

# CENTRAL COAST REGIONAL DISTRICT

---

## REQUEST FOR PROPOSALS: OPERATION OF THORSEN CREEK WASTE AND RECYCLING CENTRE

---

September 19, 2025

*Prepared By:  
Nicola Koroluk*



Central Coast Regional District  
Box 186, 626 Cliff Street  
Bella Coola, BC  
V0T 1C0

## **INDEX OF TENDER DOCUMENTS**

<b>SECTION 1</b>	<b>REQUEST FOR PROPOSAL (RFP)</b>
<b>SECTION 2</b>	<b>INSTRUCTIONS TO PROPONENTS</b>
<b>SECTION 3</b>	<b>PROPOSAL FORM</b>
<b>SECTION 4</b>	<b>EXAMPLE CONTRACT CONTAINING CONTRACT SPECIFICATIONS</b>

## SECTION 1 - REQUEST FOR PROPOSALS

The Central Coast Regional District (CCRD) invites proposals from qualified machine operators to perform all heavy machine operations at Thorsen Creek Landfill, located in the vicinity of Thorsen Creek, Bella Coola, BC. It is the intent of this Request for Proposals (RFP) to identify a lead proponent and negotiate a contract for provision of landfill equipment and its operation at Thorsen Creek Landfill, for a 60-month period starting January 1, 2026 and ending December 31, 2031.

**Please reference Schedule A for a detailed list of contract specifications.** Work associated with this contract includes but is not limited to:

- Two (2) days per week, coordinate with transfer station attendant to relocate the contents of the 4-yard bins of putrescible waste from the transfer station to the active face at the landfill;
- Coordinate with the transfer station attendant to receive waste on closed days, as needed,
- Coordinate with transfer station attendant the transfer of the 30 yard roll off bins of metal, construction/demo debris, and wood/cardboard from Transfer Station to appropriate sites at landfill;
- Compaction and cover of all putrescible wastes at the end of each day of operation with approved cover material; and
- Maintenance of all parts of the access roads/drop-off areas not otherwise maintained by others.

The minimum equipment required by the proponent for this contract is:

- A combination of a 25 tonne (or larger) tracked excavator, front-end loader & dump truck, or
- A 25 tonne (or larger) tracked excavator and a suitable combination of equipment capable of achieving compaction of waste, transport/spreading of cover material, burning of wood and cardboard piles, organization/mounding of metal pile and snow removal.

Proposals will be received by the undersigned at the offices of the Central Coast Regional District, 626 Cliff Street, Bella Coola, B.C., V0T 1C0 not later than the closing time of 4:00 p.m., local time, Wednesday, October 15, 2025. Proposals may also be submitted by email, in pdf format, to [ops@ccrd.ca](mailto:ops@ccrd.ca) no later than 4:00 p.m., local time, Wednesday, October 15, 2025. The email subject line should read: "2025 TCWRC RFP Operations Proposal". Proposals will be evaluated by a minimum of three CCRD staff with the intention of identifying a lead proponent and entering into negotiations with the lead proponent to confirm contract terms. If satisfactory terms cannot be reached within a reasonable amount of time, then CCRD may cease negotiations, and either engage the next highest scoring proponent in negotiations or cancel the RFP process.

RFP packages may be obtained from the Central Coast Regional District office at 626 Cliff Street, Bella Coola, B.C., or on the CCRD website at [Central Coast Regional District \(CCRD\)](https://www.ccrd.ca). Interested parties are asked to register with the CCRD to receive any additional information or addendums that may be issued prior to the closing date. Registration can be completed by email at [ops@ccrd.ca](mailto:ops@ccrd.ca).

The CCRD will not be responsible for any costs incurred by a proponent in preparing a proposal.

The highest scoring proposal will not necessarily be accepted. The Central Coast Regional District unequivocally reserves the right to waive formalities in or reject any or all proposals, or accept the proposal deemed most favorable in the interest of the Central Coast Regional District.

There will be **no** mandatory pre-bid meeting or site visit, however interested bidders are strongly encouraged to contact the CCRD Operations Department to schedule a site visit prior to submitting a proposal.

All inquiries must be directed only to the Works and Services Coordinator, Nicola Koroluk by at 250-982-0081 or by email at [ops@ccrd.ca](mailto:ops@ccrd.ca).

