



**The Board of Education of School District No 83
(North Okanagan-Shuswap)**

REQUEST FOR QUOTATION

**SD 83 Operations Department
Garbage, Recycling and Organics 2018-2019**

Quotation Closing Date and Time:

July 25, 2018

2:00 PM

Location

PO Box 129, Salmon Arm, BC V1E 4N2

5911 Auto Road SE,

Salmon Arm BC, V1E 2X2

TABLE OF CONTENTS

Part 1	Purpose, Intent and Terms.....	Page 3
Part 2	Quotation Process.....	Page 4
	A. General	
	B. Evaluation of Quotations and Awards	
Part 3	Specifications.....	Page 8
	A. Scope of Work	
	1. Garbage Disposal	
	2. Recycling	
	3. Organics	
	B. Requirements	
	C. Indemnity, Release, Insurance and Security	
	D. Default and Termination	
	E. Integration	
Part 4	Attachments.....	Page 14
	Attachment #1 – Request for Quotation Receipt Confirmation Form	
	Attachment #2 – Site Locations	
	Attachment #3 – Garbage Service Requirements	
	Attachment #4 – Mixed Recycling Service Requirements	
	Attachment #5 – Organics Service Requirements	
	Attachment #6 – Quotation Forms	

1. PURPOSE, INTENT AND TERMS

The Board of Education of School District No 83 (North Okanagan-Shuswap) herein after referred to as “**School District No 83**”, is requesting quotations to provide a comprehensive waste management service for its twenty-nine sites. Service will include pick-up and disposal or processing of waste, recyclable and organic compostable materials. The twenty-nine sites are comprised of five secondary schools, three middle schools, 17 elementary schools, one alternate education school and three non-school sites. (Non-school sites are the District Education Support Centre, Works Complex, and Armstrong Bus Compound.) It is School District #83’s intention to develop a long term, positive working partnership with the Vendor and its employees.

A full-spectrum waste management service is desired consisting of:

1. Garbage disposal
2. Mixed Material recycling
3. Organics disposal

School District No 83 will accept quotations for comprehensive service however it will consider quotations for each component separately and will accept quotations for portions of each component based on property locations.

It is anticipated School District No 83 will enter into a one-year contract with the successful Vendor for the period of August 1, 2018 to June 30, 2019 with the option to renew, at School District No 83’s sole discretion, for an additional two-year period to a final end date of June 30, 2021.

Garbage, Recycling and Organics Quotation may be downloaded from the School District website at: www.sd83.bc.ca

Upon receipt of the Request for Quotation Document, hereinafter referred to as “**RFQ**”, interested parties are strongly encouraged to complete and return RFQ Receipt Confirmation Form (Attachment #1) so they can be notified of any updates regarding this RFQ.

2. QUOTATION PROCESS

A. General

Quotation must be prepared in compliance with provisions of this RFQ (Request for Quotation). Failure to comply with all provisions of this RFQ may result in disqualification of the Quotation.

1. All quotations must be submitted in a sealed envelope marked "Garbage, Recycling and Organics Request for Quotation". Quotations may be mailed to The Board of Education of School District No 83 (North Okanagan-Shuswap), PO Box 129, Salmon Arm, BC V1E 4N2, Attention: Bev Snow, Building Services Manager or hand delivered to 5911 Auto Road SE, Salmon Arm, BC V1E 2X2.
Bids will be accepted by email.
2. **Bids must be received by 2:00 pm PDT on July 25, 2018. No changes after tender closing time. It is the Vendor's responsibility to verify that your bid has been received.**
3. Quotation Package must include the following:
 - Quotation Form (Attachment #6)
 - Company History (Attachment #6)
 - Proposed Service (Attachment #6)
 - Bid Form (Attachment #6)
 - References (Attachment #6)
 - Certificate(s) of Insurance
4. Any quotation received after the time stipulated will not be considered, but will be recorded, filed and shall remain sealed.
5. Quotations will not be opened publicly.
6. There will be no pre-quotation conference. Before submitting a quotation, each Vendor shall make all investigations and examinations necessary to ascertain conditions, requirements and obstacles, if any exist, affecting the operation of the proposed services.
7. Inquiries regarding the specifications of this RFQ will be accepted via email only to:
bsnow@sd83.bc.ca

Failure to make such investigations and examinations shall not relieve the successful Vendor from the obligation to comply, in every detail, with all provisions and requirements of the RFQ, nor shall it be a basis for any claim whatsoever for alteration in any term or payment required by the Agreement.
8. Site locations are provided for reference. These will identify actual locations within School District No 83 where services are required. (Attachment # 2)
9. If a Vendor discovers any ambiguity, conflict, discrepancy, omission or other error in the RFQ, they shall immediately email the above noted of such error and request modification or clarification of the document. Modifications will be made by issuing a revision and notice will be given to all parties who have expressed interest in this RFQ.

10. The Vendor is responsible for clarifying any ambiguity, conflict, discrepancy, omission or other error in the RFQ prior to submitting the quotation or it shall be deemed waived.
11. Products and services which are not specifically requested in this RFQ, but which are necessary to provide the functional capabilities proposed by the Vendor, shall be included in the quotation.
12. Prices will be firm for the entire contract period except where this Request for Quotation specifically states otherwise.
13. All prices must include rent on dumpsters, totes, tote liner compostable bags and disposal fees.
14. Prices quoted are to be in Canadian dollars and exclusive of Goods and Services Tax and Provincial Sales Tax.
15. No allowance will be made after Quotations are received and opened for oversight, omission, error or mistake by the Vendor.
16. All Quotations and any accompanying documents become the property of The Board of Education of School District No 83 (North Okanagan-Shuswap) and will not be returned.
17. School District No 83 will not be liable in any way for any costs incurred by Vendors in the preparation of their Quotations in response to this RFQ; nor for the presentation of their Quotations and/or participation in any discussions or negotiations.
18. School District No 83 reserves the right to withdraw this RFQ at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
19. Receipt of Quotation materials by School District No 83 or submission of a Quotation offers no rights nor obligations in any manner against School District No 83.
20. School District No 83 reserves the right to waive minor irregularities in Quotations. Any such waiver shall not modify any remaining RFQ requirements or excuse the Vendor from full compliance with the RFQ, specifications and other contract requirements if the Vendor is awarded the contract.
21. Submitted Quotations must be signed by an officer of the Vendor who is legally authorized to obligate the Vendor to a contract.
22. All Quotations shall be a matter of public record subject to the provisions of School District No 83.

B. Evaluation of Quotations and Award

1. School District No 83 at its sole discretion, shall determine whether particular Vendors meet the desired criteria to provide the service. In determining whether a Vendor possesses the basic qualifications to operate, School District No 83 may consider, but is not limited to, the following:
 - Vendor's general reputation for performance and service.
 - Vendor's longevity of service (number of years) and previous experience with school facilities.
 - Years of continuous business.
 - Vendor's financial condition.
 - Vendor's equipment inventory.
2. Quotations will first be examined to eliminate those that are clearly non-responsive to stated requirements.
3. Award shall be made to the most responsible Vendor whose quotation is determined to be the most advantageous to School District No 83, taking into consideration the terms and conditions set forth in this RFQ. A valid and enforceable contract exists when an agreement is fully executed.
4. School District No 83 reserves the right to accept or reject in part or in whole any and all Quotations submitted. This contract may be broken into separate contracts (one for each property location or a combination of property locations).
5. School District No 83 reserves the right to request in writing, clarifications to Quotations. Clarifications shall not alter the Vendor's price contained in the Quotation cost.
6. School District No 83 reserves the right to negotiate further with the successful Vendor. The content of the RFQ and the successful Vendor's quote(s) will become an integral part of the contract, but may be modified by the provisions of the contract.
7. A Quotation in response to an RFQ is an offer to contract with School District No 83 based upon the terms, conditions, and scope of work and specifications contained in the RFQ.
8. All Vendors, by submitting Quotations, agree that they have read and are familiar with all the terms and conditions of the RFQ and will abide by the terms and conditions thereof.

