



# **Sunshine Coast Regional District**

## **Request for Proposal**

**Number: 17 320**

**For**

**Eastbourne Water System Operation & Maintenance**

**Issue Date:  
November 10, 2017**

**Closing Date of**

**December 01, 2017 at 3:00 PM local time**

FIVE original and one digital copy (total of six)  
of the submission must be sealed and delivered to:

**Sunshine Coast Regional District  
1975 Field Road  
Sechelt, BC  
V0N 3A1**

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**INTENT TO SUBMIT**

**REQUEST FOR PROPOSAL**

**EASTBOURNE WATER SYSTEM OPERATION & MAINTENANCE**

**NO. 17 320**

Please complete this form and mail or fax immediately to:

Sunshine Coast Regional District  
Attn.: Vanessa Schilling, Buyer  
1975 Field Road  
Sechelt, BC CA V0N 3A1

purchasing@scrd.ca  
Telephone: 604 885 6800 ext. 6118  
Fax: 604 885 7909

Failure to return this form may result in no further communication regarding this Request for Proposal (RFP).

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

I have received a copy of the above noted RFP and:

Yes, I will be responding to this RFP.

No, I will not be responding to this RFP.

I understand that if I do not response to this notice of intent, this will not affect our Company's status as a potential supplier in the future. I also understand that if I do not return this form, our company may not receive any further notices with regard to this RFP.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **1.0 SECTION ONE: GENERAL TERMS & CONDITIONS**

### **1.1 FORM OF OFFER**

This RFP must be completed in its entirety and it is the Proponents sole responsibility to ensure that the submission and the number of copies in the form required are received on time and at the proper location. Failure to properly complete this may cause your submission to be rejected. Submissions received after the closing time will be returned unopened.

The submissions should be placed in a sealed envelope and addressed as per Schedule G “Sample Label.”

### **1.2 ORAL OR ELECTRONIC SUBMISSIONS**

Oral, email or faxed submissions will not be accepted. Submissions may only be submitted as noted on the cover page.

### **1.3 SIGNATURE REQUIRED**

Submissions must be properly signed in the places provided (Schedule D) by an officer, employee or agent having authority to bind the Proponent by that signature.

### **1.4 CLARIFICATIONS, ADDENDA & MINOR IRREGULARITIES**

If any Proponent finds any inconsistencies, errors or omissions in the documents or requires information, clarification of any provision contained therein, they shall submit their query in writing or email, addressed as follows:

Vanessa Schilling, Buyer  
Sunshine Coast Regional District  
1975 Field Road, Sechelt, BC V0N 3A1

purchasing@scrd.ca

Questions regarding this document must be received by 15:00 five (5) business days prior to the closing date.

Any interpretation of, addition to, deletions from or any other known corrections to the documents, will be issued as written addendum by the Regional District and will be emailed to all Proponents.

### **1.5 WITHDRAWAL**

Submissions may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Submissions withdrawn will be returned to the Proponent unopened.

### **1.6 CONDUCT OF CONTRACT**

Unless otherwise specified within this document, any queries regarding this document are to be directed to Vanessa Schilling, Buyer at [purchasing@scrd.ca](mailto:purchasing@scrd.ca). No other verbal or written instruction or information shall be relied upon by the Proponent, nor will they be binding upon the Regional District.

### **1.7 INDEMNITY**

The Proponent will indemnify and save harmless the Regional District, its employees, Board Members and agent from and against any and all losses, claims, damages, actions, causes of action, costs and expenses the Regional District may sustain, incur, suffer or be put to at time either before, during or after the termination of the contract, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the Proponent or of any agent, employee, officer, director or assignment of the Proponent pursuant to this contract, excepting always liability arising out of the independent negligent act of the Regional District.

### **1.8 SUSTAINABLE PROCUREMENT**

The Regional District adheres to its sustainable policy and considers submissions not only on the total cost of goods or services, but submissions that addresses the environment and social factors. The intent of the Regional District’s policy is to shift spending away from goods and services that negatively impact the environment and society toward product and services that are more environmentally sound and socially beneficial.

