

Request for Proposal

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

Issued by Encorp Atlantic Inc.

JM	1
LEAR)	2
HDPE	3
PHOL	4
OP / POLYCOATS	5
LASTICS CHES	6
REEN)	7
	8
BROWN)	9

ALUMINUM
GLASS (CLEAR)
PET AND HDPE
PET ALCOHOL
GABLE TOP / POLYCOATS
OTHER PLASTICS AND POUCHES
GLASS (GREEN)
STEEL
GLASS (BROWN)

May 9, 2022

TABLE OF CONTENTS

List of Appendices and Acronyms	3
1.0 Introduction	4
2.0 Background	4
2.1 The Beverage Container Program.....	4
2.2 Processing and Materials Management.....	4
3.0 Objective	5
4.0 Scope of Work	5
4.1 Processing and Materials Management Services	5
4.2 Quality Control	6
4.3 Key Assumptions	6
4.4 EnSys™ System.....	6
4.5 Conflict of Interest.....	7
5.0 Proposal Requirements	7
5.1 Mandatory	7
5.2 Administrative	8
5.3 Technical Response.....	8
5.4 Pricing Response.....	9
6.0 Proposal Submission Procedures	10
6.1 Closing Date	10
6.2 Format	10
6.3 Disqualification.....	10
6.4 Acceptance of Requirements	10
6.5 Addenda	10
6.6 Clarifications	11
6.7 Ownership of RFP Responses and Access to Information	11
7.0 Proposal Evaluation Procedures	11
7.1 Evaluation.....	11
7.2 Scoring.....	11
7.3 Notification.....	12
7.4 Awarding of Contract.....	12
7.5 Timelines.....	12
8.0 Disclaimer	12

LIST OF APPENDICES

Appendix

A	Sort Categories and Material Descriptions	13
B	Bulk Bag Design	14
C	Projected Collection Data	16
D	Proposal Evaluation Criteria	17
E	Response Template	18
F	Pricing Response Template	23
G	Acceptance of Requirements	28

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 products' containers even after use. Encorp Atlantic Inc. (Encorp) is the 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.

www.encorpatl.ca

A collection network of independently operated redemption centre (RC) locations throughout the province provide 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.)

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."

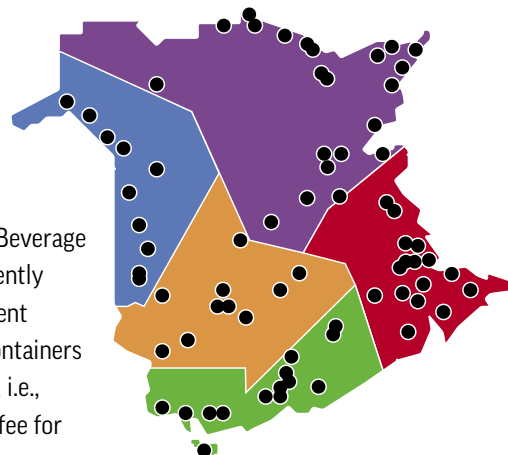
2.0 BACKGROUND

2.1 THE BEVERAGE CONTAINER PROGRAM

Effective April 1, 1992, the Province of New Brunswick introduced the New Brunswick Beverage Containers Act (BCA) 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, 69 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 GNB website at:

https://www2.gnb.ca/content/gnb/en/services/services_renderer.3975.Beverage_Container_Program.html



2.2 PROCESSING AND MATERIALS

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

The Carrier may empty the full bulk bags by material type directly in the carrier's trailer. In the event this option is chosen by the Carrier (and approved by Encorp), the Carrier will need to demonstrate what systems that would be put in place to not impact the PCs ability to receive and bale the material.

3.0 OBJECTIVE

Encorp is seeking to establish a contract 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 contract term shall be for a period of five (5) years with the possibility to extend for a further five years.

The successful Proponent shall be ready to provide adequate, appropriate, and efficient service on **April 1, 2023**, and shall provide such service on a **province-wide** basis.

