- The proponent shall produce a work plan and cost breakdown that addresses the fluctuation of markets and payment and gives a processing plan,
- Provide an option to include servicing of additional Regional District facilities.

Local Scrap Metal Bin Provision and Hauling Services

The Regional District has two facilities that require additional levels of service. The Quinn Street Regional Recycling Depot and the Vanway Regional Transfer Station are both located within the City limits of Prince George. These two facilities accept collection of scrap metal by means of a roll-off bin at the facility. These two facilities are to be considered in the proposal process.

- a. Supply receiving bins, 30 yd - 40 yd roll-off bins.
- b. Bin delivery of an empty bin to exchange out the full bin must happen within four hours of initial call-out.
- c. The site must never be left without an empty bin.
- d. Process materials from the two facilities, keep accurate records, and process monthly manifests and payment to the Regional District.

The Regional District retains the right to adjust facility operating hours and location. The Regional District will provide two weeks' advance written notice to the Contractor of any changes.



APPENDIX “D”
SCHEDULE OF PRICES

The proponent should use their own Schedule of Prices which must specify the fees required to satisfy the terms of reference, (Scope of Work), for the project, the work plan and methodology. The proponent must clearly identify and detail all costs separately.

Also, the various stages of the work plan shall be costed, with taxes and disbursements clearly identified. A completed Cost Estimate Table must be included, detailing the following items:

Pricing for:

- Price per tonne of bailing scrap metal.
- Price per tonne for transportation costs.
- Price per tonne for marketing and sale of product.
- Revenue payable to the Regional District per tonne

Terms of Payment

The proponent must specify in the Proposal the terms of payment, if any, required for the duration of the project.



APPENDIX "E"

GOODS AND SERVICES TAX INFORMATION

Supplier:

Name

Address

City

Province

Postal Code

Phone Number

Are you a GST Registrant? Yes _____ No _____

If YES, please indicate your registration number: _____

If NO, Please fill in the following (check appropriate box):

☐ Supplier qualifies as a small supplier under s.148 of the legislation.

☐ Other: Specify _____

Signature of Authorized Person

Print Name

Title

Date



APPENDIX "F"
CONFLICT OF INTEREST DISCLOSURE STATEMENT

RFP ES-25-02
Scrap Metal Recycling Services

Proponent Name: _____

The Proponent, including its officers, employees, and any person or other entity working on behalf of or in conjunction with, the Proponent on this Procurement Process:

- ☐ is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- ☐ has not, and will not, participate in any improper procurement practices that can provide the Proponent with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
- ☐ has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for Conflict of Interest:

By signing below, I certify that all statements made on this form are true and correct to the best of my knowledge.

Print Name of Person Signing Disclosure

Authorized Representative of:



APPENDIX “G”
OPERATIONAL SPECIFICATIONS

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1. GENERAL

In accordance with this Contract, the Contractor shall provide all facilities, equipment and personnel necessary to operate a Scrap Metal Recycling Service which includes the responsibility for collecting, receiving, Processing, Marketing and transporting Recyclable Materials. The Contractor shall perform such services as required by the Contract and shall not be entitled to receive any remuneration from the Regional District other than that specified by the Contract.

1.1 In general, the responsibilities of the Contractor will be to:

- collect Recyclable Materials through temporary storage Facilities within the Regional District;
- process Recyclable Materials that conform to end user specifications;
- market Processed Materials and arrange transportation of Processed Materials to markets;
- provide all administrative support and equipment necessary to support the Contractor's operation;
- operate in conformance with the Specifications and General Conditions of the Contract; and
- ensure full compliance to all WorkSafeBC regulations and legislation.

1.2 The Contractor alone, shall at all times be responsible for the safety of the general public, its employees in the Work and service provided, and for the safety, adequacy, efficiency and sufficiency of its office, MRF, machines, apparatus and equipment and the performance of the Work and the providing of service under this Contract.

1.3 It is the intent of this Contract that all collected Recyclable Materials are to be recycled.

2. CONTRACTOR'S PERSONNEL

2.1 The Contractor shall, at all times during the term of this Contract, have a local manager or a supervisor charged with the responsibility of supervising the operations of the Contract and at all times throughout the duration of this Contract shall maintain a local office in Prince George and a staffed telephone during all working hours.

