

Request for Proposal

Post-Consumer Beverage Containers Dedicated Collection and Transportation Services for Encorp Atlantic Inc.

Issued by Encorp Atlantic Inc.



DECEMBER 2014

CRYSTAL CLEAR WATER
 BAXTER FOODS
 SCOTSBURN CO-OPERATIVE
 CO-OP ATLANTIC
 COCA COLA BOTTLING
 PEPSI-QTG
 CEDAR VALLEY SPRINGS
 COTT BEVERAGES
 MORRIS WHOLE
 PROVIGO DISTRIBUTION
 SOBEY'S GROUP
 TRA MARITIMES
 SYSCO SERCA
 LOBLAWS
 BULK BARN FOODS
 ANNE-MARIE GESTION
 BIG 8 BEVERAGES
 C.L. COMEAU CIE
 MCKESSON
 NORTHUMBERLAND CO-OP
 LE GROUPE JEAN COUTU
 A.LASSONDE
 THE TDL GROUP
 MARTIN-BROWER
 HUDON ET DEAUDELIN
 GILBERT MOUNTAIN SPRINGS
 AURA WHOLE FOODS
 HUDSON'S BAY COMPANY
 SYSCO SERCA ATLANTIC
 AU GRAIN DE BLE
 WAL-MART
 ROLLY'S WHOLESALE
 NESTLÉ WATERS
 COSTCO WHOLESALE
 MICHAEL ROSSY
 SHOPPERS DRUG MART
 DIARMID LIMITED
 SCOOP & SAVE
 OCEAN SPRAY INTERNATIONAL
 APPLEMAN FARMS
 FERME BOURGEOIS FARM
 GFS ATLANTIC
 CANADIAN SPRINGS
 SUNOPTA
 ELCO FINE FOODS
 AMWAY-QUIXTAR
 UNISOURCE CANADA
 UPPER 49TH IMPORTS
 NIKOL POULIN
 KARIC SALES
 BIOFORCE CANADA
 DYNAMIC PRINTING
 G.T. WHOLESALE
 SPRING WATER
 4287762 CANADA
 NATIONAL FOCUS
 TREE OF LIFE CANADA
 PURELY JUICE
 BEVERAGE WORLD
 DOLLARAMA
 L.P. MORINDA CANADA CO.
 CANADIAN TIRE CORPORATION
 T.W. GRAHAM
 LIQUIDATION WORLD
 XYIENCE
 BOND LABORATORIES
 MONAVIE LLC
 EAUX VIVES WATER
 COVERED BRIDGE
 CORWIN DISTRIBUTION
 GENERAL NUTRITION CENTRES
 LIBERTE NATURAL FOODS
 DISTRIBUTION MISSUM
 THE BARGAIN SHOP
 HILARY'S SALESMASTER
 BETTER HEALTH BEVERAGE
 DISTAGRO
 THAI INDUSTRIES

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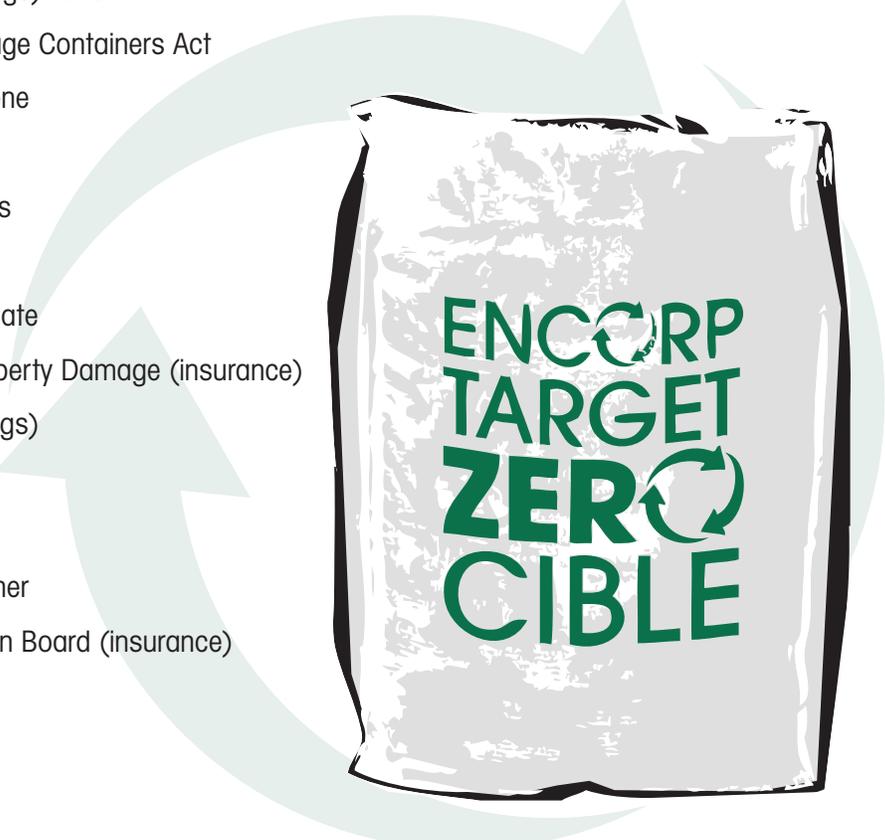
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LIST OF ACRONYMS

- ADT Atlantic Daylight (Savings) Time
- BCA New Brunswick Beverage Containers Act
- HDPE High-Density Polyethylene
- HST Harmonized Sales Tax
- NTS National Traffic Services
- PC Processing Centre
- PET Polyethylene terephthalate
- PLPD Public Liability and Property Damage (insurance)
- PP Polypropylene (Bulk Bags)
- RC Redemption Centre
- RFP Request for Proposal
- UBC Used Beverage Container
- WCB Workers' Compensation Board (insurance)



1.0 Introduction

THIS IS A REQUEST FOR PROPOSAL (RFP) AND NOT A TENDER CALL

The New Brunswick Beverage Containers Act (BCA) was a pioneering piece of legislation in Canada in 1992, formalizing the concept of industry becoming stewards of their product's containers even after use.

Encorp Atlantic Inc. (Encorp) is the non-alcoholic beverage industry's response to post-consumer challenges for New Brunswick. Since then, Encorp, as agent for distributors in New Brunswick, has been at the forefront of the province's stewardship movement, implementing and operating a comprehensive province wide system that meets the requirements of the Act and the needs of consumers to recycle.

Encorp has fully supported the program, fulfilled all its obligations as the agent for more than 75 registered distributors, processed more than three billion containers and contributed over \$106 million to the Environmental Trust Fund from 1992 to the end of March, 2014.

Early on, Encorp developed the EnSys™ system to administer the New Brunswick's deposit-refund program for non-alcoholic beverage containers as a paperless administration. EnSys™ allows Encorp to track and manage the collection, handling and processing of all recyclable containers. This traceability enables full control of all material streams from the collection point back to markets for recycling. In addition, the EnSys™ capacity and versatility allows it to issue electronic payment to vendors.

Our Mission:

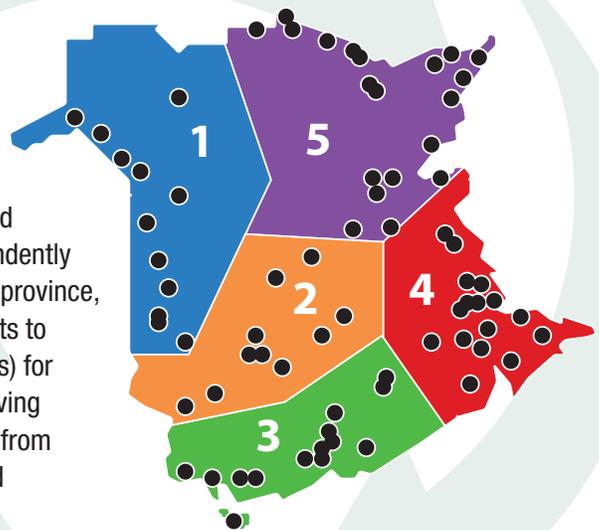
“Encorp Atlantic Inc. provides beverage container waste management services to organizations that distribute deposit-bearing beverage containers in New Brunswick. Encorp is committed to optimizing beverage container redemption levels and costs of recycling those containers while maintaining long term self-sufficiency.”

2.0 Background

2.1 THE BEVERAGE CONTAINER PROGRAM

Effective April 1, 1992 the Province of New Brunswick introduced the New Brunswick Beverage Containers Act and regulations and established a collection network of independently operated Redemption Centre (RC) locations throughout the province, providing convenient access for all New Brunswick residents to enable them to return their used beverage containers (UBCs) for a refund. Currently, 72 operators provide this service, receiving redeemable (i.e. “deposit-applicable”) beverage containers from the public. Encorp pays them a handling fee for service and reimburses them the consumer refund.

A copy of the BCA is available from the Encorp website at:
www.encorpatl.ca/NB/distributor



2.2 MATERIALS MANAGEMENT

Encorp provides RCs with large (bulk) bags to sort and store UBCs. Full bags are regularly picked up by a carrier contracted by Encorp and delivered to the Processing Centre (PC).

UBCs are sorted at the RC by container type (and for certain plastic and glass containers by colour also) and placed in woven polypropylene (PP) bags (“bulk bags”). These full bulk bags are temporarily stored on site and then transported from the RC to a single PC.

The different materials collected through the program and how they are sorted for shipment to the PC are shown in **Appendix A (Sort Categories and Material Descriptions)**.

At the PC, some UBCs may be bought at the door or emptied from the bulk bags and baled by commodity type.

