



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 825-2007

**SUPPLY AND DELIVERY OF SLUDGE DEWATERING POLYMER FOR THE
NEWPCC**

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 SUPPLY AND DELIVERY OF SLUDGE DEWATERING POLYMER FOR THE NEWPCC

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, December 20, 2007.

B2.2 Bids determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.

B2.3 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

B3. ENQUIRIES

B3.1 All enquiries shall be directed to the Contract Administrator identified in D4.1.

B3.2 If the Bidder finds errors, discrepancies or omissions in the Bid Opportunity, or is unsure of the meaning or intent of any provision therein, the Bidder shall promptly notify the Contract Administrator of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.

B3.3 If the Bidder is unsure of the meaning or intent of any provision therein, the Bidder should request clarification as to the meaning or intent prior to the Submission Deadline.

B3.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator to all Bidders by issuing an addendum.

B3.5 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator only to the Bidder who made the enquiry.

B3.6 The Bidder shall not be entitled to rely on any response or interpretation received pursuant to B3 unless that response or interpretation is provided by the Contract Administrator in writing.

B4. ADDENDA

B4.1 The Contract Administrator may, at any time prior to the Submission deadline, issue addenda correcting errors, discrepancies or omissions in the Bid Opportunity, or clarifying the meaning or intent of any provision therein.

B4.2 The Contract Administrator will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.

B4.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>

B4.2.2 The Bidder is responsible for ensuring that he has received all addenda and is advised to check the Materials Management Branch internet site for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.

B4.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 8 of Form A: Bid. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.

B5. SUBSTITUTES

- B5.1 The Work is based on the materials, equipment, methods and products specified in the Bid Opportunity.
- B5.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B5.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least seven (7) Business Days prior to the Submission Deadline.
- B5.4 The Bidder shall ensure that any and all requests for approval of a substitute:
- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the material, equipment, method or product as either an approved equal or alternative;
 - (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
 - (c) identify any anticipated cost or time savings that may be associated with the substitute;
 - (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract;
 - (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract.
- B5.5 The Contract Administrator, after assessing the request for approval of a substitute, may in his sole discretion grant approval for the use of a substitute as an “approved equal” or as an “approved alternative”, or may refuse to grant approval of the substitute.
- B5.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, only to the Bidder who requested approval of the substitute.
- B5.6.1 The Bidder requesting and obtaining the approval of a substitute shall be entirely responsible for disseminating information regarding the approval to any person or persons he wishes to inform.
- B5.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.
- B5.8 If the Contract Administrator approves a substitute as an “approved alternative”, any Bidder bidding that approved alternative may base his Total Bid Price upon the specified item but may also indicate an alternative price based upon the approved alternative. Such alternatives will be evaluated in accordance with B13.
- B5.9 No later claim by the Contractor for an addition to the price(s) because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.
- B5.10 Notwithstanding B5.1 to B5.9, Bidders may arrange for pre-bid testing in accordance with E6.**

B6. BID SUBMISSION

- B6.1 The Bid shall consist of the following components:

- (a) Form A: Bid;
- (b) Form B: Prices;

- B6.2 Further to B6.1, the Bidder should include the written correspondence from the Contract Administrator approving a substitute in accordance with B5.
- B6.3 All components of the Bid shall be fully completed or provided, and submitted by the Bidder no later than the Submission Deadline, with all required entries made clearly and completely, to constitute a responsive Bid.
- B6.4 The Bid Submission may be submitted by mail, courier or personal delivery, or by facsimile transmission.
- B6.5 If the Bid Submission is submitted by mail, courier or personal delivery, it shall be enclosed and sealed in an envelope clearly marked with the Bid Opportunity number and the Bidder's name and address, and shall be submitted to:
- The City of Winnipeg
Corporate Finance Department
Materials Management Branch
185 King Street, Main Floor
Winnipeg MB R3B 1J1
- B6.5.1 Samples or other components of the Bid Submission which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the Bid Opportunity number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Bid Submission.
- B6.6 Bidders are advised not to include any information/literature except as requested in accordance with B6.1.
- B6.7 Bidders are advised that inclusion of terms and conditions inconsistent with the Bid Opportunity document, including the General Conditions, may result in the Bid being determined to be non-responsive.
- B6.8 If the Bid Submission is submitted by facsimile transmission, it shall be submitted to (204) 949-1178.
- B6.8.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.
- B6.9 Bids submitted by internet electronic mail (e-mail) will not be accepted.

