



# **TOWN OF GIBSONS**

## **REQUEST FOR PROPOSAL**

**Number: PW 2019 - 01**

for

***Residential Garbage and Organics Collection and Disposal***

**Issue Date:  
January 7, 2019**

**Closing Date and Location:**

**One original hard copy of this proposal must be received by:  
3:00 PM local time; Friday, February 1, 2019**

at

**Town of Gibsons  
474 S. Fletcher Rd.  
Gibsons, BC  
V0N 1V0**

**TOWN OF GIBSONS**  
***Residential Garbage and Organics Collection and Disposal***

**RFP No. PW 2019-01**

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## INVITATION

Sealed Proposals plainly marked on the envelope "Proposals for Residential Garbage and Organics Collection and Disposal RFP No. PW 2019-01" will be received by the Director of Finance, Town of Gibsons (Town) at its office at 474 S. Fletcher Rd., Gibsons, British Columbia up to 3:00 p.m. local time on Friday, February 1, 2019, at which time they will be opened in public.

The Works carried out under this Contract include the following:

Bi-weekly curbside collection of garbage from eligible residences within the boundaries of the Town of Gibsons and disposal at Sunshine Coast Regional District landfill facilities and weekly curbside organics collection from eligible residences within the boundaries of the Town of Gibsons and disposal at the Salish Soils facilities currently located in Sechelt.

Variations or alternative to the Proposal Form may be considered at the sole discretion of the Town.

Request for Proposal may be obtained from the Town at 474 S. Fletcher Rd, Gibsons, from the Town web site: [www.gibsons.ca](http://www.gibsons.ca) or from BC Bid.

## INSTRUCTIONS TO PROPONENTS

### 1. Requirements

#### Garbage requirements

##### (a) Collection Service Area

The collection contract provides service to residential customers within the boundaries of the Town of Gibsons:

- i. The collection service area contains 2,195 eligible residences as at December 31, 2018. (Includes strata units).

##### (b) Collection Information

- i. Solid Waste will be collected from a container that are supplied by the homeowner and picked up and transported to the appropriate processing facility. This would include one 98 litre can (or equivalent) of garbage bi-weekly collected from each eligible resident.
- ii. \$3.00 tag required for each extra container. ½ of the tag revenue accrues to the benefit of the Contractor and ½ to the Town of Gibsons.
- iii. Residential garbage collection is a mandatory service and is funded through user fees.

- iv. The Town pays the Contractor for curbside collection and transport of garbage to the designated landfill facility.
- v. The Contractor is to supply one or two collection bin(s) at each of the listed Strata complexes in Appendix 2. The contractor is required to empty the bin bi-weekly.
- vi. Contractor is required to segregate garbage collected under this contract from all other garbage (If contract garbage is mixed with garbage from other sources the full tipping fee shall apply to the entire load and shall be the responsibility of the Contractor);

(c) Collection Schedule

- i. Maintaining the current bi-weekly collection schedule is preferred
- ii. Proposed changes to the collection schedule will be considered if accompanied by rationale for the change. The Contractor must allow one month notice of any changes to the pick-up schedule and will be responsible for advertising the schedule in the local newspaper twice before the initial pickup date.

(d) Excess Garbage

Collect garbage in excess of the weekly limit if the garbage container has an excess garbage tag affixed.

(e) Monthly Reporting

The Contractor shall provide a monthly report including:

- i. The number of excess garbage tags sold,
- ii. Fuel and Greenhouse Gas reporting (template to be provided by the Town of Gibsons)
- iii. A summary of service interruptions and customer contacts by category i.e. missed pick-up including customer address and route.

**Organic requirements**

(a) Collection Service Area

- i. The collection contract provides service to residential customers within the boundaries of the Town of Gibsons:
- ii. The collection service area contains 2,149 eligible residences as at December 31, 2018. (Includes strata units).

(b) Collection Information

- i. Organic waste will be collected from a container that are supplied by the homeowner and picked up and transported to the appropriate processing facility, this would include one 23 litre container (or equivalent) of organics per week collected from each eligible resident.

- ii. Residential organics collection is a mandatory service and is funded through user fees.
- iii. The Town pays the Contractor for curbside collection and transport of organics to the Salish Soils facility currently located in Sechelt.
- iv. The Contractor is to supply, free of charge, one or two collection bin(s) at each of the listed Strata complexes in Appendix 2. The contractor is required to empty the bin weekly. The processing facility will invoice the Town directly.

