

Request For Proposal; Off The Road Used Tire Weights

Issued by Ontario Tire Stewardship

Rev 1:
May 24th, 2011

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 services and support for an Off the Road Used Tires Weight study in accordance with the specifications stated herein. 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 20th and continue through to August 1, 2011.

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 is seeking to carry out a study of the used tire weights of various off the road tires that are currently accepted under the Ontario Used Tires Program Plan with the purpose of assessing the weight of rubber lost over the life of an off the road tire and use this information to determine the estimated weights of these types of tires when they are returned for recycling/processing.

The primary objective will be to ascertain

- The average weight of a used tire in each of the pre-defined tire categories currently accepted as “Off Road” in accordance with the Used Tires Program Plan (Agricultural Tires/Logger Skidder Tires, Small & Large Industrial Tires, Small Off the Road Tires, Medium Off the Road Tires, Large Off the Road Tires, Giant Off the Road Tires)
- How the average weight of the used tire compares with the estimated averages assumed weight of the tire category

The data collected through this project will be used by OTS to review its assumptions regarding average used tire weights in each of the relevant tire categories contained in the Program Plan.

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 eliminates the "disposal fee" that consumers used to 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.

Currently there are several categories of tires that are handled within the program that have been defined as follows (further definitions can be found in Appendix A):

Types of Tires Under the Ontario Used Tires Program:

- On Road Tires: Passenger/Light Truck Tires
- On Road Tires: Medium Truck Tires
- Off Road Tires: Agricultural/Logger Skidder Tires
- Off Road Tires: Small & Large Industrial Tires
- Off Road Tires: Small Off the Road Tires
- Off Road Tires: Medium Off the Road Tires
- Off Road Tires: Large Off the Road Tires
- Off Road Tires: Giant Off the Road Tires

1.3. Scope of Work

Geographic Scope

The program is to be limited to Ontario, and a representative sample is to be weighed, based on the number of units of each type of Off the Road tire type collected through the Program in the 2010 program year is to be strived for.

Sample Source

OTS will provide details surrounding the number and type of tires collected over the 2010 Program Year (this information is presented in Appendix B). OTS will also provide a listing of some of the Haulers and Processors who handle Off the Road tires.

Methodology

A combination of in-person and telephone interactions should be considered and should include identification of the type of tire (as per OTS categorization), identification of the specifications of the tire (as per manufacture specifications) as well as the used tire weight for the tire in kilograms.

The research should focus primarily on quantitative data.

Deliverables required at project conclusion

The successful firm will deliver a summarized report of their findings regarding the used tire weights of tire types as well as detailed supporting documentation identifying the tire by OTS tire type, manufacture specification and used tire weight. Comments and recommendations pertaining to movement of a specific tire between specific OTS categories are also to be presented.

Timeline

All research should be conducted and a final report of findings submitted to OTS no later than **August 5th, 2011**.

1.4. 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
www.ontarioTS.ca	Ontario Tire Stewardship Website
	Used Tire Program Plan
	Rules for Stewards (specifically the tire type definitions)

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 24 th 2011	9:00:00 EDT
Response Submission Deadline	June 10 th 2011	17:00:00 EDT
Notification of Award	June 17 th 2011	17:00:00 EDT
Anticipated Start Date	June 27 th 2011	
Contract Expected End Date	August 5th, 2011	

1.6. Correspondence

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

Andrew Horsman
Executive Director,
Ontario Tire Stewardship
405 The West Mall, Suite 500
Toronto, Ontario
M9C 5K7

Email: ahorsman@ontariots.ca
Phone: 416-626-9185
Fax: 1-866-884-7372 (8-ONT-TIRES-2)

Jennifer Barbazza,
Manager, Operations & Special Projects
Ontario Tire Stewardship,
405 The West Mall, Suite 500
Toronto, Ontario,
M9C 5K7

Email: jbarbazza@ontariots.ca
Phone: 416-916-4818
Fax: 1-866-884-7372 (8-ONT-TIRES-2)

Requests for clarification to RFP provisions must be received no later than 16:00 EDT on June 7th 2011 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 assist OTS in determining the estimated weight (by tire category) of used Off the Road Tires. Your proposal 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 Stewardship in general
- 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 Used Off the Road Tire Weights– 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 Used Off the Road Tire Weights– 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	Points
Quality and Capabilities of Firm	300
Quality and design of research plan/methodology Quality and success of research produced for other clients Experience producing similar work products References Ability to meet timeline	
Strategic thinking, Creativity and Innovation	200
Proposal Rate	300
Existing Car/tire Industry experience / relationships	100

1.12. 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.

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.

Appendix A: Tire Categories & Definitions

The information presented below has been taken from the Stewards Guidebook, for additional details please refer to the Approved Used Tires Program Plan.

On Road Passenger & Light Truck (PLT): on-road passenger and light truck tires and also includes but is not limited to:

- Small RV, ST trailer, Temp Spare, Motorcycle, Golf Cart and ATV tires
- Free-rolling Farm, Small Utility, Small industrial, Forklift and Bobcat/Steer tires rim diameter of 16" and under (pneumatic forklift)
- Solid industrial forklift tires with a rim diameter less than or equal to 8"

On-Road Medium Truck Tires (MT): includes Truck and Bus tires including Wide Base or Heavy Truck tires designed for truck/bus applications and larger RV tires not marked "P or LT".

Off The Road (OTR) Agricultural Drive and Logger Skidder: includes drive wheel tire used on tractors and combines and tree harvesting equipment. Normally identified with sidewall marking suffix letters ® or (HF) or (LS) and are 16.5" and larger in rim size.

OTR Small and Large Industrial: includes solid industrial tires (eg Forklift Truck etc.)with a rim diameter of greater than 8" and pneumatic forklift tires and Bobcat/Skid Steer Tires measuring 16.5" rim diameter and over.

Small OTR: Off road tires from 1300-24 to 23.5-25 rim diameter.

Medium OTR: Off road tires over 23.5-25 to 33" rim diameter.

Large OTR: Off road tires over 33" up to and including 39" rim diameter.

Giant OTR: off road tires over 39" rim diameter.

Appendix B:

The information presented below is based on deliveries reported to OTS by Registered Haulers for Off the Road tires (based on estimated weight) as reported in the 2010 Program Year.

Tire Type	Units Collected
Agricultural /Logger Skidder Tires	66,012
Small & Large Industrial Tires	81,402
Small Off the Road Tires	19,290
Medium Off the Road Tires	11,414
Large Off the Road Tires	3,481
Giant Off the Road Tires	1,383