

**MUNICIPALITY OF THE DISTRICT
OF ST MARY'S**

Request for Proposals

Filter Media Replacement

Project Number SSGF#5B-01-2024

Issue Date	January 11, 2024
Due Date to Advise of Errors or Omissions	January 23, 2024. Noon local time.
Deadline for Submissions	February 2, 2024. Noon local time.
Anticipated Award Date	Week of February 12, 2024.
Due Date for Completion of the Equipment Installation	April 30, 2024.

The timetable is tentative and may be amended at any time via addenda.



RFP

Filter Media Replacement

Part 1: Invitation

1.1 Invitation for Tender

The Municipality of the District of St Mary's (the Municipality) is seeking bids to provide and install the following equipment. Replacing of the Filter Media in two mixed media filters. The materials to be provided will be installed at the municipal water utility in the community of Sherbrooke.

Part 2: Introduction

2.1 About Us

The Municipality of St Mary's is located on the Atlantic East Shore of Nova Scotia, East of the Halifax Regional Municipality.

Part 3: Bidder Introduction

3.1 Bidder Experience and Project Work Planning

Each Bidder will provide a short document as part of the bid to introduce themselves.

1. An overview of your business outlining the businesses' experience and capability applicable to this project including:
 - A. Overview of your business e.g. size, skills, expertise, business history related to water filter and public water plant support work.
 - B. What services and actions will you perform to complete this project?
 - C. Please describe the skills of the personnel who will install the media and perform all on-site work.
 - D. Please declare any subcontractors and their role.



Part 4: Equipment Specifications

4.1 Specifications

- Successful bidder must remove all existing filter media in Two 4x8 foot mixed media filters.
- All existing filter media must be disposed of offsite.
- Supply and install the following layers of filter media in 2 filters:
 - Underdrain Gravels:
 - SG 2.5
 - Clean washed, free of fines and debris
 - 2" @ 3/4" to 1/2" (6 cubic feet)
 - 2" @ 1/2" to 1/4" (6 cubic feet)
 - 2" @ 1/4" to 1/8" (6 cubic feet)
 - Sand:
 - SG 2.55 to 2.65
 - Uniformity Coefficient < 1.65
 - Thoroughly washed, screened and free of fines and debris
 - Effective size to be 0.45mm to 0.55 mm
 - 18" depth (48 cubic feet)
 - Anthracite
 - SG 1.55 to 1.65
 - Uniformity Coefficient <1.65
 - Effective size 0.8mm to 1.0mm
 - Depth 18" (48 cubic feet)
- Successful bidder must scrape fines/skim fines and allow for loss due to this.
- Bidders will be responsible for ensuring that all filter media installation adheres to AWWA B100 and all supply of filter media must be NSF 61 certified for drinking water.

Note: site visits are not required for this project but will be accommodated upon request.



Part 5: Submission Instructions

5.1 Contact Information

Teddy Stevens, Director of Public Works: teddy.stevens@saint-marys.ca, 902-522-2667.

5.2 Submission Requirements and Conditions

1. Bids shall be submitted in digital form on or before the submission deadline via e-mail to teddy.stevens@saint-marys.ca
2. E-mail submissions must have the following subject line: **"Filter Media Replacement"**.
3. E-mail submission must be below twenty megabytes to meet Municipal e-mail requirements. All bidders are responsible for ensuring that submissions meet the e-mail and data size requirements. Submissions that exceed twenty megabytes may not be received and, as a result, may not receive consideration.
4. The Bidder shall bear all costs associated with or incurred in preparing and presenting its Bid. The Municipality shall not be liable under any circumstances for all such direct, indirect, or consequential expenses.
5. Only on-time bids and bids delivered by the submission requirements stated here will be accepted.
6. Bidders are not to seek additional information from any Municipal Council, or Staff not listed in this document. Such contact could disqualify the Bidder.
7. Complete and include, with the bid, all forms and materials listed in Section 5.3 Submission checklist.



5.3 Submission Check List

This section is designed to provide all bidders with a checklist of schedules and materials for inclusion to ensure complete bids.

Check List Item	Purpose
Bidder Introduction: Each bidder shall provide a written introduction to their business and details on how they will complete the project. See part 3: Bidder Introduction for details.	This information is required for the municipality to assess the qualifications and capability of each bidder. Failure to provide the requested information in all or in part could result in the disqualification of the bid.
A Price Form has been provided with this solicitation and is required to be completed for all bid price data.	Failure to provide a completed Price Form shall result in the disqualification of the Bid.
<p>A Bidder Declaration Form has been provided with this solicitation.</p> <p>The Bidder Declaration Form collects acknowledgement of any addenda and the bidder authorized signature.</p>	The Bidder Declaration Form is a Mandatory Requirement. Failure to complete and sign this section shall result in the disqualification of the Bid.
Workers' Compensation Board of Nova Scotia.	A certificate of good standing with the Workers' Compensation Board of Nova Scotia or equivalent must be provided by all bidders with their bid submission. Failure to provide the certificate will result in disqualification of the bid.