Current Sort List

SORT LIST	
PRODUCT	SORT NO.
Aluminum Cans	1
Glass - Clear	2
PET - Clear 	3
Glass - Coloured	4
PET - Coloured 	5
Other Plastics 	6
Mini Sips / Pouches 	7
Steel Cans	8
Gable Top 	9
Refillable Glass	10
Tetra 	11
HDPE - Translucent 	12
PET - Blue 	13

ENCORP
ATLANTIC INC.
November 1, 2010

Proposed Sort List

SORT LIST	
PRODUCT	SORT NO.
Aluminum Cans	1
Glass - Clear	2
PET - HDPE  	3
Glass - Coloured	4
Gable Top / Tetra  	5
Other Plastics 	6
Mini Sips / Pouches 	7
Steel Cans	8

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ATLANTIC INC.

3.0 Objective

Encorp is seeking to establish a contract to provide **dedicated collection and transportation services** for all UBCs to be delivered to the proposed PC location (see Appendix B). One final proposed PC location will be selected to coincide with the commencement of the Dedicated Collection and Transportation Services Agreement.

The successful proponent (the Carrier) shall be ready to provide adequate, appropriate and logistically convenient service commencing **October 5, 2015** and provide such service on a **province-wide** basis¹. **The contract term shall be for a period of either three (3) or five (5) years.**

Note 1: Due to the critical nature of timely pickups and transportation of materials, the Carrier may anticipate that a contract will contain provisions for suspension on short notice in the event of non-performance by the Carrier, **as prescribed by the BCA.**

4.0 Scope of Work

4.1 COLLECTION AND TRANSPORTATION SERVICES

UBC's come in a variety of material types and sizes including, but not limited to, various plastic resins, aluminum, steel, aseptic, carton and glass.

For purposes relating to this RFP document, dedicated collection and transportation services shall include:

1. Collection/loading of full Bulk Bags from the RCs containing UBCs;
2. collection and transportation service will be a dedicated service, not a backhaul;
3. transport of full Bulk Bags to the selected PC;
4. ensuring deliveries to the selected PC will be Monday to Friday (excluding statutory holidays), normally between the hours of 8 a.m. and 5 p.m.;
5. delivery/unloading of these full Bulk Bags at the selected PC;
6. ensuring that trucks are not docked more than two hours and that they leave the PC's dock no later than 5 p.m.
7. return delivery/unloading of empty Bulk Bags from the selected PC to the RCs as directed by Encorp²;
8. ensuring pickups at RCs will be Monday to Friday, normally between the hours of 8 a.m. and 5 p.m.;
9. development of and adherence to a published pickup schedule which is reasonably convenient for RCs and is in accordance with the Act;
10. planning and electronically publishing RC pick-up schedules by 3 p.m. for the following working day;
11. ensuring that any material delay in a scheduled pickup shall be communicated to the affected RC;
12. proper use and care of the EnSys™ system for tracking UBC materials including proper input of scanner data at the time of bag pickup, as described in Section 4.4 of this RFP;
13. providing documentation to the RC for all Bulk Bags picked up in accordance to Encorp's specifications.

Note 2: The Carrier should anticipate that full bags will be exchanged for empty bags at RC's, on a one-for-one basis or as directed by Encorp.

DESCRIPTION OF ENCORP BULK BAGS

The Encorp beverage container program currently utilizes for the most part a one (1) cubic meter bulk bag for the storage and transportation of UBCs.

Woven Polypropylene (PP) Bulk Bags

Dimensions: (94 centimeters W x 94 centimeters L x 119 centimeters H). **Capacity:** one cubic meter inside volume.

Empty: Nine (9) empty UBC bulk bags are placed inside an empty 10th bulk bag for delivery to and reuse by a collection site;

Refer to Appendix C (Diagrams of Bag Design).

Clear Garbage-type Bags for Sort 7 (Mini-sips/pouches)

Dimensions: 66 centimeters W x 91.5 centimeters H. **Capacity:** 74 liters

Coroplast Bulk Bags for Glass

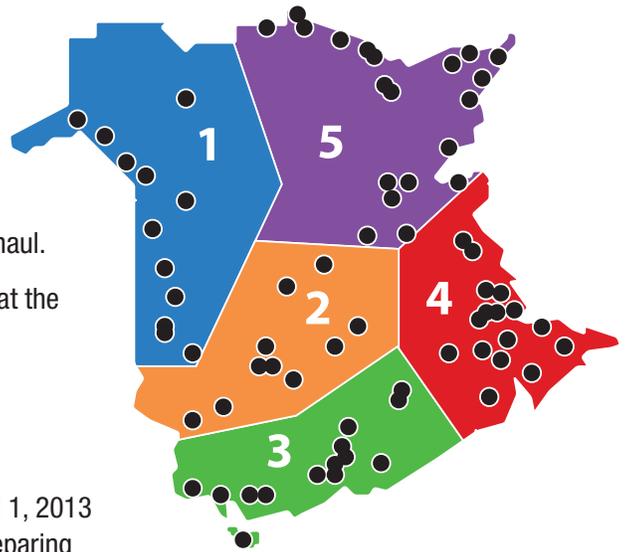
Dimensions: 102 centimeters W x 102 centimeters L x 84 centimeters H. **Capacity:** .87 cubic meter

Empty: Bag is folded up flat and is delivered at RC's, on a one-for-one basis or as directed by Encorp.

4.2 PROVINCE-WIDE TRANSPORTATION SERVICE

Proponents must submit a proposal to provide dedicated province-wide carrier service for all RC's. The collection and transportation service will be a dedicated service, not a backhaul.

A provincial map showing the location of all RC's is available at the Encorp website at www.encorpatl.ca.



4.3 KEY ASSUMPTIONS

Appendix D (Projected Collection Data) provides projected collection data based on actual volumes for the period of April 1, 2013 to March 31, 2014 and is intended to assist proponents in preparing their proposals.

Encorp estimates, but does not warranty or guarantee, that the quantity of bulk bags to be collected will increase each fiscal year.

Appendix E (Listing of Pickup Locations) provides regional and civic data for the 72 RC's and is intended to assist proponents in preparing their proposals.

Encorp has endeavored to ensure the accuracy of information provided in Appendices D and E; however Encorp makes no warranty or guarantee as to their accuracy.

4.4 ENSYS™ SYSTEM

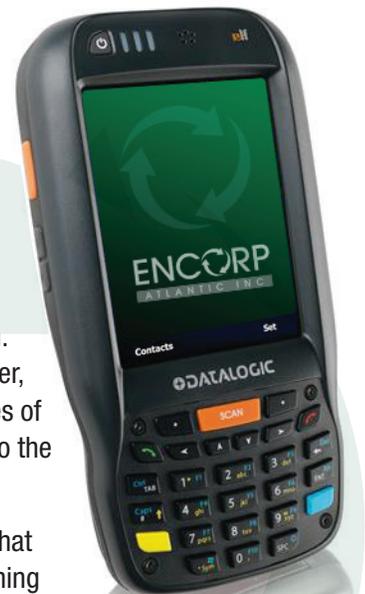
Encorp uses a custom-built software platform for tracking UBC's material, generating reports and issuing payment to service providers. This materials control system is known as EnSys™.

As part of this system Encorp owns and uses portable handheld barcode scanners for collecting and submitting data from field operations. Once this data is received by Encorp, it is used to generate various reports and issue payments.

Encorp will provide all hardware and training required to operate the EnSys™ system. The Carrier shall assign a designated employee to complete this training and thereafter, the Carrier's designated employee shall be responsible for training all other employees of the Carrier as required, to ensure the EnSys™ system operates without interruption to the extent that the Carrier can reasonably be held responsible.

The necessary training shall be provided at no cost to the Carrier with the exception that salary and/or wages and benefits and travel costs for the person(s) attending the training are excluded from Encorp's responsibility and remain the responsibility of the Carrier.

The Carrier shall be required to maintain Encorp hardware in good condition and, with the exception of reasonable wear and tear, will be liable for any damage to or destruction of Encorp hardware.



4.5 CONFLICT OF INTEREST

Encorp reserves the right to disqualify any proponent that in Encorp's sole opinion has an actual or potential conflict of interest or an unfair advantage, whether existing now or is likely to arise in the future, or may permit the proponent to continue after imposing such terms and conditions as Encorp, in its sole discretion, may require.

5.0 Dedicated Collection and Transportation-Proposal Requirements

The proposal must contain, in a single sealed envelope:

- A response to Sections 5.1.1 through 5.1.11, Sections 5.2.1 through 5.2.6, Sections 5.3.1 through 5.3.5 and Sections 5.4.1 through 5.4.3., using **Appendix G (Response Template)** as a format guide.

Proponents are expected to provide a response to each item listed in Section 5, including those items identified with a **PASS/FAIL (P/F)**. Certain clauses in Section 5 are identified by the terminology must/shall and will be evaluated on a **PASS/FAIL** basis. A proposal shall be disqualified from further consideration if any response to a **PASS/FAIL** clause is not supported by proper and adequate detail as or is deemed by the evaluators to be unsatisfactory. All other clauses will be evaluated in accordance with the proposal evaluation criteria described in Section 5 and rated according to the evaluation scheme described in **Appendix F (Proposal Evaluation Criteria)**.

All Mandatory items in section 5.1 must be addressed. Failure to address any one of these items will result in the proponent being disqualified.

Proponents are expected and encouraged to use **Appendix G (Response Template)** as a format guide. A fillable version can be provided electronically upon request.

5.1 MANDATORY

The following are mandatory requirements:

- 5.1.1 Proponents must confirm that, if their proposal is accepted, the successful proponent shall sign a contract (the “Dedicated Collection and Transportation Agreement”³) on or before **June 1, 2015 [P/F]**.

Note 3: The Dedicated Collection and Transportation Agreement will incorporate the content of this RFP and the successful proposal and any other relevant terms.

- 5.1.2 Proponents must include in their price schedules individual per bag fees by sort, for service to collect and transport full UBC bulk bags. The proposed per bag fees shall cover all costs associated with dealing with Encorp materials as identified in Section 4.1 – Collection and Transportation Services and in accordance with Section 5.4 – Pricing Response **[P/F]**.

