

RFP12-05SE
APPENDIX B –PROPOSAL FORM AND SUBMISSION GUIDELINES

Proponents are to complete the Proposal in the format indicated below. If your response requires more space than provided, please enclose a supplementary page(s) and reference the page(s) in the space provided. For all enclosures, please indicate the part and section to which they correspond.

The Proponent is an:

- Individual,
 Partnership,
 Company, incorporated under the laws of: _____

Under incorporation no.: _____

Company Name: _____

FULL LEGAL NAME, ADDRESS, TELEPHONE, FAX AND EMAIL

Of individual, partnership (including name and address of each partner) or company:

Name: _____

Address: _____

Telephone: _____

Facsimile: _____

Email: _____

SIGNATURE of authorized signatory: _____

IMPORTANT: Submission of a Proposal is a representation that the Proponent has obtained a complete copy of the RFP Documents, including any and all Addenda which may be issued. The Proponent declares the information provided in this Proposal is true and accurate.

Print Name: _____

Print Title: _____

WITNESS – signature: _____

Print Name: _____

Telephone: _____

Address: _____

CONFLICT OF INTEREST DISCLOSURE

In this Part, the Proponent must declare that neither it, nor any of its officers, directors, principals or employees, have or have had any relationship with any employees or elected officials of the Board which creates or has the potential to create a real or perceived conflict of interest or provide an unfair advantage, except as identified below. You must, individually, for each such relationship, identify:

i. the name of party or individual from the proponent involved

ii. the nature of the relationship

iii. the measures implemented, if any, to mitigate the conflict.

IMPORTANT: If you are not aware of any such relationships, you should indicate that you are not aware of any such relationships in the box below.

--

Part One: Letter of Introduction

Provide an introduction letter, which should consist of no more than two (2) pages introducing your company, and identifying the company name, corporate history, and general description of the company and customer base. Describe any features and benefits that may distinguish your Proposal. Provide detailed information regarding any subcontractor relationships, partnerships, or associations of any kind that have been or will be made regarding this opportunity and/or any future contract extension periods.

The introduction letter should be clearly identified and enclosed with the Proposal Form.

Part Two: Company Profile/Corporate Strength

Provide a company profile including:

2.1 Legal company name (Head Office information) _____

Name of President or C.E.O. _____

• E-mail address: _____

• Direct telephone number: _____

Address: _____

Telephone number: _____

Fax number: _____

2.2 Legal company name (Local Office information) _____

WCB registration number: _____

Street address: _____

Manager's name: _____

Manager's title: _____

Name of Contract Manager to be assigned to the Contract: _____

Contract Manager's title: _____

- E-mail address: _____
- Direct telephone number: _____

Name of Inside Sales Representative to be assigned to the Contract: _____

- E-mail address: _____
- Direct telephone number: _____

Telephone number: _____

Fax number: _____

2.3 Provide previous history and direct experience your company has pertaining to the requirements as described in Appendix 'A' section Schedule 'A' (Services)?

2.4 How long has your company been in business providing the required services in Canada?

2.5 Is hazardous waste removal and disposal services your company's primary business? If not, please detail.

2.6 Provide the number of employees proposed to service this contract, the type of work to be performed, and their length of employment providing this service.

2.7 What are your regular business hours of operation? Indicate if your company has after hours service capabilities?

2.8 Does your company employ its own drivers? Yes _____ No _____
If no, provide explanation. Indicate the number of drivers that would be assigned to service our account.

2.9 Is your company unionized? Yes _____ No _____
If yes, state term of present Contract: _____

Indicate how your Company will ensure uninterrupted service support in the event of any work stoppage?

2.10 Describe the fleet that would service this contract?
Include in your response: age, number, type of vehicle, and any special on board equipment.

2.11 It is the intent of the Board to seek to verify the financial viability of the Proponent(s). Provide a financial overview of your company and enclose the latest annual report and audited financial statements, if available.

