

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

Request for Proposal

**Sherbrooke Water Treatment
Plant PLC Upgrade**

Project Number 2425-MCGP-PLC-P#34

Issue Date	August 29,2024
Site Visit	September 10, 2024
Due Date to Advise of Errors or Omissions	September 18, 2024. Noon local time.
Deadline for Submissions	September 24, 2024. Noon local time.
Anticipated Award Date	Week of October 14, 2024.
Due Date for Completion of the Equipment Installation. See bidder submission check list on page 5.	February 1, 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 at the municipal water treatment facility 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 supply and install of Programmable Logic Controller and Automation Upgrades at the Sherbrooke Water Treatment Facility located at 8226 Highway #7, Sherbrooke, NS.

2.2 Scope of Services

Part One: Programmable Logic Controller

1. Bidders shall identify and recommend an appropriate PLC unit and automation for the water treatment plant requirements.
2. The project would include the supply, installation, program, and commission of the PLC upgrades to communicate with VTS along with automation at the Sherbrooke Water Treatment Facility. Existing equipment shall be salvaged and returned to the Municipality.

Description and Suitability of the Product

Bidders shall provide a written description of the product recommended including:

1. Complete name, model and manufacturer
2. Provide a written description of the unit's features and capabilities. Use of manufacturer materials for part of the description is allowable provided that the bidder provides a clear summary of:
 - A. Product capabilities and match to plant needs (please be specific)
 - B. Room for growth of plant production
 - C. Ability to adapt and add functions and other future equipment to the plant.



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Part Two: Automation Upgrades

Bidders shall provide a written description of the product/features recommended including:

Bidders are to assess and make a recommendation on optimal automation features for the Sherbrooke Water Plant including the following features:

- A. Level indicators on both sand filters with output reading to SCADA for monitoring
- B. Turbidimeter for outlet of DAF to filters with output reading to SCADA
- C. Replacement of automatic raw water valve with the ability to adjust on SCADA
- D. Connect Raw water pH meter to SCADA
- E. New chemical pump which is able to connect to the raw water pH meter and adjust according to the output.
- F. Automatic filter to waste valve connected to the PLC and SCADA.

Part 3: Bidder Introduction

3.1 Bidder Experience and Project Work Planning

Bidders 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?
 - C. What services and actions will you perform to complete this project?
2. Describe the team who will complete the product installation including, number of people, skills, and certifications.



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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 estimated down time of water treatment plant to install equipment and provide solutions to reduce amount of down time for the water treatment plant. Timelines must meet the due date in this Tender form.
5. **Warranty:** A full description of the warranty on the work and equipment provided shall be stated. A minimum one-year warranty on all work and equipment is required for this project.
6. **References:** Each bidder shall provide three references from customers where your organization provided and installed similar water plan PLC and Automation equipment.

Important Note: You are required to include the completed references with your bid. It is recommended that you send out the reference forms to your past customers immediately in order to meet the RFP submission deadline. No extensions will be granted for delayed references.

Please see the attached reference form for instructions.

Part 4: Site Visit

1. A required site visit is available on September 10, 2024 at 12:00 PM.
2. The municipality may consider requests for alternative dates and times for the site visit 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.



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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: **"Sherbrooke Water Treatment Facility PLC and Automation Upgrade"**.
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.



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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 February 1, 2025, due date for submission of the Project to be eligible for consideration. Special Note: The municipality may accept a bid that does not meet the stated completion deadline of February 1, 2025, provided that the delay is due to anticipated back-order delay of recommended equipment. Bidders should clearly explain any equipment order time delays in their proposal. No other reason for delay of project completion shall be accepted and all proponents must otherwise state their ability to complete the project by</p>



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	February 1, 2025 to be eligible for consideration.
Site Visit. See Part 4	The site visit is required. Only bids from proponents who have completed a site visit will be accepted.
References: See Reference Form Attached	Proponents are required to provide three references for similar work. References are primarily an evaluation criterion as part of Part 3. However, failure to provide 3 references for similar water plant work may result in the disqualification of the proposal.

5.4 Clarification and Addenda

1. Bidders must notify the Municipality by Noon local time on September 18, 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



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“Sherbrooke Water Treatment Plant PLC and Automation Upgrade” 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.



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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.

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

- a. Dollar values are per Instance.
- b. The Municipality is named as an additional insured.
- c. Professional Liability Insurance is to remain in force for two years beyond the completion of this Agreement.

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).



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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 accept itemized invoices showing all details for hours of Labor plus any description of parts and equipment.

The Municipality will accept interim/ongoing invoices for delivered materials and completed work only.

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 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.



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7.2 Evaluation

Points:

1. Overall completeness and quality of the product: Part 2: 50 Points
2. Capability of the bidder Part 3: 25 points
3. Price: 25 Points

Price Details.

Price Score = $LTP/TP \times PW$

LTP = Lowest Total Price Among all Proposals

TP = Total Price of the Proposal

PW = Point Weighting (25 points)

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.