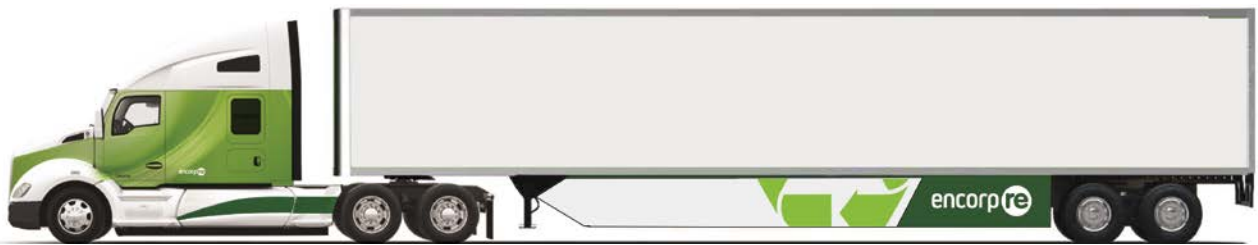


Request for Proposal

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

Issued by Encorp Atlantic Inc.



May 9, 2022



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LIST OF ACRONYMS

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

1.0 INTRODUCTION

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

The New Brunswick Beverage Containers Act (BCA) was a pioneering piece of legislation in Canada in 1992, formalizing the concept of industry becoming stewards of their 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."

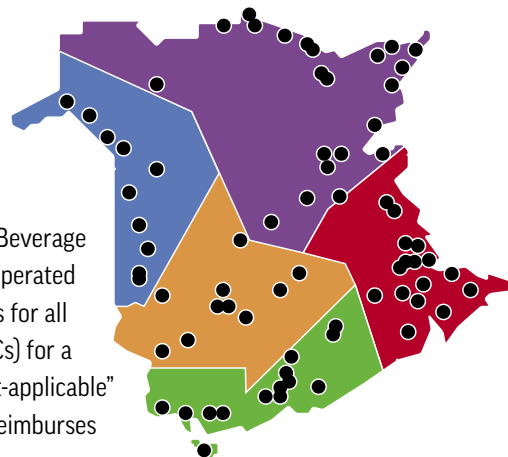
2.0 BACKGROUND

2.1 THE BEVERAGE CONTAINER PROGRAM

Effective April 1, 1992, the Province of New Brunswick introduced the New Brunswick Beverage Containers Act 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 MATERIALS MANAGEMENT

Encorp provides RCs with large (bulk) bags to sort and store UBCs. UBCs are sorted at each RC by container type (and for glass containers by colour also). The different materials collected through the program and how they are sorted for shipment to the Processing Centre(s) (PC) are shown in **Appendix A (Sort Categories and Material Descriptions)**. The Carrier must regularly pick up full bulk bags stored at RCs and deliver them to **one or more** PC locations. 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, the Carrier will need to demonstrate what systems that will be put in place to not impact the integrity of the Beverage Container Program (QC/QA selection process, validation of the trailer content, transparency, and validation of the loading process, conform with PC operations for unloading of material).

3.0 OBJECTIVE

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

Encorp is seeking to establish a contract to provide **dedicated collection and transportation services** for all UBCs to be delivered to one or more proposed PC location(s). **See Appendix B (Proposed PC Delivery Locations)**. The proposed PC location(s) will be selected to coincide with the commencement of the Dedicated Collection and Transportation Services Agreement.

The collection and transportation service is a dedicated service, **not a backhaul**.

The successful proponent (the Carrier) shall be ready to provide adequate, appropriate, and logistically convenient service commencing **April 1, 2023**, and provide such service on a **province-wide** basis¹. **The contract term shall be for a period of five (5) years** with the possibility to extend for a further five years.

