



Request for Proposal (RFP)

For the Management of End-of-Life Tires in New Brunswick

**Collection & Hauling (Transportation),
and/or
Pre-Resource Recovery
and/or
Resource Recovery Services**

RFP # Tires EPR-2024-10

Release Date: Oct 1, 2024 at 12 PM ADT

Submittal Date: Dec 1, 2024 at 12 PM ADT via rfp@recyclenb.com

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Section 1: Definitions

Throughout this Request for Proposal (RFP), the following definitions apply:

“Addenda” means all additional information regarding this RFP including amendments to the RFP;

“Agent” means a Producer Responsibility Organization (PRO) in New Brunswick

“Approved Purpose” means 1) reuse of end of life tires with or without modification, OR; 2) retreaded tires, OR; 3) tire derived material used in place of raw materials in the making of new products or packaging - including, but not limited to: blasting mats, rubber products used for indoor or outdoor surfaces (eg. mulch, mats, curbs, carpeting, athletic/recreational surfacing, etc.), bases for signage, landscaping material, tire derived aggregate used in roadbed construction and paving products;

“Bidder” means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract that submits a proposal in response to the RFP;

“Brand Holder” means the producer of the designated material (based in Canada), an importer (based in New Brunswick) or retailer (based in New Brunswick) who sells the designated materials to the consumer

“Closing Location” includes the email address for submissions indicated on the cover page of this RFP;

“Contract” means the written agreement resulting from the RFP executed by RNB, and potentially transferred to the PRO of choice, and the successful Bidders;

“Contractor” means the successful Bidders to the RFP who enter(s) into a contract, executed by RNB, and potentially transferred to the agent or RNB’s PRO of choice

“Deadline” means the closing time and date for this RFP as set out on the cover page of this RFP;

“Extended Producer Responsibility (EPR)” means an environmental policy approach in which producers (brand holders) responsibility for a product is extended to the post consumer stage of product’s life cycle ie. Extending the responsibility of the producer to include the management and the funding of the recycling programs for the products they put in the marketplace, for this RFP, tires.

“Eligible Material” means tires used and collected in New Brunswick;

“Department” means the New Brunswick Department of Environment and Local Government;

“Must”, or “Mandatory” means a requirement that must be met in order for a proposal to receive consideration;

“Producer” means the brand holder of the designated material (based in Canada), an importer (based in New Brunswick) or retailer (based in New Brunswick) who sells the designated material to the consumer

“Proposal” means a written response to the RFP that is submitted by a Bidder;

“PRO” means Producer Responsibility Organization;

“Province” means New Brunswick;

“Processor” means an entity who receives and changes the structure of end-of-life tires collected in new Brunswick for the purposes of resource recovery or disposal;



“**Regulator**” means Recycle New Brunswick (RNB) who oversee compliance of the *Designated Materials Regulation 2008-54 – Clean Environment Act*;

“**Request for Proposals**” or “**RFP**” means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by RNB by Addenda;

“**Should**”, “**May**” or “**Weighted**” means a requirement having a significant degree of importance to the objectives of the RFP;

“**Tire**” means a pneumatic tire, other than a tire that is used or intended to be used on a machine or device that is propelled solely by human or animal power. Furthermore, definitions are as follows:

- **PLT (Passenger Tires):** are designed for use on passenger cars, light trucks, small RVs and multipurpose passenger vehicles (MPVs), including sport utility vehicles (SUVs) and crossover utility vehicles (CUVs) and trailer tires marked as “ST”.
- There are marked indicators located on the sidewall of a Passenger and Light Truck tire. The indicators are as follows:
 - **(P) Indicates Passenger**
 - **(LT) indicates Light Truck**
 - **(T) Indicates temporary tire (spare tire)**
 - **On road Passenger and Light truck tires (PLT) also include but is not limited to;** Small Recreational vehicles (RV), ST trailer and Temporary Spare Tires.
- **MTT:** Medium Truck Tires are designed for Trucks (Commercial), Larger RVs (i.e motorhomes) and Bus tires including wide base or heavy truck tires designed for truck/bus applications and larger RV tires not marked (P) or (LT).
- **MOT:** Motorcycles, Mopeds, Motor Bikes, Golf Carts,ATV’s, light duty trailer tires not marked “ST”, powered scooters and non-exempt lawn or garden equipment.
- **OTR:** Off the Road Tires further categorized as follows:
 - **SOTR:** Small Off the Road Tires are designed for small equipment vehicles. The SOTR tires rim diameter ranges from 1300R24 to 23.5R25. Only Pneumatic tires 1-250kgs. Mopeds, Motor Bikes, Golf Carts and ATV’s, Free-Rolling Farm tires includes free rolling farm and implement tires up to 16” rim size used on farm equipment. Pneumatic Forklift, Small Utility, Bobcat/Skid Steer, Small Industrial, with a rim diameter of 16” rim size and under can also be considered as SOTR.
 - **MOTR:** Medium Off the Road Tires are designed for medium equipment vehicles. The MOTR tires rim diameter ranges from 23.5R25 to 33”. Only Pneumatic tires 250-700 kgs
 - **LOTR:** Large Off the Road Tires are designed for large equipment vehicles. The LOTR tires rim diameter ranges from 33” and up to including 39” Pneumatic tires or Solid Tires < 700kgs > 1200kgs
 - **GOTR:** Giant Off the Road Tires are designed for Giant equipment vehicles. The GOTR tires rim diameter over 39” Pneumatic tires or Solid Tires >1200kgs