2.2 The Manager shall be provided with the address and telephone numbers of the Contractor's representatives who may be contacted and available within reasonable notice 24 hours a day, 7 days a week, on matters relating to this Contract and who shall have overall responsibility for the Contract.

2.3 The Contractor shall have on duty, on all collection days, sufficient and qualified supervisors, each having a telephone or two-way radio-equipped vehicle so as to ensure a courteous, prompt and efficient service for handling public complaints and inquiries.

2.4 The Contractor shall employ a sufficient number of properly qualified and trained equipment operators, labourers and supervisory staff for the performance of the Work. Failure or delay in the performance of the Work due to the Contractor's inability to obtain personnel, of the number and skill required, shall constitute a default of the Contract.

2.5 The Contractor acknowledges that its employees, agents and sub-contractors will be dealing with both the public and or Regional District employees in the execution of this Contract, and that it is of primary importance to the Regional District that excellent relations with the all parties involved including the public be maintained, and that all persons under the control of the



Contractor conduct themselves in a safe, courteous and respectful manner.

3. SITE MAINTENANCE AND CLEAN UP

At the completion of each Facility service, the Contractor shall clean-up the Facility, make a neat pile of any non-recyclable contaminants and carefully pass a magnet over the storage area to remove any metal which may cause damage to delivery or service vehicles, or to other vehicles/equipment on site or cause a health and safety concern.

4. REPORTING REQUIREMENTS

The Contractor will be required to keep records and submit records to the Regional District as specified in this Contract. The following minimum reporting requirements include:

- 4.1 Monthly Program Status Report - The Contractor shall submit monthly program status reports to the Regional District for each month of each year during the term of the Contract. Monthly program status reports will be due within ten business days after the close of the month being reported. At a minimum, these reports shall include the following information in respect of the month being reported:
 - i. verification and certification that Processed Materials have been received or used by a recognized Recycling Broker or End User to the satisfaction of the Manager;
 - ii. progress or problems encountered in meeting any applicable Work schedules;
 - iii. discussion of problems and noteworthy experience in program operation and suggested approaches to mitigating identified problems;
 - iv. a total weight summary in tonnes of all Recyclable Materials collected by source and Facility and dates of shipments to markets; and
 - v. market price of materials at time of sale.
- 4.2 Annual Reports: The Contractor shall submit annual reports to the Regional District for each year of the term of the Contract. These annual reports will be due within thirty (30) days after the end of each calendar year being reported. At a minimum, these reports shall be to the satisfaction of the Manager and will include the following information in respect of the year being reported:
 - i. an annual weight summary in tonnes of all collected, received and Processed Recyclable Materials handled by the Contractor under this Contract;
 - ii. changes, if any, in Marketing of recyclable commodities;
 - iii. a description of highlights, problems and measures taken to resolve problems and increase efficiency;
 - iv. suggested improvements to the program that can result in increased recovery of Recyclable Materials and/or result in program cost savings to the Regional District;
 - v. any additional information or comments the Contractor may wish to include; and



- vi. included with the Annual Report, the Contractor will provide the Manager with a Certificate of Insurance confirming that the required insurance policies are continuously in effect and comply with the requirements of the Contract.

- 4.3 Fuel Consumption Data: Commencing on January 1, 2025, the Regional District of Fraser-Fort George will require the Contractor to communicate the quantity of fuel used to operate vehicles, equipment and machinery as part of the delivery of the services described in this contract on an annual basis. Fuel consumption associated with the provision of these services must be provided to the Regional District of Fraser-Fort George within thirty (30) days of the following dates: December 31st of each year the contract is in place, and the date the contract expires.

5. CONTRACTOR'S RECORDS

The Contractor shall maintain books and records relating to the performance of the Work in accordance with the following minimum requirements:

- 5.1 The Contractor shall maintain all ledgers, books of accounts, invoices, as well as all other records and documents evidencing or relating to any charges for the Work, and all costs, expenditures or disbursements to be paid by the Regional District for a period of five (5) years, or for any longer period required by law, from the date of final payment pursuant to this Contract.
- 5.2 Any records or documents required to be maintained pursuant to this Contract shall be made available for inspection or audit, at any time, during the regular business hours, on written request by the Manager. Unless an alternative is mutually agreed upon, the records shall be available at the Contractor's address indicated for receipt of notices in the Contract. The Contractor shall cooperate fully with the Regional District during any such audit or review.
- 5.3 If the Manager has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment, or termination of the Contractor's business, the Regional District may, by written request, require that custody of the records, or copies of all such records, be transferred to the Regional District. Access to such documents shall be granted to any party authorized by the Contractor.

