



Re-refined Motor Oil and Recycled Antifreeze RFP Language

What is this tool?

BCUOMA have developed a tool for those who are looking to integrate language specific to purchasing re-refined motor oil and/or recycled antifreeze into their next RFP for oils and lubricants. Your bid document should include a sustainability section, weighted according to your institution's priorities. This tool contains a menu of templated model sustainability clauses that can be used as-is or adapted to incorporate into your solicitation document. This language can be included as mandatory or desirable requirements. Re-refined products do not have unique certifications and must meet the same requirements and specifications as virgin products. It is therefore recommended to treat your RFP with no bias when it comes to your other required standards and technical specifications.

This tool is not a substitute for legal advice and does not replace any procurement obligations under domestic and international trade agreements.

How to use this tool:

1. Review the language below, choose the appropriate clauses and determine any additional details that may need to be included.
2. Adapt the language as needed and insert into your RFP documentation alongside your other technical specifications.

MODEL SUSTAINABILITY CLAUSES

1. Sustainability

[Institution] is committed to sustainable procurement and promoting a circular economy. [Institution] expects Proponents to have sustainable and responsible business practices, operations and products that supports protecting the environment and are socially responsible. [Institution] has incorporated its sustainability principles into its procurement practices and will give favorable consideration to Proponents as well as their products and services which emulate [Institution's] commitment to sustainability.

Please limit your responses to Section [1] to within 1,000 words.

1.1 Re-refined Oils & Lubricants

[Institution] aims to reduce its carbon footprint and decrease energy use by increasing use of re-refined oil & lubricants. [Institution] seeks Proponents that can provide re-refined products, that meet OEM and other specifications outlined in this RFP, for a minimum of [50%] of the total product line.

- 1.1.1. Provide a written response identifying and describing the proposed available re-refined product lines for the following product categories:

- [List product categories required e.g.:
- Motor (engine) Oil;
- Synthetic Motor Oil; CNG Motor Oil;
- Antifreeze;
- Automatic Transmission Fluid (ATF)]

1.1.2. Describe how you will work with [Institution] over the contracted period to help reach our goal of purchasing [100%] re-refined oils, lubricants & coolants by [2030].

1.2 Sustainability Tracking

1.2.1. Describe how you will track 'source of origin' and supply chain information for all oil & lubricant product lines, please provide examples.

1.2.2. Describe how you will report to [institution] at least annually (and upon request) the dollar value and % of re-refined oils & lubricants of total oils & lubricant expenditures.

1.3 Local Production

[Institution] is committed to promoting and amplifying the local economy here in British Columbia and seeks Proponents who can provide products manufactured, refined, or re-refined within the province.

1.3.1. Provide a written response identifying and describing the proposed available re-refined product lines for the following product categories:

- [Product categories required e.g.:
- Motor (engine) Oil;
- Synthetic Motor Oil; CNG Motor Oil;
- Antifreeze;
- Automatic Transmission Fluid (ATF)]

1.4 Sustainable Business Practices

[Institution] is committed to minimizing the social, economic and environmental impact of the products and services it procures. To do so [Institution] is looking to do business with Proponents that demonstrate sustainability in their operations and take into consideration when designing, developing and delivering their products and services. These Proponents have considered and implemented changes to meet or exceed sustainable standards and demonstrate corporate social responsibility.

1.4.1. Describe your Corporate Social Responsibility program. Do you have a Code of Conduct for your organization and suppliers? If yes, please describe

1.4.2. Outline your sustainability policies, procedures and or practices, including your goals and progress to date, compliance with applicable standards, efforts targeted at reducing greenhouse gases and any social responsibility initiatives currently in use by your company.