



**Glass Market Development Fund
Request for Proposals (RFP)**

**Provision of Processing Capacity
for Mixed Broken Glass**

**Part F
Evaluation of Bids**

March 8, 2005

PROVISION OF PROCESSING CAPACITY FOR MIXED BROKEN GLASS PROCESSING

PART F: EVALUATION OF BIDS

1. INTRODUCTION

The proposals will be evaluated following the methodology outlined within this section.

2. PROPOSAL CONTENT AND EVALUATION – TWO-ENVELOPE APPROACH

The contents of the service proposal shall consist of and will be evaluated according to the following two-envelope process:

- Envelope One – Mandatory Requirements;
- Envelope One – Rated Selection Criteria
 - Experience and Qualifications of Repondent
 - Experience and Qualifications of Key Personnel
 - Facility Technical Feasibility, Flexibility and Reliability; and
- Envelope Two – Financial Proposal

Respondents are requested to address these requirements in the order indicated and in sufficient depth in their proposal. Items not addressed in the proposal will be deemed as either not meeting the Mandatory Requirements or given zero points under the Point Rating System.

Each proposal must include a demonstrated understanding of the scope and particulars of the assignment and should clearly address the evaluation criteria, which will be scored in relation to the available points stipulated. The Respondent's Technical Proposal should concisely and thoroughly address each requirement identified as a Mandatory Requirement or Rated Selection Criteria requirement, using the prescribed Proposal format.

2.1 Envelope One – Mandatory Requirements

For a Respondent to be considered for this assignment, the following mandatory requirements must be met (based on the sole opinion of the Contracting Authority). Proposals not fully complying with the mandatory requirements will be deemed non-compliant and will be given no further consideration.

The Respondent **must** submit to the Region:

1. A copy of the Certificate of Approval from the Ministry of Environment (for existing facilities).
2. A copy of the existing Municipal Consent, or letter indicating the intent to obtain a Municipal consent, to operate a Mixed Broken Glass processing facility.

3. Details of the Respondent's financial structure and Financial Statements or letter from a financial institution indicating the Respondent's financial stability.
4. Letter from your bank, registered in Ontario, stating that the Respondent can obtain a Letter of Credit of 25% of the annual amount of the Contract.
5. Letter from a surety company stating that the Respondent can obtain a Performance Bond of 75% of the annual amount of the Contract.
6. A bid deposit in the amount of \$10,000.
7. Evidence of insurance.
8. A notarized Certificate(s) of Incorporation of the corporate entity submitting the Proposal and of all joint venture or consortium members.

2.2 Envelope One – Rated Selection Criteria

2.2.1 Experience and Qualifications of the Respondent (30 points)

The Respondent's relevant corporate experience and qualifications will be evaluated, based on consideration of the following:

1. The Respondent's corporate profile, which must describe all joint venture or consortium members.
2. The Respondent's relevant project(s) experience, including:
 - Demonstrated corporate experience in, as applicable, designing, constructing and operating a MBG facility;
 - Demonstrated corporate experience in producing products meeting specifications for individual materials, as outlined herein; and
 - A track record of reference plant(s) in meeting similar technical and operational performance levels.
3. The Respondent's two (2) (minimum) project reference contacts, who are familiar with the Respondent's qualifications to provide MBG processing on a similar scale and scope as that required for this Contract, and demonstrated capability to perform the services required. ***These references will be contacted.***

2.2.2 Experience and Qualifications of Key Personnel (15 points)

The individual experience and qualifications of key Respondent personnel will be evaluated based on consideration of the following:

1. The Respondent's key team members' experience with similar assignments.
2. The expertise of proposed staff in the design and construction, operation and maintenance of material recovery facilities.
3. The expertise of proposed staff responsible for process monitoring and control.
4. The expertise of personnel responsible for product quality control.

Information on the above items must be provided in the Respondent's Technical Proposal, in accordance with the requirements outlined in Annex A.

2.2.3 Facility Technical Feasibility, Flexibility, Reliability and Glass Product Marketing (55 points)

The Respondent's proposed processing facility will be evaluated, based on consideration of the following:

1. Overall soundness of the Facility design and integration of the separate unit operations, including access and egress, receiving, pre-processing, processing, product storage and shipping.
2. Process monitoring and control systems and ability to identify and correct problems.
3. Proven ability of the processing system to reliably generate products with high end market value.
4. Ability of the Facility to respond to fluctuations of quality and composition in the material stream.
5. Contingency capabilities of the system.
6. Proven reliability of the equipment and processing system.
7. Ability to provide a safe, comfortable and ergonomically acceptable working environment for staff.
8. Ability of the Facility to effectively control air quality and any emissions.
9. Ability to produce high end market values that can return monetary benefits to the Cities and Regions.
10. Ability to expand an existing Facility or develop a new Facility to meet processing needs by July 1, 2006.

Information on the above items must be provided in the Respondent's Technical Proposal, in accordance with the requirements outlined in Annex A.

NOTE TO RESPONDENTS:

WITHOUT EXCEPTION, ANY exceptions taken with any technical or other requirement must have a cost per tonne assigned to it within the Envelope One submission. All exceptions will be reviewed prior to moving to reviewing Envelope Two submissions. When reviewing Envelope Two submissions, these costs will be added/subtracted from the provided financial proposal costs. Failure to meet this requirement will result in the proposal being rejected and the financial proposal being returned unopened.

Envelope Two - Financial Proposal

In a separate **sealed** envelope, clearly identified as the **Financial Proposal**, and using the costing charts provided in Part E, the Respondent is to provide a firm cost including all professional fees, disbursements and taxes, to complete this assignment in accordance with the Services detailed herein and in the Respondent's proposal.

- Envelope One – Mandatory Requirements are on a strict pass/fail basis. The second envelope will only be opened for those proponents that have attained a **minimum score of 80% (80 out of 100) on the Rated Selection Criteria numbered 1 to 3 inclusive**. The proponent with the lowest price will be put forward for consideration (i.e.,

negotiations) and award (i.e., only after successful negotiations). *Again note that the cost associated with any exceptions will be added/subtracted from the bid price prior to ranking the submission.*