



New Glasgow *flourish*

REQUEST FOR TENDER **TNG24-PW-021**

Wastewater Flowmeters

Proponent Meeting
The proponent is invited to attend a Site Meeting, by request to Technical Contact
Site Visit is not mandatory.

Important Notes for Bidding:

- Complete and Include provided Signature and Price Schedules Pages
- Include Complete Manufacturers Data & Warranty Information with Submission

Issued: 2 January 2025

Closing: 16 January 2025 @ 3:00 p.m. AST

Table of Contents

1.0	INTRODUCTION	2
1.1	OVERVIEW	2
1.2	BACKGROUND	2
1.3	OBJECTIVES	2
1.4	PROJECT SCHEDULE, CONTRACT PERIOD AND PRIMARY WORK LOCATION.....	2
1.5	INQUIRIES	2
2.0	SERVICE REQUIREMENTS.....	3
2.1	WORK/PROJECT DESCRIPTION (SCOPE).....	3
2.2	SCHEDULE OF EVENTS	5
2.3	DELIVERABLES/MILESTONES	5
3.0	ADMINISTRATIVE & LEGAL REQUIREMENTS.....	5
3.1	PROPOSER DECLARES	5
3.2	PROPOSER AGREES.....	5
3.3	COMMERCIAL LIABILITY & AUTOMOBILE INSURANCE	6
3.4	INDEMNITY	6
3.5	LIABILITY OF ERRORS	7
3.6	BILLING and PAYMENT	7
3.7	CONTRACT AGREEMENT	7
3.8	CONFIDENTIALITY NOTICE.....	8
3.9	STANDARD TERMS & CONDITIONS.....	8
4.0	OTHER IMPORTANT PROVISIONS	8
4.1	ADDENDA AND ADDENDA ACKNOWLEDGEMENT	8
4.2	PUBLIC OPENING.....	8
4.3	CONSTRAINTS	8
4.4	CONFLICT OF INTEREST	9
5.0	SUBMISSION INFORMATION	9
5.1	SUBMISSION FORMAT	9
5.2	SUBMISSION INFORMATION.....	10
6.0	TENDER EVALUATION CRITERIA	11
7.0	PRICE SCHEDULE	12
8.0	SIGNATURE	13
	<u>APPENDIX A</u>	

1.0 **INTRODUCTION**

1.1 **OVERVIEW**

The Town of New Glasgow (Town) is seeking suppliers to supply and install new wastewater flowmeters to monitor combined sewer overflows (CSO) from the wastewater system into the East River.

1.2 **BACKGROUND**

The Town is developing a long term wastewater flow monitoring program at its CSO locations to monitor the amount of flow, length of time overflowing and frequency.

1.3 **OBJECTIVES**

The Town must collect and store all flow monitoring data on a common database to be used for Federal reporting, historical reference, balancing flows throughout the year and ensuring continued improvement of the wastewater collection system.

1.4 **PROJECT SCHEDULE, CONTRACT PERIOD AND PRIMARY WORK LOCATION**

Below is the approximate **schedule** that is expected to be followed for this Tender. However, this may be subject to change and is therefore presented primarily for guidance:

- Preferred work start date: 1 week after Notification of award
- Preferred work completion date: 28 March 2025

The **primary work location** for the work reflected in this Tender is f.o.b. Town of New Glasgow Engineering & Public Works Department, New Glasgow, NS, various locations throughout the Town.

1.5 **INQUIRIES**

All inquiries about this Tender shall be directed to the individuals listed below, by e-mail only, by no later than **14 January 2025**. Answers to all submitted questions will be circulated by e-mail, by **15 January 2025**.

Information that is obtained from any other source is not official and may be inaccurate.