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

4.0 SCOPE OF WORK

4.1 DEDICATED COLLECTION AND TRANSPORTATION SERVICES

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

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

1. Collection/loading of full bulk bags from RCs containing UBC materials.
2. Ensuring pickups at RCs take place Monday to Friday (excluding statutory holidays), normally between the hours of 8 a.m. and 5 p.m.
3. Transporting UBC materials to selected PC(s).
4. Delivering/unloading of UBC materials at the selected PC(s).
5. Ensuring deliveries to the selected PC(s) are Monday to Friday (excluding statutory holidays), normally between the hours of 7:30 a.m. and 5 p.m.
6. Ensuring that trucks are not docked more than two hours and that they leave the PC(s) dock(s) no later than 4 p.m.
7. Returning delivery/unloading of empty bulk bags from the selected PC(s) to RCs as directed by Encorp.
8. Developing and adhering to a published pickup schedule that is reasonably convenient for RCs and is in accordance with the BCA.
9. Planning and electronically publishing RC pickup schedules by 3 p.m. for the following working day.
10. Ensuring that any delay in a scheduled pickup shall be communicated to the affected RC.
11. Ensuring proper use and care of the EnSys™ system for tracking UBC materials, including proper input of scanner data at the time of bag pickup.
12. Providing documentation to each RC for all bulk bags picked up in accordance with Encorp's specifications.
13. Exchanging pallets on a one for one basis for glass and steel bags.
14. Provide branding of the Encorp name or any of its trade names or trademarks on the Carrier's delivery vehicles utilized to service the transactions contemplated by this RFP in such format and location on the Carrier's delivery vehicles as may be determined by the Parties. The costs of installation and maintaining such Encorp branding on the Carrier's delivery vehicles shall be borne 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 KEY ASSUMPTIONS

Appendix D (Projected Collection Data) provides projected collection data for non-alcoholic beverages based on actual volumes for the period of January 1 to December 31, 2021, and for alcoholic beverages based on best estimates and is intended to assist proponents in preparing their proposals.

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

Appendix E (Listing of Pickup Locations) provides regional and civic data for the 69 RCs and is intended to assist proponents in preparing their proposals.

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

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

4.3 ENSYS™ SYSTEM

Encorp uses a custom-built software platform to track UBC materials, generate reports and issue payments 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 Encorp receives this data, it is used to generate various reports and issue payments.

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

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

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

4.4 CONFLICT OF INTEREST

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

5.0 DEDICATED COLLECTION AND TRANSPORTATION-PROPOSAL REQUIREMENTS

The proposal must contain, in a single sealed envelope:

- A response to Sections 5.1.1 through 5.1.13, Sections 5.2.1 through 5.2.6, Sections 5.3.1 through 5.3.5 and Sections 5.4.1 through 5.4.3., using **Appendix G (Response Template)** as a format guide.

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

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

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

5.1 MANDATORY

The following are mandatory requirements:

- 5.1.1 Proponents must confirm that, if their proposal is accepted, the successful proponent shall sign a contract (the "Dedicated Collection and Transportation Services Agreement"²) on or before **September 30, 2022 [P/F]**.

Note 2: The Dedicated Collection and Transportation Services Agreement will incorporate the content of this RFP and the successful proposal and any other relevant terms.

- 5.1.2 Proponents must include in their price schedules individual per bag fees by sort, for service to collect and transport full UBC bulk bags. The proposed per bag fees shall cover all costs associated with dealing with Encorp materials as identified in Section 4.1 – Collection and Transportation Services and in accordance with Section 5.4 – Pricing Response [P/F].
- 5.1.3 Proponents must confirm 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 provide a concise description, in the proponent's own words, that indicates a clear understanding of Encorp's dedicated collection and transportation service requirements, including [P/F]:
- 5.1.4.1 Encorp's objectives and expectations regarding dedicated collection and transportation service.
- 5.1.4.2 Key challenges and issues facing Encorp with respect to timely delivery of dedicated collection and transportation services; and
- 5.1.4.3 Strategies the proponent will employ or recommend to address the key challenges and issues identified above;
- 5.1.5 Proponents must provide confirmation that, if the proposal is accepted, the proponent shall be responsible for contacting the RCs to develop a pickup schedule which is appropriate and convenient for these locations and shall also develop procedures to [P/F]:
- 5.1.5.1 Ensure all locations are advised in advance of a scheduled pickup to confirm quantities of full bulk bags ready for shipment and provide for delivery of appropriate replacement bulk bags and pallets.
- 5.1.5.2 Ensure that any delay in a scheduled pickup shall be communicated promptly to the affected RCs.
- 5.1.5.3 Ensure compliance with the BCA, that UBCs are picked up from a RC within seven (7) Business days of being notified from the RC.
- 5.1.6 Proponents must confirm that, if the proposal is accepted, the proponent shall obtain and maintain all permits, licenses, operating certificates, and authorities required for transporting Encorp UBCs under applicable provincial, municipal and/or federal legislation AND confirmation that program materials shall be handled in accordance with all standards, rules, instructions, and specifications as may be determined by the BCA or Encorp from time to time [P/F].