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 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 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 destinations 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 to be sent to market.
- 10 Preparing all paperwork required to ship UBC bales to market and ensuring integrity of load before shipment by placing security seals as needed.
- 11 Isolating full bulk bags designated by Encorp for quality control and storing them within a designated area until they are inspected.
- 12 Inspecting all empty bulk bags and pallets for integrity and continued use as required by Encorp.
- 13 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.
- 14 Storing new and empty bulk bags and pallets until they are ready to be reused by an RC.
- 15 Preparing UBC bag “totes” (i.e., placing empty UBC bulk bags inside an empty 10th bulk bag for delivery to and reuse by RCs).
- 16 Charging all scanners required for the operation of the EnSys™ Data System.
- 17 Downloading all data from scanners and transmitting them to Encorp daily before 10 a.m. AST or as reasonably requested by Encorp.

DESCRIPTION OF ENCORP BULK BAGS

Encorp 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 the RCs.

COROPLAST BULK BAGS FOR GLASS (TO BE PLACED ON A SOFT WOOD PALLET WHEN TRANSPORTED)

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 to RCs, on a one-for-one basis.

Refer to **Appendix C (Bulk Bag Design)**.

4.2 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.

4.3 KEY ASSUMPTIONS

Appendix C (Projected Collection Data) provides projected collection data for non alcoholic UBCs based on actual volumes for the period of January 1, 2021, to December 31, 2021, and for alcoholic UBCs based on best estimates 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 processed will increase each fiscal year.

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

Furthermore, alcoholic information provided in **Appendix C**, is contingent on Encorp Atlantic being designated as the agent for alcoholic distributors at the start of the contract period or subsequently thereafter.

4.4 ENSYS™ SYSTEM

Encorp uses a custom-built software platform to track UBC materials, generate reports and issue 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.

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.

The PC shall be required to maintain Encorp hardware in good condition and, except for 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 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 5.4.2., **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") on or before **September 30, 2022 [P/F]**.

Note 1: 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 if the price schedule included in the Pricing Response Template will be fixed for the term of the contract or vary during 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 contract² **[P/F]**.

Note 2: 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 interest³ [P/F].
- Note 3:** 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 G)** [P/F].

5.2 ADMINISTRATIVE

The following are mandatory requirements:

- 5.2.1 Provide a hard copy of the Proponent's full business registration profile⁴. 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 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 subcontractor⁵.

List all shareholders with full name and addresses and state ownership interests of individual shareholders

Note 4: 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 5: 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 premises⁶ 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 footage⁶ for the safe and efficient handling of Encorp materials in:

- Receiving/shipping area
- Storage area⁷ – 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 6: 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 7: 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 failure 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 your company's Sustainability Statement, if available. Provide brief details of any environmental initiatives your company has established in your community, or organization. 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 F**.

Prices must be provided for a five (5) year term.

The proposed per bag fees for processing shall cover all costs⁸ 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.

No more than two (2) PC locations will be selected to accommodate for the possibility of Sort 3 (PET and HDPE) to go directly to an end market.

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

5.4.2 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/TIME

Proposals must be received by **12 noon (ADT), June 30, 2022**, 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 G** 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 **May 27, 2022**. 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 **June 3, 2022**. 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

7.1.1 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 D)**.

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 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 **August 5, 2022**.

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 **September 30, 2022**, 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 proponent's reference.

- | | | |
|----|---|--------------------|
| 1. | RFP released | May 9, 2022 |
| 2. | Last day for additional addenda | May 27, 2022 |
| 3. | Last day for addendum questions | June 3, 2022 |
| 4. | RFP closes (12 noon Atlantic Time) | June 30, 2022 |
| 5. | Proposal review/reference checks | July 4 - 29, 2022 |
| 6. | Notify final proponents | August 5, 2022 |
| 7. | Complete contract with successful proponent | September 30, 2022 |
| 8. | Successful proponent commences service | April 1, 2023 |

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

Sort Categories and Material descriptions (Non Alcoholic)

