Fraser Valley Regional District

# REQUEST FOR PROPOSALS

**RFP TITLE: Car Seat Collection and Recycling Services**

**RFP NUMBER: 26027**

**DATE ISSUED: November 12, 2026**

**CLOSING TIME/DATE: December 3, 2026, 10:00 am (PCT)**

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**TABLE OF CONTENTS**


Part A - INTRODUCTION ..... 3
A.1 RFP Overview ..... 3
Part B - OBJECTIVES ..... 3
B.1 Scope of Services ..... 3
B.2 Term ..... 4
Part C - INSTRUCTIONS AND INFORMATION FOR PROPONENTS ..... 4
C.1 Closing Date and Location ..... 4
C.2 Form of Proposal Submissions ..... 4
C.3 Mandatory Requirements ..... 4
C.4 Information Meeting ..... 5
C.5 Enquiries ..... 5
Part D - TERMS AND CONDITIONS ..... 5
D.1 General ..... 5
D.2 Proposal Validity ..... 5
D.3 Addendum ..... 5
D.4 Evaluation and Selection Method ..... 5
D.5 Acceptance and Rejection of Proposals ..... 6
D.6 Late Proposals ..... 6
D.7 Amendment or Withdrawal of Proposals ..... 6
D.8 FVRD's Rights and Reservations ..... 6
D.9 Cancellation of RFP ..... 6
D.10 Waiver of Non-Compliance ..... 7

D.11 Proponent's Costs....7
D.12 Limitation of Liability....7
D.13 Negotiation....7
D.14 Errors and Omissions....7
D.15 Conflict of Interest....7
D.16 Confidentiality....7
D.17 No Lobbying....8
D.18 Contract Award....8
D.19 Definition of Contract....8
D.20 Form of Contract....8
Schedule A - FORM OF PROPOSAL....9

# Part A - INTRODUCTION

## A.1 RFP Overview

The Fraser Valley Regional District ("FVRD") is seeking proposals from qualified proponents ("Proponents") in response to this request for proposals ("RFP") for the provision of services to collect and recycle used child car seats from within the FVRD.

Child and infant car seats are made up of multiple types of materials, most of which are recyclable. The average car seat contains five to seven kilograms of recyclable material, including plastic, metal, and Styrofoam.

Despite this recyclability, most used infant and child car seats are not recycled. They are often sent to a landfill for disposal because they cannot typically be re-sold due to liability concerns and expiration dates, they are not easily taken apart, and they are not currently part of a Provincially regulated Extended Producer Responsibility (EPR) program. Not only does this represent a waste of potentially reusable or recyclable materials, but because they are so bulky, they take up unnecessary space in the landfills.

The FVRD is seeking proponents to operate a program to collect, fully disassemble, and recycle all recyclable components from child and infant car seats and booster seats from within the FVRD. As a result of an initial pilot project, we estimate 2,000 - 2,500 child car seats could be collected as part of this program annually; however, this number is an estimate only and actual numbers may differ. Goals of the program include reducing waste going for disposal, increasing diversion of recyclable materials, and generating data to use for advocating for a new provincial EPR program for child car seats.

# Part B - OBJECTIVES

## B.1 Scope of Services

The successful proponent shall supply all labour, materials, facilities, permits, and approvals to fulfill the following deliverables of this project (collectively referred to as the "Services"), all of which must be provided with a focus on customer service, professionalism, sustainability, zero waste, fiscal responsibility, and value to the FVRD:

- The Proponent shall provide appropriately-sized collection bins for all drop-off locations.
- The following 3 drop-off locations are expected, but additional sites may also be considered:
    - Abbotsford-Mission Recycling Depot (Abbotsford)
    - Mission Recycling Depot (Mission)
    - Bailey Landfill (Chilliwack).
- The Proponent shall coordinate with the drop-off locations to collect bins when they are full and taken to the Proponent's disassembly site.
- The Proponent shall manually disassemble each child car seat to fully salvage all recyclable material, including, but not limited to, plastic, foam, and metals.
- All recyclable material must be either processed for recycling or taken to a recycling facility.
- All non-recyclable material collected (e.g., textiles) is to be taken to a landfill for disposal and not be sent to an incinerator, a waste-to-energy facility, or cement kiln. The amount of material sent for disposal, with proof of where it was sent, may be required.

- The Proponent shall provide quarterly and year-end reports to the FVRD that includes the following information:
    - Number of child car seats collected (by location and total)
    - Tonnage of material salvaged for recycling (by material type)
    - Location of where each type of recyclable material was taken for recycling
    - Observations or challenges encountered.

Note: payment for services will be based on the number of child car seats collected and recycled as part of this program and not as a flat rate.

### B.2 Term

The term of the Contract is anticipated to start in early 2027 and will be for a three (3) year term, with two (2) optional one (1) year extensions.

