



CIRCULAR
M A T E R I A L S

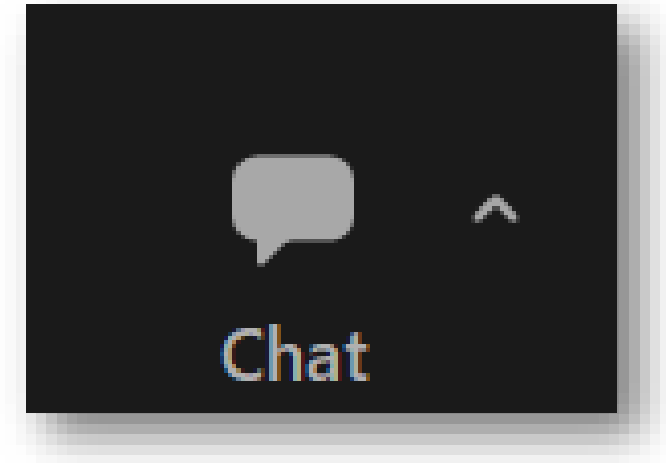


REVERSE LOGISTICS GROUP

Request for Proposals to Establish and Operate Receiving Facilities

June 22, 2022

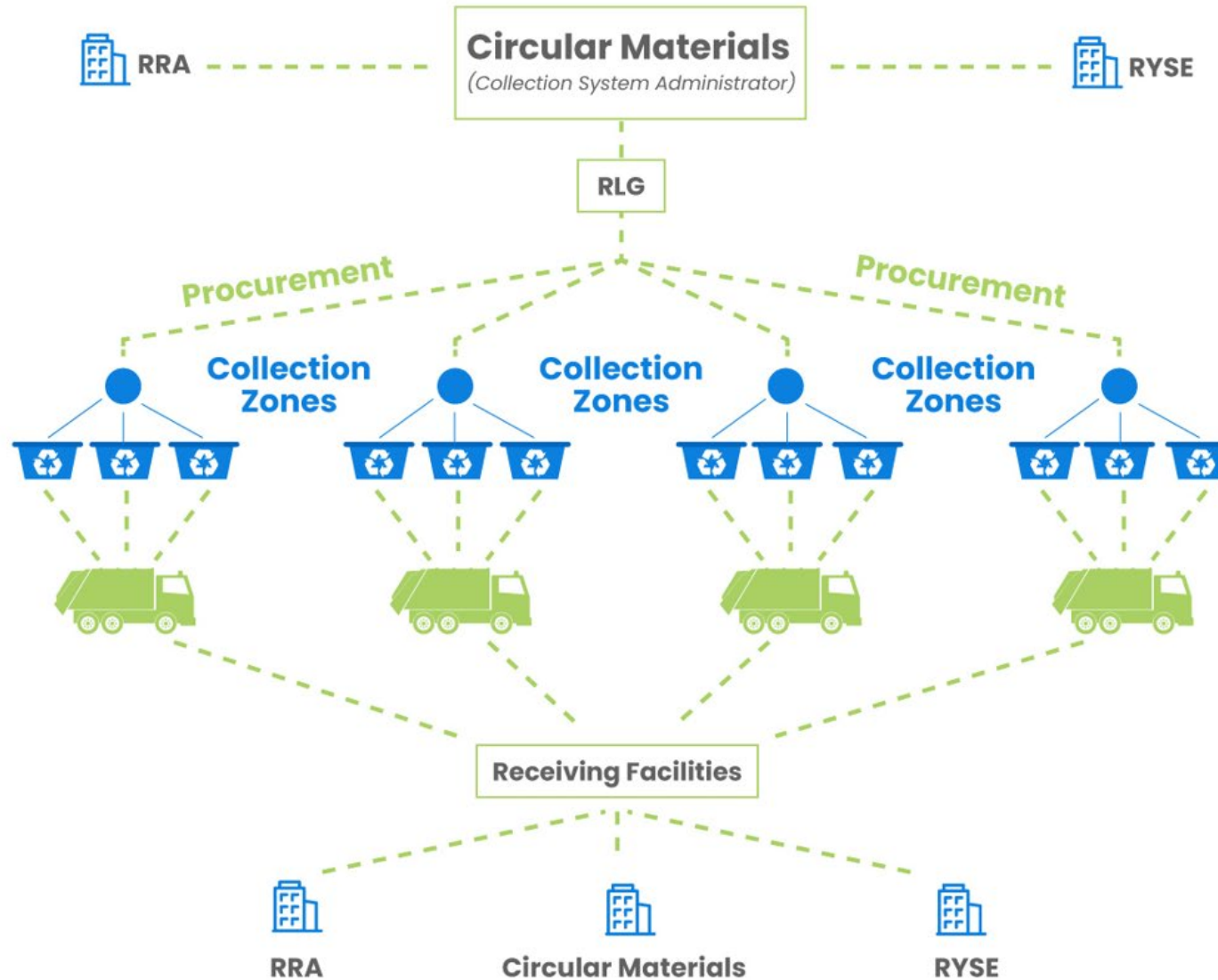
- Questions can be asked by:
 - Unmuting yourself and asking verbally; or
 - Typing in the 'Chat' box.
- Questions will be documented, and responses will be distributed as an addendum.
- If you have technical issues, please let us know by typing in the 'Chat' box or emailing info@circularmaterials.ca.