5.4 Clarification and Addenda

1. Bidders must notify the Municipality by Noon local time on January 23, 2024, to advise of any omissions, errors or ambiguities in this document. If the Municipality considers a correction, explanation or interpretation necessary, a written addendum will be issued. Direct all Inquiries to: teddy.stevens@saint-marys.ca.
2. The Municipality will not maintain a distribution list. All Bidders are responsible for ensuring all addenda have been received. Addenda will be posted on the Municipality website at <https://www.saint-marys.ca/business/tenders/> and the Nova Scotia Public Tenders website at <https://procurement.novascotia.ca/ns-tenders>. The Municipality will not bear any responsibility for the failure of potential bidders to obtain all documents before submitting a response.
3. The Municipality reserves the right to amend this Tender at any time before the closing date and will issue a written addendum in the event of a change.
4. Changes to this Tender shall be stated in writing by Addenda. Verbal statements made by Municipal staff or their representatives shall not be binding.

5.5 Amendment or Withdrawal of Proposal

Bids may be amended or withdrawn by e-mail. E-mail shall be sent to: teddy.stevens@saint-marys.ca. The amendment or notice of withdrawal must be received prior to the closing. Amendments or withdrawals must be clearly labelled with an e-mail subject line **"Filter Media Replacement"** And follow all submission guidelines outlined in Part 5.2 Submission Requirements and Conditions.

If a Bid is amended, the Bidder must supply a complete replacement of all complete documents and forms. The Municipality will not attempt to interpret edit instructions or perform updates to Bids.



5.6 Bid Opening

The Municipality will not hold a public, in-person bid opening. Bidders not awarded will receive advice by email.

5.7 Proposal Validity

All Bids shall remain irrevocable for sixty (60) days unless withdrawn prior to the closing date or changed in mutual Agreement with the Municipality.

Part 6: Terms and Conditions

6.1 Worker's Compensation

Bidders shall comply with the *Workers' Compensation* and *Occupational Health & Safety Act* safety regulations. A certificate of good standing with the Workers' Compensation Board of Nova Scotia or equivalent must be provided by all bidders with their bid submission.

6.2 Indemnity Requirements

The successful Bidder shall be required to indemnify and hold the Municipality harmless against all liability and expenses, including solicitor's fees, howsoever arising or incurred, alleging damage to property, injury to, or death of, any person arising out of or attributable to the Bidder's performance of the contract awarded.

6.3 Liability

The Municipality shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever suffered or sustained by the Bidder, their employees or agents in the performance of this Agreement.



6.4 Insurance

Two million (\$2,000,000.00) in General Public Liability Insurance.

- a. Dollar values are per Instance.
- b. The Municipality is named as an additional insured.
- c. General liability policy to include “Completed Operations Coverage.”
- d. Policy to remain in effect for 1 year after project completion.

Note: The awarded Bidder shall provide their insurance letter upon signing of the agreement and before any work may begin.

6.5 Freedom of Information & Protection of Privacy

By submitting a Bid, the Bidder agrees to public disclosure of its contents subject to the provisions of Part XX of the Municipal Government Act relating to Freedom of Information and Protection of Privacy.

6.6 Pricing, Taxes, Currency

1. All prices quoted for this solicitation shall be in Canadian funds only.
2. HST totals in quote pricing are to be reported separately. (see Price Form for details).

6.7 Payment Terms

The Municipality will accept one itemized invoice to be paid at the conclusion of the agreement.

Part Seven: Award:

7.1 Reservation of Rights/Privilege

1. This Call for Bids neither expresses nor implies any obligation on the part of the Municipality to enter into a contract with any party submitting a Bid.
2. The Municipality reserves the right to suspend or cancel this Tender at any time for any reason without penalty.
3. The Municipality reserves the right to reject any or all Bids.
4. The Municipality reserves the right to accept and award any Bid or portion of any Bid that may be considered to be in the



Municipality's best interests.

5. By placing a bid, the bidder acknowledges that the Municipality has the full and unfettered right to determine whether any Bidder, in the opinion of the Municipality, has not demonstrated the capability to fully meet the Municipality's needs and that only bidders deemed by the Municipality as fully able to meet all needs will progress to a final award assessment per section 7.2.

7.2 Award Process

Bids deemed to be complete and fully meeting the needs of the Municipality shall progress to a final award selection based on lowest overall Bid price.

Municipal staff shall determine which bids fully meet needs based on clarity, quality and completeness of bids vs all information requested in this solicitation.

Any or all Bids may be presented to municipal council in a public meeting.

7.3 Award Notice

Upon completion of the evaluation process, the Municipality will issue a letter of award to the successful Bidder. The non-successful Bidders will be notified by e-mail once an award has been made and accepted.

7.4 Upon Award

The Bidder agrees to enter into a written agreement with the Municipality within five business days of being awarded the project unless an extension is agreed to in writing by both parties.