



INVITATION TO TENDER FOR
SUPPLY AND DELIVERY OF A WATER LEAK DETECTION CORRELATOR
PCSP-PW-2019-002

March 2019
Tender Package # PCSP-PW-2019-002

Issue Date: March 4, 2019
Closing Date: March 25, 2019

**SUPPLY AND DELIVERY OF A WATER LEAK DETECTION CORRELATOR
TOWN OF PORTUGAL COVE-ST. PHILIP'S**

Tender Package # PCSP-PW-2019-002

The Town invites tenders for the supply and delivery of a Water Leak Detection Correlator. Tender packages are available at the general information counter, 1119 Thorburn Road, Portugal Cove-St. Philip's, NL, A1M 1T6 between the hours of 8:30am and 4:30pm.

Tenders are to be submitted on forms provided and contained in sealed envelopes addressed to the Procurement Clerk, clearly marked as to the contents and must be delivered to 1119 Thorburn Road, no later than 2:00 p.m. March 25, 2019. A public tender opening will take place immediately after tender close. The lowest or any tender is not necessarily accepted. For additional information please contact the Procurement Clerk at 895-8000.

TENDER FOR
SUPPLY AND DELIVERY OF A WATER LEAK DETECTION CORRELATOR

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PART I

INSTRUCTION TO BIDDERS

1. TENDER

- (a) Envelopes containing the Tender are to be sealed and clearly marked:

Tender for **Supply and Delivery of a Water Leak Detection Correlator.**

PCSP-PW-2019-002

Addressed to: **Procurement Clerk
Town of Portugal Cove-St. Philip's
1119 Thorburn Road
Portugal Cove-St. Philip's, NL, A1M 1T6**

The name and address of the Bidder and the closing time must be shown on the envelope.

- (b) Tenders must be received at the above address before **2:00pm, March 25, 2019.**
TENDERS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.
- (c) Faxed and e-mailed tender bids will not be accepted.
- (d) Should further information be required please contact the Director of Public Works or the Procurement Clerk at 709-895-8000.
- (e) Written inquiries and requests for clarification shall be accepted up to twenty-four (24) working hours prior to the closing time. Inquiries and requests for clarification received after this date shall not be addressed. Verbal responses shall not be binding on either party.
- (f) To ensure consistency and quality in the information provided to bidders, the Town of Portugal Cove-St. Philip's shall provide, by way of amendment to this tender in the form of an addendum to all bidders who have registered to receive amendments, any relevant information with respect to the tender inquiries received in writing without revealing the source of those inquiries. Bidders are cautioned that it is their responsibility to ensure that they receive all information relevant to this tender. The owner shall not be responsible for bidders who fail to inform themselves regarding the scope and nature of the work.
- (g) The Town will not defray any expenses incurred by bidders in the preparation and submission of their tenders.
- (h) The Town will not necessarily accept the lowest and/or any tender.
- (i) Disclosure of Information: The financial value of a contract resulting from this procurement process will be publicly released as part of the award notification process. This procurement process is subject to the Access to Information and Protection of Privacy Act, 2015 (ATIPPA). The bidder agrees that any specific information in its bid that may qualify for an exemption from disclosure under subsection 39(1) of the ATIPPA has been identified. If no specific information has been identified it is assumed that, in the opinion of the bidder,

there is no specific information that qualifies for an exemption under subsection 39(1) of the ATIPPA.

2. TENDER DOCUMENTS

- (a) The Tender Documents consist of the Instructions to Bidders, Tender Form, Specifications, and any Amendments to the Contract Documents issued during the tender period.
- (b) Every interpretation of, or addition to, the Contract Documents to be considered a valid part of the Contract Documents will be issued in the form of a written addendum.
- (c) No addendums will be issued less than one (1) days prior to the closing date of the Tender.
- (d) Tenders shall be submitted on the form provided.
- (e) It must be clearly understood that the specific requirements as stipulated in the specifications are not to favor one supplier over another, and therefore, where a dispute arises out of the intent of certain requirements or specifications, the Town of Portugal Cove-St. Philip's reserves the right to act as sole arbitrator in determining the legitimacy of all matters in dispute.
- (f) The delivery date and warranty options will be a point of consideration in awarding the tender.