Technical Contact	
<p>Audrey Buchanan Assistant Director of Engineering & PW</p> <p>Engineering Department 235 Park St. PO Box 7 New Glasgow, NS, B2H 5E1</p> <p>Email: Audrey.Buchanan@newglasgow.ca Phone: (902) 755-8351</p>	

2.0 SERVICE REQUIREMENTS

2.1 WORK/PROJECT DESCRIPTION (SCOPE)

The Town requires 10 new HACH FL900 flowmeters (or approved equal) that will be installed in CSO locations some of these locations are receiving sanitary sewer, storm sewer, combined sewer or no flow on a daily basis but all locations can experience combined sewer overflows during major weather events.

A qualified flowmeter supplier is required:

- To supply and install 10 new HACH FL900 flowmeters, sensors, pipe bands, antennas, control monitoring systems, sim cards (if required), and associated mounting components/accessories. The units supplied must have all components needed to permanently install and monitor the wastewater flows at all locations.
- The flowmeters must monitor flows continuously and provide digital output to host site at a minimum of hourly frequency. The display must provide flow velocity, length of flow and totalized flow for the periods the unit is receiving flow. The system must have a program to view this data ideally compatible with the Town's VT SCADA version 12.0.54 Trihedrall Engineering. If compatibility with this system supplier is not possible the supplier must provide details of components required to have system viewing, annual fees needed to operate viewing system and this must be included in quote to Town for installation of these units along with the install of this system on Town monitoring computer.
- The data storage location must be able to store / host data for as long as the Town uses this software and no less than 10 years of data to be viewed on a regular basis. Supplier

must detail the length of time the host server can host data along with the method to acquire / download all data in the event a different service provider is used in future.

- The Town at a minimum requires the flowmeters to be able to operate inside a manhole or pipe that experiences flow and no flow conditions. The flowmeter sensor must not freeze during no flow conditions. In addition most of the manholes that are to receive this system have an overflow weir constructed of plywood that is directly in front of the flowmeter band location. Although this is not ideal suppliers must determine the most appropriate method to install at this location.
- The flowmeter antennas should all be a model that can be installed within the street right of way and be able to withstand a vehicle driving on them.
- The supplier must be prepared to install all flowmeters at the locations identified and must include in their pricing all confined space equipment and personnel required to install the flowmeters. The Town will provide traffic control set ups for the locations within the street provided they are given a minimum of 24 hours notice of the day(s) required for this work. The supplier must install all street locations in a continuous manner to ensure traffic control setups can all be completed at the same time.
- The following is a list of the locations that require new flowmeters supplied and installed as part of this tender:
 - CSO #27, MH2115, Pipe Size 900mm ϕ overflow, Dalhousie at Train Bridge
 - CSO #9, MH3038, Pipe Size 600mm ϕ overflow, Duff Cemetery
 - CSO #10, MH3042, Pipe Size 600mm ϕ overflow, North of Duff Cemetery
 - CSO #10a, MH3461, Pipe Size 600mm ϕ overflow, behind North Duff Cemetery
 - CSO #11, MH3048, Pipe Size 600mm ϕ overflow, across from 391 Stellarton Rd.
 - CSO #12, MH3092, Pipe Size 600mm ϕ overflow, end of Warren
 - CSO #21, MH3425, Pipe Size 450mm ϕ overflow, Cameron & Terrace
 - CSO #13, MH3101, Pipe Size 450mm ϕ overflow, Rotary Park
 - CSO #13, MH3104, Pipe Size 600mm ϕ overflow, Rotary Park
 - CSO #, MH1284, Pipe Size 300mm ϕ overflow, Stewart St. @ McColl St.
- Flowmeter pricing to include all labour, equipment and materials required to supply and install new HACH FL900 Flow Loggers, antenna, software, etc. (Or Approved Equal) required to monitor flows at all of the above noted locations in New Glasgow, NS, in accordance with all specifications in this section.
- Flow logger bands will be listed and priced separately in the bid sheet from the flow loggers to account for the different sizes. All prices FOB New Glasgow complete with full installation at their respective locations.
- All mobilization costs to and from site to be included in price of flowmeters no additional travel will be paid.
- Supplier to provide a minimum of 1 day of training on the installation of new flowmeters, bands, antennas, setup of equipment, etc. and the operation of the monitoring program, its features, etc.