(c) Collection Schedule

- i. Maintaining the current weekly collection schedule is preferred
- ii. Proposed changes to the collection schedule will be considered if accompanied by rationale for the change. The Contractor must allow one month notice of any changes to the pick-up schedule and will be responsible for advertising the schedule in the local newspaper twice before the initial pickup date.

(d) Reporting

The contract hauler will ensure that organic deliveries are weighed on a certified scale and recorded on weight slips provided by the processing facility.

The contractor will record the weekly tonnage of organics delivered to the processing facility and the number of trips to the facility in a format acceptable to the Town which will include greenhouse gas (GHG) equivalents.

The contractor will provide a monthly report in written form, with an electronic copy, detailing the weekly tonnage of organics delivered and attaching copies of all processing facility weigh slips to verify such information.

**Submission Requirements**

**i. Contractor Description**

Provide a description and history of the contractor emphasizing the contractor's resources and expertise in the area(s) relevant to this RFP.

**ii. Reference**

Proponents are to provide three references.

**iii. Proposal**

Separately identify the unit price in accordance with your proposal program.

If a curbside program is proposed the estimated number of residential curbside pickups is 2,215 and there are 14 multi-family strata buildings that use a central bin for waste disposal.

The unit price per pickup will be applied to extra pickups at the time of occurrence and should not be included in the proposal pricing.

The total cost of collection must include taxes and other applicable fees (tipping fees not included). The final price is to be identified as a monthly charge and is to include collection, transport costs, taxes and/or other fees.

Identify the nature, age and type of equipment assigned to the contract.

Identify the manner in which resident customer inquiries and complaints are to be handled.

Identify the manner and extent of a communication and education awareness plan.

## 2. Proposals and Form of Submission

(a) Every Proposal must be submitted on the Proposal form found in this document, fully and properly completed. Proponents shall not extract any pages from this document, but shall return it intact with the Proposals and other required documentation as follows:

- i. Form of Proposal
- ii. Schedule of Prices – Appendix 1
- iii. Undertaking of Liability Insurance
- iv. List of Proposed Sub-Contractors
- v. Organization Chart
- vi. List of Equipment
- vii. List of Previous Contracts of Similar Nature

(b) Sealed in an envelope and marked:

### **PROPOSALS FOR *RESIDENTIAL GARBAGE AND ORGANICS* COLLECTION AND DISPOSAL FOR THE TOWN OF GIBSONS**

(c) Delivered prior to 3:00 PM on February 1, 2019 to the office of the Town of Gibsons, 474 S. Fletcher Rd., Gibsons, B.C.

(d) Late Proposals will not be accepted or considered, and will be returned unopened.

(e) To be submitted upon award of the contract:

- i. Irrevocable Letter of Credit,
- ii. Copy of Commercial General Liability and Vehicle Insurance Policy(s)

### **3. Proponent to Review Conditions and Documents**

The Proponent must carefully examine the Request for Proposals and be satisfied as to the terms and conditions contained herein. The Proponent shall obtain all necessary information as to risk, contingencies and other circumstances which may influence or affect its Proposals. Should any error appear in the Proponent's documents or should the Proponent discover any conditions conflicting with the letter or spirit of the Proponent's documents, it is the responsibility of the Proponent to obtain clarification before submitting its proposal.

### **4. Proponent Price**

The Proposal price submitted is to cover a five year period commencing March 1, 2019 and concluding February 28, 2024.

### **5. Proponent Signing**

If the Proponent is an individual or Partnership, the Proposals shall be executed by the individual or a partner in the presence of a witness and the signer must show the capacity in which they sign; e.g. "Partner", or "Partnership" or "Proprietor".

If the Proponent is a Corporation, the Proposals shall be executed under the seal of the company, affixed in the presence of the authorized officers or directors.

If the Proponent is a Joint Venture, each party to the joint venture shall execute the Proposals under seal in the manner appropriate to such party.

### **6. Proponent Withdrawal**

Proposals may be withdrawn by written notice provided such notice of withdrawal is received prior to the closing date and time. If requested, proposals withdrawn will be returned to the Proponent unopened at their cost.