- 5.1.3 Proponents must confirm that the price schedule included in the Pricing Response Template will be fixed for the term of the contract **[P/F]**.

- 5.1.4 Proponents must provide a concise description, in the proponent’s own words, that indicates a clear understanding of Encorp’s dedicated collection and transportation service requirements, including:

5.1.4.1 Encorp’s objectives and expectations regarding dedicated collection and transportation service;

5.1.4.2 Key challenges and issues facing Encorp with respect to timely delivery of dedicated collection and transportation services; and

5.1.4.3 Strategies the proponent will employ or recommend to address the key challenges and issues identified above **[P/F]**;

- 5.1.5 Proponents must provide confirmation that, if the proposal is accepted, the proponent shall be responsible for contacting the RC's to develop a pickup schedule which is appropriate and convenient for these locations and shall also develop procedures to [P/F]:
- 5.1.5.1 Ensure all locations are advised in advance of a scheduled pickup to confirm quantities of full bulk bags ready for shipment and provide for delivery of appropriate replacement bulk bags;
 - 5.1.5.2 Ensure that any delay in a scheduled pickup shall be communicated promptly to the affected pickup location(s);
- 5.1.6 Proponents must confirm that, if the proposal is accepted, the proponent shall obtain and maintain all permits, licenses, operating certificates and authorities required for transporting Encorp UBCs under applicable provincial, municipal and/or federal legislation AND confirmation that program materials shall be handled in accordance with all standards, rules, instructions and specifications as may be determined by Encorp from time to time [P/F].
- 5.1.7 Proponents must provide evidence of (or evidence of ability to secure) Public Liability and Property Damage (PLPD) insurance for a minimum of five million (\$5,000,000) dollars and, if the proponent's proposal is accepted, arrangements shall be made with the insurer to notify Encorp in the event of cancellation [P/F].
- 5.1.8 Proponents must provide evidence of (or evidence of ability to secure) Workers' Compensation Board (WCB) insurance [P/F].
- 5.1.9 Proponents must provide evidence of their ability to secure a certificate of deposit or either a performance bond or irrevocable letter of credit in the amount of \$100,000 from a Surety Company licensed to do business in New Brunswick, the term of which shall coincide with the term of the Collection and Transportation Agreement [P/F].
- 5.1.10 Proponents must disclose any perceived or real conflict of interest which the proponent believes may or does exist and provide a description of how the proponent intends to deal with a conflict of interest if their proposal is successful OR provide a declaration that the proponent believes there is no conflict of interest⁴ [P/F].
- Note 4:** Failure by a successful proponent to disclose any potential conflict of interest in their response to this RFP and which Encorp subsequently deems to be real shall result in possible disqualification of the proposal.
- 5.1.11 Proponents must complete and sign the **Acceptance of Requirements Form (Appendix H)** [P/F].

5.2 ADMINISTRATIVE

The following are administrative requirements:

- 5.2.1 A hard copy of the proponent's full business registration profile⁵. This should be the complete profile, showing all registration details, including (i) the company's legal name as appropriate for using in a potential contract, (ii) the business registration number, (iii) the current status of registration at the time of your proposal submission and (iv) the most recent registration renewal date. If your registration is not in good standing (status of 'active'), describe your plan to correct this should your firm be selected for a contract emerging from this RFP;

If applicable, the legal name(s) and full business registration profile of any subcontractor⁶.

List all shareholders with full name and addresses as well, and state ownership interests of individual shareholders.

Note 5: If the proponent is an individual whose proposal is submitted under his/her personal name, as shown in his/her proposal, business registration is not required. In this case only, the proponent can disregard the requirements in 5.2.1 if desired, or optionally include the following text in his/her proposal for this sub-section: "This proposal is submitted under the proponent's personal name. Therefore, a business registration profile is not included."

Note 6: Any sub-contracting of services by the successful proponent is subject to prior approval by Encorp.

- 5.2.2 The name, title, address, phone number and email address of the person(s) representing the proponent's company who will be legally responsible for all contractual and financial issues which may arise as a result of responding to this RFP.
- 5.2.3 The name, title, address, phone number and email address of the person duly authorized by the proponent's company to respond to Encorp on all matters related to the content of the response to this RFP.
- 5.2.4 Provide written submissions from two (2) references for which the proponent is currently providing or has recently provided similar services under contract. Each written submission should include:
 - 5.2.4.1 Key contact information, including name, title, phone number and email address;
 - 5.2.4.2 A brief description of the services provided by the proponent and the start date and length of the contract;
- 5.2.5 Indicate a willingness to allow Encorp to place branding on trucks and trailers for outreach and communication.
- 5.2.6 The proposal format reflects substantial adherence to instructions provided.

5.3 TECHNICAL RESPONSE

- 5.3.1 Provide a detailed description of the equipment to be used for dedicated collection and transportation service, including number of tractor units, trailer units (specify length), age, general condition and any other detail you wish to disclose – photos should be included;
- 5.3.2 A detailed contingency plan which can be implemented in the event of equipment or other failure that would interrupt normal pickup and transportation of Encorp UBCs material for a period exceeding 24 hours;
- 5.3.3 Provide details of the proponent's employee health and safety program which satisfies requirements under the New Brunswick **Occupational Health and Safety Act**.
- 5.3.4 Provide a detailed description of your company's experience and capabilities. Experience with previous or existing comparable service agreements should be highlighted in a response. Capabilities may relate to human and capital resources, certain expertise, equipment and/or technology, etc. Also, describe any similarities or differences with respect to current service agreements which may be of benefit or present a challenge if selected as a service provider for Encorp.

- 5.3.5 Provide brief details of your company's Sustainability Statement, if available. Provide brief detail of any environmental initiatives your company has established in your community, or your willingness to do so. As well, provide a detailed description of any environmental action, policies or technologies your company can offer to minimize its carbon footprint (example: flaring on trailers).

5.4 PRICING RESPONSE

- 5.4.1 Provide a proposed price schedule for the provision of collection and transportation services, based on full UBC bags, by sort by completing **Appendix I (Pricing Response Template)**.

Prices must be provided for both a 3 and a 5 year term for all proposed PC locations⁷. The proposed per bag fees shall cover all costs⁸ associated with dealing with Encorp materials as identified in Section 4.1 – Collection and Transportation Services.

Note 7: One final PC location will be selected to coincide with the commencement of the Dedicated Collection and Transportation Services Agreement.

Note 8: Any and all costs which the proponent would normally expect to incur related to and during the term of the agreement, including those costs associated with Collection and Transportation Services (Section 4.1) should be accounted for in the proposed **per bag** fees.

- 5.4.2 Proponents must provide specific details of the calculation of any fuel surcharge per bag, including discount percentage, based on the posted rate of the National Traffic Services (NTS) website, and calculated on truckload rate. Proposed pricing formula for fuel surcharge must be clearly and concisely conveyed in a manner that can be evaluated by Encorp to determine a **total per bag fee**.
- 5.4.3 The price schedule contained within the Pricing Response template shall be shown **net (exclusive) of all applicable taxes**.

6.0 Proposal Submission Procedures

6.1 CLOSING DATE

Proposals must be received by **12 noon (ADT), Friday, January 30, 2015**, and shall be delivered by **regular mail, courier or in person to:**

RFP Collection and Transportation Proposal
c/o General Manager
Encorp Atlantic Inc.
505 Unit D, St. George Street
Moncton, NB, E1C 1Y4

All quotations delivered by regular mail, courier or in person must be sealed and clearly marked **"Quotation – Collection and Transportation Services"**. Proposals received after the closing date and time will not be considered. Proposals sent by email or fax will not be accepted.

6.2 FORMAT

Proposals must be received in a format which follows that provided in the **Response Template (Appendix G)**.

6.3 DISQUALIFICATION

Proposals must be concise and address all mandatory requirements detailed in Section 5 of this RFP document. Failure to do so may cause the proposal to be deemed non-compliant and therefore immediately disqualified. Disqualified proposals will not receive further consideration.

6.4 ACCEPTANCE OF REQUIREMENTS

Proponents shall certify by way of signature that they have read, understood and accepted the terms of the mandatory (Section 5) requirements and agree to the mandatory requirements and that each proponent has provided evidence of his/her ability to meet the mandatory requirements.

Any misrepresentation in the proponent's response revealed through the evaluation process will be cause for immediate disqualification.

The owner or senior executive/manager responsible for submitting the response to this RFP shall complete **Appendix H (Acceptance of Requirements)** and attach it to the response [P/F].

6.5 ADDENDA

Any interpretation or change in the RFP document prior to the closing date will be made by written addendum, which will be numbered, dated and sent to all known proponents. No addendum will be issued after **Tuesday, December 15, 2014**. All addenda shall become part of the RFP document. It shall be the responsibility of the proponent to ensure that he/she has received all addenda or other instructions issued by Encorp during the RFP open period.

6.6 CLARIFICATIONS

Clarifications requested by the proponent must be submitted to the General Manager of Encorp by email (pierre@encorpatl.ca) or regular mail on or before **Friday, December 19, 2014**. Clarifications requested after that date cannot be guaranteed a response. Verbal requests for clarification will not be entertained.

Significant clarifications will be made in the form of an addendum which will be sent to all known proponents.

6.7 OWNERSHIP OF RFP RESPONSES AND ACCESS TO INFORMATION

All documents, including RFP responses, submitted to Encorp become the property of Encorp Atlantic Inc. By submitting a proposal, the Proponent thereby agrees to possible disclosure of its content. Any information the proponent considers 'personal information' or 'confidential information' because of its proprietary nature should be marked as "confidential" and will be subject to appropriate consideration **but** cannot be guaranteed protection from disclosure.

Encorp maintains the right to make additional copies of all responses for its internal evaluation process and provide copies to its management, staff and advisors.

7.0 Proposal Evaluation Procedures

7.1 EVALUATION

7.1.1 To assist in the evaluation of the Responses, Encorp may, but is not required to:

- Conduct reference checks relevant to the proposal with any or all of the references cited, in a response to verify all information regarding a proponent and rely on and consider any relevant information from such cited references in the evaluation of responses; and/or
- Conduct any background investigations that it considers necessary in the course of the evaluation process and consider any relevant information resulting in the evaluation of responses; and/or
- Conduct site inspections relevant to the proposal of the proposed PC location cited in a response prior to evaluating a proponent's Technical Response and rely on and consider any relevant information from such site inspections in the evaluation of responses.

7.1.2 Encorp will evaluate the proposals and reserves the following rights:

- To reject any proposal not meeting the requirements as outlined in the RFP document;
- To reject any or all proposals if deemed unsatisfactory; and
- To enter into negotiations with one of the proponents submitting a proposal prior to a final award.

7.2 SCORING

7.2.1 Encorp will evaluate all submissions against a uniform set of **Proposal Evaluation Criteria (Appendix F)**.

7.2.2 Proposals failing to provide a response or evidence/confirmation addressing each of these requirements may be deemed non-compliant and immediately disqualified and, in any event, failure to address requirements identified by **P/F (PASS/FAIL)** shall be cause to deem the proposal non-compliant and immediately disqualified.

7.2.3 The proponent who achieves the lowest calculated average per bag price (inclusive of fuel surcharge) will receive the maximum points allowable under Section 5.4. All other similarly qualified proponents will receive a rating determined by dividing their calculated average per bag price (inclusive of fuel surcharge) into the lowest calculated average per bag price (inclusive of fuel surcharge) and multiplying by the maximum points allowable.

EXAMPLE

Proponent	Cost	Calculation	Point
1	\$ 4	lowest	50 (maximum)
2	\$ 5	$4/5*50=$	40
3	\$ 6	$4/6*50=$	33.5
Prices quoted must exclude HST			

OPTIONAL

Encorp may contact proponents to request an oral presentation to verify proposal information and/or validate scoring of the proposal prior to selecting the successful proponent. If so, the objectives, requirements and evaluation criteria for the presentation will be provided when the invitation to present is extended. Adequate time for preparation will be provided.

7.3 NOTIFICATION

The final proponents will be formally notified by email or regular mail of the acceptance of their proposal on or before **Friday, February 27, 2015**.

7.4 AWARDING OF CONTRACT

The awarding of any contract as a result of this RFP shall be at the sole discretion of Encorp. The successful proponent shall enter into an agreement with Encorp as administrator of all contractual obligations related to the dedicated collection and transportation services to be provided.

In the event that Encorp and a successful proponent are unable to finalize and enter into a contract on or before **June 1, 2015**, Encorp shall have the right to enter into negotiations with an alternative proponent for the award of a contract and Encorp shall have no other responsibility to the original final proponent with whom a contract could not be finalized.

7.5 TIMELINES

The milestones and related key dates (subject to adjustment at the discretion of Encorp) below are for the proponent's reference.

1. RFP released	December 01, 2014
2. Last day for additional addenda	December 15, 2014
3. Last day for addendum questions	December 19, 2014
4. RFP closes (12 noon Atlantic Time)	January 30, 2015
5. Proposal review/reference checks	February 02-20, 2015
6. Notify final proponents	February 27, 2015
7. Complete contract with successful proponent	June 01, 2015
8. Successful proponent commence service	October 05, 2015

8.0 Disclaimer

This RFP document does not constitute an offer, nor promise to offer to enter into any business agreement or relationship, nor should any intent to enter into a contract, agreement or relationship be construed. It is a guidance document to assist proponents in preparing proposals to provide collection and transportation services for Encorp.

Encorp reserves the right to reject any or all proposals or to accept any proposal which it may consider to be in its best interest. Encorp will not be responsible for any costs incurred by proponents in preparing a response to this RFP document.

THIS IS A REQUEST FOR PROPOSAL (RFP) AND NOT A TENDER CALL

Appendix A

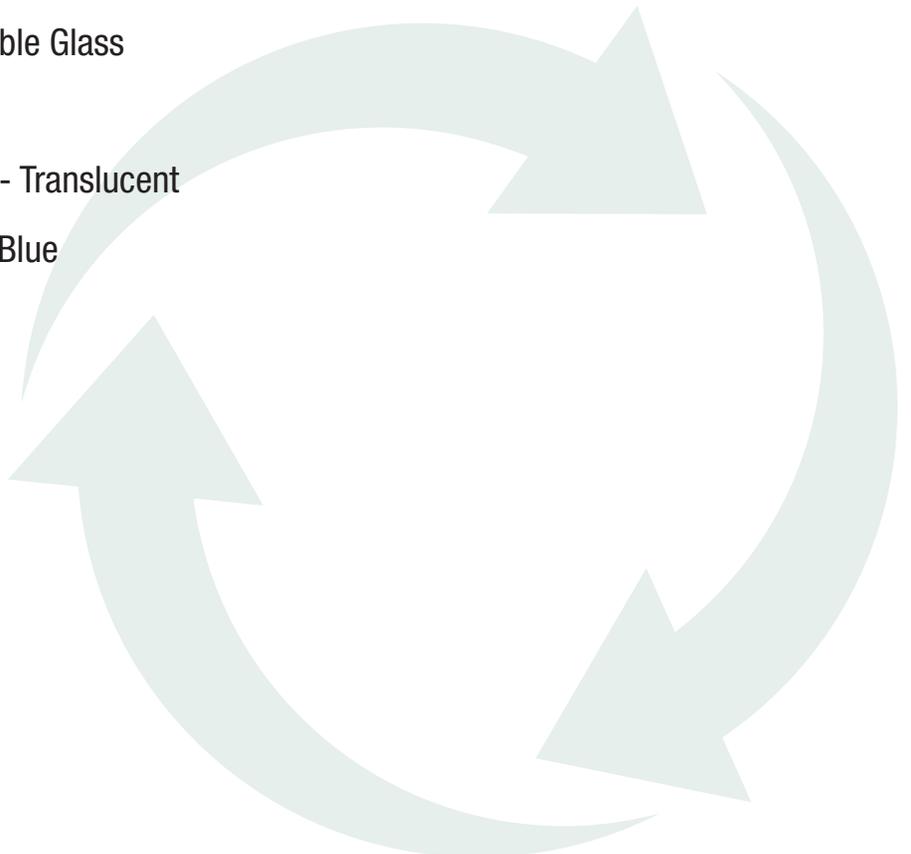
Sort Categories and Material Descriptions

Existing Sort Categories and Material descriptions

Sort 1	Aluminum
Sort 2	Glass - Clear
Sort 3	PET- Clear
Sort 4	Glass - Coloured
Sort 5	PET - Coloured
Sort 6	Other Plastics
Sort 7	Mini Sips / Pouches
Sort 8	Steel
Sort 9	Gable Top
Sort 10	Refillable Glass
Sort 11	Tetra
Sort 12	HDPE - Translucent
Sort 13	PET - Blue

Proposed Sort Categories and Material descriptions

Sort 1	Aluminum
Sort 2	Glass - Clear
Sort 3	PET and HDPE
Sort 4	Glass - Coloured
Sort 5	Gable Top and Tetra
Sort 6	Other Plastics
Sort 7	Mini Sips / Pouches
Sort 8	Steel



Appendix B

Proposed PC Delivery Locations

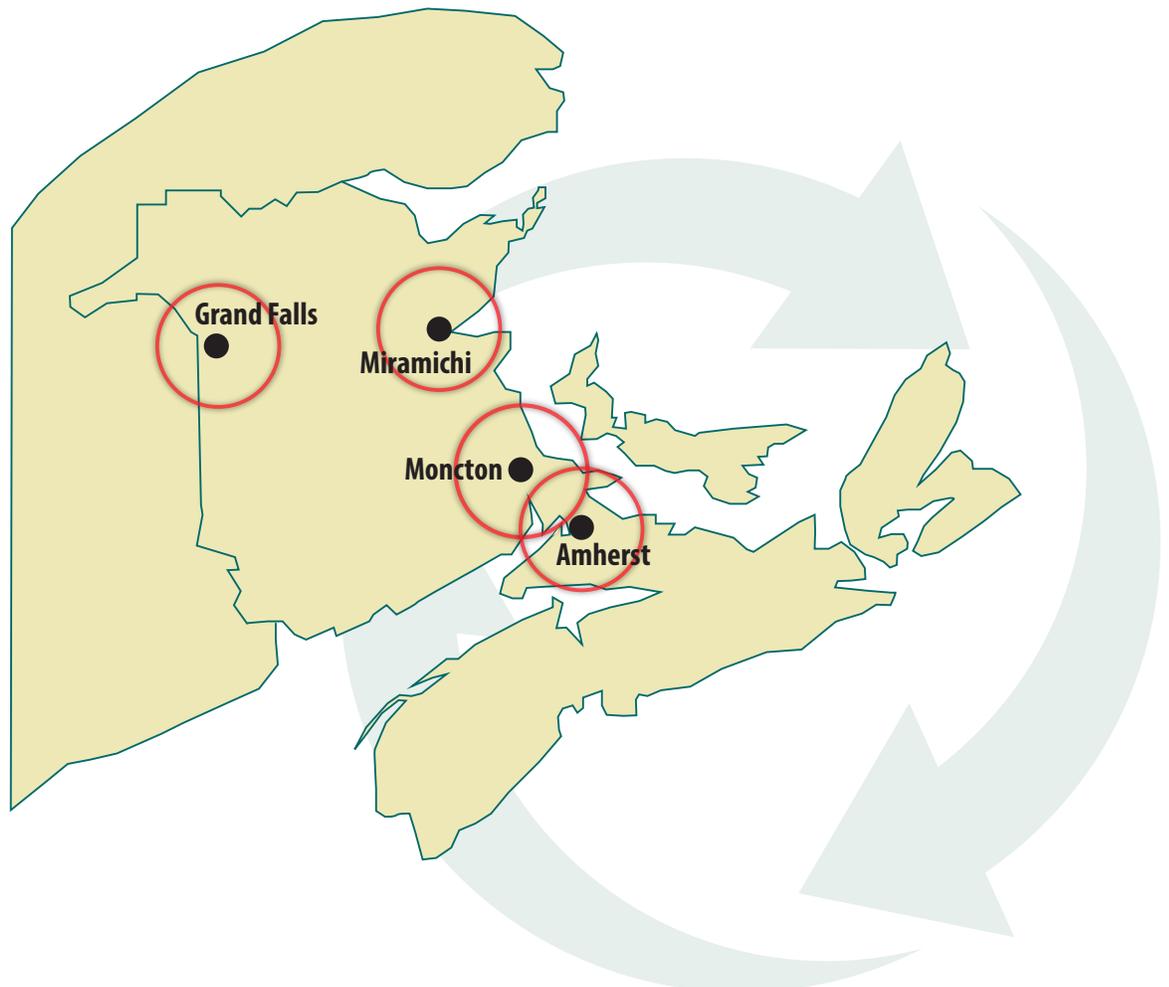
Amherst, Nova Scotia

Grand Falls, New Brunswick

Miramichi, New Brunswick

Moncton, New Brunswick

One final PC location will be selected to coincide with the commencement of the Dedicated Collection and Transportation Services Agreement.



Appendix C

(page 1 of 3)

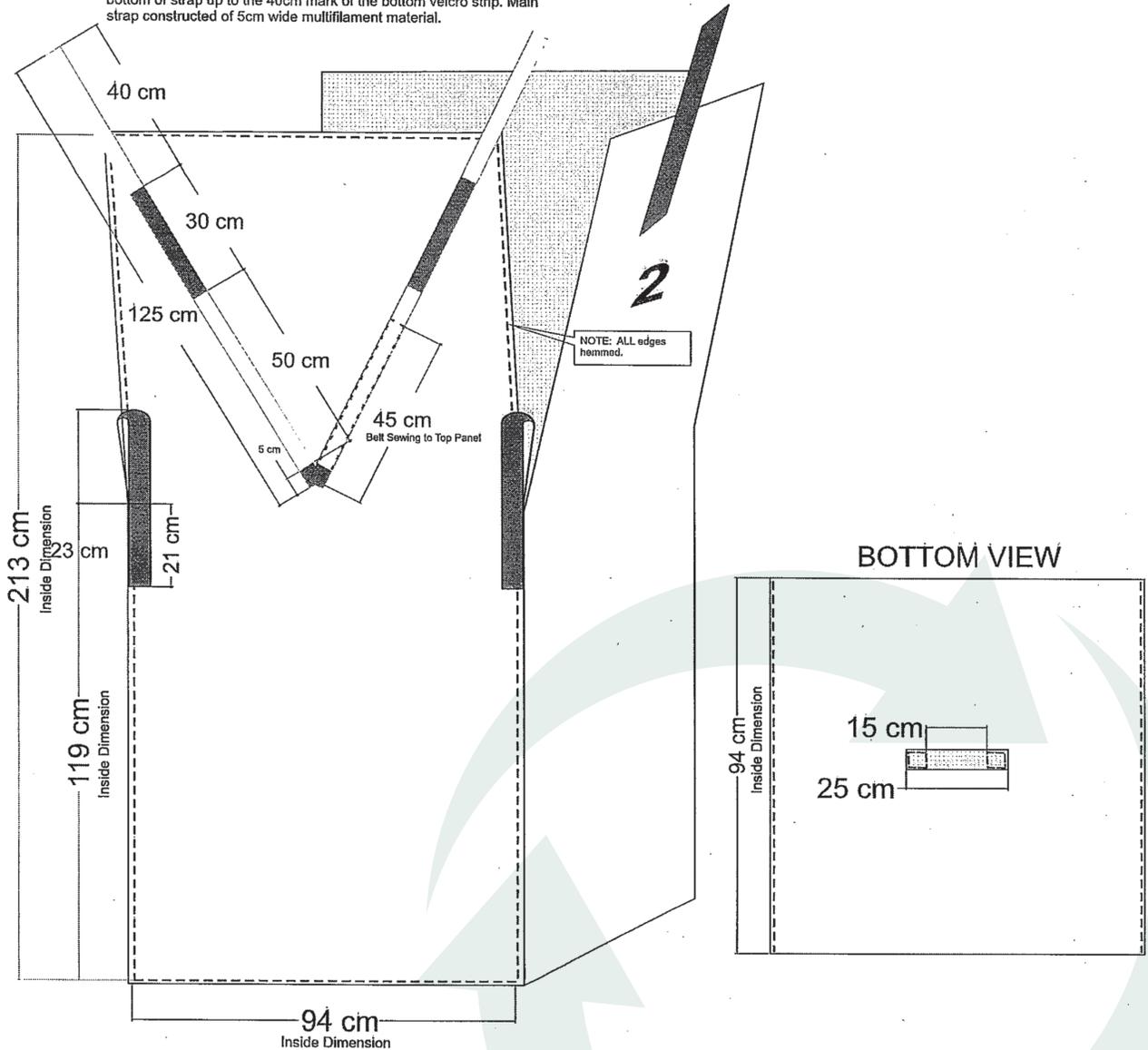
Diagram of Bag Design

Closure Straps:

2 Velcro Strips

Top one 40cm Long, soft velcro material; Bottom one 50cm Long, located 5cm from bottom of main strap.

Total Strap length = 125cm. Straps located 4cm from top of main bag body. Sewing for straps to top flap material is 45cm from bottom of strap up to the 40cm mark of the bottom velcro strip. Main strap constructed of 5cm wide multifilament material.



Appendix C

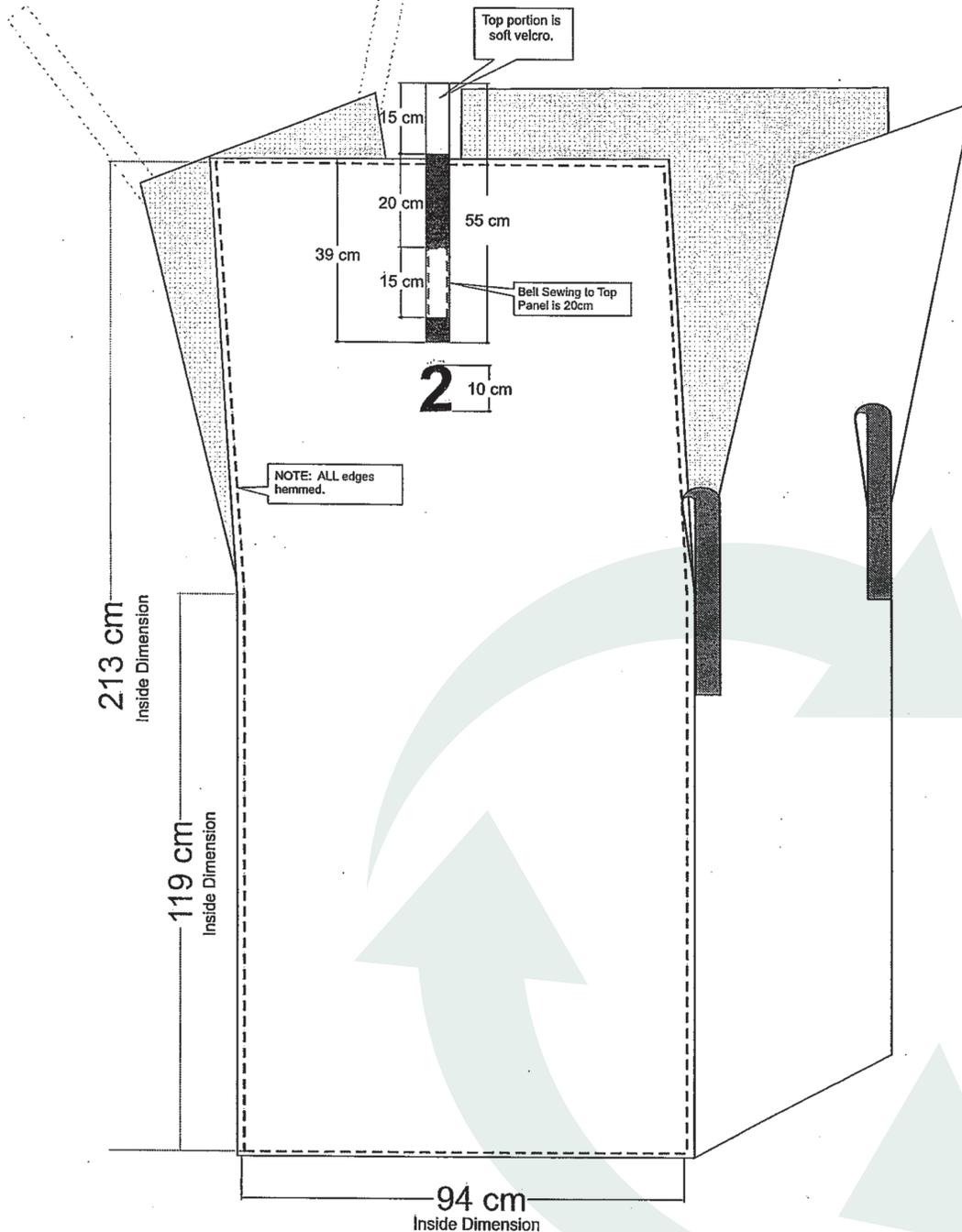
(page 2 of 3)

Diagram of Bag Design

Closure Strap:

2 Velcro Strips

Top one 15cm Long, soft velcro material; Bottom one 15cm Long, located 5cm from bottom of main strap. Total Strap length = 55cm. Strap located 39cm from top of Top Panel material. Belt Sewing for strap to top flap material is 20cm. Strap constructed of 5cm wide multifilament material.



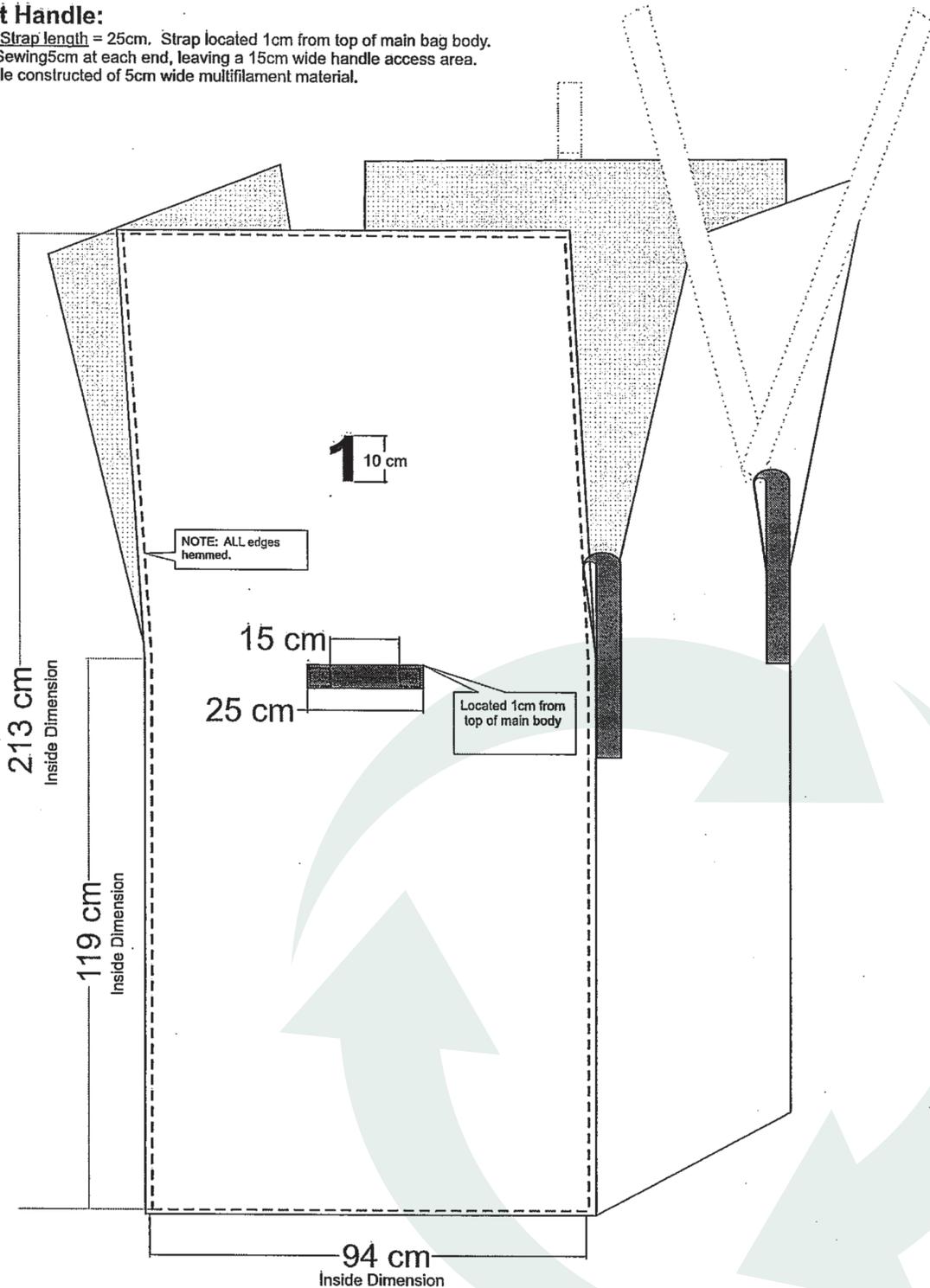
Appendix C

(page 3 of 3)

Diagram of Bag Design

Belt Handle:

Total Strap Length = 25cm. Strap located 1cm from top of main bag body.
Belt Sewing 5cm at each end, leaving a 15cm wide handle access area.
Handle constructed of 5cm wide multifilament material.



Appendix D

Projected Collection Data

Sort #	Material	Projected Annual Bag Volumes
Sort 1	Aluminum	35,700
Sort 2	Glass - Clear	830
Sort 3	PET- Clear	85,910
Sort 4	Glass - Coloured	1,450
Sort 5	PET - Coloured	10,890
Sort 6	Other Plastics	1,200
Sort 7	Mini Sips / Pouches	1,570
Sort 8	Steel	1,230
Sort 9	Gable Top	6,970
Sort 10	Refillable Glass	-
Sort 11	Tetra	4,030
Sort 12	HDPE - Translucent	6,790
Sort 13	PET - Blue	3,380
Estimated Total bags		159,950

Volumes per Regions (Bulk Bags)

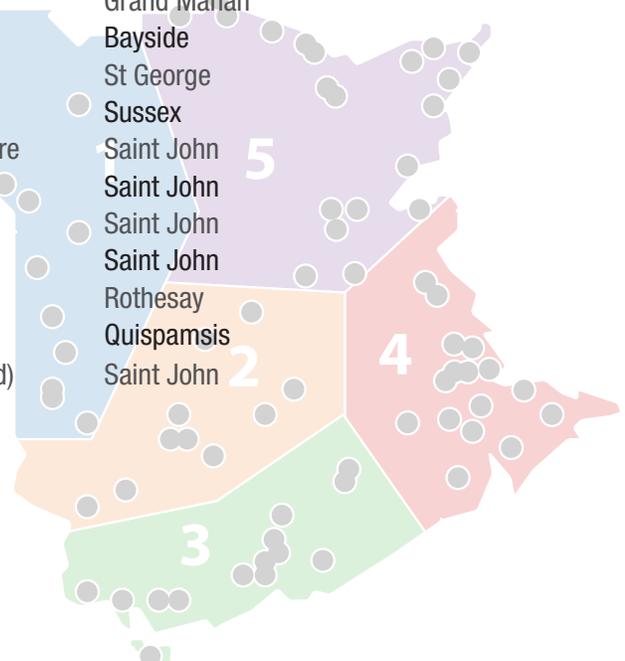
Regions	Aluminum	PET	Glass	Other	Estimated Bags
1	4,550	11,430	240	2,410	18,630
2	5,250	14,670	350	3,000	23,270
3	7,600	23,690	450	5,380	37,120
4	9,840	25,880	660	5,900	42,280
5	8,470	24,500	580	5,100	38,650
Total	35,710	100,170	2,280	21,790	159,950

Appendix E

(page 1 of 2)

Listing of Pickup Locations

CENTRE	REGION	NAME	LOCATION
BC02-01	1	Vail's Bottle Exchange	Woodstock
BC02-02	1	Gilbert M. Rioux Et Fils Ltd.	Grand Falls
BC02-03	1	R & R Bottle Exchange	Perth-Andover
BC02-04	1	Comm.Ind.Employment Vocational Asso	Woodstock
BC02-06	1	Maple View Redemption Centre	Plaster Rock
BC02-07	1	Crain's Bottle Depot Ltd.	Bath
BC06-15	1	Friendly's Bottle Exchange	Lower Brighton
BC08-01	1	Maurice Thibodeau Redemption Centre	Riviere Verte
BC08-02	1	J. & L. Bottle Exchange	Edmundston
BC08-03	1	Atelier Des Copains Co-Op Ltee.	St Francois-De-Madawaska
BC08-06	1	One Stop Redemption Centre	St Leonard Parent
BC03-04	2	Coles Bottle Depot	Harvey Station
BC06-09	2	Denton's Bottle Exchange	Minto
BC06-12	2	Brooks Redemption Centre	Hartfield
BC06-23	2	Best Metals Bottle Exchange	Fredericton
BC06-25	2	Harris Redemption Centre	Harvey, York Co
BC06-26	2	Northside Redemption Centre	Fredericton
BC06-27	2	Southside Redemption Centre	Fredericton
BC06-28	2	Oromocto Redemption Centre	Oromocto
BC06-29	2	Clark's Bottle Exchange	Chipman
BC03-16	3	Charlotte County Can & Bottle	St Stephen
BC03-19	3	Village Of Grand Manan	Grand Manan
BC03-24	3	Charlotte County Can & Bottle	Bayside
BC03-25	3	Charlotte County Can & Bottle	St George
BC05-03	3	Norrad's Bottle Exchange	Sussex
BC07-02	3	Hawkes Bottle Exchange & Red.Centre	Saint John
BC07-13	3	Fundy Redemption Centre	Saint John
BC07-15	3	Grand Bay Redemption Centre	Saint John
BC07-18	3	Golden Mile Redemption Centre	Saint John
BC07-21	3	Pub's Bottle Exchange	Rothesay
BC07-25	3	Valley Redemption Centre	Quispamsis
BC07-26	3	Airport General Store (649459 NB Ltd)	Saint John

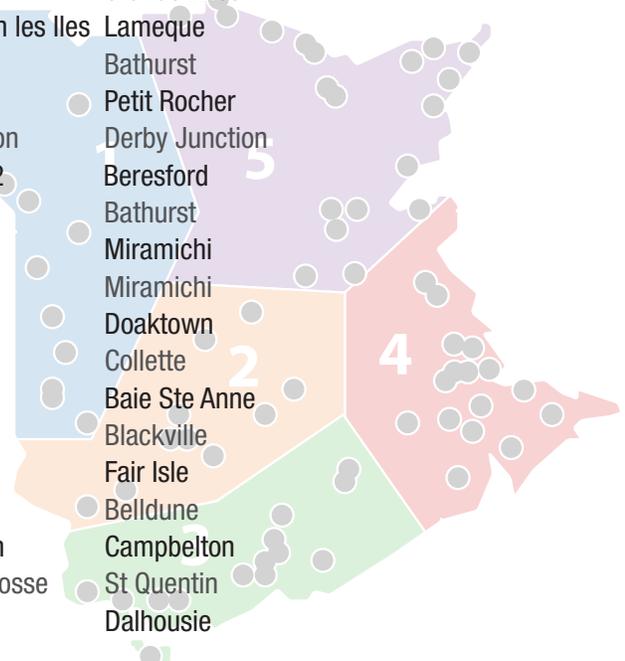


Appendix E

(page 2 of 2)

Listing of Pickup Locations

BC04-02	4	Cocagne Variety Ltd.	Cocagne
BC04-07	4	Aldei Savoie Bottle Exchange	Bouctouche
BC04-10	4	Recyclage Kent Recycling Inc.	St Louis de Kent
BC04-11	4	St. Antoine Bottle Exchange	St Antoine
BC04-12	4	K & R Bottle Exchange Ltd.	Rexton
BC12-01	4	Les Entreprise A. Richard Ltee	Cap Pele
BC12-06	4	Wheaton's All-In-One	Sackville
BC12-08	4	Gorber's Bottle Exchange	Moncton
BC12-22	4	Riverview Bottle Exchange Inc.	Riverview
BC12-24	4	Horsman Bottle Exchange Inc.	Salisbury
BC12-25	4	Assoc. pour l'Intégration communautaire de Memramcook	Memramcook
BC12-26	4	Valley Glass Recycling Ltd.	Dieppe
BC12-27	4	Betts General Store Inc.	Riverside-Albert
BC12-28	4	M.T. Bottles	Sackville
BC12-29	4	Hillsborough Recycling Depot	Hillsborough
BC12-30	4	Valley Redemption Centre Inc.	Moncton
BC12-31	4	Valley Redemption Centre Inc.	Moncton
BC12-32	4	Shediac Redeem Centre & Supplies Ltd.	Shediac
BC12-33	4	Encorp Atlantic Inc.	Moncton
BC01-01	5	CEC Enterprises	Caraquet
BC01-04	5	Investissement N. et N. McGraw Ltee	Tracadie
BC01-10	5	Centre de Remboursement Inkerman	Inkerman
BC01-11	5	Recyclage Peninsule Ltee	Grande Anse
BC01-12	5	Centre de remboursement Shippagan les Iles	Lameque
BC09-01	5	Bottle Exchange Centre	Bathurst
BC09-05	5	Recyclage Chaleur	Petit Rocher
BC09-07	5	Miramichi Scrap Metals & Redemption	Derby Junction
BC09-11	5	Recyclage Beresford Recycling (2012	Beresford
BC09-12	5	AIM Recycling Bathurst Ltd.	Bathurst
BC10-01	5	Hebert's Bottle Exchange	Miramichi
BC10-07	5	Doran's Recycling	Miramichi
BC10-12	5	Porter's Redemption Centre	Doaktown
BC10-14	5	Caissie's Recycling	Collette
BC10-17	5	B.S.A. Recycling	Baie Ste Anne
BC10-19	5	Pai-Can Recyclers Inc.	Blackville
BC10-21	5	Dépaneur Fair Isle	Fair Isle
BC11-07	5	Rosengren's Bottle Exchange	Belldune
BC11-11	5	Marina Bottle Exchange-Campbellton	Campbellton
BC11-12	5	Centre de Remboursement Gaetan Bosse	St Quentin
BC11-13	5	Billy's Bottle Exchange & Salvage	Dalhousie



Appendix F

Proposal Evaluation Criteria

Proposal Evaluation Criteria					
Section		Criterion	Relevance/ Maximum Score		Refer- ence Page Number
5.0		Proposal Requirements			
5.1		Mandatory			
	5.1.1	Confirmation – shall sign contract on or before June 1, 2015	P/F		
	5.1.2	Pricing schedule has separate per bag fee for each sort	P/F		
	5.1.3	Confirmation that price schedule shall be fixed for term of the contract	P/F		
	5.1.4	Concise description of Encorp dedicated collection and transportation service	P/F		
	5.1.5	Confirmation of intent to contact RC's to develop pickup schedules	P/F		
	5.1.6	Confirmation of intent and ability to obtain and maintain necessary permits, licences, operating certificates, etc.	P/F		
	5.1.7	Evidence – PLPD insurance (\$5M) and arrangement for cancellation notification	P/F		
	5.1.8	Evidence – WCB insurance	P/F		
	5.1.9	Evidence – ability to secure performance bond or letter of credit (\$100K)	P/F		
	5.1.10	Conflict of interest disclosed or statement that there is no conflict	P/F		
	5.1.11	5.1.11 Acceptance of Requirements form completed	P/F		
5.2		Administrative			
	5.2.1	Full business registration profile OR submitted under personal name		1	
	5.2.2	Contact info re contractual/financial issues relating to response to RFP		1	
	5.2.3	Contact information re all matters relating to response to RFP		1	
	5.2.4	Written submission from two (2) references		1	
	5.2.5	Indicate a willingness to allow Encorp to place branding on trucks and trailers		1	
	5.2.6	Format reflects substantial adherence to instructions provided.		1	
5.3		Technical Response			
	5.3.1	Detailed description of equipment, including photos		14	
	5.3.2	Detailed contingency plan in event of pickup delay.		10	
	5.3.3	Detailed description of health and safety program that meets legislation		5	
	5.3.4	Detailed description of experience and capabilities		10	
	5.3.5	Sustainability Statement		5	
		Subtotal A		50	
5.4		Pricing Response			
	5.4.1	Price schedule (net of taxes) will be scored independently		50	
		Subtotal B		50	
		Maximum Score Possible		100	

Legend: P/F = Pass/Fail (i.e. inclusion or absence of evidence associated with criterion will immediately determine if proposal warrants further consideration)

Appendix G

(page 1 of 5)

Response Template

5.1 MANDATORY

5.1.1 Proponents must confirm that, if their proposal is accepted, the successful proponent shall sign a contract (the “Dedicated Collection and Transportation Agreement”³) on or before **June 1, 2015** [P/F].

Note 3: The Dedicated Collection and Transportation Agreement will incorporate the content of this RFP and the successful proposal and any other relevant terms.

5.1.2 Proponents must include in their price schedules individual per bag fees by sort, for service to collect and transport full UBC bulk bags. The proposed per bag fees shall cover all costs associated with dealing with Encorp materials as identified in Section 4.1 – Collection and Transportation Services and in accordance with Section 5.4 – Pricing Response [P/F].

5.1.3 Proponents must confirm that the price schedule included in the Pricing Response Template will be fixed for the term of the contract [P/F].

5.1.4 Proponents must provide a concise description, in the proponent’s own words, that indicates a clear understanding of Encorp’s dedicated collection and transportation service requirements, including:

5.1.4.1 Encorp’s objectives and expectations regarding dedicated collection and transportation service;

5.1.4.2 Key challenges and issues facing Encorp with respect to timely delivery of dedicated collection and transportation services; and

5.1.4.3 Strategies the proponent will employ or recommend to address the key challenges and issues identified above [P/F].

5.1.5 Proponents must provide confirmation that, if the proposal is accepted, the proponent shall be responsible for contacting the RC’s to develop a pickup schedule which is appropriate and convenient for these locations and shall also develop procedures to [P/F] :

5.1.5.1 Ensure all locations are advised in advance of a scheduled pickup to confirm quantities of full bulk bags ready for shipment and provide for delivery of appropriate replacement bulk bags;

5.1.5.2 Ensure that any delay in a scheduled pickup shall be communicated promptly to the affected pickup location(s).

- 5.1.6 Proponents must confirm that, if the proposal is accepted, the proponent shall obtain and maintain all permits, licenses, operating certificates and authorities required for transporting Encorp UBCs under applicable provincial, municipal and/or federal legislation AND confirmation that program materials shall be handled in accordance with all standards, rules, instructions and specifications as may be determined by Encorp from time to time [P/F].

- 5.1.7 Proponents must provide evidence of (or evidence of ability to secure) Public Liability and Property Damage (PLPD) insurance for a minimum of five million (\$5,000,000) dollars and, if the proponent's proposal is accepted, arrangements shall be made with the insurer to notify Encorp in the event of cancellation [P/F].

Provide:
Copy of policy "Declarations" page(s) OR
Quote and accompanying letter from a broker clearly stating that the proponent is pre-approved for required coverage

- 5.1.8 Proponents must provide evidence of (or evidence of ability to secure) Workers' Compensation Board (WCB) insurance [P/F].

Provide:
Copy of Letter of Good Standing OR
Quote and accompanying letter from WCB clearly stating that the proponent is eligible for required coverage

- 5.1.9 Proponents must provide evidence of their ability to secure a certificate of deposit or either a performance bond or irrevocable letter of credit in the amount of \$100,000 from a Surety Company licensed to do business in New Brunswick, the term of which shall coincide with the term of the Collection and Transportation Agreement [P/F].

Attach letter from a Surety Company which clearly indicates that, if the Proponent's proposal is accepted by Encorp, the company will extend to the successful Proponent, a performance bond or irrevocable letter of credit in the required amount OR and accompanying letter from the proponent's bank stating that the proponent has the necessary funds to secure a certificate of deposit in the required amount

- 5.1.10 Proponents must disclose any perceived or real conflict of interest which the proponent believes may or does exist and provide a description of how the proponent intends to deal with a conflict of interest if their proposal is successful OR provide a declaration that the proponent believes there is no conflict of interest⁴ [P/F].

Note 4: Failure by a successful proponent to disclose any potential conflict of interest in their response to this RFP and which Encorp subsequently deems to be real shall result in possible disqualification of the proposal.