10. School District No 83 has the right to use, as determined to be appropriate and necessary, any information, documents, and anything else developed pursuant to the RFQ, the Quotation and the contract.
11. Vendors must submit Quotations that are complete, thorough and accurate. Brochures and other similar material may be attached to the Quotation. We encourage Vendors to complete the Quotation Receipt Confirmation Form (Attachment #1) and return it as soon as possible.
12. All Quotations must be valid for 60 days from the Quotation submission date.

3. SPECIFICATIONS

A. Scope of Work

1. GARBAGE DISPOSAL

Months of Service

- Container rental is required on a twelve (12) month basis. Scheduled pick-up service is required on a ten and one half (10.5) month basis from September 1st to June 30th including the first week of July and the last week of August. Additional pick-ups may be required on an “on-call” basis throughout the year and during the remaining weeks of the summer months of July and August.
- Some locations have multiple containers of varied size and some may require service more than once per week. See Garbage Service Requirements as per Attachment #3.

2. MIXED RECYCLING

Months of Service

- Container rental is required on a twelve (12) month basis. Scheduled pick-up service is required on a ten and one half (10.5) month basis from September 1st to June 30th. Including the first week of July and last week of August. Additional service may be required on an “on-call” basis throughout the year and during the remaining weeks of the summer months of July and August.
- Some locations have varied container sizes and may require service more than once per week. See mixed Recycling Service Requirements as per Attachment #4.
- Mixed recycling includes fine paper, newsprint, telephone books, cardboard, boxboard, hard and soft cover books of all kinds, tin cans and various plastics.

3. ORGANICS DISPOSAL

Months of Service

- Container rental is required on a twelve (12) month basis. Scheduled pick-up service is required on a ten and one half (10.5) month basis from September 1st to June 30th. Including the first week of July and last week of August. Additional service may be required on an “on-call” basis throughout the year and during the remaining weeks of the summer months of July and August.
- Disposal tote liner bags for organics must be included in contract price.
- Organics disposal includes food waste and compostable material.

a) Wood Product Recycling

A separate container may be required for wood product recycling (woodshop sawdust and wood debris) at select sites. On-call service is required.

Please note deposit refund products do not form part of this Request for Quotation.

B. Requirements

Existing locations, requested container types and pick-up frequencies are shown in Attachment # 3, Attachment #4 and Attachment #5. Immediately prior to the commencement of service, the contractor will supply and place its own containers at School District No 83 sites. Each container shall be equipped with light-weight or spring-assisted lids so the lids can be opened with minimal effort. Each lid must be capable of remaining open without assistance and must be lockable. The District will work with the Vendor to identify mutually-acceptable containers and locations. They should not be located under roofs or within 8 meters of buildings. School District No 83 will supply the locks and copies of one standard key will be provided to the Vendor. Missing locks or locking mechanisms are to be reported to School District No 83 by the Vendor. Bins should not be installed with casters.

Vendor's Employees will conduct themselves in a manner appropriate for a school setting. No swearing, cursing, or inappropriate comments made while on school sites.

It is the responsibility of the Vendor to abide by, and have knowledge of, all local authority bylaws and regulations. It is the Vendor's responsibility to apply to the local authorities for any exceptions to these bylaws and regulations, and submit copies of approved exceptions to School District No 83 (North Okanagan-Shuswap) Manager of Building Services.

Under no circumstances shall there be alcohol or alcohol containers on school district sites or in the Vendor's vehicles.

Absolutely none of the awarded work can be subcontracted to another firm without the expressed written consent of School District No 83 Manager of Building Services.

Proposed Service (Attachment #6)

- a) Please provide a detailed overview of how you intend to provide the service.
- b) For garbage, recycling and organic composting services, provide proposed pick-up times. Preference will be given to Vendors able to accommodate our requirements and co-ordinate some or all of the pick-ups outside of school hours.
- c) Please submit a detailed schedule with your quotation. Describe any adjustments you will make to the service schedule following a statutory holiday.
- d) Describe how you ensure student safety when taking vehicles onto school property.
- e) Please describe your plans for transition of service from the existing Contractor.
- f) State lead times for equipment/container placement and for removal/pick-ups.
- g) Please provide a detailed list of acceptable recyclable materials and organics materials and explain how you deal with recycled and organic materials once you have picked them up from our sites.

Maintenance of Equipment

The successful Vendor will maintain the equipment used in provision of the service in a sanitary and good working condition and in pleasing appearance. Repair or replacement of vandalized containers is to be carried out within seven days of report at no cost to School District No 83.

Clean Up

The Vendor will clean up anything spilled during pick-up and will remove any overflow materials placed beside the container.

Hours

Pick-up at schools may not be scheduled between 7 and 9 am or between 2 and 4 pm. At all sites it is expected the Vendor will co-operate with School District No 83 to avoid lunch or recess times or other standard periods when students are on the grounds rather than in class. Preferred pick-up times are after school hours.

Schools are closed for the summer and during the Christmas and spring breaks. School District No 83 Operations Department personnel are available and can be contacted during these closed sessions. When a service day falls upon a statutory holiday, the Vendor may, at its discretion, provide service on the next working day.

During the summer closure of schools (July/August), all sites will continue to be provided with the Vendor's containers, and the service schedule shall continue for the first week of July and the last week of August. For the remaining summer months, service will be "on call" or as otherwise directed by School District No 83.

Invoicing

One monthly invoice is required, showing the district-wide monthly service charge. In addition to the monthly service charge, the invoice will provide a breakdown by location, showing any additional pick-ups requested for that location during the month. The name of the person requesting the additional service should also appear.

References

Provide names, corporate affiliations and telephone numbers of two clients who can attest to your ability to provide each of the specified services. (See Attachment #6)

Quotation Format

Please provide quotations on Quotation Attachment #6

Equipment & Safety:

1. The Vendor shall be responsible for providing and for placing signage, barricades, tarps, plastic, flag tape, and other safety/traffic control equipment required to protect its employees, the public, surrounding areas, equipment and vehicles. The flow of traffic shall not be impeded at any time during this contract. The safety of the Vendor's employees and the public is of prime concern to School District No 83 and the Vendor must take all necessary steps to assure proper safety during the performance of the contract. Any vendor that has a history of safety problems or a high incidence of accidents will not be considered for this contract.
2. All removal operations are to be performed using equipment and vehicles that are mechanically sound.
3. Only trained and qualified persons will operate all equipment.
4. At no time shall an operator of a piece of equipment leave that equipment unoccupied and running.