3. COMPLETION OF TENDER FORM

- (a) The Tender Form is to be completed in its entirety. The Tenderer should retain a copy of the tender for his records.
- (b) Type or legibly print the Tenderer's full business name and full address in the spaces provided on the Tender Form.
- (c) Type or legibly print the information required on the Tender Form.

Sign the Tender Form in the space provided as indicated:

In the case of a Sole Proprietorship, signature of Sole Proprietor will sign where indicated in the presence of a witness who will sign where indicated. Insert the words "Sole Proprietor" next to the signature.

In the case of a Partnership, signature of all partners will sign where indicated in the presence of a witness who will sign where indicated. Insert the word "Partner" next to signatures.

In the case of a Limited Company, signatures of authorized signing officers in the presence of a witness who will sign where indicated, and the corporate seal will be affixed. Indicate next to signature the corporate title of each authorized officer.

- (d) All bids must conform to these General Terms, Conditions and Specifications.
- (e) Quotes shall be listed on the attached form.
- (f) The bidder shall provide a point- by-point response to all requirements laid out in the tender.
- (g) Units acceptable to the Town are Gutermann Aquascan 610 and Echologics LeakFinderST.
- (h) Units shall not be a prototype.
- (i) Unit must be in production for at least two (2) years and have a proven record of mechanical reliability. Model cannot be redundant or taken out of future production.
- (j) Unit supplied will conform to all safety regulatory agencies applicable to Canada.
- (k) Standard equipment shall be accepted on each unit tendered except where Specifications state otherwise.
- (l) The successful bidder must have local representation for parts and services or provide the Town of Portugal Cove-St. Philip's with the following:
 - a. direct access to the supplier for parts;
 - b. be willing to enter into a formal agreement which authorizes the Town of Portugal Cove-St. Philip's to perform minor warranty maintenance work if needed.
- (m) All applicable taxes must be included in the tendered price. Tender price shall be all inclusive.
- (n) All prices F.O.B., Town of Portugal Cove-St. Philip's Town Hall, 1119 Thorburn Road, Portugal Cove-St. Philip's, NL, A1M 1T6
- (o) Delivery date must be filled in the space provided in the summary quotation.
- (p) A complete set of manufacturer's specifications must accompany each tender. Firms quoting must submit full descriptive literature and specifications on the complete unit quoted.
- (q) One parts and one service manual to be supplied with unit.
- (r) Should you wish to elaborate on your tender, you may do so in the space provided, if any, or separately on your letterhead. However, this document sets out all the terms of the contract exclusive of any letters or documentation
- (s) The attention of the bidder is drawn to the necessity of legibly pricing each and every item in any schedule of quantities and of calculating the units and totals exactly correct to agree with the tender amounts. Failure to do so will be sufficient grounds for rejection.

- (t) If it becomes necessary to correct an error made on the Tender Form, such correction must be initialed and dated by the person or persons signing the Tender Form.

2. SUBSTITUTION OF MATERIALS

- (a) Specifications are set forth as being the minimum requirements of the products to be purchased. Where certain specific measurements or requirements are stated, it is expressly understood that the words “or equal” shall apply.
 - i. Accordingly, it is essential that all bidders must submit complete detailed specifications on the products quoted.

4. UNACCEPTABLE TENDERS

- (a) Faxed and e-mail tenders will not be accepted.
- (b) Incorrectly prepared tenders may be rejected.
- (c) Tenders not submitted on the Tender Form provided will not be considered.
- (d) Tenders containing qualification or additional clauses to the Tender Form will be rejected.
- (e) Tenders not signed by an authorized signing officer will be rejected as invalid.
- (f) Tenders that are incomplete, not legible, obscure or the intent is not clear, will be rejected as invalid.
- (g) Any tender not conforming to the Specifications, General Terms and Conditions and Instruction to Bidders shall be rejected.
- (h) Tenders received after the Tender Closing time will not be considered.
- (i) Tenders not accompanied by an approved security in the correct amount (if required) will be rejected.