- Background
- Overview
 - Registration
 - Questions
 - Scope of services
 - Aggregation of municipal geographies into catchments
 - Format for procurement of receiving facilities with staggered submission timelines

- Circular Materials as the blue box Common Collection System Administrator.
 - Not-for-profit producer responsibility organization (PRO).
 - Largest blue box PRO by producer supplied tonnage.
 - Unconflicted:
 - Only blue box PRO that is not owned by a waste management company.
 - Only PRO able to engage municipalities and service providers with no interest other than an orderly transition towards regulatory compliance.
 - Only PRO able to prepare and issue the RFP for Receiving Facilities.
- RLG as Circular Materials' contractor to enter into and manage contracts for Receiving Facilities awarded through competitive procurement.

- Circular Materials has contracted with Reverse Logistics Group (RLG) Canada Inc. to be the Common Collection System Operator. They will:
 - Manage contracts for the continuation of blue box material collection services where these contracts are the result of an offer by the Administrator and acceptance by the eligible community or its contractor;
 - Enter into and manage contracts for residence and facility collection services awarded through competitive procurement; and
 - Enter into and manage contracts for Receiving Facilities awarded through competitive procurement.



- The Blue Box Regulation requires that every producer:
 - Maintain collection services during transition;
 - Following transition, provide:
 - Curbside collection of blue box material for every eligible source that receives curbside garbage collection; and
 - Depot collection of blue box material for residences that do not receive curbside service.
- A single collection system can be established and operated on behalf of every producer.



- As Administrator of the single common collection system established and operated on behalf of producers, Circular Materials is leading the planning to transition collection services.
- Circular Materials is working collaboratively with Ryse Solutions Inc. (Ryse) and Resource Recovery Alliance (RRA) to establish a common collection system that:
 - Is non-discriminatory and treats all PROs equally;
 - Delivers residence, facility, depot and public space collection services and promotion and education required under the Blue Box Regulation on behalf of all producers;
 - Provides each PRO with its proportionate share of collected materials; and
 - Is financed by each PRO paying its proportionate share of the common collection system cost.

- A *Blue Box Material Common Collection System Access Agreement* will be the basis for non-discriminatory access to the common collection system by PROs acting on behalf of producers or by individual producers.
- The Access Agreement commits the parties to:
 - Provide collection services in compliance with the Regulation;
 - Conduct promotion and education in compliance with the Regulation;
 - Maximize the collection of blue box material;
 - Minimize the proportion of non-blue box material (i.e., contamination) collected with blue box material;
 - Optimize transportation, and handling costs and methods;
 - Establish and maintain a logistically efficient set of Receiving Facilities from which each PRO will draw its proportionate share of blue box material; and
 - Responsibly manage common collection system finances.

