

- CONFIDENTIAL AND PROPRIETARY -

BEVERAGE CONTAINER MANAGEMENT BOARD



BEVERAGE CONTAINER MANAGEMENT BOARD

REQUEST FOR APPLICATIONS

SUBJECT: NEW DEPOT IN GRANDE CACHE, ALBERTA

ISSUE DATE: JULY 12, 2019

CLOSING LOCATION:

**Beverage Container Management Board
100, 8616 – 51 Avenue NW
Edmonton, AB T6E 6E6**

Attention: Director Operations

CLOSING DATE AND TIME:

This RFA will close at a date and time to be declared by the BCMB:-

1. INTRODUCTION

1.1 BACKGROUND AND PURPOSE OF RFA

Pursuant to the *Environmental Protection and Enhancement Act* (the “Act”) and the *Beverage Container Recycling Regulation* (the “Regulation”) the Beverage Container Management Board (“BCMB”) has the exclusive authority to issue permits for the operation of a business for the collection of empty beverage containers in the province of Alberta.

The *Depot Bylaw* defines Metro Areas, Urban Areas and Rural Areas for the purpose of issuing Depot Permits. The BCMB will only issue permits for Depots in Metro Areas and Urban Areas after the issuance of a Request for Applications (RFA). The BCMB may issue an RFA for a Rural Area if the BCMB considers any other criteria relevant in order to maintain a viable container recovery system

The BCMB is issuing this RFA to parties who wish to apply for a permit to own and operate a new beverage container depot in the area of the Hamlet of Grande Cache, Alberta outlined in red on the map of the Hamlet of Grande Cache which is posted on the BCMB website at <https://www.bcmb.ab.ca/depot-rfa/>.

The RFA process includes an initial deadline for submission of applications (“Initial Application Deadline”). If no applications are received prior to the Initial Application Deadline, or if none of the received Applications are selected, the BCMB will continue to accept applications until the RFA is closed. Further detail is provided in section 4 below.

1.2 TERMINOLOGY

The following terms contained within this RFA are defined as follows:

“**Applicant**” means the individual or corporation submitting an Application in accordance with this RFA.

“**Application**” means the material submitted by an Applicant in accordance with this RFA.

“**CSA**” means Collection System Agent as defined in the *Beverage Container Recycling Regulation* Alta. Reg. 101/1997, as amended.

“**CSP**” means Collection Service Provider. A Collection Service Provider is a manufacturer of a beverage in a refillable container who is providing a collection service capable of recovering that manufacturer’s empty refillable registered containers pursuant to section 9(a) of the *Beverage Container Recycling Regulation* Alta. Reg. 101/1997, as amended.

“**Conditional Permit Approval**” means a written communication from the President of the BCMB approving the issuance of a Permit to a Preferred Applicant conditional upon compliance with the conditions set out in that communication and final inspection of the Depot.

“**Depot**” means a building used for the operation of a business collecting empty beverage containers.

“Eligible Area” means the area outlined in red on the map of the Hamlet of Grande Cache which is posted on the BCMB website at <https://www.bcmb.ab.ca/depot-rfa/>.

“Permit” means a Permit to operate a Depot authorized pursuant to section 14 of the *Beverage Container Recycling Regulation* Alta. Reg. 101/1997, as amended.

“Preferred Applicant” means an Applicant selected by the President of the BCMB in accordance with section 5 of this RFA.

“RFA” means this Request for Application and any Appendices and documents which are stated to form part of this Request for Application.

2. INSTRUCTIONS TO APPLICANTS

2.1 CONTACT INFORMATION

Procedural inquiries related to this RFA are to be directed, in writing, as listed below. Inquiries and responses may be distributed to all Applicants at the BCMB’s option.

Beverage Container Management Board
100, 8616 – 51 Avenue
Edmonton, AB T6E 6E6

Attention: Director Operations

Or via email to: rfa@bcmb.ab.ca

2.2 NOTICE

The BCMB will provide notice of this RFA by posting information on the BCMB website, informing of the BCMB’s intention to permit a depot in the Eligible Area.