2.2 SCHEDULE OF EVENTS

The following shall be the proposed timeline for this project. Dates may be subject to change based on circumstances:

EVENT	Date
1. Tender Distribution to Vendors	2 Jan 2025
2. Questions from Vendors about scope/duties	14 Jan 2025
3. Responses to Vendors	15 Jan 2025
4. Tender due date	16 Jan 2025
5. Target date for review of Tenders	17 Jan 2025
6. Council Approval	20 Jan 2025

2.3 DELIVERABLES/MILESTONES

Tenderer agrees to supply and install the specified flowmeters and operating system on or before March 28, 2025.

All clarifier parts to be delivered f.o.b. to the Town of New Glasgow Engineering and Public Works Department, 235 Park Street, New Glasgow, NS.

3.0 ADMINISTRATIVE & LEGAL REQUIREMENTS

3.1 PROPOSER DECLARES

- a. That this Tender is made without collusion or fraud.
- b. That he/she has carefully examined the Contract Documents and taken all the information provided into consideration in preparation of his/her Tender.

3.2 PROPOSER AGREES

- a. To enter into a contract for the supply of Flowmeters, as described and specified herein
- b. That the total proposed price shall be the price given in page 12 hereunder.
- c. That the Tender is valid for acceptance for 60 days from the time of Tender closing
- d. Project award may be subject to approval by Town Council

-
- e. That payment for items awarded by the Town of New Glasgow, listed in page 12 be paid by the Town of New Glasgow within 30 days of invoice receipt by the Town of New Glasgow.
 - f. That by this Tender, the Town of New Glasgow does not imply that any Tender will be accepted, or that the lowest priced Tender will be accepted. All received Tenders will be reviewed as to their compliance with the requirements of this Tender.

3.3 COMMERCIAL LIABILITY & AUTOMOBILE INSURANCE

The Successful Proponent shall, at its sole cost and expense, procure, maintain, pay for and keep in full force and effect for the entire duration of the project,

- a. Commercial General Liability Insurance for a limit of no less than \$5,000,000 per occurrence. Coverage shall include but not limited to bodily injury, personal injury, property damage, contractual liability and contain a cross liability & severability of insured clause. The Town of New Glasgow shall be named as an additional insured but only with respect to the negligence of the Successful Proponent.
- b. In addition to a. above, the Commercial General Liability policy shall also include the following:
 - Written on an occurrence form
 - Hostile Fire
 - Contingent Employer's Liability
 - Products & Completed Operations
 - Broad Form Property Damage
 - Non-Owned Automobile Liability
- c. General Conditions that apply to a. and b. above
 - a) All policies shall be with insurers licensed to underwrite insurance in the Province of Nova Scotia.
 - b) Prior to execution of an agreement and within five business days upon the placement, renewal, amendment, or extension of all or any part of the insurance, the Successful Proponent shall promptly provide the Town of New Glasgow with a certificate of insurance confirming coverage.
 - c) All deductibles shall be the sole responsibility of the Successful Proponent.
 - d) All policies shall be endorsed to provide the Town of New Glasgow with not less than 30 Days' (15 days for Automobile) written notice of cancellation or material change detrimental to the Town of New Glasgow.

3.4 INDEMNITY

The successful Proponent shall defend, indemnify and save harmless the Town of New Glasgow, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs),

interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the successful Proponent, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the successful Proponent in accordance with this Contract and shall survive this Contract.

3.5 LIABILITY OF ERRORS

While the Town of New Glasgow has made considerable effort to ensure an accurate representation of information in this Tender, the information contained in this Tender is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by the Town, nor is it necessarily comprehensive or exhaustive. Nothing in this Tender is intended to relieve proponents from forming their own opinions and conclusions with respect to matters addressed in this Tender.

