



Ministry of Health and Human Services

Environmental Health Department

PUBLIC NOTICE

Tender for Procurement, Installation & Operation of a Redemption Center

In accordance with Section 51 of the Public and Environmental Health Ordinance, the Government of the Turks and Caicos Islands is desirous of introducing a Recycling Programme. The objective of this programme is to help reduce the amount of litter currently in our communities and strive to make the Islands of the Turks and Caicos truly ‘beautiful by nature’.

At a date to be announced the Government will impose a levy as a surcharge on glass, plastic, aluminum cans and bottles (recyclable items) imported into the TCI. The Government envisions that retailers will pass this duty onto consumers. Therefore the Government will allow for the establishment and operation of Redemption Centers whereby retailers and consumers on returning the recyclable items will be refunded a percentage of the levy.

This RFP therefore calls for the procurement, installation, and operation of redemption centers (RC). The Environmental Health Department has so far identified and secured two locations for RCs on Providenciales, namely in the IGA Supermarket car park on Leeward Highway, Providenciales; and in the Butterfield Square Car Park in Downtown Providenciales.

The redemption center will be purchased from Nexcollect, USA along with necessary components such as, a battery operated compactor, portable electronic scale, hand held computing unit with wireless capabilities for generating redemption vouchers, five waste receptacles and the redemption center container. The cost of each center will not exceed \$25,000.00 exclusive of freight.

INSTRUCTIONS TO BIDDERS

1. GENERAL

1. The Instructions to Bidders are for the procurement, installation, and operation of empty beverage container redemption centers at the locations as noted in this RFP.

Definitions to Bidders

2. In this RFP the following expressions shall bear the meaning ascribed to them.
 - a. Supplier shall mean 'Nexcollect'
 - b. Bidder shall mean a legal entity which shall respond to this RFP.
 - c. Redemption center operator shall mean the operator of the RC.
 - d. Recycler shall mean the legal entity which shall receive the separated compacted used beverage containers from the redemption center. It will be the responsibility of the recycler to dispose of the product to the redemption center so that it will be recycled.
 - e. Handling fee shall mean the fee paid to the redemption center operator for each container it redeems. This fee is 2.25 cents per container.
 - f. Deposit is the refund paid by the redemption center operator to the consumer of 5 cents per beverage container up to 16 oz and 10 cents per container in excess of the 16 oz capacity.
 - g. Certification shall mean licensing and acceptance of the redemption center operator by the Environment Health Department as the competent authority to issue rules and regulations regarding the operation of the redemption centers.
 - h. Bidders are asked to submit fixed price bids to operate up to X recycling centers, either individually or in full, in the following locations:
 - IGA, Providenciales
 - Butterfield Sq, Providenciales
 - North Caicos (covering Middle Caicos, Parrot & Pine Cay)
 - Grand Turk (covering Salt Cay and South Caicos)
3. Proposals will be assessed according to their overall value for money to the government and the economy of the Turks and Caicos Islands. Criteria will include the bidders' experiences, capabilities, financial stability, and overall responsiveness to this RFP. Additional initiatives to reduce waste and enhance the environment of the Turks and Caicos are also welcomed and will be considered as part of the assessment process.

The Ministry is not required to accept any bid and reserves the right to make its decision independent of any or all of the above factors.

4. Responses to this RFP must be delivered by hand **no later than 12:00 Noon Friday, April 29th, 2011:**

The Chairperson
Tender Board
Ministry of Finance
NJS Francis Building
Pond Street
Grand Turk
Turks and Caicos Islands

- 1.5 Late, incomplete, or unsigned Proposal(s) not conforming to the requirements of this RFP and Proposals delivered by telefax will not be considered.
5. It is expected that Bidders will examine all documents thoroughly as soon as possible after receipt of this RFP
- 1.7 For inquires relating to this RFP, please contact the Chief Environmental Health Officer, Environment Health Department.

2. AWARD

Upon notification of this award, the successful bidder shall make payment arrangements acceptable to the supplier. Until 2.0 has been completed, the award of this RFP will not be finalized.

Specifications:

The redemption centers are of an exclusive design (patented) and contain three compartments to hold metal, glass and plastic. The battery powered compactor is of an exclusive design. The compactor achieves a 12-1 compaction of aluminum, plastic and glass beverage containers. Glass is compacted and placed in the interior boxes that are of a permanent design and are emptied by simply opening the exterior door. Aluminum compacted blocks are stacked in the rear of the box as is the compacted plastic. The plastic block is placed in a plastic bag to ensure the integrity of the block and not to contaminate the aluminum.

Inspection Requirements:

1. An empty beverage container is eligible for deposit refund if all of the following requirements are satisfied:
 - The container is made of aluminum, glass or plastic.
 - The container has been opened.
 - Contamination has been removed.

Signage requirements:

- a) 'Certification signs' – this sign will be issued by the Dept. of Environmental Health.
- b) 'Open sign' – this sign will inform customers of the hours of operation. Signs must be a minimum of 2' X 2' and the word "open" must be at least 10" tall.
- c) 'Price sign' - this sign is required to be a minimum of 2' X 2' and needs to be located where the weighing occurs.

Operating hours:

Redemption centers will be operated at a minimum of 35 working hours per week; 8 of which will be on weekends. The bidder may, however, determine additional hours of operation over and above the minimum as deemed appropriate.

Requirements for the redemption center operator:

1. Adhere to the minimum hours of operation requirements;
2. Adhere to the signage requirements;
3. Accept within the inspection requirements all qualified used beverage containers;
4. Pay to consumer a deposit refund of 5 cents per container, up to 16 oz and 10 cents for containers in excess of 16 oz.; these payments may be in cash or by electronically printed vouchers that can be redeemed at the adjacent supermarket;
- 5- Separate the containers by category;
- 6- Compact the container;
- 7- Package the compacted plastic bottles in a polyethylene bag;
- 8- Be responsible for transporting the compacted redeemed product to the recycler.

The recycler will weigh each component to ascertain the # of redeemed containers received by the recycler from the redemption center. This calculation will be the

basis on which the Redemption Center will receive its handling fee and verify the quantity of deposit refunds either paid or electronically generated vouchers. If redemptions were paid in cash, these will be reimbursed by the Department of Environmental Health along with the handling fees. This calculation must be consistent with the computer generated vouchers.

Bidders are asked to demonstrate how they would operate and ensure the integrity and accountability of cash only, voucher only or cash plus voucher scheme.

Additional information:

The location of the redemption center has been agreed to by the Environmental Health Department and the parking area owner.

This agreement shall be for a maximum of 5 years – extendable to 10 years (in which case we may want to ask bidders to submit two fixed prices for the first 5 years and on extension to 10). The redemption center operator must adhere to all operating requirements directed by the Environmental Health Department. These requirements are subject to modification based on changing needs. Failure to comply could result in the termination of the certification. TCIG retains the right to terminate if the operator is in breach of any such conditions. Such termination may require the Environmental Health Department to re-purchase the redemption center at the then applicable depreciated value of the redemption center. This valuation will be contingent on the redemption center operator having properly maintained the redemption center during the period for which the evaluation was valid.

For any inquiries relating to this RFP Bidders should contact:

**Chief Environmental Health Officer
Environmental Health Department
Grand Turk
Turks and Caicos Islands**