Interested parties must complete and return the Receipt Confirmation Form attached as Appendix I. All subsequent information regarding this RFA, including changes made to this RFA, and information regarding the outcome of the RFA will be directed only to those who return the Receipt Confirmation Form and will be sent by e-mail to the address shown on the Receipt Confirmation Form.

2.3 PRESENTATION TO APPLICANTS

Prior to the closing of the RFA, the BCMB may hold a presentation to Applicants. This presentation, if held, must be attended by the Applicant or an authorized representative of the Applicant who has proof of that authorization. Pertinent information regarding the RFA process will be provided in this forum and inquiries will be answered.

Applications submitted by Applicants who did not submit a Receipt Confirmation Form will not be eligible for selection.

2.4 RFA TIMETABLE

The following timetable outlines the anticipated schedule for the Request for Application process. The timing and the sequence of events resulting from this Request for Application may vary and shall ultimately be determined by the BCMB.

Request for Application issued	July 12, 2019
BCMB – Presentation to Applicants	NA – posted online
Initial Application Deadline	September 13, 2019 12:00pm
Application Closing Date & Time	As declared by the BCMB
Application Review	Within 2 weeks of closing
BCMB Decision	Within 3 weeks of closing

3. APPLICATION REQUIREMENTS

The information and documentation submitted by the Applicant must meet the requirements set out in this section of the RFA. Except as otherwise specifically stated in this RFA, applications that do not satisfy these requirements will not be eligible for further consideration through the RFA process. Only Applications submitted after issuance of this RFA will be considered under this RFA. Any applications submitted under a previous RFA will not be considered.

3.1 FORM OF APPLICATION

The Application must be in English and must be submitted electronically via email to rfa@bcmab.ca.

3.2 APPLICATION FEE

The Application must be accompanied by the specified application fee. The BCMB Fee By-law lists the New Depot Application Fee in the amount of six hundred (\$600.00) dollars for each application received by the Board. This application fee is non-refundable.

This fee must follow the completed application within one week of submitting the application. Fees can be paid via:

- a. Credit Card: [click here](#) for the BCMB's online payment system
- b. E-transfer to jmichaud@bcmab.ca
- c. Cheque, money order or bank draft made to the Beverage Container Management Board

Cheques can be hand-delivered, mailed or couriered to the official BCMB address prior to the Initial Application Deadline.

3.3 RFA CLOSING

This RFA will close when the BCMB declares the RFA to be closed (the “RFA Closing”), unless it has otherwise been terminated. All Applications must be received prior to the RFA Closing.

Each Applicant is solely responsible for ensuring that its Application is received via email and corresponding application fee is received and date stamped at the Edmonton office of the BCMB before the RFA Closing. Receipt of each submission will be confirmed by a date-stamp affixed by the BCMB. The BCMB is not responsible for any Application or application fee received or date-stamped after the RFA Closing and will not consider any such Application.

The BCMB will declare the RFA Closing by posting notification of the date and time of the RFA Closing on the BCMB website at <https://www.bcmb.ab.ca/rfps-rfas/>. No other notification of the RFA Closing is required.

3.4 AMENDMENTS TO APPLICATION

By submission of a clear and detailed written notice, the Applicant may amend its Application prior to the RFA Closing. Amendments to an Application must be submitted in the same fashion as the original Application.

The Applicant cannot change the wording of its Application after the RFA Closing and no words or comments shall be added to the Application unless specifically requested by the BCMB.

Any attempt to amend a submitted Application by way of a letter which results in an Application being incomplete, ambiguous or inconsistent or otherwise non-compliant may result in the Application being rejected at the sole discretion of the BCMB.

3.5 WITHDRAWAL OF APPLICATION

An Applicant may withdraw its Application at any time by written notice. However, application fees are non-refundable.

3.6 PERSONAL INFORMATION

Where the Applicant is an individual, the Application shall include the name, corporate title, address, and telephone number of the Applicant and proof that the Applicant is 18 years of age or older.

Where the Applicant is a corporation, the Application shall specify the director or officer responsible for making the Application. The Application shall include the name, address, telephone number and signature of that individual and proof that individual is 18 years of age or older.

Where the Applicant is a corporation, the Application shall include a current corporate search document issued by an authorized Alberta Registry Agent, a Certificate of Incorporation and a copy of the Corporation's Articles and Bylaws.