- 5.1.11 Proponents must complete and sign the **Acceptance of Requirements Form (Appendix H)** [P/F].
Attach the completed and signed Acceptance of Requirements Form

5.2 ADMINISTRATIVE

The following are administrative requirements:

- 5.2.1 A hard copy of the proponent's full business registration profile⁵. This should be the complete profile, showing all registration details, including (i) the company's legal name as appropriate for using in a potential contract, (ii) the business registration number, (iii) the current status of registration at the time of your proposal submission and (iv) the most recent registration renewal date. If your registration is not in good standing (status of 'active'), describe your plan to correct this should your firm be selected for a contract emerging from this RFP;

If applicable, the legal name(s) and full business registration profile of any subcontractor⁶.

List all shareholders with full name and addresses as well, and state ownership interests of individual shareholders.

Note 5: If the proponent is an individual whose proposal is submitted under his/her personal name, as shown in his/her proposal, business registration is not required. In this case only, the proponent can disregard the requirements in 5.2.1 if desired, or optionally include the following text in his/her proposal for this sub-section: "This proposal is submitted under the proponent's personal name. Therefore, a business registration profile is not included."

Note 6: Any sub-contracting of services by the successful proponent is subject to prior approval by Encorp.

**Attach hardcopy of full business registration profile OR
If not in good standing, describe plan to correct if selected for a contract OR
If submitting proposal under personal name, state "This proposal is submitted under the proponent's personal name. Therefore, a business registration profile is not included"**

Shareholder Name	Ownership Interest (%)	Address

- 5.2.2 The name, title, address, phone number and email address of the person(s) representing the proponent's company who will be legally responsible for all contractual and financial issues which may arise as a result of responding to this RFP.

Name	Title	Address	Phone	Email

- 5.2.3 The name, title, address, phone number and email address of the person duly authorized by the proponent's company to respond to Encorp on all matters related to the content of the response to this RFP.

Name	Title	Address	Phone	Email

5.2.4 Provide written submissions from two (2) references for which the proponent is currently providing or has recently provided similar services under contract. Each written submission should include:

5.2.4.1 Key contact information, including name, title, phone number and email address;

5.2.4.2 A brief description of the services provided by the proponent and the start date and length of the contract.

Provide one written submission from each reference

5.2.5 Indicate a willingness to allow Encorp to place branding on truck and trailer for outreach and communication.

5.2.6 The proposal format reflects substantial adherence to instructions provided.

This criterion does not require a response

5.3 TECHNICAL RESPONSE

5.3.1 Provide a detailed description of the equipment to be used for dedicated collection and transportation service, including number of tractor units, trailer units (specify length), age, general condition and any other detail you wish to disclose – photos should be included.

Provide an itemized listing of equipment with descriptions of make, model, age, capacity and general condition and provide photos.

5.3.2 A detailed contingency plan which can be implemented in the event of equipment or other failure that would interrupt normal pickup and transportation of Encorp UBCs for a period exceeding 24 hours.

5.3.3 Provide details of the proponent's employee health and safety program which satisfies requirements under the New Brunswick **Occupational Health and Safety Act**.

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5.3.4 Provide a detailed description of your company's experience and capabilities. Experience with previous or existing comparable service agreements should be highlighted in a response. Capabilities may relate to human and capital resources, certain expertise, equipment and/or technology, etc. Also, describe any similarities or differences with respect to current service agreements which may be of benefit or present a challenge if selected as a service provider for Encorp.

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5.3.5 Provide brief details of your company's Sustainability Statement, if available. Provide brief details of any environmental initiatives your company has established in your community or your willingness to do so. As well, provide a detailed description of any environmental action, policies or technologies your company can offer to minimize its carbon footprint (example: flaring on trailers).

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5.4 PRICING RESPONSE

- 5.4.1 Provide a proposed price schedule for the provision of collection and transportation services, based on full UBC bags, by sort by completing **Appendix I (Pricing Response Template)**.

Prices must be provided for both a 3 and a 5 year term for all proposed PC locations⁷.

The proposed per bag fees shall cover all costs⁸ associated with dealing with Encorp materials as identified in Section 4.1 – Collection and Transportation Services.

Note 7: One final PC location will be selected to coincide with the commencement of the Dedicated Collection and Transportation Services Agreement.

Note 8: Any and all costs which the proponent would normally expect to incur related to and during the term of the agreement, including those costs associated with Collection and Transportation Services (Section 4.1) should be accounted for in the proposed **per bag** fees.

Complete Appendix I – Pricing Response Template

- 5.4.2 Proponents must provide specific details of the calculation of any fuel surcharge per bag, including discount percentage, based on the posted rate of the National Traffic Services (NTS) website, and calculated on truckload rate. Proposed pricing formula for fuel surcharge must be clearly and concisely conveyed in a manner that can be evaluated by Encorp to determine a **total per bag fee**.
- 5.4.3 The price schedule contained within the Pricing Response template shall be shown **net (exclusive) of all applicable taxes**.

Ensure all price schedules are net (exclusive) of HST



Appendix H

Acceptance of Requirements

On behalf of _____, I hereby certify that:

- a. We have read, understood and accept the terms of the mandatory requirements;
- b. We agree to the mandatory requirements; and
- c. We have provided evidence of our ability to meet the mandatory requirements contained in this Request for Proposal, identified by the terminology “**must**” or “**shall**” or indicated as **Pass/Fail [P/F]**.

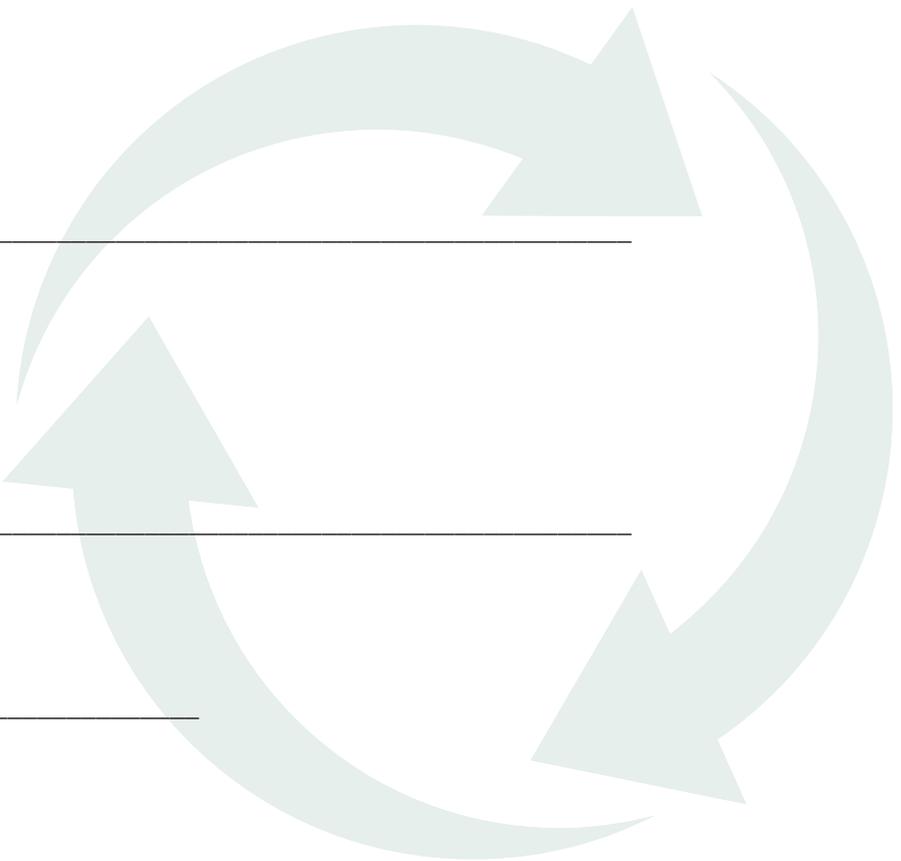
We understand that if, during the evaluation process, Encorp concludes that we have made any misrepresentation in our response regarding such minimum requirements, we will be disqualified from this competition.

Name of Executive Sponsor (print):

Signature of Executive Sponsor:

Title of Executive Sponsor:

Date: _____



Appendix I

Pricing Response Template - Proposed Price Schedule Template

3 year contract - Price per Bag Delivered to:

			Amherst NS	Grand Falls NB	Miramichi NB	Moncton NB
Sort 1	Aluminum Cans	35,700				
Sort 2	Glass - Clear	830				
Sort 4	Glass - Coloured	1,450				
Sort 3	PET - Clear	85,910				
Sort 5	PET - Coloured	10,890				
Sort 13	PET - Blue	3,380				
Sort 12	HDPE - Translucent	6,790				
Sort 6	Other plastics	1,200				
Sort 7	Mini Sips / Pouches	1,570				
Sort 8	Steel	1,230				
Sort 9	Cartons	6,970				
Sort 11	Tetra	4,030				

Estimated total bags 159,950

5 year contract - Price per Bag Delivered to:

			Amherst NS	Grand Falls NB	Miramichi NB	Moncton NB
Sort 1	Aluminum Cans	35,700				
Sort 2	Glass - Clear	830				
Sort 4	Glass - Coloured	1,450				
Sort 3	PET - Clear	85,910				
Sort 5	PET - Coloured	10,890				
Sort 13	PET - Blue	3,380				
Sort 12	HDPE - Translucent	6,790				
Sort 6	Other plastics	1,200				
Sort 7	Mini Sips / Pouches	1,570				
Sort 8	Steel	1,230				
Sort 9	Cartons	6,970				
Sort 11	Tetra	4,030				

Estimated total bags 159,950

* Price is net of HST and Fuel surcharge.

Note: For proponents wishing to add fuel surcharge, formula for fuel surcharge must be clearly and concisely conveyed in a manner that can be evaluated by Encorp to determine a total per bag rate. On a separate sheet detail proposed fuel surcharge formula.