## SECTION 2 - INSTRUCTIONS TO PROPONENTS

### **Submission of Proposals**

1. Proponents must submit proposals by email, in pdf format, to [ops@ccrd.ca](mailto:ops@ccrd.ca) no later than 4:00 p.m., local time, October 15, 2025. The email subject line should read: "TCWRC RFP 2025 Operations Proposal" or delivered to the office of the Central Coast Regional District, 626 Cliff Street, Bella Coola, B.C., V0T 1C0 not later than the closing time of 4:00 p.m., local time, Wednesday, October 15, 2025. Proposals received after the Closing Time will not be considered. They will be returned to the proponent(s) unopened.
2. **Proposals must be submitted on the SECTION 3 - Proposal Form** supplied in this document.  
The Proposal Form shall be dated, shall show the full legal name and business address of the Proponent and shall be signed with the usual signature of the person or persons authorized to bind the Proponent. The name of each signatory shall be clearly imprinted below the signature.
3. Proponents must be sure to fill out and enclose all three pages of the Proposal Form.
4. Proponents may be required after the opening of proposals to submit evidence of their resources and their ability to carry out the Work specified under the Contract.
5. Before submitting a proposal, the Proponent shall carefully examine the documents and the site of the Works and shall fully inform him/herself as to the existing conditions and limitations which may influence the proposal and affect the execution of the Works.
6. Should any proponent find discrepancies or omissions in the RFP documents, or should any other questions arise concerning the Work as required under the Contract, proponents should at once, request explanation, clarification or interpretation, BEFORE submitting their proposal.
7. A Proponent who has already submitted a proposal may submit a further proposal at any time up to the Closing Time. The last proposal received from a proponent prior to the Closing Time shall supersede and invalidate any and all proposals previously submitted by the proponent. A proponent may withdraw its proposal at any time up to the Closing Time.
8. Any party owing monies to the CCRD must settle all debts before any proposal documents will be considered.

### **Mandatory Components**

#### **Proponent's Qualifications**

1. The following mandatory criteria must be met or exceeded and documented within the contents of the Proposal Form:
  - (a) Contractor can provide the following equipment:
    - A tracked excavator with a weight classification of at least 25 tonnes and equipped with a digging bucket, clean up bucket and hydraulic thumb; a front-end wheel loader with bucket, a dump truck capable of moving cover material and metals and snow removal equipment; OR
    - A tracked excavator with a weight classification of at least 25 tonnes and equipped with a digging bucket, clean up bucket and hydraulic thumb and a combination of equipment capable of achieving compaction of waste, transport/spreading of cover material, burning or wood and cardboard piles, organization/mounding of metal pile and snow removal.
  - (b) Provision of WorkSafe BC coverage and in good standing with WorkSafe BC.

- (c) The Contractor's superintendent or designate capable of operating heavy equipment, fire response and repairing/troubleshooting electric fence issues, must be capable of responding to landfill emergencies within (1) hour of notification from the regional district or other first responders.
2. The following are preferred qualifications and will form a portion of the proposal evaluation criteria in relation to Contractor Experience:
  - (a) The proponent has performed 3 years of landfill operations at a provincially permitted landfill in the past 10 years.
  - (b) The proponent's proposed superintendent or designate have completed the SWANA Landfill Operations Basics Course.
  - (c) The proponent's proposed superintendent or designate has demonstrated proven performance over a period of 3 years of landfill operations at a provincially permitted landfill in the past 10 years.

#### Sub-contractors

1. When Sub-Contractors are engaged, the Contractor shall, for the purposes of the Workers Compensation Act, and for the duration of the Work of this Contract be the "prime contractor" for the "Work site", and do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with the Act and its regulations, as required to ensure the health and safety of all persons at the "Work site".
2. Proponents shall list any proposed Sub-contractors in the area provided on the Proposal Form. The CCRD reserves the right, without any liability to the CCRD to reject any proposed Sub-contractor and to require the Proponent to substitute another Sub-contractor that is acceptable to the CCRD.
3. Sub-contractors identified in the Proposal shall not be changed without the written consent of the CCRD.

#### Insurance Coverage

1. As a condition of award of the Contract, and prior to any commencement of work, the successful proponent shall provide Certificates of Insurance to cover Comprehensive General Liability as specified in Schedule C of the attached sample contract. This is currently set at \$5 million.

#### Pricing Requirements

1. The proposed pricing shall be expressed in Canadian currency, and shall be all inclusive, including but not limited to all labour, materials, equipment, freight, customs and excise duties, and taxes, save and except only GST.
2. There is no guarantee of extensions to the contract, and as such, proponents are cautioned to submit pricing based on this.
3. The Regional District will entertain a maximum annual increase in contract rates with respect to Consumer Price Index increase. The CPI increase will be based on the British Columbia Consumer Price Index for all-items (monthly, not seasonally adjusted) as posted by Statistics Canada for the previous 12-month period ending September 30<sup>th</sup> of the current contract year.
4. If by mutual agreement, the Regional District and Contractor agree to extend the contract by an additional year, the Contractor and Regional District will seek to have the contract extension completed by October 31 of the current contract year.