B7. BID

- B7.1 The Bidder shall complete Form A: Bid, making all required entries.
- B7.2 Paragraph 2 of Form A: Bid shall be completed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in his own name, his name shall be inserted;
 - (b) if the Bidder is a partnership, the full name of the partnership shall be inserted;
 - (c) if the Bidder is a corporation, the full name of the corporation shall be inserted;
 - (d) if the Bidder is carrying on business under a name other than his own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.
- B7.2.1 If a Bid is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B7.2.

- B7.3 In Paragraph 3 of Form A: Bid, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Bid.
- B7.4 Paragraph 10 of Form A: Bid shall be signed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in his own name, it shall be signed by the Bidder;
 - (b) if the Bidder is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
 - (c) if the Bidder is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
 - (d) if the Bidder is carrying on business under a name other than his own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.
- B7.4.1 The name and official capacity of all individuals signing Form A: Bid shall be printed below such signatures.
- B7.4.2 All signatures should be witnessed, except where a corporate seal has been affixed.
- B7.5 If a Bid is submitted jointly by two or more persons, the word "Bidder" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Bidders in the Bid and the Contract, when awarded, shall be both joint and several.

B8. PRICES

- B8.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.
- B8.1.1 Prices on Form B: Prices shall include:
- (a) duty;
 - (b) freight and cartage;
 - (c) Provincial and Federal taxes [except the Goods and Services Tax (GST) and Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable] and all charges governmental or otherwise paid;
 - (d) profit and all compensation which shall be due to the Contractor for the Work and all risks and contingencies connected therewith.
- B8.1.2 Prices on Form B: Prices shall not include the Manitoba Association for Resource Recovery Corporation (MARRC) Environmental Handling Charge (EHC) which shall be extra where applicable.
- B8.2 The quantities listed on Form B: Prices are to be considered approximate only. The City will use said quantities for the purpose of comparing Bids.
- B8.3 The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.

B9. QUALIFICATION

- B9.1 The Bidder shall:
- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Bidder does not carry on business in Manitoba, in the jurisdiction where the Bidder does carry on business; and

- (b) be financially capable of carrying out the terms of the Contract; and
- (c) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract.

B9.2 The Bidder and any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

- (a) be responsible and not be suspended, debarred or in default of any obligations to the City a list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>.

B9.3 The Bidder and/or any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

- (a) have successfully carried out work similar in nature, scope and value to the Work; and
- (b) be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract; and
- (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba);

B9.4 The Bidder shall submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Bidder and of any proposed Subcontractor.

B9.5 The Bidder shall provide, on the request of the Contract Administrator, full access to any of the Bidder's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work.

B10. OPENING OF BIDS AND RELEASE OF INFORMATION

B10.1 Bids will not be opened publicly.

B10.2 Following the Submission Deadline, the names of the Bidders and their bid prices (unevaluated, and pending review and verification of conformance with requirements or evaluated prices) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>

B10.3 After award of Contract, the name(s) of the successful Bidder(s) and the Contract Amount(s) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>

B10.4 The Bidder is advised that any information contained in any Bid may be released if required by City policy or procedures, by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law.

B11. IRREVOCABLE BID

B11.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 9 of Form A: Bid.

B11.2 The acceptance by the City of any Bid shall not release the Bids of the next two lowest evaluated responsive Bidders and these Bidders shall be bound by their Bids on such Work for the time period specified in Paragraph 9 of Form A: Bid.

