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## REQUEST FOR PROPOSAL

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# SUPPLY & DELIVERY OF RESIDENTIAL CURBSIDE COLLECTION CARTS RFP NO.: CRA2024-R-003

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## ADDENDUM #1

January 19, 2024

This Addendum shall form part of the above reference Request for Proposals (RFP) document and is to be read, interpreted, and coordinated with all other parts. The following revisions supersede the information contained in the original instructions and specifications issued for the above-named project.

No other addendums will be issued for this RFP.

**This Addendum is issued to answer the following Questions or make the following changes:**

**Question 1: Can the City provide the City's Public Works Yard as a staging area? If so, what is the address? What are the hours of access and use? Is the staging yard paved, dirt or gravel?**

The City can provide the use of our Public Works site as the staging area for residential distribution. The Public Works site is located at 201 Cobham Avenue West, Cranbrook BC. The City's regular hours are from 7:00am-4:00pm, but we can arrange for access to the staging area outside of these hours so deliveries can happen after 4:00pm. Crews are able to access the staging area 7 days per week and can deliver the carts to residents 7 days per week. The public works yard is gravel/dirt, there is no paved area for use.

**Question 2: Should we prepare to provide a forklift for unloading or will the City provide one for crews to use during the project timeframe?**

The City has one forklift on site. If required, the City can arrange to unload the bins using our own forklift.

**Question 3: What is the timeframe in which the cart rollout to residences is expected to begin?**

The cart rollout is required to be complete by May 21, 2024. The City would prefer if the cart rollout did not begin before April 15, 2024.

**Question 4: Is the City amenable to negotiations regarding the "Sample Agreement" contained in the RFP documents?**

The agreement provided in Appendix 3 is a sample agreement. The City and successful proponent can negotiate terms in the agreement.



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**Question 5: Will the City please confirm that the items bulleted within 1.5 are to be within the 30-page maximum allowance?**

The items bulleted within 1.5 are to be within the 30-page maximum allowance. This 30-page maximum does not include appendices.

**Question 6: Will the City accept carts with a minimum nominal wall thickness of 0.149 or 0.165 inches?**

The City will accept carts with a nominal wall thickness of 0.149 inches. Please provide the nominal wall thickness of the cart in your response to our RFP.

**Question 7: Will the City accept carts with catch-bar that is installed into the body to allow for it's easy removal with a simple specialized tool to facilitate maintenance?**

The City will accept carts with a catch-bar that is installed into the body to allow for it's easy removal with a simple specialized tool to facilitate maintenance.

**Question 8: Our carts have a tight seal with the cart rim, keeping odors in and not attracting wildlife, but all brands and types of polyethylene carts can be chewed by rodents, squirrels, and other chewing wildlife. Will the City remove the requirement for the lid to prevent inclusion of rodents?**

The City requires a tight seal with the cart rim, keeping odors in and not attracting wildlife. The city will remove the requirement for the lid to prevent intrusion and penetration of rodents.

**Question 9: Will the City allow the use of medium density polyethylene for cart bodies?**

The City will allow the use of a medium density polyethylene for cart bodies.

**Question 10: Will the City allow a single handle with ample room for large, heavily gloved hands to safely and securely grip the 120L cart?**

The City will allow a single handle with ample room for large, heavily gloved hands to safely and securely grip the 120L cart.

**Question 11: Our carts meet or exceed all ANSI Standards testing and drag testing up to 6,000 feet. Will the City allow a single wear strip, and if desired, the requirement could be allowed only on rotationally molded carts?**

The City will allow a single wear strip if the cart still meets all ANSI Standards.

**Question 12: Does the City prefer to receive an expensive Animal Resistant option that is to the level of a Bear Cart, or does the City prefer a more simplified and cost-effective option such as the Safe Waste Latch.**

A simplified and cost-effective option such as the Safe Waste Latch would be acceptable as an option for an animal resistant cart. The City does not experience human-wildlife conflicts with Bears, so it is not necessary to have a Bear Resistant cart.

**Question 13: Will the City purchase all animal resistance in both sizes, or all standard carts? Or, might the City mix these types of carts when ordering?**

If the City selects animal resistant carts, all the carts ordered will be animal resistant.



**Question 14: Will the City clarify which identification is needed, if any?**

The City is requesting, at a minimum, a bar code with serial number be placed on the outside of the curbside cart. The City is requesting that RFID tags be priced as an optional item. Our existing automated curbside recycling carts have a bar code on the front (see photo).



**Question 15: While our carts have a tight seal with the cart rim, keeping odors in and not attracting wildlife, all brands and types of polyethylene carts can be chewed by rodents, squirrels, and other chewing wildlife. Standard industry warranties do not include the natural vandalism of wildlife. Will the City remove the coverage for “rodent penetration”?**

The City requires a tight seal with the cart rim, keeping odors in and not attracting wildlife. The city will remove the requirement for the lid to prevent inclusion/penetration of rodents.

**Question 16: Standard industry-wide cart warranties do not include the labour to repair/replace parts/carts, and also do not provide for whole cart replacements (replacements are handled as part for part replacements, with wheel provided for a failed wheel, lid provided for a lid failure, etc.). Will the City delete the requirement for provision of any actions outside of provision of failed parts as part for part replacements, and will the City also remove the requirement for covering labour for repairs/replacements?**

Please provide specific warranty parameters in the proposal submission. The City will accept part for part replacements in the warranty, and will not require the labour for repairs/replacements to be included.