5. AMENDMENTS TO TENDER

Properly documented amendments to the Tender will be permitted up to the Tender closing time. Amendments documented by fax or e-mail (PDF format) will be acceptable. Faxed amendments should be signed and dated by the individual submitting the original tender document

6. ACCEPTANCE OF TENDER

- (a) The Town of Portugal Cove-St. Philip’s reserves the right to reject the lowest and/or any quotation. The Town will not necessarily accept the lowest or any tender.

- (b) Upon written acceptance of the tender within the tender validity period, the Tender Form becomes part of the Contract Documents and the successful tenderer becomes the Contractor. The Contractor will be required to execute a formal agreement with the Owner within thirty (30) days of the date of the letter of intent.
- (c) The Contractor shall, within 14 days of receipt of the letter of intent, submit to the Owner a breakdown of the bid to the satisfaction of the Owner.
- (d) If the successful vendor cancels the contract for any reason, the Town of Portugal Cove-St. Philip's reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

7. WITHDRAWAL OF TENDERS

Bids may be withdrawn without penalty by signed fax or e-mail if received prior to the time fixed for the opening.

8. PROVINCIAL REFERENCE POLICY

- (a) Tender evaluation and award of contract for this project will be done in accordance with the Public Procurement Act, 2018, and associated Regulations and Policies.

9. DISCLOSURE OF TENDER DOCUMENTS

The documentation submitted in response to this Invitation to Tender, as well as any correspondence or additional information provided to the Town by bidders, in connection with this Invitation to Tender, shall become the Town record, and thus will be deemed subject to the *Access to Information and Protection of Privacy Act, 2015*. Each bidder's name and bid price shall be made public.

In their submission, bidders are encouraged to identify any scientific, technical, commercial, etc. information of confidential nature disclosure of which could reasonably cause them harm.

10. TERMINATION OF CONTRACT

It is hereby understood and agreed that the Town of Portugal Cove-St. Philip's reserves the right to terminate this contract, cancel the purchase order and withhold payment for any or all of the following reasons:

- (a) If the goods and or work are of a sub-standard nature;
- (b) If delivery of the good(s) is not made or cannot be made as stated.
- (c) If the contractor does not adhere to all the terms, conditions and specifications of the contract.

PART II

SPECIFICATIONS

1. SCOPE OF WORK

Generally consists of the supply and delivery of a Water Leak Detection Correlator.

The supplier shall provide all materials and training necessary.

2. REQUIREMENTS

- 1. **System:** must be complete standalone unit. No additional equipment required to operate system

Specify _____ Yes No

- 2. **Range:** must be effective in located leaks in ductile or cast iron, pre-stressed concrete (PCCP) and plastic (PVC, PE, MDPE, HMDPE) pipe.

Specify _____ Yes No

- 3. **Demonstration:** prior to finalizing purchase, successful bidder would be required to demonstrate system to Town staff so product can be assessed for accuracy under actual operation conditions.

Specify _____ Yes No

- 4. **Warranty:** minimum two years limited

Specify _____ Yes No

- 5. **Frequency:** must have ability to correlate high and low frequencies

Specify _____ Yes No

- 6. **Power Source:** rechargeable lithium batteries or equivalent

Specify _____ Yes No

QUOTATION FOR PCSP-PW-2019-002

Supply and Delivery of a Water Leak Detection Correlator

SUMMARY OF QUOTATION:

After having read and considered the General Specifications and Terms and Conditions for the Supply and Delivery of a Water Leak Detection Correlator, we hereby offer to supply the unit as follows:

Correlator \$ _____
HST \$ _____
Total Price \$ _____

(F.O.B. Portugal Cove-St. Philip's)
(Off loaded by supplier-Town of Portugal Cove-St. Philip's Town Hall, 1119 Thorburn Road, Portugal Cove-St. Philip's, NL, A1M 1T6)

After reading this request for quotation, we _____
(Name of Firm)
guarantee delivery of the specified unit to the Town Hall, PC-SP, on _____.
(Date)

AUTHORIZED SIGNATURE: _____

POSITION: _____

WITNESS: _____

ADDRESS OF FIRM: _____

TELEPHONE: _____

FAX NO. _____

E-MAIL: _____

DATE: _____