### **1.9 ENVIRONMENTAL RESPONSIBILITY**

The Regional District is committed to preserving the environment. Proponents shall provide environmentally sensitive products or services wherever possible. Where there is a requirement that the Proponent supplies materials, and where such materials may cause adverse effects, the Proponent shall indicate the nature of the hazard in its submissions. The Proponent agrees to advise the Regional District of any known alternatives or substitutes for such materials that would mitigate the effects of any adverse condition of the environment.

### **1.10 INVOICING & PAYMENTS**

Unless otherwise agreed, the Regional District payment terms are Net 30 days following receipt of services or approved invoices, whichever is later. Original invoices are to be forwarded to the account payable department of the Regional District. The purchase order number assigned by the Regional District must be stated on the invoice otherwise payment may be delayed.

### **1.11 PRICING, CURRENCY AND TAXES**

Prices offered are to be provided in Schedule A. Prices will be firm for the entire Contract period unless this tender specifically states otherwise. All lump sum fees shall be in Canadian dollars and include all costs of performing all the services required before and after tax(es).

The Proponent must provide their GST/PST number as a provision of the contract.

### **1.12 EXTRAS**

No payments for extras will be made unless prior written approval has been issued by the Regional District.

### **1.13 IRREVOCABLE SUBMISSION**

The submission must be irrevocable for 60 days from the closing date and time. Failure to provide a complete document as requested may result in rejection of the submission.

### **1.14 TIME IS OF THE ESSENCE**

Time shall be of the essence in this contract. The Regional District reserves the right to cancel any order if not fulfilled within a reasonable time and in accordance with the terms and conditions specified.

### **1.15 ASSIGNMENT**

The Proponent will not, without written consent of the Regional District, assign or transfer this contract or any part thereof. All assignments must be listed and are subject to approval by the Regional District.

### **1.16 OWNERSHIP OF DOCUMENTS & FREEDOM OF INFORMATION**

All documents submitted in response to this RFP shall become the property of the Regional District and as such will be subject to the disclosure provisions of the Freedom of Information and Protection of Privacy Act.

This document, or any portion thereof, may not be used for any purpose other than the submission of a response and the Proponent agrees not to divulge or release any information that has been given to it or acquired by it on a confidential basis during the course of this process or while carrying out its obligations under process.

### **1.17 RESERVATION OF RIGHTS**

In addition to any other reservation of rights set out in the RFP, the Regional District reserves the right, in its sole discretion:

- a) to modify the terms of the RFP at any times prior to the closing time, including the right to cancel the RFP at any time prior to entering into a contract with a Proponent;
- b) in accordance with the term of the RFP, to accept the submission or submissions that it deems most advantageous to itself;
- c) to waive any non-material irregularity, defect of deficiency in a submission;
- d) to request clarification from a Proponent with respect to its submission, including clarification as to provisions in its submission that are conditional or that may be inconsistent with the terms and conditions of the RFP, without any obligations to make such a request to all Proponents, and consider such clarifications in evaluating the submission.
- e) to reject any submission due to unsatisfactory references or unsatisfactory past performance under contracts with the Regional District, or any material error, omissions or misrepresentation in the RFP;
- f) at any time, to reject any or all submissions; and
- g) at any time, to terminate the competition without award and obtain the goods and services described in the RFP by other means or do nothing.

### **1.18 COST OF SUBMISSION**

The Proponent acknowledges and agrees that the Regional District will not be responsible for any costs, expenses, losses, damage or liability incurred by the Proponent as a result of or arising out of submitting a response for the proposed contract or the Regional District's acceptance or non-acceptance of their submission. Further, except as expressly and specifically permitted herein, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a response each Proponent shall be deemed to have agreed that it has no claim.

### **1.19 ACCEPTANCE OF TERMS**

Submission indicates acceptance of all the terms and condition, including those that follow and that are included in all appendices and any addenda.

### **1.20 PROPONENT'S RESPONSIBILITY**

It is the Proponent's responsibility to ensure that the terms and condition contained herein are fully understood and to obtain any further information required on its own initiative. The Regional District reserves the right to share, with all Proponents, all questions and answers related to this document.

### **1.21 OPENING OF SUBMISSIONS**

Submissions will be opened:

- in public, at the closing location, immediately after the closing date and time, and the submissions will be opened and read; or
- in private.