3.6 BILLING and PAYMENT

The Proponent shall submit a detailed invoice for goods and/or services provided to the Town of New Glasgow to the following address:

Town of New Glasgow
PO Box 7
New Glasgow, NS B2H 2P5
Attn: Accounts Payable
or via email to payables@newglasgow.ca

A proper invoice from the Proponent shall be submitted **upon supply completion** and must include the Tender and purchase order numbers. Normal payment terms for the Town of New Glasgow are 30 days from receipt of invoice.

3.7 CONTRACT AGREEMENT

Notice in writing to the Proponent of the acceptance of its proposal by the Town of New Glasgow and the subsequent full execution of a written Purchase Order will constitute a

contract for services. No Proponent will acquire any legal or equitable rights or privileges to the goods or services until the occurrence of both events.

3.8 CONFIDENTIALITY NOTICE

The selected Proponent agrees not to release or in any way cause to release any confidential information that pertains to the Town of New Glasgow unless they have been specifically approved to do so in writing.

3.9 STANDARD TERMS & CONDITIONS

This Tender is subject to the Town's Standard Terms & Conditions – Goods and Services contract and the Town's Purchasing policy.

4.0 OTHER IMPORTANT PROVISIONS

4.1 ADDENDA AND ADDENDA ACKNOWLEDGEMENT

Responding to this Tender **may** require the acknowledgement of a specific addendum or multiple addenda as part of the submission. Acknowledgement requirements, whether optional or mandatory, will be specified in the applicable addendum. The proponent must monitor the Procurement Services website for any addenda that may be issued during the open period of the Tender.

Proponents are responsible to ensure that they are aware of and have complied with any addenda issued in respect of this Tender, by visiting the Procurement Services Web site at <https://procurement.novascotia.ca>.

4.2 PUBLIC OPENING

The opening of Tenders will be open to the Public.

4.3 CONSTRAINTS

Personal Information International Disclosure Protection Act

The '*Personal Information International Disclosure Protection Act*' of Nova Scotia (PIIDPA, creates obligations for the Town of New Glasgow and its service providers when personal information is collected or used and disclosure of personal information. Provisions related to PIIDPA requirements are included in the contract terms. A copy of the Act is available online at:

<http://nslegislature.ca/legc/statutes/persinfo.htm>

4.4 CONFLICT OF INTEREST

The Town reserves the right to disqualify any proponent that in the Town's sole opinion has an actual or potential conflict of interest or an unfair advantage in respect of this Tender, whether existing now or is likely to arise in the future or may permit any such proponent to continue and impose such terms and conditions on that proponent, as the Town in its sole discretion may require.

Proponents are required to disclose, to the Tender Contacts, any potential or perceived conflict of interest issues immediately upon becoming aware of any such conflict.

5.0 SUBMISSION INFORMATION

To help ensure consistency in proponent responses and facilitate the evaluation process, the Tender should be prepared and packaged, as outlined in the sections that follow. Please print double-sided whenever possible and limit promotional and/or marketing materials to the information specifically requested in this Tender.

5.1 SUBMISSION FORMAT

To ensure similarity in Tender presentation and to facilitate the review of Tenders by the Town of New Glasgow, Proponents are advised to include the required material formatted as follows:

A. Qualifications

- List of clients (including municipalities) that you have provided similar service to within the last five years

B. Servicing & Knowledge of Product

- Ability to meet the specifications of existing equipment, and part numbers provided.
 - Supplier to provide all manufacturers details, warranty, dimensions, etc. to ensure they fully meet the required units' specifications.
- Supplier must have a technical support team capable of providing all manufacture, installation and compatibility information. This technical support team must be able to provide guidance for any onsite solutions for any challenging locations, warranty

on parts, replacement solutions in future for any failing parts.

C. Delivery Time

- The Tenderer's ability to supply and install flowmeters no later than March 28, 2025.

D. Warranty

- All terms and conditions of the warranty shall be provided with the tender submission information. Make special note of any equipment, service or operational condition that may not be covered under the warranty.