- 5.1.7 Proponents must provide evidence of (or evidence of ability to secure) Public Liability and Property Damage (PLPD) insurance for a minimum of five million (\$5,000,000) dollars and, if the proponent's proposal is accepted, arrangements shall be made with the insurer to notify Encorp in the event of cancellation [P/F].
 - 5.1.8 Proponents must provide evidence of (or evidence of ability to secure) Workers' Compensation Board (WCB) insurance [P/F].
 - 5.1.9 Proponents must provide evidence of their ability to secure a certificate of deposit or either a performance bond or irrevocable letter of credit in the amount of \$100,000 from a Surety Company licensed to do business in New Brunswick, the term of which shall coincide with the term of the Collection and Transportation Service Agreement [P/F].
 - 5.1.10 Proponents must disclose any perceived or real conflict of interest which the proponent believes may or does exist and provide a description of how the proponent intends to deal with a conflict of interest if their proposal is successful OR provide a declaration that the proponent believes there is no conflict of 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.
- 5.1.11 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, the Carrier will need to demonstrate what systems that will be put in place to not impact the integrity of the Beverage Container program (QC/QA selection process, validation of the trailer content, transparency, and validation of the loading process, conform with PC operations for unloading of material) [P/F].
 - 5.1.12 **Empty UBC bulk bags are to be returned by placing 9 empty bags inside an empty 10th bulk bag for delivery to the RCs.** Indicate if bulk bags will be returned loose or compacted and if compacted what mitigation or formula will be put in place to ensure bag content (units per bag) is not affected. Encorp has estimated that the return of compacted empty bags can increase the volume of bags by approximately 25%. [P/F].
 - 5.1.13 Proponents must complete and sign the **Acceptance of Requirements Form (Appendix I)** [P/F].

5.2 ADMINISTRATIVE

The following are mandatory requirements:

- 5.2.1 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 company 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, 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 Indicate a willingness to allow Encorp to place branding on trucks and trailers for outreach and communication.
 - 5.2.6 The proposal format reflects substantial adherence to instructions provided.

5.3 TECHNICAL RESPONSE

- 5.3.1 Provide a detailed description of the equipment to be used for dedicated collection and transportation service, including number of tractor units, trailer units (specify length), age, general condition, and any other detail you wish to disclose – photos should be included.
- 5.3.2 A detailed contingency plan which can be implemented in the event of equipment or other failure that would interrupt normal pickup and transportation of Encorp UBCs material for a period exceeding 24 hours.
- 5.3.3 Provide details of the proponent's employee health and safety program which satisfies requirements under the **New Brunswick Occupational Health and Safety Act**.
- 5.3.4 Provide a detailed description of your company's experience and capabilities. Experience with previous or existing comparable service agreements should be highlighted in 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.
- 5.3.5 Provide your company's Sustainability Statement, if available. Provide details of 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 collection and transportation services, based on full UBC bags, by sort by completing **Appendix H (Pricing Response Template)**.

Prices must be provided for a 5-year term for all proposed PC locations⁶. The proposed per bag fees shall cover all costs⁷ associated with dealing with Encorp materials as identified in Section 4.1 – Dedicated Collection and Transportation Services.

Note 6: No more than two (2) PC locations will be selected to coincide with the commencement of the Dedicated Collection and Transportation Services Agreement.

Note 7: Any and all costs which the proponent would normally expect to incur related to and during the term of the agreement, including those costs associated with Collection and Transportation Services (Section 4.1) should be accounted for in the proposed **per bag** fees.

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

6.0 PROPOSAL SUBMISSION PROCEDURES

6.1 CLOSING DATE

Proposals must be received by **12 noon (ADT), June 30, 2022**, and shall be delivered **by regular mail, courier or in person to:**

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

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

6.2 FORMAT

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

6.3 DISQUALIFICATION

Proposals must be concise and address all mandatory requirements detailed in Section 5 of this RFP document. Failure to do so may cause the proposal to be deemed non-compliant and therefore be 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 I (Acceptance of Requirements)** and attach it to the response.

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 Atlantic Inc.