### **7. Proponent Rejection**

The Town may, in its sole discretion, reject any or all Proposals which are incomplete, obscure, irregular, which have erasures or corrections in the Proposal form or which do not comply with the requirements of this Request for Proposals or Instructions to Proponents.

The lowest or any Proposals will not necessarily be accepted and the Town reserves the right to reject any or all Proposals and to accept the Proposals that it deems most advantageous and meets the criteria set out herein.

The acceptance of any Proposal is subject to the condition that the Town has allocated funds to carry out the Work over the term of the contract. Each Proponent agrees that, if the Town breaches any contract that arises upon the submission of a Proposal, the Proponent will not be entitled to damages in excess of the Proponent's reasonable costs to prepare its Proposal, and without limiting the generality of the foregoing, each Proponent releases the Town from any claim for loss of profits arising as a result any such breach of contract by the Town.

## **8. Award**

The Town reserves the right to reject any or all proposals and to accept any Proposal it considers advantageous. The lowest or any Proposal may not necessarily be accepted at the Town's sole discretion and including without limitation if:

- a. The project is cancelled due to budget restrictions or changing economic circumstances;
- b. Information becomes available after closing of this Request for Proposals which significantly changes the original scope of work;
- c. None of the Proposals sufficiently meet the criteria set out in this Request for Proposals.

## **9. Payment**

Payment shall be made Net 30 days following receipt of services or approved invoices, whichever is later.

## **10. Term of Contract**

The Contract, if awarded, shall commence on March 1, 2019 and shall continue for a consecutive period of five (5) years ending on February 28, 2024 and will be subject to an annual review of the scope of work to match the need of the Town of Gibsons. The term is also subject to any other right to terminate as set out in the signed Agreement.

## **11. Undertaking of Liability Insurance**

- (a) Proposals shall be accompanied by an Undertaking of Liability Insurance on the form included herein and issued by an insurance company licensed to conduct business in the Province of British Columbia.
- (b) The Undertaking of Liability Insurance shall be for those amounts and types of Insurance specified in the Contract.

## **12. Alterations and Addenda**

Any alteration or interpretation of this Request for Proposals will be made in the form of a written Addendum that may be issued by the Town at any time prior to five (5) days before close of Proposals.

Proponents are solely responsible for ascertaining the existence and contents of any Addendum issued by the Town.

## **13. Additional Information**

It is important that Proponents provide within their proposal information in support of their Proposal that addresses the following Proponent abilities:

- (a) Evidence that the Proponent is a corporation in good standing in the Province of British Columbia and is empowered to do business in the Province of British Columbia;
- (b) Evidence that the Proponent is capable of commencing Work of the Contract;
- (c) Evidence of the Proponent's experience in garbage collection;



- (d) Information regarding any alternatives submitted by the Contractor, and
- (e) Such additional information as may satisfy the Town that the Proponent is capable of fulfilling the Contract.

**14. Freedom of Information and Protection of Privacy Act**

All documents submitted in response to this Request for Proposal shall become the property of the Town and as such will be subject to the disclosure provisions of the Freedom of Information and Protection of Privacy Act.

**15. Conduct of the Contract**

Unless otherwise specified within this document, any question or inquiry regarding this Request for Proposal are to be directed to David Douglas, Director of Finance or his designate. No other verbal or written instruction or information shall be relied upon by the Proponent, nor will such be binding upon the Town.

**16. Collusion**

Proponents shall not, directly or indirectly, make any agreements, participate in any collusion, or otherwise take any action in restraint of free competition in the preparation and submission of Proposals made in response to this Request for Proposals.

**17. Evaluation Criteria**

In addition to other criteria set out elsewhere in this Proposal and without limiting the discretion of the Town to accept or reject any or all Proposals, evaluation criteria include, without limitation:

- (a) **Qualifications and Experience**  
This criterion considers the Contractor's qualifications and experience in providing garbage collection and disposal services (Number of trucks, number of drivers, age of equipment, etc.). ...../25
- (b) **Methodology and Objectives**  
This criterion considers the Contractor's understanding of the project's objectives and general methods and innovation. ....../30
- (c) **Records of Success**  
This criterion considers the Contractor's record of success...../15
- (d) **References and Value Added**  
This criterion is based on the Contractor's references and value added component ...../5
- (e) **Cost (1)**  
This criterion considers the price of the services ...../25

.....**Maximum Score = 100**

- (1) The Score for the Cost component is determined by the following formula  
Score = (lowest qualified fee / Contractor's proposed fee ) x 25

The Town of Gibsons reserves the right to be the sole judge of a qualified Contractor.