- On June 7, 2022, Circular Materials and RLG jointly issued a Request for Proposals to:
 - Establish receiving facilities within a 60-minute drive of the centroid of each eligible community.
 - Operate the receiving facilities to:
 - receive blue box material from collection vehicles and from depots;
 - take samples of inbound material; and
 - manage logistics for PROs to access their proportionate share of collected blue box material.

- Register by submitting the Registration Form by June 30, 2022 at 4 p.m. EST to receive addenda.
 - Deadline is extended from June 24, 2022.
- A revised Registration Form was posted today.
 - Section 3 *Indication of Intention* was revised to *Indication of Interest*.
 - Section 6 *Compliance with the RFP* was revised to *RFP Documents*.
 - Signing officer was revised to person with authority to bind the Proponent in respect of the matters provided for in the Form.
- These changes will be set out in an Addendum following this webinar.
- Forms previously submitted are accepted.
- Those registering after this webinar should complete the revised Registration Form and submit to RFP@circularmaterials.ca.
 - Digital signatures will be accepted.

- Submit questions in writing by deadline in each RFP:
 - RFP # 1 – July 8, 2022 by 4 p.m. EST.
 - RFP # 2 – January 13, 2023 by 4 p.m. EST.
 - RFP # 3 – March 10, 2023 by 4 p.m. EST.
- Send questions to RFP@circularmaterials.ca.
- Questions will be answered as addenda distributed to registrants.