C. Indemnity, Release, Insurance and Security

NOTE REQUIREMENTS – TO BE PROVIDED WITH QUOTATION SUBMISSION

- Business License for each applicable area.
 - WCB Number and current ***“Notice of Good Standing”***.
 - Proof of Liability Insurance (minimum \$2,000,000.00)
1. Evidence of Vendor Insurance Coverage. The Vendor shall provide School District No 83, at the time of the Quotation being submitted, Certificates of Insurance and/or policies, as listed below:
 - a) Certificate of Liability Insurance properly executed. Individual certificates of insurance and/or policies may be required prior to work commencing.
 2. Insurance Requirements - during the performance and up to the date of final acceptance of the work, the Vendor must effect and maintain insurance hereafter listed below:
 - a) The Vendor shall procure and maintain during the life of this contract, Workers’ Compensation Insurance, including Employers Liability Coverage at limits of \$100,000 per person, \$500,000 aggregate, in accordance with all applicable WCB regulations.
 - b) The Vendor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an “Occurrence Basis” with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions:
 - i. Contractual Liability;
 - ii. Products and Completed Operations;
 - iii. Per contract aggregate.
 - c) The Vendor shall procure and maintain during the life of this contract, Motor Vehicle Liability Insurance, including applicable no-fault coverage, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
 - d) The following shall be Additional Insureds on Commercial General Liability Insurance and Vehicle Liability: The Board of Education of School District No 83 (North Okanagan-Shuswap), including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers.
 - i. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage is primary, contributing or excess.

3. Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "Sixty (60) days Advance Written Notice of Cancellation or Non-Renewal shall be sent to The Board of Education of School District No 83 (North Okanagan-Shuswap), Attention: Bev Snow, 5911 Auto Road SE, Salmon Arm, BC.

If any of the above coverage's expires during the term of this contract, the Vendor shall deliver renewal certificates and/or policies to the above at least ten (10) days prior to the expiration date.

4. Indemnification and Hold Harmless – The Vendor shall indemnify and hold harmless School District No 83, its officers, agents, and employees from:
 - a. Any claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of the Vendor, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract.
 - b. Any claims, damages, penalties, costs and attorney fees arising from any failure of the Vendor, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
 - c. School District No 83 will not indemnify, defend or hold harmless in any fashion the Vendor from any claims arising from any failure on the part of the Vendor, its employees or suppliers, regardless of any language in any attachment or other document that the Vendor may provide.
 - d. The Vendor shall reimburse School District No 83 any expenses incurred as a result of the Vendor's failure to fulfill any obligation in a professional and timely manner under the Agreement.
5. **All persons** working under contract for School District No 83 must submit to, and be cleared by a **Criminal Record Check**. Each person shall fill out the required form and the Service provider shall submit those forms to the RCMP. When the CRC has been satisfactorily completed and School District No 83 is in receipt of the original CRC report, those individuals will be cleared to work on School District No 83 premises in fulfilling this contract.
 - a. Any person having been successfully cleared by a CRC for School District No 83 in the past 24 months needs only to advise School District No 83.

The service provider shall be responsible for all costs related to the Criminal Record Check.

D. Default and Termination

In the event the Vendor shall default in any of the obligations or conditions set forth in the Agreement or their performance does not meet established criteria, School District No 83 may notify the Vendor of such default in writing.

Written notice referred to in this article shall be deemed delivered upon presentation to any person designated by the Vendor as the manager or, in the case of notice by the Vendor, by mailing the same certified or registered mail to the address for the Vendor in the proposal, or the address for The Board of Education of School District No 83 (North Okanagan-Shuswap) in the case of notice by the Vendor.

Failure on the part of School District No 83 to notify the Vendor of default shall not be deemed a waiver. Rights on default of the Vendor and notice at a subsequent time will have the same effect as if promptly made.

Upon receipt of notice of default from School District No 83, the Vendor shall immediately correct such default. In the event the Vendor fails to correct the default to the satisfaction, School District No 83 shall have all rights accorded by law, including the right to immediately terminate the Agreement. Such termination shall not relieve the Vendor of any liability for damages sustained by virtue of any default by the Vendor.

The Vendor agrees that, in the event either party deems it necessary to take legal action to enforce any provision of the Agreement, and in the event School District No 83 prevails, the Vendor shall pay all expenses of such action including attorney fees and costs at all stages of the litigation.

The parties may mutually terminate the contract/agreement that results from this proposal at any time. Either party may terminate the contract/agreement with cause given a sixty (60) day notice to the other party.

Termination of the Agreement by School District No 83 upon default by the Vendor shall be sufficient grounds for the forfeiture of any bonds, if required, to be posted by the Vendor, and the bonds shall so specify.

E. Integration

All RFQ documents and addendum, Vendor's response to this RFQ, subsequent purchase orders, and contract with the successful Vendor contains the entire understanding between the parties.

4. ATTACHMENTS

Attachment #1 – Request For Quotation Receipt Confirmation Form

Attachment #2 – Site Locations

Attachment #3 – Garbage Service Requirements

Attachment #4 – Mixed Recycling & Wood/Sawdust Recycling Service Requirements

Attachment #5 - Organics Service Requirements

Attachment #6 – Quotation Forms

ATTACHMENT #1

The Board of Education of School District No 83 (North Okanagan-Shuswap)

Garbage and Recycling Quotation 2018-2019

REQUEST FOR QUOTATION RECEIPT CONFIRMATION FORM

Upon receipt of this RFQ Document, interested parties are strongly encouraged to complete and return this RFQ Receipt Confirmation Form so they can be notified of any updates regarding this RFQ. If you do not complete and return this RFQ Receipt Confirmation Form, the Board of Education of School District No 83 (North Okanagan-Shuswap) and its Consultants have no way to contact you regarding this RFQ.

To receive notice of updates to this RFQ, complete and return this form as follows:

1. Provide the following information:

CONTACT NAME: _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

E-MAIL: _____

2. Sign and date this form:

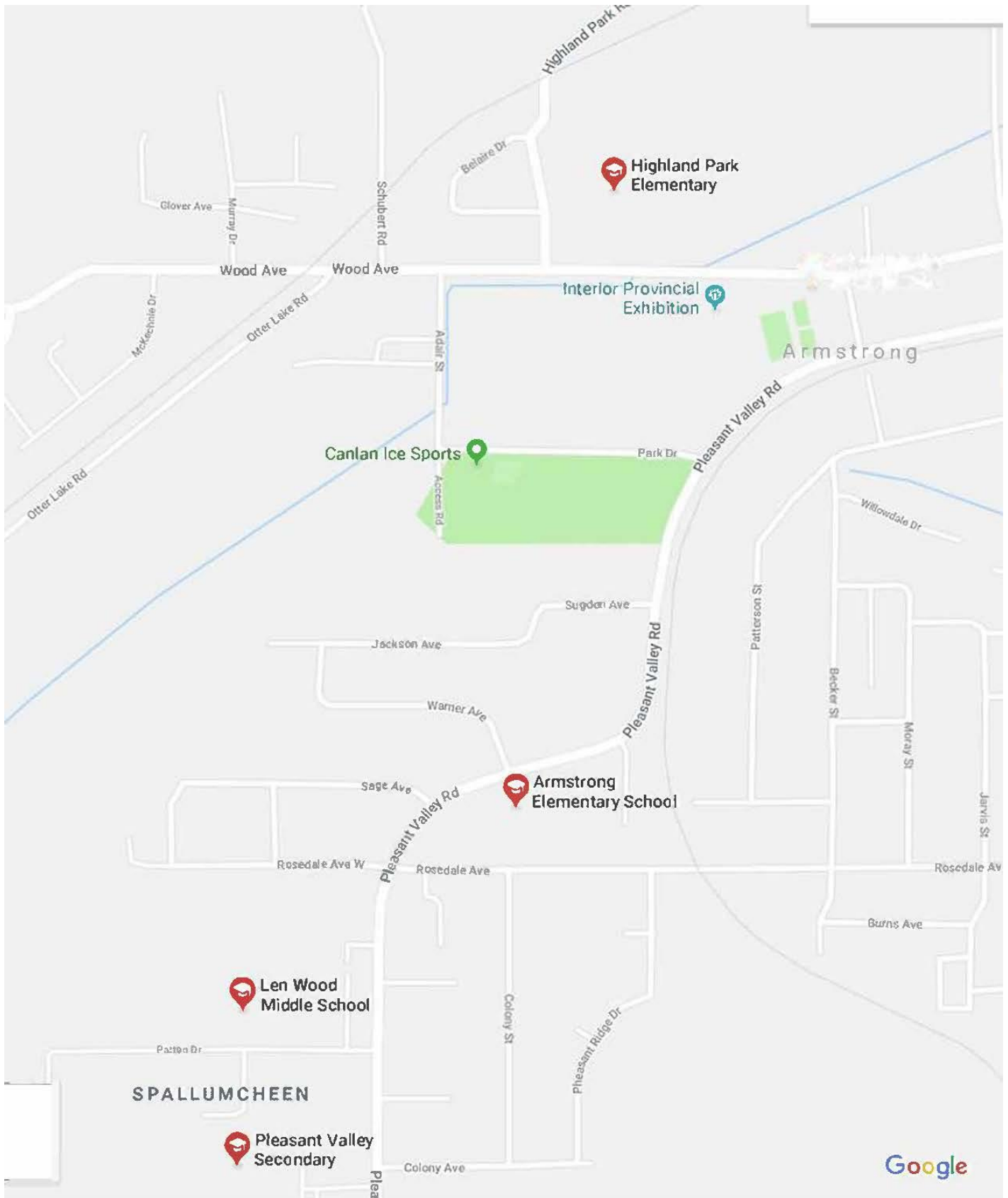
SIGNATURE: _____

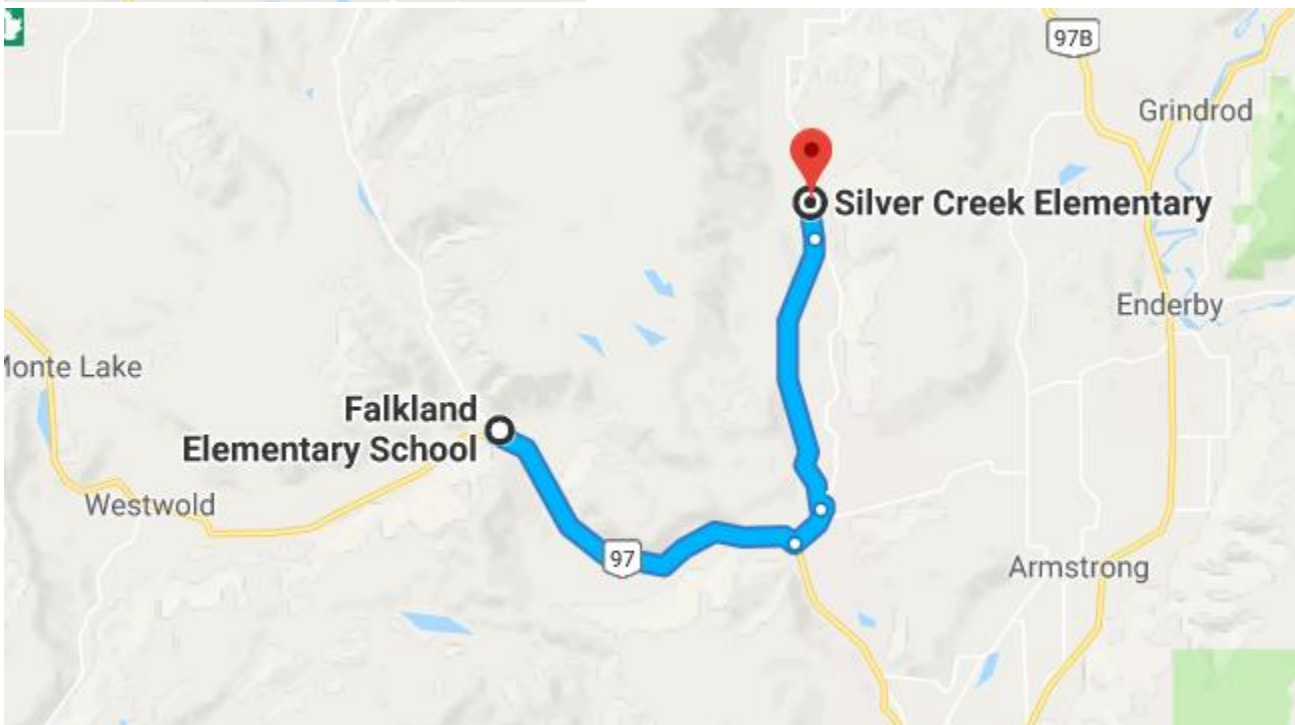