“**Value Added Products**” means the end of market product hierarchy such as but not limited to, blasting mats, rubber crumb, mulch, Tire Derived Aggregate, retreaded tires, molded rubber products, etc.

Section 2: Purpose

Recycle NB (RNB) is issuing this **Request for Proposal (RFP)** related to the collection & hauling (transportation), pre-resource recovery activities and resource recovery (recycling) of end-of-life tires to qualified, North American service providers, located in either New Brunswick, neighbouring provinces and/or neighbouring US States.

This RFP supports the New Brunswick Tire Stewardship Program which is created under the Department of Environment and Local Government (ELG)'s *Designated Materials Regulation 2008-54 of the Clean Environment Act* (the Regulation). Although the program currently follows a stewardship model, it is possible that at some point during the term of any contracts awarded under this RFP that the program may transition to an Extended Producer Responsibility (EPR) model. If this occurred it would not affect any of the terms under the awarded contracts. However, it may change the contract administration since it would then be the producer's responsibility to handle all program operations at that point. It will be RNB's goal to ensure as smooth a transition as possible for all parties involved should this transition to EPR occur.

Under the Regulation, RNB, who operates the current *Tire Stewardship Program*, is seeking proposals for a four-year service period beginning in Q1 2025 (specific date to be confirmed upon awarding of the contract(s)).

RNB is using this RFP process to reach out to industry players for proposals that will highlight their approach on addressing some or all of the following key elements:

- The establishment of a regional collection network that services all locations in the province without preference based on location, number of tires available for pick up, or time of year;
- Approach to the collection and hauling (transportation) of consumer and commercial tires across the entire geographic footprint of New Brunswick;
- Approach to managing ad-hoc collection events including one-time removal of stock piles, on illegal dumping;
- Pre-resource recovery capabilities/activities of End of Life (EOL) tires;
- Resource Recovery of EOL Tires or EOL Tire Derivative Material;
- Plans to increase utilization of recycled materials, and movement up the recycling hierarchy (reduce, reuse, recycle) and a product hierarchy (value-added products);
- Technology Innovation (where applicable);
- Cost Savings projections over the service term

Therefore, the intent of this RFP Package is to equip all interested bidders with the relevant information, that will result in thoughtful innovative approaches to meeting the requirements outlined in **Section 6: Scope of Services** and include the following:

- Instructions on the RFP process
- General Terms & Conditions, under contract
- Detailed Scope of Services
- Pricing Expectations
- Regulatory & Audit Requirements



Section 3: Background Information

3.1 Our Organization (Recycle New Brunswick)

Recycle New Brunswick (RNB) is a province-wide organization driven by a vision for a healthier and more sustainable environment. Our vision is all about a long-term plan to make the province waste free. RNB wants to protect New Brunswick's rich resources from materials that endanger the water you drink, the earth you till, the air you breathe. We want to make sure your children and grandchildren have the resources they will need far into the future.

RNB's vision is to make sure that all waste materials in New Brunswick are managed in a sustainable and environmentally responsible way. Our mission is to manage waste reduction programs for designated materials and provide environmental stewardship for New Brunswick. RNB's role is to ensure that materials designated by the Regulation are managed in a manner that assures a clean and healthy environment. In summary, RNB is an arms length organization established by the Regulation to provide compliance oversight of all designated material recycling programs.

3.2 Extended Producer Responsibility (EPR) Model

Considering that New Brunswick and other jurisdictions continue to move end-of-life materials to an EPR model, it is anticipated that New Brunswick, at some point, could decide to transition ~~a~~tires over to an EPR Model as well. This RFP requires that service providers be prepared that a transition to this new operating model could occur during the term of any contracts awarded under this RFP. Any transition would include the need to reassign any contracts to a Producer Responsibility Organization (PRO). The EPR Model requires the tire brand holders, or their designated PRO, to fulfill their regulatory requirements.

The Tire Recycling Program maintains these goals and intentions:

- Provide access to a convenient, efficient and consistent province-wide recycling program designed to collect tires to ensure the safe and environmentally responsible end-of-life management of these products for all New Brunswick residents;
- Increase the amount of tires diverted from landfill;
- Educate consumers to increase public awareness and promote public participation in resource recovery.

Section 4: Term of Contract & Effective Date

The term of the contract shall be four (4) years commencing on the effective date in Q1 2025. The negotiated contract will have an option to extend beyond the 4 year term if mutually agreed with the successful bidder(s).