Submissions will be evaluated in private, including submissions that were opened and read in public, if applicable. The contract will not be awarded at the time of opening.

If only one submission is received, the Regional District reserves the right to open the submission in private or if the total bid price exceeds the estimated budget for the contract, the Regional District may cancel and re-tender, accept, not accept and cancel or re-scope the work seeking a better response, with or without any substantive changes being made to the tender documents.

If more than one submission is received from the same Proponent, the last submission received, as determined by the Regional District, will be the only submission considered.

### **1.22 MANDATORY REQUIREMENTS**

Submissions not clearly demonstrating that they meet the following requirements will receive no further consideration during the evaluation process:

- a) Submissions must be received at the closing time and location as specified on the title page.
- b) Submissions must be in English.
- c) Submissions must be submitted in a sealed envelopes in the amounts and form stated on the title page.
- d) Schedule D of this document must be signed and submitted.
- e) All required schedule must be submitted with the response.

Submissions meeting the above requirements will be assessed against the criteria set out on Section Five.

### **1.23 EVALUATION**

Submissions will be assess in accordance with the evaluation criteria. The Regional District will be under no obligation to receive further information, whether written or oral, from any Proponent. The Regional District is under no obligation to perform any investigations or to otherwise verify any statements or representations made in a submission.

### **1.24 AWARD OF CONTRACT**

Procurement policy at the Regional District offers contracts to businesses and contracts through an open, fair and consistent competitive bidding process. This process ensures the Regional District receives the best overall value for the goods and services it requires. The Regional District reserves the right to cancel, award all or part of the scope of work described in this document to a single Proponent or may split the award with multiple Proponents.

All awards are subject to Board approval that meets the needs as determined by the Board. The Regional District, in receipt of an submission from a Proponent, may in its sole discretion consider the Proponent to have accepted the terms and conditions herein, except those expressly excluded or changed by the Proponent in writing.

The RFP shall not be construed as an agreement to purchase goods or services. The lowest priced or any submission will not necessarily be accepted. The RFP does not commit the Regional District in any way to award a contract.

### **1.25 INSURANCE & WCB**

The Proponent shall obtain, provide proof of and continuously hold for the term of the contract, insurance coverage with the Regional District listed the minimum limits of not less than those stated below:

- Commercial General Liability – not less than \$2,000,000 per occurrence
- Vehicle Third Party – not less than \$2,000,000 per occurrence

The Proponent is required to add Regional District as an "additional insured" on the Commercial General Liability policy of insurance and the policy shall contain a cross-liability/severability of interest clause.

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work. The Proponent must further comply with all conditions and safety regulations of the Workers' Compensation Act and must be in good standing in the province where the work is being performed during the term of any contract entered into from this process. Within

two working days after Notice of Award, a WorkSafe BC Clearance Letter of Good Standing or equivalent must be provided.

#### **1.26 COLLUSION**

Except otherwise specified or as arising by reason of the provisions of these documents, no person, or corporation, other than the Proponent has or will have any interest or share in this proposal or in the contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponent in connection with responses submitted for this project and the Proponent has no knowledge of the context of other responses and has no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the submission.

#### **1.27 LIABILITY OF ERRORS**

While the Regional District has used considerable efforts to ensure an acute representation of information in the document, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Regional District nor is it necessarily comprehensive or exhaustive.

#### **1.28 LAW**

This contract and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed the proper law thereof.

#### **1.29 CONFLICT OF INTEREST & SOLICITATION**

The Proponent declares that they have no financial interest, directly or indirectly, in the business of any third party that would be or be seen to be a conflict of interest in carrying out the provision of goods or services. In the event an interest is acquired or the Proponent should be found to be in a potential conflict of interest during the term of the contract, the Proponent is required to advise and cure the conflict forthwith to the Regional District satisfaction or forfeit any compensation under this contract. The Proponent further warrants and represents that neither it nor any person related to or affiliated with the Proponent has any relation to or affiliation with any staff of the Regional District which may in any way be seen (in the Regional District's sole and unfettered discretion) to create a potential conflict between the loyalties owed by such staff to the Regional District and loyalties owed directly or indirectly to the Proponent, except as disclosed by the Proponent to the Regional District. If any director, officer, employee, agent or other representative of a Proponent makes any representation or solicitation to any director, officer or employee of the Regional District with respect to this Offer, whether before or after the submission of this Offer, the Regional District shall be entitled to reject or not accept the Offer.

