



**BC Used Oil**  
Management Association

# Request for Proposals

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## Study of the Unrecoverable Rate for Antifreeze in BC

Issue Date: **August 12, 2020**

Closing Date and Time: **September 14, 2020, 4:00 PM (BC Time)**

Closing Location for Proposals: **By email to**  
David Lawes - [DLawes@usedoilrecycling.ca](mailto:DLawes@usedoilrecycling.ca)

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### Proponents' Meeting:

**Held by virtual (Zoom) meeting only**  
August 27, 2020 at 2:00 PM (BC Time)

*Proponents should email the inquiries  
Contact Person in advance indicating their  
intention to participate and to receive the  
Zoom login details.*

### Inquiries Contact Person:

**By email only to**  
David Lawes - [DLawes@usedoilrecycling.ca](mailto:DLawes@usedoilrecycling.ca)

E-mail subject line reference:  
"RFP Inquiry–Unrecoverable Antifreeze  
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 antifreeze in British Columbia. The primary objective of the study is to develop an estimate of the antifreeze in BC that is unavailable for recovery, using BC-specific data and information.

Services under the Contract are expected to commence by October 1, 2020 and complete by March 15, 2021.

## 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
August 12, 2020	RFP issued
August 24, 2020	Deadline for submitting inquiries to Contact Person
August 27, 2020	Proponents' virtual meeting (Proponent inquiries addressed)
September 14, 2020	RFP closes
September 21, 2020	Proponents notified of final results
October 1, 2020	Contract finalized / project commences

## IV. BCUOMA Background

The BCUOMA, a not-for profit agency, is an environmental initiative of the BC 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 51 million litres of oil, 2.7 million litres of antifreeze, 6.4 million filters, and 1.8 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), applied on eligible oil products at the time of purchase. The EHCs cover the BCUMOA's costs of collection, transportation and processing of materials.

### ***Collection Network / Product Management***

British Columbia has a Consumer Collection network of approximately 300 [Return Collection Facilities](#) where they accept both oil and antifreeze related products for recycling at no charge to the public. BCUMOA'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 BCUMOA, 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 Processors registered with BCUMOA. The BCUMOA pays the registered Processors, who in turn pay the Collectors, to pick up the used oil and antifreeze materials.

Of all the oil and antifreeze collected in BC, most (96%) is collected from commercial facilities such as service stations, lube shops and large commercial operations (e.g., mining, forestry and agriculture). These are the facilities typically serviced by registered Collectors based on service agreements. The remaining 4% of oil and antifreeze collected in BC comes from consumers that change their own oil/antifreeze or small commercial operators that choose to use the free drop-off at a Return Collection Facility.

Antifreeze collected that was previously sold as an antifreeze product is refined and used again as an antifreeze product. Antifreeze processors are now also involved in processing used antifreeze to the point where an additive package can be included and the recycled antifreeze can again be sold for automotive use.

### ***Unrecoverable Antifreeze***

Antifreeze has been collected for recycling in BC for over 25 years through private collection. The BCUMOA has been operating a regulated Extended Producer Responsibility (EPR) antifreeze program since 2011, and a few other provinces have started a program since then. Antifreeze is sold in both *concentrated and diluted form*, and BCUMOA tracks the ratio between the two forms as they have implications for determining the volume sold and available for collection.

"Unrecoverable antifreeze" includes the volume of antifreeze lost during the use stage as well as any repurposed product, combined with the volume lost from incidents such as leaks, vehicle accidents and engine malfunctions.



In 2011/12, BCUOMA participated in a national study of the *Estimated Rates of Recoverable Antifreeze in Canada* ([Appendix C](#)). This study was revisited in 2018/19 ([Appendix D](#)), however neither study adequately incorporated the mature history of collection in BC, high anecdotal evidence on repurposing in BC, and the BC climate-related antifreeze user characteristics – in particular, consideration to the mild climate of southwest BC relative to Canada. Anecdotal BC industry information in recent years also suggests that very little antifreeze is disposed in used oil, and that the high repurposing plus lost in use rate (e.g., hose breaks, engine repair) means the unrecoverable rate is closer to 75%. In addition, industry information for BC indicates that servicing intervals for antifreeze have become longer with newer, more efficient vehicles. [Section V](#) provides a summary of the various studies and industry information, the wide range of rates, and BCUOMA’s assessment of the results of the national studies ([subsection d](#)).

Given the varying findings to date, through this RFP, BCUOMA intends to conduct a BC-specific study of the estimated amount of antifreeze that is repurposed, consumed in use, or lost in service and therefore unrecoverable. To demonstrate the importance of maximizing precision in BC’s unrecoverable rate, the following are statistics on BC’s antifreeze sales and recovery in 2019 applying different unrecoverable rates:

Antifreeze	Litres Sold 2019	Recoverable Rate	Litres Recoverable	Litres Recovered	Recovery %
National study findings: ~55% unrecoverable	12.5 million	45%	5.6 million	2.67 million	48%
Anecdotal/BC industry information: ~75% unrecoverable	12.5 million	25%	3.1 million	2.67 million	86%

In each scenario, the “unaccounted” antifreeze is the difference between the Litres Recovered and the Litres Recoverable.