### **Addenda**

1. If there are to be any changes in the defined scope of work or specifications, registered proponents will be informed, prior to the close of the period allowed for receiving proposals, by means of an Addendum, a written communication issued by the CCRD. All Addenda shall become a part of the RFP Documentation.

### **Evaluation of Proposals**

1. All proposals submitted in accordance with the Instructions to Proponents will be evaluated by CCRD staff to determine which proposals meet the all-mandatory criteria. Those meeting the mandatory criteria will then be scored with the following points awarded for each criteria:

(a)

Criteria	Possible Score	Contractor Score
Pricing	70	
Contractor Experience	15	
Dedicated Equipment	15	
Total Possible score	100	

2. Proponents will be ranked based on the above criteria and then the Contractor with the highest score will be contacted in order to enter into 'frontrunner' negotiations. At the frontrunner negotiation stage, the CCRD reserves the right to request references or other documentation in support of the proposal. This is an opportunity for both the Regional District and Proponent to finalize contract details. If both parties are satisfied, then a contract will be executed by the respective parties. If the two parties fail to reach an agreement within a period of time acceptable to the Regional District, then next highest ranked proponent will be contacted to initiate 'frontrunner' negotiations.

## SECTION 3 - PROPOSAL FORM

### THORSEN CREEK WASTE & RECYCLING CENTRE OPERATION CONTRACT

#### Proposal Submitted By:

_____	)	<b>Name and address of Proponent</b>
_____	)	
_____	)	
_____	)	
_____	)	

#### To:

Central Coast Regional District  
Box 186  
Bella Coola, BC V0T 1C0

#### PART 1 - PRICING.

I/We, propose the following pricing (in Canadian Dollars) to perform the duties as described in the RFP Package for Operation of Thorsen Creek Waste and Recycling Centre and for Force Account Work (Hourly work requested by CCRD over and above contractual obligations) for the period commencing January 1, 2026 and extending until December 31, 2031.

ITEM NO	DESCRIPTION OF WORKS /SERVICES	TENDERED RATE/PRICE (GST EXCLUDED)
1.	Monthly fee for operation of Thorsen Creek Landfill and Transfer Station (in accordance with sample contract)	\$ / month
2.	Force Account Rate _____ Dozer – all found price	\$ / hour
3.	Force Account Rate _____ Front End Loader - all found price	\$ / hour
4.	Force Account Rate _____ Excavator – all found price	\$ / hour
5.	Force Account Rate _____ Dump Truck – all found price	\$ / hour
6.	Force Account Rate - Superintendent – all found price	\$ / hour
7.	Force Account Rate - General Labourer – all found price	\$ / hour
8.	Authorized supplies and expenses – Material costs/expenses on individual items valued at more than \$100 to be <b>substantiated with copies of receipts</b> . Cost is deemed to be the net pre-tax amount.	At cost

-- Request for Proposals

**PART 2 – CONTRACTOR EXPERIENCE**

<b>Contractor Personnel</b>	<b>Number of Years Working In A Provincially Permitted Landfill</b>	<b>Details (include relevant experience and location of key personnel)</b>
Contractor/Business		
Superintendent Name: _____ _____		
Attendant Name: _____ _____		
Attendant Name: _____ _____		
Subcontractor Name: _____ _____		
Subcontractor Name: _____ _____		



-- Request for Proposals

---

**PART 3 – CONTRACTOR EQUIPMENT DEDICATED TO LANDFILL SITE**

Type of Proposed Equipment	Details (Make, Model, Year, Hours, Condition, Leased or Owned, Current Location)

**PART 4 – SUB-CONTRACTORS (IF ANY)**

Name of Sub-contractor	Description of Sub-contractor Role

-- Request for Proposals

---

I acknowledge that I have read and understood the requirements and specifications within the sample contract included with the RFP Package, and that the information included in my proposal is accurate and free of any misrepresentation.

Dated: \_\_\_\_\_

Signature \_\_\_\_\_

Name (Printed) \_\_\_\_\_

Position \_\_\_\_\_

WorkSafe BC No. \_\_\_\_\_ (I/We certify I/we are a member in good standing)

GST Registration No. \_\_\_\_\_

Attachment to the Agreement with **name** for **supply of labour, equipment and materials required for the operation of Thorsen Creek Waste and Recycling Centre.**

