



BC Used Oil
Management Association

Request for Proposals

Study of Used Oil Filters

Issue Date: **May 29, 2018**

Closing Date and Time: **June 19, 2018, 4:00 PM (BC Time)**

Closing Location for Proposals: **By email to**
David Lawes - DLawes@usedoilrecycling.ca

Proponents' Meeting:

Held by teleconference only

Mon. June 11, 2018 at 2:00 PM (BC Time)

Toll free: 1-877-385-4099

Participant code: 7312588 #

A Proponent's intention to participate should be emailed to the Inquiries Contact Person in advance.

Inquiries Contact Person:

By email only to

David Lawes - DLawes@usedoilrecycling.ca

E-mail subject line reference:

"RFP Inquiry-Filter Study"



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I. Summary of the Requirement

The British Columbia Used Oil Management Association (BCUOMA) is seeking a qualified firm to conduct a review of used oil filters in British Columbia.

This project will provide the BCUOMA with an update to a similar review completed in 2007. As with the 2007 review, the primary objectives of the current study include:

- Determining the typical composition of a drum of used oil filters;
- Evaluating the ratios and typical weights of different filter types in drums of used oil filters; and
- Determining the typical amount of free product, general waste and non-eligible filters in a drum of used oil filters.

II. Definitions and Administrative Requirements

1. Definitions

Throughout this Request for Proposals, the following definitions apply.

- 1.1 **"BCUOMA"** means the [British Columbia Used Oil Management Association](#), a not-for-profit group dedicated to the collection and recycling of lubricating oil, oil filters, oil containers, antifreeze and antifreeze containers in British Columbia;
- 1.2 **"Closing Date"** means the date and time indicated on the cover page of this RFP;
- 1.3 **"Closing Location"** means the closing location for Proposals indicated on the cover page of this RFP;
- 1.4 **"Contract"** means the written agreement resulting from this RFP executed by the BCUOMA and the successful Proponent;
- 1.5 **"Contractor"** means a successful Proponent to this RFP who enters into a written Contract with the BCUOMA;
- 1.6 **"Inquiries Contact Person"** means the contact person identified on the cover page of this RFP;
- 1.7 **"must"** or **"mandatory"** means a requirement that must be met in order for a Proposal to receive consideration under the RFP;
- 1.8 **"Proponent"** means an individual or a company that submits, or intends to submit, a Proposal in response to the RFP;
- 1.9 **"Proposal"** means a Proponent's written response to the RFP;
- 1.10 **"Request for Proposals"** or **"RFP"** means this document and any addenda; and



1.11 “should” or “desirable” means a requirement having a significant degree of importance to the objectives of the RFP.

2. Administrative Requirements

The Administration Requirements related to this RFP are provided in [Appendix B](#).

III. Intended Schedule

The RFP process is expected to follow the schedule below. The timing and sequence of events resulting from this RFP may vary as ultimately determined by the BCUOMA.

Date	Milestone Event
May 29, 2018	RFP issued
June 07, 2018	Deadline for submitting inquiries to Contact Person
June 11, 2018	Proponents’ teleconference (Proponent inquiries addressed)
June 19, 2018	RFP closes
June 29, 2018	Proponents notified of final results
July 9, 2018	Contract finalized / Contract commences

IV. BCUOMA Background

The BCUOMA, a not-for profit agency, is a collaboration of manufacturers and first sellers of lubricating oil, oil filters, oil containers, antifreeze and antifreeze containers. Its goal is to provide British Columbians with an eco-friendly and cost-effective way to dispose of these materials.

Each year, approximately 47 million litres of oil, 2.6 million litres of antifreeze, 5.9 million filters, and 1.7 million kilograms of containers are collected and responsibly managed through the BCUOMA program.

Used oil collected through the program is re-refined into new lubricating oil or processed for use in pulp mills, cement plants and in asphalt plants. Used antifreeze is refined and reused as new antifreeze. Metal oil filters are crushed and taken to a steel mill to manufacture reinforcing



steel, while non-metal oil filters are used in waste to energy facilities. Plastic oil and antifreeze containers are recycled into new oil containers, drainage tiles and parking curbs.

The program is funded by Environmental Handling Charges (EHCs), charged on eligible oil products at the time of purchase. The EHCs cover the BCUMOA's costs of collection, transportation and processing of materials.

V. Study Background

In the past, the BCUOMA has applied a number of assumptions with respect to the sizes, weights and compositions of filters included in a drum. These assumptions have significant impacts on the financial incentives paid by the BCUOMA to the material collectors and processors.

