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Request for Proposal
***End-of-Life Television and Monitor Recycling Services
for Saskatchewan's Waste Electronic Equipment
Program***

Issue Date: November 10, 2006

Closing Date: December 3, 2006

1.0 Introduction

- 1.1 The Saskatchewan Ministry of Environment has passed the Waste Electronic Equipment Regulation (E-10.21 Reg. 4) which obligates “first sellers” of electronic equipment to operate a province wide program for the collection and recycling of waste electronic equipment or end-of-life electronics (EOLE) in Saskatchewan.
- 1.2 In response to the regulation, leading information technology and consumer electronics companies together with other stakeholders have developed the Saskatchewan Waste Electronic Equipment Program (SWEEP). SWEEP is Saskatchewan-based, not-for-profit entity.
- 1.3 SWEEP submitted its stewardship plan to Saskatchewan Environment for approval on February 1, 2006 and received approval from The Minister of the Environment on May 24, 2006 to develop and implement the stewardship program. The SWEEP program is scheduled to begin on February 1, 2007.
- 1.4 In the SWEEP program, EOLE will be collected at SARCAN depots throughout the province and consolidated at SARCAN’s sites in Regina and Saskatoon.
- 1.5 The SWEEP program includes computers, printers, monitors and televisions. SARCAN will manage the disassembly and processing of computers and printers. Televisions and monitors will be processed by the recycler(s) appointed by SWEEP pursuant to this RFP.
- 1.6 SARCAN will palletize and shrink wrap televisions and monitors, which will be available for pickup FOB SARCAN Regina and SARCAN Saskatoon.

2.0 Objective of the RFP

- 2.1 The objective of this RFP is to select an organization(s) to provide recycling services for the televisions and monitors collected through the SWEEP program.

3.0 Reference Documents (attached to RFP)

- 3.1 Saskatchewan’s Waste Electronic Equipment Regulation (E-10.21 Reg. 4), dated October 12, 2005.
- 3.2 EPS Canada’s Electronics Recycling Standard (ERS), version 2.1, approved March 27, 2006
 - 3.2.1 The ERS defines the minimum requirements for managing EOLE and is intended to be used for determining if EOLE products are managed in an environmentally sound manner that safeguards worker health and safety and the environment from the point of primary processing to final disposition. All EOLE processors/recyclers will be audited by independent auditors to the requirements of this standard as determined through the Recycler Qualification Process.
- 3.3 EPS Canada’s Guidance Document, version 2.1, approved March 27, 2006
 - 3.3.1 The Guidance Document supports the ERS by providing background information on environmental and health and safety issues associated with processing EOLE.

3.4 EPS Canada's Recycler Qualification Process (RQP), version 2.1, approved March 27, 2006

3.4.1 The RQP outlines the auditing process and defines the various auditing stages and requirements.

The above reference documents are strictly confidential and may not be redistributed without permission of EPS Canada.

4.0 Proposals

- 4.1 All proposals must be sent by e-mail in either Microsoft Word or Adobe PDF format to the following: contact@sweepit.ca
- 4.2 All proposals must be received by 11:59 p.m. Central Standard Time on the RFP closing date of Sunday December 3, 2006. All bidders will have their responses acknowledged upon receipt of their submission.
- 4.3 Bidders must prepare a concise proposal which addresses all requirements detailed in the RFP. Failure to comply with the terms and conditions specified in the RFP could lead to the response being considered non responsive with no further evaluation of the vendor's proposal.
- 4.4 SWEEP shall not be obligated nor bound to accept any bid nor the lowest bid quoted in any response.
- 4.5 SWEEP shall not be obligated to disclose any information about the winning bid.
- 4.6 SWEEP shall not be responsible for any costs incurred by bidder in preparing a response to RFP.
- 4.7 The awarding of any contract as a result of this RFP will be at the sole discretion of SWEEP.
- 4.8 This document does not constitute an offer, nor promise to offer to enter into any business agreement or relationship, nor should any intent to enter into a contract, agreement or relationship be construed. This document is meant as a guideline to be used in the creation of proposals to be presented to SWEEP for the recycling of televisions and monitors.

5.0 RFP Clarification

- 5.1 It is the responsibility of bidders to request clarification of any details related to the RFP process by contacting contact@sweepit.ca in writing. Verbal requests for clarification will not be entertained.
- 5.2 Inquiries received less than 3 business days prior to RFP closing date cannot be guaranteed a response.
- 5.3 Notice of significant inquires and replies to such inquires will be provided to the persons to which this RFP has been sent.