Contractors are encouraged to provide information on what makes the Contractor innovative and what is its competitive advantage. Describe all environmental "Green" certifications, innovations and any other benefits that contribute to overall best value of the proposal.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Contractor with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Contractors. The Evaluation Committee may consider such clarification or additional information in evaluating a Proposal.

The evaluation will be confidential and no totals or scores will be provided to any Contractor.

### **18. Insurance and WCB**

The Proponent shall obtain and continuously hold for the term of the contract, insurance coverage with the Town of Gibsons listed as an "Additional Insured" the minimum limits of not less than those stated below:

- (a) Commercial General Liability – not less than \$5,000,000 per occurrence,
- (b) Vehicle Third Party – not less than \$5,000,000 per occurrence.

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of work. The Proponent must further comply with all conditions and safety regulations of the Workers' Compensation Act of British Columbia and must be in good standing during the term of any contract entered into from this process.

### **19. Goods and Services Sales Tax (GST)**

The Proponents shall not include GST in the Proposal price.

### **20. Liability of Errors**

While the Town of Gibsons has used considerable efforts to ensure an accurate representation of information in the RFP, the information contained is supplied solely as a guideline of Proponents. The information is not guaranteed or warranted to be accurate by the Town of Gibsons nor is it necessarily comprehensive or exhaustive.

### **21. Letter of Credit**

1. Within fifteen (15) days of signing the Contract the successful Proponent shall furnish to the Town at their own expense an irrevocable Letter of Credit in an amount to be negotiated as a percentage of the annual contract amount. The Letter of Credit is required for the full term of the Contract.

2. The Letter of Credit shall secure the faithful performance of the Contract including but not limited to the provisions set forth in the agreement. This includes specifications and conditions of the Contract, and in default thereof, to protect the Town against losses, incurred expenses or damage arising by reason of failure of the successful Proponent to faithfully perform the said Contract.

## **Form of Proposals**

### **1. WE THE UNDERSIGNED:**

1.1 Having carefully read and examined the Instructions to Proponents, Form of Proposals and Proposal Annexures, hereby agree to the same and having full knowledge of the work required do hereby offer to enter into a formal Contract to perform and complete the whole of the said work and provide all necessary labour, equipment and materials, mobilization and demobilization, as set forth and in strict accordance Proposal Documents to do all therein called for on the terms and conditions and under the provision therein set forth and at the prices as set out below.

1.2 Have complied with the Instructions to Proponents; and

### **2. ACCORDINGLY WE HEREBY OFFER:**

2.1 To perform and complete all of the Work and provide all labour, equipment, materials and supervision as set out in the Proposal Documents, in strict compliance with said documents, and

### **3. WE AGREE:**

3.1 That this Proposal will be irrevocable and open for acceptance by the Town for a period of 60 calendar days from the day following the Proposal Closing Date and Time, even if the Proposal of another Proponent is accepted by the Owner, and

3.3 Within 15 days of receipt of the written Notice of Award, deliver a clearance letter indicating the Proponent is in WCB compliance, and

3.4 Within 15 days of receipt of the written Notice of Award, sign the Contract Documents.

**4. WE AGREE:**

That, if we receive written Notice of Award of the Contract and, contrary to paragraph 3 of this Form of Proposals, we fail or refuse to deliver the documents as specified by this Form of Proposals, then such failure or refusal will be deemed to be a refusal by us to enter into the Contract and the owner may award the Contract to another party.

**5. OUR ADDRESS is as follows:**

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**Phone:**

**Fax:**

**Contact Person:**

**THIS PROPOSAL IS EXECUTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.**

**CONTRACTOR:**

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**(Full Legal Name of Corporation, Partnership or Individual)**

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**(Authorized Signatory)**

---

**(Authorized Signatory)**

**APPENDIX 1 - Schedule of Prices**

The Proposal Price shall be the amounts entered on the Schedule of Prices.

