



The Municipality of the District of St. Mary's

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Sherbrooke, NS

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REQUEST FOR QUOTATION (RFQ)

**Sewer Treatment Plant – Cross Support Replacement
Project Number 2526 – Sewer Cross - 14**

Issued Date: July 25th, 2025

Deadline for Quotations: September 2nd, 2025, at 4:00pm

Due Date to Advise of Errors or Omissions: August 26th, 2025



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1. Introduction

The Municipality of St Mary's is located on the Atlantic Eastern 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, Nova Scotia.

2. Scope of Work and Deliverables

The Municipality of the District of St. Mary's (the Municipality) is seeking quotes for the replacement of the cross supports in the equalization tank at the Sherbrooke Wastewater Treatment Facility located at 35 Wharf Road, Sherbrooke, Nova Scotia.

- a. Secure work area.
- b. Remove existing top safety grating over the equalization tank and reinstall upon project completion. If safety grating is damaged contractor is responsible for repairing or replacing.
- c. Drain, remove and clean all debris within equalization tank.
- d. Work must comply with and be completed as per the engineered drawings provided.
- e. Contractor must provide a plan for sewer inflow management and disposal during the duration of the project.
- f. When project is completed work area must be clean and tidy to the satisfaction of Municipal Director of Public Works.
- g. Final inspection completed by the Director of Public Works must occur prior to final payment issued.

3. Bidder Introduction

Bidder experience and project work planning: each bidder must provide a written document as part of the bid providing a summary of the following information;

- a. Overview of your business i.e. 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?
- c. What services and actions will you perform to complete this project?

Describe the team who will complete the product installation including, number of people, skills, and certifications. Declare and describe (provide business names) for any sub-contractors who will participate and explain their roles. Provide a timeline with all key steps and milestones for the provision of the materials and completion of the installation. Timelines must fall within the specified completion dates of this RFQ. Warranty: A full description of the warranty on work and equipment provided shall be stated. If without municipal approval, completion outside of timeline may result in a penalty of \$1,000 per week.

4. Site Visit

A site visit is available on August 11th, 2025. Please contact teddy.stevens@saint-marys.ca to book your site visit. Site visits outside of this time must be made by appointment and approved by the Director of Public Works and Chief Administrative Officer (CAO).



5. Submission

The quotation provider is to submit the quotation accompanied by the required information by September 2nd, 2025 at 4:00pm to teddy.stevens@saint-marys.ca with a subject line: **“Sherbrooke Sewer Treatment Cross Support Replacement”**.

6. 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 and details on the recommended product. See Part 1, Part 2 and Part 3.	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.
A Price Form has been provided with this solicitation and is required to be completed for all bid price data.	Failure to provide a complete Price Form shall result in the disqualification of the Bid.
A Bidder Declaration Form has been provided with this solicitation. The Bidder Declaration Form collects acknowledgement of any addenda, and the bidder authorized signature.	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.



<p>Time shall be of the essence in the completion of this project.</p>	<p>Work timelines must meet September 2, 2025 due date for submission of the project 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 mandatory and is August 11, 2025.</p>

7. Clarification & Addenda

Bidders must notify the Municipality by Noon local time on **September 1, 2025**, to advise of any omissions, errors or ambiguities in this document. If the Municipality considers correction, explanation or interpretation necessary, a written addendum will be issued. Direct all Inquiries to: teddy.stevens@saint-marys.ca.

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.

The Municipality reserves the right to amend this RFQ at any time before the closing date and will issue a written addendum in the event of a change.

Changes to this RFQ shall be stated in writing by Addenda, not verbal statements.

8. Terms and Conditions

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.

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.



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.

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.

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

9. Early Termination

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.

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.

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 RFQ) or to re-issue the RFQ.

10. Payment Information

Municipality will accept itemized invoices showing all details for hours of labor plus any description of parts and equipment once work has been completed.

11. Further Information

Any questions in relation to this Request for Quotation should be directed to:
Teddy Stevens, Director of Public Works, Phone: 902-522-2667 Email: teddy.stevens@saint-marys.ca

12. Award

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.



The Municipality reserves the right to suspend or cancel this RFQ at any time for any reason without penalty. The Municipality reserves the right to reject any or all Bids. 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.