6.0 Confidentiality

- 6.1 The information contained in this RFP is SWEEP “Confidential Information” and it is requested that this information not be shared with any party outside of your organization. The information contained under this RFP is solely for the purpose of assisting proponents in the submission of a response to this RFP.

7.0 Scope of Work

- 7.1 SWEEP seeks a qualified recycler(s) with expertise and experience in environmentally sound EOLE recycling to process the televisions and monitors collected through the SWEEP program, based on the assumptions below.
- 7.2 SWEEP requires all recyclers of EOLE to comply with the ERS and relevant regulatory requirements.
- 7.3 Recyclers will be audited and their conformance to the standard assessed on behalf of SWEEP by an independent auditor, as per the Recycler Qualification Process (RQP) developed by EPSC.
- 7.4 Evidence of conformance to the standard and approval by SWEEP must be completed prior to the recycler receiving any EOLE from the program.
- 7.5 The primary recycler must at a minimum meet relevant regulatory requirements as well as the requirements of the ERS, and will be subject to document and onsite audits to verify compliance.
- 7.6 All downstream recyclers must at a minimum meet relevant regulatory requirements as well as the requirements of the ERS, and will be subject to document audits, and where required according to the Recycler Qualification Process, be subject to on-site audits to verify conformance.
- 7.7 Periodic reassessment for conformance to the ERS will be required.
- 7.8 The primary recycler must have SWEEP’s approval, which may include reassessment, before changing any approved recycling processes or downstream vendors.
- 7.9 The primary recycler must accept and have suitable end of life management solutions for all television and monitor technologies.
- 7.10 For the purpose of this proposal, recyclers should assume that for the first 3 years approximately 580 metric tonnes (1 metric tonne = 1 000 kg) of televisions and monitors will be processed annually, however the actual tonnage will vary.
- 7.11 Recyclers must take possession of all televisions and monitors FOB SARCAN Regina and SARCAN Saskatoon.

8.0 Proposal Submissions

The proposal must consist of the following information:

- 8.1 An outline of the ability to manage this project including:
 - 8.1.1 Knowledge of environmentally sound EOLE processing;
 - 8.1.2 Experience processing EOLE; and
 - 8.1.3 Existing recycling infrastructure for handling and processing EOLE.
- 8.2 Evidence of environmental liability insurance and the ability to provide security/performance bond if required.
- 8.3 An outline of the process to identify regulatory requirements, including environmental, health, safety, shipping and export requirements.
- 8.4 Evidence of any regulatory permits or approvals to operate, as well as proof of valid Worker's Compensation coverage.
- 8.5 Identification of downstream recyclers and material flow.
- 8.6 An outline of any third-party audits or certifications undertaken by the organization (i.e. ISO 14 001 EMS).
- 8.7 An outline of any security measures taken to protect equipment or information from unintended use.
- 8.8 An outline of the process used to identify and provide employees with environment, health and safety training, and maintain records of any training.
- 8.9 An outline of the process for tracking incoming materials, mass balancing processed materials and reporting material quantities to SWEEP.
- 8.10 An outline of television and monitor processing capabilities including:
 - 8.10.1 Process volume capacity;
 - 8.10.2 The ability to process all television and monitor technologies (CRT, LCD, plasma, rear projection, etc.);
 - 8.10.3 The ability to process SWEEP televisions and monitors by February 1, 2007;
 - 8.10.4 The ability to process other EOLE;
 - 8.10.5 Any special handling or packaging requirements for materials; and
 - 8.10.6 The ability to handle hazardous materials.
- 8.11 Provide a detailed fee schedule for processing televisions and monitors, outlining the following:
 - 8.11.1 The total cost per tonne to process the SWEEP televisions and monitors;
 - 8.11.2 Ability to provide cost certainty or identification of any issues that may impact cost certainty;
 - 8.11.3 Any opportunities for economic efficiencies (i.e. volume discounts / transportation);

- 8.11.4 Any cost containment strategies;
 - 8.11.5 Payment terms; and
 - 8.11.6 Any other anticipated costs associated with processing televisions and monitors for SWEEP.
- 8.12 An outline of the environmental factors associated with the recycling process, specifically commenting on the ability to:
- 8.12.1 Divert processed material from landfill;
 - 8.12.2 Reclaim materials from EOLE; and
 - 8.12.3 Minimize transportation of materials.
- 8.13 An outline of the plan to transport televisions and monitors from SARCAN's Regina and Saskatoon facilities to the processing facility, including costing and scheduling information.

9.0 Contact information for the SWEEP bid manager:

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Email: contact@sweepit.ca or mcheung@productcare.org