Section 5: Instructions to Bidders

5.1 Schedule

MILESTONE:	Release Date	Acknowledge Participation	Bidder's Questions	RNB's Responses	Submittal Date	Estimated Award Date
RFP Date	Oct 1	Oct 15	Nov 1	Nov 15	Dec 1	Jan 1

5.2 RFP Package Documentation

RFP Package (main document and applicable appendices) is available by contacting Recycle NB (RNB) directly via email at rfp@recyclenb.com

The release date of the RFP is **Oct 1, 2024 at 12pm ADT.**

The RFP Package will be sent directly to industry participants who have expressed interest in processing tires generated in New Brunswick. RNB has promoted the release of the RFP in various platforms. A bidders list was created and all those on the list received an RFP Package on **Oct 1, 2024.**

This RFP Package has been made available solely for soliciting proposals for the **Scope of Services**, described in **Section 6** of the RFP.

5.3 Acknowledgement of RFP and Intent to Participate

All bidders must fill out **Appendix A: Acknowledgement Letter & Intent to Participate** and return to RNB via rfp@recyclenb.com on or before **Oct 15, 2024 at 12 PM ADT.**

5.4 Inquires, Questions and Clarifications

Any inquires must be directed to the attention of RFP Administrator via rfp@recyclenb.com. All inquiries and/or questions must be in writing. Information obtained from any other source is not official and cannot be relied upon.

RNB will ensure inquiries and/or questions are responded to within **3-5 business days** and will be shared with all other bidders, by form of an addendum. All bidders are responsible for reviewing and considering all addenda prior to submission date.

If a proposing bidder finds any discrepancies or inconsistencies in the RFP Package, they are encouraged to address this with RNB immediately. RNB will provide clarification and share with all bidders in the form of addendum.

5.5 Proposal Submissions & Deadline

The deadline for submission is **Dec. 1, 2024 at 12 PM ADT** and the following applies:

- All bidders must submit an electronic copy of their Proposals to rfp@recyclenb.com , including all attachments, in PDF format on or before the deadline date and time, as indicated above
- The maximum size of each attachment must be 20 MB or less. Bidders are solely responsible for ensuring that email proposal submissions comply with any size restrictions imposed by the Bidder's internet service provider
- Bidders should submit proposal submissions in a single email with the subject heading referencing the **RFP # Tires EPR-2024-10 Bid Response and the bidder's company name** to easily identify each response
- Bidders should avoid sending multiple email submissions for the same opportunity. If the file size of an electronic submission exceeds the applicable maximum size, the Bidder may make multiple submissions to reduce attachment file size to be within the maximum applicable size; Bidders should identify the order and number of emails making up the email proposal submission (e.g. "email 1 of 3, email 2 of 3...")
- For email proposal submissions sent through multiple emails, RNB reserves the right to seek clarification or reject the proposal if RNB is unable to determine what documents constitute the complete proposal
- Attachments must not be compressed, must not contain a virus or malware, must not be corrupted and must be able to be opened. Bidders submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. RNB may reject proposals that are compressed, cannot be opened or that contain viruses or malware or corrupted attachments
- RNB strongly encourages Bidders to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before deadline
- The Bidder acknowledges that email transmissions are inherently unreliable. The Bidder is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before deadline; confirmation of receipt will be sent via email.
- Fax copies are not acceptable

5.6 Incurred Costs

Bidders are responsible for all incurred costs associated with the preparation of the Proposal in response to this RFP. If applicable, any negotiation and finalizing of an agreement with RNB is also the responsibility of the successful bidder(s).

5.7 Bidder Certification and Representations

The submitted proposal shall be deemed a representation and a certification that the proposing bidder:

- has carefully read and fully understands the information provided in the RFP and all applicable appendices
- is financially solvent and has the capability to successfully undertake the scope of services, outlined herein
- represents that all the information in their proposal is accurate and true

- did not collude or conspire with any other parties, directly or indirectly, in regard to the amount, terms or conditions of this proposal
- acknowledges that their proposal cannot be modified after its submission
- acknowledges that RNB has the right to inquire as it deems appropriate to substantiate or supplement information provided and hereby grants RNB permission to do so

5.8 Bidder's Minimum Requirements

Bidders are responsible for providing a proposal with enough detail to demonstrate that they meet the minimum requirements, outlined below, as a supplier of requested services:

- Experience in hauling/transportation, pre-resource recovery activities and/or recycling and waste management
- A demonstrated understanding of hauling/transportation, pre-resource recovery activities and/or tire recycling processes with a minimum of 3 year's experience
- An experienced management team, clear ownership, and governance structure
- A list of authorized and acceptable end use markets
- Required financial resources (good financial standing) for operating a business
- Good reputation in the industry
- Demonstrated commitment to a collaborative working relationship with its customers
- Demonstrated regulatory compliance track-record (Health & Safety, Human Rights, Environment, local/regional/federal regulations, etc.) & shared values/commitment to meet RNB's obligations and goals
- Commitment to Quality Assurance (QA)
- Risk Mitigation Plan