### General

- 1.01 These specifications describe the operation of the Thorsen Creek Waste and Recycling Centre or “the Site”, which includes both the Landfill Area and the Transfer Station/Recycling Facility and Areas as shown on Appendix A.
- 1.02 Except as herein agreed to, the Contractor shall provide all necessary equipment, materials, labour, supervision and perform all work, and fulfil everything as set forth and in strict accordance with the Contract Documents.
- 1.03 The Site shall be operated in accordance with the Environmental Management Act, its successor legislation, Operational Certificate No. MR-4223, attached as Appendix B, Design, Operations and Closure Plan, attached as Appendix C.
- 1.04 The Contractor shall accept for disposal at the Site all Solid Waste as defined herein, except those items specifically prohibited by Schedule A 4 (a), these Operational Specifications as currently written or amended from time to time by the Central Coast Regional (CCRD), attached as Appendix D.
- 1.05 The Landfill and Recycling Areas are available to all residents, businesses, corporations, and institutions located within Electoral areas C, D and E of the CCRD.
- 1.06 The Contractor shall operate the Site in accordance with WorkSafe BC/Workers Compensation Board regulations, existing and amended CCRD bylaws, the Health Act and other applicable policies of the CCRD.

### Work By Contractor

The Work of this Contract to be performed by the Contractor shall include:

- (a) Operation of the landfill in accordance with Operational Certificate MR-4223 (Appendix B);
- (b) Locking and unlocking gates to the Landfill
- (c) coordinating with the transfer station on the transfer of waste from the Transfer Station to appropriate sites at the landfill;
- (d) constructing and maintaining access roads and parking areas within the landfill and transfer station property;
- (e) removal of recyclable materials such as automotive/marine batteries, tires, and scrap metal from the General Refuse, and transportation of same to designated on-site stockpile areas;
- (f) removal of clean wood waste from the waste stream and moving it to a designated clean wood waste storage area or burning it in accordance with the BC Open Burning Regulation on an as-needed basis;
- (g) coordinate with the landfill attendant and/or transfer station attendant the transfer of putrescible waste, construction & demolition waste, metals, wood waste, commercial cardboard from the Transfer Station Area to the Active Face and other designated areas at the landfill/transfer station site;
- (h) spreading, leveling and compacting of Refuse in accordance with the CCRD filling plan and *The Landfill Criteria for Municipal Solid Waste, 2<sup>nd</sup> Edition, British Columbia, BC Ministry of Environment; June 2016*. Wastes are to be spread in thin layers (0.6 m or less) on the active face and compacted. 5 passes of the compacting equipment over the wastes are usually sufficient to achieve adequate compaction.
- (i) receiving, handling and depositing of waste asbestos or asbestos-containing waste in the designated asbestos disposal area and in accordance with *The Landfill Criteria for Municipal Solid Waste, 2<sup>nd</sup> Edition, British Columbia, BC Ministry of Environment; June 2016*;
- (j) covering of the compacted waste with ADCS or 15cm of clean cover material deemed acceptable by the CCRD, or an alternate cover material, at the end of each working day;
- (k) development of landfill cells in accordance with Operational Certificate MR-4223 and the Filling Plan;
- (l) excavating, transporting and applying daily cover on the active face as required;
- (m) excavating, transporting and applying intermediate cover on the top of each lift;
- (n) excavation, transportation, placement and compaction of soils to provide daily and intermediate cover to Cells, to construct embankments and to construct new roads;
- (o) maintain drainage patterns and structures;
- (p) monitor electric bear fence;

-- Request for Proposals

---

- (q) periodic clean-out of all run-off control ditches to maintain functionality;
- (r) snow removal operations, as necessary, on all roads and operational areas, including the transfer station and recycling areas;
- (s) litter control at the landfill; and
- (t) other machine work as needed to maintain the landfill;
- (u) other force account work as directed by the CCRD.

### **Work By Others**

The CCRD will undertake the following work by its own forces or by Other Contractors:

- (a) operation of the recycling depot and transfer station
- (b) transferring material from the transfer station to the active face or alternate location.
- (c) maintenance of CCRD equipment and infrastructure;
- (d) installing perimeter fencing
- (e) making final rulings on acceptable and unacceptable wastes;
- (f) making final rulings on tipping fee charges;
- (g) establishing survey location and control points, surveying and periodic grade control;
- (h) compaction testing or earthworks and refuse density;
- (i) seeding;
- (j) litter control at the Transfer Station and along Thorsen Road;
- (k) provision of information signs at entrance to site;
- (l) provision of utilities for existing works and buildings; and
- (m) final cover construction and other major capital projects.
- (n) daily Monitoring and repairing electric fencing at both locations.

- 3.02 Notwithstanding the Contractor's responsibilities, the CCRD shall maintain overall authority for management and control of the Site. Nothing in this Contract grants the Contractor any interest in the Site, and the CCRD may, at its discretion, retain others to carry out work on and around the site.