#### **1.30 TERMINATION**

The Regional District at its sole discretion may immediately terminate any contract awarded through this process if there is a major violation of agreed terms and conditions or where the Proponent has taken an action against the Regional District. During the contract period, should the Regional District experience budget restraint or operational requirements that require a review of this contract, the Regional District reserves the right to terminate this contract without penalty, with three weeks written notice. If key personnel on the project team changes the Regional District reserves the right to cancel the contract prior to term.

#### **1.31 REMOVABLE FROM BIDDERS LIST**

The Regional District reserves the right to review the performance record of any Bidder who defaults on any deliveries or services. The review will be used to determine whether the Bidder should be retained or deleted from the Regional District's approved bidders list and therefore not qualified to make a proposed offer under this RFP.

#### **1.32 DEFAULT**

The Regional District may, by Notice of Default to the Proponent, immediately terminate in whole or in part of the contract if the Proponent fails to perform the services required. In the event the Regional District does terminate the contract in whole or in part as specified above, the Regional District may purchase services so terminated and the Proponent shall be liable to the Regional District for any excess costs for such services and for reasonable liquidated damages.

#### **1.33 DISPUTE RESOLUTION**

All unresolved disputes arising out of or in connection with this RFP or in respect of any contractual relationship associated therewith or derived therewith shall be referred to and finally resolved by arbitration as prescribed by Mediate BC services pursuant to its rules, unless otherwise mutually agreed between the parties.

#### **1.34 FORCE MAJEURE (ACT OF GOD)**

Neither party shall be responsible for any delay or failure to perform under its obligations under this contract where such delay or failure is due to fire, flood, explosion, war, embargo, governmental action, Act of Public Authority, Act of God, or to any other cause or similar force majeure event beyond its control, except labour disruption. In the event force

majeure occurs, the party who is delayed or fails to perform shall give prompt notice to the other party and shall take all reasonable steps to eliminate the cause. Should the force majeure event last for longer than 30 days, the Regional District may terminate the contract by notice to the Proponent without further liability, expense or cost of any kind.

### **1.35 CONFIDENTIALITY**

Responses submitted in confidence shall be so honoured. The Regional District will not release to the public any specific information regarding any submitted responses except as may be required under law. To request documentation confidentiality, Proponents are requested to submit a covering letter, with their submission, detailing the specifics of their request. Confidentiality cannot be fully guaranteed as all submissions are subject to the Freedom of Information and Protection of Privacy Act.

Proponents will treat all information received through this RFP process and subsequent contract award, as confidential. The Proponent agrees that any information, knowledge (including but not necessarily limited to business practices, techniques, relationships, agreements, etc.), data, research, and any other information, knowledge, materials or products disclosed to the Proponent by the Regional District or otherwise produced, developed or known by the Proponent in providing this service (collectively the "Confidential Information") will not publish or disclose to any third party not either during or after the agreement except as otherwise authorised by the Regional District. This section shall survive the termination of this agreement.

### **1.36 OWNER'S RIGHT TO DO WORK**

If the Proponent neglects to perform the work properly or fails to perform any provision of this contract, the Regional District after five days written notice to the Proponent, without prejudice to any other remedy, make good such deficiencies and may deduct all cost due to the Proponent.

### **1.37 WORKMAN SHIP**

The Proponent must employ skilled and qualified people for this contract.

### **1.38 SAFETY**

The Proponent will not knowingly employ anyone who may be a threat to the safety of public or employees or to the smooth operation of the Regional District. Anyone deemed to be a threat to safety will be immediately removed (at the sole discretion of the Regional District). All equipment used by the Proponent to be in good repair and free of any leakage of any kind.

### **1.39 ADVERTISEMENT**

The successful Proponent will not use the name of the Regional District or any of the contents of this document in any advertising or publication without prior written consent from the Regional District.

### **1.40 NOISE CONTROL**

The Proponent must be aware and comply with all by-laws or relations regarding noise for each respective jurisdiction.

