

# **Request For Proposal; Passenger & Light Truck Tire Average Weight Study**

Issued by Ontario Tire Stewardship  
May 2015

## **RFP Overview**

Ontario Tire Stewardship (OTS) has issued this Request for Proposal (“RFP”) with the sole purpose and intent of obtaining proposals from interested and qualified firms to undertake a study to determine the appropriate average weights to be used by OTS in measuring weights of new Passenger and Light Truck (PLT) tires supplied into the Ontario markets and the average weight of a used PLT tire when removed from a vehicle. One Proponent will be selected and invited to enter into a contractual relationship with OTS for the services outlined in this RFP.

OTS anticipates that the contract term will commence on June 22<sup>nd</sup> 2015 and continue through to September 4<sup>th</sup> 2015.

All interested and qualified Proponents are invited to submit a proposal for consideration. Submission of a proposal indicates that the Proponent has read and understands this entire RFP, including all attachments, exhibits, schedules, and addendum (as applicable,) and all concerns regarding this RFP have been satisfied.

The Proponent understands and acknowledges that by submitting a proposal that no contractual relationship has been created between the Proponent and OTS. This is a RFP and not a tender call. OTS reserves the right to issue amendments to this RFP.

### **1.1. Statement of Purpose**

Ontario Tire Stewardship (OTS) is a market-focused organization with a mandate to ensure the development of sustainable high-value markets for products made from recycled rubber that will drive the on-going diversion of used tires from disposal.

While OTS uses a variety of Key Performance Indicators (KPI) in measuring program performance the ultimate measure is Diversion rate, calculated by dividing the sum of the weights of materials sent for recycling by the weight of used tires calculated to be “Available for Collection” (AoC), which is in turn calculated as a function of the weight of new tires supplied.

Since program launch OTS has used an average weight of 10Kg per new PLT tire supplied, and up until recently assumed that for every new tire supplied a used tire was generated. Very recently OTS reassessed this relationship, specifically be evaluating the impact of incremental new vehicle sales and winter tire sales. This has resulted in OTS revising the Supply to AoC calculation for PLT tires downward from the historic 1-to-1 rate to 1-to-0.9 .

OTS is now looking to evaluate the validity of both the average weight of new tire sales and the potential discount in weight between a new PLT tire and a used one based on tread wear.

## **1.2. Background Information**

Ontario Tire Stewardship (OTS) is an Industry Funding Organization (IFO) incorporated under Ontario's Waste Diversion Act, to implement and operate the Used Tires Program. This province-wide scrap tire solution for On-road and Off-road tires supplied into the Ontario market, diverts scrap tires away from burning and landfilling to 3Rs (Reduce, Reuse, Recycle) processing and uses. Launched on September 1, 2009, the program has eliminated the "disposal fee" that consumers currently pay to get rid of their old tires – whether or not they are buying new ones -- making it easy and free for Ontarians to get their old tires recycled by dropping them off at registered Collectors across Ontario.

At time of launch OTS was confronted with a tire recycling market that was driven by disposal and tip fees, and that saw 50% of the scrap tires sent outside Ontario, much of them to be used as Tire-Derived Fuel or daily landfill cover. Ontario Processors had capacity to process slightly more than 50% of the annual generation, though this fraction was even lower for off-road tires.

OTS implemented a manifest system to track used tire shipments across Ontario, introduced a series of incentives to eliminate disposal and tip fees and encourage investments in new capacity and product development, and focused on supporting innovation and growth in high-value uses of crumb rubber.

At OTS, we are transforming the relationship Ontarians have with the lifecycle of their tires, through a comprehensive approach that takes into account our environment, our economy and our quality of life. Through the Used Tires program, 100 per cent of Ontario tires get efficiently and responsibly recycled into new products, leading to more livable communities and a growing green economy in this province. To date, OTS has helped responsibly recycle more than 70 million tires in Ontario and is helping develop an Ontario industry focused on manufacturing new green products using recycled tire rubber. To learn more, visit [www.RethinkTires.ca](http://www.RethinkTires.ca)

## **1.3. Scope of Work**

OTS is seeking a consulting firm to undertake the following projects:

1. Evaluate the average weight of new PLT tires supplied into Ontario, including segmenting the average weight of Passenger from LT tires;
2. Undertake a study of used PLT tire weight to determine what if any weight discount should be applied as a result of tread wear, again segmenting the

weight of used Passenger tires from used LT tires to arrive at an average weight for used tires of each type, and an average weight of used tires of both types combined.