### **Hours and Days of Operation**

Disposal of Solid Waste will be allowed and the Site shall be open during the following times: 8:30 a.m. to 5:30 p.m. each Wednesday and Saturday for a total of two days per week, 52 weeks per year. In instances when an opening day falls upon a statutory holiday, provision will be made for a different opening day that week in lieu of the statutory holiday. This day will be agreed upon by the CCRD and Contractor a minimum of 30 days in advance of the statutory holiday in order to allow for notice to the public and scheduling of staff. Each day the Site is open, the Contractor shall remain at the Site a suitable period of time, after the closing of the Site to the public, in order to properly compact and cover the Solid Waste on the active face and ensure site safety.

### **Materials Accepted**

- 5.01 All Solid Waste generated in and collected from the prescribed areas shall be accepted for disposal at the Transfer Station, except for the following prohibited items:
- (a) all liquid wastes;
  - (b) biomedical wastes;
  - (c) radioactive wastes;
  - (d) household generated cardboard (commercially generated cardboard is accepted in the clean wood waste bin);
  - (e) unless otherwise authorized in Operational Certificate MR-4223, hazardous waste, as defined in the Hazardous Waste Regulation and the B.C. Environmental Management Act;

- (f) recyclables such as household cardboard; vehicle batteries, defined electronic waste, household paint, used oil/antifreeze and unused medication, as covered by specific provincial Product Stewardship programs;
- (g) materials containing asbestos in concentrations greater than 0.5%, and contaminated soil or noxious weed/infested vegetation, except as accompanied by written authorization from the CCRD;
- (h) extra large items, such as campers, recreational vehicles and trailers, bunkhouse trailers or boats, except as accompanied by written authorization from the CCRD;
- (i) vehicle hulks, except as accompanied by written confirmation from a licensed vehicle inspection facility confirming removal of battery(s), tires and fluids.
- (j) any other items so designated from time to time by the CCRD as prohibited from entering the Site.

### **Transfer Station & Landfill Operation**

- 6.01 The transfer station will be maintained by CCRD Staff.
- 6.02 The Contractor will remove snow from the transfer station.
- 6.03 The Contractor will transfer materials to the landfill site when requested.
- 6.04 The contractor shall coordinate with the landfill attendant the transporting, emptying and replacing the three 30 yard bins (metal, construction and demolition debris and wood waste/commercial cardboard). This must be done regularly to ensure the bins do not overflow. This must take place during non-operational hours.
- 6.05 At the end of each operating day, the Contractor will ensure all material placed in the landfill are compressed and covered in accordance to the operating certificate.
- 6.06 The Contractor shall obtain Cover Material from areas of the Site as designated by the CCRD Representative. The CCRD shall retain responsibility for terracing of borrow pit areas to maintain the area in a safe manner.
- 6.07 From time to time, the CCRD will authorize the receipt of asbestos containing waste. The contractor will prepare a pit and immediately bury asbestos waste in accordance with *The Landfill Criteria for Municipal Solid Waste, 2<sup>nd</sup> Edition, British Columbia, BC Ministry of Environment; June 2016* and applicable WorkSafe BC procedures.
- 6.08 Given reasonable notice, the Contractor's Superintendent will make themselves available to meet with the CCRD's representative to review landfilling.

### **Landfilling Method**

- 7.01 The Landfill will be constructed primarily using cells as described in the *BC Landfill Criteria*. The filling plan described in the Design, Operation and Closure Plan ("DOCP") will be followed.
- 7.02 A 150 mm thick daily cover layer or an alternate cover approved by the CCRD shall be placed over compacted landfill waste at the end of each operating day. This cover shall extend from the previous day's cover to the top of the Active Face.
- 7.03 For daily spreading, covering and compaction of Refuse, the landfill equipment shall be capable of compacting the deposited material to a density of 500 kg/m<sup>3</sup> or greater. The Contractor shall operate their landfill compacting equipment for sufficient time, and in such a manner as is required to level and compact the deposited material to a minimum density of 500 kg/m<sup>3</sup>. Best operating practice recommends **five passes** on each track width over the waste.
- 7.04 The Waste to Cover Ratio shall be a minimum of 3.0:1 in terms of volume.

- 7.05 Placement of Waste material shall be controlled by spreading the Waste with Landfill equipment to establish compaction in layers not exceeding 300mm with each layer placed and compacted to achieve a maximum of 2.7 meters in height before applying an intermediate cover layer (300mm thick).
- 7.06 A 1000 to 1300 mm high berm should be constructed on the outer edge of each cell so that filling can proceed against an inclined berm at all times. The outer face of the berm shall have a finished grade of 3H:1V after cut back. The inner face of the berm should be at the natural angle of repose.