### **1.41 SUBCONTRACTING**

Utilizing a subcontractors to complement the Proponent's service is acceptable, but must be clearly identified. This includes a joint submission by two Proponents having no formal corporate links. However, in all cases, one of these Proponents must be prepared to take overall responsibility and take the role of prime contractor and assume overall responsibility for successful interconnection of all work for successful interconnection of product or service lines.

### **1.42 PERMITS AND LICENSES**

The Proponent, their employees, agents and vehicles shall have and maintain valid permits and licenses as required by law for the execution of services related to this agreement. The Proponent will be required to conform to all Federal, Provincial, City and Municipal Acts, Regulations and Bylaws that may apply to the operation of this contract. The Proponent is required to obtain and pay for all necessary permits, licenses, and inspection fees.

### **1.43 CLEANUP**

The Proponent will maintain the site in as clean a condition to the satisfaction of the Regional District during work. Total performance shall not be attained until the Proponent has removed his surplus products, tools, machinery or equipment.



## **2.0 SECTION TWO: PROJECT SCOPE AND SPECIFICATIONS**

### **2.1 INTRODUCTION**

The Sunshine Coast Regional District (Regional District) is requesting proposals from qualified contractors to manage (operate and maintain) the Eastbourne Water System and install new water services as needed. All operation, maintenance and works will be under the guidance of the Regional District.

### **2.2 TERM OF CONTRACT**

Proposals shall be submitted based on a three year service period with an option to extend the period for up to an additional two years subject to Contractor's performance. The anticipated commencement date for the service is March 01, 2018 or sooner.

### **2.3 BACKGROUND**

The Regional District operates and maintains the Eastbourne Water System, which services the Eastbourne community consisting of approximately 170 lots. This small coastal neighbourhood is located on the east side of Keats Island in Howe Sound (Appendix 1). Keats Island is accessible by boat and a passenger-only ferry provides service from the Langdale Ferry Terminal on the Sunshine Coast.

The Eastbourne Water System operates under a small water systems permit issued by the Vancouver Coastal Health Authority (VCHA).

There are approximately 50 additional lots that front the Eastbourne System but do not currently have a water service connection.

### **2.4 WATER SYSTEM AND OPERATION**

Water for the Eastbourne Water System is collected from four low-production wells – two dug wells at 6.1 m and 5.2 m depth, a drilled well at 91.4 m depth, and a trench well with a sump to collect surface water and shallow groundwater.

There is a small water treatment plant to disinfect the water collected from the wells. The treatment includes arsenic removal (for the drilled well water), filtration, UV treatment, and chlorination. Treated water is pumped to seven 8000 L reservoirs prior to distribution throughout the water system.

The distribution system transmits water from the treated reservoirs to the water customers via 5.2 km of waterlines. Roughly two-thirds of the waterlines have been constructed to the Regional District standard for Eastbourne, which consists of 50 mm diameter High Density Polyethylene (HDPE) DR 11 waterline buried at a depth of 1.0 m. The remaining third of the waterlines are PVC, are undersized at 25-38 mm in diameter, and are surface-run or shallow-buried. As per the waterline burying program, a construction schedule has been developed to bring the remaining surface and shallow-run pipe to current Regional District standards over the next four years.

The Eastbourne Water System distribution network is divided into five zones. Under normal full storage operation all zones are fed water simultaneously. During drought conditions and or peak demand, water can be fed to alternating zones during the week (Monday – Friday) in an effort to store additional water for the weekend when consumption is typically highest.

Each property that is serviced by the Eastbourne Water System has its own dedicated water service. The Regional District standard water service for Eastbourne is outlined in Detail W-1E (Appendix 2).

During the summer season, the population in Eastbourne can more than double from influx of seasonal residents resulting in times when the water system cannot supply enough water to meet demand. Therefore, all water customers are required to have their own 3800 L storage tank to be fed by their service connection. These storage tanks are required to ensure available water supply during peak demand and times when water supplies are limited (e.g. drought conditions). The Regional District has developed a guideline for the maintenance and disinfection of the storage tanks and it is the responsibility of the property owners to ensure their tanks are maintained.