All individual Permit Holders and all Depot Managers will be required to prove English proficiency in one of two ways:

1. Submission of proof of birth and/or education in an English-speaking country; or
2. Submission of a Canadian Language Benchmark score of six (6) or better on speaking and listening and score of four (4) on reading and writing.

3.7 SIGNATURE AND ACKNOWLEDGMENT

The Application must be signed by the Applicant or by the director or officer of the Applicant responsible for making the Application. The individual signing the Application must certify that the statements made in the Application are true and accurate and acknowledge that the Applicant will comply with all relevant Acts, Regulations and BCMB Bylaws.

3.8 CRIMINAL RECORD CHECKS

Where the Applicant is an individual, the Applicant must submit a criminal record check completed by a local police agency. Online criminal records checks will not be accepted.

Where the Applicant is a corporation, the Applicant must submit criminal record checks completed by a local police agency in respect of all legal and beneficial shareholders and directors.

The Applicant must submit a criminal record check relating to the Depot Manager.

The BCMB may, in its sole discretion, reject any Application on the basis of the results of the criminal record check.

3.9 BUSINESS PLAN CONTENT

The Applicant shall submit a business plan containing the information and documentation set out in this section.

3.9.1 Location and Site Plan Information

Information must be provided with respect to the proposed location for the Depot including:

- the address and legal description of the proposed Depot site;
- details of the ownership or lease of the premises where the Depot will be operated and supporting documentation. At the time of the Application, the Applicant must have, at a minimum, a written acceptance of an offer to purchase or lease for the land/building where the Depot will be located,

conditional only upon the awarding of a permit by the BCMB pursuant to this RFA or such other conditions as determined by the BCMB, in its sole discretion, to be reasonable and appropriate for the purposes of this RFA;

- detailed site plans including:
 - lot dimensions and measurements;
 - the building placement on the lot;
 - vehicle entrances/exits which provide for customer safety;
 - adjacent streets, avenues and alleys;
 - the location of designated customer parking and confirmation that the parking will accommodate **5** vehicles.

3.9.2 Building Information

The Applicant must provide detailed building plans which include the following information:

- dimensions and measurements that confirm the minimum requirement of **1500** interior square feet;
- the location of areas intended for proposed customer access and service areas;
- the location of CSA/ CSP access and loading area which includes loading facilities in the form of a depressed loading dock and/or large double doors or an overhead door which allows for receiving a minimum of 53' trailers pulled by tractor units;
- the location of secure indoor storage areas for storing beverage containers and shipping containers provided by the CSA/ CSP;
- the location of **2** or more counting/ sorting stations or facilities (each station/facility must be an outside window or 1.5 lineal meters of counter space and may include sorting tables and rollers or conveyers);
- details regarding the Industry approved Point of Return (POR) system to be used, which will display to the customer the number of Beverage Containers returned at each refund rate and the total refund payable to the customer;
- the location of heating and lighting;
- the location of customer wash basins or equivalent;
- the location of customer washrooms;
- the location of signage.

3.9.3 Hours of Operation and Staffing Information

The Applicant must provide a plan which includes:

- the number of employees proposed to staff the Depot;
- the qualifications which will be required of those employees including training to ensure knowledge of products handled and refunds;
- the proposed hours of operation of the Depot (the minimum requirements are: **16 hours per week, 6 of which must be on Saturday**;
- measures that will be implemented to ensure accuracy of cash refunds to customers;

3.9.4 Financial Information

The Applicant must provide financial information and forecasts including:

- current financial documentation showing operating capital or a line of credit equal to **\$10,000** or three months' projected expenses (including the cash refund of deposits to consumers), whichever is greater;
- an outline of financial goals and objectives for the Depot and a description of how these will be obtained;
- pro-forma income statements for each of the first three years of operation;
- cash flow projections for each of the first twelve months of operation.

3.9.5 Start Up Plan

The Applicant must provide a detailed start up plan including:

- confirmation of appropriate districting/zoning or a detailed description of the steps required to obtain appropriate districting/zoning and the timelines for those steps;
- a timeline, including dates for obtaining a development permit, construction commencement, construction completion and commencement of Depot operations; and
- a description of the public consultation process to be carried out by the Applicant, if any.

