



File No.

January 10, 2017

2017-01

TO WHOM IT MAY CONCERN

**Re: DISTRICT OF SOOKE
Wastewater Treatment Plant - Sludge
Dewatering**

The District of Sooke is requesting a quote to supply and commission a sludge dewatering system located at 7113 West Coast Road, Sooke. The quote is for the total cost of the system, including training, commissioning and shipping and line items for any disbursements and taxes.

There will be a non-mandatory pre-bid meeting for this project on January 19, 2017 at 10 am at 7113 West Coast Road. Any questions are to be directed to Laura Hooper by email at lhooper@sooke.ca and will be accepted until January 25, 2017. Responses to questions will be posted on the District's website by 2 pm on January 27, 2017.

It is expected that the Bidder will be satisfied with the extent of work required and that minor modifications will not add additional costs to the District. By delivering a Bid, the Bidder irrevocably agrees that the Bidder has received, read, examined the site and fully understood the scope of work and all terms of reference in this Request. Once approval is awarded by the District, it is expected that the work begin immediately on this project as time is of the essence.

The District may, in its sole discretion, disqualify any or all Bids, cancel this Request for Quotes, reject any or all Bids, and to re-bid the same or similar Work at any time. The District reserves the right to reject any or all bids. The lowest bid will not necessarily be accepted. The District reserves the right to waive informalities and accept the bid deemed most favourable to the District of Sooke at their sole discretion.

Proof of insurance in the amount of five million dollars (\$5,000,000) with the District of Sooke as an additional insured will be required in accordance with the District of Sooke's Risk Management – Contract Services Policy.

Any Bid provided by the Bidder shall remain open for 30 days.



Please provide your quote and estimated schedule for the work, to the undersigned electronically at lhooper@sooke.ca, or in person at 2205 Otter Point Road by 2:00pm on Friday, February 3, 2017.

Regards,

Dan Skidmore
Wastewater Manager

encl. Risk Management -Contract Services Policy

cc. Rob Howat - Director of Development Services

SERVICE AREA AND REQUIREMENTS

The Contractor shall supply and deliver a sludge dewatering device to meet requirements as shown in the technical information.

The sludge dewatering specifications are as follows:

Expected biosolids to reach a minimum of 18% dryness

Flow (24hrs)	2500-3000	M3/day
Solids Concentration	8000-18000	mg/l
Solids/day	650	Kg-DS/day
Solids/hr load 8 hrs	81.25	Kg-DS/hr

FEE SCHEDULE

BID

Having examined all matters referred to in the Scope of Work prepared by the District of Sooke for the sludge dewatering system, we, the undersigned, hereby offer to enter into a Contract to supply a sludge dewatering system for the price of:

	Rate
Lump Sum Cost Please provide a LUMP SUM cost for the supply.	\$ _____

Rates are in Canadian funds which include the supply of all the products, all labour and materials, supervision, services, construction machinery and equipment, overhead and profit, and represent the entire cost to the Owner for the completion of the Work. All applicable Federal and Provincial taxes and duties *excluding* Goods and Services Tax (GST) are included in the Rate.

We agree that if the District orders us in writing to perform extra work which is not reasonably inferable from the specifications as being part of the Work, we will perform the same and shall be paid therefore in accordance with the terms of the General Conditions applicable to Changes and Extra Work. We agree that the District may delete from the Contract a portion or portions of the Work provided such deletion is not for the purpose of allowing someone else to perform the deleted portion during the Contract Time.

Project: Sludge Dewatering System

Project No.: 2017-01

Date: _____

Submitted by: _____

(Name)

(Address)

Fax: () Telephone: ()

Name of Bidder: _____

Signature: _____



Policy 5.4
File No. 2510-00
October 25, 2004
Amended March 25, 2013

Risk Management-Contract Services Policy

1. Any person or organization that contracts with the District of Sooke to provide services to or on behalf of the District must provide proof to the District that the following *minimum* requirements have been met:
 - a) proof of liability insurance coverage with a minimum value of \$5,000,000;
 - b) certificate indicating that the individual or organization has an active WCB account that covers any and all persons who will be providing contracted services to or for the District of Sooke; and
 - c) proof of applicable credentials.
2. Copies of the above documentation must be received prior to the commencement of services.
3. The document submitted for insurance coverage must indicate the type of coverage and expiry date.
4. Preference is for the District of Sooke to be named as an additional insured in the liability insurance document.

Note: An individual contracted to provide coverage for the following positions is not covered by the District's errors and omissions policy:

Chief Administrative Officer
Corporate Officer
Director of Finance
Municipal Engineer
Municipal Planner
Building Official