B12. WITHDRAWAL OF BIDS

- B12.1 A Bidder may withdraw his Bid without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.
- B12.1.1 Notwithstanding GC.7.05(2), the time and date of receipt of any notice withdrawing a Bid shall be the time and date of receipt as determined by the Manager of Materials.
- B12.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Bid or the Bidder's authorized representatives named in Paragraph 10 of Form A: Bid, and only such person, has authority to give notice of withdrawal.
- B12.1.3 If a Bidder gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials will:
- (a) retain the Bid until after the Submission Deadline has elapsed;
 - (b) open the Bid to identify the contact person named in Paragraph 3 of Form A: Bid and the Bidder's authorized representatives named in Paragraph 10 of Form A: Bid; and
 - (c) if the notice has been given by any one of the persons specified in B12.1.3(b), declare the Bid withdrawn.
- B12.2 A Bidder who withdraws his Bid after the Submission Deadline but before his Bid has been released or has lapsed as provided for in B11.2 shall be liable for such damages as are imposed upon the Bidder by law and subject to such sanctions as the Chief Administrative Officer considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law.

B13. EVALUATION OF BIDS

- B13.1 Award of the Contract shall be based on the following bid evaluation criteria:
- (a) compliance by the Bidder with the requirements of the Bid Opportunity (pass/fail);
 - (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B9 (pass/fail);
 - (c) Evaluated Bid Price in accordance with E8;
 - (d) economic analysis of any approved alternative pursuant to B5.
- B13.2 Further to B13.1(a), the Award Authority may reject a Bid as being non-responsive if the Bid Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Bid, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.
- B13.3 Further to B13.1(b), the Award Authority shall reject any Bid submitted by a Bidder who does not demonstrate, in his Bid or in other information required to be submitted, that he is responsible and qualified.
- B13.4 Further to B13.1(c), the Bid Price shall be the sum of the quantities multiplied by the unit prices for each item shown on Form B: Prices.
- B13.5 This Contract will be awarded as a whole.

B14. AWARD OF CONTRACT

- B14.1 The City will give notice of the award of the Contract or will give notice that no award will be made.
- B14.2 The City will have no obligation to award a Contract to a Bidder, even though one or all of the Bidders are determined to be responsible and qualified, and the Bids are determined to be responsive.

- B14.2.1 Without limiting the generality of B14.2, the City will have no obligation to award a Contract where:
- (a) the prices exceed the available City funds for the Work;
 - (b) the prices are materially in excess of the prices received for similar work in the past;
 - (c) the prices are materially in excess of the City's cost to perform the Work, or a significant portion thereof, with its own forces;
 - (d) only one Bid is received; or
 - (e) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.
- B14.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Bidder submitting the lowest evaluated responsive Bid.
- B14.3.1 Following the award of contract, a Bidder will be provided with information related to the evaluation of his Bid upon written request to the Contract Administrator.
- B14.4 Notwithstanding GC.3.01 and GC.3.02, the City will issue a purchase order to the successful Bidder in lieu of the execution of a Contract.
- B14.5 The Contract Documents, as defined in GC.1.01(7), in their entirety shall be deemed to be incorporated in and to form a part of the purchase order notwithstanding that they are not necessarily attached to or accompany said purchase order.

PART C - GENERAL CONDITIONS

C1. GENERAL CONDITIONS

C1.1 The *General Conditions for the Supply and Delivery of Goods* (Form 21: 88 03) are applicable to the Work of the Contract.

C1.1.1 The *General Conditions for the Supply and Delivery of Goods* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1. GENERAL CONDITIONS

- D1.1 In addition to the *General Conditions for the Supply and Delivery of Goods*, these Supplemental Conditions are applicable to the Work of the Contract.
- D1.2 The General Conditions are amended by striking out "The City of Winnipeg Act" wherever it appears in the General Conditions and substituting "The City of Winnipeg Charter".
- D1.3 The General Conditions are amended by striking out "Board of Commissioners" or "Commissioner" wherever it appears in the General Conditions and substituting the "Chief Administrative Officer".
- D1.4 The General Conditions are amended by striking out "Tender Package" wherever it appears in the General Conditions and substituting "Bid Opportunity".
- D1.5 The General Conditions are amended by striking out "Tender Submission" wherever it appears in the General Conditions and substituting "Bid Submission".
- D1.6 The General Conditions are amended by striking out "Bidding Instructions" wherever it appears in the General Conditions and substituting "Bidding Procedures".

