



CITY OF CHARLOTTETOWN

REQUEST FOR QUOTATIONS

Charlottetown Pollution Control Plant Chemicals

September 2017

Quotes shall be submitted by completing this document and placing it in a sealed opaque envelope, clearly marked on the outside, "**RFQ – Charlottetown Pollution Control Plant Chemicals; Controller; 3rd Floor City Hall**", and must be received by the Controller before **2:00:00 pm local time on October 20, 2017**. Quotes received after the time so indicated shall be returned unopened. It is the responsibility of the bidder to ensure their submission is received by the aforementioned deadline.

Any addenda will be posted on the City of Charlottetown website www.charlottetown.ca/tenders.php. Bidders are responsible for checking the website for proposal/quote/tender notices, documents, and addenda. The City is not responsible for ensuring bidders have obtained addenda.

A minimum of one (1) hard copy of the submission documents is required, two (2) copies would be appreciated. No fax, email or electronic submissions will be accepted as the sole method of submission although an electronic copy (PDF or Microsoft WORD) of the submission would be appreciated either included in the envelope noted above or emailed following the closing date and time. It is the bidder's responsibility to ensure that their submission is received prior to the closing date and time noted above. **There will be a public opening of submissions received immediately after closing.** The awarding of a contract, if any, resulting from this Request for Quotations, shall be done, upon approval by City Council, as soon as practical after bid evaluations have been completed. Results of this Request for Quotations will be posted on the City's awards webpage at the following address: www.charlottetown.ca/awards.php

This Request for Quotations (RFQ) creates no obligation on the part of the City of Charlottetown to award the contract or to reimburse bidders for RFQ preparation expenses. The City of Charlottetown reserves the right to accept or reject any and all quotes, in whole or in part, received as a result of this request, and to negotiate in any manner necessary to best serve the interest of the City. The decision as to which submission best satisfies the needs of the City rests solely with the City and any decision is not open to appeal. Submissions will not be evaluated if the Bidder's current or past corporate or other interests may, in the City's opinion, give rise to a conflict in connection with this project. The City specifically reserves the right to reject all tenders if none is considered to be satisfactory and, in that event, at its option, to call for additional quotes. No term or condition shall be implied, based upon any industry or trade practice or custom, any practice or policy of the City or otherwise, which is inconsistent or conflicts with the provisions contained in these conditions.

At the election of the City, whether or not a bid or bidder otherwise satisfies the requirements of the RFQ, the City may reject summarily any bid received from a corporation or other person which has been anyway involved in litigation, arbitration or alternative dispute resolution with the City within the five (5) year period immediately preceding the date on which the request for quotations was published.

The City's evaluation may include information provided by the bidder's references and may also consider the bidder's past performance on previous contracts with the City or other institutions.

The City may prohibit a bidder from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to the following: (a) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information; (b) the refusal of the bidder to honour its pricing or other commitments made in its submission; or (c) any other conduct, situation or circumstance, as solely determined by the City.

A Bidder who has already submitted a bid may submit a further bid at any time up to the official closing time. The last submission received shall supersede and invalidate all submissions

previously submitted by that bidder for this RFQ. Any bidder may withdraw or qualify his/her submission at any time up to the official closing time by re-submitting a new bid to the City. The time and date of receipt will be marked thereon and the new submission will be placed in the tender box. The new submission shall be marked on the sealed envelope by the Bidder as “Resubmission #” along with the name of the RFQ and to the attention of the Controller, as noted above in the RFQ. Bids may be withdrawn at any time prior to opening upon written request from the bidder. Negligence on the part of the bidder in preparing his/her bid shall not constitute a right to withdraw a bid subsequent to the bid opening.

Any potential conflict of interest must be disclosed to the City in writing. Any conflict of interest identified will be considered and evaluated by the City. The City has the sole discretion to take the steps they deem necessary to resolve the conflict. If, during the term of the Contract, a conflict or risk of conflict of interest arises, the Contractor will notify the City immediately in writing of that conflict or risk and take any steps that the City reasonably requires to resolve the conflict or deal with the risk.

The City reserves the right to cancel any request for quotes at any time without recourse by the bidder. The City has the right to not award this contract for any reason.

All questions in respect of this RFQ must be addressed, in writing, by email to Stephen Wedlock, Controller (swedlock@charlottetown.ca). Questions must be received no less than three (3) business days before the closing date of this Request for Quotations.

Introduction:

This RFQ is for the purchase of the following chemicals for the Charlottetown Pollution Control Plant.

(1) Sludge Dewatering Polymer

- Dry powder suitable for use with U.S. Filter Stranco DP500/DD4 dry polymer delivery system and a two (2) Westfalia model #CC450-00-32 centrifuges.
- Estimated annual sludge volume is 825 metric tonne dry.
- Feed sludge typical solids concentration is 1.5 – 3.5 % TSS.
- Dewatered cake objective is 25 – 30 % cake @ 95 % capture.
- Venders may arrange for collection of a sludge sample for analysis.