**Schedule of Prices for services**

**(a) Residential Garbage Collection**

Pick up charge per eligible residence per bi-weekly service	Per Pickup Price	Annual Price
Year 1		
Year 2		
Year 3		
Year 4		
Year 5		

**(b) Landfill Pick-up Charges per Bi-week for Strata Complexes Listed in Appendix 2**

Pick up charge per-container. per bi-weekly service	Per Pickup Price	Monthly Bin Rental
Year 1		
Year 2		
Year 3		
Year 4		
Year 5		

**Applicable taxes are extra**

**APPENDIX 1 Continued - Schedule of Prices**

**The Proposal Price shall be the amounts entered on the Schedule of Prices.**

**Schedule of Prices for services**

**(C) Organic Collection**

Charge Per Eligible Residence Per Week	Per Pickup Price	Annual Price
Year 1		
Year 2		
Year 3		
Year 4		
Year 5		

**(c) Organics pick up per week for Strata Complexes Listed in Appendix 2**

Pick up charge per container per week.	Per Pickup Price	Annual Price
Year 1		
Year 2		
Year 3		
Year 4		
Year 5		

**Applicable taxes are extra**

## **APPENDIX 2 - Collection Information**

### **Current Collection Schedule (map and schedule attached)**

#### **Garbage**

**Wednesday:** Zone 1 alternating, zone 3 alternating.

**Thursday:** Zone 2 alternating, zone 4 alternating.

#### **Organics**

**Monday:** Zone 1 and Zone 2 weekly.

**Tuesday:** Zone 3 and Zone 4 weekly.

### **Number of Residential Collection Customers**

The collection service area contains 2,195 eligible residences as at January 1, 2019. (Includes strata units).

### **Monthly Pick-up Charges for the following Strata Complexes**

Each of the Strata Complexes has one or two bins in a screened enclosure as follows:

Casa Luna – 450 Marine Dr. -	1- 360 L bin
Cedar Gardens – 518 Shaw Rd. -	1 - 2 Yd. bin
Gurney Apts. - 694 School Rd. / 693 Corlett Rd.	1 - 2 Yd. bin
Gower Gardens – 291 Periwinkle Lane -	2 - 2 Yd. bin
Corlette Apts - 715 Corlette Rd. -	1 - 3 Yd. bin
Heritage Classic – 809 / 811 North Rd. -	1 - 2 Yd. bin
Islandview Lanes – 728 Gibsons Way -	1 - 3 Yd. bin
Oceanview Classics – 622 Farnham Rd. -	1 - 4 Yd. bin
Parkrise – 689 Park Rd. -	1 - 3 Yd. bin
The Landing – 414 Gower Pt. Rd. -	1 - 3 Yd. bin
The Rosewood – 624 Shaw Rd. -	1 - 3 Yd. bin
Hillcrest Place. – 703 Gibsons Way	1- 360 L bin
Blue Heron Village – 641 Mahan Rd. -	1 - 2 Yd. bin
Soames Place – 875 Gibsons Way -	1 - 3 Yd. bin
Pacific Gourmet Foods Apt.– 526 S. Fletcher Rd. -	1 - 2 Yd. bin



Each of the Strata Complexes has one organics bin in a screened enclosure as follows:

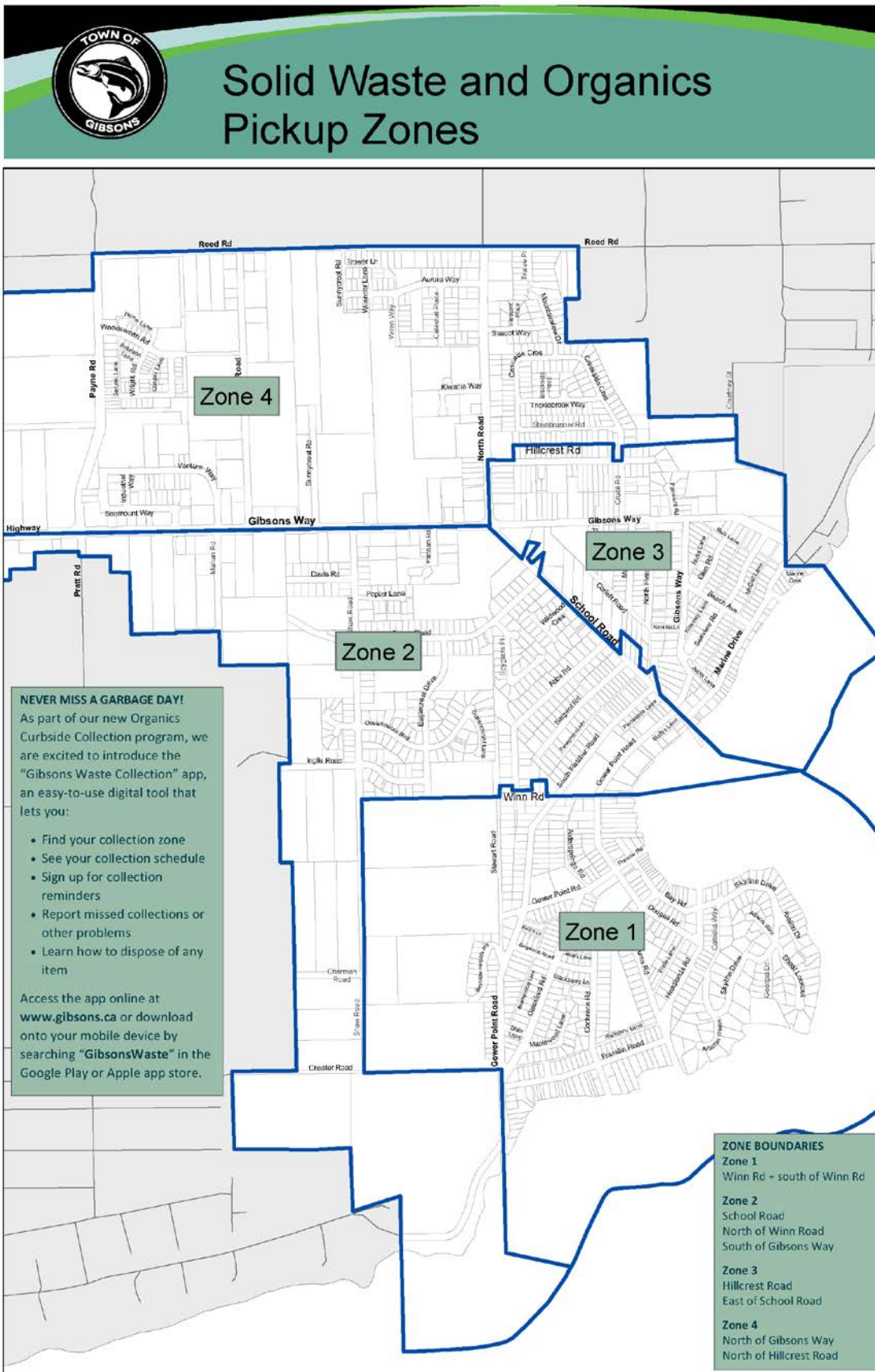
Cedar Gardens – 518 Shaw Rd. -	2 - 64 Gal. Organics bins
Gower Gardens – 291 Periwinkle Lane -	2 - 64 Gal. Organics bins
Corlette Apts - 715 Corlette Rd. -	1 - 64 Gal. Organics bin
Heritage Classic – 809 / 811 North Rd. -	7 - 24 Gal. Organics bins
Islandview Lanes – 728 Gibsons Way -	2 - 64 Gal. Organics bins
Oceanview Classics – 622 Farnham Rd. -	4 - 64 Gal. Organics bins
Parkrise – 689 Park Rd. -	3 - 64 Gal. Organics bins
The Landing – 414 Gower Pt. Rd. -	2 - 64 Gal. Organics bins
The Rosewood – 624 Shaw Rd. -	3 - 64 Gal. Organics bins
Blue Heron Village – 641 Mahan Rd. -	1 - 64 Gal. Organics bins
Soames Place – 875 Gibsons Way -	2 - 64 Gal. Organics bins
Pacific Gourmet Foods Apt.– 526 S. Fletcher Rd. -	6 - 24 Gal. Organics bins

#### **MONTHLY DATA OF GARBAGE COLLECTION (Kilograms) – 2018**

<b>Month</b>	<b>Kilograms</b>
<b>April</b>	<b>18,520</b>
<b>May</b>	<b>23,640</b>
<b>June</b>	<b>18,370</b>
<b>July</b>	<b>19,320</b>
<b>August</b>	<b>27,550</b>
<b>September</b>	<b>19,780</b>
<b>October</b>	<b>22,820</b>
<b>November</b>	<b>21,080</b>
<b>December</b>	<b><u>Not Available</u></b>
<b>Total</b>	<b><u>171,080</u></b>

