

[Updated]

REQUEST FOR PROPOSALS – RMV 2019-03

**FOR PROVISION AND INSTALLATION OF EMERGENCY STANDBY GENERATOR AT
THE LIGHT HOUSE LIFT STATION**

For the

VICTORIA WATER AND SEWAGE COMMISSION

As well as the

THE RURAL MUNICIPALITY OF VICTORIA, PRINCE EDWARD ISLAND

PROPOSALS DUE: November 15, 2019

1.0 GENERAL

1.1 Definitions

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| The Municipality: | Rural Municipality of Victoria, Prince Edward Island. |
| The RFP: | This Request for Proposals for the provision and installation of a generator. |
| The Proponent: | The firm submitting a proposal in response to this RFP. |
| The Project: | The work and services that are described in the Scope of Work of this Request for Proposal. |

1.2 Overview

The following is a request for proposals for the provision and installation of emergency standby generator at the light house lift station for the Victoria Water and Sewage Commission.

1.3 Background

The Rural Municipality of Victoria provides wastewater collection services to businesses and residents of the community through the operations of the Victoria Water and Sewage Commission.

Its mission is to provide wastewater management to the public in a safe, reliable, environmentally sensitive and financially responsible manner.

The installed effluent sewer system provides secondary treatment in an offsite location with primary treatment provided at each property connection in the form of primary interceptor tanks that are well sized with 3 days of capacity. Daily flows on the Victoria central sewage system can vary greatly depending on the season and range from:

- Winter flows of an average 7000 usgpd
- Peak summer flows of an average 25,000 usgpd

It is noted that our system has capacity in excess of 50,000 usgpd and that current connections includes 70 active residential and commercial connections with an additional 30 possible connections. As such, it is essential that the installed generator is future proofed to accommodate variable flows as well as future growth.

1.4 Scope Of Work

Currently there is no existing emergency standby generator at the Lift Station servicing the Central Sewage catchment area. The sewage lift station is located at the Leards Range Front Light house (located at 2 Russell Street) adjacent to the picturesque and environmentally sensitive harbour. Current and applicable environmental standards and regulations require a backup power supply system during power failure to maintain operation of the duplex pumps in the wet well. Most recently, Hurricane Dorian caused a power failure which lasted several days. Such interruption is not acceptable and could cause environmental damage to the wharf area, adjacent waterways and harbour.

There is a need to provide a standby generator to power the lift station.

The new emergency standby power system should consist of an installed 20 kW propane or diesel generator, automatic transfer switch (ATS), generator termination box, necessary battery, heater, day tank etc. It is noted that Demand KW Hours on site range from 3.2 – 4.5 when looking at monthly statistics over the past year and that three phase power is required.

Equivalent proposals are also welcomed.

2.0 INSTRUCTIONS TO PROPONENTS

2.1 Submission

The proponents shall submit, by electronic means, a proposal clearly labeled with the proponent's name and address, and the name of the project: **“PROVISION AND INSTALLATION OF EMERGENCY STANDBY GENERATOR AT THE LIGHT HOUSE LIFT STATION RMV 2019-03”**.

The proposals are to be submitted to:

Jaclyn Casler, Chief Administrative Officer, Rural Municipality of Victoria

victoriamunicipaltypei@gmail.com

No later than 4:00 pm on November 15, 2019

2.2 Contact and Addenda

All inquiries concerning this Request for Proposal are to be directed to:

Jaclyn Casler, Chief Administrative Officer, Rural Municipality of Victoria

Email: victoriamunicipaltypei@gmail.com

2.3 Proponents Requirements

The successful proponent shall be required to be registered to carry on business in accordance with applicable laws of the Province of Prince Edward Island.

3.0 TERMS AND CONDITIONS

- Submission of a proposal constitutes acknowledgement that the proponent has read and agrees to be bound by all the terms and conditions of this Request for Proposals and any addenda issued in relation to this Request for Proposals.
- The Municipality will not make any payments for the preparation of a response to this Request for Proposal. All costs incurred by the proponent will be borne by the proponent.
- This is not an offer. The Municipality of Victoria does not bind itself to accept the lowest price or the highest score of any proposal submitted.
- The Municipality has the right to cancel this Request for Proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the Municipality as a result of the cancellation or reissuing of the Request for Proposals.
- If a contract is to be awarded as a result of this Request for Proposal, it will be awarded to the proponent whose proposal, in the Municipality's opinion, provides the best potential value to the Municipality and is capable in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.
- If the Municipality decides to award a contract based on a submission received in response to this Request for Proposal, the successful proponent will be notified of the intent to award in writing. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.
- In the event of any inconsistency between this Request for Proposal, and the ensuing contract, the contract shall govern.
- The Municipality reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.
- Proponents may not amend their proposal after the closing date and time but may withdraw their proposal at any time prior to acceptance by the Municipality and issuing of a Letter of Intent.

3.1 Validity of Offer

The proposals shall remain open for acceptance for a period of not less than sixty (60) days from the closing date of this Request for Proposal.

4.0 PAST PERFORMANCE AND REFERENCES

As part of the evaluation of the submission, the Municipality shall review the proponents past delivery and installation of similar generators to equivalent clients here in Prince Edward Island or generally in Atlantic Canada.

Please provide Client names and relevant contact information for each reference.

5.0 TERMS OF PAYMENT

The selected proponent shall be reimbursed 50% up front, and 50% upon successful installation of the requested generator. No payment will be made for the cost of work incurred to remedy errors or omissions for which the consultant is responsible.

6.0 PROJECT SCHEDULE

The Rural Municipality of Victoria would like to conclude this project by end of 2019-20 fiscal or earlier.