## **2.5 SCOPE OF SERVICES REQUESTED**

### **General Scope**

The Contractor will operate and maintain the System and will ensure that:

- Operation and maintenance is done in accordance with the Eastbourne Water System Operations and Maintenance Manual which will be fully disclosed to the successful Proponent.
- The users on the Eastbourne Community Water System receive a continuous supply of potable water to their storage tanks on a scheduled basis;
- The service delivery meets the expectations of the Regional District; and,
- Operation of the water system is in compliance with the appropriate regulatory and licensing requirements including but not limited to VCHA, Worksafe BC, Ministry of Transportation and Infrastructure, and the Regional District.

### **Key Responsibilities**

The key responsibilities for operating and maintaining the Eastbourne Water System include, but may not be limited to, the following:

- To operate, monitor, and maintain the Eastbourne Water System;
- To monitor and ensure water quality meets established parameters and regulatory requirements;
- To perform administrative tasks associated with the key responsibilities, such as collecting water consumption data, keeping daily logs, and supplying these records to the Regional District in an acceptable format;
- To respond to public concerns or requests for information and initiate remedial action when necessary (24 hours a day and seven days a week); and
- To ensure Regional District policies, Occupational Health and Safety policies, and all applicable Workers Compensation Board Regulations are followed.

### **Typical Operation and Maintenance Duties**

The typical duties for the Eastbourne Water System Operation Contractor include, but may not be limited to, the following:

- Operate, adjust, and perform routine maintenance on all facilities, pumps, motors, electrical equipment, level controls, meters, and regulating equipment in such structures as the pump stations, wells, treatment facilities, and valve chambers;
- Read flow meters, gauges, and other recording instruments to measure water output and consumption level and chlorine levels;
- Collect water samples and test for chlorine residual as required by the Regional District or VCHA;
- Prepare monthly water samples for lab analysis;
- Prepare daily, monthly, and annual records of the water distribution system and supply these records and associated reports as required to the Regional District General Manager, Infrastructure Services or designate;
- Respond to public concerns or requests for information within 24 hours;
- Inspections by Regional District forces as needed (approximately 6 times per year) with transportation supplied by the contractor;
- Respond to emergencies related to the water system immediately;
- Initiate remedial action when necessary and conduct repairs or other work as needed in a timely manner to reduce water loss and impacts to public and private property; and
- Notify Regional District of any direct inquiries to the Contractor within 48 hours.

### **New Water Services**

The Regional District will notify the Contractor when water services are applied for. The Contractor will be responsible for providing the labour, machinery, and parts required for the installation of the service to Regional District standards. From 2012-2017, an average of 2-3 water services were installed annually. The Contractor must complete the service installation within ten business days from when the water service application has been approved and will notify the Regional District when the work is complete. The price for new service will be a unit price (see Schedule A).

Following installation of the service, the meter will be provided by Regional District. The meter will then be installed by the contractor and meter documentation and servicing location to be provided by contractor to the Regional District.

**Hours of Service**

The hours of service provided by the Contractor may vary throughout the year, depending on the circumstances. The Regional District does not guarantee or warrant the hours of service required to carry out the operation and maintenance of the Eastbourne Water System. Emergency repairs may be required at any time and must be addressed immediately or as required to reduce damage and maintain water service to area customers.

**Operator Training**

The Contractor’s designated operator must have successfully completed the Small Water Systems Operator Course certified by the Environmental Operators Certification Program and be in good standing.

**SECTION THREE: SUBMISSION REQUIREMENTS**

The submission must be prepared in a manner that clearly demonstrates fulfilment of all the listed requirements.

- 1. COVER LETTER AND EXECUTIVE SUMMARY:**
  - a. Provide a letter of introduction outlining your organizations understanding of the work required.
- 2. PROPOSAL:**
  - a. Provide the approach, methodology and objectives to completing work. This is to include any recommendations and value add components.
  - b. Detail the experience in water pipeline construction and work related to operation, maintenance, and/or quality control of water systems is mandatory.
  - c. Experience in plumbing and electrical work related to municipal operations is desirable.
- 3. FEE PROPOSAL** **SCHEDULE A**
- 4. LIST OF CONTRACTS OF A SIMILAR NATURE** **SCHEDULE B**
- 5. NON ACCEPTANCE OF TERMS & CONDITIONS** **SCHEDULE C**
- 6. SUBMISSION FORM FOR EVALUATION** **SCHEDULE D**
- 7. LIST OF SUBCONTRACTORS** **SCHEDULE E**
- 8. LIST OF EQUIPMENT** **SCHEDULE F**
- 9. ENVIRONMENTAL OPERATORS CERTIFICATION**
- 10. CERTIFICATE OF INSURANCE & WORKSAFE BC CLEARANCE LETTER**

