# EXAMPLE Template A – Comprehensive RFP Template

## REQUEST FOR PROPOSAL – GARBAGE, RECYCLING and COMPOSTING SERVICES RFP# 2020-##

### This Request for Proposal seeks to establish a successful contractor to conduct the garbage, recycling and composting services for the residential community of Fantastic First Nation and the First Nation’s community buildings.

The entire RFP can be found online at (INSERT URL).

The complete bid submission must be submitted no later than 12:00 PM local time, (Insert Date). Submissions received after this date will not be accepted.

Complete bid submissions can be submitted in a sealed envelope marked RFP #2020-## to the address below:

Name

Chief Administrative Officer, Fantastic First Nation

123 Street Name,

Fantastic First Nation, Province A1A 1A1

The Fantastic First Nation will not necessarily accept the lowest proposal received and it reserves the right to accept or reject any or all proposals submitted. Actual contract pricing will be subject to reaching agreeable terms and conditions with the successful proponent.

## Contents

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### Contact Information and Timelines

Contact Information:

Sealed proposals will be accepted until 12:00 PM (Insert time zone), (Insert Date). Proposals must be signed, submitted in a sealed envelope and addressed:

Re: RFP #2020-##

Name

Chief Administrative Officer, Fantastic First Nation

123 Street Name,

Fantastic First Nation, Awesome Province A1A 1A1

Timelines:

|  |  |  |  |
| --- | --- | --- | --- |
| Insert Date | RFP Advertised |  |  |
| Insert Date  | Deadline for RFP  | RFP Evaluations  | Notification of  |
| Insert Date | Submissions Insert Date | Completed Insert Date | Successful Vendor |

### Definitions

**Bidder** – any individual, company or corporation that has submitted a bid to the First Nation

**Successful Bidder** – the successful bidder, as decided by the First Nation, from the bidders to perform all or part of the quotation

**Contractor** – interchangeable with successful bidder

**First Nation** – (Insert legal Name of First Nation/Band Administration)

### Background & Context

Fantastic First Nation is seeking proposals from qualified contractors to facilitate, with the Garbage and Recycling Coordinator, weekly – bi-weekly residential collection of household garbage, recycling and compost bins in Fantastic First Nation. Additionally, the First Nation’s capital buildings will require overhead bins at each site with weekly collection.

Fantastic First Nation has a fundamental belief that a strong commitment to the environment as well as the health and safety of its employees, visitors and contractors is essential to the optimal operation and long-term viability of its business. In line with this belief is the Fantastic First Nation commitment to ensuring that its employees as well as visitors and contractors know their environmental, health and safety responsibilities and work in a safe a manner as possible.

Moreover, contractor work practices are on-site activities with significant implications for the environment and the management of health and safety within Fantastic First Nation. Our administration will take every opportunity to align itself with contractors that are equally committed to the health and safety of their employees and the work site environment.

### Objective and Purpose

The purpose of the RFP is to receive proposals from qualified contractors to deliver garbage, recycling and compositing services to Fantastic First Nation’s residents and community buildings.

The contractor will be responsible for all environmental, traffic controls and any necessary equipment and materials to complete the service delivery.

The main objective that the First Nation hopes to achieve are:

* + 1. Cost effective service delivery to our community;
		2. Ensure the residents have the necessary information of the service delivery;
		3. Proper controls in place for traffic, health and safety; and,
		4. Efficiencies in contracted operations within the First Nation’s infrastructure.

### Deliverables

The contractor will be required to provide the following:

1. Provide weekly residential garbage collection
2. Provide bi-weekly residential recycling collection
3. Provide bi-weekly residential compost bin collection
4. Provide overhead bins at directed community building sites
5. Provide weekly overhead bins collection
6. Assist the Garbage and Recycling Coordinator with public information and training workshops for community members
7. Assist the Garbage and Recycling Coordinator with delivery of a spring and fall community clean-up which includes collection bins for metals, tires, mixed garbage
8. Supply their own equipment, insurance, vehicles, fuel, at their own expense
9. All required Health and Safety rules and regulations are followed as per INSERT PROVINCE NAME Occupational Health and Safety, the First Nation and the contractors own programs for workers and public alike.