## Part C - INSTRUCTIONS AND INFORMATION FOR PROPONENTS

### C.1 Closing Date and Location

Proposals must be received by 10:00 am PCT (Chilliwack local time) on December 3, 2026 ("Closing") at the following address:

Fraser Valley Regional District
Attention: Lance Lilley, Manager of Environmental Services
1 - 45950 Cheam Avenue
Chilliwack, BC V2P 1N6
Email: llilley@fvrd.ca.

The time for Closing will be conclusively deemed to be the time shown on the clock used by the FVRD for this purpose.

### C.2 Form of Proposal Submissions

Proponents are requested to submit an electronic copy of their proposal, in Adobe PDF format, by email to llilley@fvrd.ca, clearly marked with the RFP Number, RFP Title, and Proponent's name and contact information.

### C.3 Mandatory Requirements

Proponents must include the following information in their proposals:

i. Completed and signed Form of Proposal set out in Schedule A.

ii. Costs: Detailed costs for the Proponent's provision of the Services, in Canadian Dollars, including all costs, expenses, and charges, exclusive of GST, as well as a **total cost per child car seat collected and recycled** as part of this Proposal.

iii. Proponent's Experience: Details of the Proponent's team, including relevant experience and demonstrated abilities and capacity to undertake the services included within this RFP.

iv. Proposed Approach: Sufficient detail of the proposed methodology to demonstrate a clear understanding of the scope of services and deliverables. The proposed methodology

should outline the approach, processes, and steps that will be taken for service delivery and reporting.

v. References, including names and contact information (phone numbers and email addresses) associated with completed or current work of comparable services sought in this RFP, including a brief description of the work.

### C.4 Information Meeting

No information meeting will be held for this RFP.

### C.5 Enquiries

All enquiries and notices related to this RFP, including any requests for information and clarification, are to be directed in writing to the contact person ("Contact Person") indicated below.

| | |
|---|---|
| Contact Person: | Lance Lilley, Manager of Environmental Services |
| Address: | 1 - 45950 Cheam Avenue, Chilliwack, BC V2P 1N6 |
| Email: | llilley@fvrd.ca |

Enquiries and responses will be recorded and may be distributed to all Proponents at the discretion of the FVRD. Clarifications, comments, revisions or any other information regarding this RFP obtained by a Proponent from any source other than from the Contact Person is not authorized and should not be relied upon.

The deadline for submission of enquiries is 10:00 am PCT, November 26, 2026.

## Part D - TERMS AND CONDITIONS

### D.1 General

The terms and conditions in this Part will apply to this RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms and conditions contained herein and included in any addenda issued by the FVRD for this RFP. Proposals that contain provisos which contradict or alter any of the terms and conditions of this RFP will be disregarded and deemed to have not been written in the Proposal.

### D.2 Proposal Validity

Proposals will be open for acceptance by the FVRD for at least 90 days after the date of Closing.

### D.3 Addendum

All subsequent information regarding this RFP including changes made to this document will be posted for Proponents to access. It is solely the responsibility of the Proponents to check to ensure that they have all amendments to this RFP in the form of addenda and to ensure that they have obtained, read, and understood the entire RFP including all addenda that may have been issued prior to Closing.

### D.4 Evaluation and Selection Method

The evaluation of the RFP will be conducted by a committee formed by the FVRD and may include, at the FVRD's sole discretion, employees, consultants and contractors. Proposals will be evaluated on the

basis of the overall best value to the FVRD based on quality, service, past performance, price and any other criteria set out herein including, but not limited to:

i. financial terms, including total price to collect, disassemble, and recycle each car seat;
ii. quality and completeness of the Proposal;
iii. capability of the Proponent to provide the Services, including the maximization of disassembly and recycling of car seat components;
iv. experience and performance of similar projects;
v. history of past performance with the FVRD or operating within the FVRD; and
vi. references.

### D.5 Acceptance and Rejection of Proposals

This RFP shall not be construed as an agreement to purchase goods or services. The FVRD is not obligated to enter into an Agreement (defined herein) with the Proponent who submits the lowest priced Proposal or with any Proponent.

### D.6 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete Proposals received and marked by the Closing time will be considered to have been received on time. Late proposals will not be considered or evaluated and may be returned to the Proponent.

### D.7 Amendment or Withdrawal of Proposals

Proponents may amend or withdraw their Proposal in writing any time prior to Closing. Upon Closing, all Proposals become irrevocable. The FVRD will be under no obligation to receive further information after Closing, whether written or verbal, from any Proponent.

### D.8 FVRD's Rights and Reservations

The FVRD reserves the right to:

i. reject any or all Proposals;
ii. reject any Proposal that is incomplete, that contains erasures or corrections that are not signed by an authorized signatory of the Proponent or that fails to comply with the mandatory requirements of this RFP;
iii. in the event that only one proposal is submitted, to return the Proposal unopened;
iv. modify the terms of this RFP at any time in the FVRD's sole discretion;
v. to require clarification of the information set out by one or more of the Proponents in respect of the Proposals submitted; and
vi. communicate with, meet with, or negotiate with any one or more of the Proponents respecting their Proposals or any aspect of the proposed work.