DATE: _____

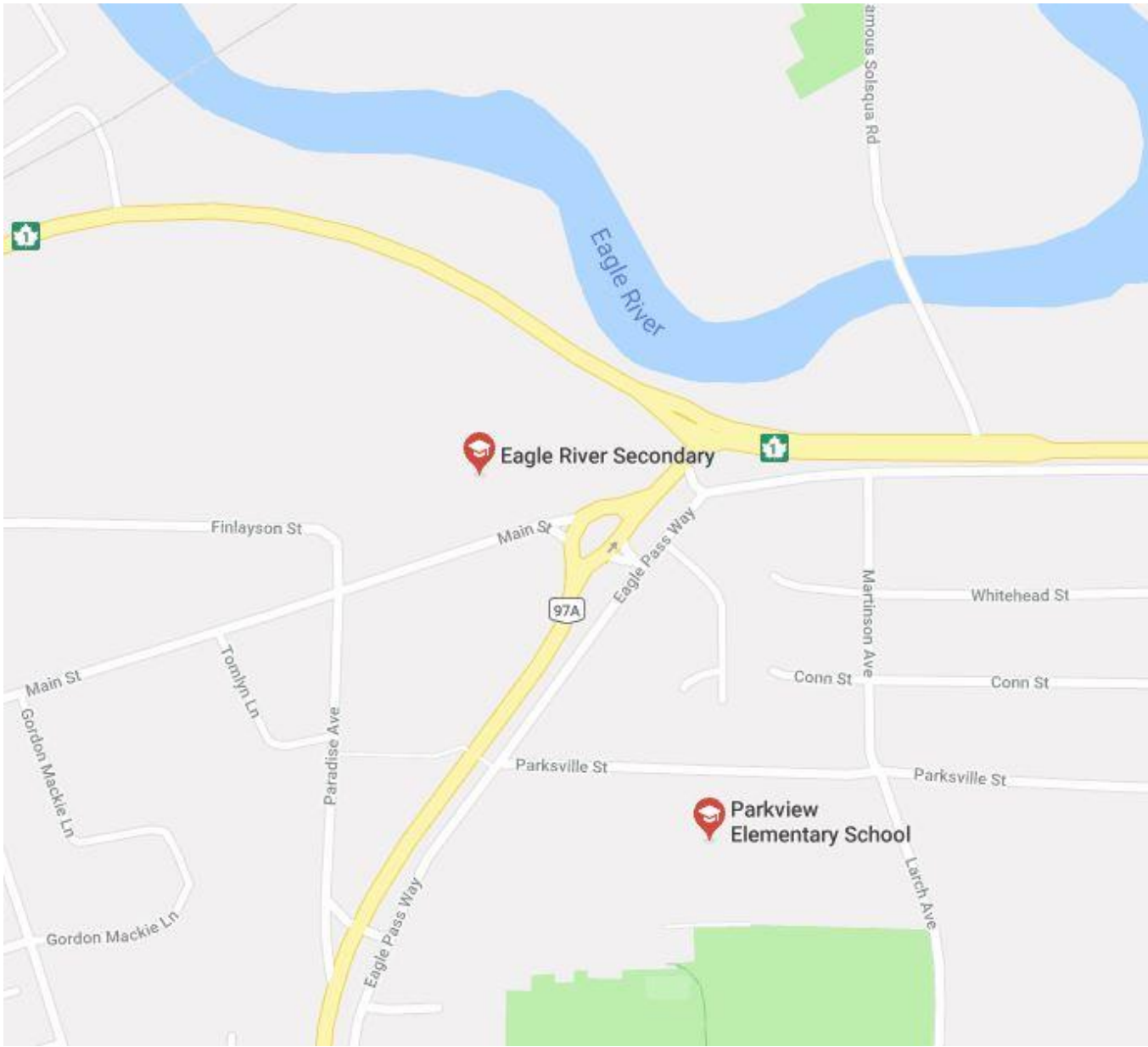
3. Please return this form by e-mail promptly to: bsnow@sd83.bc.ca

ATTACHMENT #2

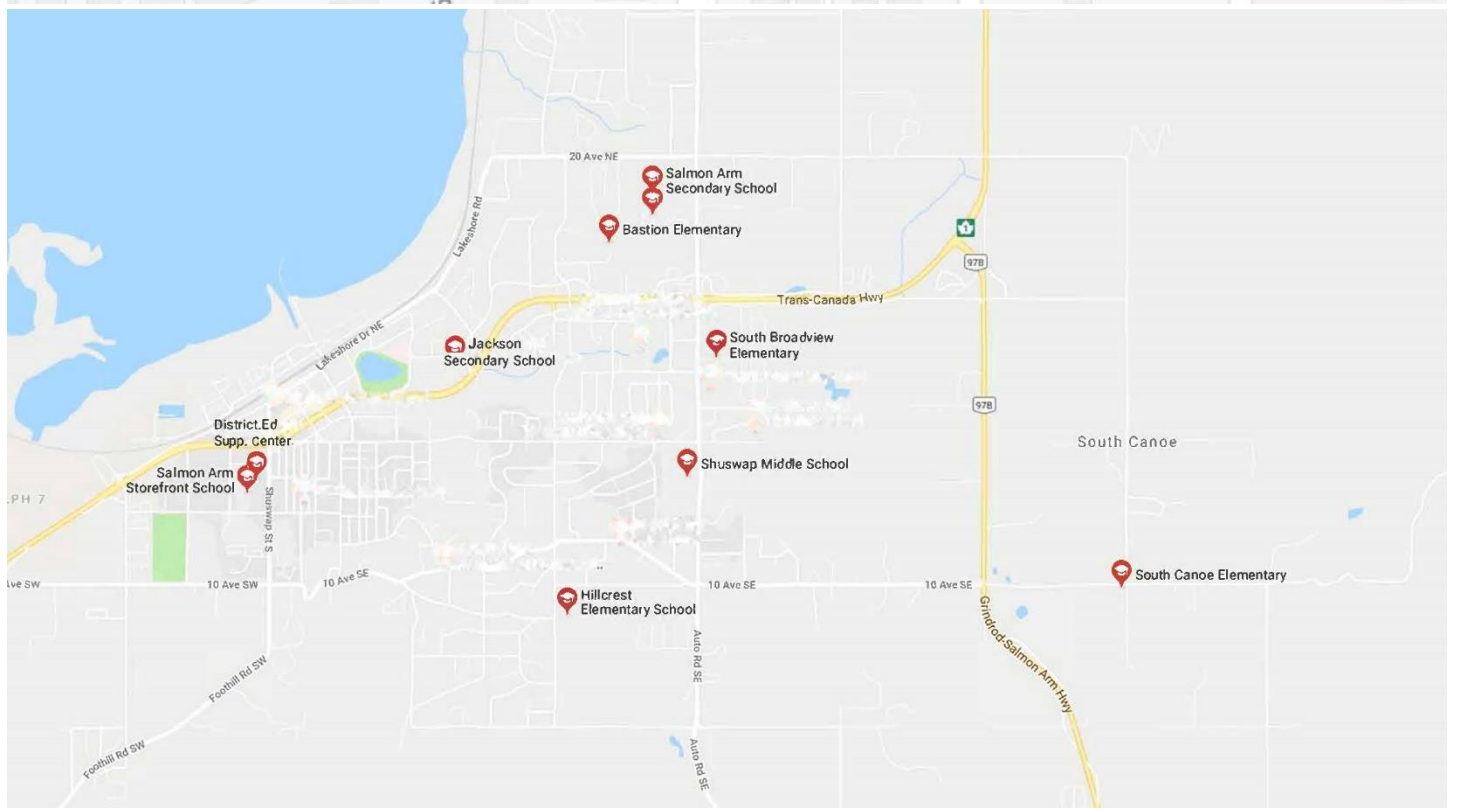
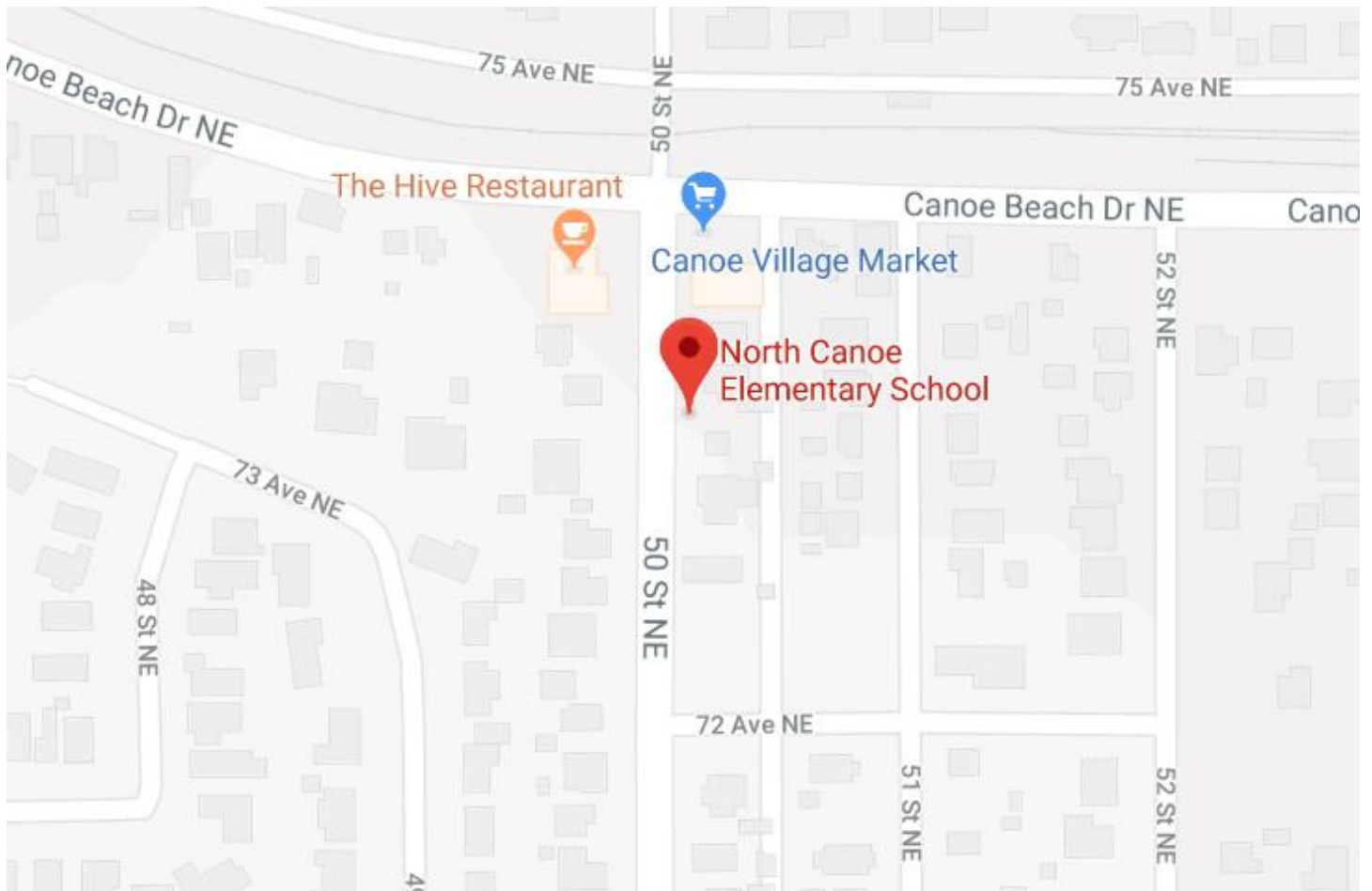
SITE LOCATION MAPS