6. ILLEGAL WEIGHTS

The collection and transportation trucks provided or employed by the Contractor shall not exceed the legal weight limits prescribed by law.

7. UNITS OF MEASUREMENTS

In all cases, where imperial measurements are used under this Contract, the Contractor shall be responsible for their accurate conversion to metric units. All reports and other communications with the Regional District pursuant to this Contract shall be prepared using metric units of measurement.

8. ACCIDENT REPORTING

- 8.1 All vehicle collisions occurring while conducting Work related to the Contract will be reported to the Project Manager immediately.
- 8.2 All incidents involving residents will be reported to the Project Manager immediately.



- 8.3 The Contractor will complete a Regional District Incident Report to record each accident or incident occurrence.

Copies of all claims and reported damages must be submitted to the Project Manager for each occurrence.

9. INSPECTION OF WORK

The Project Manager may at any time inspect the Contractor's performance of the Work and for that purpose may enter into any place or premises where the Contractor is undertaking the Work to carry out inspections of the Work and to review whether the service supplied by the Contractor is adequate in all respects and in conformity with the requirements of the Contract. If, in the opinion of the Project Manager, the Contractor is not meeting the requirements of the Contract, then on written notice from the Project Manager, the Contractor will proceed without delay to institute corrective measures.

The Project Manager is not required to undertake any inspections, and any inspections shall not relieve or release the Contractor in any way from responsibility for the supervision of its operations under this Contract, from making its own inspections, and otherwise ensuring that the Work is being performed in full conformity with all terms and conditions of the Contract.

10. COLLECTION OF RECYCLABLES

10.1 SCOPE OF WORK

- 10.1.1 The Contractor will provide scrap metal processing, transport, marketing/sales for the following facilities:

Foothills Boulevard Regional Landfill
Bear Lake Regional Transfer Station
Hixon Regional Transfer Station
Mackenzie Regional Transfer Station
Valemount Regional Transfer Station

- 10.1.2 All Recyclable Material set out for collection becomes the property of the Regional District who shall have exclusive rights to the Recyclable Materials collected. Neither the Contractor nor the Contractor's workforce will be permitted or entitled to scavenge, claim or possess any Recyclable Materials collected, unless authorized to do so by the Manager.

- 10.1.3 The Contractor will provide servicing for the collection of Recyclable Materials from Vanway Recycling Depot and Transfer Station and Quinn Street Regional Recycling Depot. The Contractor will supply collection containers and servicing of containers as per the Regional District's schedule for the Vanway Recycling Depot and Transfer Station and Quinn Street Regional Recycling Depot. Scrap Metal will be processed, transported and marketed for sale.

10.2 LEVEL OF SERVICE

- 10.2.1 During the term of the Contract, the Contractor shall collect all materials from all Facilities, based on the agreed collection service cycle(s) resulting from the contract award that was identified in the Proponents Proposal. The Project Manager may approve service changes as required on a site-specific basis.



- 10.2.2 During the term of the Contract, the Contractor shall service all Facilities in accordance with the posted hours of operation. The Contractor will not have access to Facilities outside of operating hours.
- 10.2.3 Due to winter conditions at the Facilities, consideration will be given by the Contractor to service all Facilities between April and October of each year, for the duration of the Contract.
- 10.2.4 During the term of the Contract, the Contractor shall collect materials from Vanway Recycling Depot and Transfer Station and Quinn Street Regional Recycling Depot within four hours of call in by the Caretaker and shall not leave the facility without an empty bin, this to allow the site to remain in service.

10.3 CONTRACT EQUIPMENT

- 10.3.1 The Contractor shall obtain and pay for all necessary permits or licences required prior to the execution of the Work. The Contractor shall give all necessary notice and pay all fees required by law.
- 10.3.2 All equipment and machinery used in conducting the Work required by the Contract shall be included in their Proposal and shall be subject to the approval of the Project Manager, but approval or failure to approve the same, shall not relieve the Contractor from responsibility for the proper performance of the Contract, or liability under same.