- In 2003, when the BCUOMA program commenced, the Alberta Used Oil Management Association (AUOMA) assumptions were used. Based on those assumptions, there was an average of 130 filters in a 45-gallon drum, with 115 (88.5%) of those filters <8 inches in length and 15 (11.5%) equal to or greater than 8 inches. The average weight of a 45-gallon drum of filters was 111 kg, including the weight of the drum. This resulted in an assumed average weight of 0.854 kg per filter.
- In 2005, just over 6 million filters were sold in BC based on the EHCs remitted to BCUOMA. Of those filters, 88.5% were <8 inches and 11.5% were equal to or greater than 8 inches. There were 34,949 drums of filters collected and claimed for a Return Incentive (RI) for a total claimed weight of 4,226,922 kg. The average weight of a 45-gallon drum was calculated as 121 kg, including the weight of the drum. This meant the average drum of filters in British Columbia weighed about 10 kg more than in Alberta.
- By 2007, the BCUOMA had identified some additional factors that could impact previous assumptions about filter drum components, prompting the first study:
 - **Filter processors reported that there had been an increase in the number of non-metallic filters generated.** While it had been assumed that **non-metallic** filters were small enough in quantity to be crushed with the metal filters, it was determined that some **non-metallic** filters were being sorted out manually prior to the crushing process and shipped to a secure landfill site.
 - **Some 45 gallon-drums of filters were being delivered to the filter processor only partially full.** Since BCUOMA was paying for the weight of the 45-gallon drum regardless of whether the drum was full or not, data was being distorted and a higher than intended RI was being paid per filter.
 - **Since the inception of its program, the BCUOMA had paid twice for the weight of the used oil.** On average, it was determined that 40 litres of oil was being generated per 45-gallon drum of filters. On that basis, about 40 kg of the average 121 kg drum of filters represented used oil recovered as part of the



filter crushing process. The BCUOMA was paying a RI to the oil collector for the recovered used oil.

- In 2007, the BCUOMA’s first filter study was completed. The detailed report is included in [Appendix C](#). Following are the summary findings of the 2007 study.
 - Typical composition of a 45-gallon drum of used oil filters:
 - Weight of drum of used oil filters: 116.4 kg
 - Drum weight: 21.4 kg
 - Eligible steel oil filters: 75.0 kg
 - Eligible non-metallic oil filters: 3.2 kg
 - Non-eligible oil filters: 1.17 kg
 - General waste: 1.0 kg
 - Free product: 14.6 kg
 - Ratio of different filter types received, with an average of 161 filters recorded per 45-gallon drum. The composition of these filters was:
 - 131 steel filters (<8 inches in length)
 - 12.1 steel filters (8 to 24 inches in length)
 - 0.04 steel filters (>24 inches in length)
 - 11.7 non-metallic filters (<8 inches in length)
 - 0.4 non-metallic filters (8 to 24 inches in length)
 - 5.7 non-eligible filters
 - Average weights of different sizes and types of filters:
 - Steel filter (<8 inches in length): 0.436 kg
 - Steel filter (8 to 24 inches in length): 1.468 kg
 - Steel filter (>24 inches in length): 2.929 kg
 - Non-metallic filter (<8 inches in length): 0.247 kg
 - Non-metallic filter (8 to 24 inches in length): 0.775 kg
 - Non-eligible filter: 0.206 kg
- In 2017, the BCUOMA assessed the need to re-conduct the 2007 study to determine whether filter compositions have changed since that time, prompting the project in this RFP.

VI. Project Scope and Requirements

The BCUOMA is seeking proposals from qualified firms with expertise in field studies to attend three registered BCUOMA filter processor sites, one in the Lower Mainland, one on Vancouver Island and one in Northern British Columbia, to complete the following activities.

1. Open 150 representative BCUOMA filter drums at each of the three locations (this examination is expected to take 2 to 3 days per site). Determine and record the following information:
 - a. the weight of the drum of filters,
 - b. the generator source,
 - c. the percentage of the drum that is filled with filters (to the nearest 10%),
 - d. the weight of the empty drum,
 - e. the number and weight of eligible BCUOMA metallic filters <8 inches in length (including all transmission filters),
 - f. the number and weight of eligible BCUOMA metallic filters 8 inches and greater in length,
 - g. the number of BCUOMA eligible non-metallic filters <8 inches in length,
 - h. the number of BCUOMA eligible non-metallic filters 8 inches and greater in length,
 - i. the number and weight of non-eligible filters, such as air filters, gasoline filters, household fuel filters and sock-type filters,
 - j. the weight of other non-filter waste in each drum, and
 - k. the amount of free oil in each drum;
2. Determine the average number of litres of oil per 45-gallon drum generated from the crushing process over a one-month period, broken into two categories:
 - a. free oil in the drum, and
 - b. oil squeezed out of the filters during the crushing process;
3. Determine the average weight of the filters <8 inches and the average weight of the filters 8 inches and greater from all drums examined;
4. Determine the average weight in kg of non-eligible filters and other waste materials per drum generated from all drums examined;
5. Determine the average number of non-metallic filters per drum and average weight in kg of non-metallic filters per drum that are separated out prior to the crushing process from all drums examined;
6. Determine the disposition of the non-metallic filters;
7. Determine the amount of crushed steel in kg generated per drum of filters crushed over a one-month period; and
8. Prepare a report that includes the findings of items 1 - 7 inclusive.