By submitting a proposal, the Proponent thereby agrees to possible disclosure of its content. Any information the proponent considers 'personal information' or 'confidential information' because of its proprietary nature should be marked as "confidential" and will be subject to appropriate consideration **but** cannot be guaranteed protection from disclosure.

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

7.0 PROPOSAL EVALUATION PROCEDURES

7.1 EVALUATION

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

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

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

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

7.2 SCORING

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

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

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

EXAMPLE

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

Prices quoted must exclude HST

OPTIONAL

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

7.3 NOTIFICATION

The final proponents will be formally notified by email or regular mail of the acceptance of their proposal on or before **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 the dedicated collection and transportation services to be provided.

In the event that Encorp and a successful proponent are unable to finalize and enter into a contract on or before **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 final proponent with whom a contract could not be finalized.

7.5 TIMELINES

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

1. RFP released	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 - July 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

Proposed PC Delivery Locations

Zone 1 Grand Falls, NB

Zone 2 Fredericton, NB

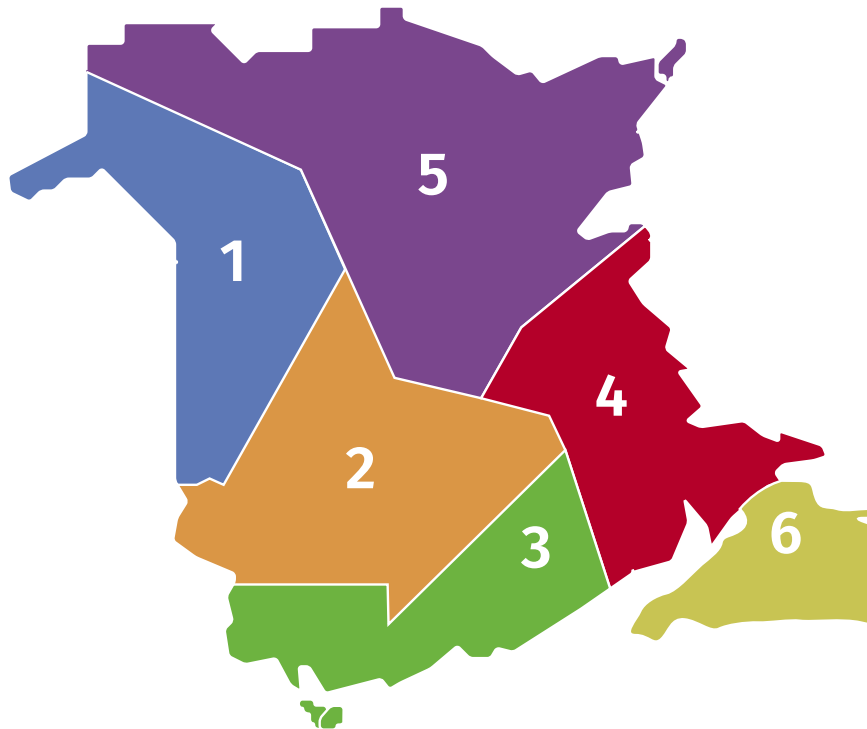
Zone 3 Saint John, NB

Zone 4 Moncton, NB

Zone 5 Miramichi, NB

Zone 6 Amherst, NS

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



APPENDIX C

(Page 1 of 2)

Bulk Bag



APPENDIX C

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Bulk Bag for Glass



APPENDIX D

Projected Collection Data

Bulk Bags per Regions

Non alcoholic

		Aluminum	PET	Glass	Other	Estimated Bags
Region 1	Grand Falls	4,700	12,200	200	1,100	18,200
Region 2	Fredericton	6,500	15,400	500	1,000	23,400
Region 3	Saint John	9,600	25,800	600	1,700	37,700
Region 4	Moncton	11,800	27,600	900	2,200	42,500
Region 5	Miramichi	8,900	23,200	400	1,400	33,900
Total		41,500	104,200	2,600	7,400	155,700

Alcoholic - non refillable

		Aluminum	PET	Glass	Other	Estimated Bags
Region 1	Grand Falls	7,500	300	2,500	100	10,400
Region 2	Fredericton	10,300	400	6,100	100	16,900
Region 3	Saint John	15,200	700	7,400	100	23,400
Region 4	Moncton	18,700	700	11,000	200	30,600
Region 5	Miramichi	14,100	600	4,900	100	19,700
Total		65,800	2,700	31,900	600	101,000