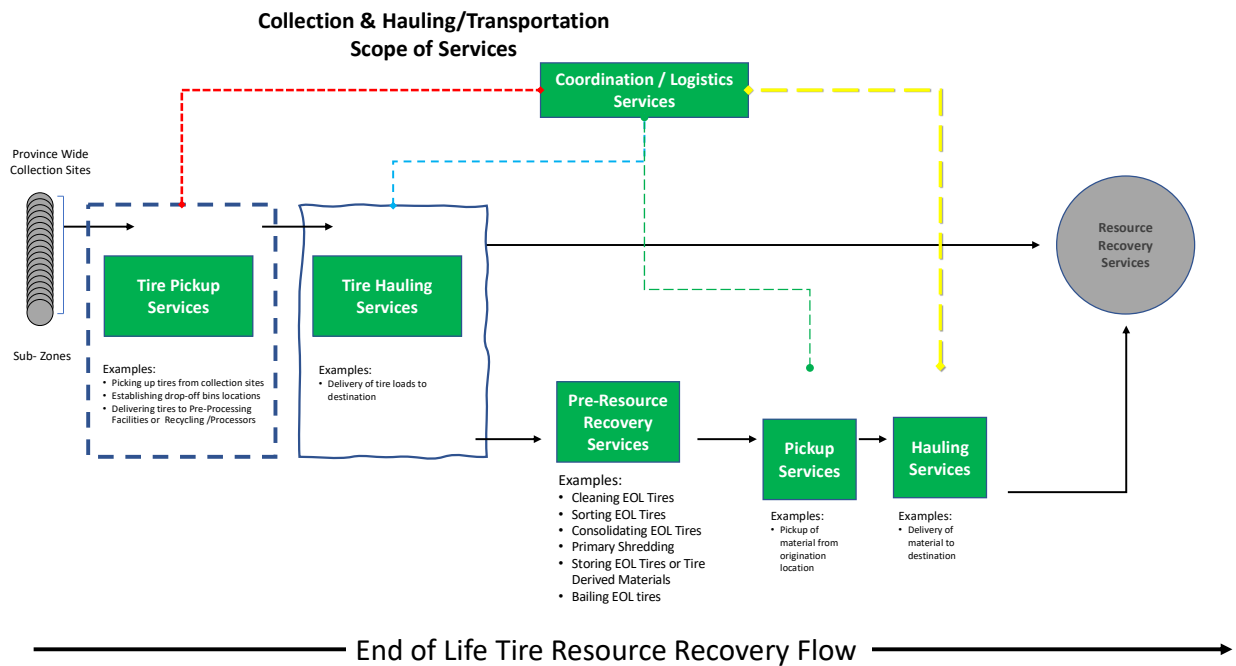
Section 6: Scope of Services (SoS)

6.1 Overview

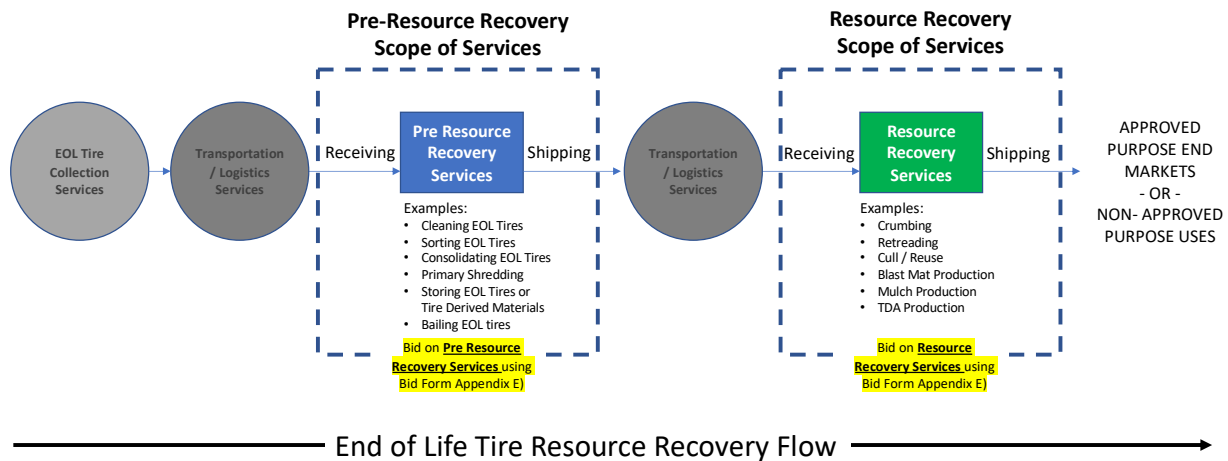
It is believed that more than one service provider will be required to meet all the needs outlined in this RFP. Therefore, it is RNB's intention to establish a network of service providers who can work together to improve the overall effectiveness of hauling/transportation, pre-resource recovery activities and/or resource recovery (recycling), in the province of New Brunswick.