3.9.6 Other Considerations

The Application may contain information not listed above which the Applicant considers relevant and significant.

4. EVALUATION OF APPLICATIONS

4.1 THE EVALUATION TEAM

The evaluation of Applications will be undertaken on behalf of the BCMB by an Evaluation Team appointed by the BCMB Director Operations. The Evaluation Team may consult with others including BCMB staff members and third party consultants as the Evaluation Team may in its sole discretion decide to be necessary.

4.2 THE EVALUATION PROCESS AND CRITERIA WHERE APPLICATIONS ARE RECEIVED ON OR BEFORE THE INITIAL APPLICATION DEADLINE (September 13, 2019 12:00pm)

Two or More Applications

Where two or more Applications have been received in relation to the Eligible Area on or before September 13, 2019 12:00pm, those Applications will be opened by the Evaluation Team and reviewed to ensure compliance with all of the Application Form requirements in section 3 of this RFA. The BCMB will continue to accept applications after September 13, 2019 12:00pm and until the RFA Closing, however, any subsequent applications will only be time and date stamped

and held unopened by the BCMB pending evaluation of the Applications received on or before September 13, 2019 12:00pm. Those Applications received after September 13, 2019 12:00pm will only be opened and evaluated in the event that there is no Preferred Applicant chosen out of the Applications received prior to September 13, 2019 12:00pm and the RFA has not been terminated.

The Applications received prior to September 13, 2019 12:00pm referenced in the preceding paragraph that comply with section 3 of the RFA will be evaluated and scored with respect to the following criteria:

- a) flexible hours of operation that suit the area in which the Depot is intended to be located;
- b) the demonstrated support of the surrounding community;
- c) the proposed interior design of the Depot;
- d) the proposed exterior design and landscaping of the Depot;
- e) information that suggests that innovation may be built into the day-to-day operation to increase customer service and allow the Depot to operate more efficiently and cost effectively;
- f) the building and site plans demonstrate ease of access for collection system agent vehicles which can include up to 53' trailers pulled by tractor units;
- g) the traffic design surrounding the location of the Depot allows for convenient access by depot customers and enhances the visibility of the Depot to promote awareness of its existence to Depot customers; and
- h) the Applicant's prior operational experience in a beverage container recycling business or other similar operation,

A copy of the scoring template used for the evaluation is attached as Appendix II. The Evaluation Team may also apply the evaluation criteria on a comparative basis, evaluating the Applications by comparing one Application to another Application.

After reviewing and evaluating the Applications that were received prior to September 13, 2019 12:00pm, the Evaluation Team will provide a recommendation to the President with respect to the selection of the Preferred Applicant for that Eligible Area.

No Application received after September 13, 2019 12:00pm will be reviewed and evaluated until a decision has been made by the President with respect to those Applications submitted on or before September 13, 2019 12:00pm.

If no Preferred Applicant is selected from the Applicants prior to September 13, 2019 12:00pm, and if the RFA is not terminated, the Evaluation Team may open the Application that was received next in time after the evaluated Applications and evaluate that Application using the same evaluation criteria. If that Applicant is not put forward to the President as a Preferred Applicant, the Evaluation Team may continue to open and evaluate the Applications received after September 13, 2019 12:00pm and before the RFA Closing in the order in which they were received until a Preferred Applicant is selected. No Application received after September 13, 2019 12:00pm will be reviewed and evaluated until a decision has been made by the President with respect to all Applications received prior in time to that Application.

One Application

Where only one Application has been received in relation to the Eligible Area on or before September 13, 2019 12:00pm, that Application will be opened by the Evaluation Team after September 13, 2019 12:00pm and will be reviewed to ensure compliance with all of the Application Form requirements in section 3 of this RFA.