ATTACHMENT #3

Garbage – Service Requirements

Location	Address	Container Size	Frequency
Armstrong Elementary	3010 Pleasant Valley Road, Armstrong	1 - 6 yd	2 x month
A.L. Fortune Secondary	500 Bass Road, Enderby	1 - 6 yd	2 x month
Armstrong Bus Compound	3200 Wood Avenue, Armstrong	1 – 2 yd	On -Call
Bastion Elementary	2251 12th Avenue NE, Salmon Arm	1 - 6 yd	2 x month
Carlin Middle/Elementary	4005 Trans Canada Hwy, Tappen	1 - 6 yd	1 x month
Eagle River Secondary	518 Finlayson Street, Sicamous	1 - 6 yd	2 x month
Falkland Elementary	5732 Tuktakamin Road, Falkland	1 - 3 yd	2 x month
Grindrod Elementary	263 Carlin Street, Grindrod	1 - 3 yd	2 x month
Highland Park Elementary	3200 Wood Avenue, Armstrong	1 - 6 yd	2 x month
Hillcrest Elementary	1180 20th Street SE, Salmon Arm	1 - 6 yd	2 x month
Len Wood Middle	3700 Patten Drive, Armstrong	1 - 6 yd	2 x month
MV Beattie Elementary	1308 Sicamous Street, Enderby	1 - 6 yd	2 x month
North Canoe Elementary	6451 50th Street NE, Canoe	1 - 3 yd	2 x month
North Shuswap Elementary	5295 Squilax Anglemont Rd, Celista	1 - 6 yd	1 x month
Parkview Elementary	605 Parksville Street, Sicamous	1 - 6 yd	2 x month
Pleasant Valley Secondary	2365 Pleasant Valley Road, Armstrong	2 - 6 yd	2 x month
Ranchero Elementary	6285 Ranchero Drive, Salmon Arm	1 - 6 yd	1 x month
S. Broadview Elementary	3200 6th Avenue NE, Salmon Arm	1 - 6 yd	2 x month
S.A. West Elementary	4750 10th Avenue, Salmon Arm	1 - 3 yd	2 x month
Salmon Arm Storefront	Shuswap Street SE, Salmon Arm	1 - 3 yd	2 x month
Jackson Secondary	551 14th Street NE, Salmon Arm	1 - 6 yd	2 x month
Sullivan Secondary	1641 30th Street NE, Salmon Arm	1 - 6 yd	1 x week
District Ed Support Center	341 Shuswap Street SW, Salmon Arm	1 – 6 yd	2 x month
Shuswap Middle School	171 30th Street SE, Salmon Arm	1 - 6 yd	1 x week
Silver Creek Elementary	935 Salmon River Road, Salmon Arm	1 – 3 yd	2 x month
Sorrento Elementary	1135 Passchendaele Rd, Sorrento	1 - 6 yd	1 x month
South Canoe School	5970 20 th Ave SE, Salmon Arm	1 – 3 yd	2 x month
Teen House	2600 20 th Ave NE, Salmon Arm	1 - 64 gal	1 x week
Works Complex	5911 Auto Road SE, Salmon Arm	2 - 6 yd	2 x month