RNB is seeking service providers who can perform one or more of the following:

1. Collect and Haul/Transport Tires from collection sites through out the Province of New Brunswick to either Pre-Processing Facilities and/or Resource Recovery (Recycling) Facilities. See image below:



2. Effectively receive materials, and account for all aspects of those tires or materials throughout the pre-resource recovery activities. Pre-resource recovery activities may include but are not limited to consolidation tires, cleaning, sorting, and shearing tires, as per the image below.
3. Effectively receive tires or materials, and account for all aspects of those materials throughout the resource recovery services. Resource recovery services may include but are not limited to, production of crumb rubber, retreading of tires, selling of used tires, modification to tires, manufacture of secondary products such as blast mats, as per the image below.
4. Provide innovative and flexible resource recovery solutions to help achieve anticipated regulatory obligations under the new EPR Model which includes the recycling hierarchy (reduce, reuse, recycle) and a product hierarchy (value-added products)



6.2 SoS Requirements

In a response to this RFP, Bidders must:

- A. provide all-in itemized pricing that covers the following aspects of Collection & Hauling/Transportation, Pre-Resource Recovery & Resource Recovery services, using the Bid Form found in [Appendix E: Bid Form](#).
- B. explain how their services meet the following requirements or what business processes will be implemented to ensure the requirements are met:

Collection & Hauling (Transportation) Requirements

Requirement	Response Required by Bidder
<p>Collection (Pick up) and Hauling/Transporting Tires to either Pre-Resource Recovery Facilities and/or Resource Recovery Facilities (Processors)</p>	<p>State your capabilities to provide hauling/transportation services for the pick up and collection of EOL tires throughout the province to deliver to either pre-resource recovery facilities or resource recovery (recycling) facilities. For example:</p> <ul style="list-style-type: none"> • Picking up tires from collection sites in the province, including remote locations • Establishing drop-off bin locations • Delivering tires to pre-resource recovery or resource recovery facilities • Logistics enhancement services: <ul style="list-style-type: none"> ○ Cleaning EOL Tires ○ Sorting EOL Tires ○ Consolidating EOL tires ○ Primary shredding ○ Storing ○ Bailing • Describe if your company owns and operates its own fleet of trucks and/or drivers or is your company a 3rd party logistics provider? • What kind of equipment do you own? (5 ton trucks, 53' trailers, other equipment?) • Are you able to drop trailers over night or over the weekend? • What geographic regions are you able to service/collect tires from in NB? • Picking up/loading and transporting/hauling OTRs, as defined in Section 1: Definitions (page 5) • Describe any pre-processing capabilities such as but not limited to, shearing, debanding, etc. If no capabilities currently exist, could this be phased in to your operating model at a later date?

	<p>Regional Coverage: Given the requirement to service the entire province how would you propose dividing the geographic footprint on the province into manageable regions or zones.</p> <p>Each zone can be rural or urban generating <200,000 tire units annually. Specify boundaries and limitation of service (if applicable). If the zone is an urban area please clearly define the boundaries of services.</p> <p>Servicing the Network: All zones and collection sites must be serviced, in a timely manner. How do you propose operating the collection network? What is the service expectations related to:</p> <ul style="list-style-type: none"> • Timing and frequency of services • Planning and communication with collection sites • Ad-hoc requests for service either a one-off stock pile, or an illegal dumping in the province • Use of regional consolidation sites and/or off-site storage <p>How do you propose categorizing collection sites and the service approach based on categories?</p> <p>Outline the specific challenges to collection sites/categories and what is your approach to managing these challenges?</p> <p>Site Requirements: Outline any specific requirements you have of collection sites.</p> <p>Rate Structure: Please provide a detailed breakdown of the services provided and the rates for each services. Please see Appendix E: Bid Form. For clarity, do not provide a blended (average) rate for services.</p>
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Pre-Resource Recovery Requirements

Requirement	Response Required by Bidder
<p>Pre-Resources Recovery Services</p>	<p>Provide innovative and flexible solutions to help optimize the flow of EOL tires from pick-up at collection sites in New Brunswick to deliver to your facility.</p> <p>Bidder must provide their approach to the following (if applicable):</p> <ul style="list-style-type: none"> • Cleaning EOL tires • Sorting EOL tires • Consolidation EOL tires • Primary shredding • Other, please specify
<p>Recycling Hierarchy & Product Hierarchy</p>	<p>Bidder to provide innovative and flexible resource recovery solutions to help achieve anticipated regulatory obligations under the new EPR Model, which will include the recycling hierarchy (reduce, reuse, recycle) and a product hierarchy (value-added products).</p> <p>RNB is looking for service providers to both drive efficiencies and maximize resource recovery across the entire End of Life Tire collection Network. What steps or actions are you proposing to help improve the overall network operations?</p> <p>Note: resource recovery can be achieved in multiple locations within the recovery chain. For example, tires can be sorted, separated and directed towards the reuse market. This activity may help improve the overall resource recovery and move up the recovery hierarchy.</p> <p>Similarly, what actions do you propose, throughout the network, to benefit the resource recovery process. For example, the sorting or cleaning of tires may help in the recovery process and position and prepare EOL tires for further added value steps in resource recovery.</p> <p>Please outline, as separate items, those steps you believe will enhance the efficiency of the network and/or increase resource recovery</p>

