



**REQUEST FOR PROPOSALS RFP 2017-04  
FOR THE REMOVAL OF SLUDGE  
FROM LAGOONS**

**Issued by:** Village of Nakusp

**Date of Issue:** April 11/2017

**Closing Date/Time for Submission:** 3 PM, May 12 /2017

**Technical Questions:** Warren Leigh, Director of Operations

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**Submission Requirements:** Laurie Taylor, CAO

**Phone:** 250-265-3689

**Email:** [ltaylor@nakusp.com](mailto:ltaylor@nakusp.com)

**Written proposals and all supporting materials may be submitted in-person to the Village of Nakusp office at PO Box 280, 91 1<sup>st</sup> Street NW, Nakusp, BC, V0G 1R0 by mail or courier. They must, however, be received by the closing date for submission.**

## 1. INTRODUCTION

The Village of Nakusp is seeking a Contractor to remove approximately 3000 cu/m (wet) of sludge from 3 of our wastewater lagoons.

## 2. SUBMISSION GUIDELINES

Proponents should submit their proposed response on the attached **Submission Forms**.

Submissions must be in a sealed envelope clearly marked: **RFP 2017-04**  
Submissions must be received by **3 pm, local time, on May 12<sup>th</sup>, 2017**.

Submissions may be delivered to the Village of Nakusp office at  
**PO Box 280, 91 1<sup>st</sup> Street NW, Nakusp, BC, V0G 1S0**, by mail or courier.

**Submission via direct facsimile or email is not acceptable.**

## 3. ACCEPTABILITY OF SUBMISSION

The Village reserves the right:

- a) To award bids received on the basis of individual items or groups of items or on the entire list of items;
- b) To reject any or all bids, or any part thereof;
- c) To waive any informality in the bids; and
- d) To accept the bid, or any portion, that is in the best interest of the Village.

An acceptance mailed to the successful bidder within the time for acceptance specified results in a binding contract without further action by either party.

RFP Submission forms that are unsigned, incomplete, illegible, unbalanced, obscure, or other irregularities may be rejected as informal.

RFP Submission forms must contain the bidder's business or home address and legal status must be disclosed and must be signed by a duly authorized official.

The proposal call shall be open for acceptance for a period of **thirty (30) days** from the date of closing of this RFP.

The Village of Nakusp reserves the right to waive any irregularities at their own discretion. Unit prices shall be filled in where indicated on the Submission form.

#### 4. BID PRICING

Unit prices shall be shown for each unit on which there is an RFP.

Unless otherwise specified herein by the Village of Nakusp, all prices quoted are to be net prices in **Canadian funds**.

The Village reserves the right to terminate this contract based on unacceptable price increases during the contract period.

#### 5. SPECIFICATIONS

The Village of Nakusp is seeking proposals for the removal of sludge from its wastewater lagoons. The estimated volume of sludge to be removed is 3000 m<sup>3</sup> of raw sludge, likely 1000-1500 m<sup>3</sup> of dried. It should be noted that there are air diffusers rising up from the bottom of the lagoon that can't be damaged. The third lagoon is our waste pond that may or may not be under water, depending on the weather and the plant operation prior to sludge removal. The sludge is to be stored in GeoTubes, or alternate, to facilitate drying and future removal from site. All leachate must be controlled, and returned to the waste water lagoons. All work must be completed by October 31, 2017.

**There will be a mandatory site visit prior to the bid submission deadline.** The **approximate** lagoon dimensions are as follows;

Cell #1	35m x 38m x 3m deep and is approximately 1/3 full of sludge
Cell #2	110m x 38m x 3m deep and is approximately 1/4 full of sludge
Cell #3	48m x 18 m with an uneven sludge layer

#### 6. Evaluation Criteria

Evaluation criteria used to evaluate proposals fall into the following categories and sub-categories:

- Price
- Similar work experience (references)
- Scheduling

#### 7. Negotiation

The successful contractor will be required to enter into an independent contract with The Village of Nakusp. Negotiation sessions may be held to finalize contract details and other expectations of the parties applicable to the services/work based on the RFP and the proposal submitted.

## **8. Acceptance of Proposal**

The highest rated, lowest priced, or any proposal will not necessarily be accepted.

## **9. Proposal Revisions/Cancellation**

Proposal revisions must be received prior to the RFP submission/closing date and time. An RFP may be amended by giving written notice, delivered by hand or mail to: The Corporation of the Village of Nakusp, PO Box 280, 91, 1<sup>st</sup> Street, Nakusp, BC, V0G 1R0. An amendment or revocation must be signed by an authorized signatory of the bidder.

Any amendment that expressly or by inference discloses the bidder's Proposal price or other material element of the tender such that, in the opinion of the Village, the confidentiality of the Proposal is breached, will invalidate the entire Proposal.

Proposals may be withdrawn by written notice only, provided such notice is received by the Village of Nakusp prior to the Closing Time/Date. Upon closing time, all Proposals become irrevocable.

If an amendment or revocation is sent by fax, the bidder assumes the entire risk that equipment and staff at the receiving office will properly receive the fax containing the amendment or revocation before the Closing Date and Time. The Village shall not be liable to any bidder if, for any reason, a fax is not properly received.

The Village of Nakusp reserves the right to modify the terms of the RFP prior to the proposal submission date at its sole discretion. Proponents will be advised of any changes or modifications in writing from the Village of Nakusp. The Village of Nakusp also reserves the right to cancel the RFP at any time prior to entering into a contract with the successful proponent.

## **10. Disclosure**

All documents, including attachments, submitted by bidders shall become the property of the Village of Nakusp. Proposal information is proprietary and as such shall be treated as confidential; however, under the Freedom of Information and Protection of Privacy Act, some information may be accessed. Please identify any information within the scope of your proposal that you would not want to have disclosed. Information pertaining to the Village obtained by the proponent as a result of participation on this project is confidential and must not be disclosed without written authorization from the Village.

The information contained in this RFP is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by the Village of Nakusp nor is it necessarily comprehensive.



**THE CORPORATION OF THE VILLAGE OF NAKUSP**

**SUBMISSION FORMS RFP 2017-04**

**Removal of Sludge from Lagoons**

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**TOTAL RFP AMOUNT:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

**DATE SIGNED:** \_\_\_\_\_



**THE CORPORATION OF THE VILLAGE OF NAKUSP**

**Removal of Sludge from Lagoons**

**RFP 2017-04**

In accordance with the “Scope of Work/Specifications” which I/we have carefully examined, the undersigned hereby submits a firm proposal to perform the work required for the sum of:

<b>Item</b>	<b>Description</b>	<b>Unit Price</b>
1	Remove Sludge from 3 Lagoons	
	Subtotal	
	GST @ 5%	
	PST @ 7%	
	Total (Canadian Funds)	

Projected Start Date \_\_\_\_\_

We have received and carefully reviewed all of the Quote documents, including the following Addenda:

Addendum #1

Addendum #2

Addendum #3

Addendum #4