If the Application complies with section 3 of the RFA, it will be evaluated and scored with respect to the following criteria:

- a) flexible hours of operation that suit the area in which the Depot is intended to be located;
- b) the demonstrated support of the surrounding community;
- c) the proposed interior design of the Depot;
- d) the proposed exterior design and landscaping of the Depot;
- e) information that suggests that innovation may be built into the day-to-day operation to increase customer service and allow the Depot to operate more efficiently and cost effectively;
- f) the building and site plans demonstrate ease of access for collection system agent vehicles which can include up to 53' trailers pulled by tractor units;
- g) the traffic design surrounding the location of the Depot allows for convenient access by depot customers and enhances the visibility of the Depot to promote awareness of its existence to Depot customers; and
- h) the Applicant's prior operational experience in a beverage container recycling business or other similar operation,

The BCMB will continue to accept Applications after September 13, 2019 12:00pm and until the RFA Closing, however, any subsequent Applications will only be time and date stamped and

held unopened by the BCMB pending evaluation of the Application received on or before September 13, 2019 12:00pm.

After reviewing and evaluating the Application, the Evaluation Team will give a recommendation to the President as to whether or not the Applicant submitting that Application should be chosen as the Preferred Applicant. If the Applicant submitting this Application is not chosen as the Preferred Applicant, the Evaluation Team may follow the same process in relation to the first Application received after September 13, 2019 12:00pm, and if that Applicant is not selected as a Preferred Applicant, may follow the same process for each subsequent Application received after September 13, 2019 12:00pm and before the RFA Closing in chronological order until a Preferred Applicant is chosen or the RFA is terminated. No Application received after September 13, 2019 12:00pm will be reviewed and evaluated until a decision has been made by the President with respect to all Applications received prior in time to that Application.

4.3 THE EVALUATION PROCESS AND CRITERIA WHERE NO APPLICATIONS ARE RECEIVED ON OR BEFORE THE INITIAL APPLICATION DEADLINE (September 13, 2019 12:00pm)

If no Application has been submitted in relation to the Eligible Area on or before September 13, 2019 12:00pm, the RFA will remain open until the RFA Closing.

The first Application received after September 13, 2019 12:00pm and before the RFA Closing will be reviewed to ensure compliance with all of the Application Form requirements in section 3 of this RFA.

If this Application complies with section 3 of the RFA, it will be evaluated and scored with respect to the following criteria:

- a) flexible hours of operation that suit the area in which the Depot is intended to be located;
- b) the demonstrated support of the surrounding community;
- c) the proposed interior design of the Depot;
- d) the proposed exterior design and landscaping of the Depot;
- e) information that suggests that innovation may be built into the day-to-day operation to increase customer service and allow the Depot to operate more efficiently and cost effectively;
- f) the building and site plans demonstrate ease of access for collection system agent vehicles which can include up to 53' trailers pulled by tractor units;
- g) the traffic design surrounding the location of the Depot allows for convenient access by depot customers and enhances the visibility of the Depot to promote awareness of its existence to Depot customers; and

- h) the Applicant's prior operational experience in a beverage container recycling business or other similar operation,

After reviewing and evaluating the Application, the Evaluation Team will provide a recommendation to the President as to whether or not the Applicant should be chosen as the Preferred Applicant. If the Applicant submitting this Application is not chosen as the Preferred Applicant, the Evaluation Team may follow the same process in relation to the second Application received after September 13, 2019 12:00pm, and if that Applicant is not selected as a Preferred Applicant, may follow the same process for each subsequent application received after September 13, 2019 12:00pm and before the RFA Closing in chronological order until a Preferred Applicant is chosen or the RFA is terminated. No Application received after September 13, 2019 12:00pm will be reviewed and evaluated until a decision has been made by the President with respect to all Applications received prior in time to that Application.

4.4 PRESIDENT MAY REQUEST CLARIFICATION OR ADDITIONAL INFORMATION

The President may at any time, at his or her sole discretion request clarification or additional information from an Applicant with respect to any Application, and the President may make such requests to only selected Applicants. The President may consider such clarifications or additional information in evaluating an Application. The President may also contact references provided in an Application.

5. SELECTION OF PREFERRED APPLICANT

5.1 DECISION OF THE PRESIDENT

After reviewing the recommendations from the Evaluation Team, the President shall decide whether or not to select an Applicant (the "Preferred Applicant"). If the President selects a Preferred Applicant the President may:

- Issue a Conditional Permit Approval to the Preferred Applicant; or
- Enter into discussions with the Preferred Applicant to clarify any outstanding issues.