To be submitted upon award of contract:

- 1. CERTIFICATE OF INSURANCE:** naming the Regional District as additional insured.
- 2. WORKSAFE BC CLEARANCE LETTER**

**5.0 SECTION FOUR: EVALUATION CRITERIA**

Proponents must meet all mandatory requirements and must demonstrate in their submission that they have a clear understanding of the project’s requirements. Evaluation criteria are, but not limited to the followings:

<b>Evaluation Criteria</b>	<b>Points</b>
1. <b>Qualifications &amp; Experience:</b> This criterion considers the Contractor’s reputation, qualifications and experience in providing similar services and record of success.	/30
2. <b>Methodology &amp; Objectives:</b> This criterion considers the understanding of the project’s objectives and general methods and innovation including the procedure for response to emergency.	/30
3. <b>Value Added:</b> This criterion is based on the Contractor’s value add components	/10
4. <b>Fees and Charges:</b> This criterion considers the price of the services.	/30
<b>Maximum Total Score:</b>	
/ 100	

MAXIMUM TOTAL SCORE = 100

“Fee Score” / point formula:  $Score = (lowest\ qualified\ fee / Proponent\ proposed\ fee) \times 40$

The Regional District reserves the right to be the sole judge of a qualified Proponent.

Proponents are encouraged to provide information on what makes the Proponent innovative and what is its competitive advantage. Describe all environmental “Green” certifications, innovations and any other benefits that contribute to overall best value of the submission.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any submission, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarification or additional information in evaluating a submission.

The evaluation will be confidential and no totals, scores or price will be provided to any Proponent.

**SCHEDULE A – FEE PROPOSAL**

Prices to include all materials, labour, and supervision for the works described in the scope of work and related tasks. All pricing shall not include GST. GST shall be shown separately.

<b>Contract term: Year One</b>	<b>Item No.</b>	<b>Description</b>	<b>Unit</b>	<b>Unit Price Before GST</b>	<b>GST</b>	<b>Total Unit Price After GST</b>
March 01, 2018 to February 28, 2019	1	Operation and maintenance of the Eastbourne Water System as outlined in the Operation and Maintenance manual	Monthly cost			
			Annual Cost			
	2	Water Service Connection as per detail W-1 (all lengths including meter chamber, meter setter, all parts, and installation)	Each			
	3	Boat and land transportation of Regional District Staff from Gibsons to Keats Island and back by contractor	Per trip			
	4	Parts & supplies for emergency repairs	Percentage (Cost Plus)			
	5	Labour & Machinery for emergency repairs	Hourly rate			

<b>Contract term: Year Two</b>	<b>Item No.</b>	<b>Description</b>	<b>Unit</b>	<b>Unit Price Before GST</b>	<b>GST</b>	<b>Total Unit Price After GST</b>
March 01, 2019 to February 28, 2020	1	Operation and maintenance of the Eastbourne Water System as outlined in the Operation and Maintenance manual	Monthly cost			
			Annual Cost			
	2	Water Service Connection as per detail W-1 (all lengths including meter chamber, meter setter, all parts, and installation)	Each			
	3	Boat and land transportation of Regional District Staff from Gibsons to Keats Island and back by contractor	Per trip			
	4	Parts & supplies for emergency repairs	Percentage (Cost Plus)			
	5	Labour & Machinery for emergency repairs	Hourly rate			

<b>Contract term: Year Three</b>	<b>Item No.</b>	<b>Description</b>	<b>Unit</b>	<b>Unit Price <u>Before</u> GST</b>	<b>GST</b>	<b>Total Unit Price <u>After</u> GST</b>
March 01, 2020 to February 28, 2021	1	Operation and maintenance of the Eastbourne Water System as outlined in the Operation and Maintenance manual	Monthly cost			
			Annual Cost			
	2	Water Service Connection as per detail W-1 (all lengths including meter chamber, meter setter, all parts, and installation)	Each			
	3	Boat and land transportation of Regional District Staff from Gibsons to Keats Island and back by contractor	Per trip			
	4	Parts & supplies for emergency repairs	Percentage (Cost Plus)			
	5	Labour & Machinery for emergency repairs	Hourly rate			

