



BC Used Oil
Management Association

Request for Proposals

Study of Unaccounted Used Oil

Issue Date: **July 30, 2018**

Closing Date and Time: **August 20, 2018, 4:00 PM (BC Time)**

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

Proponents' Meeting:

Held by teleconference only

August 10, 2018 at 2:00 PM (BC Time)

Toll free: 1-888-433-2192

Participant code: 0704355 #

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–Unaccounted Used Oil 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 unaccounted used oil in British Columbia.

This project will provide the BCUOMA with an update to similar previous reviews, the latest being completed for the year 2011. The primary objective of the current study is to determine the different uses of / disposal methods for used oil that was not collected and processed through BCUOMA's collection and recycling program and thereby considered "unaccounted". The data year for the current review is 2017.

Services under the Contract are expected to commence by August 20, 2018 and complete by November 16, 2018.

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 Administrative 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
July 30, 2018	RFP issued
August 8, 2018	Deadline for submitting inquiries to Contact Person
August 10, 2018	Proponents’ teleconference (Proponent inquiries addressed)
August 20, 2018	RFP closes
August 30, 2018	Proponents notified of final results
September 4, 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 48 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 BCUOMA’s costs of collection, transportation and processing of materials.

Collection System

BC has a province-wide network of [Return Collection Facilities](#) where they accept both oil and anti-freeze related products for recycling at no charge to the public. The BCUOMA’s website provides a search tool the public can use to find the drop-off locations nearest to them.

Individuals or businesses that need to dispose of larger quantities of used oil, filters, oil containers, antifreeze or antifreeze containers can contact a registered [Collector](#). A Collector is a government-approved carrier, registered with the BCUOMA, that picks up used oil and antifreeze materials from over 4,000 generators including the Return Collection Facilities. From there, the materials are delivered to a Processor registered with BCUOMA. The BCUOMA pays the registered Processors, who in turn pay the Collectors, to pick up the used oil and antifreeze materials.

2017 Oil Recovery and Uses

Oil is sold in containers as small as less than 1 litre bottles and as large as 205 litre drums, 1600 litre “lube cubes”, 30,000 litre tank trucks and 50,000 litre rail cars. BC’s [Recycling Regulation](#), under which the BCUOMA operates, applies only to the containers 30 litres or less in size.

As shown in the table below, in 2017 about 99.7 million litres of oil was sold in British Columbia, with an estimated 25% sold for cars and light trucks and the remainder sold for industrial purposes. About 40% of the oil was marketed in oil containers while the remaining 60% was sold in bulk. Based on a 2005 “Consumed in Use” study which assumed that 30.1% of the oil is consumed in use and therefore not available for collection, 69.7 million litres of oil was considered recoverable in 2017. The actual amount of used oil collected and recycled through the BCUOMA program in 2017 was 47.8 million litres.

Product	Litres Sold 2017	Recoverable %	Litres Recoverable	Litres Recovered	Recovered %
Oil	99,662,575	69.90%	69,664,140	47,759,715	68.56%



The unaccounted used oil is the difference between the oil Recovered and what was considered Recoverable (about 22.2 million litres in 2017).

Unlike used oil filters and used oil and antifreeze containers, some generators consider that used oil that they own has a value and rather than have a BCUOMA registered Collector pick it up, they choose to use it for other purposes. Some of the used oil is also retained in used oil filters and oil containers that are landfilled instead of recycled, while some is soaked up in oily rags, in floor dry, etc. Some of this material that is considered contaminated by the user and can't be reused or recycled is hauled to a hazardous waste landfill in Alberta, and some is improperly disposed of in local BC landfills.

V. Previous Study Results

In the 2011 Unaccounted Used Oil Study, it was found that used oil that bypassed the BCUOMA program was used for:

- Used oil burners
- Landfill
- Engine oil burn systems
- Pulp mill, logging and construction
- Cement and lime kilns
- Explosives manufacturing
- Haida Gwaii (miscellaneous uses)
- Naval vessels
- Transformers and insulating oil
- N.E. oil and gas patch (miscellaneous uses)
- Catch-all uses (e.g., sewer, weed control, road oiling ground pits)

The unaccounted volumes by category, together with the percent changes from the BCUOMA's [prior study](#) (2006), are provided in the 2011 Unaccounted Used Oil Study Final Report.

VI. Project Scope and Requirements

The BCUOMA is seeking proposals from qualified firms to undertake a review and study to determine the different uses of / disposal methods for used oil that are not collected through the BCUOMA program, and the approximate quantities of used oil for each of these uses and disposal methods.

The review and study should include the following activities:



- Review the 2011 Unaccounted Used Oil Study, the 2005 Consumed in Use Study, and the 2011 Review of the Recovery Rate for Used Oil in Quebec. These reports are included as appendices to this RFP;
- Quantify the unaccounted used oil in BC for 2017, that can be used as an estimate in future years until the information is updated, by source; and
- Prepare a report that summarizes the approach to and the findings of the review, including a comparison to the 2011 results.

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 **August 20, 2018** and complete by **November 16, 2018**.

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 studies similar to this project, ideally including data collection and analysis in the environmental sector.
- 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.
- Provide a high-level work plan / timeline for the project that includes proposed status reporting points and the final report delivery.



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–Unaccounted Used Oil 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: Unaccounted Used Oil 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 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 2011 Unaccounted Used Oil Study Final Report (prepared April 2013)

The final report from the 2011 BCUOMA study is included as a separate attachment to the RFP.

Appendix D: 2005 Consumed in Use Study

The final report from the 2005 BCUOMA study is included as a separate attachment to the RFP.

Appendix E: 2010 Review of the Recovery Rate for Used Oil in Quebec

The final report from the 2010 Recyc Québec study is included as a separate attachment to the RFP.