**Recycling and Other Operations**

- 8.01 The Contractor will maintain the following designated areas separate from the Landfill Area for the receipt of materials as specified in Appendix A:
- (a) Burn pile
  - (b) Metal area for refrigerators, freezers, air conditioners and propane tanks
  - (c) Mixed Metal area for metals other than those identified in (b) above
  - (d) Automobile area
  - (e) Fishing net pile
  - (f) Concrete, Asphalt area
- 8.02 Refrigerators, freezers, air conditioners and propane tanks shall be maintained in a designated area in an upright position pending removal of fluids and valves.
- 8.03 Those waste materials destined for the burn pile as specified in Appendix B shall be burned on a regular basis (except as prohibited by fire season) in a safe manner and in accordance with the Operational Certificate.
- 8.04 The contractor will compact and stack the metal pile in a way that maximizes the storage capacity of the designated area.
- 8.05 Fishing nets will be maintained in a compact pile and, if necessary, covered with tarps or other material to avoid scattering by or danger to birds.

**Wildlife Control and Electric Bear Exclusion Fence**

- 9.01 The Contractor is responsible to prevent the attraction of birds and wildlife by using good housekeeping procedures, including ensuring adequate daily cover of the Active Face of the landfill. Any dead wildlife found on the Site shall be reported to the B.C. Conservation Service and disposed of in accordance with their directions.
- 9.02 Any attempts to penetrate the electric fence by bears shall be immediately reported to the CCRD.

**Reporting**

- 10.1 From time to time, the CCRD Representative may request information pertaining to the operation of Thorsen Creek Waste and Recycling Centre to assist the CCRD in the preparation of financial and annual or other reports as required.

**Personnel**

- 11.01 The contractor shall ensure that sufficient and properly trained personnel are available and who, in the absence of the Contractor, possess sufficient skills, qualifications and experience to operate the Equipment and carry out the full scope of Work as required.
- 11.02 Wages and hours of labour employed shall be in accordance with Federal, Provincial or Territorial enactments.

- 11.03 The Contractor shall, at all times, enforce discipline and good order among their employees and/or subcontractors and shall not employ on the Work Site any unfit person or anyone not skilled in the Work assigned to him. Any persons employed on the Work Site, who become intoxicated, intemperate, disorderly, incompetent or willfully negligent, shall, at the written request of the CCRD, be removed from the work Site and shall not be employed again in any portion of the Work without the approval of the CCRD.
- 11.04 The Contractor will designate a Superintendent.

**Superintendence**

- 12.01 The Contractor shall employ a competent superintendent and/or necessary assistants who shall be in attendance at the Work Sites at all times while Work is being performed.
- 12.02 In the interest of supplying the CCRD and public with consistent and reliable service, the Contractor superintendent must live within one-hour drive of TCWRC and be available to be on Site during any given operating day, unless otherwise authorized by the CCRD. The superintendent or designate must be available to respond in a timely manner to any emergency event at the landfill/transfer station and operate equipment as needed to deal with an emergency.

**Equipment**

- 13.01 Except as specified herein, the Contractor shall provide all other Equipment required for the execution of the Work.
- 13.02 The Contractor shall provide the following set of equipment, at minimum, which shall be available on Site during days of operation:
- (a) A tracked excavator with a weight classification of at least 25 tonnes and equipped with a digging bucket, clean up bucket and hydraulic thumb; a front-end wheel loader with bucket, a dump truck capable of moving cover material and metals and snow removal equipment; OR
  - (b) A tracked excavator with a weight classification of at least 25 tonnes and equipped with a digging bucket, clean up bucket and hydraulic thumb and a combination of equipment capable of achieving compaction of waste, transport/spreading of cover material, burning or wood and cardboard piles, organization/mounding of metal pile and snow removal.
- 13.03 The equipment provided by the Contractor shall be capable of performing the following tasks:
- (a) spreading and compacting waste;
  - (b) excavation for berm and cover materials;
  - (c) hauling excavated materials to points of use;
  - (d) compaction of earth fills and roadways;
  - (e) construction and grading of access roads;
  - (f) face berm construction;
  - (g) fire control;
  - (h) road and ditch maintenance;
  - (i) snow removal;
  - (j) compacting and loading scrap metal; and
  - (k) moving large components of the waste stream, such as timbers, vehicle hulks and other large materials to designated areas of the site.
  - (l) Removing vegetation from the site

- 13.04 The CCRD agrees to allow the Contractor to store Equipment required to perform the Work at the Site during non-operating days and hours but accepts no responsibility for damage or vandalism.
- 13.05 The Contractor will ensure their employees are trained on the safe use of equipment.