5.2 CONDITIONAL PERMIT APPROVAL

If the President issues a Conditional Permit Approval, the President shall issue the Conditional Permit Approval in writing specifying the conditions that must be satisfied by the Preferred Applicant and the timelines within which those conditions shall be satisfied.

One of the conditions of any Conditional Permit Approval issued by the President shall be the provision of security by the Preferred Applicant in the amount of \$25,000 payable within a time

period specified by the President. Unless otherwise decided by the President in his or her sole discretion, this security is non-refundable if a depot permit is not issued due to failure of the Preferred Applicant to comply with the other conditions of the Conditional Permit Approval.

5.3 ONGOING EVALUATION

The BCMB may evaluate the Preferred Applicant periodically to ensure compliance with all conditions. Any evaluations will be shared with the Preferred Applicant with the objective of trying to resolve any problems or concerns.

5.4 DELAYS IN COMPLIANCE

The BCMB acknowledges that delays in performance by the Preferred Applicant may arise due to events beyond the control of the Preferred Applicant. The BCMB may excuse such delays and grant extensions of time for compliance with the conditions of the Conditional Permit Approval if the BCMB is satisfied that the cause for the delay is beyond the control of the Preferred Applicant.

5.5 REJECTION OF APPLICATION

If at any time the President reasonably forms the opinion that a mutually acceptable agreement on outstanding issues is not likely to be reached within a reasonable time, the President may give the Preferred Applicant written notice to terminate discussions, in which event the President may select another Preferred Applicant and either issue a Conditional Permit Approval to the Preferred Applicant or open discussions with the Preferred Applicant or the President may terminate this RFA.

5.6 ISSUANCE OF PERMIT

Upon completion of all conditions by a Preferred Applicant within the time limits specified, the BCMB shall decide whether or not to issue a Permit to the Preferred Applicant. The BCMB is under no obligation to issue a Permit until all of the conditions have been met and the BCMB has completed a final inspection of the Depot which confirms compliance with this RFA and all applicable BCMB Bylaws and other requirements. If conditions are not met within time limits and no extension is granted, then the Conditional Permit Approval will be withdrawn by the BCMB.

6. GENERAL CONDITIONS

6.1 APPLICATION OF CONDITIONS

These conditions constitute part of the RFA and the Applicant acknowledges acceptance of these conditions and waives all claims, rights, demands and benefits of any provisions of any statute, regulation or by-law that might affect the rights of the BCMB under this RFA by signing the Application.

6.2 APPLICABLE LAW

The law applicable to this RFA is the law in force in the Province of Alberta. No action in respect to this RFA may be brought or maintained in any Court other than in a court of the appropriate jurisdiction in the Province of Alberta, or on appeal from an Alberta Court to the Supreme Court of Canada. There is no right of appeal from a decision of the BCMB with respect to this RFA.

6.3 DISQUALIFICATION AND WAIVER

The BCMB reserves the right to disqualify an Applicant at any time in the evaluation process, if, in the sole opinion of the BCMB, the Applicant does not demonstrate the good character, required skills, previous experience or financial capacity to operate a Depot or pass a criminal records check. The BCMB has the right to waive any irregularity or insufficiency or non-compliance in any Application and to accept the Application which it deems most favourable to its mandate.

6.4 MODIFICATION AND CANCELLATION OF RFA

This Request for Applications should not be construed as an agreement by the BCMB to issue a Permit. The BCMB is not bound to accept any Application or thereafter deal with any Applicant.

The BCMB reserves the right to modify the terms of this RFA at any time in its sole discretion. This right includes the right to cancel this RFA at any time prior to a permit being issued. The BCMB may also reject any or all Applications.

6.5 LIMITATION OF LIABILITY

If the BCMB elects to modify or cancel the RFA or to reject any or all Applications, the BCMB will not be liable to any Applicant for any claims, whether for costs or damages incurred by the Applicant in preparing the application, loss of anticipated profit in connection with a proposed Depot, or any other matter whatsoever or howsoever incurred.

Further to the preceding paragraph, and without limitation, the Applicant by submitting an Application, agrees that it will not claim damages, for whatever reason, relating to the RFA or in respect of the competitive process, and by submitting an Application, specifically waives any claim for loss of profits or other damages of any nature if no Permit is or can be issued.

