



**REGIONAL DISTRICT OF OKANAGAN-
SIMILKAMEEN (RDOS) REQUEST FOR PROPOSALS
SUPPLY ULTRAVIOLET (UV) DISINFECTION SYSTEM**

ISSUE DATE: July 29th, 2024

CLOSING DATE: August 30th, 2024 @ 2:00 PM, Local Time

REQUEST FOR PROPOSALS UV EQUIPMENT WASTE WATER PLANT

Summary

THE REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN (RDOS) is seeking proposals for one (1) new Ultraviolet (UV) disinfection system for Waste Water, which conforms to the specifications provided on **Page 21**.

Proposals may be submitted to Regional District of Okanagan-Similkameen,
Reception, 101 Martin Street, Penticton BC V2A 5J9
Up to 2:00pm local time on the closing date.

Proposals may also be sent electronically to the following email address:

mummenhofer@rdos.bc.ca

Please do not use Zip files.

Questions will not be accepted or answered after August 30th, 2024 @ 2:00 PM.

*** PROPOSALS WILL NOT BE OPENED IN PUBLIC ***

In order to submit a response to this RFP, the Respondent **MUST** be registered as a Plan taker on the BC BID Website:

<https://www.bcbid.gov.bc.ca/page.aspx/en/usr/login?ReturnUrl=%2fpage.aspx%2fen%2fbuy%2fhomepage>

Only by being registered, can a Respondent be certain to receive addenda notifications. It is the Respondent's (Plan taker's) responsibility to acknowledge all Addenda.

1.0 SCOPE

1.1 RFP Process

The Regional District of Okanagan-Similkameen is seeking proposals for (1) new Waste Water UV disinfection system, which conform to the specifications provided on **Page 21**.

This RFP document describes the services sought by the Regional District and sets out the RDOS's RFP process, basic proposal requirements and the evaluation criteria the Regional District intends to use to select a preferred proposal.

Respondents are encouraged to use innovation to provide a proposal that meets the needs of the Regional District.

Details and specifications regarding the UV disinfection System are set out in **Schedule A** (page 23) of this RFP.

1.2 Scope of Supply

The Regional District of Okanagan-Similkameen is seeking the supply of all materials, equipment and appurtenances required to provide an open channel, gravity flow, low pressure, high intensity, ultraviolet lamp (UV) treatment system complete with an automatic mechanical/chemical cleaning system and variable output electronic ballasts. The UV system shall be complete and operational with all control equipment and accessories as shown and specified herein. This system will be capable of inactivating effluent to meet the water quality standards listed in **Schedule A**.

The UV System is to be installed by an RDOS supplied contractor, who will also be responsible for any necessary construction to accommodate the supplied UV system. Oversight and installation directions shall be provided by the Respondent supplying the UV system.

Other works to include: channel modification, anchor bolts, expansion anchors, concrete or metal inserts, electrical, grating, sluice grate. The UV system must fit within the confines of the channel but the channel may be modified to suit.

1.3 Performance

The UV treatment system must produce effluent which conforms to the OK Falls WWTP Discharge permit. Grab samples will be taken in accordance with the Microbiology Sampling Techniques found in Standard methods for the Examination of Water and Wastewater.

1. Provide a UV system complete with UV Banks, System Control Center, Power Distribution Center(s), Support Racks(s) and Level Controller(s) as shown on the contract drawings and as herein specified.

The UV system will be designed to deliver a minimum UV dose of 40 mJ/cm² at peak flow, in effluent with a UV Transmission of 60 % at end of lamp life (EOLL) after reductions for quartz sleeve fouling. The basis for evaluating the UV dose delivered by the UV system will be the independent third party bioassay, without exception. Bioassay validation methodology to follow protocols described in NWRI Ultraviolet Disinfection Guidelines for Drinking Water and Water Reuse (May 2003/Aug 2012) and/or applicable sections of the US EPA Design Manual – Municipal Wastewater Disinfection (EPA/625/1-86/021).

2. The UV Dose will be adjusted using an end of lamp life factor of 0.5 to compensate for lamp output reduction over the time period corresponding to the manufacturer's lamp warranty. The use of a higher lamp aging factor will be considered only upon review and approval of independent third party verified data that has been collected and analyzed in accordance with protocols described in NWRI Ultraviolet Disinfection Guidelines for Drinking Water and Water Reuse (May 2003).
3. The UV Dose will be adjusted using a quartz sleeve fouling factor of 0.8 when sizing the UV system in order to compensate for attenuation of the minimum dose due to sleeve fouling during operation. The use of a higher quartz sleeve fouling factor will be considered only upon review and approval of independently verified data that has been collected and analyzed in accordance with protocols described in NWRI Ultraviolet Disinfection Guidelines for Drinking Water and Water Reuse (May 2003).
4. Independent Validation for use of higher factors (lamp aging and sleeve fouling) must be submitted to the Engineer a minimum of fifteen (15) days prior to bid.
5. The system will be able to continue providing UV treatment while replacing UV lamps, quartz sleeves, ballasts and while cleaning the UV lamp sleeves.
6. The system will be designed for complete water-resistant installation.

1.4 Submittals

Submit for review, shop drawings showing the following:

1. Complete description in sufficient detail to permit an item comparison with the specification.
2. Dimensions and installation requirements.
3. Descriptive information including catalogue cuts and manufacturers' specifications for major components.
4. Electrical schematics and layouts.
5. Hydraulic calculations demonstrating compliance with the required hydraulic characteristics.
6. Independent bioassay validation and dosage calculations demonstrating compliance with the specified dose requirements.
7. UV treatment performance guarantee.

1.5 Equipment Guarantee

The equipment furnished under this section will be free of defects in material and workmanship, including damages that may be incurred during shipping for a period of 12 months from date of start-up or 18 months after shipment, whichever comes first.

UV Lamps:

The UV lamps to be warranted for a minimum of 12,000 hours when operated in automatic mode, prorated after 8,000 hours.

Ballasts to be warranted for 5 years, prorated after 1 year.

1.6 Design, Construction And Materials

Table 1 (Please include this table with submission)

General:	Requirements	Confirm Y/N
1.	All module welded metal components in contact with effluent will be Type 316 or better stainless steel.	
2.	All metal components above the effluent will be Type 304 or better stainless steel or suitably coated aluminium.	
3.	All wiring exposed directly to UV light will have UV protection.	
4.	All wires connecting the lamps to the ballasts will be not exposed to the effluent.	
Lamp Array Configuration:		
1.	The lamp array configuration will be the uniform array with all lamps parallel to each other and to the flow.	
2.	The system will be designed for complete immersion of the UV lamps including both electrodes and the full length of the lamp tube in the effluent.	
UV Module:		
1.	Each UV module will consist of UV lamps with an electronic ballast enclosure mounted on a Type 316 stainless steel frame. To be considered as an alternate, ballasts housed in a separate enclosure located external to the channel will be equipped with a suitable air conditioning system, supplied by the UV manufacturer, to maintain internal enclosure temperatures below 80°F (26°C).	
2.	Each lamp assembly will be enclosed in its individual quartz sleeve, one end of which will be closed and the other end sealed by an integrated lamp connector. To be considered as an alternate, lamp quartz sleeves that are open at both ends will be supplied with twice the amount of specified spare seals and lamps.	
3.	The closed end of the quartz sleeve will be held in place by means of a retaining O-ring. The quartz sleeve will not come in contact with any steel in the frame.	
4.	The ends of the lamp sleeve will not protrude beyond the stainless steel frame of the UV Module.	
5.	Lamp wires will terminate in the electronic ballast enclosure located at the top of the UV Module.	
6.	All lamp to ballast connections will be guaranteed by the UV Manufacturer.	

7.	The electronic ballast enclosure will contain the electronic ballasts and addressable lamp status monitoring systems.	
8.	Each UV Module will be connected to a receptacle on the Power Distribution Centre.	
9.	At the point of exit from the UV Module frame the multi conductor cable will pass through a waterproof strain relief.	
10.	Each UV module will have a rating of Type 6P minimum.	
D. Lamp Assembly:		
1.	Each lamp assembly is water-proof and will comprise of a UV Lamp, quartz sleeve and connector.	
2.	The lamp assembly will use an O-ring to seal the open end of the quartz sleeve against the connector	
3.	The sleeve nut will allow a handgrip for tightening.	
4.	The sleeve nut will not require any tools for removal.	
E. UV Lamps:		
a.	The UV lamp forms part of the complete lamp assembly.	
b.	Lamps will be high intensity low pressure design. The lamp will be preheated to promote longevity.	
c.	The filament will be of the clamped design, significantly rugged to withstand shock and vibration as can be expected during normal operation.	
d.	Electrical connections will be at one end of the lamp and have pins, dielectrically tested for 2,000 Vrms. Lamps that do not have 4 pins will be considered instant start. To be considered, instant start lamp systems will supply replacement spare lamps equal to 50% of the total number of lamps in the system.	
e.	Lamps will be operated by electronic ballasts with variable output settings.	
F. UV Lamp Quartz Sleeves:		
a.	The UV quartz sleeve forms part of the complete lamp assembly.	
b.	Type 214 clear fused quartz circular tubing as manufactured by General Electric or equal.	
c.	Lamp sleeves will be domed at one end.	
d.	The nominal wall thickness will be 1.5 mm.	
G. Lamp Socket		
a.	The lamp socket will be sealed against the module leg sleeve cup by means of an O-ring.	

b.	The O-ring seal around the lamp socket will isolate and seal the lamp assembly from the module frame and all other lamps in the module.	
c.	In the event of a quartz sleeve fracture the integrated connector of the lamp assembly will prevent moisture from entering electrical contacts of the lamp socket, lamp module frame and the electrical connections to the other lamps in the module.	
H. UV Module Support Rack:		
1.	The UV module support rack will be minimum Type 304 stainless steel and be mounted above the effluent in the channel allowing adjustment to the precise height of the channel.	
I. Low Water Level Sensor:		
1.	One low water level sensor will be provided by the UV Manufacturer for the UV channel.	
2.	During manual, automatic and remote modes of system operation, the water level sensor will ensure that lamps extinguish automatically if the water level in the channel drops below an acceptable level.	
3.	The low water level sensor will be powered by the Level Control Panel.	
J. Electrical:		
1.	Each UV module within a bank will be powered from the bank's dedicated Power Distribution Centre.	
2.	UV manufacturer to supply all cabling and conduit between lamps and ballasts.	
3.	UV manufacturer to perform all terminations between lamps and ballasts.	
4.	Each electronic ballast within a UV module will operate maximum two lamps.	
5.	Power factor will not be less than 98% leading or lagging.	
6.	Electrical supply to each Power Distribution Centre will be 480/277V 60Hz, 3 Phase, 4 Wire + Ground, 3 kVA Min.	
7.	Electrical supply to the Hydraulic System Centre will be 480V 60Hz, 3 Phase, 3 Wire + Ground, 3 kVA Min.	
8.	Electrical supply for the Level Control Panel will be provided by the PDC(s) and be 24 Volt DC.	
9.	Electrical supply to the System Control Centre will be 120V 60Hz, 1 Phase, 2 Wire + Ground, 1.44 kVA.	
<p>Note: The UV System electrical panels are not provided with electrical disconnects. Each electrical power supply should be provided with a separate disconnect to be supplied under separate electrical contract.</p>		

K. Power Distribution Centre:		
1.	Power distribution will be through environmentally sealed receptacles on the PDC(s) to allow for local connection of UV modules.	
2.	Data concentration will be through integrated circuit boards located inside the Power Distribution Centre.	
3.	PDC enclosure material will be Type 304 or better Stainless Steel	
4.	All internal components will be sealed from the environment.	
5.	All Power Distribution Centers to be cULus listed to Canadian safety standards.	
6.	One separate sealed Power Distribution Centre will be provided per bank of lamps.	
To be considered as an alternative, systems that have ballasts mounted in cabinets, the UV manufacturer will provide one complete cabinet for each bank of lamps, to ensure that each bank is electrically isolated for safety during maintenance and to provide redundancy under average flow conditions.		
L. Control and Instrumentation:		
1. System Control Centre (SCC):		
a.	The operation of the UV System is managed at the SCC by a controller which continuously monitors and controls the system functions.	
b.	The operator interface display screen will be menu driven with automatic fault message windows appearing upon alarm conditions. Operator Interface will be water resistant.	
c.	Alarms will be provided to indicate to plant operators that maintenance attention is required or to indicate an extreme alarm condition in which the UV treatment performance may be jeopardized. The alarms will include but not be limited to:	
i)	Lamp Failure	
ii)	Multiple Lamp Failure	
iii)	Low UV Intensity	
iv)	Module Communication Alarm	
d.	The 100 most recent alarms will be recorded in an alarm history register and displayed when prompted.	
e.	Bank status will be capable of being placed either in Manual, Off or Auto mode.	
f.	Elapsed time of each lamp will be recorded and displayed on the display screen when prompted.	
g.	Digital I/O modules will be provided to remotely indicate status and alarms such as:	

h.	Alarm conditions (critical, major, minor)	
i.	Data connection (if required) component installed within the UV systems control to enable plant staff to receive enhanced over-the-phone and online UV product support from OEM. OEM-provided app to enable UV system monitoring, product troubleshooting, and alarm notifications with cybersecurity verified by third-party and that is consistent with FCC	
M. UV Intensity Sensor:		
1.	A submersible UV sensor will continuously monitor the UV intensity produced in each bank of UV lamps.	
2.	The sensor will measure only the germicidal portion of the light emitted by the UV lamps. The intensity sensor will be factory calibrated. Intensity sensors that can be field calibrated will not be permitted.	
3.	The UV intensity sensor must adhere to the criteria outlined in the USEPA UV Disinfection Guidance Manual (UVDGM) for intensity sensors including germicidal response, accuracy and NIST traceability.	
N. Dose-Pacing:		
1.	A dose-pacing system will be supplied to modulate the lamp UV output in relationship to a 4-20 mA DC signal from an effluent flow meter (by Others).	
2.	The system to be dose-paced such that as the flow and effluent quality change, the design UV dose is delivered while conserving power.	
3.	The dose-pacing system will allow the operator to vary the design dose setting. Logic and time delays will be provided to regulate UV bank ON/OFF cycling.	
4.	Individual banks may be controlled to be independently in auto and manual modes.	
O. Hydraulic System Centre (HSC):		
1.	One (1) HSC will be supplied to house all components required to operate the automatic cleaning system.	
2.	Enclosure material of construction will be Type 304 or better Stainless Steel.	
P. Cleaning System:		
1.	An automatic cleaning system will be provided to clean the quartz sleeves using both mechanical and chemical methods. Wiping sequence will be automatically initiated with capability for manual override.	
2.	The cleaning system will be fully operational while UV lamps and modules are submerged in the effluent channel and energized.	

3.	Cleaning cycle intervals to be field adjustable	.
4.	Remote Manual and Remote Auto cleaning control options will be provided.	
5.	The cleaning system will be provided with the required solutions necessary for initial equipment testing and for equipment start-up.	
To be considered as an alternate, systems that use only mechanical wiping must have the ability to periodically be cleaned out of channel using a chemical bath. Out of channel cleaning will include lifting slings, removable banks, cleaning tanks, agitation system and air compressors, as required. The UV manufacturer will be responsible for supplying all equipment including any equipment not specifically listed required to perform out of channel chemical cleaning. Contactor will be responsible for installation.		
Q. Spare Parts:		
The following spare parts and safety equipment to be supplied.		
1.	1x UV Lamp Assembly	

1.7 Installation

In accordance with contract drawings, manufacturers' shop drawings, instructions and installation checklist. Contractor Installation Checklist shall be completed and returned at least two (2) weeks prior to date requested for commissioning. Photographs illustrating site readiness are required. The Contractor assumes all responsibility for the installation readiness of the UV system. All labour, materials and test apparatus necessary for completing the installation shall be furnished by the Contractor at no additional cost to the Manufacturer/Supplier

1.8 Supplier Services

- A. Installation assistance will be provided as required.
- B. Start-up and field testing: As outlined in the project scope document, Start-up and Field Services will only be scheduled upon written request. RDOS shall notify Supplier of schedule requirements at least ten (10) working days in advance. Upon arrival to commission the equipment, if the supplier's Certified Service Technician determines the Contractor work is not complete and the start-up cannot be completed in the allotted time. A return visit will be scheduled at the RDOS's expense. RDOS will issue a purchase order for the return trip and additional time required beyond unused time.
- C. Operator Training: As outlined in the project scope document. RDOS responsible to schedule the training during the commissioning time allocated. If trainees are not available a return visit may be scheduled at the RDOS's expense.
- D. Warranty Service: warranty agreement to be provided with proposal.

1.9 No Contractual Obligations

As a Result of RFP or Proposal

This is a request for proposals only, and not a call for tenders or request for binding offers. Nothing in this RFP is intended to constitute an offer of any kind by the

Regional District and no contractual obligations whatsoever (including “Contract A”) shall arise as a result of the submission of a proposal in response to this RFP.

2.0 PROPOSAL CONTENT

2.1 Covering Letter

A covering letter signed by an authorized representative of the Respondent, outlining the proposal and stating that the information contained in the proposal accurately describes the UV disinfection equipment offered.

2.2 After Sales Service

- Describe mobile / Virtual service and ability to schedule and provide services within the Regional District of Okanagan-Similkameen and provide maximum wait times for both remote and on-site service.
- Describe current OEM parts inventory and/or standard parts availability, pricing and lead-time.
- Describe how warranty repairs will be coordinated post sale.
- Please include any value added opportunities in your submission (replacement bulbs + tube packages, reclaimed power).
- Provide three (3) recent references for similar supplied equipment and services, including contact information.

2.3 Respondent Team: Not Required

A list of the individuals forming part of the Respondent’s team that is to provide the requested Respondent services, including a description of each individual’s role and a copy of their resume shall be included with the submission.

2.4 Scheduling

The proposal will include a schedule for the delivery of the UV equipment.

2.5 Fees & Disbursements

The proposal will set out all fees and costs to be charged to the Regional District in order to purchase the UV disinfection equipment and shall break out such amounts for each component, as applicable. Please refer to Price & Specification Table 2.

3.0 **RFP PROCESS**

3.1 **PROJECT TIMELINE**

The UV Disinfection project must be commissioned and turned over to the RDOS by November 30th, 2024. Key milestone dates are identified in Figure 1. These dates may change as the work unfolds.

**Figure 1
Timeline Dates**

Task	Completion Date	Progress Payment %
Design	September 27 th , 2024	5%
Shop Drawings	September 27 th , 2024	5%
Installation Instructions	September 27 th , 2024	5%
Delivery of Equipment (On-site)	November 15th, 2024	60%
Project completion	November 30th, 2024	25%

The RDOS may consider an alternate schedule and progress payment schedule from the successful Respondent.

3.2 Questions Regarding this RFP:

Any question a Respondent has related to this RFP process must be submitted to the RDOS in writing. Questions regarding this RFP must not be submitted to the RDOS via any other method. Answers to questions received will be provided either directly to the Respondent or via an addendum to all Respondents, through the BC Bid System. Information obtained from any source other than the RDOS through the BC Bid System is unofficial and must not be relied upon as part of this RFP.

All questions regarding this RFP must be submitted prior to the 'Deadline for Questions' detailed under Section 3.3 of this RFP. Questions received after the Deadline for Questions will be addressed if time permits.

The Respondent is solely responsible for seeking any clarification required regarding this RFP, and the RDOS shall not be held responsible for any misunderstanding by the Respondent.

3.3 RFP Timetable:

This RFP process will run to the following timetable. This timetable may be amended at the RDOS's discretion through the issuance of addenda to this RFP.

Figure 2

Event:	Date:
Issue Date of this RFP	July 29 th , 2024
Deadline for Questions	August 23rd, 2024 @ 2:00 PM, Local Time
Last Day for Issue of Addenda	August 27 th , 2024
RFP Closing Date and Time:	August 30 th , 2024 @ 2:00 PM, Local Time
Purchase Order Issued (estimated)	September 13 th , 2024

Proposals may be submitted by hand to Regional District of Okanagan-Similkameen, Reception, 101 Martin Street, Penticton BC V2A 5J9
Up to 2:00pm local time on the closing date.


Proposals may also be sent electronically to the following email address:

mummenhofer@rdos.bc.ca

Please Note: Respondents are cautioned that the timing of their proposal submission is based on when the Proposal is received by the Regional District. Proposal submissions can be delayed due to file size, transmission speed and other factors. For this reason, it is recommended that the Respondent(s) allow sufficient time to deliver or email their Proposal, including all attachments and other submission details.

The RDOS assumes no responsibility for the receipt of Proposals where the instructions detailed above have not been complied with.

1. Definitions Used in this RFP:

	The following are definitions used in this RFP document. Whenever one of the following terms is used with a capitalized first letter, the term shall have the meaning as set out below.
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- 1.1. "Addenda" or "Addendum" means additional information or amendments to this RFP, issued by the RDOS in accordance with Section 3.3 Timetable.
- 1.2. "UV Equipment" means the Ultraviolet Disinfection equipment which the RDOS seeks to be provided by the Respondent, as outlined in schedule A.
- 1.3. "Manufacturer" in respect of a particular material or component of the Equipment means the manufacturer of that material or Equipment (or component thereof).
- 1.4. "Proposal" means a Proposal submitted by a Respondent in response to this RFP.
- 1.5. "Purchase Order" means a written Purchase Order for the provision of the Equipment and/or Services that may result from this RFP, executed between the RDOS and the successful Respondent.
- 1.6. "RDOS" means the Regional District of Okanagan-Similkameen.

- 1.7. "Respondent" means a person or entity that submits a Proposal to this RFP.
- 1.8. "RFP" means this Request for Proposals (UV Disinfection System), including all forms.
- 1.9. "RFP Closing Date and Time" means the date and time that Proposals to this RFP must be received by in accordance with Section 3.3. The time will be determined by the RDOS web clock.
- 1.10. "Section" means the numbered section of the referenced part of this RFP.
- 1.11. "Services" means the ancillary services which the RDOS seeks to be provided by the Respondent, as outlined in schedule A.
- 1.12. "Sub-Contractor" means a person, partnership, firm or corporation that the Respondent proposes to contract with to deliver part of the Equipment or Services, in a subordinate relationship to the Respondent.
- 1.13. "Supplier" means the successful Respondent to this RFP who enters into a Contract with the RDOS.

2. Amendment of a Proposal by Respondent:

A Respondent may amend a Proposal at any time up until the RFP Closing Date and Time. Amendments may be submitted in the same way as the original Proposal, as detailed in Section 3.3 of this RFP.

3. Withdrawal of a Proposal by Respondent:

A Respondent may withdraw a Proposal that is already submitted at any time throughout the RFP process, including after the Closing Date and Time. To withdraw a Proposal before the Closing Date and Time, the Respondent must contact the RDOS in writing in the same manner as the original submission. To withdraw a Proposal after the Closing Date and Time, the Respondent shall submit a request in writing to:

Attn: Mike Ummenhofer

Procurement Manager

Regional District of Okanagan-Similkameen 101 Martin Street

Penticton, B.C. V2A 5J9 AND/OR:

mummenhofer@rdos.bc.ca

Addenda Issued by RDOS:

This RFP may only be amended by way of an Addendum issued in accordance with this Section. At any time up until the Closing Date and Time, the RDOS may issue an Addendum in order to amend, clarify, or answer questions to this RFP. Each Addendum will be issued through the BC Bid portal. Each Addendum will form an integral part of this RFP. Respondents are solely responsible for checking for Addenda up until the Closing Date and Time. If the RDOS deems it necessary to issue an Addendum after the Last Day for Issue of Addenda, as detailed in Section

3.3, then the RDOS may extend the RFP Closing Date and Time in order to provide Respondents with more time to complete their Proposal.

Respondents are required to acknowledge any and all addenda issued by the RDOS, using the Addenda Acknowledgement form, on page 24 to be included with the Respondent's submission.

4. Evaluation of Proposals & Award of Contract:

The RDOS will conduct the evaluation of Proposals and selection of a successful Respondent in accordance with the process detailed in this Section. Evaluation of Proposals will be by an evaluation committee which may include RDOS employees and/or Consultants. The RDOS's intent is to enter into a Contract with the Respondent who has met all mandatory criteria and who has the highest overall ranking based, on this evaluation process.

4.1. Mandatory Criteria:

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration in the evaluation process.

Mandatory Criteria:
The Proposal must be received by the RFP Closing Date and Time, in accordance with the requirements of Section 3.3 Table 1 (Design, construction and materials) pages 5-10 Table 2 (Specifications & Price Form) page 21 Addenda Acknowledgement form page 24. Conflict of interest form page 25.

4.2. Scored Criteria:

Proposals that meet all of the Mandatory Criteria will be further assessed against the following scored criteria.

EVALUATION SCORE SHEET –

PROJECT:		POOR	MARGINAL	FAIR	GOOD	OUTSTANDING	TOTAL OF 100	
RESPONDENT:								
CRITERIA	WEIGHT	0.4	0.5	0.7	0.9	1	MAX PTS 100	
Price	25							
Conformity with the Specifications provided	50							
After Sales service/support & references	10							
Delivery lead-time	10							
Value added	5							
EVALUATION TOTAL:								

4.3. Scoring Method:

The following method will be used to score the criteria:

- Price: Price will be scored relative to other Respondents using the following formula:
 - $Lowest\ Price \div Respondent's\ Price \times Weighting = Score$
 Other Criteria: All other criteria (except Price) will be scored by the evaluation committee, which will then be multiplied by the Weighting factor to provide a total weighted score out of 100 which includes price.

4.4. Clarifications & Remedy Period:

Notwithstanding the requirements for mandatory criteria and scored criteria detailed above, the RDOS will allow the following remedies and clarifications at its sole discretion:

- Remedy for missing submission requirements: If the RDOS finds that a Proposal fails to meet all of the submission requirements required of this RFP, then the RDOS may provide written notification to a Respondent which identifies the requirements not met and provides the Respondent with 48 hours to remedy and supply the requirements. The 48 hours shall commence upon notification by the RDOS to the Respondent. This option to remedy missing requirements shall not apply to Proposals not received by the RFP Closing Date and Time.

- **Clarification of Proposals:** During evaluation of the scored criteria, the RDOS may at its sole option, request further details or clarification from the Respondent and/or third parties, on aspects of a Proposal by way of a written request for clarification. The written request shall clearly state the required clarification and time limit to supply the information requested. Following receipt of the clarification information, the RDOS may use this information to reassess and/or re-score the Proposal according to the scored criteria.

4.5. Ranking of Respondents:

Following completion of the evaluation against the scored criteria, the weighted scores for each Proposal will be added together, and Proposals will be ranked according to their total weighted scores. The Respondent with the highest-ranked Proposal will be invited to conclude a Contract with the RDOS. In the event that two or more Proposals have an equal total weighted-score, then the Respondent with the Lowest Total Price will be invited to enter into a Contract with the RDOS.

4.6. Conclusion and Execution of a Contract

Neither the RDOS nor any Respondent will be legally bound to provide or purchase the Equipment or Services until the execution of a written Contract or issuance of a Purchase Order. Following an invitation to a Respondent, by the RDOS, to conclude a Contract, it is expected that the RDOS and that Respondent would enter into discussions which may include, among other things:

- Clarification or amendment to the specifications, plus any resulting price adjustments, based on items submitted in the Proposal.
- Amendments to the terms and conditions, based on items submitted in the Proposal.

The RDOS would seek to execute a Contract within 10 days of issuing an invitation to the Respondent to conclude a Contract. If the RDOS and Respondent do not, for any reason, execute a Contract within this time-period, the RDOS may discontinue the process with that Respondent and invite the Respondent with the next-highest-ranked Proposal to conclude a Contract. The RDOS may then continue this process until a Contract is executed, or there are no further Respondents, or the RDOS otherwise elects to cancel the RFP process entirely. For clarity, the RDOS may discontinue discussions with a Respondent if at any time the RDOS is of the view that it will not be able to conclude a Contract with that Respondent.

5. Other Terms & Conditions of this RFP Process:

The following terms and conditions shall also apply to this RFP:

5.1. Proposals in English:

All Proposals are to be in the English language only.

5.2. Only One Entity as Respondent:

The RDOS will accept Proposals where more than one organization or individual is proposed to deliver the Equipment, so long as the Proposal identifies only one entity that will be the lead entity and will be the Respondent with the sole responsibility to perform the Contract if executed. Any other entity involved in delivering the Service should be listed as a Sub-Contractor. The Respondent may include the Sub-Contractor and its resources as part of the Proposal and the RDOS will accept this, as presented in the Proposal, in order to perform the evaluation. All Sub-Contractors to be used in the Service must be clearly identified in the Proposal.

5.3. Proposals to Contain All Content in Prescribed Forms:

All information that Respondents wish to be evaluated must be contained within the submitted Proposal. Proposals should not reference external content in other documents or websites. The RDOS may not consider any information which is not submitted within the Proposal or within the pre-prescribed forms set-out in this RFP.

5.4. References and Experience:

In evaluating a Respondent's experience, as per the scored criteria, the RDOS may consider information provided by the Respondent's clients on the projects submitted in the Proposal, and may also consider the RDOS's own experience with the Respondent.

5.5. RFP Scope of Work is an Estimate Only:

While the RDOS has made every effort to ensure the accuracy of the Equipment requirements and/or Services described in this RFP, the RDOS makes no guarantees as to the accuracy of the information provided. Any quantities or measurements provided are estimates only and are provided to describe the general nature and scale of the Equipment and Services. Respondents must obtain all information they deem necessary, including verification of quantities or measurements in order to complete a Proposal.

5.6. Respondent's Expenses:

Respondents are solely responsible for their own expenses in participating in this RFP process, including costs in preparing a Proposal and for subsequent finalizations of an agreement with the RDOS, if required. The RDOS will not be liable to any Respondent for any claims, whether for costs, expenses, damages or losses incurred by the Respondent in preparing its Proposal, loss of anticipated profit in connection with any final Contract, or any matter whatsoever.

5.7. Retention of Proposals and FOIPPA:

Proposals submitted to the RDOS will not be returned and will be retained by the RDOS and shall become the property of the RDOS upon submission.

Respondents should note that the RDOS may choose to make public any part of this Proposal, any Proposal and any executed contract including the Contractors name and total contract price and further that, regardless of whether and the extent to which the RDOS elects to make anything available to the public, the RDOS would be required to disclose all or part of a Proposal or the executed contract pursuant to a request for disclosure under the Freedom of Information and Privacy Act (FOIPPA). Respondents should be aware of and review the RDOS's obligations under FOIPPA and the RDOS's limited ability to refuse to disclose third party information pursuant to Section 21 of FOIPPA.

5.8. Notification and Feedback to Unsuccessful Respondents:

Notification of awards shall be made via the BC Bid portal. Unsuccessful Respondents may then request a feedback email or telephone call with an RDOS representative in order to obtain feedback on how their Proposal fared in the evaluation. Such requests for feedback must be made within 30 days of notification of the RFP results. Details of feedback provided will be at the RDOS's sole discretion in order to protect the confidentiality of other Respondents and the RDOS's commercial interest.

5.9. Conflict of Interest:

All Respondents must disclose an actual or potential conflict of interest, by completing the Conflict of Interest form, included on page 15 that are requested of Respondents when submitting a Proposal. The RDOS may, at its sole discretion, disqualify any Respondent from this RFP process, if it determines that the Respondent's conduct, situation, relationship (including relationships of the Respondent's employees and RDOS employees) create or could be perceived to create a conflict of interest.

The RDOS may rescind or terminate a Contract entered into if it subsequently determines that the Respondent failed to declare an actual or potential conflict of interest during this RFP process.

5.10. Confidentiality:

All information provided to Respondents by the RDOS as part of this RFP process is the sole property of the RDOS and must not be disclosed further without the written permission of the RDOS.

5.11. No Contract A and No Claims:

This RFP process is not intended to create binding offers and no contractual obligations whatsoever (including what is commonly referred to as 'Contract A') shall arise between the RDOS and any Respondent upon the submission of a Proposal in response to this RFP. For extra clarity, both the Respondent and the RDOS are free to cancel their participation in this RFP process at any time up until the execution of a written Contract or issuance of a Purchase Order by the Regional District for the Cab & Chassis.

Without limiting the above paragraph, no Respondent shall have any claim whatsoever against the RDOS for any damage or other loss resulting from a Respondent's participation in this RFP, including where the RDOS does not comply with any aspect of this RFP and including any claim for loss of profits or Proposal preparation costs should the RDOS not execute a Contract with the Respondent for any reason whatsoever.

5.12. Right to Cancel RFP:

Although the RDOS fully intends to conclude a Contract as a result of this RFP, the RDOS may at its sole discretion, cancel or amend this RFP process at any time without any liability to any Respondent.

5.13. Governing Law and Trade Agreements:

This RFP is governed by the laws of the Province of British Columbia and any other agreements which exist between the Province of British Columbia and other jurisdictions.


Send Technical Enquiries to:

Dustin Zahara, Engineering Technologist
Email: dzahara@rdos.bc.ca

Send General Enquiries to:

Mike Ummenhofer, Procurement Manager
Email: mummenhofer@rdos.bc.ca

Specifications and Pricing Form

	<p>Proposals must include this Specifications and Pricing Form, with all tables completed. No changes to this form shall be made, except for completing the requested pricing information in the spaces provided.</p> <p>The form should be completed with; a PDF writer program; or by print, hand completion and scan.</p> <p><u>Evaluation Factors:</u> The pricing submitted under this form will be evaluated using the Scoring Method detailed on page 16 of this RFP.</p>
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1. Pricing Basis:

Pricing entered into the tables shall be on the following basis:

- a. All Prices are in Canadian funds, are inclusive of all applicable duties and taxes including the PST, but not the GST.
- b. The Total Contract Price is all-inclusive and includes for all labour, materials, supplies, travel, overheads and profit, insurance, mobilization/demobilization, and all other costs and fees necessary to deliver the Services outlined in Part A.
- c. Prices shall be firm for the entire Contract term.

2. Unit Prices:

The following are Unit Prices, and will apply if, as and when required, to the services identified as unit price work in Part A – the Services, or for additional work not contemplated in the original scope of work:

Unit Price Item	Cost/Price
Contractor A	_____ per hour
Contractor B	_____ per hour
Contractor C	_____ per hour
Mileage	_____ per km
Misc. Expenses & Disbursements	Cost plus _____ % markup

GST EXTRA

3. Payment Terms:

The Contractor shall invoice as follows:

- Fixed Lump Sum Prices. It is the Regional District’s intention to make progress payments to the manufacturer/Supplier in accordance with the progress payment percentages provided in figure 1.

- For clarity's sake, the Manufacturer/Supplier may invoice the RDOS once each milestone is reached. For example, the Manufacturer/Supplier may invoice the RDOS on September 27th, 2024 for the design, shop drawings and installation instructions, amounting to fifteen percent (15%) of the total contract price (taxes extra). The Regional District shall pay all undisputed portions of invoices within 30 calendar days of receipt of invoice.
- Unit Price work shall be invoiced at a monthly frequency for unit price work completed and expenses incurred during the prior month. The Regional District shall pay all undisputed portions of invoices within 30 calendar days of receipt of invoice.

SCHEDULE A

SPECIFICATIONS & PRICE TABLE 2 (Include with submission)

Description	Minimum Requirements	CONFORMS Y/N or State
Peak Design Flow	3720 m ³ /day	
Average Design Flow	1860 m ³ /day	
UV Transmission	60%	
Total Suspended Solids	Avg 5 mg/L	
Max Average Particle Size	30 microns	
Disinfection Limit	50 Fecal Coliform per 100ml, based on a day 30 of consecutive daily grab samples	
Banks	2 inline banks (primary + redundancy)	
Effluent Temp Range	40-85 Deg F	
Channel	Single channel (Current Channel, to be modified to suit system)	
Width	61.5 cm	
Depth of Water	44 cm	
Length	770 cm	
Electrical Service		
Control system	120V 60Hz Single Phase	
Power Distribution	208V 60Hz Three Phase	
Scada Connectivity	yes	
Automatic tube cleaning system	Chemical + Mechanical	
Variable lamp output	yes	
Dosage Control	yes	
Water level sensor	yes	
Comissioning / onsite Training	Included	
Installation / construction	Provided by others	
Equipment tagging to match plant scheme	included	
Update to plant electrical line drawing	included	
Data Logging (Flow, Power, UVT, UV Intensity, Dose)	yes	
Total Price (Taxes Extra)	\$	
Optional items (if any):		
Option A	\$	
Option B	\$	

Addendum Form (Must be included with Respondent's submission)

ADDENDA

We confirm that we have received and carefully reviewed all of the Request for Proposal Documents, including the Specifications and the following Addenda, if any:

Initials _____

Please initial the Addenda form

Conflict of Interest Form (Must be included with Respondent's submission)

What is a conflict of interest?

A conflict of interest is when you have a certain personal interest that may interfere with the interests you must have as someone connected to another person or entity, such as an employer or client. A conflict of interest can cause one party to question what another party's intentions are.

It can also call to question your ability to remain unbiased in your thoughts, ideas and decisions.

Conflict of Interest. The supplier represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the supply of goods and/or performance of services required hereunder. SUPPLIER further represents that no persons having any such interest shall be employed to perform those services.

Company Name: _____

Name and Title _____

Signature: _____

RDOS evaluation committee members shall also sign a conflict of interest statement (CIGS), below. If a member of the evaluation committee has acknowledged a conflict of interest with a particular supplier or any supplier associated with this RFP, they shall be recused from the evaluation process.

Conflict of Interest. The RDOS evaluator represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the evaluation and awarding of the goods and/or services required hereunder.

Name and Title of evaluator: _____

Signature: _____

RESPONDENT INFORMATION

REQUEST FOR PROPOSAL: **Ultraviolet (UV) Disinfection System**

CLOSING DATE: **August 30th, 2024 @ 2:00 PM Local Time** _____

The undersigned Respondent has carefully examined the Conditions, Specifications, and Drawings (if applicable) for the UV Disinfection system requested and will construct or provide the equipment as specified.

This proposal is open for consideration for 60 days.

FIRM NAME: _____

ADDRESS: _____ City: _____

POSTAL CODE: _____ DATE: _____

PHONE NO. _____ FAX NO. _____

EMAIL: _____

SIGNATURE OF RESPONDENT: _____

PRINT NAME: _____