Combined

		Aluminum	PET	Glass	Other	Estimated Bags
Region 1	Grand Falls	12,200	12,500	2,700	1,200	28,600
Region 2	Fredericton	16,800	15,800	6,600	1,100	40,300
Region 3	Saint John	24,800	26,500	8,000	1,800	61,100
Region 4	Moncton	30,500	28,300	11,900	2,400	73,100
Region 5	Miramichi	23,000	23,800	5,300	1,500	53,600
Total		107,300	106,900	34,500	8,000	256,700

APPENDIX E

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Listing of Pickup Locations

CENTRE	REGION	NAME	LOCATION
BC02-01	1	Vail's Bottle Exchange	Woodstock
BC02-02	1	Gilbert M. Rioux Et Fils Ltd.	Grand Falls
BC02-04	1	Comm.Ind.Employment Vocational Asso	Woodstock
BC02-06	1	Maple View Redemption Centre	Plaster Rock
BC02-07	1	Crain's Bottle Depot Ltd.	Bath
BC02-08	1	PS Bottle Redemption	Perth-Andover
BC06-30	1	Crain's Bottle Exchange Redemption Centre	Lower Brighton
BC08-01	1	Maurice Thibodeau Redemption Centre	Riviere Verte
BC08-02	1	J. & L. Bottle Exchange	Edmundston
BC08-03	1	Atelier Des Copains Co-Op Ltee.	St Francois-De-Madawaska
BC08-06	1	Chez El Lou`s Place	St Leonard Parent
BC03-04	2	Cole`s Redemption Centre	Harvey Station
BC06-09	2	Denton's Bottle Exchange	Minto
BC06-26	2	Northsides Redemption Centre	Fredericton
BC06-27	2	Southside Redemption Centre	Hanwell
BC06-28	2	Oromocto Redemption Centre	Oromocto
BC06-31	2	Brooks Redemption Centre	Hartfield
BC06-32	2	Gaines`s Redemption Centre	McAdam
BC06-33	2	Best Metals Bottle Exchange	Fredericton
BC06-34	2	Sully`s Bottle Depot	Chipman
BC03-16	3	Charlotte County Can & Bottle	St Stephen
BC03-19	3	Village Of Grand Manan	Grand Manan
BC03-25	3	Charlotte County Can & Bottle	St George
BC05-03	3	Norrad's Bottle Exchange	Sussex
BC07-13	3	Fundy Redemption Centre	Saint John
BC07-21	3	Pub's Bottle Exchange	Saint John
BC07-25	3	Valley Redemption Centre	Quispamsis
BC07-26	3	Airport General Store (649459 NB Ltd)	Saint John
BC07-27	3	693421 NB Ltd (former Hawk's)	Saint John
BC07-28	3	Grand Bay Redemption Centre	Grand bay-Westfield
BC07-29	3	Golden Mile Redemption Centre	Saint John