## V. Previous Study Results – Unrecoverable Rates

### a) *Estimated Rates of Recoverable Antifreeze in Canada (2011/12): 55% unrecoverable (BC)*

This national study ([Appendix C](#)) was led by Quebec and covered 7 provinces. In BC’s case, the study arrived at an estimated 55% consumed or lost in use rate.

The study examined the Automotive Sector, Road Transportation Sector, and “Other” Sectors (mining, oil and gas, forestry, agriculture, municipal, construction, and manufacturing – industries in which heavy equipment is used).



A follow-up to this national study was completed in 2018/19. See d) below for the results together with BCUOMA's assessment of the applicability of its conclusions in BC's case.

**b) *Manitoba study (2017): 80% unrecoverable***

The Manitoba Association for Resource Recovery Corp. (MARRC) recognized that the antifreeze recovery rate in the province – and largely throughout Canada – had been relatively low despite sales of antifreeze being stable, as confirmed by provincial EHC remittances. In response, MARRC conducted a detailed survey that resulted in input from over 1,200 respondents.

Manitoba's findings indicated that antifreeze for top-ups and from burst hoses (product which is unrecoverable) accounts for 86% of generator antifreeze purchases. They concluded that this would result in a lost in service volume in the range of 80%, rather than 55% as identified in the national study.

**c) *Industry information: 55% – 75% unrecoverable***

A major Canadian antifreeze manufacturer reported that an estimated 55–65% of antifreeze is unrecoverable, taking into consideration accidents, mechanical failures, etc. Anecdotally, a representative of a major antifreeze manufacturer suggested that 75% is lost in service.

For further consideration, some repurposing of antifreeze that would increase the amount of unrecoverable product was also identified by industry:

- Down Hole – as a drilling fluid
- Blasting Medium – packed in dynamite holes to stop freezing in cold conditions
- Belt Wetting Agent – sprayed on belts in mining operations to stop them from freezing and product from sticking

**d) *Update on Antifreeze Recovery Rate (2018/19): 55% unrecoverable (global rate)***

Applying the same methodology as the 2011/2012 study, this national follow-up report ([Appendix D](#)) arrived at an unrecoverable rate of approximately 55% for the participating provinces, which is almost identical to results from the original study.

Anecdotal information from BC industry, particularly the used oil and antifreeze collection industry, suggests that some conclusions of the report were not as globally applicable as indicated.

## **VI. Project Scope and Requirements**

The BCUOMA is seeking proposals from qualified firms to undertake a comprehensive study to determine the rate of unrecoverable antifreeze specific to BC.



The study should include the following activities:

- Review the reports from the 2011/12 national study (*Estimated Rates of Recoverable Antifreeze in Canada*) and its 2018/19 follow-up (*Update on Antifreeze Recovery Rate*). The reports are included as appendices to this RFP;
- Assess the national methodology and update/expand/refine as necessary to ensure it reflects BC's specific circumstances;
- Gather BC-relevant information and data to maximize precision in the province's unrecoverable rate.
  - Include a methodology for assessing BC top-up purchases and antifreeze lost from mechanical failures (similar to the Manitoba study); and
- Prepare a report that summarizes the methodology, project activities and detailed findings of the study including the BC-specific rate of unrecoverable antifreeze.

## 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 October 1, 2020 and complete by March 15, 2021.

## 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**

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The Proposal must be received at the Closing Location and by the specified Closing Date.

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The Proposal must be in English and must be submitted as an email attachment only in Word or PDF format.

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## 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	
<b>TOTAL POINTS AVAILABLE</b>	<b>100</b>	

## 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–Unrecoverable Antifreeze 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](mailto:DLawes@usedoilrecycling.ca)

**Subject:    Study of the Unrecoverable Rate for Antifreeze in BC – 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 on the BCUOMA website at <https://bcusedoil.com/stewardship-plan-and-reports/>. 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 virtual Proponents' Meeting will be held at the time 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      Estimated Rates of Recoverable Antifreeze in Canada (2011/12)**

The two documents comprising the study's final report are included as separate attachments to the RFP as follows:

- AntifreezeStudy\_FinalReport00\_Vol1
- AntifreezeStudy\_FinalReport00-Vol2\_Appendix

## **Appendix D      Update on Antifreeze Recovery Rate (2018/19)**

The study's final report to BCUOMA is included as a separate attachment to the RFP:

- RP\_Glycol2019\_BCUOMA\_FINAL\_25nov2019