10.4 MAINTENANCE OF EQUIPMENT

- 10.4.1 The Contractor shall be responsible for maintenance, repairs and all other operating costs of equipment including fuel, licencing, insurance, washing, storage, etc.
- 10.4.2 All equipment used in the execution of the Contract shall be mechanically sound and must be well maintained. All equipment must meet all Work Safe BC safety requirements and be equipped with fire suppression systems / equipment. All repairs shall be to the satisfaction of the Project Manager. Emergency repairs that may be required to be done on any Regional District property must be reviewed and approved by the Project Manager.
- 10.4.3 Consideration must be given to addressing equipment breakdown and delays in completing the work.
- 10.4.4 Where, in the opinion of the Project Manager, conditions are not suitable or safe for the use of certain equipment or vehicles, the Contractor shall, upon written order of the Project Manager, carry out the work without the use of such equipment, and no allowance will be made to the Contractor as a result of such restriction.

10.5 OIL SPILL RESPONSE

All mobile equipment must have spill kits and or a means to respond any and all hydraulic or oil spills. In the event a spill starts, the vehicle operator must immediately shut down the equipment involved, cease operations, and deploy the oil spill containment kit / system. Any such spill must be reported to the Regional District immediately.



10.6 WEATHER CONDITIONS

The Contractor shall collect Recyclable Materials under all weather conditions. The only exceptions are weather conditions, such as flood, or other like conditions amounting to an Act of God, which prevents collection. Even in such exceptional cases, areas, or parts of areas, where collection can be made shall be serviced.

11. PROCESSING

11.1 SCOPE OF WORK

The Contractor will provide, operate and maintain one or more facilities to receive, process, handle, distribute and Market, Recyclable Materials as required by this Contract. Such facilities will include a location to which collected Recyclable Materials will be delivered.

The Contractor shall be responsible for Processing the collected materials to meet market specifications. All required equipment, labour, and facilities associated with the Processing of materials for market shall be the Contractor's responsibility.

11.2 MATERIALS RECOVERY FACILITY (MRF)

The Contractor shall supply a Materials Recovery Facility that is capable of handling all collections of Recyclable Materials. The design and function of the MRF must address the receiving, processing, handling and marketing of such Recyclable Materials. The location of the Materials Recovery Facility shall be identified in the Proposal and must comply with local government bylaws.

11.3 WEIGHING FACILITIES (SCALES)

The Contractor shall maintain a certified weigh scale at the MRF which will accurately record weight of all materials collected and disposed. A complete printout of all weights recorded must be supplied to the Project Manager. All weigh scales must be maintained in good condition and must be certified for trade by Consumer and Corporate Affairs (Canada) every six months during the term of this Contract, at the Contractor's expense, and such certificates shall be forwarded to the Project Manager. The Project Manager may request proof of weigh scale accuracy at any time during the term of this Contract, and the Contractor shall supply such proof to the reasonable satisfaction of the Project Manager forthwith upon receipt of such request.

11.4 MATERIAL MEASUREMENT AND RECORDS

11.4.1 Each load of materials within the scope of the Contract arriving or leaving the MRF must be weighed. The Contractor will ensure that their personnel are instructed in the proper use of the weigh scale and that they adhere to required operating procedures at all times.

11.4.2 The scale shall be of a design that is capable to accurately weigh to the nearest 10 kilograms.

11.4.3 Each load of materials, within the scope of the Contract, arriving at the MRF shall be weighed and the information shall be recorded for each delivery.



12. MARKETING OF RECYCLABLES

12.1 SCOPE OF WORK

This specification refers to the Marketing of Recyclable Materials and all related Work. The Contractor shall be responsible for the Marketing and transportation of all Recyclable Materials as set out in this Contract.

12.2 SALE OF RECYCLABLE MATERIALS

The Contractor will sell Processed Materials to available markets within 60 days of processing. In the event that marketable quantities are not accumulated within 60 days, the Contractor shall protect materials from any process or condition that may reduce the value of Recyclable Material and Processed Material. The Contractor may make written requests to the Project Manager for variations.

12.3 MATERIAL SHIPPING

12.3.1 The Contractor is responsible to arrange, coordinating and pay for the shipment of all Processed Materials to markets. The Contractor will provide the necessary shipping and receiving functions at the MRF.

12.3.2 The Contractor will keep all appropriate records of all transactions involving the Processed Material and will be subject to audit.

12.4 REVENUES

Revenue from the sale of Processed Materials will be made to the Regional District as a requirement of this Contract.



13. MAP OF LOCATIONS