6.6 CONFIDENTIALITY OF RFA

No confidential information pertaining to this RFA, Application submitted in response to this RFA, or discussions, correspondence or memoranda of any kind regarding this RFA may be released by a prospective Applicant or its subcontractor or agent without the prior written approval of the BCMB.

The Applicant or any of its subcontractors or agents shall use this RFA and any other information furnished under this RFA, regardless of the medium, solely for the purposes of responding to this RFA. All such documents and information received hereunder shall remain the exclusive property of the BCMB. The BCMB may identify as confidential some information to the Applicant and, in such case, the Applicant shall have an obligation to keep all such information confidential and to return or destroy any such confidential information upon request of the BCMB. Reproduction of any part of this RFA is authorized only for the preparation of Applicant's response.

The Applicant shall not disclose any confidential portions of this RFA to any of its employees who do not have a "need to know" or to any third party working with or for the Applicant without the prior written consent of the BCMB. The Applicant shall ensure that all copies of any such confidential portions (in all forms and media) are destroyed when no longer required in connection with this RFA.

This document, or any portion thereof, may not be used for any purpose other than the submission of Applications.

6.7 CONFIDENTIALITY OF APPLICATIONS AND APPLICABILITY OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPP)

The BCMB acknowledges that information included in an Application submitted in response to this RFA may be considered proprietary or confidential to the Applicant. Any such information must be clearly marked as such and should be submitted in a format which will allow the BCMB to separate those portions of the Application which are considered proprietary or confidential from other portions of the Application. Marking this information will clearly establish the Applicant's expectations toward the document, both to the BCMB and to the Information and Privacy Commissioner in any review or refusal of access.

The BCMB further acknowledges and agrees that Applications are provided in confidence and protected from disclosure to the extent permitted under law. The BCMB will use its reasonable efforts to ensure that information submitted in an Application which is marked proprietary or confidential will not be disclosed to any person other than the directors, officers, employees, agents, advisors and contractors of the BCMB who require such information for the purposes of assisting the BCMB in the RFA process.

The BCMB is, however, bound by the Freedom of Information and Protection of Privacy Act (Alberta) and all documents submitted to the BCMB will be subject to provisions of this legislation.

In addition, information included in an Application that is marked proprietary or confidential which:

- (a) is or becomes generally available to the public;

- (b) the BCMB or its directors, officers, employees, agents, professional advisors and contractors received from a third party who had obtained the information lawfully and was under no obligation of secrecy;
- (c) the BCMB or its directors, officers, employees, agents, advisors or contractors can show was in their possession before receipt of such information in the Application;

shall not be regarded as proprietary or confidential information.

6.8 USE OF RFA

While the BCMB has used considerable efforts to ensure an accurate representation of information in this RFA, the information contained in this RFA is supplied solely as a guideline for Applicants. The information, including information sessions, is not guaranteed or warranted to be accurate by the BCMB, nor is it necessarily comprehensive or exhaustive. Nothing in this RFA is intended to relieve Applicants from forming their own opinions and conclusions with respect to the matters addressed in this RFA.

6.9 COMPLIANCE WITH BEVERAGE CONTAINER RECYCLING REGULATION AND BCMB BY-LAWS

The following documents form part of this RFA:

- (a) Beverage Container Recycling Regulation;
- (b) BCMB Depot By-law;
- (c) BCMB Fee By-law;
- (d) BCMB Handling Commission By-law;
- (e) BCMB Fee By-law.

By signing the Application, the Applicant agrees to be bound by these Regulations, Bylaws and Policies.

6.10 COMPLIANCE WITH OTHER LEGISLATION

Neither acceptance of an Application nor issuance of a Conditional Permit Approval or a Permit by the BCMB will constitute approval of any activity or development contemplated in any Application that requires any approval, permit or license pursuant to any federal, provincial, regional, district or municipal statute, regulation or by-law. All Depot locations must be properly zoned.

In addition to compliance with environmental legislation, Depots shall be designed, constructed and operated in compliance with all applicable municipal bylaws and provincial statutes, including but not limited to the *Alberta Safety Codes Act*, the *Alberta Occupational Health and Safety Act*, and the *Workers' Compensation Act*.

The BCMB may refuse to issue a Permit to an Applicant who has not complied with applicable Federal, Provincial or municipal legislation, regulations, bylaws or other requirements.