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/or that only bidders deemed by the Municipality as fully able to meet all needs will progress to a final award assessment.

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.



**Price Form:
Sherbrooke Sewer Treatment Cross Support Replacement**

Instructions:

- 1.) One flat rate price for the project is required.
- 2.) All Prices are to be stated in Canadian Dollars only.
- 3.) All expenses expected to be covered in payment for this project should be outlined, included, and disclosed in this form.
- 4.) All prices should be stated before/without HST.

Bidder Business Name:	
Pricing: One total price for the project is required here:	
Total Project Cost (before HST)	
HST	
Total with HST	

Please provide a further breakdown or explanation/itemization of your pricing.
Please provide any itemized pricing details applicable to your Proposal here. (e.g. labour, supplies, travel, printing etc.)
If your business has specific payment terms particular for this project, they should also be explained in this section.

Pricing Details:



**Bidder Declaration Form
Sherbrooke Sewer Treatment Cross Support Replacement**

The undersigned hereby acknowledges that they, as an officer of the Bidder business capable of binding the organization:

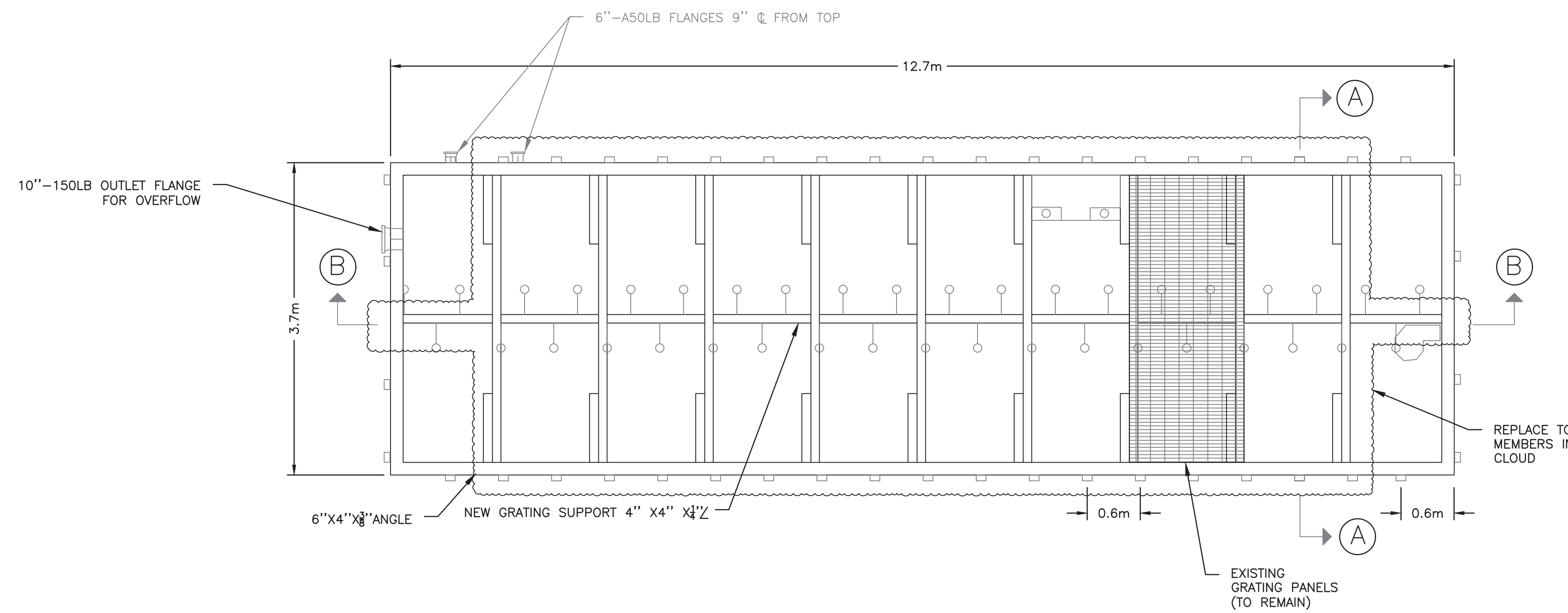
1. Has read and understands the specifications, requirements, set out in this request for quotations by the Municipality of St Mary's (the Municipality).
2. Have identified and provided all requested documents, forms, and data to complete this submission.
3. They further acknowledge that the seller's proposed product, equipment, materials, labour/people skills and services fully meet or exceed those specified in this solicitation.
4. The bidder acknowledges receipt and consideration of the following addenda (if applicable) Insert addenda numbers reviewed (i.e. 1,2,3)
_____.
5. They certify the accuracy and validity of all price quote information.