Resource Recovery Requirements

Requirement	Response Required by Bidder
<p>Receipt of End-Of-Life (EOL) Tires or Pre-Processed Material</p>	<p>Receiving: State your capabilities to receive tires or pre-processed tire derived materials. What limitations does the Bidder have regarding the receipt of tires or material (eg. tires only, certain tire sizes only, shred only, only pneumatic tires, only tires without rims, etc.)?</p> <p>Material Handling: What processes does the bidder have in place to physically off-load tires from haulers/transportation companies, once received at site?</p> <p>What processes does the bidder have in place to manage tires on rims? What are your assumptions regarding % of inbound tires on rims, and tires without rims?</p> <p>What are your assumptions regarding % of inbound tires and various sizes? Which of the following tire formats will you accept and not accept:</p> <ul style="list-style-type: none"> • Passenger & Light Truck Tires (PLT) – 12.5 kgs • Medium Truck Tires (MT) – 50 kgs • Motorcycle (MOT) <p>Should the program transition to EPR, what processes, if any, does the Bidder have in place to manage/process Off the Road (OTRs) tires, should these tire formats be included in the revised regulation?</p> <ul style="list-style-type: none"> • Small Off the Road Tires (SOTR) – 60kgs • Medium Off the Road Tires (MOTR) – 120 kgs • Large Off the Road Tires (LOTR) >700kgs • Giant Off the Road Tires (GOTR) >1500 kgs • Agricultural Drive & Logger Skidder (AG/LS) – 60 kgs • Industrial Tires (IND) – 40 kgs <p>What infrastructure and processes are in place to address the receipt/off - loading and/or processing of OTRs, as defined in Section 1: Definitions (page 5)</p> <p>Does your facility come equipped with pre-processing capabilities such as but not limited to, shearing, debanding etc.? If yes, please explain your approach. If not, could this be phased in to your operating model, at a later date?</p> <p>Other Receiving Services: Bidder to confirm that they will provide the following receiving services as a part of their overall pricing to RNB:</p> <ul style="list-style-type: none"> • live offloading of material, • inspection of the receipt of material, • weighing of inbound material,

	<ul style="list-style-type: none"> temporary storage of incoming loads (please state your storage capacities of tires and material)
<p>Resource Recovery Services</p>	<p>EPR Model Targets</p> <p>Should the program transition to EPR, the brand holder or the designated PRO, will likely be responsible for proposing measures and targets in the initial plan to assess the goals and objectives of the recycling plan. These measures and targets would likely need to be submitted to RNB for approval. Once performance measures and targets are established, the extent to which they are being achieved would be included in the RNB’s Annual Report.</p> <p>Note: at this time, any program targets are defined under the current Tire Stewardship Program Plan as found on https://www.recyclenb.com/tires-management-plan.</p> <p>Bidder’s Resource Recovery Services:</p> <ul style="list-style-type: none"> What is the Bidder’s resource recovery approach? (i.e. what type of Resource Recovery services is the Bidder offering? – crumbing, retreading, cull/reuse, blast mat production, mulch production, TDA production, etc. Describe your experience with this Resource Recovery approach? (years of operation, licenses, awards, customer success stories, media exposure, approvals, certifications, etc.) Describe your historical Resource Recovery results using this approach. State your Resource Recovery percentage commitment using this approach. State your Resource Recovery assumptions that drive your pricing. State your assumed material handling and storage assumptions that contribute to your pricing. <p>Recycling Hierarchy & Product Heirarchy:</p> <p>Bidder to provide innovative and flexible resource recovery solutions to help achieve program targets, which includes the recycling hierarchy (reduce, reuse, recycle) and a product hierarchy (value-added products).</p> <p>It is RNB’s intention to move to a payment model based on output and resource recovery. How would your organization propose breaking the outflow (of recovery) into logical material streams?</p> <p>For example:</p> <p>Land Disposal Tire Derived Fuel Tire Derived Aggregates</p>