D2. SCOPE OF WORK

- D2.1 The Work to be done under the Contract shall consist of the supply and delivery of sludge dewatering polymer for the period of April 1, 2008 to March 31, 2011.
- D2.2 The Work shall be done on an "as required" basis during the term of the Contract.
- D2.2.1 The type and quantity of Work to be performed under this Contract shall be as authorized from time to time by the Contract Administrator and/or Users.
- D2.2.2 Notwithstanding GC.4.08, the City shall have no obligation under the Contract to purchase any quantity of any item in excess of its actual operational requirements.

D3. DEFINITIONS

- D3.1 When used in this Bid Opportunity:
- (a) "**Award Authority**" means the authority having the jurisdiction to award the Contract according to the City's by-laws, policies or procedures;
 - (b) "**Business Day**" means any Calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;
 - (c) "**Submission Deadline**" and "**Time and Date Set for the Final Receipt of Bids**" mean the time and date set out in the Bidding Procedures for final receipt of Bids;
 - (d) "**User**" means a person, department or other administrative unit of the City authorized by the Contract Administrator to order Work under this Contract;
 - (e) "**NEWPCC**" means North End Water Pollution Control Centre;
 - (f) "**SEWPCC**" means South End Water Pollution Control Centre;
 - (g) "**WEWPCC**" means West End Water Pollution Control Centre.

D4. CONTRACT ADMINISTRATOR

- D4.1 The Contract Administrator is:

Dan Decreane C.E.T.
Wastewater Contracts Supervisor
2230 Main Street
Winnipeg, MB R2V 4T8

Telephone No.: (204) 986-4797
Facsimile No.: (204) 339-2147

D5. NOTICES

- D5.1 GC.7.05 is hereby amended to delete reference to "registered mail" and to replace same with "ordinary mail".
- D5.2 GC.7.05 is further amended hereby to include delivery by facsimile transmission (fax) as an acceptable means of delivering notices, consents, approvals, statements, authorizations, documents or other communications required or permitted to be given under this Contract. Deliveries by fax will be deemed to have been received on the day of delivery, if a business day, or if not a business day, on the business day next following the day of delivery.
- D5.3 Further to GC.7.05, all notices, consents, approvals, statements, authorizations, documents or other communications to the City, except as expressly otherwise required in D5.4, D5.5 or elsewhere in the Contract, shall be sent to the attention of the Contract Administrator at the address or facsimile number identified in D4.1.
- D5.4 All notices of appeal to the Chief Administrative Officer shall be sent to the following address or facsimile number:

The City of Winnipeg
Chief Administrative Officer Secretariat
Attn: Chief Administrative Officer
Administration Building, 3rd Floor
510 Main Street
Winnipeg MB R3B 1B9
Facsimile No.: (204) 949-1174
- D5.5 All notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications required to be submitted or returned to the City Solicitor shall be sent to the following address or facsimile number:

The City of Winnipeg
Corporate Services Department
Legal Services Division
Attn: City Solicitor
185 King Street, 3rd Floor
Winnipeg MB R3B 1J1
Facsimile No.: (204) 947-9155

SUBMISSIONS

D6. AUTHORITY TO CARRY ON BUSINESS

- D6.1 The Contractor shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Contractor does not carry on business in Manitoba, in the jurisdiction where the Contractor does carry on business, throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

D7. MATERIAL SAFETY DATA SHEETS

- D7.1 The Contractor shall provide the Contract Administrator with one (1) copy of Material Safety Data Sheets (MSDS's) for each product to be supplied under the Contract at least two (2) Business Days prior to the commencement of Work but in no event later than seven (7) Calendar Days from notification of the award of Contract.
- D7.2 Throughout the term of the Contract, the Contractor shall provide the Contract Administrator with revisions or updates of the MSDS's as soon as may be reasonably possible.