ATTACHMENT #4

Mixed Recycling – Service Requirements

Location	Address	Container Size	Frequency
Armstrong Elementary	3010 Pleasant Valley Road, Armstrong	1 - 6 yd	2 x month
A.L. Fortune Secondary	500 Bass Road, Enderby	1 - 6 yd	2 x month
Bastion Elementary	2251 12th Avenue NE, Salmon Arm	1 - 6 yd	2 x month
Carlin Middle/Elementary	4005 Trans Canada Hwy, Tappen	1 - 6 yd	2 x month
Eagle River Secondary	518 Finlayson Street, Sicamous	1 - 6 yd	2 x month
Falkland Elementary	5732 Tuktakamin Road, Falkland	1 – 6 yd	2 x month
Grindrod Elementary	263 Carlin Street, Grindrod	1 - 3 yd	2 x month
Highland Park Elementary	3200 Wood Avenue, Armstrong	1 - 6 yd	2 x month
Hillcrest Elementary	1180 20th Street SE, Salmon Arm	1 - 6 yd	2 x month
Len Wood Middle	3700 Patten Drive, Armstrong	1 – 6 yd	2 x month
MV Beattie Elementary	1308 Sicamous Street, Enderby	1 - 6 yd	2 x month
North Canoe Elementary	6451 50th Street NE, Canoe	1 - 3 yd	2 x month
North Shuswap Elementary	5295 Squilax Anglemont Rd, Celista	1 - 6 yd	2 x month
Parkview Elementary	605 Parksville Street, Sicamous	1 - 6 yd	2 x month
Pleasant Valley Secondary	2365 Pleasant Valley Road, Armstrong	1 - 6 yd	1 x wk
Ranchero Elementary	6285 Ranchero Drive, Salmon Arm	1 - 6 yd	2 x month
S. Broadview Elementary	3200 6th Avenue NE, Salmon Arm	1 - 6 yd	2 x month
S.A. West Elementary	4750 10th Avenue, Salmon Arm	1 - 3 yd	2 x month
Jackson Secondary	551 14th Street NE, Salmon Arm	1 - 6 yd	1 x wk
Sullivan Secondary	1641 30th Street NE, Salmon Arm	1 - 6 yd	1 x wk
Shuswap Middle School	171 30th Street SE, Salmon Arm	1 - 6 yd	1 x wk
District Ed Support Center	341 Shuswap St SW, Salmon Arm	1 – 6 yd	1 x wk
Silver Creek Elementary	935 Salmon River Road, Salmon Arm	1 – 3 yd	2 x month
Sorrento Elementary	1135 Passchendaele Rd, Sorrento	1 - 6 yd	2 x month
South Canoe Elementary	5970 10 th Ave SE, Salmon Arm	1 – 3 yd	2 x month
Salmon Arm Storefront	Shuswap Street SE, Salmon Arm	2 - 64 gal	1 x wk
Teen House	2600 20 th Ave NE, Salmon Arm	1 – 64 gal	1 x wk
Works Complex	5911 Auto Road SE, Salmon Arm	1 - 6 yd	1 x wk

Wood/Sawdust Recycling – Service Requirements

Shuswap Middle School	171 30th Street SE, Salmon Arm	1 - 3 yd	On Call
Shuswap Middle School	171 30 th Street SE, Salmon Arm	1 – 3 yd Sawdust	On Call
SAS- Jackson Campus	551 14th Street NE, Salmon Arm	1 - 3 yd	On Call
Pleasant Valley Secondary	2365 Pleasant Valley Road, Armstrong	1 - 3 yd	On Call
Eagle River Secondary	518 Finlayson Street, Sicamous	1 - 3 yd	On Call
Works Complex	5911 Auto Road SE, Salmon Arm	1 - 6 yd	1 x wk
Works Complex	5911 Auto Road SE, Salmon Arm	1 – 3 yd Sawdust	On Call

ATTACHMENT #5

Organics –Service Requirements

Location	Address	Container Size – 64 gallon	Frequency
Armstrong Elementary	3010 Pleasant Valley Road, Armstrong	2	1 x wk
A.L. Fortune Secondary	500 Bass Road, Enderby	3 (or 1 – 3 yd)	1 x wk
Bastion Elementary	2251 12th Avenue NE, Salmon Arm	3	1 x wk
Carlin Middle/Elementary	4005 Trans Canada Hwy, Tappen	2	1 x wk
District Ed Support Center	341 Shuswap St SW, Salmon Arm	2	1 x wk
Eagle River Secondary	518 Finlayson Street, Sicamous	2	1 x wk
Falkland Elementary	5732 Tuktakamin Road, Falkland	1	1 x wk
Grindrod Elementary	263 Carlin Street, Grindrod	1	1 x wk
Highland Park Elementary	3200 Wood Avenue, Armstrong	2	1 x wk
Hillcrest Elementary	1180 20th Street SE, Salmon Arm	2	1 x wk
Len Wood Middle	3700 Patten Drive, Armstrong	4	1 x wk
MV Beattie Elementary	1308 Sicamous Street, Enderby	2	1 x wk
North Canoe Elementary	6451 50th Street NE, Canoe	1	1 x wk
North Shuswap Elementary	5295 Squilax Anglemont Rd, Celista	1	1 x wk
Parkview Elementary	605 Parksville Street, Sicamous	2	1 x wk
Pleasant Valley Secondary	2365 Pleasant Valley Road, Armstrong	6 (or 1 – 3 yd)	1 x wk
Ranchero Elementary	6285 Ranchero Drive, Salmon Arm	2	1 x wk
S. Broadview Elementary	3200 6th Avenue NE, Salmon Arm	2	1 x wk
S.A. West Elementary	4750 10th Avenue, Salmon Arm	1	1 x wk
SAS - Jackson Campus	551 14th Street NE, Salmon Arm	4 (or 1 – 3 yd)	1 x wk
SAS - Sullivan Campus	1641 30th Street NE, Salmon Arm	6 (or 1 – 3 yd)	1 x wk
Shuswap Middle School	171 30th Street SE, Salmon Arm	6 (or 1 – 3 yd)	1 x wk
Silver Creek Elementary	935 Salmon River Road, Salmon Arm	1	1 x wk
Sorrento Elementary	1135 Passchendaele Rd, Sorrento	1	1 x wk
South Canoe Elementary	5970 10 th Ave SE, Salmon Arm	1	1 x wk
Teen House	2600 20 th Ave NE, Salmon Arm	1	1 x wk
Works Complex	5911 Auto Road SE, Salmon Arm	1	1 x wk

ATTACHMENT #6

The Board of Education of School District No 83 (North Okanagan-Shuswap)

Garbage, Recycling and Organics Proposal 2018-2019

QUOTATION FORM

Due Date: July 25, 2018
2:00 p.m.

Location: 5911 Auto Road SE, Salmon Arm BC V1E 2X2

NAME OF VENDOR

Name	_____
Business Name	_____
Address	_____

Telephone	_____
Fax	_____
Email Address	_____

AGREEMENTS

The undersigned understands that The Board of Education of School District No 83 (North Okanagan-Shuswap) reserves the right to reject any and all quotes and to waive informalities and irregularities in the Quotation.

The Board of Education of School District No 83 (North Okanagan-Shuswap) also reserves the right to withhold quotes for a period of time (60 days) from Quotation opening date.

The Board of Education of School District No 83 (North Okanagan-Shuswap) reserves the right to accept or reject any or all Quotation in whole or in part, or to waive any informality therein. If in The Board of Education of School District No 83 (North Okanagan-Shuswap)'s opinion it is in his/her best interest, the contract may be awarded to other than the lowest quote, for reason of establishing uniformity, delivery time, etc.

If award is made to us under this Quotation, we agree to enter into an Agreement with The Board of Education of School District No 83 (North Okanagan-Shuswap) to furnish products and/or services, in strict accordance with this quotation document and all pertinent portions of specifications.

LEGAL STATUS OF AUTHORIZATION

1. Name, title, and signature of individual duly authorized to execute contracts:

Name _____
Title _____
Signature _____

HISTORY

Please provide a brief history of your company, including years in business, number of employees and any additional information that would be helpful in evaluating your quotation.

ATTACHMENT #6

QUOTATION FORM

PROPOSED SERVICE

- a) Please provide a detailed overview of how you intend to provide the service.
- b) For garbage, recycling and organics services, provide proposed pick-up times. Preference will be given to Vendors able to accommodate our requirements and co-ordinate some or all of the pick-ups outside of school hours.
- c) Please submit a detailed schedule with your proposal. Describe any adjustments you will make to the service schedule following a statutory holiday.
- d) Describe how you ensure student safety when taking vehicles onto school property.
- e) Please describe your plans for transition of service from the existing Contractor.
- f) State lead times for equipment/container placement and for removal/pick-ups.
- g) Explain how you deal with recycled and organic/compost materials once you have picked them up from our sites.

