



Request for Expressions of Interest (REOI) for Processing and Materials Management Services

THIS IS A REQUEST FOR EXPRESSIONS OF INTEREST (REOI)
NOT A REQUEST FOR PROPOSALS (RFP) OR A TENDER CALL

BACKGROUND

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 products' containers even after use. Encorp Atlantic Inc. (Encorp) is the non-alcoholic beverage industry's response to post-consumer challenges in New Brunswick. Since then, Encorp, as an agent for distributors of beverage products 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 BCA and the needs of consumers to recycle.

A collection network of independently operated redemption centre (RC) locations throughout the province provides convenient access for all New Brunswickers to return their used beverage containers (UBCs) for a refund. Currently, 69 RC operators provide this service, receiving redeemable ("deposit-bearing") beverage containers from the public. Encorp pays them a handling fee for service and reimburses them the consumer refund.

OBJECTIVE

Encorp is seeking to establish a list of eligible service providers for Processing and Materials Management Services for UBCs delivered to their proposed processing centre (PC) location(s). One or more final proposed PC location(s) will be selected to coincide with the commencement of the *Dedicated Collection and Transportation Services Agreement*. **The successful proponent (the Processor) must be ready for service commencing October 3, 2022, and provide such service on a province-wide basis. The contract term will be for a period of five (5) years.**

MATERIALS MANAGEMENT

Encorp provides RCs with large (bulk) bags to sort and store UBCs. Full bags are regularly picked up by the Carrier contracted by Encorp and delivered to one or more PC(s). The different materials collected through the program and how they are sorted for shipment to the PC(s) are shown in Appendix A (UBC Material Volumes). At the PC(s), all UBCs are emptied from their bulk bags and baled by commodity type and briefly stored for either shipment to market or other destination, as directed by Encorp. Ownership of all materials received, processed, and shipped by the PC(s) is retained by Encorp unless otherwise stipulated via contract between the service provider and Encorp.

SCOPE OF WORK - 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, cartons, and glass. Processing and materials management services proponents must be able to provide include the following.

1. Unloading, receiving and temporary storage of all full UBC bulk bags delivered to the PC(s) 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 UBC materials (other than glass) held in temporary storage by commodity type, using an adequate and appropriate baler technology which must achieve bale specifications meeting industry standards and/or as required by Encorp.
3. Crushing of glass in accordance with industry specifications.
4. Processing all UBC materials within two business days of their arrival at the PC(s).
5. Tagging of each UBC bale to specifications meeting market requirements and/or as required by Encorp.
6. Separating (by commodity type) for indoor temporary storage UBC bales and glass to await shipment to market or other destination as directed by Encorp.
7. Loading and shipping UBC bales to market or other destination as directed by Encorp and using an Encorp designated Carrier.
8. Loading and shipping glass to market or other destinations as directed by Encorp and using an Encorp designated Carrier.
9. Booking Encorp designated Carriers when loads are ready.
10. Isolating full bulk bags designated by Encorp for quality control and storing them 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 an RC.
14. Preparing UBC bag "totes" (i.e., placing empty UBC bulk bags inside an empty 10th bulk bag for delivery to and reuse by RCs).
15. Charging all scanners required for the operation of the EnSys™ Data System. *
16. Downloading all data from scanners and transmitting them to Encorp on a daily basis before 10 a.m. EST or as reasonably requested by Encorp.

**Note: The tracking of all Encorp materials is facilitated using handheld scanner technology and is conducted at the PC location(s) during various stages of materials handling, including receiving and shipping.*

SCOPE OF WORK - QUALITY CONTROL (QC) SERVICES

Encorp will require at least one PC location operated by the Processor and receiving full bulk bags from RCs to provide QC services in connection with sampling of 2.5% to 5% of these full bulk bags. Sampling is done on a random statistical basis. The contents are verified with respect to count, contamination, and eligibility for refund. The PC doing QC will need to provide these QC services in accordance with specific procedures prescribed by Encorp. This PC will also be required to do the following.

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

Note: 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.

HOW TO RESPOND TO THIS REOI

Please provide Encorp with documentation addressing the following.

1. Detailed description of the proposed premise(s) to be used as a processing and materials management facility, including approximate age and type of the structure(s), 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 further details you wish to disclose. Photos and floor plans should be included.
2. Detailed description of available square footage for the safe and efficient handling of Encorp UBC materials in: *
 - receiving/shipping area;
 - storage area (include space for full bulk bags awaiting processing or shipment, processed UBC bales awaiting shipment and empty bulk bags awaiting shipment. Note that all processed UBC materials awaiting shipment to markets must be stored inside to ensure consistent market quality);
 - processing/baling area; and
 - quality control area.
3. 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.
4. Detailed description of the proposed equipment/processes to be used for the accurate count of all bulk bags selected for QC.
5. Proof of comprehensive general liability insurance coverage over all your business assets and public liability and property damage insurance coverage in an aggregated amount not less than three million dollars.

6. Proof your company can obtain a Performance Bond or a Guaranteed Investment Certificate or an Irrevocable Letter of Credit in the amount of \$100,000 issued by a Surety Company licensed to do business in New Brunswick.
7. Detailed contingency plan which can be implemented in the event of equipment or other unforeseen circumstances that would interrupt normal processing of Encorp UBC materials for a period exceeding 72 hours.
8. Detailed employee health and safety program for the proposed PC(s), which satisfies requirements under the Occupational Health and Safety Act for each location's respective province.
9. Details of your company's sustainability statement. Describe any environmental initiatives your company has established in your community, or your willingness to do so. Also, describe any environmental action, policies, or technologies your company can offer to minimize its carbon footprint.

**Note: Encorp may conduct site visits of the proposed PC(s) to ascertain that they are in good general repair and have sufficient available square footage for the safe and efficient handling of Encorp materials.*

Information must be received by **JULY 16, 2021** and may be delivered by regular mail or courier or by email to the attention of Pierre Landry, Encorp Atlantic General Manager.

Mail/Courrier :

Encorp Atlantic Inc.
505-D St. George Street
Moncton, NB
E1C 1Y4

Email: pierre@encorpatl.ca

Appendix A - UBC Material Volumes

	Estimated Volumes of Bulk Bags				
	Year 1	Year 2	Year 3	Year 4	Year 5
PET /HDPE	113,270	115,540	117,850	120,210	122,610
Aluminum Cans	44,930	45,830	46,750	47,690	48,640
Glass	2,700	2,750	2,810	2,870	2,930
Cartons and Tetra	6,700	6,830	6,970	7,110	7,250
Other Plastics and Pouches	700	710	720	730	740
Steel Cans	1,010	1,030	1,050	1,070	1,090
Estimated Total Bulk Bags	169,310	172,690	176,150	179,680	183,260

Bulk bags and volumes may vary from these estimates.

PET/HDPE may be processed in a separate processing centre, all other UBC materials must be processed in the same facility.

Bulk bags for all UBC materials, with the exception of glass, is one cubic meter.

Bulk bag for glass is an open top .87 cubic meter bag.