Part Three: References

Provide a minimum of three (3) references, preferably Canadian school boards that have required the scope and nature similar to this RFP, including information as indicated for each reference:

3.1 Reference

Company or organization name: _____

Street address: _____

Telephone number: _____

Fax number: _____

Contact person and title: _____

Contact person's email address: _____

Contact person's direct telephone number (or extension): _____

Type of service currently provided to organization: _____

Indicate the approximate contract value and/or volume: _____

Indicate the contract duration: _____

3.2 Reference

Company or organization name: _____

Street address: _____

Telephone number: _____

Fax number: _____

Contact person and title: _____

Contact person's email address: _____

Contact person's direct telephone number (or extension): _____

Type of service currently provided to organization: _____

Indicate the approximate contract value and/or volume: _____

Indicate the contract duration: _____

3.3 Reference

Company or organization name: _____

Street address: _____

Telephone number: _____

Fax number: _____

Contact person and title: _____

Contact person's email address: _____

Contact person's direct telephone number (or extension): _____

Type of service currently provided to organization: _____

Indicate the approximate contract value and/or volume: _____

Indicate the contract duration: _____

3.4 Reference

Company or organization name: _____

Street address: _____

Telephone number: _____

Fax number: _____

Contact person and title: _____

Contact person's email address: _____

Contact person's direct telephone number (or extension): _____

Type of service currently provided to organization: _____

Indicate the approximate contract value and/or volume: _____

Indicate the contract duration: _____

Part 4: Customer Support

The Proponent’s commitment and ability to provide excellent customer service is an important consideration for the Board. Comment on customer support as follows:

4.1 Provide your WorkSafe BC registration number below.

4.2 Has your company had litigation or legal disputes due to non-compliance in the past five years?

Yes_____ No_____ if yes, provide details

4.3 The Board requires that a Contract Manager be assigned to the Contract who will work with the Board to ensure knowledgeable and proactive management of the Contract. The Contract Manager must be experienced in dealing with numerous issues related to the Hazardous Waste Removal and Disposal Services including, but not limited to, dealing with a School Board Staff member and/or any other concerns as they may arise. The Contract Manager **will** be required to personally call **the VSB Health & Safety Department** when required or requested.

i. Provide a profile of the proposed Contract Manager. Detail their experience, length of employment with your company, and their expected duties for the Contract.

ii. Indicate if the Contract Manager will have other duties within your organization while servicing the Contract and detail what those other duties entail.

- iii. Indicate the accessibility of this Contract Manager, including normal working hours, telephone number, pager number, cell phone number, email address, etc.

Part Five: Staff and Training

5.1 With reference to training:

- i. Indicate the staff assigned to provide the required training for the Contract and their credentials for providing the training indicated.

- ii. Provide information on the type and frequency of training provided for the Contract

5.2 Outline all staff evaluation programs that your company may have and detail how the evaluations are done and how often. Describe what happens in the case of a poor evaluation.

5.3 Disclose any pending or current labour negotiation or labour disputes.

Part Six: Technology/Specifications/Service/Quality

6.1 Are you able to provide all services and comply with the scope of work and current requirements as detailed in Appendix A? Yes _____ No_____ If no, indicate what you cannot provide and why.

6.2 Describe the Vancouver School Board’s responsibilities that would contribute to the successful delivery of your services as quoted.

6.3 Describe any particular barriers that your Company has encountered with previous contracts and the remedial action used to eliminate them.

6.4 Will you be subcontracting any of your services? Yes_____No_____

If yes, (1) Provide the subcontractor(s) company name, (2) How long have you been working with this company? (3) What portion of the service will be subcontracted to the company?

- 1. _____

- 2. _____

- 3. _____

6.5 Does your company offer any quality or service guarantees? Yes _____ No _____
Provide details

6.6 Do you expect in-service training will be required by our school staff, if so how many hours would be required, and will this be included in the cost of the contract.