ATTACHMENT #6
Garbage/Recycling/Organics 2018-2019
BID FORM

Current Service	Location	Quantity	Size	Frequency	Period	Monthly Price	Additional Compost Tote Price	On Call Price	Extra Pickup Price
Garbage	A.L. Fortune Secondary	1	6 yd	2	month				
Recycling	A.L. Fortune Secondary	1	6 yd	2	month				
Wood	A.L. Fortune Secondary	1	3 yd	On call					
Compost	A.L. Fortune Secondary	3 Or 1-3 yd	64 gal	1	week				
Garbage	Armstrong Bus Compound	1	2 yd	On call					
Garbage	Armstrong Elementary	1	6 yd	2	month				
Recycling	Armstrong Elementary	1	6 yd	2	month				
Compost	Armstrong Elementary	2	64 gal	1	week				
Garbage	Bastion	1	6 yd	2	month				
Recycling	Bastion	1	6 yd	2	month				
Compost	Bastion	3	64 gal	1	week				
Garbage	Carlin	1	6 yd	1	month				
Recycling	Carlin	1	6 yd	2	month				
Compost	Carlin	2	64 gal	1	week				
Garbage	Eagle River Secondary	1	6 yd	2	month				
Recycling	Eagle River Secondary	1	6 yd	2	month				
Wood	Eagle River Secondary	1	3 yd	On call					
Compost	Eagle River Secondary	2	64 gal	1	week				
Garbage	Grindrod Elementary	1	3 yd	2	month				
Recycling	Grindrod Elementary	1	3 yd	2	month				
Compost	Grindrod Elementary	1	64 gal	1	week				
Garbage	Highland Park Elem	1	6 yd	2	month				

Current Service	Location	Quantity	Size	Frequency	Period	Monthly Price	Additional Compost Tote Price	On Call Price	Extra Pickup Price
Recycling	Highland Park Elem	1	6 yd	2	month				
Compost	Highland Park Elem	2	64 gal	1	week				
Garbage	Hillcrest	1	6 yd	2	month				
Recycling	Hillcrest	1	6 yd	2	month				
Compost	Hillcrest	2	64 gal	1	week				
Garbage	Len Wood Middle School	1	6 yd	2	month				
Recycling	Len Wood Middle School	1	6 yd	2	month				
Compost	Len Wood Middle School	4	64 gal	1	week				
Garbage	MV Beattie	1	6 yd	2	month				
Recycling	MV Beattie	1	6 yd	2	month				
Compost	MV Beattie	2	64 gal	1	week				
Garbage	District Ed Support Center	1	6 yd	2	month				
Recycling	District Ed Support Center	1	6 yd	1	week				
Compost	District Ed Support Center	2	64 gal	1	week				
Garbage	North Canoe Elementary	1	3 yd	2	month				
Recycling	North Canoe Elementary	1	3 yd	2	month				
Compost	North Canoe Elementary	1	64 gal	1	week				
Garbage	North Shuswap Elem	1	6 yd	1	month				
Recycling	North Shuswap Elem	1	6 yd	2	month				
Compost	North Shuswap Elem	1	64 gal	1	week				
Garbage	Parkview	1	6 yd	2	month				
Recycling	Parkview	1	6 yd	2	month				
Compost	Parkview	2	64 gal	1	week				
Garbage	Pleasant Valley Secondary	2	6 yd	2	month				
Recycling	Pleasant Valley Secondary	1	6 yd	1	week				

Current Service	Location	Quantity	Size	Frequency	Period	Monthly Price	Additional Compost Tote Price	On Call Price	Extra Pickup Price
Wood	Pleasant Valley Secondary	1	3 yd	On call					
Compost	Pleasant Valley Secondary	6 Or 1-3 yd	64 gal	1	week				
Garbage	Ranchero Elementary	1	6 yd	1	month				
Recycling	Ranchero Elementary	1	6 yd	2	month				
Compost	Ranchero Elementary	2	64 gal	1	week				
Garbage	S. Broadview Elem	1	6 yd	2	month				
Recycling	S. Broadview Elem	1	6 yd	2	month				
Compost	S. Broadview Elem	2	64 gal	1	week				
Garbage	S.A. West Elem	1	3 yd	2	month				
Recycling	S.A. West Elem	1	3 yd	2	month				
Compost	S.A. West Elem	1	64 gal	1	week				
Garbage	Salmon Arm Storefront	1	3 yd	2	month				
Recycling	Salmon Arm Storefront	2	64 gal	1	week				
Compost	Salmon Arm Storefront	1	64 gal	1	week				
Garbage	J.L. Jackson Secondary	1	6 yd	2	month				
Recycling	J.L. Jackson Secondary	1	6 yd	1	week				
Sawdust	J.L. Jackson Secondary	1	3 yd	On call					
Compost	J.L. Jackson Secondary	4 Or 1-3 yd	64 gal	1	week				
Garbage	Sullivan Secondary	1	6 yd	1	week				
Recycling	Sullivan Secondary	1	6 yd	1	week				
Compost	Sullivan Secondary	6 Or 1-3 yd	64 gal	1	week				
Garbage	Shuswap Middle School	1	6 yd	1	week				
Recycling	Shuswap Middle School	1	6 yd	1	week				

Current Service	Location	Quantity	Size	Frequency	Period	Monthly Price	Additional Compost Tote Price	On Call Price	Extra Pickup Price
Sawdust	Shuswap Middle School	1	3 yd	On call					
Wood	Shuswap Middle School	1	3 yd	On call					
Compost	Shuswap Middle School	6 Or 1-3 yd	64 gal	1	week				
Garbage	Sorrento Elementary	1	6 yd	1	month				
Recycling	Sorrento Elementary	1	6 yd	2	month				
Compost	Sorrento Elementary	1	64 gal	1	week				
Garbage	South Canoe Elementary	1	3 yd	2	month				
Recycling	South Canoe Elementary	1	3 yd	2	month				
Compost	South Canoe Elementary	1	64 gal	1	month				
Garbage	Works Complex	2	6 yd	2	month				
Recycling	Works Complex	1	6 yd	1	week				
Wood	Works Complex	1	6 yd	1	week				
Sawdust	Works Complex	1	3 yd	On call					
Compost	Works Complex	1	64 gal	1	week				
Garbage	20th Ave Alternate House	1	64 gal	1	week				
Recycling	20th Ave Alternate House	1	64 gal	1	week				
Compost	20th Ave Alternate House	1	64 gal	1	week				
Garbage	Silver Creek	1	3 yd	2	month				
Recycling	Silver Creek	1	3 yd	2	month				
Compost	Silver Creek	1	64 gal	1	week				
Garbage	Falkland	1	3 yd	2	month				
Recycling	Falkland	1	3 yd	2	month				
Compost	Falkland	1	64 gal	1	week				

ATTACHMENT #6

REFERENCES

REFERENCES: Attach the names of at least two references to your quotation.

Name of Company: _____

Contact Person: _____ Phone No: _____

Name of Company: _____

Contact Person: _____ Phone No: _____