#### 1.4. *Related Documents*

Prior to submitting a proposal, Proponent should understand and be familiar with the following documents that are relevant to OTS and the project:

URL	Description
www.rethinktires.ca	Ontario Tire Stewardship Website Homepage
	Used Tire Program Plan
	OTS Annual Report(s)

#### 1.5. *Timetable*

The following are important dates and time for this RFP. This timetable is tentative only and may be changed by OTS in its sole discretion. If any dates are changed, all Proponents shall be notified.

Important Dates	Date	Time
RFP Issued	May 4 <sup>th</sup> 2015	
Questions submitted by interested proponents	May 18 <sup>th</sup> 2015	16:00 EDT
Response Submission Deadline	June 3 <sup>rd</sup> 2015	17:00:00 EDT
Notification of Award	June 8 <sup>th</sup> 2015	17:00:00 EDT
Anticipated Start Date	June 22 <sup>nd</sup> 2015	
Contract Expected End Date	September 4 <sup>th</sup> 2015	

#### 1.6. *Correspondence*

All correspondences, including proposals and questions, concerning the RFP are to be submitted to:

<p>Andrew Horsman Executive Director <a href="mailto:ahorsman@rethinktires.ca">ahorsman@rethinktires.ca</a></p> <p>Stephen Gluchowski Director of Operations <a href="mailto:sgluchowski@rethinktires.ca">sgluchowski@rethinktires.ca</a></p>
---

Requests for clarification to RFP provisions must be received no later than 16:00 EDT on May 18<sup>th</sup> 2015 to guarantee consideration

#### 1.7. *Incurred Costs*

This RFP does not commit OTS to pay any costs incurred in the preparation of a proposal in response to this RFP and Proponents agree that all costs incurred in developing this RFP are its responsibility.

### **1.8. Terms of Proposal**

All terms of proposals submitted shall be binding for ninety (90) calendar days from the submission date.

### **1.9. Withdrawal of Proposal**

Proponent(s) may withdraw at any time by submitting a written request to OTS.

### **1.10. Proposal Package**

#### **1.10.1. General Requirements**

Proposals must be submitted in the format described below. Proposals are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content, and should demonstrate the capability and creativity of the Proponent in providing the requested services.

Proposals must be complete in all respects as required in this section. A proposal may not be considered if it is conditional or incomplete.

Proponent agrees to provide OTS with any additional information it deems necessary to accurately determine ability to perform the services proposed. Furthermore, submission of this proposal constitutes permission by this organization for OTS to verify all information contained in the proposal. Failure to comply with any request for additional information may disqualify this organization from further consideration. Such additional information may include evidence of financial ability to perform.

All references to business days in this RFP and in your submission are based on Ontario business days, unless expressly set out otherwise.

#### **1.10.2. Minimum Proposal Requirements**

We invite your firm to submit a proposal to provide OTS with services to undertake a study to determine the appropriate average weights to be used by OTS in measuring weights of new Passenger and Light Truck (PLT) tires supplied into the Ontario markets and the average weight of a used PLT tire when removed from a vehicle. All proposals should consider the following:

- Proponent cost quotations must be in Canadian currency
- All work products prepared by the successful proponent once the contract has been awarded will be the property of OTS

### **1.10.3. Other Proposal Considerations**

Above and beyond the minimum requirements, Proponents will also be evaluated on qualitative factors that distinguish them from other Proponents. These factors include:

- Past experience in development and deployment of work of this type
- Familiarity with recycling programs and recycler operations and rubber products manufacturing an asset
- Understanding of the Stewardship and Extended Producer Responsibility concepts

### **1.10.4. Proposal Content**

By submitting a proposal, the Proponent confirms and certifies that it has read, understood and accepts the terms of the mandatory requirements. If OTS concludes that the Proponent has made any misrepresentation in its response, the Proponent will be disqualified from the RFP Evaluation process.

### **Cover Letter**

A cover letter must be enclosed from authorized Proponent personnel whom can enter into contracts for the Proponent. The cover letter should include all pertinent contact information such as the name , telephone number and email address.