**Site and Facilities Maintenance**

- 14.01 The CCRD will provide the following facilities: Transfer Station Area, and Site Attendant's Office. The following conditions shall apply:
- (a) The Contractor shall not construct any buildings, structures or improvements without prior approval of the CCRD.
- 14.02 The Contractor shall be responsible for the maintenance of all active roads and parking areas within Transfer Station and Landfill sites. Maintenance shall include snow removal, grading, graveling, salting and sanding as required.
- 14.03 Drainage ditches and surface water controls shall be developed and maintained as specified in consultation with the CCRD.
- 14.04 The Contractor shall install and maintain such barricades and directional signs as provided by the CCRD including, but not limited to, information signs at the entrance to the Site; signs directing traffic to the Drop Off Area and the Recycling Facility and Areas; and internal signs identifying specific Solid Waste/recycling disposal areas.
- 14.05 At the beginning of each day the Site is open to the public, the Contractor be available to assist with the removal of any Solid Waste that has been deposited incorrectly since the last operational day.

**Fire Control**

- 15.01 The Contractor shall perform all work in a fire-safe manner. He shall comply with all applicable governmental requirements and, without limiting the generality of the foregoing, shall supply and maintain at the Site adequate and proper fire-fighting equipment.
- 15.02 The Contractor shall be responsible for protecting the Site from fire, as well as preventing the spread of fire to adjacent properties should a fire occur at the Site.
- 15.03 The Contractor shall, in the event of fire at the Site, operate their equipment to control and extinguish the fire, and call upon the fire department to respond.

**Safety Program**

- 16.01 The Thorsen Creek Waste and Recycling Centre is a multi-employer work site and governed by WorkSafe BC's Occupational Health and Safety Regulations and Policies. The Contractor will assume the Prime Contractor role for the site.
- 16.02 The Contractor is advised that the Work is being performed in and adjacent to buried waste and refuse. During normal operations, the potential exists to puncture containers that could become explosive, release pockets of landfill gas under pressure, release fluids that could be contaminated, create surface subsidence by shifting refuse, and other types of hazards. Exposure to decaying waste is possible during this work. Exposure may also include possible contact with leachate, asbestos, inhalation of landfill gas, explosion, pathogenic bacteria, and others.
- 16.03 The Contractor shall develop, maintain and supervise for the duration of the Work a comprehensive safety program that will effectively incorporate and implement all required safety precautions. The program shall, as a minimum, respond fully to the requirements of all applicable laws, ordinances, rules, regulations and orders and general operations practices for the safety of persons or property, including without limitation



- any general safety rules and regulations of the CCRD and any Workers' Compensation or Occupational Health and Safety legislation or regulations that may be applicable (e.g. WHMIS).
- 16.04 The Contractor shall inform all workers, sub-trades and their workers, and the public attending the job Site through the course of the Work of the potential for the presence of methane, landfill gases, and other potentially hazardous waste and the importance of safety precautions to ensure the safety of all workers and the public.
- 16.05 The Contractor shall be solely and completely responsible for ensuring safety of all persons and property, (including CCRD staff, employees, sub-trades and the public) on the Landfill property during the performance of the Work. This requirement shall apply continuously and not be limited to normal working hours. Safety provisions shall conform to all applicable federal, provincial, and regional laws, Owner's policies and procedures developed for the Landfill, ordinances, codes, and regulations. Where any of these are in conflict the more stringent shall be followed.
- 16.06 The Contractor shall send a designate to any CCRD Safety Meetings as required.
- 16.07 The Contractor shall supply and maintain, at their own expense, at their office or other well-known place at the Site, safety equipment necessary to protect the workers and general public against accident or injury as prescribed by the governing authorities.

**Security**

- 17.01 TCWRC is in an isolated location and the Contractor shall take reasonable measures to ensure that vandalism is deterred.
- (a) The CCRD will be responsible for unlocking the entry gate at the beginning and end of each day's operation, and the Contractor will be responsible to ensure the land fill gate is locked on leaving the site. The Contractor will not issue any gate or CCRD Equipment keys to any third party unless authorized to do so by the CCRD.
- (b) No scavenging is permitted on the Site.
- (c) The Contractor shall report to the CCRD any acts of vandalism or other criminal activities occurring at the Landfill Site and assist with any CCRD and/or RCMP investigation of such acts.

**Public Relations**

- 18.01 The Contractor acknowledges that its employees, agents and Sub-Contractors will be dealing with the public in the execution of this Contract and that the CCRD requires and expects that all persons under the control of the Contractor will conduct themselves in a courteous and respectful manner conducive to good public relations.
- 18.02 The CCRD may request that the Contractor remove and replace any person who does not maintain a professional standard of conduct. Unacceptable conduct includes, but is not limited to, use of foul language, disorderly conduct, neglect of duty and failure to act in accordance with the Operational Specifications or expressed solid waste management and recycling objectives of the CCRD.