### D.9 Cancellation of RFP

The FVRD may cancel this RFP at any time prior to or after Closing. In the event the FVRD cancels this RFP, the FVRD shall have the right to seek to procure the same services or similar services at any time, through any means the FVRD deems appropriate. No Proponent shall acquire any rights or interests in any subsequent procurement process undertaken by the FVRD.

## D.10 Waiver of Non-Compliance

The FVRD may waive any non-compliance with the RFP and may elect to retain for consideration Proposals which are non-conforming, which do not contain the content or form requested by this RFP or which have not strictly complied with the process for submission set out herein.

## D.11 Proponent's Costs

Each Proponent is solely responsible for its own costs and expenses associated with its participation in this RFP, including but not limited to, conducting investigations, attending briefings, preparing and delivering its Proposal, communicating with the Contact Person prior to Closing and during Proposal evaluation, and for any subsequent processes or negotiations with the FVRD that may occur.

## D.12 Limitation of Liability

By submitting a proposal, each Proponent irrevocably agrees that the FVRD shall not be liable to any Proponent or any person whatsoever, for any claims of any nature (in contract, in tort, or otherwise), for any costs, expenses, compensation, damages, or anything whatsoever, including without limitation, costs and expenses associated with the Proponent's preparation and submission of their Proposal, their participation in this RFP, for loss of revenue, opportunity or anticipated profit, arising in connection with its Proposal, this RFP, any subsequent processes or opportunity, any contract, or any matter whatsoever.

## D.13 Negotiation

The FVRD reserves the right to negotiate with the preferred Proponent, or any Proponent, on any details, including changes to specifications and price. If specifications require significant modification, all Proponents shall have the opportunity to adjust their Proposals or re-submit altogether, as determined by the FVRD in its sole discretion.

## D.14 Errors and Omissions

While the FVRD has used considerable efforts to ensure information in this RFP and otherwise provided directly in association with this RFP is accurate, the information is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the FVRD, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from the responsibility for conducting their own investigation and forming their own opinions with respect to the subject matter of this RFP.

## D.15 Conflict of Interest

Proponents shall disclose any potential conflict of interest and existing business relationship they may have with the FVRD, its elected or appointed officials or employees.

## D.16 Confidentiality

All Proposals become the property of the FVRD and will not be returned to the Proponents, except as expressly provided for herein. All Proposals will be held in confidence by the FVRD unless disclosure is otherwise required by law.

## D.17 No Lobbying

Proponents and their agents are not permitted to contact any member of the FVRD Council or staff with respect to this RFP, except as expressly provided for herein. Proponents will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee or elected official of the FVRD. The FVRD reserves the right to disqualify any Proponent from participation in this RFP that acts in contravention of this requirement.

## D.18 Contract Award

This RFP should not be construed as an agreement to purchase goods or services. By submitting a Proposal, the Proponent agrees that should it be identified as the preferred Proponent, it will enter into negotiations, if required, for the purpose of concluding a Contract.

If a written Contract cannot be negotiated and executed by both parties within 90 days of notification of the successful Proponent, or such longer period as the parties may mutually agree, the FVRD may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent, enter into negotiations with any other Proponent or terminate the RFP process and not enter into a Contract with any of the Proponents.

At its sole discretion, the FVRD may divide any Contract for goods or services between two or more proponents.

## D.19 Definition of Contract

Notice in writing to a Proponent that it has been identified as the preferred Proponent and the subsequent full execution of a written contract will constitute a contract for the goods and/or services contemplated by this RFP, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the preferred Proponent and the FVRD have both executed a written Contract.

## D.20 Form of Contract

The Contract will comprise a form of written agreement based on the FVRD's standard form contract, as may be amended by mutually agreed supplementary conditions, if any, and incorporate the FVRD's general conditions and specifications, if any.

## Schedule A - FORM OF PROPOSAL

Name: _____

Address: _____

Name and title of Representative: _____

Telephone: _____ Email: _____

Form of Business Organization

☐ Sole Proprietorship

☐ Partnership Date of Establishment: _____

☐ Corporation Date of Incorporation: _____ Business No. _____

We hereby offer to perform the Services required by this RFP for the stipulated price of:

| | |
|---|---|
| Proposed Price for Goods/Services | $_____ per car seat |
| Plus G.S.T. | $_____ |
| TOTAL | $_____ |

I/We the undersigned authorized representatives of the Proponent, having received and carefully reviewed the RFP, including without limitation, the General Conditions and Specifications (if any), submit this Proposal in response to the RFP.

Dated this ___ day of _____, 2026.

_____ _____

Signature of Authorized Signatory Signature of Authorized Signatory

_____ _____

Name & Position: Name & Position: