

Request for Proposal

Post-Consumer Beverage Containers Processing and Materials Management Services for Encorp Atlantic Inc.

Issued by Encorp Atlantic Inc.

	SORT NO.
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ches	7
	8

ENCORP
ATLANTIC INC

PRODUCT	SC
Aluminum Cans	
Glass - Clear	
PET - HDPE	
Glass - Coloured	
Gable Top / Tetra	
Other Plastics	
Mini Sips / Pouches	
Steel Cans	

April 1, 2015

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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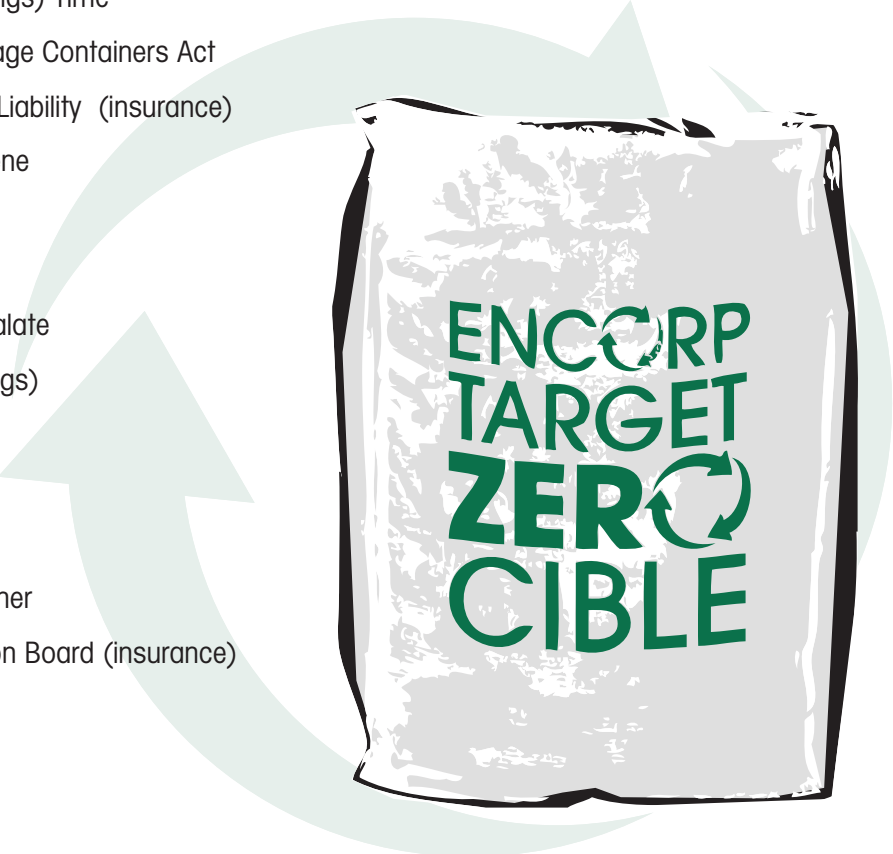
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LIST OF ACRONYMS

- ADT Atlantic Daylight (Savings) Time
- BCA New Brunswick Beverage Containers Act
- CGL Commercial General Liability (insurance)
- HDPE High-density Polyethylene
- HST Harmonized Sales Tax
- PC Processing Centre
- PET Polyethylene terephthalate
- PP Polypropylene (bulk bags)
- QC Quality Control
- 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 stewardship 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 requirement 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 3.0 billion containers and contributed over \$106 million to the NB 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:

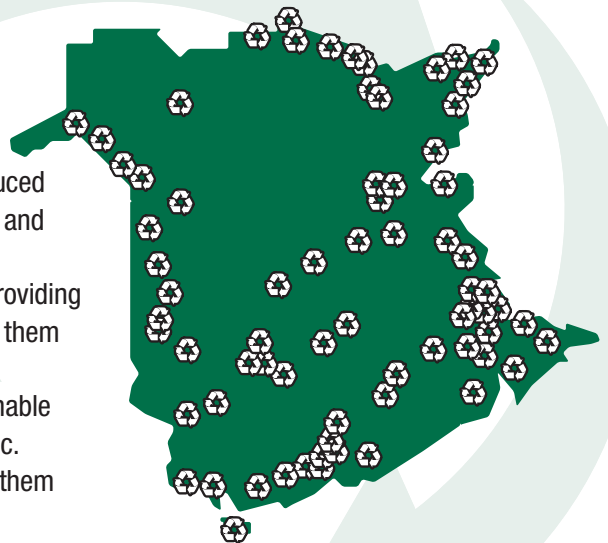
“Encorp Atlantic Inc. provides beverage container waste management services to organizations that distribute deposit-bearing beverage containers in New Brunswick. Encorp is committed to optimizing beverage container redemption levels and costs of recycling those containers while maintaining long term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



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 Processing Centre (PC). The PC may process the recovered recyclable beverage containers to a market ready condition as directed by Encorp, or assume ownership of some materials at their door, in which case the PC can process and market these materials independently.

2.2 PROCESSING AND 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 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, all UBCs are emptied from the bulk bags and baled by commodity type and briefly stored for either shipment to market or other destination, as directed by Encorp¹.

For processed (crushed/broken) glass, the PC shall temporarily store such glass in rigid tubs supplied by the PC to await shipment to market. Tubs shall be of sufficient quantity to temporarily store approximately the equivalent of two tractor trailer loads. Alternatively, storage bunkers for crushed/broken glass that is able to accommodate this same volume can be used as long as the glass storage area is divided into separate sections that are capable of accommodating the two glass sorts (clear and coloured).










Note 1: Ownership of all materials received, processed and shipped by the PC is retained by Encorp unless otherwise stipulated via contract between the service provider and Encorp.


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

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



3.0 Objective

Encorp is seeking to establish a contract for **processing and materials management services. Term of the contract shall be either three (3) or five (5) years.**

The successful Proponent shall be ready to provide adequate, appropriate and efficient service on **October 5, 2015** and shall provide such service on a New Brunswick **province-wide** basis.

4.0 Scope of Work

4.1 PROCESSING AND MATERIALS MANAGEMENT SERVICES

UBCs 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, processing and materials management services shall include:

1. Unloading, receiving² and temporary storage of all full UBC bulk bags delivered to the PC by an Encorp designated carrier; receiving deliveries from the designated carrier normally between the hours of 8 a.m. and 5 p.m, Monday to Friday (excluding statutory holidays);
2. baling of UBCs held in temporary storage by commodity type, using an adequate and appropriate baler technology which will achieve bale specifications meeting industry standards and/or as required by Encorp (see sub-section 5.3.3);
3. crushing of glass UBCs in accordance with industry specifications;
4. tagging of each UBC bale to specifications meeting market requirements and/or as required by Encorp;
5. separating (by commodity type) for indoor temporary storage of UBC bales and glass to await shipment to market or other destination as directed by Encorp;
6. loading and shipping of UBC bales to market or other destination as directed by Encorp and using an Encorp designated carrier;
7. loading and shipping glass to market or other destinations as directed by Encorp and using an Encorp designated carrier;
8. booking Encorp designated carriers when loads are ready;
9. charging all scanners required for the operation of the EnSys™ Data System;
10. isolating full bulk bags designated by Encorp for quality control (QC) and storing within a designated area until they are inspected;
11. inspecting all empty bulk bags for integrity and continued use as required by Encorp;
12. setting aside and maintaining a written record of any rejected empty bulk bags for return to Encorp in accordance with specific procedures prescribed by Encorp;
13. storing new and empty bulk bags until they are ready to be reused by a redemption centre;
14. preparing UBC bag “totes”³, i.e. placing 9 empty UBC bulk bags inside an empty 10th bulk bag for delivery to and reuse by a collection site.

Note 2: The tracking of all Encorp materials is facilitated using handheld scanner technology and which is conducted at the PC location during various stages of materials handling, including receiving and shipping – see sub-section 4.4 – EnSys™ System for more detail.

Note 3: The successful Proponent should anticipate that full bags will be replaced/exchanged with empty bags 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 RC;

Refer to Appendix B (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: 0.87 cubic meter inside volume.

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

Stacking and unloading: When full, bags may arrive at a PC not more than three-high on trailer floor unless compacted. If compacted, bags may be stacked four-high and four-wide on trailer floor. Trailer containing non-compacted bags will have, on average, 80 bags when full. Trailer with compacted bags will have, on average, a minimum of 250 bags when full.

4.2 QUALITY CONTROL

Encorp will require the PC to provide QC services in connection with sampling of 2.5% to 5% of the full bulk bags picked up at RCs. Sampling of these bulk bags are on a random statistical basis (Count Adjustment Model). The contents are verified with respect to count, contamination, and eligibility for refund.

The PC would need to provide these QC services in accordance with specific procedures prescribed by Encorp.

The PC would also be required:

- Achieve accurate and verifiable counts;
- to provide a separate area within its plant for the storage of full bulk bags selected for QC;
- provide an adequate space, suitably equipped for two QC inspectors to work efficiently and effectively;
- provide trained QC inspectors as required to handle increased or seasonal workloads with the operation of a second shift if necessary; and
- provide continuous, remote access, real-time video monitoring of the inspection process using two dedicated cameras. Copies of all video records will be supplied to Encorp.

Should Encorp deem the Proponent to be in a conflict of interest in the performance of QC services, then an alternative option will be sought.

4.3 KEY ASSUMPTIONS

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

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

Encorp has endeavoured to ensure the accuracy of information provided in **Appendix C**; however Encorp makes no warranty or guarantee as to its accuracy.

4.4 ENSYS™ SYSTEM

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

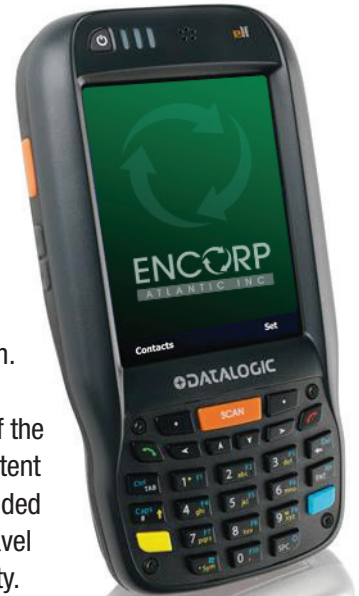
As part of this system, Encorp owns and uses portable handheld barcode scanners for collecting and submitting data from field operations. Once this data is received by Encorp, it is used to generate various reports and issue payments.

Encorp will provide all hardware and training required to operate the EnSys™ system. The PC shall assign a designated employee to complete this training and thereafter, the PC's designated employee shall be responsible for training all other employees of the PC as required to ensure the EnSys™ system operates without interruption to the extent that the PC can reasonably be held responsible. The necessary training shall be provided at no cost to the PC 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.

The PC shall be required to maintain Encorp hardware in good condition and, with the exception of reasonable wear and tear, shall 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 Processing and Materials Management - Proposal Requirements

The proposal must contain, in a single sealed envelope:

- A response to Sections 5.1.1 through 5.1.10, Sections 5.2.1 through 5.2.5, Sections 5.3.1 through 5.3.7 and Sections 5.4.1 through 5.4.4., using **Appendix E (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 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 D (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 E** (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 “Processing Centre Agreement”⁴) on or before June 1, 2015 **[P/F]**.

Note 4: The Processing Centre 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 handle 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 – Materials Processing and Section 4.2 – Quality Control 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 confirm that the proposed PC facility will be open to accommodate Encorp designated carriers between a minimum of the hours of 8 am and 5 pm local time, Monday through Friday with the exception of statutory or civic holidays **[P/F]**.

- 5.1.5 Proponents must provide evidence or ability to secure forklifts and scales suitable for handling and weighing all baled UBC materials for the duration of the contract⁵ **[P/F]**.

Note 5: Scales to conform to the Canadian Weights and Measures Regulations – V and VI

http://laws-lois.justice.gc.ca/eng/regulations/C.R.C.,_c._1605/

- 5.1.6 Provide evidence or ability to secure Commercial General Liability (CGL) insurance in an aggregate amount not less than \$3 million **[P/F]**.

- 5.1.7 Provide evidence or ability to secure Workers' Compensation Board (WCB) insurance [P/F]
- 5.1.8 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 their respective province, the term of which shall coincide with the term of the Processing Centre Agreement [P/F].
- 5.1.9 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 interest⁶ [P/F].
- Note 6:** 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.
- 5.1.10 Proponents must complete and sign the **Acceptance of Requirements Form (Appendix F)** [P/F].

5.2 ADMINISTRATIVE

The following are administrative requirements:

- 5.2.1 Provide a hard copy of the Proponent's full business registration profile⁷. 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 subcontractor⁸.

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

Note 7: 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 8: 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 The proposal format reflects substantial adherence to instructions provided.

5.3 TECHNICAL RESPONSE

- 5.3.1 Provide a detailed description of the proposed premises⁹ to be used as a processing and materials management facility, including approximate age and type of structure, total square footage, exits, loading areas/docks, heating and ventilation systems, smoke/carbon monoxide detectors, fire extinguishers, sprinkler and/or other fire suppression systems, first aid, eyewash and any other safety stations, indoor and outdoor security measures/surveillance devices, yard surface and any other detail you wish to disclose. Photos and floor plans should be included.
- 5.3.2 Specify available square footage⁹ for the safe and efficient handling of Encorp materials in:
- Receiving/shipping area
 - Storage area¹⁰ – include space for full bulk bags awaiting processing or shipment, processed UBC bales awaiting shipment and empty bulk bags awaiting shipment
 - Processing/baling area
 - Quality control area

Note 9: Encorp may conduct site inspections of the proposed PC location prior to evaluating the Proponent's Technical Response to ascertain that, in the opinion of Encorp, the proposed PC location is in good general repair and has sufficient available square footage for the safe and efficient handling of Encorp materials.

Note 10: Note that all processed UBC materials awaiting shipment to markets must be stored inside to ensure consistent market quality.

- 5.3.3 Provide a detailed description of the proposed baler(s) to be used for processing UBC materials received in bulk bags – photo(s) and spec sheet(s) should be attached as part of the response to this section. Achievable bale weights must be highlighted for the various UBC commodity types (including but not limited to: PET, HDPE, aluminum, steel and aseptic) as well as the achievable processing capacity in terms of tons or tonnes per hour for each UBC commodity type – please specify if short ton or metric tonne.

Also include hopper capacity – please specify if cubic yards or cubic meters.

Provide a detailed description of the proposed equipment/processes to be used for the accurate count of all bulk bags selected for QC.

- 5.3.4 A detailed contingency plan which can be implemented in the event of equipment or other unforeseen events that would interrupt normal processing of Encorp UBC material for a period exceeding 72 hours.
- 5.3.5 Provide details of the proposed employee health and safety program which satisfies requirements under the **Occupational Health and Safety Act** for the proposed PC location's respective province.

- 5.3.6 Provide a detailed description of your company's experience and capabilities. Experience with previous or existing comparable service agreements should be highlighted in your 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.
- 5.3.7 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.

5.4 PRICING RESPONSE

- 5.4.1 Provide a proposed price schedule for the provision of processing, materials management and QC services, based on full UBC bags, by sort by completing the Pricing Response template in **Appendix G**. Prices must be provided for both a three (3) year and a five (5) year term.
- The proposed per bag fees for processing shall cover all costs¹¹ associated with dealing with Encorp materials as identified in Section 4.1.
- The proposed per bag fee for QC shall cover all costs associated with dealing with Encorp quality control services as identified in Section 4.2.

Note 11: 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 Processing, Materials Management Services (Section 4.1) and QC (Section 4.2) should be accounted for in the proposed **per bag** fees.

Complete Appendix G – Pricing Response Template

- 5.4.2 Proponents wishing to assume ownership of **all** plastic (Sorts 3, 5, 6, 7, 12 and 13) at their door must submit two separate price schedules, one which responds to the needs of Section 4.1 and one which responds to the ownership of the material.
- 5.4.3 Proponents wishing to assume ownership of **all** plastics **must** provide two pricing formulas for the purchase of PET and HDPE:
1. For the combination of all PET and HDPE together. (Sort 3,5, 12 and 13)
 2. For PET to be separated by existing Sort categories (Appendix A).

Preference will be given to Proponents having the ability to accept all plastics with caps on.

Proponents wishing to assume ownership of the material must clearly and concisely convey the proposed pricing formula in a manner that can be clearly evaluated by Encorp.

Proponents **may not** propose to buy selected volumes or sorts without proposing to buy the **entire** volume of all plastics.

- 5.4.4 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.

6.0 Proposal Submission Procedures

6.1 CLOSING DATE/TIME

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 Processing and
Materials Management

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 – Processing and Materials Management 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 E)**. A fillable version can be provided electronically upon request.

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 F** 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 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 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. 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

7.1.2 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 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.

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

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

The Proponent who achieves the lowest calculated net average per bag price will receive the maximum points allowable under Section 5.4. All other similarly qualified Proponents will receive a rating determined by dividing their calculated net average per bag price into the lowest calculated net average per bag price 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 processing, materials management and QC 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 successful 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 Proponents' reference.

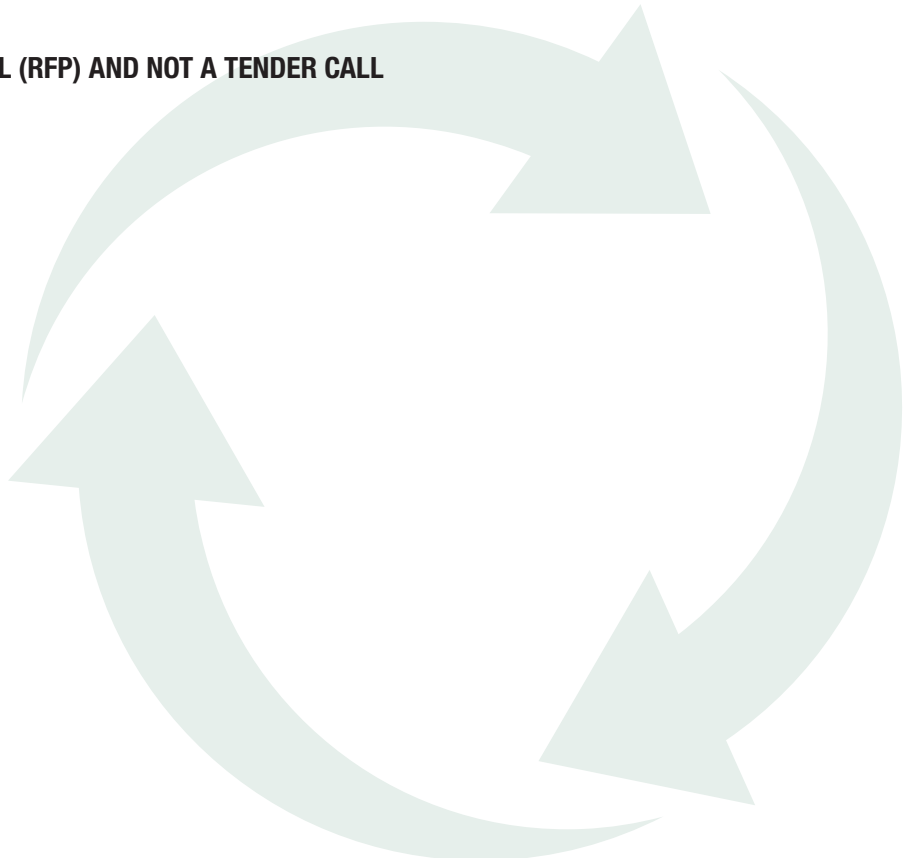
1. RFP released	December 8, 2014
2. Last day for additional addenda	December 15, 2014
3. Last day for addendum questions	December 19, 2014
4. RFP closes (12 noon Atlantic Time)	January 30, 2015
5. Proposal review/reference checks	February 02-20, 2015
6. Notify final Proponents	February 27, 2015
7. Complete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

8. 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 processing, material management and QC 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

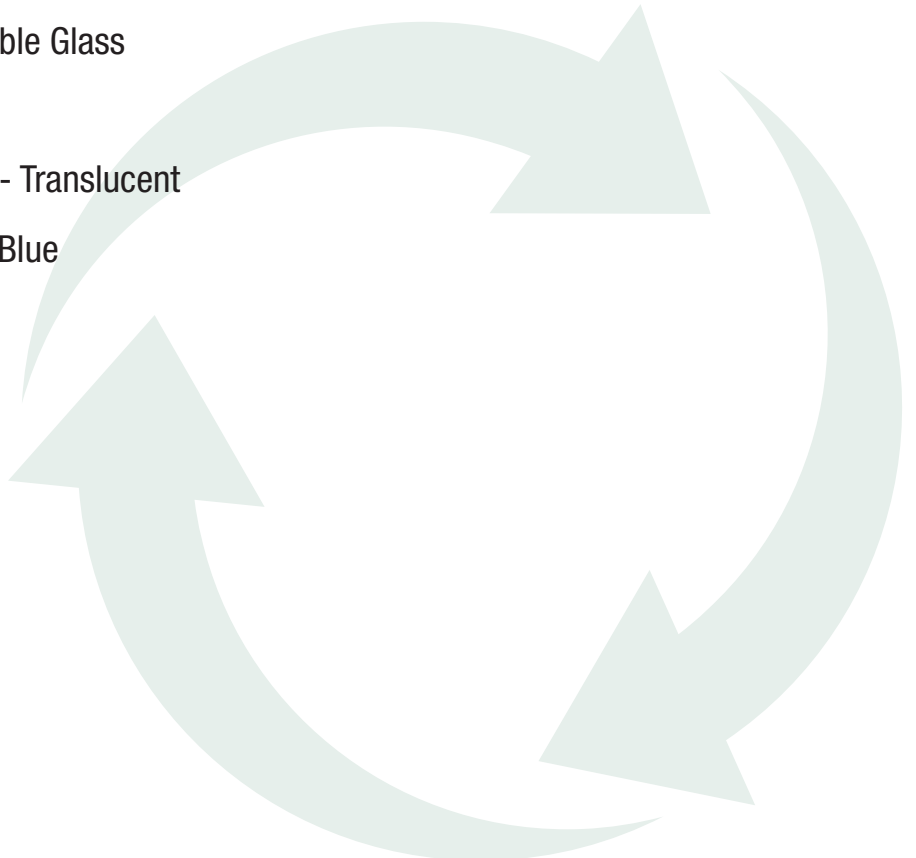
Sort Categories and Material Descriptions

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

(page 1 of 3)

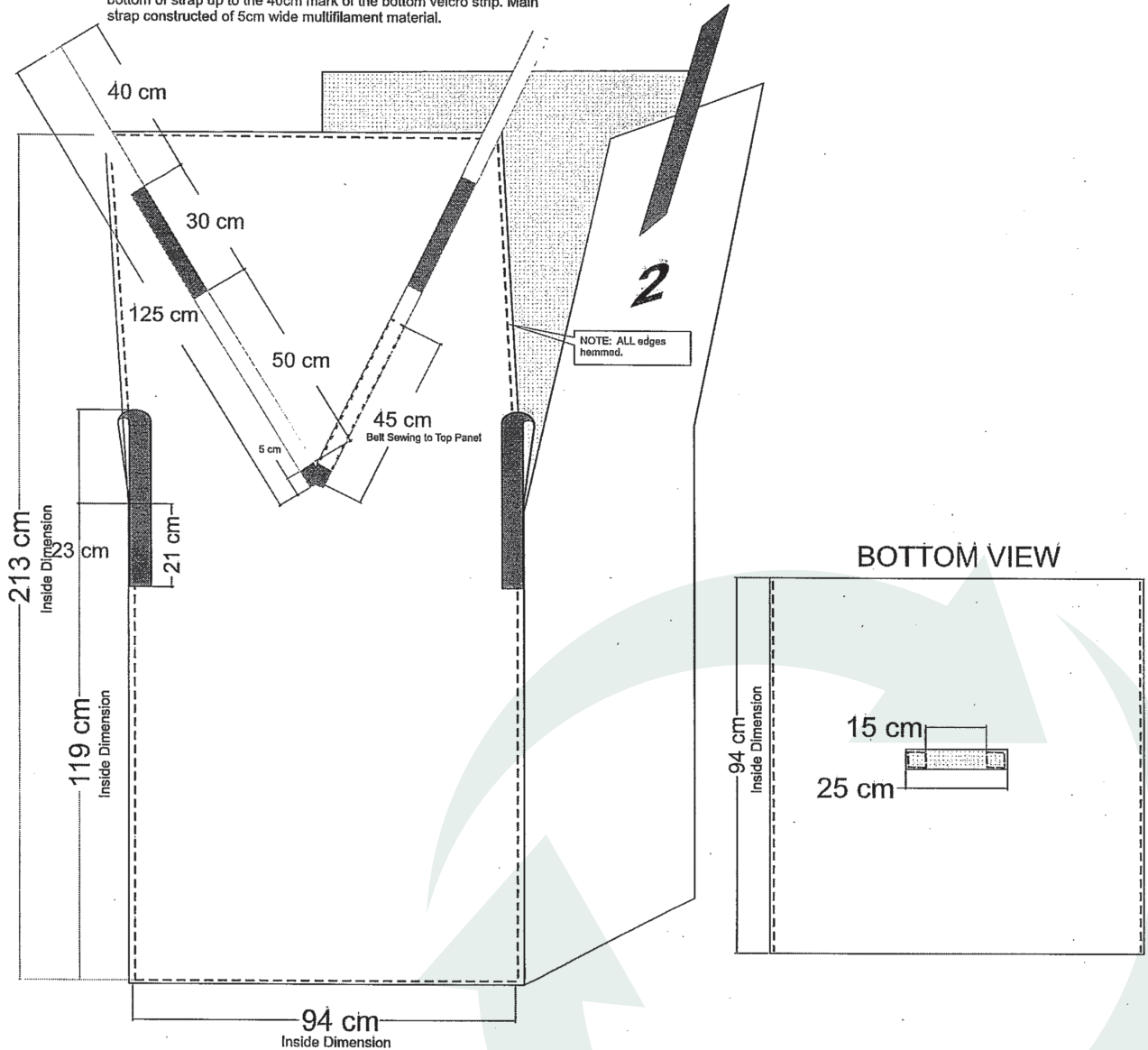
Diagram of Bag Design

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 B

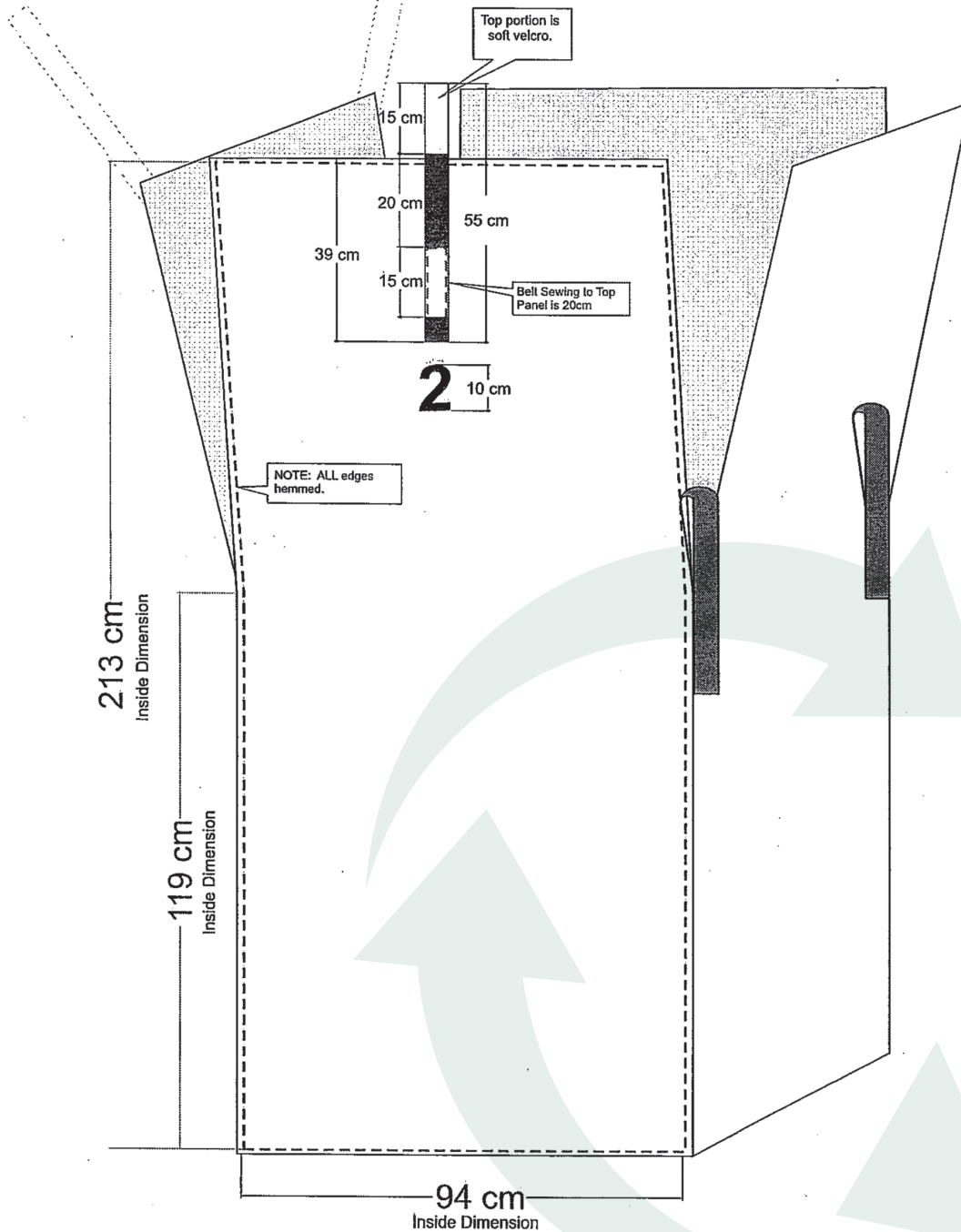
(page 2 of 3)

Diagram of Bag Design

Closure Strap:

2 Velcro Strips

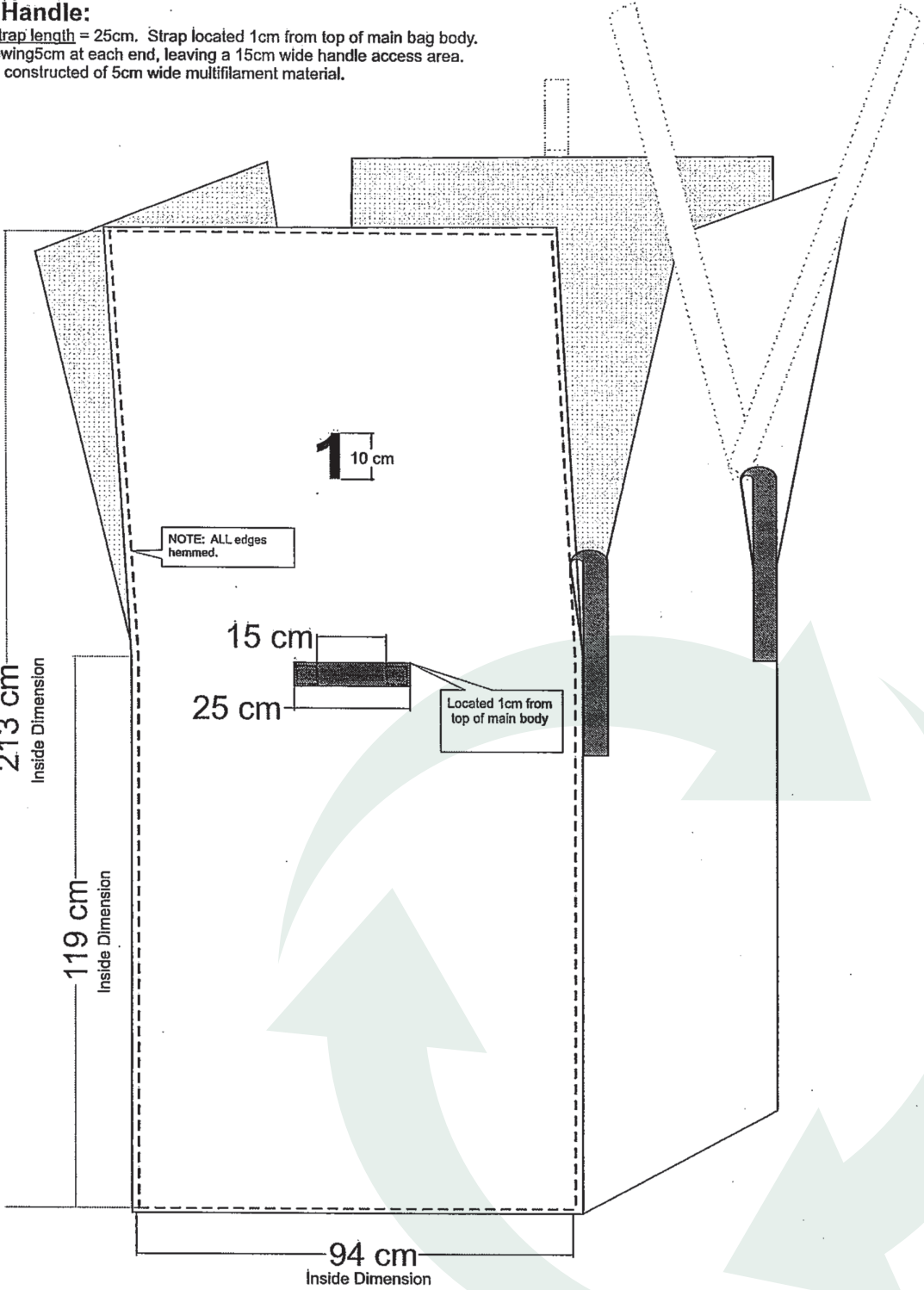
Top one 15cm Long, soft velcro material; Bottom one 15cm Long, located 5cm from bottom of main strap. Total Strap length = 55cm. Strap located 39cm from top of Top Panel material. Belt Sewing for strap to top flap material is 20cm. Strap constructed of 5cm wide multifilament material.



Appendix B
(page 3 of 3)
Diagram of Bag Design

Belt Handle:

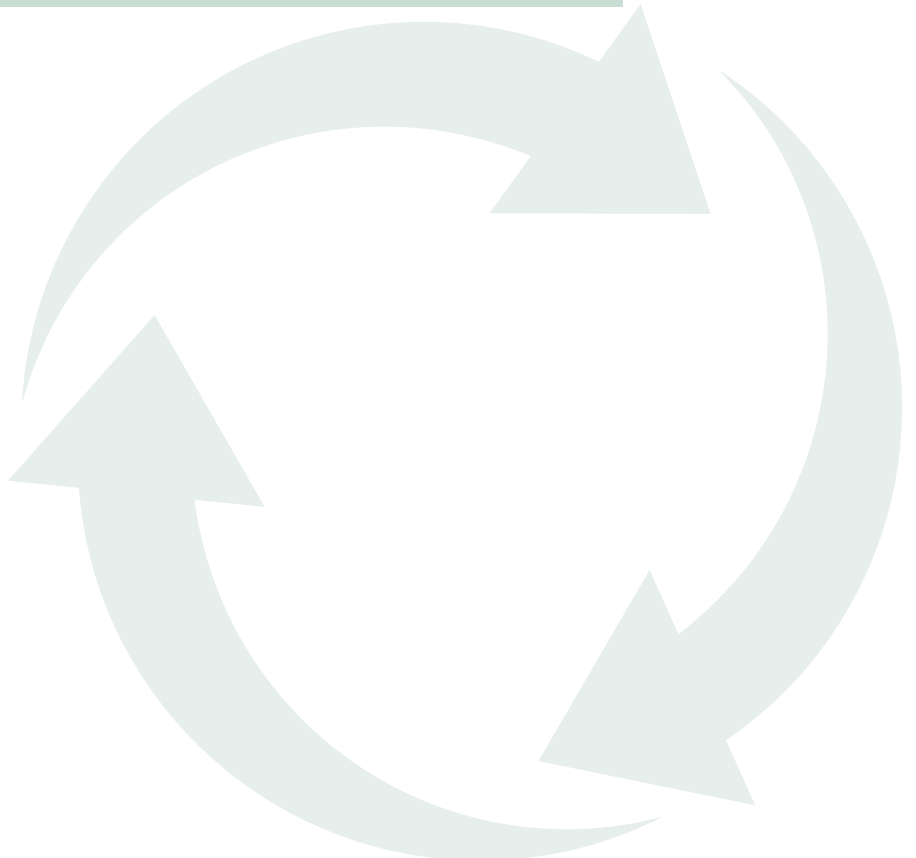
Total Strap length = 25cm. Strap located 1cm from top of main bag body.
Belt Sewing 5cm at each end, leaving a 15cm wide handle access area.
Handle constructed of 5cm wide multifilament material.



Appendix C

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 11	Tetra	4,030
Sort 12	HDPE - Translucent	6,790
Sort 13	PET - Blue	3,380
Estimated total bags		159,950



Appendix D

Proposal Evaluation Criteria

Proposal Evaluation Criteria				
Section		Criterion	Relevance/ Maximum Score	Reference 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 sorts	P/F	
	5.1.3	Confirmation that price schedule shall be fixed for term of the contract	P/F	
	5.1.4	Confirmation – hours of operation meet minimum delivery requirements	P/F	
	5.1.5	Evidence – suitable forklift(s) and scale(s) available	P/F	
	5.1.6	Evidence – CGL insurance (\$3M aggregate for proposed PC location)	P/F	
	5.1.7	Evidence – WCB insurance for the proposed PC location	P/F	
	5.1.8	Evidence – ability to secure cert. of deposit, bond or line of credit (\$100K)	P/F	
	5.1.9	Conflict of interest disclosed or statement that there is no conflict	P/F	
	5.1.10	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	Proposal format reflects substantial adherence to instructions provided		1
5.3		Technical Response		
	5.3.1	Detailed description of proposed PC location incl. photos/floor plans		5
	5.3.2	Available square footage for receiving, storage, processing and QC areas		5
	5.3.3	Detailed description of proposed baler(s) – specs, incl. hopper capacity		10
	5.3.4	Detailed contingency plan		5
	5.3.5	Detailed description of health and safety program that meets legislation		5
	5.3.6	Detailed description of experience and capabilities		10
	5.3.7	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 E

(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 “Processing Centre Agreement”⁴) on or before June 1, 2015 [P/F].

Note 4: The Processing Centre 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 schedule individual per bag fees by sort, for service to handle 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 – Materials Processing and Section 4.2 Quality Control 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 confirm that the proposed PC facility will be open to accommodate Encorp designated carriers between (minimum) the hours of 8 am and 5 pm local time, Monday through Friday with the exception of statutory or civic holidays [P/F].

- 5.1.5 Provide evidence of ability to secure forklifts and scales for the proposed PC location suitable for handling and weighing all baled UBC materials for the duration of the contract⁵ [P/F].

Note 5: Scales to conform to the *Canadian Weights and Measures Regulations – V and VI*

http://laws-lois.justice.gc.ca/eng/regulations/C.R.C.,_c._1605/

- 5.1.6 Provide evidence of ability to secure Commercial General Liability (CGL) insurance in an aggregate amount not less than \$3 million [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

- 5.1.7 Provide evidence or 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

- 5.1.8 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 their respective province, the term of which shall coincide with the term of the Processing Centre 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

- 5.1.9 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 interest⁶ [P/F].

Note 6: 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 successful proposal.

- 5.1.10 Proponents must complete and sign the Acceptance of Requirements Form (**Appendix F**) [P/F].

Attach the completed and signed Acceptance of Requirements Form

5.2 ADMINISTRATIVE

- 5.2.1 Provide a hard copy of the Proponent's full business registration profile⁷. 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 subcontractor⁸.

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

Note 7: 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 8: 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 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 proposed premises⁹ to be used as a processing and materials management facility, including approximate age and type of structure, total square footage, exits, loading areas/docks, heating and ventilation systems, smoke/carbon monoxide detectors, fire extinguishers, sprinkler and/or other fire suppression systems, first aid, eyewash and any other safety stations, indoor and outdoor security measures/surveillance devices, yard surface and any other detail you wish to disclose. Photos and floor plans should be included.

Provide a detailed description of the premises – include photos and floor plan

5.3.2 Specify available square footage⁹ for the safe and efficient handling of Encorp materials in:

- Receiving/shipping area
- Storage area¹⁰ – include space for full bulk bags awaiting processing or shipment, processed UBC bales awaiting shipment and empty bulk bags awaiting shipment
- Processing/baling area
- Quality control area

Note 9: Encorp may conduct site inspections of the proposed PC location prior to evaluating the Proponent's Technical Response to ascertain that, in the opinion of Encorp, the proposed PC location is in good general repair and has sufficient available square footage for the safe and efficient handling of Encorp materials.

Note 10: Note that all processed UBC materials awaiting shipment to markets must be stored inside to ensure consistent market quality.

Provide available square footage for:
Receiving/shipping
Storage
Processing/baling
Quality Control

5.3.3 Provide a detailed description of the proposed baler(s) to be used for processing UBC materials received in bulk bags – photo(s) and spec sheet(s) should be attached as part of the response to this section. Achievable bale weights must be highlighted for the various UBC commodity types (including but not limited to: PET, HDPE, aluminum, steel and aseptic) as well as the achievable processing capacity in terms of tons or tonnes per hour (TPH) for each UBC commodity type – please specify if short ton or metric tonne. Also include hopper capacity – please specify if cubic yards or cubic meters.

Provide a detailed description of the proposed equipment / processes to be used for the accurate count of all bulk bags selected for QC.

Provide a detailed description of the proposed baler(s) – inclusion of photo(s) and spec sheet(s) is encouraged

5.3.4 A detailed contingency plan which can be implemented in the event of equipment or other unforeseen events that would interrupt normal processing of Encorp UBCs material for a period exceeding 72 hours.

- 5.3.5 Provide details of the proposed employee health and safety program which satisfies requirements under the Occupational Health and Safety Act for the proposed PC location's respective province.

- 5.3.6 Provide a detailed description of your company's experience and capabilities. Experience with previous or existing comparable service agreements should be highlighted in your 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.

- 5.3.7 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. Provide a detailed description of any environmental action, policies or technologies your company can offer to minimize its carbon footprint.

5.4 PRICING RESPONSE

- 5.4.1 Provide a proposed price schedule for the provision of processing, materials management and QC services, based on full UBC bags, by sort by completing the template in **Appendix G**.

Prices must be provided for both a three (3) year and a five (5) year term.

The proposed per bag fees for processing shall cover all costs¹¹ associated with dealing with Encorp materials as identified in Section 4.1

The proposed per bag fees for QC shall cover all costs associated with dealing with Encorp quality control services as identified in Section 4.2.

Note 11: 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 Processing, Materials Management Services (Section 4.1) and QC (Section 4.2) should be accounted for in the proposed **per bag** fees.

Complete Appendix G – Pricing Response Template

- 5.4.2 Proponents wishing to assume ownership of all plastic (Sorts 3, 5, 6, 7, 12 and 13) at their door must submit two separate price schedules, one which responds to the needs of Section 4.1 and one which responds to the ownership of the material.

- 5.4.3 Proponents wishing to assume ownership of **all** plastics **must** provide two pricing formulas for the purchase of PET and HDPE:

1. For the combination of all PET and HDPE together. (Sort 3,5, 12 and 13)
2. For PET to be separated by existing Sort categories. (Appendix A)

Preference will be given to Proponents having the ability to accept all plastics with caps on.

Proponents wishing to assume ownership of the material must clearly and concisely convey the proposed pricing formula in a manner that can be clearly evaluated by Encorp.

Proponents **may not** propose to buy selected volumes or sorts without proposing to buy the **entire** volume of all plastics.

- 5.4.4 The price schedules 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 F

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]**.

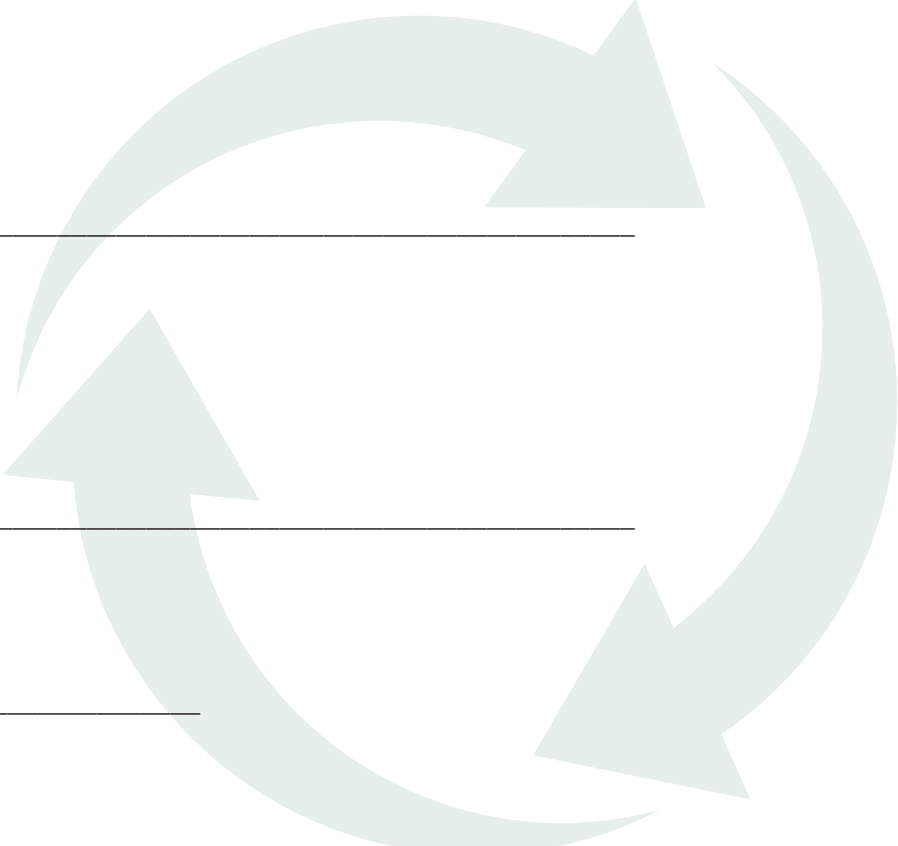
We understand that if, during the evaluation process, Encorp concludes that we have made any misrepresentation in our response regarding such minimum requirements, we will be disqualified from this competition.

Name of Executive Sponsor (print):

Signature of Executive Sponsor:

Title of Executive Sponsor:

Date: _____



Appendix G

(page 1 of 2)

Pricing Response Template

3 year contract - Price per Bag Delivered to:

			Bale	Crush	QC
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:

			Bale	Crush	QC
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.

Note: Proponents wishing to assume ownership of all plastics (Sorts 3, 5, 6, 7, 12 and 13) at their door must also complete Pricing Response Template - Buy at Door

Appendix G

(page 2 of 2)

Pricing Response Template - Buy at door

Two pricing formulas are required:

1. For the combination of all PET and HDPE together (Sort 3,5,12 and 13)

3 years
5 years

2. For PET and HDPE to be separated by existing Sort categories (Appendix A)

3 years
5 years

Clearly indicate pricing for both a three (3) year and a five (5) year term.

Proposed pricing formula must clearly and concisely convey proposed pricing formula in a manner that can be clearly evaluated by Encorp.

Preference will be given to Proponent having the ability to accept plastics with caps on

Projected Volumes

PET Clear	3.8 million lbs
PET Coloured	0.3 million lbs
PET Blue	0.2 million lbs
<hr/>	
Total PET	4.3 million lbs
HDPE	0.2 million lbs
Other Plastics	0.1 million lbs (115 thousand lbs)
Mini Sips (Pouches)	0.09 million lbs (94 thousand lbs)
<hr/>	
Total Plastics	4.7 million lbs