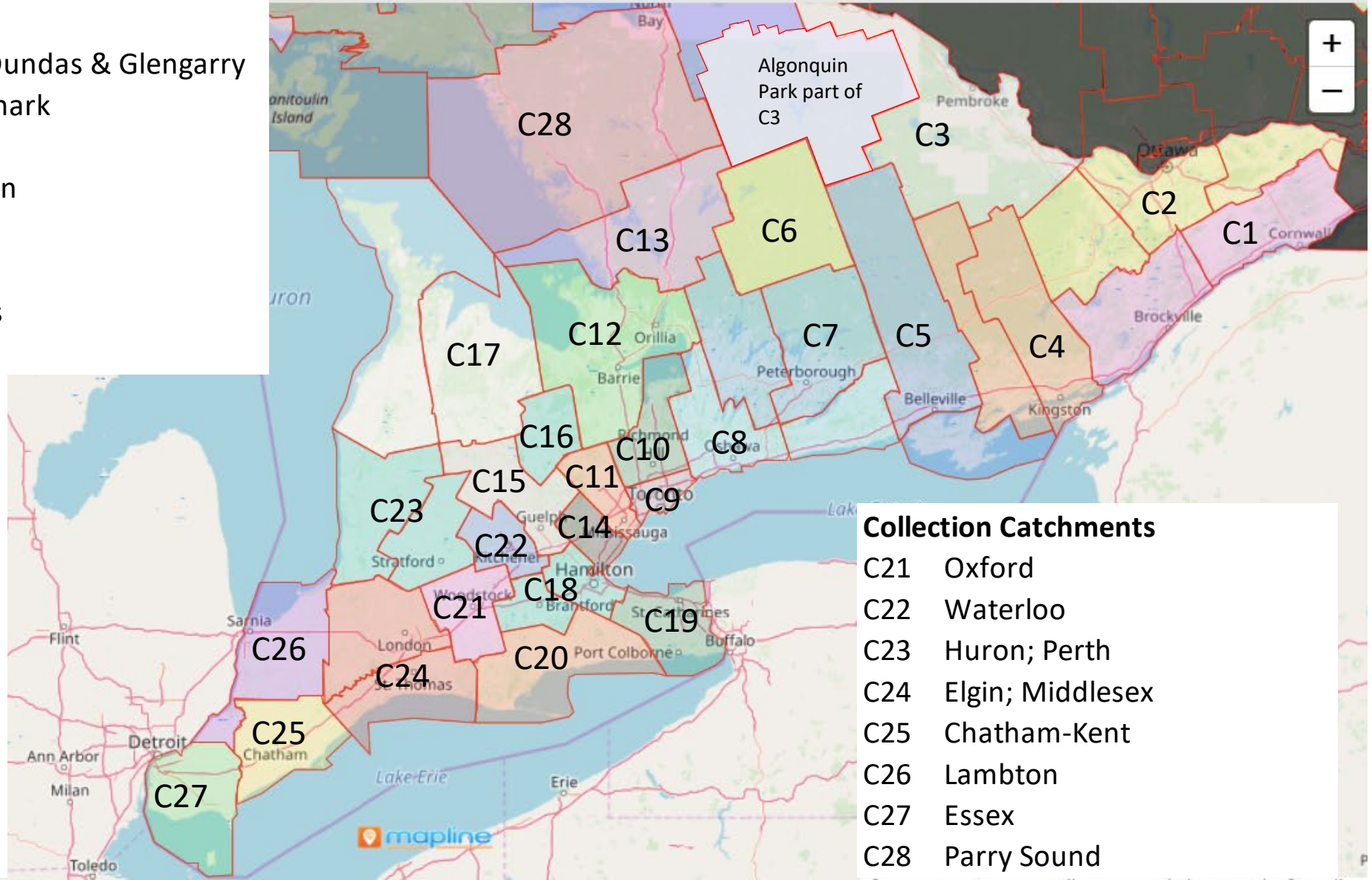
- Receive collected blue box material from inbound vehicles.
- Weigh inbound vehicle, including split weighing as directed, and provide all inbound weight details.
- Take samples of blue box material delivered to Receiving Facilities as directed and store the samples in a secure area.
- Consolidate the blue box material for pickup by one or more PROs, including in the following forms.
 - Single Stream: loose or baled;
 - Stream 1: Paper products and certain types of paper packaging – loose or baled; and/or
 - Stream 2: Plastic, metal, glass and certain types of paper packaging – loose or baled.
- Load blue box material into outbound vehicles, including loading loose materials into roll-offs or walking floor trailers and loading baled materials onto trailers, and provide all outbound weight details.