ALUMINUM	1
GLASS (CLEAR)	2
PET AND HDPE- CLEAR  	3
GLASS (COLOURED)	4
GABLE TOP / POLYCOATS  	5
OTHER PLASTICS AND POUCHES    	6
STEEL	8

Sort Categories and Material descriptions (Alcoholic and Non Alcoholic)

ALUMINUM	1
GLASS (CLEAR)	2
PET AND HDPE  	3
PET ALCOHOL 	4
GABLE TOP / POLYCOATS  	5
OTHER PLASTICS AND POUCHES    	6
GLASS (GREEN)	7
STEEL	8
GLASS (BROWN)	9

APPENDIX B

(Page 1 of 2)

Bulk Bag



APPENDIX B

(Page 2 of 2)

Bulk Bag for Glass



APPENDIX C

Projected Collection Data

Non Alcoholic		Bags
Sort 1	Aluminum	41,500
Sort 2	Glass - Clear	1,500
Sort 3	PET and HDPE	104,200
Sort 4	Glass - Coloured	1,100
Sort 5	Gable Top and Tetra	5,900
Sort 6	Other Plastics and Pouches	700
Sort 8	Steel	800
TOTAL		155,700

Alcoholic and Non Alcoholic		Bags
Sort 1	Aluminum	107,300
Sort 2	Glass - Clear	14,700
Sort 3	PET and HDPE	104,200
Sort 4	PET Alcohol	2,700
Sort 5	Gable Top and Tetra	6,500
Sort 6	Other Plastics and Pouches	700
Sort 7	Glass Green	15,600
Sort 8	Steel	800
Sort 9	Glass -Brown	4,200
TOTAL		256,700

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 September 30, 2022	P/F		
	5.1.2	Pricing schedule has separate per bag fee for each sort	P/F		
	5.1.3	Confirmation if price schedule shall be fixed for term of the contract or vary	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 letter of credit (\$100K)	P/F		
	5.1.9	Conflict of interest disclosed or statement	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 and initiatives		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") on or before **September 30, 2022** [P/F].

Note 1: 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 if the price schedule included in the Pricing Response Template will be fixed for the term of the contract or vary each year during 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 contract² [P/F].

Note 2: 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

Response Template

- 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 interest³ [P/F].

Note 3: 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 G) [P/F].

Attach the completed and signed Acceptance of Requirements Form

5.2 ADMINISTRATIVE

The following are administrative requirements:

- 5.2.1 Provide a hard copy of the Proponent's full business registration profile⁴. 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 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 subcontractor⁵.

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

Note 4: 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."

Response Template

Note 5: 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.

This criterion does not require a response

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

Response Template

5.3 TECHNICAL RESPONSE

- 5.3.1 Provide a detailed description of the proposed premises⁶ 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 footage⁶ for the safe and efficient handling of Encorp materials in:

- Receiving/shipping area
- Storage area⁷ – 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 6: 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 7: 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 failure or other unforeseen events that would interrupt normal processing of Encorp UBCs material for a period exceeding 72 hours.

Response Template

- 5.3.4 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 F (Pricing Response Template)**.

Prices must be provided for a five (5) year term.

The proposed per bag fees for processing shall cover all costs⁸ 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

No more than two (2) PC locations will be selected to accommodate for the possibility of Sort 3 (PET and HDPE) to go directly to an end market

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

- 5.4.2 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

(Page 1 of 5)

Pricing Response Template

Processing Non alcoholic UBCs

			Price per Bag one PC location only:				
			Year 1	Year 2	Year 3	Year 4	Year 5
Sort 3	PET /HDPE	104,200					
Sort 1	Aluminum Cans	41,500					
Sort 2 and 4	Glass	2,600					
Sort 5	Gable Top and Polycoat	5,900					
Sort 6	Other plastics and Pouches	700					
Sort 8	Steel	800					
Estimated total bags		155,700					

			Price per Bag two PC locations				
			Year 1	Year 2	Year 3	Year 4	Year 5
Sort 3	PET /HDPE direct to market						
Sort 1	Aluminum Cans	41,500					
Sort 2 and 4	Glass	2,600					
Sort 5	Gable Top and Polycoat	5,900					
Sort 6	Other plastics and Pouches	700					
Sort 8	Steel	800					
Estimated total bags		51,500					

The estimated total bags can vary based on normal industry trends, consumer consumption, changes in recycling habits, return of empty bulk bags and/or other factors out of Encorp's control. In the event that a proponent wishes to receive from Encorp or offer to Encorp volumes discount, please complete grid on next page by indicating a percentage or a per bag amount before fuel surcharge.