	<p>Ground Cover Reuse (modified) Reuse (intended purpose) Value added products (based on complexity of material specifications)</p> <p>When complexity of product is a factor, please outline the assumptions and pricing elements needed to jointly develop a common understanding of price per tonne.</p> <p>Rate Structure: Please provide a detailed breakdown of the services provided and the rates for each services based on the objectives listed above. Please see Appendix E: Bid Form. For clarity, do not provide a blended (average) rate for services</p>
<p>Tire and Tire-Derived Material Storage</p>	<p>On-Site / Off-Site Storage: Bidder will detail its capacities and capabilities for the following:</p> <ul style="list-style-type: none"> • Temporary storage of inbound tires or tire-derived materials (including permits, approvals, etc.) • Temporary storage of processed and marketable, commodities or products <p>Bidder will acknowledge that they will assume all costs associated with:</p> <ul style="list-style-type: none"> • temporary storage/inventory of whole tires and pre-processed tires to address seasonal fluctuations • temporary storage/inventory of processed material to sell to end market.
<p>Accurate Material Flow Record-Keeping</p>	<p>Overview:</p> <p>Bidder must have business processes in place to accommodate accurate and timely records. Accurate material management is demonstrated by record-keeping whereby the records of material flow are an accurate representation of the physical world.</p> <p>It should be expected that all designated tire materials exclude all other materials referred to as “non-eligible materials”, such as ice, snow, water, dirt, debris, rims, etc.</p> <p>At some point it may be required to have annual reporting of tire collection and resource recovery, for audit purposes.</p> <p>Therefore, the bidder must establish business practices to continually measure and validate the weights of tires/materials received as inbound and shipped as outbound materials. This includes the measurement and isolation of eligible materials at all times. The Bidder must account for the removal of non-eligible materials (such as dirt, water, debris) from inbound receipt of tires (or tire-derived materials), and from outbound dispositions. The</p>

business processes may not require physical separation, but the bidder does need to have proper accounting that aligns with the regulatory structure in New Brunswick.

For further clarification, it is not the intention to track 'tires' individually or in batches. We are looking for bidders who can establish business practices that allow for the capture of information and validation throughout the process.

We are looking for a demonstration of the reconciliation practices and ongoing validation:

- Inbound Tires
- Moving Tires and Materials into and out of processing
- Outbound to End Markets

Record-Keeping and Accounting of Materials:

Inbound Material

The Bidder must state their business process approach to achieving accurate tracking of **inbound material** including:

- For Tires And/or Pre-processed materials
- Accurate scaling of inbound receipts (gross, tare, and Net kgs)
- Ability to tracking tires weight through process
- Capture of data related to non-eligible materials
- Reconciliation of inbound and non-eligible materials

In/Out of Resource Recovery

The Bidder must state their business process approach to achieving accurate tracking of **in/out of resource recovery** (i.e. Processing):

- Tracking the movement and weight of tires/material going into and out of processing
- Categorizing eligible and non-eligible material
- Validating/reconciling electronic records with the physical movement and storage of materials

Outbound to end market

The Bidder must state their business process approach to achieving accurate tracking of **outbound to end market** (i.e. Approved Purpose):

- Tracking the weight of processed materials by material type that resulted from the processing of tires
- The weight of non-eligible material that the Bidder has separated from tires received.

Mass Balancing:

Mass-balance calculations use the premise that a mass that enters the system must, by conservation of mass, either leave the system or accumulate within the system. In this scenario, this means for whatever volume of tires that is

	<p>received by a processor, there would be evidence of it either leaving the processor or held as inventory at the processor.</p> <p>Bidders must propose their approach to mass balancing, at all times.</p>
<p>Technology Innovation</p>	<p>Resource Recovery and Technology Innovation:</p> <ul style="list-style-type: none"> • Bidder will state if any new technology is planned for the advancement of increasing resource recovery. • Bidder will describe the technology advancements to existing processes, or the addition of new machinery/technology that will increase the resource recovery percentage of inbound EOL tires or tire-derived material. • Bidder will describe implementation timelines for expanded technologies and examples of how/where this technology is in production. <p>Other Operational System/Technology Innovation:</p> <p>Bidder will state if any new operating monitoring, enterprise resource planning, corporate technology is planned for the advancement business efficiencies.</p> <p>Bidder will describe implementation timelines for expanded technologies and examples of how/where this technology is in production.</p>

Section 7: Submission Requirements & Expected Deliverables

Bidders shall provide a proposal, in accordance with the terms and conditions set forth herein, that provide service options that will address the requirements, as outlined in [Section 6: Scope of Services](#).

7.1 Preferred Proposal Format

Proposals shall be submitted with the following basic sections. Other information may be added at the discretion of the bidder.