### Specifications

1. The Chief Administrative Officer, or their designate, will notify the contractor involved (5) five days prior to the start of contract of any additions or deletions to the work scope in the contract
2. All sub-contractors required to complete the work orders are the responsibility of the Bidder and must comply with the First Nation’s specifications.
3. The contractor’s personnel shall be required to be neat, respectful and courteous and shall perform their duties in a manner which presents a high level of public relations for the Bidder and the Nation.
4. Any contractor’s personnel performing works associated to this quotation found to be under the influence of drugs and alcohol will result in the contractor being relieved of their duties and responsibilities immediately.
5. Equipment
	1. In good mechanical and physical condition, and be subject to inspection and acceptance by the First Nation;
	2. The units shall be maintained by the bidder in good mechanical and physical condition for the duration of the Proposal, and are subject to periodic inspections and approval by Fantastic First nation for the duration of the Agreement.
	3. The acceptances of, or continued use, of any piece of equipment intended for the Proposal shall be at the sole discretion of the Chief Administrative Officer.
	4. The Bidder shall demonstrate prior to the award of the Proposal, that the equipment quoted will perform the required work to the satisfaction of the First Nation.
6. Maintenance and Repairs of equipment and vehicles
	1. The Bidder shall maintain the units at all times to a standard acceptable to the First Nation and in accordance with the requirements of the Highway Traffic Act.
	2. All damage to the Bidder’s equipment arising from operations under this proposal shall be repaired at the Bidder’s expense.
7. Operators
	1. The Bidder must supply the names and qualifications of the operators, when requested. The Operators must hold a valid (INSERT PROVINCE) Driver’s Licence with proper classification and must be experienced in the operation of the equipment and performance of the work.
	2. The Bidder shall employ only orderly, competent and skillful operators to ensure that the works are carried out in a safe and timely manner. Priority will be given to the successful bidder that employs Fantastic First Nation members.
	3. In the event that any person employed by the Bidder in connection with the work arising out of the Proposal gives, in the opinion of the First Nation, just cause for complaints, the Bidder, upon notification by the First Nation in writing, shall not permit such person to continue in any future work arising out of this Proposal.
8. Detailed Invoices are to be forwarded to:

FANTASTIC FIRST NATION

c/o WORK TITLE OF PERSON RESPONSIBLE ### INSERT STREET NAME

FANTASTIC FIRST NATION, INSERT PROVINCE & POSTAL CODE

### Submission Requirements

The document is intended to encourage responses from potential bidders and to provide a fair and open process for proposing technical solutions or services and a partnership arrangement between the bidder and the Fantastic First Nation. All proposals must provide an executive summary that highlights their understanding of the needs of Fantastic First Nation and the approach and methodology that their proposal will fulfill the First Nation’s needs. The final requirement will also to include the name, address, and telephone number of three (3) trade references.

### Receipt of Proposals

One (1) hard copy of your itemized proposal must be submitted by 12:00 p.m. Atlantic time on (INSERT DATE) to:

Name

Director of Operations Fantastic First Nation

123 Street Name,

Fantastic First Nation, Province A1A 1A1

### 10. Contact Person for Successful Bidder

INSERT NAME

INSERT TITLE

INSERT CONTACT EMAIL

Telephone: INSERT CONTACT PHONE NUMBER

All proposals submitted to FANTASTIC FIRST NATION become the property of the First Nation and, as such, are subject to the First Nation’s Confidentiality Policy.

### 11. Conditions

1. FANTASTIC FIRST NATION shall not be obligated in any way by the respondent’s response to the document. Respondents costs related to the preparation of a response to the RFP document shall be entirely the responsibility of the respondent. Expenses of any natured incurred by the respondent prior to the signing of an agreement or contract shall be the sole responsibility of the respondent and may not be charged to or claimed from Fantastic First Nation in any manner.
2. Fantastic First Nation reserves the right to reject any or all proposals.
3. All materials submitted in response to the RFP become the property of Fantastic First Nation. Proposals and supporting materials will not be returned to the vendors.

## SAMPLE Appendix A – Price Quotes

The undersigned has carefully examined the information attached hereto, is fully informed as to the First Nation’s requirements, and is prepared to submit the following price quotations:

|  |
| --- |
| Fantastic First Nation Community Garbage, Recycling and Composting Services |
|  |  |  |
| Weekly residential garbage collection | Monthly Service Fee |  |
|  | Tipping fee per tonne |  |
| Bi-weekly residential recycling collection | Monthly Service Fee |  |
|  | Tipping fee per tonne |  |
| Bi-weekly residential composting collection | Monthly Service Fee |  |
|  | Tipping fee per tonne |  |
| Monthly overhead bin rentals | First Nation Administrative Office |  |
|  | Health Centre |  |
|  | Multi-Purpose Centre |  |
|  | Employment Office |  |
|  | RCMP Building |  |
|  | Housing Building |  |
|  | Wastewater Plant |  |
|  | Gas Bar & Gaming |  |
|  | 4 Awesome Street Apartments |  |
|  | 2020 Cool Street Apartments |  |
|  | Tipping fee per tonne |  |
|  |  |  |
| Construction Debris | Tipping fee per tonne |  |
|  |  |  |
| Spring Community Clean-up | Service Fee |  |
|  | Tipping fee per tonne |  |
|  |  |  |
| Fall Community Clean-up | Service Fee |  |
|  | Tipping fee per tonne |  |
|  |  |  |
|  |  |  |