**SCHEDULE B – List OF CONTRACTS OF A SIMILAR NATURE**

(Please photocopy if you require additional space)

The Proponent shall fill in details below of the most recent contracts they have undertaken with work of a nature similar to this proposed contract. It is the intention of the Regional District to use the information given below to assess the experience of the Proponent in the appropriate fields of work. The Regional District may contact the reference given below before awarding the contract.

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LOCATION:  
CONTRACT NAME:  
CONTRACT VALUE:  
DESCRIPTION OF WORK:

CLIENT:  
TELEPHONE NUMBER:

YEAR:

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LOCATION:  
CONTRACT NAME:  
CONTRACT VALUE:  
DESCRIPTION OF WORK:

CLIENT:  
TELEPHONE NUMBER:

YEAR:

---

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LOCATION:  
CONTRACT NAME:  
CONTRACT VALUE:  
DESCRIPTION OF WORK:

CLIENT:  
TELEPHONE NUMBER:

YEAR:

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LOCATION:  
CONTRACT NAME:  
CONTRACT VALUE:  
DESCRIPTION OF WORK:

CLIENT:  
TELEPHONE NUMBER:

YEAR:

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**SCHEDULE C – NON ACCEPTANCE OF TERMS & CONDITIONS**  
(Please photocopy if you require additional space)

PLEASE STATE:

CONDITION: \_\_\_\_\_

EXPLANATION OF NON-ACCEPTANCE:

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CONDITION: \_\_\_\_\_

EXPLANATION OF NON-ACCEPTANCE:

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CONDITION: \_\_\_\_\_

EXPLANATION OF NON-ACCEPTANCE:

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CONDITION: \_\_\_\_\_

EXPLANATION OF NON- ACCEPTANCE

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Proponents are advised that all variations from stated conditions will be reviewed and may negatively impact the overall rating of your submission.



**SCHEDULE D – SUBMISSION FORM FOR EVALUATION**

Failure to provide this page properly signed will result in your submission not being considered.

We certify that we have read and understand the information provided in the RFP and all addenda's. The information provided in our submission is accurate and we agree to be bound by the all conditions, statements, representations and prices offered herein:

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2017

Company Name:	_____
Address:	_____
	_____ Postal Code: _____
Telephone #:	_____ Fax #: _____
Email:	_____
Signature:	_____
Printed Name	_____ Title: _____
WorkSafe BC Number:	_____
Indicate your GST #	_____

**SCHEDULE E – LIST OF SUBCONTRACTORS**  
(Please photocopy if you require additional space)

The Proponent must provide a list of all subcontractors being utilized. This list is required to be updated if any changes occur during the term of the contract.

1) Company: \_\_\_\_\_

Subcontractor: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

2) Company: \_\_\_\_\_

Subcontractor \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

3) Company: \_\_\_\_\_

Subcontractor \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**SCHEDULE F – LIST OF EQUIPMENT**  
(Please photocopy if you require additional space)

The Contractor shall provide a description of the equipment proposed to use to fulfill the scope of work described above.

<b>EQUIPMENT</b>	<b>DESCRIPTION</b>	<b>AGE OF EQUIPMENT</b>

**SCHEDULE G**  
**SAMPLE LABEL**

**DO NOT OPEN – TENDER DOCUMENTS**

**RFP No. 17 320**  
**EASTBOURNE WATER SYSTEM OPERATION AND**  
**MAINTENANCE**

**PURCHASING DEPARTMENT**  
**SUNSHINE COAST REGIONAL DISTRICT**  
**1975 Field Road**  
**Sechelt, BC V0N 3A1**

***CLOSING DATE: Friday December 01, 2017 at 3:00 PM***

# Appendix 1 – Keats Island Map

## Appendix 2 – Water Service Connection: Eastbourne

Appendix 3 – Water Treatment & Water Distribution  
Operation & Maintenance Supplemental Information