E. Detailed & Itemized Pricing

- Complete and include Pricing Schedule form Page 12

5.2 SUBMISSION INFORMATION

- a. The deadline for Tender submission is **3:00 p.m. local time Thursday, 16 January 2025**, at the Town of New Glasgow. Tenders are to be submitted in a sealed envelope clearly marked "**Tender TNG24-PW-021 – Flowmeter Tender**" or electronic submissions will be accepted at the email below and to be addressed to:

Audrey Buchanan, P.Eng.
Assistant Director of Engineering & Public Works
Town of New Glasgow
235 Park Street
New Glasgow, NS B2H 5B7
EMAIL: engineering@newglasgow.ca

- b. Late Tenders shall not be accepted by the Town and will be returned unopened to the proponent. **Submissions by fax will not be accepted.**
- c. Tenders may be amended or withdrawn by post, courier or fax, if the amendment or notice of withdrawal is received prior to closing. Amendments or withdrawals must be clearly identified as such.
- d. **One (1) Original Tender Package** – The title page should be marked with the text '**ORIGINAL**' at the top. The Original should be left **unbound**. The Original and Copies should be identical (excluding any obvious differences in labelling, as noted). If discrepancies between these items are discovered during the evaluation or during the life of any contract that emerges from this Tender, **the Original retained by Purchasing shall be taken as the correct version** and the proponent will be advised accordingly.

- e. **One (1) Electronic Copy** – Prepare an electronic copy of your Tender as either a Portable Document Format (PDF) file (preferably) or as an MS-Word file and include this in your Tender. The file name should include an abbreviated form of the proponent’s name and Tender TNG24-PW-021. Copies must be on Electronic Media and must be virus-free. Label the electronic media with the proponent’s name and Tender TNG24-PW-021.
- f. Ensure the external packaging reflects the information listed below:
- Proponent’s name
 - Tender TNG24-PW-021

6.0 TENDER EVALUATION CRITERIA

The Town of New Glasgow shall review and evaluate all Tenders. Evaluation will be based on the Tenders as submitted. The selected vendor and Tender may be recommended to New Glasgow Town Council for consideration for approval.

When evaluating tenders, the weighting of the aforementioned criteria shall be as follows:

Criterion	Weight (points)	Minimum Score Required
Technical Response:		
Qualifications	3	
Servicing & Knowledge of Product	13	
Delivery Times	1	
Warranty	1	
Subtotal Technical Response	20	70% (49 points)
Pricing Response		
Lowest Price = 70 2 nd Lowest Price = 47 3 rd Lowest Price = 24 All Others = 0	80	
Maximum Score Possible	100	

All proponents must achieve a minimum rating of 70% (49 points) or greater on their Technical Response in order to have the pricing score reviewed and incorporated into their total rating.

7.0 PRICE SCHEDULE

*Unit prices are to be exclusive of HST.

ITEM	QUANTITY	UNIT PRICE (CAD)	SUB-TOTAL (CAD)
1. HACH FL900 Flow Logger As per attached specifications includes all components and software for FL900 flow logger except pipe bands.	10		
2. 900mm diameter pipe band	1		
3. 600mm diameter pipe bands	6		
4. 450mm diameter pipe bands	2		
5. 300mm diameter pipe band	1		
6. 250mm diameter pipe band [PROVISIONAL]	1		
7. 150mm diameter pipe band [PROVISIONAL]	1		
		HST (15%)	
		TOTAL INCLUDING HST	
13. ANTICIPATED SUPPLY DATE: _____			

NOTES:

1. All mobilization, accommodations, etc. costs are to be included in the price of flow logger.
2. All materials to be FOB Town of New Glasgow, 235 Park St., New Glasgow, NS

8.0 SIGNATURE

Dated this _____ day of _____ 2022.

Name of Firm Proposing

(SEAL)

Address

Address

Telephone

Signature – Name and Title Printed

Signature – Name and Title Printed

Witness – Name and Title Printed

Note: *Tenders submitted by or on behalf of any Corporation, must be signed in the Name of such Corporation by a duly authorized officer or agent, who shall also Subscribe his own name and office. AFFIX seal.*

APPENDIX A
CSO Locations & Photos