APPENDIX E

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Listing of Pickup Locations

CENTRE	REGION	NAME	LOCATION
BC04-02	4	Cocagne Variety Ltd.	Cocagne
BC04-07	4	Aldeï Savoie Bottle Exchange	Bouctouche
BC04-10	4	Recyclage Kent Recycling Inc.	St Louis de Kent
BC04-11	4	St. Antoine Bottle Exchange	St Antoine
BC04-12	4	K & R Bottle Exchange Ltd.	Rexton
BC12-06	4	Wheaton's All-In-One	Sackville
BC12-08	4	Gorber's Bottle Exchange	Moncton
BC12-22	4	Riverview Bottle Exchange Inc.	Riverview
BC12-24	4	Horsman Bottle Exchange Inc.	Salisbury
BC12-25	4	Assoc. pour l'Intégration communautaire de Memramcook	Memramcook
BC12-26	4	Valley Glass Recycling Ltd.	Dieppe
BC12-29	4	Hillsborough Recycling Depot	Hillsborough
BC12-30	4	Valley Redemption Centre Inc.	Moncton
BC12-31	4	Valley Redemption Centre Inc.	Moncton
BC12-32	4	Shediac Redeem Centre & Supplies Ltd.	Shediac
BC12-34	4	Acadia Bottle Exchange	Cap Pele
BC12-37	4	Granat Bottles & Metals Ltd.	Port Elgin
BC01-01	5	CEC Enterprises	Caraquet
BC01-04	5	Investissement N. et N. McGraw Ltee	Tracadie
BC01-10	5	Centre de Remboursement Inkerman	Inkerman
BC01-11	5	Recyclage Peninsule Ltee	Grande Anse
BC01-12	5	Centre de remboursement Shippagan les Iles	Lameque
BC09-01	5	Bottle Exchange Centre	Bathurst
BC09-05	5	Recyclage Chaleur	Petit Rocher
BC09-07	5	Miramichi Scrap Metals & Redemption	Derby Junction
BC09-11	5	Recyclage Beresford Recycling (2012)	Beresford
BC09-12	5	AIM Recycling Bathurst Ltd.	Bathurst
BC10-01	5	Hebert's Bottle Exchange	Miramichi
BC10-07	5	Doran's Recycling	Miramichi
BC10-12	5	Porter's Redemption Centre	Doaktown
BC10-14	5	Caissie's Recycling	Collette
BC10-19	5	Pai-Can Recyclers Inc.	Blackville
BC10-21	5	Dépaneur Fair Isle	Fair Isle
BC10-23	5	TD Recycling 2018	Baie Ste Anne
BC11-11	5	Marina Bottle Exchange	Atholville
BC11-13	5	Billy's Bottle Exchange & Salvage	Dalhousie
BC11-14	5	Godin's Bottle Exchange	Lorne
BC11-15	5	Centre de Remboursement SAMJ Inc.	St Quentin

APPENDIX F

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	Concise description of Encorp dedicated collection and transportation service and requirements	P/F	
	5.1.5	Confirmation of intent to contact RCs to develop pickup schedules	P/F	
	5.1.6	Confirmation of intent and ability to obtain and maintain necessary permits, licences, operating certificates, etc.	P/F	
	5.1.7	Evidence – PLPD insurance (\$5M) and arrangement for cancellation notification	P/F	
	5.1.8	Evidence – WCB insurance	P/F	
	5.1.9	Evidence – ability to secure performance bond or letter of credit (\$100K)	P/F	
	5.1.10	Conflict of interest disclosed or statement that there is no conflict	P/F	
	5.1.11	Empty of bulk bag contents directly in trailer, integrity to the system	P/F	
	5.1.12	Return of empty bulk bag compacted vs non compacted	P/F	
	5.1.13	Acceptance of Requirements form completed	P/F	
5.2		Administrative		
	5.2.1	Full business registration profile OR submitted under personal name		1
	5.2.2	Contact info re contractual/financial issues relating to response to RFP		1
	5.2.3	Contact information re all matters relating to response to RFP		1
	5.2.4	Written submission from two (2) references		1
	5.2.5	Indicate a willingness to allow Encorp to place branding on trucks and trailers		1
	5.2.6	Format reflects substantial adherence to instructions provided.		1
5.3		Technical Response		
	5.3.1	Detailed description of equipment, including photos		14
	5.3.2	Detailed contingency plan in event of pickup delay.		10
	5.3.3	Detailed description of health and safety program that meets legislation		5
	5.3.4	Detailed description of experience and capabilities		10
	5.3.5	Sustainability Statement 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 G

(Page 1 of 5)

Response Template

5.1 MANDATORY

5.1.1 Proponents must confirm that, if their proposal is accepted, the successful proponent shall sign a contract (the “Dedicated Collection and Transportation Services Agreement”²) on or before **September 30, 2022** [P/F].

Note 2: The Dedicated Collection and Transportation Agreement will incorporate the content of this RFP and the successful proposal and any other relevant terms.

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

5.1.3 Proponents must confirm 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 provide a concise description, in the proponent’s own words, that indicates a clear understanding of Encorp’s dedicated collection and transportation service requirements, including [P/F]:

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

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

5.1.4.3 Strategies the proponent will employ or recommend to address the key challenges and issues identified above.

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

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

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

Response Template

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

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

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

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

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

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

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

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

- 5.1.11 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, the Carrier will need to demonstrate what systems that will be put in place to not impact the integrity of the Beverage Container Program (QC/QA selection process, validation of the trailer content, transparency, and validation of the loading process, conform with PC operations for unloading of material) [P/F].