Catchments – Southern Ontario

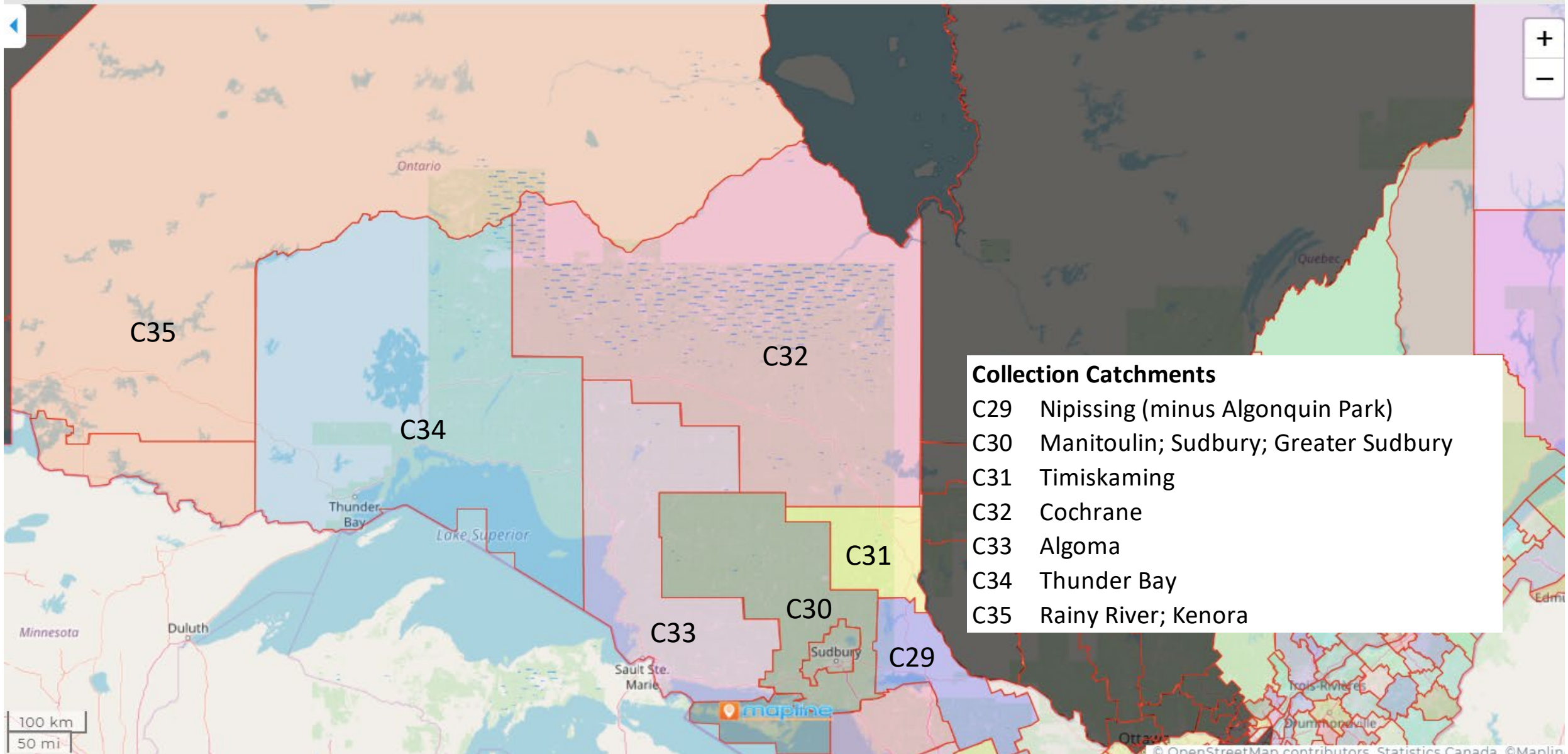
Collection Catchments

- C1 Leeds & Grenville; Stormont, Dundas & Glengarry
- C2 Prescott & Russell; Ottawa; Lanark
- C3 Renfrew (plus Algonquin Park)
- C4 Frontenac; Lennox & Addington
- C5 Hastings; Prince Edward
- C6 Haliburton
- C7 Peterborough; Kawartha Lakes
- C8 Durham; Northumberland
- C9 Toronto
- C10 York
- C11 Peel
- C12 Simcoe
- C13 Muskoka
- C14 Halton
- C15 Wellington
- C16 Dufferin
- C17 Grey; Bruce
- C18 Hamilton; Brant
- C19 Niagara
- C20 Haldimand; Norfolk



Collection Catchments

- C21 Oxford
- C22 Waterloo
- C23 Huron; Perth
- C24 Elgin; Middlesex
- C25 Chatham-Kent
- C26 Lambton
- C27 Essex
- C28 Parry Sound



Receiving Facilities RFP #1

- Catchment 1 – Leeds & Grenville, Stormont, Dundas & Glengarry
 - Catchment 2 – Prescott & Russell, Ottawa, Lanark
 - Catchment 3 – Renfrew (including Algonquin Park)
 - Catchment 16 – Dufferin
 - Catchment 17 – Grey, Bruce
 - Catchment 24 – Elgin, Middlesex
 - Catchment 26 – Lambton
 - Catchment 33 – Algoma
 - Catchment 34 – Thunder Bay
 - Catchment 35 – Rainy River, Kenora
- Proposals must be for a minimum of one catchment.
 - Proponents may submit proposals for one or more catchments.
 - A Receiving Facility may service multiple eligible communities if the Facility is within a 60-minute drive of the centroid of all eligible communities.