1. Signed Cover Page
2. Table of Contents including page numbers
3. Executive Summary highlighting key features of the Proposal
4. Body of Proposal to include the following sub-sections, at a minimum:
 - A. Company Information
 - Experience in hauling/transportation, pre-resource recovery activities and/or recycling and waste management
 - Demonstrated understanding of hauling/transportation, pre-resource recovery activities and/or tire recycling
 - Minimum 3 years' experience processing EOL tires or derivatives of EOL tires
 - Required financial resources (good financial standing) for operating a recycling plant
 - B. Operating Capabilities and Services
 - Location & Facilities
 - Management, Staffing, Organization
 - Approach to a collaborative working relationship
 - Quality Assurance (QA) Approach
 - Relevant Healthy Safety Information
 - Risk Mitigation Approach
 - C. Business & Industry Experience with at least 3 references ([Appendix F](#))
 - D. Collection & Hauling, Pre-Resource Recovery and/or Resource Recovery Commitment & Approach:
 - Understanding of the requested Scope of Services, as outlined in [Section 6: Scope of Services](#)
 - Bidder's proposed approach for meeting the *Requirements* as listed in the section
5. Pricing & Financial Requirements ([Appendix E Bid Forms](#))
6. Exceptions & Clarifications, if any
7. Appendices, appropriately labelled (See below)

7.2 Additional Documents

The following forms - presented in the RFP package - must be completed and submitted with the proposal by the submission deadline:

1. Acknowledgement Letter & Intent to Participate (**Appendix A**)
2. Acknowledgement of Receipt of Addenda (**Appendix B**)
3. Bidder Profile & Certification (**Appendix C**)

7.3 Language

Proposals must be written in one of New Brunswick's official languages, either English or French.

7.4 Validity

Proposals and Bid Form must have a validity date of **90 days** from submission date

7.5 Proposed Modifications

Any amendments to a submitted proposal will be accepted in writing by e-mail to rfp@recyclenb.com , prior to the deadline of **Dec 1, 2024 at 12pm ADT**.

Any amendments must be endorsed by the party who signed and sealed the original proposal.

7.6 Proposal Withdrawal

A bidder may withdraw a proposal without prejudice, provided a written request, signed and sealed by the same party who submitted the original proposal, is received by email before the deadline of **Dec 1, 2024 at 12pm ADT**.

7.7 Estimated Award Date

RNB intends to award the successful bidder(s) on or before **Jan 1, 2025**.

7.8 Units

All bids must provide pricing and throughput in terms of metric units. For example, receipt of material must be in kilograms or metric tonnes (1000 kg) and pricing must be in dollars per tonne.

7.9 Currency

All bids must provide pricing and in Canadian Dollars. All contracts will be established with Canadian Dollars. All invoices will be made in Canadian Dollars. All payments will be made in Canadian Dollars.

Section 8: Proposal Review Process & Evaluation Criteria

8.1 Overview

An evaluation team, comprised of RNB staff representing: compliance, operations and finance, will review the proposal submissions for compliance and acceptance. RNB reserves the right to also use consultants of their choice to assist in the evaluation of the bid responses. Based on the results, the evaluation team will make a recommendation of the preferred bidder(s) to the Executive Team for the award of contracts to successful bidders.

The evaluation team reserves the right:

- To accept any or none of the proposals
- To evaluate proposals based on best value and not necessarily the lowest cost
- To negotiate pricing, value added and other savings opportunities with the highest ranked bidders at time of award

8.2 Evaluation Process

The evaluation team will evaluate all proposals based on the information submitted in relation to the information requested. Proposals must be complete and address all the SoS as outlined in [Section 6: Scope of Services](#).

All properly submitted proposals will be reviewed, evaluated and ranked by the Evaluation Team. All bidders may be considered and awarded to provide resource recovery services based on the ability of each bidder to carry out the *Scope of Services Requirements* listed in [Section 6: Scope of Services](#).

The proposals will be evaluated using the following process:

Phase 1: Each proposal will be reviewed to ensure that the *minimum bidder's requirements* are met as outlined in [Section 5: Instructions to Bidders](#). Proposals that fail to meet the minimum requirements will not proceed to Phase 2.

Phase 2: Each proposal will be further assessed against the evaluation criteria as listed below:

Weighted Criteria	Weight
Compliance with Section 5.8: Submission Requirements	5%
Collection & Hauling, Pre-Resource Recovery and/or Resource Recovery Commitments and Approach	40%
Technology Innovation Plan	10%
Demonstrated Experience & Capabilities	20%
Price and Cost Savings Approach	25%
TOTAL	100%

During this phase, the Evaluation Team may request clarification on any and all bidder submissions.

Phase 3: Short-listed bidders will be contacted to begin negotiations of potential agreement.

Selection of of the successful bidders from the short-list will be decided based on the evaluation of all submitted materials and the results of the negotiations against the set of outlined criteria.

8.3 Acceptance of RNB's Evaluation Methodology

By submitting its proposal in response to the RFP, bidders accept the evaluation process outlined above and acknowledges and accepts that determination of the "most qualified" bidders will require subjective judgments by the Evaluation Team.

Section 9: Appendices

Appendix A: Acknowledgement Letter & Intent to Participate

Appendix B: Acknowledgement of Receipt of Addenda

Appendix C: Bidder Profile & Certification

Appendix D: General RFP Process Rules

Appendix E: Bid Form (s)

Appendix F: References

Appendix G: Draft Performance Bond

Appendix H: Competition – Certification of Independent Bid

Appendix I: General Contractual Terms