Pricing Response Template

Processing Non alcoholic UBCs

	One PC location	Two PC locations
Bags under base of	147,900	48,900
First 5,000 bags, increase total bag rate by		
Next 5,000 bags, increase total bag rate by		
Over 10,000 bags, increase total bag rate by		
Bags over base of	163,500	54,100
First 5,000 bags, decrease total bag rate by		
Next 5,000 bags, decrease total bag rate by		
Over 10,000 bags, decrease total bag rate by		

All prices must exclude HST

Pricing Response Template
Processing Alcoholic and Non alcoholic UBCs

			Price per Bag one PC location only:				
			Year 1	Year 2	Year 3	Year 4	Year 5
Sort 3 and 4	PET /HDPE	106,900					
Sort 1	Aluminum Cans	107,300					
Sort 2 ,7 and 9	Glass	34,500					
Sort 5	Gable Top and Polycoat	6,500					
Sort 6	Other plastics and Pouches	700					
Sort 8	Steel	800					
Estimated total bags		256,700					

			Price per Bag two PC locations				
			Year 1	Year 2	Year 3	Year 4	Year 5
Sort 3 and 4	PET /HDPE direct to market						
Sort 1	Aluminum Cans	107,300					
Sort 2 ,7 and 9	Glass	34,500					
Sort 5	Gable Top and Polycoat	6,500					
Sort 6	Other plastics and Pouches	700					
Sort 8	Steel	800					
Estimated total bags		149,800					

The estimated total bags can vary based on normal industry trends, consumer consumption, changes in recycling habits, return of empty bulk bags and/or other factors out of Encorp's control. In the event that a proponent wishes to receive from Encorp or offer to Encorp volumes discount, please complete grid on next page by indicating a percentage or a per bag amount before fuel surcharge.

Pricing Response Template

Transport Non alcoholic UBCs

	One PC location	Two PC locations
Bags under base of	243,900	142,300
First 5,000 bags, increase total bag rate by		
Next 5,000 bags, increase total bag rate by		
Over 10,000 bags, increase total bag rate by		
Bags over base of	269,500	157,300
First 5,000 bags, decrease total bag rate by		
Next 5,000 bags, decrease total bag rate by		
Over 10,000 bags, decrease total bag rate by		

All prices must exclude HST

Pricing Response Template

Quality Control Non alcoholic UBCs

			Price per Bag				
			Year 1	Year 2	Year 3	Year 4	Year 5
Sort 3	PET /HDPE	4,200					
Sort 1	Aluminum Cans	1,700					
Sort 2 and 4	Glass	100					
Sort 5	Gable Top and Polycoat	200					
Sort 6	Other plastics and Pouches	30					
Sort 8	Steel	30					
Estimated total bags		6,260					

4% of bulk bags

Quality Control Alcoholic and Non alcoholic UBCs

			Price per Bag				
			Year 1	Year 2	Year 3	Year 4	Year 5
Sort 3 and 4	PET /HDPE	3,200					
Sort 1	Aluminum Cans	3,200					
Sort 2,7 and 9	Glass	1,000					
Sort 5	Gable Top and Polycoat	300					
Sort 6	Other plastics and Pouches	30					
Sort 8	Steel	30					
Estimated total bags		7,760					

3% of bulk bags

APPENDIX G

Acceptance of Requirements

On behalf of _____, I hereby certify that:

- a. We have read, understood and accepted 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: _____