

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

**Request for Proposals**

**DAF System Replacement**

**Project Number SSGF#5-01-2024**

Issue Date	January 15,2024
Due Date to Advise of Errors or Omissions	February 19, 2024. Noon local time.
Site Tour Date	February 6, 2024
Deadline for Submissions	March 5, 2024. Noon local time.
Anticipated Award Date	Week of March 11, 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.*

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## **Part 1: Invitation**

### **1.1 Invitation for Proposals**

The Municipality of the District of St Mary's (the Municipality) is seeking bids to provide and install the following equipment. Bidders must supply a new unit and replace the existing saturation tank and components for the recycling water on the Dissolved Air Flootation (DAF) system.

## **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. The equipment to be provided will be installed at the municipal water utility in the community of Sherbrooke.

## **Part 3: Bidder Introduction**

### **3.1 Bidder Experience and Project Work Planning**

**Each Bidder will provide a written document as part of the bid providing a summary of the following information.**

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 public water plant support work.
  - B. What services and actions will you perform to complete this project?
  - C. Please describe the skills and any applicable certifications of the personnel who will install the equipment and perform all on-site work.
  - D. Please declare any subcontractors and their role.



## **Part 4: Equipment Specifications**

### **4.1 Specifications**

Successful bidder must provide the following:

1. Dissolved Air Flootation (DAF) unit sufficient for providing aerated recycle water for a maximum flow of 100gpm of water into the floatation tank.
2. Must have a heavy duty recycle pump with 30gpm capacity.
3. Air glow meter with upstream check valve, air regulator and automatic control valve.
4. Either an attached or separate saturation tank
5. Pressure gauges for air supply, pump discharge pressure, and saturation tank pressure.
6. The saturation tank must have a level sight glass.
7. All Lines must have manual isolation valves.
8. Unit must be capable of automatically start and stop with the process.
9. All materials used must comply with current drinking water standards.

### **4.2 Site Visit**

Site Visit is available to all bidders on February 6, 2024. Time: 1:00PM

1. Site visit is required for all Bidders.
2. The municipality may exempt a bidder who has done previous work or consultation on the DAF or related equipment. Written approval for exception is required. Requests for exemption from site visit should be directed to: [teddy.stevens@saint-marys.ca](mailto:teddy.stevens@saint-marys.ca).
3. Bidders should RSVP before February 6, 2024.
4. The municipality (at its own discretion) may offer an alternative date if weather or challenges impede use of the planned day.
5. Direct all Inquiries to: [teddy.stevens@saint-marys.ca](mailto:teddy.stevens@saint-marys.ca).



## RFP

### DAF System Replacement

## **Part 5: Submission Instructions**

### **5.2 Contact Information**

Teddy Stevens, Director of Public Works: [teddy.stevens@saint-marys.ca](mailto:teddy.stevens@saint-marys.ca), 902-522-2667.

### **5.3 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](mailto:teddy.stevens@saint-marys.ca)
2. E-mail submissions must have the following subject line: "**DAF System 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.



**5.4 Submission Check List**

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

<b>Check List Item</b>	<b>Purpose</b>
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.
Site Visit	Site Visit is compulsory unless written approval for exemption is provided by the Municipality. See Part Four, Section 4.2 for details.

## 5.5 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](mailto: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.

## 5.6 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](mailto: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 **“DAF System 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.



### **5.7 Bid Opening**

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

### **5.8 Proposal Validity**

All Bids shall remain irrevocable for sixty (60) days unless withdrawn prior to the closing date or changed in mutual agreement, in writing, 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 to be 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(s)**

The Municipality will accept payment terms including a fifty percent (50%) deposit on equipment. All other costs including labour shall be paid upon completion with receipt of an itemized invoice.

## **6.8 Warranty**

Warranty: A Minimum one-year warranty on all equipment and labour is Required including any manufacturer warranties.



**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 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.