Contact names and locations for each processor will be provided to the successful Proponent.



VII. Contract and Term

A successful Proponent under this RFP will be expected to enter into a Contract negotiation with the BCUOMA. Services under the Contract are expected to commence by July 9, 2018 and complete by **September 28, 2018**.

Prior to commencing the Contract, a meeting will be held with the personnel undertaking the field study and the Executive Director of the BCUOMA to clarify the various categories of oil filters that will be examined, the non-eligible oil filters, and the materials that are considered waste.

VIII. Proposal Evaluation Criteria

1. Mandatory Criteria

Following are mandatory requirements under this RFP. Proposals not clearly demonstrating that they meet these requirements will receive no further consideration during the evaluation process.

Mandatory Criteria

The Proposal must be received at the Closing Location and by the specified Closing Date.
The Proposal must be in English and must be submitted as an email attachment only in Word or PDF format.

2. Desirable Criteria

Proposals meeting the mandatory requirements will be further assessed against the following desirable criteria. Proposals not achieving the minimum score in an individual category (where applicable) will receive no further consideration during the evaluation process.

Desirable Criteria	Points Available	Minimum score (where applicable)
1. Qualifications and Experience – see section IX.1	40	24
2. Project Approach / Work Plan – see section IX.2	30	18
3. Cost – see section IX.3	30	
TOTAL POINTS AVAILABLE	100	



IX. Guide to Proponent's Response

In order to receive full consideration during evaluation of the Desirable Criteria, Proposals should include detailed responses on all of the following points.

1. Qualifications and Experience

- Provide a one or two-page corporate information overview of the Proponent's firm, including the types of services offered, length of time in business, and significant accomplishments.
- Describe the Proponent's experience providing services relevant to those described in this RFP. Include specific examples that best demonstrate the Proponent's experience delivering field studies similar to this project.
- Identify the Project Manager and all other key resources (including contracted resources) that would be involved in the project, including their roles. Provide an overview of the qualifications and relevant experience of each of the proposed key resources.

2. Project Approach / Work Plan

- Explain and interpret the services required under this RFP (see [Section VI](#)).
- Describe the Proponent's overall methodology and approach to the successful delivery of those services, recognizing that the field study must not unduly interfere with the filter processing operations.
 - It is recognized that some on-the-job training may be required to identify the different types of filters at each location.
 - Include the safety training and precautions that would be applied during the study. Refer to the legislation for products designated as [Household Hazardous Waste](#) (HHW).
- Provide a high-level work plan / timeline for the project that includes proposed status reporting points.

3. Cost

- Confirm your fixed cost (inclusive of expenses and all applicable taxes) to provide the services identified in [Section VI](#). Include any assumptions you have made to arrive at the cost.



X. Proposal Format

The following Proposal sequence and instructions should be applied in order to provide consistency in Proponent responses and ensure each Proposal receives full consideration.

- a. Respond by e-mail with subject line reference: "RFP–Filter Study"
- b. Include the following attachments in the e-mail (may be submitted as a single attachment or multiple attachments):
 - 1) The signed Proposal covering letter, as set out in [Appendix A](#) of the RFP.
 - 2) The Proposal, beginning with a Table of Contents that includes page numbers.
 - 3) A one or two-page summary of the key features of the Proposal.
 - 4) The Proposal body, preferably presented in the same order as set out in [Section IX](#) of the RFP.
 - 5) Appendices: any other information determined by the Proponent to be directly relevant to the RFP requirements, each of which should be reasonable in length.

Appendix A Proposal Covering Letter

(Letterhead or Proponent's name and address)

Date: _____

British Columbia Used Oil Management Association (BCUOMA)
David Lawes - DLawes@usedoilrecycling.ca

Subject: Filter Study – Request for Proposals

The enclosed Proposal is submitted in response to the above-referenced Request for Proposals including any addenda and/or clarifying information subsequently provided.

We have carefully read and examined the Request for Proposals and have conducted such other investigations as were prudent and reasonable in preparing the Proposal. We are authorized to submit this Proposal on behalf of the Proponent.

Yours truly,

Signature

Name: _____

Title: _____

Telephone Number: _____

E-mail address: _____

Legal name of Proponent: _____

Appendix B Administrative Requirements

1. Terms and Conditions

The following terms and conditions will apply to the RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms that follow and any terms or conditions that may be included in addenda issued by the BCUOMA.