## SAMPLE Appendix B – Environmental, Health and Safety Submission

For all bidders this is a crucial and mandatory component for all submissions. Any submission that do not include a completed section shall be deemed non-compliant and rejected.

|  |  |  |  |
| --- | --- | --- | --- |
| Requirements | YES | NO | N/A |
| 1. GENERAL INFORMATION |
| Current Company Name |  |  |  |
| Current Mailing Address |  |  |  |
| Current Street Address |  |  |  |
| Current Telephone Number |  |  |  |
| Current Fax Number |  |  |  |
| If applicable, previous company name |  |  |  |
| If applicable, numbers of years’ operating under previous name |  |  |  |
| 2. HUMAN RESOURCES |
| Provide the names and qualifications of supervisors and health and safety personnel who will be present at the work site |  |  |  |
| Provide any members of the First Nation’s name, contact information and valid Drivers licence number that will be utilized in the performance of this quotation |  |  |  |
| 3. VEHICLE & EQUIPMENT LICENCING AND INSURANCE |
| Provide a copy of vehicle insurance and registration papers |  |  |  |
| Provide a list of the equipment that will be utilized in the performance of this quotation |  |  |  |
| 4. ENVIRONMENTAL POLICY/HEALTH AND SAFETY POLICY |
| Provide a copy of your company’s health and safety policy |  |  |  |
| Provide a copy of your company’s environmental policy |  |  |  |
| Provide a copy of your most recent WCB clearance certificate |  |  |  |
| Provide documentation of professional liability insurance (including dollar value) |  |  |  |
| 5. SUB CONTRACTORS |
| Provide a list of sub-contractors that will be utilized if needed for this proposal |  |  |  |

# example Template B – Simplified RFP Proposal Submission Template

LEGAL NAME:

NAME OF CONTACT PERSON/AGENT:

Mailing Address/Phone number:

Equipment Information:

|  |  |
| --- | --- |
| Organization Name |  |
| Organization’s Registration Number |  |
| Name of Captains |  |

References:

|  |  |
| --- | --- |
| NAME | CONTACT INFORMATION |
|  |  |
|  |  |
|  |  |

Proposed Lease offer: $

Please identify if you have any potential conflict of interest with Fantastic First Nation:

Are you a Fantastic First Nation Member?

Yes No

SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(ONCE COMPLETED THIS APPLICATION SHOULD BE SEALED AND SUBMITTED BY OR BEFORE THE DEADLINE. ALL SUBMISSIONS SHOULD BE CLEARLY MARKED AS REQUEST FOR PROPOSAL ####-##)

# Sample Proposal Evaluation Template

Proposal Evaluation Template

Proposal Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator: Signature:

|  |  |  |
| --- | --- | --- |
| Application Guidelines: Proposal was submitted by or before the deadline provided in the Request for Proposal Document | Yes | No |
|  | Yes | No |
| Application Guidelines: Submitted Proposal has included all the information required as outlined in section 7 of the Request for Proposals | Yes | No |
|  | Yes | No |
| Application Guidelines: Proposal had adequately addressed conflict of interest challenges as required pursuant to First Nation policies.  | Yes | No |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Rating Criteria: | LOW |  |  |  | High |
| **Executive Summary:** highlights their understanding of the needs of Fantastic First Nation and the approach and methodology that their proposal will fulfill the First Nation’s needs.  | 1 | 2 | 3 | 4 | 5 |
| Comments: |
| **Deliverables:** The Proposal clearly outlines how the proponent will address each of the deliverables outlined in the request for proposals. The explanation is clear, concise, and leaves little room for interpretation.  | 1 | 2 | 3 | 4 | 5 |
| Comments: |
| **Local Content:** The proposal provided detailed information on how many First Nation members will be hired, and how other local Band member owned companies would benefit. | 1 | 2 | 3 | 4 | 5 |
| Comments: |
| **Pricing:** The proponent utilized the quotation template provided in the request for proposals. The prices are competitive in comparison with other applications received.  | 1 | 2 | 3 | 4 | 5 |
| Comments: |