#### **MONTHLY DATA OF ORGANICS COLLECTION (Kilograms) – 2018**

<b>Month</b>	<b>Kilograms</b>
<b>April</b>	<b>13,690</b>
<b>May</b>	<b>16,000</b>
<b>June</b>	<b>17,460</b>
<b>July</b>	<b>21,590</b>
<b>August</b>	<b>20,700</b>
<b>September</b>	<b>21,630</b>
<b>October</b>	<b>24,120</b>
<b>November</b>	<b>20,420</b>
<b>December</b>	<b><u>Not Available</u></b>
<b>Total</b>	<b><u>155,610</u></b>



# 2018 COLLECTION CALENDAR

	ZONES 1 & 2 ORGANICS		ZONES 3 & 4 ORGANICS
	ZONE 1 GARBAGE		ZONE 3 GARBAGE
	ZONE 2 GARBAGE		ZONE 4 GARBAGE

APRIL

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- Zone 1** – organics collection – every Monday  
– garbage collection – alternate Wednesdays (red boxes)
- Zone 2** – organics collection – every Monday  
– garbage collection – alternate Thursdays (green boxes)
- Zone 3** – organics collection – every Tuesday  
– garbage collection – alternate Wednesdays (yellow boxes)
- Zone 4** – organics collection – every Tuesday  
– garbage collection – alternate Thursdays (purple boxes)

## Proposal Annexures

### UNDERTAKING OF LIABILITY INSURANCE

Town of Gibsons  
474 S. Fletcher Rd.  
Gibsons, British Columbia  
V0N 1V0

Gentlemen:

We the undersigned

---

INSURANCE COMPANY'S NAME

do hereby undertake and agree to cover the Contractor

---

PROPONENT'S NAME

in the amount of FIVE MILLION DOLLAR (\$5,000,000.) Comprehensive Liability Insurance, as more particularly outlined in the General conditions and agree to:

- (a) Name the Town of Gibsons as an additional insured;
- (b) State that such policy applies to each insured in the same manner and to the same extent as if a separate policy had been issued to each insured, and
- (c) State such policy cannot be cancelled, or materially changed without at least THIRTY (30) DAYS written notice to the Town delivered to the Town, Purchasing Manager, at the above address.

The coverage provided by such insurance shall protect the Contractor and the Town during the carrying out of the Works and services specified in the Contract Documents.

Dated at \_\_\_\_\_ British Columbia

this \_\_\_\_\_ day \_\_\_\_\_ of 20\_\_.

Yours very truly,

---

(TO BE SIGNED BY INSURANCE COMPANY)



### **ORGANIZATION CHART**

The proposed personnel organization, including organization chart and resources of supervisory personnel, for the contract is as follows, including:

- (a) The average number of persons the Contractor will employ and maintain on the project.
- (b) The name of the manager that the Contractor proposes to place on the project and their previous experience on this type of operation.



## LIST OF PREVIOUS CONTRACTS OF SIMILAR NATURE

The Proponent shall fill in details below of the most recent contracts they have undertaken with work of a nature similar to this proposed Contract. It is the intention of the Town to use the information given below to assess the experience of the Proponent in the appropriate fields of work. The Town may contact the reference given below before awarding the Contract.

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LOCATION:  
CONTRACT NAME:  
CONTRACT VALUE:  
DESCRIPTION OF WORK:

CLIENT:  
TELEPHONE NUMBER:

YEAR:

LOCATION:  
CONTRACT NAME:  
CONTRACT VALUE:  
DESCRIPTION OF WORK:

CLIENT:  
TELEPHONE NUMBER:

YEAR:

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LOCATION:  
CONTRACT NAME:  
CONTRACT VALUE:  
DESCRIPTION OF WORK:

CLIENT:  
TELEPHONE NUMBER:

YEAR:

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LOCATION:  
CONTRACT NAME:  
CONTRACT VALUE:  
DESCRIPTION OF WORK:

CLIENT:  
TELEPHONE NUMBER:

YEAR:

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