Anticipated Quantities (Subject to operational requirements)

- Sludge Dewatering Polymer 14 x 750 kg totes/year

(2) Anti-Foaming Agent

- Liquid state
- Delivery method is 20 litre pails containing approximately 16 kg of product
- Acceptable products SNF Canada “FLOFOAM TRH3”; BASF Corporation BURST 1400; or equivalent
- Venders may arrange for collection of centrate sample for analysis.

Anticipated Quantities (Subject to operational requirements)

- Anti-Foaming Agent 70 x 16 kg pails/year

Term of Contract:

The term of the agreement shall be for the calendar year 2018.

If mutually agreeable by both supplier and the City, the contract may be renewed for one (1) additional calendar year.

The City reserves the right to cancel any purchase arrangement based upon performance of the supplier. The City shall be the sole judge of performance.

Bid Evaluation:

Award will be based upon the lowest total bid price based on the anticipated quantities. The City reserves the right to decide which manufacturer offers the best value to the City in terms of key specification areas, and lowest price. This document shall be properly completed and must be returned with all submissions. The City is not bound to accept the lowest or any submission received.

Delivery:

Delivery of the chemicals is to be FOB Charlottetown Pollution Control Plant, 18 Riverside Drive, Charlottetown, PEI.

Product Acceptance:

The chemicals must be found to work properly for plant operations as determined by the City of Charlottetown. A batch sample size may be requested as an initial test.

Staff Training:

The Manufacturer is to provide a competent representative to advise City of Charlottetown Staff of the chemical properties and safety precautions.

The undersigned understands and agrees to the following provisions of this request for tender:

AGREEMENT

1. The included forms must be used for tabulation purposes. Specification sheets form part of submission and must not be removed.
2. All submissions must be accompanied by manufacturer's literature describing, in detail, the item(s) bid upon.
3. All prices quoted are to be in Canadian funds, including any Canadian customs Duties and Excise Taxes, and are to include all delivery charges. It is the responsibility of the bidder to determine from the appropriate authorities what taxes, rates and charges are applicable to this RFQ
4. Quotes submitted shall include delivery to 18 Riverside Drive, Charlottetown, PE; HST (15%) must be included in the total submission price.
5. Anticipated quantities are provided as a reference and are based on historical usage. The actual quantities requested over the year will be based on plant requirements.
6. The City of Charlottetown reserves the right to determine if the chemicals supplied as a result of this RFQ are satisfactory, and shall be the sole judge as to whether the chemicals supplied meet specifications.
7. The City of Charlottetown reserves the right to accept or reject any or all submissions, to waive any technicality in a submission and to accept any part of a submission as deemed to be in the best interest of the City.
8. Vendors are advised that the City has now moved to electronic payments on goods and services provided to the City. Payment of invoices will be made by way of Electronic Funds Transfer (EFT). The successful bidder will be required to provide the necessary banking information for registration on the City system.
9. Payment terms will be considered as net thirty (30) days from date of acceptance of goods.
10. This quote is valid for acceptance for a period of sixty (60) days from date of closing of the RFQ.

I hereby acknowledge all terms and conditions as detailed in this document:

DATED: _____

VENDOR: _____

(Signature)

(Print name)

SUBMISSION FORM

The City of Charlottetown is not bound to accept the lowest or any submission that may be received. The RFQ Submission Form must be returned in addition to all other pages of the RFQ. Any additional information may be attached.

The undersigned offers to **sell** to the City of Charlottetown chemicals conforming to the attached minimum specifications, at a total price noted in the RFQ Bid Submission form.

(1) Sludge Dewatering Polymer

- Dry powder suitable for use with U.S. Filter Stranco DP500/DD4 dry polymer delivery system and a two (2) Westfalia model #CC450-00-32 centrifuges.
- Estimated annual sludge volume is 825 metric tonne dry.
- Feed sludge typical solids concentration is 1.5 – 3.5 % TSS.
- Dewatered cake objective is 25 – 30 % cake @ 95 % capture.
- Venders may arrange for collection of a sludge sample for analysis.

(2) Anti-Foaming Agent

- Liquid state
- Delivery method is 20 litre pails containing approximately 16 kg of product
- Acceptable products SNF Canada “FLOFOAM TRH3”; BASF Corporation BURST 1400; or equivalent
- Venders may arrange for collection of centrate sample for analysis.

RFQ BID SUBMISSION

ITEM DESCRIPITON	QUANTITY	Unit Price	EXT. COST
Centrifuge Polymer (750 kg Tote)	14	_____	\$ _____
Centrate Defoamer (16 kg Pail)	70	_____	\$ _____
HST (15%)			\$ _____
Total Submission Price			\$ _____

BID COMPANY NAME: _____

CONTACT NAME (PRINT): _____

TELEPHONE/CELL PHONE: _____

EMAIL: _____

SIGNATURE _____

Date: _____

(Affix Corporate Seal)
(If Applicable)