Response Template

- 5.1.12 **Empty UBC bulk bags are to be returned by placing 9 empty bags inside an empty 10th bulk bag for delivery to the RCs.** Indicate if bulk bags will be returned loose or compacted and if compacted what mitigation or formula will be put in place to ensure bag contents (units per bag) are not affected. Encorp has estimated that the return of compacted empty bags can increase the volume of bags by approximately 25%. [P/F].

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

5.2 ADMINISTRATIVE

The following are administrative requirements:

- 5.2.1 A hard copy of the proponent’s full business registration 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.

<p>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”</p>

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.

Response Template

Name	Title	Address	Phone	Email

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

Name	Title	Address	Phone	Email

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

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

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

Provide one written submission from each reference

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

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5.2.6 The proposal format reflects substantial adherence to instructions provided.

This criterion does not require a response

5.3 TECHNICAL RESPONSE

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

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

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

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

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

Response Template

5.4 PRICING RESPONSE

Provide your company's Sustainability Statement, if available. Provide details of 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.

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

Prices must be provided for a 5-year term for all proposed PC locations⁶.

The proposed per bag fees shall cover all costs⁷ associated with dealing with Encorp materials as identified in Section 4.1 – Dedicated Collection and Transportation Services.

Note 6: No more than two (2) PC location will be selected to coincide with the commencement of the Dedicated Collection and Transportation Services Agreement.

Note 7: Any and all costs which the proponent would normally expect to incur related to and during the term of the agreement, including those costs associated with Collection and Transportation Services (Section 4.1) should be accounted for in the proposed **per bag** fees.

Complete Appendix H – Pricing Response Template
--

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

Ensure all price schedules are net (exclusive) of HST
--

APPENDIX H

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Pricing Response Template

Transport Non alcoholic UBCs

			Price per Bag Delivered to one PC location only:					
			Grand Falls	Fredericton	Saint John	Moncton	Miramichi	Amherst NS
One PC location								
Sort 3	PET /HDPE	104,200						
Sort 1	Aluminum Cans	41,500						
Sort 2 and 4	Glass	2,600						
Sort 5, 6 and 8	Other	7,400						
Estimated Total Bags Base Year		155,700						

			Price per Bag Delivered to two PC locations					
			Grand Falls	Fredericton	Saint John	Moncton	Miramichi	Amherst NS
One PC location								
Sort 3	PET /HDPE	104,200						
Second PC location								
Sort 1	Aluminum Cans	41,500						
Sort 2 and 4	Glass	2,600						
Sort 5, 6 and 8	Other	7,400						
Estimated Total Bags Base Year		155,700						

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 volume discounts, please complete grid on the next page by indicating a percentage or a per bag amount before fuel surcharge.

Pricing Response Template

Transport Non alcoholic UBCs

Bags under base of	147,900
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
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	

If price per bag is to vary yearly during the term of the contract, detail method here (or include additional schedule):

If fuel surcharge is not included in pricing, detail method here:

All prices must exclude HST

Pricing Response Template

Transport Alcoholic and Non alcoholic UBCs

			Price per Bag Delivered to one PC location only:					
			Grand Falls	Fredericton	Saint John	Moncton	Miramichi	Amherst NS
One PC location								
Sort 3 and 4	PET /HDPE	106,900						
Sort 1	Aluminum Cans	107,300						
Sort 2 ,7 and 9	Glass	34,500						
Sort 5,6 and 8	Other	8,000						
Estimated Total Bags Base Year		256,700						

			Price per Bag Delivered to two PC locations					
			Grand Falls	Fredericton	Saint John	Moncton	Miramichi	Amherst NS
One PC location								
Sort 3 and 4	PET /HDPE	106,900						
Second PC location								
Sort 1	Aluminum Cans	107,300						
Sort 2 ,7 and 9	Glass	34,500						
Sort 5,6 and 8	Other	8,000						
Estimated Total Bags Base Year		256,700						

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 the next page by indicating a percentage or a per bag amount before fuel surcharge.

Pricing Response Template

Transport Non alcoholic UBCs

Bags under base of	243,900
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	269,500
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	

If price per bag is to vary yearly during the term of the contract, detail method here (or include additional schedule):

If fuel surcharge is not included in pricing, detail method here:

All prices must exclude HST

APPENDIX I

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: _____