**Appendices to Schedule A - Operation Specifications:**

Appendix A - Landfill Site Plan  
Appendix B - Operating Certificate MR 4223  
Appendix C – Design Operations and Closure Plan (DOCP)  
Appendix D - User Fee Schedule

-- Request for Proposals

---

-- Request for Proposals

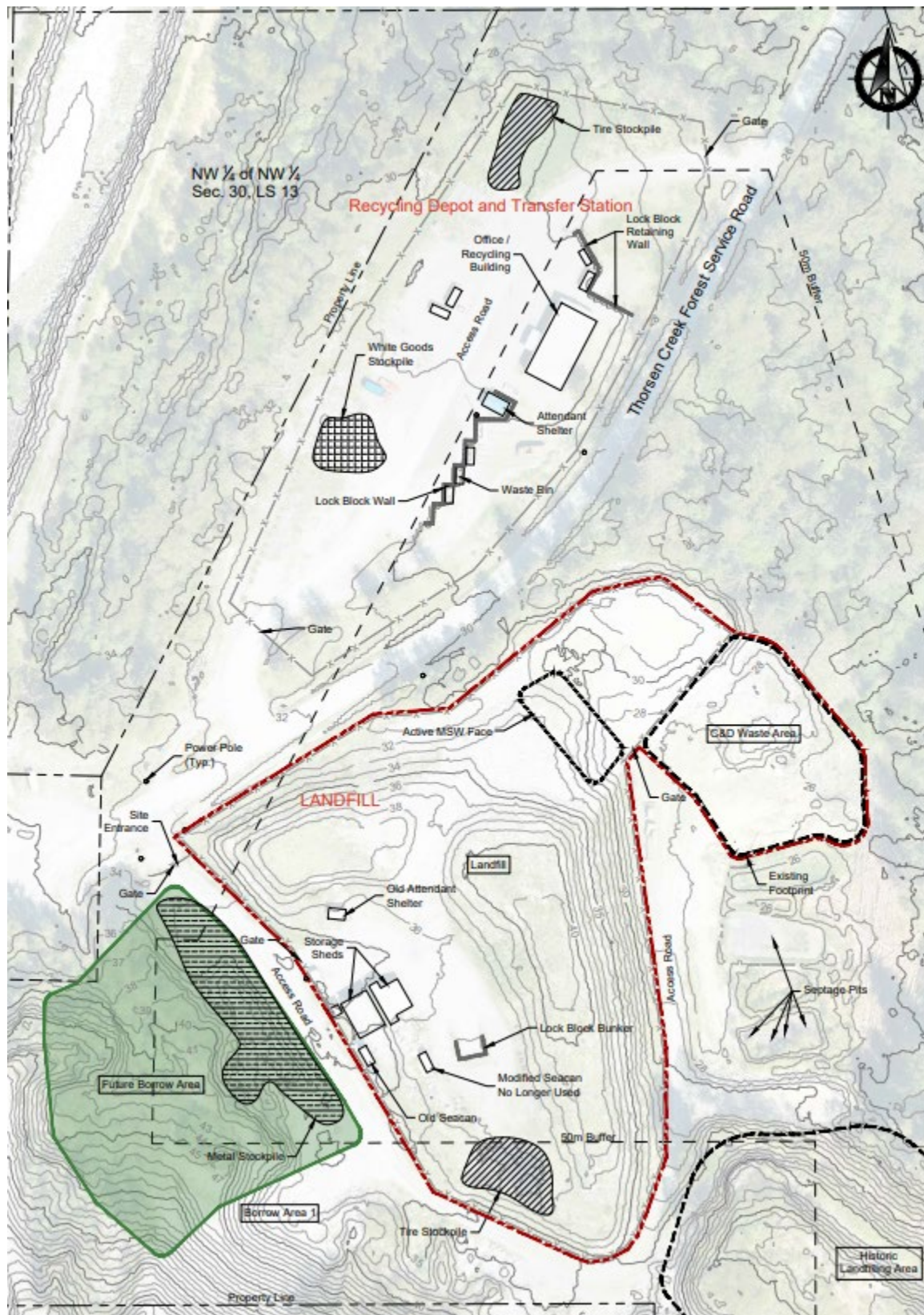
---

-- Request for Proposals

---

Appendix A Landfill Site Plan

-- Request for Proposals



-- Request for Proposals

---

Appendix B - Operating Certificate MR 4223

-- Request for Proposals

---

Appendix C – Design Operations and Closure Plan (DOCP)

-- Request for Proposals

---

Appendix D - User Fee Schedule



-- Request for Proposals

---