### **Table of Contents**

A table of contents that includes a clear identification of the material by section and page number is required.

### **Summary of Approach**

Proponent should provide the proposed approach to the performance of the work requested that demonstrates its understanding of the nature of the work being requested and the general approach to be taken.

### **Capability and Resources**

Proponent should provide a statement of the firm's qualifications and previous experience in conducting similar work and describe the firm's capabilities in the subject areas of interest.

Proponent should also identify any significant failure(s) or problem(s) that it has experienced in a similar initiative(s) and indicate the lessons learned from the failure(s) and how it has mitigated them for this initiative.

### **Financial Proposal**

Proponent should provide any innovative proposed financial approach to the performance of the work requested that demonstrates its understanding of the nature of the work being requested and the general approach to be taken.

## **References**

Proponents should provide three (3) arm-length client references. A brief description of the services provided to the respective references should be included. References should be willing to talk informally to our Selection Committee as well as supply a written reference. References must represent first-hand experience with the Proponents' services over a period of time, and be willing to share their experience within the past two (2) years.

## **Miscellaneous**

Proponents are permitted to provide any other information in its history or future prospective that it believes would be helpful the Selection Committee in considering your proposal

### **1.10.5. Proposal Format**

Proposals must be verified before submission as they cannot be corrected after being opened. OTS will not be responsible for errors or omissions on the part of Proponents in making up its proposals.

To be considered, all proposals must be submitted in the manner set forth in this RFP. It is the responsibility of the Proponent to ensure that its proposals arrive on or before the specified time.

Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposals may not be opened and considered. Under no circumstances, regardless of weather conditions, transportation delays, or any other circumstance, will this deadline be extended without prior notification by OTS. If the Proponent is submitting its proposal by way of electronic mail (preferred method of delivery), please attach your completed electronic submission with the required documents with a subject line "OTS PLT Tire Weight Study – Response to Request for Proposal".

If you are mailing or couriating your proposal, return your completed submission with the required documents in a sealed envelope marked "OTS PLT Tire Weight Study – Response to Request for Proposal". One (1) unbound copy of submission is required. OTS may reproduce any of the Proponent's proposal and supporting documents for internal use or for any other purpose required by law.

Proposals submitted by way of mail or courier must be in ink. Erasures and "white-out" are not permitted. Mistakes may be crossed out, corrections typed adjacent and initial in ink by the person signing the proposal. Please identify all attachments, literature and samples, etc. with your firm name.

### **1.11. Evaluation of Submissions**

All compliant Proposals will be reviewed and evaluated by a Selection Committee consisting of OTS Senior Staff. The objective of the Selection Committee is to recommend the Proposal(s) that best meets the needs of OTS. Contracts may

be awarded to a number of proposals depending on the capacity needs of the Program.

OTS has developed evaluation criteria, and the relative weight of each will be used to evaluate and rank the Proposals. The criteria are based on relevant factors pertaining to the specific needs of OTS.



Criteria
Quality and Capabilities of Firm Expertise in material flow analysis Knowledge of recycling and manufacturing issues Experience producing similar work products
Strategic thinking, Creativity and Innovation
Proposal Rate
Existing Stewardship Industry knowledge / relationships

### **1.12. Final Authority & Award of Contract**

The final authority to award a contract rests solely with OTS Selection Committee. Proponents are advised that the lowest cost proposal will not necessarily be awarded the contract, as the selection will be based upon qualification criteria as deemed by OTS and as determined by the Selection Committee.

OTS reserves the right to award portions of this RFP to more than one contractor. Any award made will be to one successful Proponent whose proposal is most advantageous to OTS, based on the evaluation criteria outlined above.

Contract(s) will be awarded based on a competitive selection of proposals received. The contents of the proposal of the successful Proponent will become contractual obligations and failure to accept these obligations in a contractual agreement may result in cancellation of the award.

OTS reserves the right to negotiate any portions of the successful Proponent's fees and scope of work or utilize its own resources for such work. If, in the opinion of OTS, a written contract cannot be negotiated with the successful proponent, the OTS may terminate negotiations with that Proponent and negotiate a contract agreement with next most suitable Proponent according to the evaluation procedure, or may choose to terminate the request for proposal process and not enter into a contract with any of the contractors.