6.7 Does your company accept ownership of any and all waste upon pick up from the Vancouver School Board's schools and sites? Yes _____ No _____ if no, provide explanation.

6.8 What waste disposal sites(s) does your company use as your regular deposit site? Provide company name and location. If access to this site is not available do you have an alternative site? Yes _____ No _____ Provide details.

6.9 Has your company ever been in a non-compliance status to any of British Columbia's Environmental Laws and Government regulations? Yes_____ No_____ if yes, provide explanation?

6.10 Do you recycle any of the hazardous waste collected? Yes_____ No_____ If yes, provide details of all recycling programs you are currently implementing and indicate how the Vancouver School Board would benefit from these programs.

6.11 Is there a rebate cost recovery on any hazardous waste recycled and would this amount be returned to the Vancouver School Board? Yes_____ No_____ If yes, provide details and indicate the disposal location of recycled waste and any subcontractors involved.

6.12 Are you able to accommodate non-scheduled requirements? Yes_____ No_____ If yes, (a) State any charges associated with this service: (b) Indicate lead time required and (c) What would the Vancouver School Board have to do in order to arrange a non-scheduled pick up?

6.13 Have we missed any question you would have asked if you were the Vancouver School Board? Please list and answer.

Part Seven: Invoicing

7.1 Outline the invoicing processes your company currently has in place that would be suitable for what is requested in this RFP.

7.2 Enclose a sample invoice showing your billing methods.

7.3 What types of reports are you able to provide to VSB? Are these available in paper or electronic format? Provide details.

Part Eight: Pricing

8.1 Pricing – Complete Attached Pricing Sheet Appendix B, Schedule 1. Section One consists of hourly rates for manpower and equipment, Section Two consists of high volume products with estimated annual usage, and Section Three consists of other low volume products to be picked up.

8.2 The Vancouver School Board prefers that your pricing remain firm and fixed for the duration of the contract, not including option years, Will you comply? Yes _____
No _____ Provide explanation

8.3 Is this contract subject to fuel surcharges? Yes _____ No _____
at what cost per liter will the fuel surcharge become applicable? \$ _____
what fuel charge will be applied? \$ _____

8.4 The Vancouver School Board standard Payment Terms are Net 30 days from receipt of invoice. If discounts, in reference to early payment of invoices are to be offered, the Vancouver School Board will consider this benefit. The percentage discount and timing restrictions must be clearly stated.

of days from receipt of invoice _____
Discount % _____
Other _____

Part Nine: Sustainability/Environmental Concerns

9.1 Detail your company's effort and achievements with regards to the preservation of the environment and provide information on programs that would support the Board's efforts to be environmentally friendly. Discuss any recycling programs with which your company is actively involved.

9.2 Does your company or manufacturing facility relevant to this RFP have an environmental management system? Is the system audited and/or registered?
(Check off as many answers as relevant)

- ISO 14001
- EMAS
- Other recognized systems (please specify): _____
- Own environmental management system

- Internal auditing system
- Registered by an external registrar
- No current system

9.3 Does your organization have a formal (written) policy to purchase environmentally responsible products and services?

9.4 What is the average fuel efficiency of your vehicles? _____l/per 100 km

- a. What is the average number of km you estimate to use per delivery? _____
- b. Provide calculations showing how your fuel surcharges were calculated. We require that fuel surcharges reflect the actual cost of addition fuel.

- c. Unless specifically stipulated, the previous monthly average price of gas for the Vancouver area from the website http://mjervin.com/gasoline_prices.htm will be used as the baseline for fuel surcharges.

9.5 How does your organization significantly reduce or prevent pollution or eliminate the use of toxins?

- Zero Toxins and/or pollution prevention policy/program
- Implement Life-Cycle Analysis to reduce pollution
- Purchase of non-toxic products and/or solvents
- None
- Other _____

9.6 How does your organization publicly report on its sustainability performance?

- Sustainability, social, environmental or accountability report (within the past two years)
- Independent verification or sustainability / environmental report (Within the past two years)