2. Additional Information about the RFP

Subsequent information regarding this RFP, including changes made to this document, may be posted under [“What’s New” on the BCUOMA website](#). It is the sole responsibility of Proponents to check for any amendments and addenda on the website.

3. Inquiries about the RFP

All inquiries related to this RFP should be directed in writing to the Contact Person identified on the cover page of the RFP by the [deadline for inquiries](#). Proponents must not communicate directly or indirectly with any other employee, contractor or representative of the BCUOMA regarding the RFP.

4. Proponents’ Meeting

A Proponents’ Meeting will be held at the time and location identified on the cover page of the RFP. All questions received by the [deadline for inquiries](#) will be addressed by the BCUOMA at the Proponents’ Meeting.

5. Modification of Terms

The BCUOMA reserves the right to modify the terms of the RFP at any time at its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a Contract with a successful Proponent.

6. Liability for Errors

While the BCUOMA has used considerable efforts to ensure information in the RFP is accurate, the information is supplied solely as a guideline for Proponents. The information is not guaranteed by BCUOMA to be accurate, nor is it necessarily comprehensive or exhaustive.

7. Late Proposals

Only complete Proposals received at the Closing Location before the Closing Date will be considered to have been received on time. Late Proposals will not be accepted and will be returned to the Proponent.

8. Eligibility

Proposals will not be evaluated if the Proponent’s current or past corporate or other interests may, in the opinion of the BCUOMA, give rise to a conflict of interest in connection with the project described in this RFP.

9. Proposal Evaluations

Proposals will be assessed based on the evaluation criteria identified in the RFP. Evaluations will be by a committee formed by the BCUOMA. All personnel will be bound by the same standards

of confidentiality. It is the intent of the BCUOMA to enter into a Contract with the Proponent with the overall highest-ranking Proposal.

10. Changes to Proposals

By submission of written notice, the Proponent may amend or withdraw its Proposal prior to the Closing Date. Upon closing time, all Proposals become irrevocable. The Proponent will not change the wording of its Proposal after closing and no words or comments will be added to the Proposal unless requested by BCUOMA for purposes of clarification.

11. Proposal Validity

Proposals will be open for acceptance for at least thirty days after the Closing Date. Proposals that do not comply with the requirements described in this RFP may be rejected in whole or in part or not considered by the BCUOMA.

12. Currency and Taxes

Prices quoted by Proponents are to be in Canadian dollars and inclusive of Goods and Services Tax.

13. Acceptance of Proposals

This RFP is not an agreement to purchase goods or services. The BCUOMA is not bound to enter into a Contract with the Proponent who submits the lowest priced Proposal, or with any Proponent.

14. Contract

By submission of a Proposal, the Proponent agrees that should its Proposal be successful, the Proponent will enter into a Contract negotiation with BCUOMA.

15. Contract Negotiation

Notice in writing to a Proponent that it has been identified as a successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the services, and until such time, no Proponent will acquire any legal or equitable rights or privileges relative to the services.

If a written Contract cannot be negotiated within thirty days of notification to a successful Proponent, the BCUOMA may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any Proponent.

16. Proponent Expenses

Proponents are solely responsible for their own expenses in preparing a Proposal and for any subsequent negotiations with the BCUOMA. If the BCUOMA elects to reject all Proposals, it will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the Proposal, loss of anticipated profit in connection with a final Contract, or any other matter.

17. Ownership of Proposals

All Proposals submitted become the property of the BCUOMA. They will be received and held in confidence by the BCUOMA.

18. Use of RFP and Information gathered

Any information supplied by the BCUOMA in relation to this RFP may not be used or disclosed for any purpose other than for the submission of Proposals. By submitting a Proposal, the Proponent agrees to hold in confidence all information supplied by the BCUOMA in relation to this RFP.

All information gathered on behalf of the BCUOMA is proprietary to the BCUOMA. Unauthorized use or distribution of the information is strictly prohibited.

19. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and sub-contractors. Proponents should obtain consent from employees and sub-contractors proposed as resources under the RFP before sharing any of their personal information with the BCUOMA.

20. Liability

The Proponent will not make a claim against the BCUOMA for any reason whatsoever or howsoever relating to this RFP and the Proponent hereby waives and releases the BCUOMA from any demands, liability, claim, costs, expenses, or damages incurred whatsoever or howsoever arising out of or relating to this RFP or any Proposal prepared in response to it.

The BCUOMA will have no liability whatsoever or howsoever to any Proponent, in connection with this RFP or any Proposal prepared in response to it.

Appendix C 2007 Filter Study Report

The final report from the 2007 Filter Study is included as a separate attachment to the RFP.