

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

Request for Proposal

Manhole Cover Replacement

Project Number I&I-C1-2

Issue Date	November 1, 2024
Due Date to Advise of Errors or Omissions	November 25, 2024. Noon local time.
Deadline for Submissions	November 29, 2024. Noon local time.
Site Tour Date	November 20, 2024
Anticipated Award Date	Week of December 4, 2024.
Due Date for Completion of the Equipment Installation. See bidder conditions on page 5.	March 31, 2025.

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



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Part 1: Introduction

1.0 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 materials to be provided will be installed on the municipal wastewater collection system in the community of Sherbrooke.

Part 2: Invitation

2.1 Invitation for Proposal

The Municipality of the District of St Mary's invites proposals for the repair of aspect of the Sherbrooke Wastewater collection system located within the community of Sherbrooke, NS. The following is the repairs needed to be completed:

West Side Sherbrooke:

- Replacement of 5 manhole covers with watertight covers
- Replacement of 1 manhole cover grade rings with new thoroughly sealed grade rings

Old Road Hill Sherbrooke:

- Replacement of 4 manhole covers with watertight covers

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, what you do, where you are located, what geographic areas you serve?
 - B. Are you the manufacturer of the equipment for this project or a distributor?



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- C. What services and actions will you perform to complete this project?
Please describe the products and procedures used to complete this project.
2. Describe the team who will complete the product installation including, number of people, skills, and certifications.
 3. Declare and describe (provide business names) for any sub-contractors who will participate and explain their roles.
 4. Provide a timeline with all key steps and milestones for the provision of the equipment and completion of the installation. Describe installation plan, including safety measures for working within the roadways. Timelines must meet the due date in this Tender form.
 5. Warranty: A full description of warranty on work and equipment provided shall be stated.

Part 4: Site Visit

1. A required site visit is available on November 20, 2024.
2. The municipality may consider requests for alternative dates and times for the site visit on occasions at the discretion of the Municipality.
3. Please contact teddy.stevens@saint-marys.ca to book your site visit.

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:
"Manhole Cover Replacement"
3. E-mail submission must be below twenty megabytes to meet



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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.



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Check List Item	Purpose
<p>Bidder Introduction: Each bidder shall provide a written introduction to their business and details on how they will complete the project and details on the recommended product. See Part 1, Part 2 and Part 3.</p>	<p>This information is required for the municipality to assess the qualifications and capability of each bidder. This information is an evaluation criterion. However, failure to provide the requested information in all or in part could result in the disqualification of the bid.</p>
<p>A Price Form has been provided with this solicitation and is required to be completed for all bid price data.</p>	<p>Failure to provide a completed Price Form shall result in the disqualification of the Bid.</p>
<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>	<p>The Bidder Declaration Form is a Mandatory Requirement. Failure to complete and sign this section shall result in the disqualification of the Bid.</p>
<p>Workers' Compensation Board of Nova Scotia.</p>	<p>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.</p>
<p>Time shall be of the essence in the completion of this project.</p>	<p>Work timelines must meet the March 31, 2025 due date for submission of the Project in order to be eligible for consideration. The Municipality will accept proposals with longer completion dates based on equipment availability.</p>
<p>Site Visit. See Part 4</p>	<p>The site Visit is required. Only bids from provided who have completed a site visit will be accepted.</p>



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5.4 Clarification and Addenda

1. Bidders must notify the Municipality by Noon local time on November 25, 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 **"Manhole Cover 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.



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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

Five million (\$5,000,000.00) in General Public Liability Insurance. Dollar values are per Instance.

- a. The Municipality is named as an additional insured.
- b. General liability policy to include "Completed Operations Coverage."
- c. General liability policy to include "Coverage of non-owned Vehicles."
- d. Policy to remain in effect for 1 year after project completion.

Note: The awarded Bidder shall provide their insurance letter upon award of work 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



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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 Early Termination

1. If, for any reason, the Bidder fails to provide services satisfactory to the Municipality or comply with the conditions of the signed Agreement, the Agreement may be terminated by the Municipality upon providing written notice to the Bidder.
2. In the event of early termination, the Bidder shall only be entitled to compensation for Work completed and accepted by the Municipality to that point. No other compensation will be owed to the Bidder by the Municipality.
3. In the event of early termination, the Municipality has the right to choose whether to accept a bid from another bidder (following the terms of this tender) or to re-tender.

6.8 Payment(s)

The Municipality will only accept one invoice showing all details for hours of Labor plus any description of parts and equipment once work has been completed.

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 a contract with any party submitting a Bid.
2. The Municipality reserves the right to suspend or cancel this Tender



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- 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 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 Evaluation

The municipality will evaluate the services and capability of all bidders with respect to responses to Part 3. Only bidders who are deemed by the Municipality as fully capable of completing the project will progress to a price evaluation.

Bidders who have been deemed by the Municipality as fully capable of completing the project will then complete on total price where the lowest cost bidder will be awarded the project.



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7.3 Award Notice

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