

Invitation for Expressions of Interest – (EOI)

### **Recycling of designated end-of-life electronics**

Electronics Stewardship Association of B.C. (ESBC) is comprised of the major electronics manufacturers with the responsibility for collecting and safely recycling end-of-life electronics as required by B.C.'s Recycling Regulation. Encorp Pacific (Canada) is the contracted service provider for ESBC and is seeking expression of interest from recyclers of end-of-life televisions, computers, computer monitors and desktop printers specified as obligated products in the Electronics Schedule to the B.C. Recycling Regulation. The Recycling Regulation and the applicable schedules can be viewed at: [http://www.qp.gov.bc.ca/statreg/reg/E/EnvMgmt/449\\_2004.htm](http://www.qp.gov.bc.ca/statreg/reg/E/EnvMgmt/449_2004.htm)

Recyclers must meet the Electronics Recycling Standards (ERS) as part of the Recycler Vendor Qualification Program (RVQP) ([www.epsc.ca/recycle](http://www.epsc.ca/recycle)) which was developed by Electronics Product Stewardship Canada (EPSC). The ERS defines the minimum requirements for managing end-of-life electronics (EOLE). This standard is intended to assist in determining if EOLE products are managed in an environmentally sound manner that safeguards worker health and safety and the environment from the point of primary processing to final disposition.

Recyclers will be certified through the RVQP ([www.epsc.ca/recycle](http://www.epsc.ca/recycle)) using the Recycler Qualification Process. The Recycler Qualification Process has three main objectives:

1. To ensure all EOLE and its waste are handled, transported, processed, stored, recycled and disposed in an environmentally sound manner.
2. To ensure that potentially hazardous components of EOLE are processed in such a manner that reduces negative impact on the environment and worker health and safety.
3. To track the downstream flow of materials through to the point of final processing or disposition to ensure potentially hazardous components of EOLE are not sent to developing nations for the purpose of recycling and/or disposal.

The Recycler Qualification Process has an assessment process that is completed by a qualified independent third-party auditor under contract with ESBC. The assessment process is completed in five stages. The ultimate goal of the assessment process is to document the downstream flow of materials to the final processing point for disposition and to verify that downstream vendors are in compliance with the applicable requirements of the ERS.

### **Outline**

Encorp Pacific (Canada), on behalf of ESBC, is the bid manager and invites parties to respond to this EOI for the services detailed below.

This EOI is an inquiry and request for information only and does not imply either a commitment by ESBC or Encorp to proceed with the work contemplated or a commitment by ESBC or Encorp to purchase. We will advise only if ESBC/Encorp decides to proceed further with the parties by way of a Request for Proposal (RFP).

ESBC/Encorp reserves the right in its sole discretion not to proceed with the work, to proceed by way of a competitive bid, to issue one or more further requests for

information by EOI or otherwise with respect to the work, to negotiate a contract individually with any third party who did not respond to this EOI for all or part of the work.

This EOI should not be considered as a request for or an authorization to perform any work. Any development work undertaken by the parties, and any costs of replying to this EOI, will be at the party's expense.

### **Expression of Interest**

The basic program obligations and requirements that must be considered in submitting an Expression of Interest are:

- Recyclers processing electronics under this program will not be allowed to collect EOLE material directly from the public
- The program will collect designated material based on four sorts:
  1. Televisions
  2. Computer Monitors
  3. Personal Computers
  4. Printers and accessories
- EOLE materials must be managed in an environmentally sound manner that safeguards worker health and safety and the environment from the point of primary processing to final disposition
- All EOLE recyclers and their associated processors will be required to be audited by independent auditors (prior to any processing) to the requirements of this standard as determined through the EPSC Recycler Vendor Qualification Program (RVQP) ([www.epsc.ca/recycle](http://www.epsc.ca/recycle))
- Payment will be based on weight

Submitted EOIs must provide descriptions of:

- Existing operations
- Hours of operation
- Loading and materials handling facilities
- How non-obligated materials (e.g. video recorders, small appliances) will be excluded from this system and how such materials would be recycled
- Location and access to facilities
- Corporate structure, history and the experience of the management team relevant to EOLE materials
- Recycling capacity, with existing infrastructure, expressed in metric tonnes per shift per material type
- Basic evidence of required environmental and occupational health & safety permits in place

### **Scope of Work**

- The primary recycler must accept all designated materials and have suitable end of life management solutions for all designated materials
- A qualified recycler must have expertise and experience in environmentally sound end-of-life electronics recycling to qualify to process EOLE collected through the ESBC program
- ESBC requires all recyclers of EOLE to comply with the Electronics Recycling Standard as part of the RVQP ([www.epsc.ca/recycle](http://www.epsc.ca/recycle)) and all relevant regulatory requirements

- Recyclers will be audited and their conformance to the standard assessed on behalf of ESBC by an independent auditor, as per the RVQP ([www.epsc.ca/recycle](http://www.epsc.ca/recycle)) developed by EPSC
- Evidence of conformance to the standard and approval by ESBC must be completed prior to the recycler receiving any EOLE from the program
- The primary recycler must at a minimum meet relevant regulatory requirements as well as the requirements of the ERS, and will be subject audits to verify compliance
- All downstream recyclers must at a minimum meet relevant regulatory requirements as well as the requirements of the ERS, and will be subject to audits according to the Recycler Qualification Process
- Periodic reassessment for conformance to the ERS will be required

#### **Schedule**

- Two copies of your response to the Expression of Interest, in either a Word or PDF format, should be sent to the bid manager, Encorp Pacific, by 5:00 p.m. PST Friday **December 08, 2006**. **All enquiries related to this request for EOI must be sent in writing to : [doug@encorpinc.com](mailto:doug@encorpinc.com)**
- **ESBC, at its sole discretion, will determine which parties will be qualified to move to the RFP stage**
- An RFP will be sent out by ESBC to qualified parties on Monday **December 11, 2006**

#### **Bid Manager contact information:**

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