

NOTICE

Addendum 001 to RFP-001



June 24, 2024

The following revisions should be taken into consideration by all proponents when reviewing *RFP001 – Redemption Centre Services for Rogersville and Surrounding Areas* (English document only, dated June 12, 2024).

Revision #1: Section 3.3.

3.3 Service Agreement and Term

Encorp enters into a standard *Redemption Centre Service Agreement* with each RC operator, setting out the responsibilities of both parties including, but not limited to, service requirements, materials to be accepted, storage and quality control obligations, insurance coverage and other provisions. We encourage you to view/request a copy of the Agreement by contacting Encorp prior to submitting your proposal.

The initial term of the Agreement is until **March 31, 2029**, and can be renewed following the end of the term, as long as the operator consistently meets their obligations as set out in the Agreement and to the satisfaction of Encorp.

The end date stated for the initial term of the Agreement is revised to be the following: March 31, 2031.



Revision #2: Section 6.3.4

- 6.3.4 Provide details of your existing or proposed employee health and safety program which satisfies requirements under the New Brunswick *Occupational Health & Safety Act* (laws.gnb.ca/en/pdf/cs/O-0.2.pdf) and applicable sections of the Work Safe NB Acts and Regulations (www.worksafenb.ca/policy-and-legal/legal/acts-and-regulations).

To help Encorp better understand the sustainable attributes for this contract award, the proponent should prepare the following:

- 6.3.4.1 A description of how the RC services you are proposing will be provided in a sustainable manner (e.g. considering greenhouse gas reduction, waste reduction, worker health and safety, and local economic development).

Section 6.3.4.1 is revised to fix a formatting issue, with parts from 6.3.4 and 6.3.4.1 becoming a new section titled 6.3.5. This part of the document should now read as follows:

“6.3.4 Provide details of your existing or proposed employee health and safety program which satisfies requirements under the New Brunswick Occupational Health & Safety Act (laws.gnb.ca/en/pdf/cs/O-0.2.pdf) and applicable sections of the Work Safe NB Acts and Regulations (www.worksafenb.ca/policy-and-legal/legal/acts-and-regulations).

- 6.3.5 *To help Encorp better understand the sustainable attributes for this contract award, the proponent should prepare the following:*
- ✓ *A description of how the RC services you are proposing will be provided in a sustainable manner (e.g. considering greenhouse gas reduction, waste reduction, worker health and safety, and local economic development).”*



Revision #3: Section 8.3

8.3 Scoring

The Evaluation Committee shall evaluate all submissions against a uniform set of Proposal Evaluation Criteria ([Appendix C](#)).

The proposals will be evaluated using the following process:

Step 1: Verify each proposal is compliant with the Mandatory (**PASS/FAIL**) Criteria identified in Section 6.1. Any proposal that does not meet all of the Mandatory Criteria will be disqualified at this step and shall receive no further consideration.

Step 2: For proposals meeting all of the Mandatory Criteria, each will undergo a preliminary evaluation of the Administrative and Technical Response criteria. A minimum qualifying score of 90 (out of 150) is required at **Subtotal A** for the proposal to receive further consideration.

Step 3: For all proposals that achieve or exceed the minimum qualifying score on the Administrative and Technical Response criteria, the Evaluation Committee will identify a preferred proposal which shall normally be the highest-scored proposal determined in Step 2.

Step 4: The Evaluation Committee shall arrange a site visit with the preferred proponent to verify proposal information and/or validate scoring of the proposal prior to selecting the successful proponent.

Step 5: Following the site visit, the Evaluation Committee will re-visit the Technical Response component of the preferred proposal to arrive at a Final Score which shall normally, subject to Step 6, determine the successful proponent.

Step 6 (if necessary): Where an adjusted Final Score of the proposal first identified in Step 3 above no longer makes it the preferred proposal, the Evaluation Committee may, at its sole and unfettered discretion, identify a new preferred proposal in a manner consistent with this process.

Tie Breaker

Where two or more proposals achieve the same highest score, Encorp shall defer to Section 10.1.3 of this RFP in determining the preferred proposal.

The Evaluation Committee shall conduct its business in a non-partisan manner at all times.

Section 8.3 is revised to remove an erroneous reference to Section 10.1.3, which does not exist in the document. The text under the Tie Breaker subheading should now read as follows:

“Tie Breaker

Where two or more proposals achieve the same highest score, Encorp shall defer to Section 10 of this RFP in determining the preferred proposal.”



Revision #4: Appendix A – Product Sort Requirements

The Sort List shown in Appendix A is revised to be a new image – as shown below- which is the current Encorp Atlantic Sort List in effect for all redemption centres in New Brunswick.

SORT LIST

	MATERIAL TYPE	SORT/SKU
METALS	ALUMINUM	9
	STEEL	8
PLASTICS	PET / HDPE TRANSLUCENT (NON-ALCOHOL)	3
	PET (ALCOHOL)	10
	ALL OTHER PLASTICS / POUCHES	11
GLASS	GREEN GLASS	+ 12
	GREEN GLASS (ALCOHOL > 500 ml)	22
	CLEAR GLASS	+ 13
	CLEAR GLASS (ALCOHOL > 500 ml)	20
	BROWN GLASS	+ 14
	BROWN GLASS (ALCOHOL > 500 ml)	18
	REFILLABLE GLASS (BEER)	27
CARTONS	28	

+ SHARE SAME BULK BAG/TUB

APRIL 2024



Revision #5: Appendix – Proposal Evaluation Criteria

Proposal Evaluation Criteria					
Section	Criterion	Relevance/ Maximum Score	Minimum Score Required	Proposal Page Number	
6.0	Proposal Requirements				
6.1	Mandatory				
6.1.1	Confirmation statement– shall sign contract within 10 days	P/F			
6.1.2	Evidence – CGL (\$2M) and Property insurance	P/F			
6.1.3	Evidence – WCB insurance OR Statement of Exempt Status	P/F			
6.1.4	Evidence – Business Operating Line of Credit (\$10,000)	P/F			
6.1.5	Confirmation statement – agree to credit check	P/F			
6.1.6	Conflict of interest disclosed or statement that there is no conflict	P/F			
6.1.7	Acceptance of Requirements form completed and signed	P/F			

For the Criterion related to Section 6.1 4. – Evidence – Business Operating Line of Credit, the amount in parentheses is revised to be the following amount: \$20,000.