**Question 17: We understand the City wants the contractor to be responsible for and have ownership of the containers until carts are delivered to the City’s Public Works Yard. The City’s terms indicate that, but those terms do not indicate who would be the importer of record, who is to pay the customer broker, and who would pay any applicable duty Canadian import fee. Will the City better define this term by requiring INCOTERS 2020 DAP City’s Public Works Yard, Cranbrook, BC, Canada?**

As per Section 3.4 Fees of Service, the Unit rates shall be provided in Canadian funds, **inclusive of all applicable duties and taxes except for PST and GST, which should be itemized separately.** Unit rates **must be all-inclusive** and must include labour and material



costs, **freight**, all travel and accommodation costs, all insurance costs, **all costs of delivery**, all costs of installation and set-up, including any predelivery inspection charges, **and all other overhead, including any fees or other charges required by law.**

The City would provide payment directly to the successful proponent in accordance with the payment schedule in the final signed agreement.

**Question 18: With volatility in resin and freight pricing, as well as the foreign exchange rates, will the City allow quarterly price reviews/adjustments as necessary at quarterly intervals throughout the year.**

The City will allow quarterly price reviews/adjustments as necessary at quarterly intervals for the spare parts list.

**Question 19: For the Optional Garbage Bins at City Parks, does the City desire its logo as a one-color marking on the front of the container, or as an option to City consideration?**

The City would prefer the logo as an option for consideration.

**Question 20: Are the materials shown in the bid all items that the City desires to be distributed with carts to residents? If others are needed, please provide details of number of items, sizes, and any examples appreciated. Are any of these items to be magnets or on material other than paper?**

An example of the type of literature can be found Appendix 2 of the RFP document. Only the residential information package will need to be distributed to residents. No other materials will be distributed to residents. The residential information package is only paper, and there are no other materials being distributed.

**Question 21: Could you please describe the type of literature that will be attached to carts and the number of literature pieces?**

An example of the type of literature can be found Appendix 2 of the RFP document. The City requires, at a minimum, one page with information on cart placement and cart use and one page with the collection schedule. This can be double sided or formatted into a booklet.

**Question 22: Does the City require crews to pre-stuff literature into bags prior to attaching the information packages to the carts? Will the city be providing literature and bags, if necessary to attach literature to carts?**

If the successful proponent includes a proposal for the literature and it forms part of the agreement, the successful proponent will be required to:

1. Work with the City to finalize the literature;
2. Print out the literature;
3. Supply the bags;
4. Pre-stuff literature into bags; and
5. Attach the literature to the carts prior to delivery to residential households.

If the literature is not provided by the successful proponent, the City will print out the literature, supply the bags and zip-ties, and pre-stuff literature into bags. The successful proponent for the



cart deliveries will be required to attach the literature to the carts prior to delivery to residential households.

**Question 23: How are the information packages expected to be attached to the carts during delivery to residences (i.e.: tucking a flyer or pre-stuffed bag in between the cart lid and body, hanging a pre-stuffed bag provided by the towns onto the cart handle, zip-tying onto cart handle, etc.)?**

The information packages should be attached via a pre-stuffed bag zip-tied onto the cart handle (or in a similar fashion so it is visible to the resident).

**Question 24: Are the delivery crews required to apply stickers to the carts? If so, please advise of the size and type of sticker that will be provided (i.e.: on a roll, sheets, center peel, etc.)**

The delivery crews are not required to apply stickers to the carts.

**Question 25: Will there be any deliveries to alleyways? If so, how many accounts/homes within each town have alleyway service?**

There will be deliveries to alleyways for households that front onto Highway 3. This will be for approximately 8 households.

**Question 26: Will writing addresses on the lids of carts with paint pen be required? If so, please advise whether unit numbers only or full addresses are required.**

The writing of addresses on the lids of carts with paint pen will not be required.

**Question 27: Does the City anticipate any carts to be leftover at the project's end? If so, what is the estimated quantity of leftover carts?**

The City anticipates there will be 100-200 carts leftover at the project's end.

**Question 28: Will any leftover/extra carts require assembly and stacking for storage at the staging yard? Will leftover/extra carts need to be transported to a storage location that is different from the staging yard? If so, what is the address of the cart transport location for storage?**

The City expects that any leftover/extra carts are assembled and stacked neatly at the staging yard. Any leftover/extra carts will be stored at the Public Works yard. No transportation is required if the Public Works yard is used as a staging area.

**Question 29: Does the city require crews to unload, assemble, and deliver the alternative garbage bin to city parks?**

The City requires the crews to unload and assemble the alternative garbage bins for City parks at the Public Works staging yard. The alternative garbage bins for City parks are not required to be delivered to city parks.



**Question 30: How many total city parks will be receiving the alternative garbage bins? What is the quantity of garbage bins that each city park will receive? Where are the parks located?**

The alternative garbage bins would be a pilot program at select City parks. The specific parks and number of garbage bins at each City Park is to be determined at a later date.

There will be no other addendums issued for this RFP.

A handwritten signature in black ink, appearing to read "Katelyn Pocha".

Katelyn Pocha  
Project Manager