

Request For Proposal; Off the Road Yield

Issued by Ontario Tire Stewardship

RFP Overview

Ontario Tire Stewardship (OTS) has issued this Request for Proposal (“RFP”) with the purpose of identifying a vendor to undertake a comprehensive analysis of reviewing the yield rate of crumb from Off the Road tires that are produced at Ontario Processor sites throughout the province of Ontario.

OTS anticipates that the contract term will commence on November 28th, 2014 and continue through to February 27th, 2015.

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

The intent of this RFP is to identify a vendor to undertake a study of outputs from the recycling of various types of Off-Road (OTR) Tires managed under the Ontario Used Tires Program (UTP). The selected proponent will work with OTS and Ontario used tire Processors identified as recycling OTR tires to test and determine the potential amount of crumb rubber, steel and fiber that may be produced from the recycling of the OTR tires based on the OTR tire categories devised by the program (these categories are described in Appendix A to this RFP). OTS will use the results of the project to revise its assumptions regarding material outputs from OTR tire recycling.

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, will divert 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.

Since program launch the Ontario tire recycling market has significantly changed; processing capacity now exceeds available scrap tire supply and industry players are actively and aggressively competing for tire volumes. In addition OTS is beginning to implement a series of measures to reduce the costs of tire recycling in Ontario, causing industry players to increase their competitive efforts to solidify their position prior to these changes taking effect.

1.3. Scope of Work

OTS has various categories for the 'off the road' tires collected and processed in the province and are categorized by type and/or rim size.

Agricultural Drive and Logger Skidder Tires

Industrial Tires

Small OTR – from 1300R24 to 23.5R25

Medium OTR – over 23.5R25 to 33” rim diameter

Large OTR – over 33” rim to and including 39” rim diameter

Giant OTR – over 39” rim diameter

Proponent would work with set Processor(s) (to be identified by OTS) and evaluate the size and weight of several types of tires that are to be processed and determine the average percentage of crumb that is available once the tire is processed (removal of fiber, steel and finally broken down to a TDP (Tire Derived Product)).

The final project report should include at a minimum:

- General Project description
- Project team
- Participating Processors and what OTR tire types they provided / processed during the project
- Methodology used to isolate OTR tire types and assess outputs from recycling including a description of the recycling process involved as well as how sampling and sample sizes were determined
- Data tables showing outputs for each sample set recycled and how weighted average output estimates per OTR tire type were developed.
- Project photos

Related Documents

Prior to submitting a proposal, Proponent should understand and be familiar with any and all related public documents that will be made available at the following web site:

URL	Description
www.rethinktires.ca	Ontario Tire Stewardship Website Homepage
	Used Tire Program Plan
	Roles & Operations: Find an OTS Registered Participant http://rethinktires.ca/wp-content/uploads/Registered-Processors_October-2014.pdf

The proposal should include a summary of the proponent's capabilities and proponent's team (including an org diagram identifying team members function on the project), bios for all team members, relevant work & project experience, and client references. Proponents should emphasize any particular skills or experience that they believe would be especially useful in undertaking this project.

Following receipt of the proposals OTS will review the submissions in accordance with the timelines set-out below.

Once OTS has selected a proponent OTS will contact proponents to provide a Non-Disclosure Agreement (NDA) which, once signed will allow OTS to share information regarding existing Processor capacity information and facilitate the sharing of information by the Processor with the selected proponent.

1.4. 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	October 22 nd , 2014	
OTS response re: invitation to submit an proposal	October 31 st , 2014	5:00 PM
Proposal due by	November 21 st 2014	12:00 PM
Notification of Award	November 28 th , 2014	12:00 PM
Anticipated Start Date	December 3 rd , 2014	
Contract Expected End Date	February 27 th , 2014	

1.5. Correspondence

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

Stephen Gluchowski
Ontario Tire Stewardship
300 The East Mall, Suite 100
Toronto, ON M9B 6B7
sgluchowski@rethinktires.ca

Requests for clarification to RFP provisions must be received no later than 12:00 EDT on November 10th, 2014 to guarantee consideration

1.6. 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.

1.7. Terms of Proposal

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

1.8. Withdrawal of Proposal

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

1.9. Proposal Package

1.9.1. 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.

1.9.2. Minimum Proposal Requirements

We invite your firm to submit a proposal to provide insight, knowledge and input into the operational functions used at OTS. Your proposal should consider the following:

- Proposal must include the following:
 - o Project timeline
 - o Confirmation of project team & roles
 - o Proponent team requirements from OTS during the project (work space, internet connectivity, phone use, expected OTS staff time requirements, OTS system access requirements)
 - o Identification of any additional OTS materials which the proponent may require
 - o Project deliverables
- Project price (Proponent cost quotations must be in Canadian currency and be exclusive of applicable taxes)
- All work products prepared by the successful proponent once the contract has been awarded will be the property of OTS

1.9.3. 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 Stewardship in general
- Understanding of the Stewardship and Extended Producer Responsibility concepts

1.9.4. 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

1.9.5. 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 Operations Review – 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 Operations Review – 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.

1.10. 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 Knowledge of Stewardship issues Experience producing similar work products
Strategic thinking, Creativity and Innovation
Proposal Rate
Existing Stewardship Industry knowledge / relationships

1.11. Final Authority & Award of Contract

The final authority to award a contract rests solely with OTS. 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.