Item	Date
RFP Issued	Tuesday, June 7, 2022
Registration Deadline	Thursday, June 30, 2022 at 4:00 p.m. EST
Question Submission Deadline	Friday, July 8, 2022 at 4:00 p.m. EST
Deadline for Issuance of Addenda	Friday, July 15, 2022 at 4:00 p.m. EST
Proposal Submission Deadline	Friday, July 29, 2022 at 4:00 p.m. EST ("Proposal Closing Time")

Receiving Facilities RFP #2

- Catchment 5 – Hastings, Prince Edward
 - Catchment 6 – Haliburton
 - Catchment 7 – Peterborough, Kawartha Lakes
 - Catchment 8 – Durham, Northumberland
 - Catchment 11 – Peel
 - Catchment 12 – Simcoe
 - Catchment 13 – Muskoka
 - Catchment 19 – Niagara
 - Catchment 20 – Haldimand, Norfolk
 - Catchment 22 – Waterloo
 - Catchment 23 – Huron, Perth
 - Catchment 25 – Chatham-Kent
 - Catchment 27 – Essex
 - Catchment 28 – Parry Sound
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Item	Date
RFP Issued	Tuesday, June 7, 2022
Registration Deadline	Friday, June 30, 2022 at 4:00 p.m. EST
Question Submission Deadline	Friday, January 13, 2023 at 4:00 p.m. EST
Deadline for Issuance of Addenda	Friday, January 20, 2023 at 4:00 p.m. EST
Proposal Submission Deadline	Friday, February 3, 2023 at 4:00 p.m. EST ("Proposal Closing Time")

Receiving Facilities RFP #3

- Catchment 4 – Frontenac, Lennox & Addington
- Catchment 10 – York
- Catchment 14 – Halton
- Catchment 15 – Wellington
- Catchment 18 – Hamilton, Brant
- Catchment 21 – Oxford
- Catchment 29 – Nipissing (minus Algonquin Park)
- Catchment 30 – Manitoulin, Sudbury, Greater Sudbury
- Catchment 31 – Timiskaming
- Catchment 32 – Cochrane
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Item	Date
RFP Issued	Tuesday, June 7, 2022
Registration Deadline	Friday, June 30, 2022 at 4:00 p.m. EST
Question Submission Deadline	Friday, March 10, 2023 at 4:00 p.m. EST
Deadline for Issuance of Addenda	Friday, March 17, 2023 at 4:00 p.m. EST
Proposal Submission Deadline	Friday, March 31, 2023 at 4:00 p.m. EST ("Proposal Closing Time")

- Envelope 1 – Mandatory Forms
 - Proposal Form
 - Proposal Deposit
 - Independent Proposal Certification Form
- Envelope 2 – Technical Proposal
 - Proposal Form
 - Subcontractor Form
 - Key Individuals Form
 - Technical Proposal
- Envelope 3 – Pricing Proposal
 - Proposal Form
 - Agreement to Bond
 - Pricing Form

Envelope 1 and Envelope 2 may not contain any references to pricing.

- APPENDIX A: DRAFT MSA (INCLUDING STATEMENT OF WORK)
- APPENDIX B: REGISTRATION FORM (REVISED JUNE 22, 2022)
- APPENDIX C: CONFIDENTIALITY AGREEMENT
- APPENDIX D: PROPOSAL FORM
- APPENDIX E: INDEPENDENT PROPOSAL CERTIFICATION FORM
- APPENDIX F: SUBCONTRACTORS FORM
- APPENDIX G: KEY INDIVIDUALS FORM
- APPENDIX H: AGREEMENT TO BOND
- APPENDIX I: PRICING FORM
- APPENDIX J: ALTERNATIVE OPTION FORM
- APPENDIX K: PROPOSAL PACKAGE LABEL TEMPLATE



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Questions?



RFP@circularmaterials.ca