Dated the _____ Day of _____ 2025.

Business Name:	
Full Address:	
Phone/Cell Number:	
E-mail Address:	
HST Number:	
Contact Name and Title	

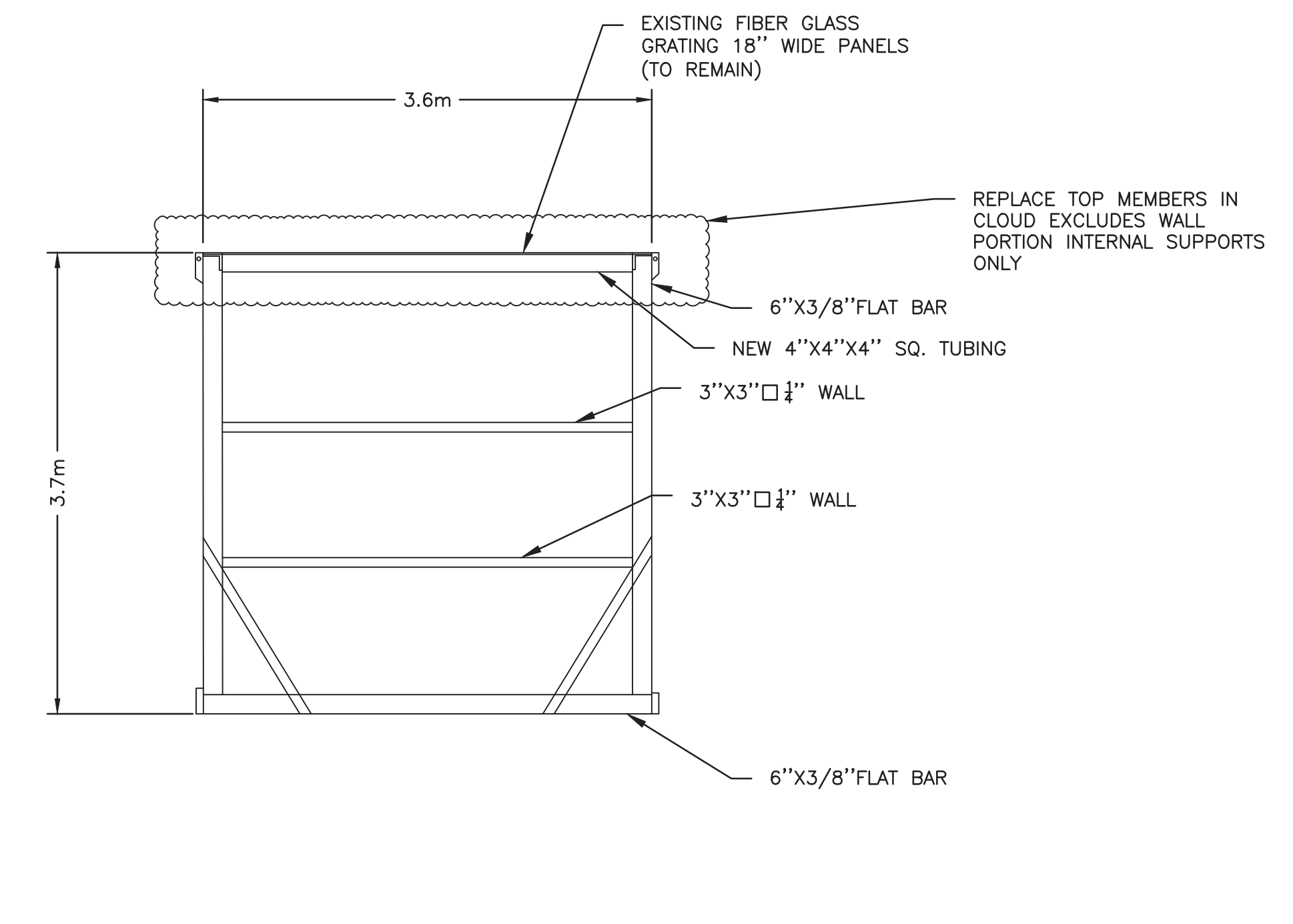
Authorized Signature: _____

Name and Title of Authorized Signature: _____



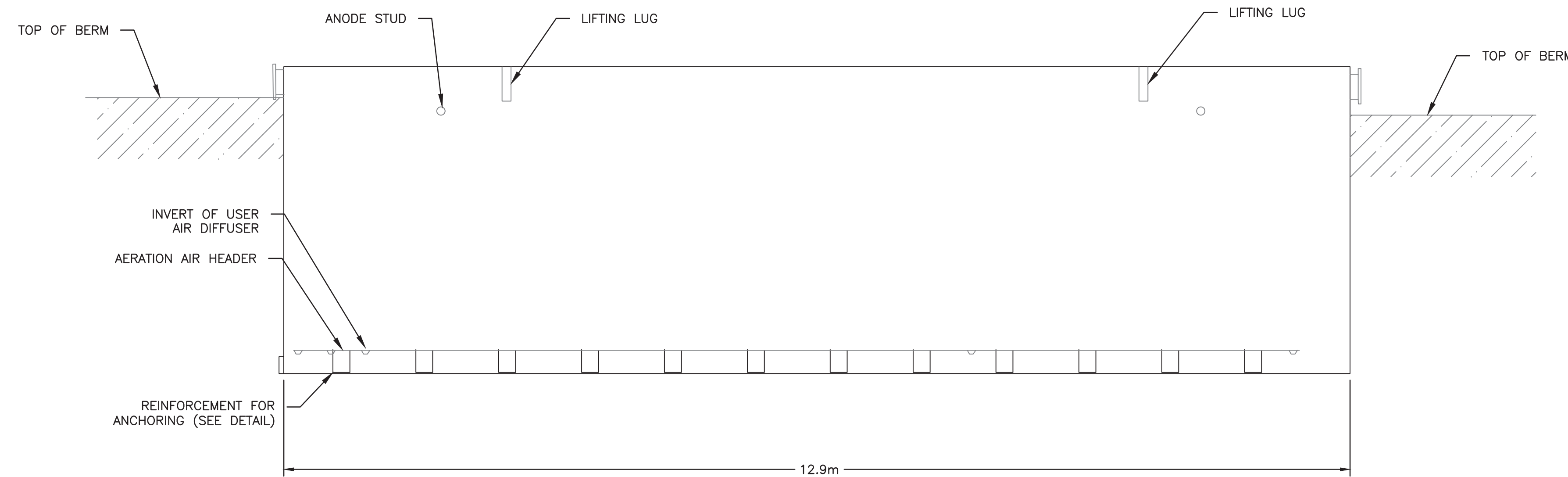
PLAN

SCALE: 1:40



SECTION A-A

SCALE: 1:40



SECTION B-B

SCALE: 1:40



GENERAL NOTES:

1. ALL STEEL WORK TO BE DONE IN ACCORDANCE WITH CAN/CSA S16-09
2. ALL WELDS TO BE DONE IN ACCORDANCE TO CSA W59-03 WITH E480XX ELECTRODES
3. INSIDE FINISH: PREPARATION TO SP3 FINISH WITH 8 MILS DRY FILM THICKNESS OF COAL TAR EPOXY
4. OUTSIDE FINISH: PREPARATION TO SP3 FINISH WITH 12 MILS DRY FILM THICKNESS OF COAL TAR EPOXY
5. NEW MEMBER CONNECTION TO BE FIELD FINISHED WITH SAME COATING

NO.	DATE	ISSUED FOR REVIEW	NP	GU
		REVISIONS	DWG.	CHK.
PORT HAWKESSBURY, NOVA SCOTIA				
CLIENT: THE DISTRICT OF THE MUNICIPALITY OF ST. MARY'S				
PROJECT: EQUALIZATION TANK STRUCTURAL REFURBISHMENT				
DWG.	NP	PROJECT	25-223	
CHKD.		EQUALIZATION TANK	ASBUILTS	
APP.	GU	SCALE:	1:40	
SCALE:	1:40	DATE:	2025-06-19	
DATE:	2025-06-19			100