Appendix I - Receipt Confirmation Form

To receive any further information about this Request for Applications please return this form by sending to:

rfa@bcmb.ab.ca

Subject: Grande Cache RFA

Please Print Clearly (if the contact information below is not legible you may not receive the updates)

COMPANY (IF APPLICABLE): _____

STREET ADDRESS: _____

CITY: _____ **POSTAL CODE:** _____

MAILING ADDRESS IF DIFFERENT: _____

FAX NUMBER: (____) _____ **PHONE NUMBER:** (____) _____

CONTACT PERSON: _____

E-MAIL ADDRESS: _____

All further correspondence about this Request for Applications shall be communicated to applicants using the email address – rfa@bcmb.ab.ca.

SIGNATURE: _____ **TITLE:** _____

Appendix II: Criteria Checklist and Rating

5.2 Desirable Criteria

Application

#: _____

a ...the proposal includes flexible hours of operation that suit the area in which the depot is intended to be located.

1	Greater than 24 hours per week	10 points	<input type="checkbox"/>
	Between 16 & 24 hours per week	5 points	<input type="checkbox"/>
	Meets minimum requirement	0 points	<input type="checkbox"/>
2	13 hours per week or more that is on weekends	5 points	<input type="checkbox"/>
	9 to 12 hours per week that is on weekends	2 points	<input type="checkbox"/>
	6 to 8 hours per week on weekends	0 points	<input type="checkbox"/>
3	4 hours per week or more on evenings (after 5 p.m.)	5 points	<input type="checkbox"/>
	1 to 3 hours per week on evenings	2 points	<input type="checkbox"/>
	0 hours per week on evenings	0 points	<input type="checkbox"/>
Total (Maximum 20 points)			

b ...the proposal has the demonstrated support of the surrounding community

1	Municipal zoning approval	10 points	<input type="checkbox"/>
	or letters of municipal support	5 points	<input type="checkbox"/>
	or municipality objects or no indication of municipal support	0 points	<input type="checkbox"/>
2	Letters of neighbour business support	3 points	<input type="checkbox"/>
3	Other indications of support	2 points	<input type="checkbox"/>
	or no indication support	0 points	<input type="checkbox"/>
Total (Maximum 15 points)			

c ...the proposed interior design promotes cleanliness, ease of use, prompt service and accurate refunding of deposits

1	Wash sink in customer area (excluding bathroom sink)	5 points	<input type="checkbox"/>
2	Public washrooms	5 points	<input type="checkbox"/>
3	Tile flooring or other upgraded, easy to clean flooring	10 points	<input type="checkbox"/>
4	Stainless steel or other easily cleaned counter tops and sorting areas	10 points	<input type="checkbox"/>
5	More than 2 customer service points	15 points	<input type="checkbox"/>
6	Customer and community enhancement	5 points	<input type="checkbox"/>
Total (Maximum 50 points)			

d	...the proposed exterior design and landscaping of the depot is attractive and has regard to the surrounding businesses and the depot customers		
1	Esthetically pleasing building in keeping with surrounding businesses	5 points	<input type="checkbox"/>
2	Site is landscaped in keeping with surrounding businesses	5 points	<input type="checkbox"/>
Total (Maximum 10 points)		_____	
e	... innovation is built into the depot that allows for more efficient and cost effective operations and improved customer service		
1	Other innovation (excluding POR):	10 points	<input type="checkbox"/>
Total (Maximum 10 points)		_____	
f	... access for the collection system agents' vehicles		
1	Loading docks and yard that accommodates 53 foot or greater vehicle without impeding customer traffic	5 points	<input type="checkbox"/>
2	Multiple loading docks	5 points	<input type="checkbox"/>
Total (Maximum 10 points)		_____	
g	... public design that allows for convenient access		
1	Yes	5 points	<input type="checkbox"/>
Total (Maximum 5 points)		_____	
h	... prior operational experience in a beverage container recycling business or other similar operation		
1	Yes	5 points	<input type="checkbox"/>
Total (Maximum 5 points)		_____	
Total for desirable criteria (page 1 & 2 maximum 125 points)		_____	

Hamlet of Grande Cache



