

# **Request For Proposal; Stockpile Tire Cleanup**

Issued by Ontario Tire Stewardship



## **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 provide used tire clean-up services from identified tire stockpile sites. One Proponent will be selected per identified site 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 14<sup>th</sup>, 2013 and continue through to June 30<sup>th</sup>, 2013.

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**

The intent of this RFP is providing the information and data regarding 1 stockpile site that is located in Pembroke, ON. (Appendix A). The processor will provide information on the cost required in processing these tires into a high-value tire-derived product. The successful Processor will be responsible for arranging access to the site with the land owner, and arranging and bearing all costs associated with, removal of tires from the site, transport to the Processor’s facility and any costs involved in making the tires suitable for processing.

### **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 will eliminate 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.

### 1.3. Scope of Work

Current estimates indicate that the stockpile site consists of approximately 10,000 PTE's, which consist of PLT's and MT's. whose rims are currently being removed by the land owner. These tires have accumulated by the landowners over several years, and the property owner has requested OTS assist them with the removal of these tires from the land.

The selected Processor will be required to:

- a) Engage with the landowners to arrange all details associated with the removal of the tires.
- b) Confirm the quantity of tires by tire type to OTS prior to beginning any tire removal activities.
- c) Arrange for removal of the tires from the site.
- d) Arrange for transport of the tires to the Processor's Ontario facility through an OTS-registered Hauler.
- e) Process the tires into TDP's in Ontario
- f) Provide on-going reporting and communication to OTS and the landowners regarding the progress of the project and processing of the tires received from the stockpile. Continuously work and communicate with the hauler to verify timelines are being met.
- g) Ensure all work is carried out in full compliance with all applicable laws, by-laws and standards is followed while removing the tires from the site.
- h) Ensure proper documentation through the OTS Manifest system of all tires removed from the site.
- i) Provide OTS with the final product invoices documenting the TDP product(s) made using these specific tires from this collection.

#### Related Documents

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

URL	Description
<a href="http://www.rethinktires.ca">www.rethinktires.ca</a>	Ontario Tire Stewardship Website Homepage
	Used Tire Program Plan
	Roles & Operations: Find an OTS Registered Participant



#### **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.

<b>Important Dates</b>	<b>Date</b>	<b>Time</b>
RFP Issued	June 6 <sup>th</sup> , 2013	15:00:00 EDT
Response Submission Deadline	June 12 <sup>th</sup> , 2013	17:00:00 EDT
Notification of Award	June 14 <sup>th</sup> , 2013	17:00:00 EDT
Anticipated Start Date	June 17 <sup>th</sup> , 2013	08:00:00 EDT
Contract Expected End Date	June 30 <sup>th</sup> , 2013	17:00:00 EDT

#### **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 17:00 EDT on June 10<sup>th</sup> 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 for the stockpile cleanup site. Your proposal should consider the following:

- Pricing for the removal of tires from the stockpile sites and transport to the Processor's Ontario facility (note that no Collection Allowance or Transportation incentive will be paid on this work).
- 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

### **1.9.3. 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
- Nature/type of TDPs to be produced from the stockpiled tires and the markets to which the TDP will be sold.

### **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 OTS extend this deadline without prior notification. 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 Stockpile Clean-Up Bee Line Auto 2013 – 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 Stockpile Clean-Up Bee Line Auto 2013 - 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
Type of TDPs to be produced
Markets to which the TDPs produced from the stockpiled tires will be sold

**1.11. 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.





Rethink your relationship with tires

---

## Appendix A

### Main Contact and Address

Attn: Donna  
Bee Line Auto Wreckers  
343 Witt Road  
Pembroke, ON  
(613)735-3376

Approximately 10,000 PTE on property