SCHEDULE OF WORK

D8. COMMENCEMENT

- D8.1 The Contractor shall not commence any Work until he is in receipt of a notice of award from the City authorizing the commencement of the Work.
- D8.2 The Contractor shall not commence any Work on the Site until:
- (a) the Contract Administrator has confirmed receipt and approval of:
 - (i) evidence of authority to carry on business specified in D6;
 - (ii) the Material Safety Data Sheets specified in D7; and

D9. FORFEITURE OF CONTRACT

- D9.1 Notwithstanding GC.8.02 (1) and GC.8.02 (3), the City shall have the full right and power to take the whole of the Work, or any part or parts thereof, out of the hands of the Contractor, without process or action at law, upon giving the Contractor written Notice.

D10. ORDERS

- D10.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for delivery may be placed.

MEASUREMENT AND PAYMENT

D11. INVOICES

- D11.1 Further to GC.9.01 and notwithstanding GC.9.03, the Contractor shall submit an invoice for each order delivered.
- D11.2 Further to D5.3, the Contractor shall submit invoices to the locations designated at the time of ordering.
- D11.3 Invoices must clearly indicate, as a minimum:
- (a) the City's order number;
 - (b) date of delivery;
 - (c) delivery address;
 - (d) type and quantity of goods delivered;
 - (e) the amount payable with GST and MRST shown as separate amounts; and
 - (f) the Contractor's GST registration number.
- D11.4 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D12. PAYMENT

- D12.1 Further to GC.9.01 and GC.9.03, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.
- D12.2 Further to GC.9.03, effective January 1, 2007 the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS AND DRAWINGS

- E1.1 These Specifications shall apply to the Work.
- E1.2 The following information drawing is applicable to the Work:

<u>Drawing No.</u>	<u>Drawing Name/Title</u>
Figure 1	Polymer and Sludge Flow Schematic

- E1.3 Bidders are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B5.

E2. GOODS

- E2.1 The Contractor shall supply Sludge Dewatering Polymer in accordance with the requirements hereinafter specified.

E3. DELIVERY

- E3.1 Goods shall be delivered on an "as required" basis during the term of the Contract, f.o.b. destination, freight prepaid, to;
- NEWPCC Sludge Dewatering Facility
2230 Main Street
Winnipeg, MB R2T 4T8
- E3.1.1 Goods shall be delivered within thirty (30) Business Day(s) of the placing of an order, unless otherwise allowed by the Contract Administrator at the time of ordering.
- E3.2 The Contractor shall confirm each delivery with the Contract Administrator or his/her designate, at least two (2) Business Days before delivery.
- E3.3 Goods shall be delivered between 8:30 a.m. and 4:00 p.m. on Business Days.
- E3.4 The Contractor shall off-load goods as directed at the delivery location.
- E3.5 Access to the unloading area in the Sludge Dewatering Facility is through doors 4 m wide by 3.2 m high. The Sludge Dewatering Facility does not have a loading dock. The load shall be positioned on the edge of delivery vehicles for off-loading by City owned and operated forklift. Shipment shall be made in 700 - 800 kg bags positioned on wooden pallets.
- E3.6 The Polymer bags shall be suitable for lifting by crane and bottom discharge. The bags must be water resistant construction to ensure no moisture enters the product during shipment or while in storage prior to use.
- #### **E4. POLYMER**
- E4.1 Safety
- E4.1.1 The polymer shall be acceptable for use as determined by the City of Winnipeg Corporate Services Department, Corporate Safety Branch and shall not be injurious to the health of those persons coming in contact with it.
- E4.2 Polymer Type

E4.2.1 Polymer shall be dry, contain no lumps and shall be free flowing with no bridging or funnelling in the bag or hopper. The product shall contain no foreign material, including pieces of bag material.

E4.3 Quality

E4.3.1 The Contractor will be required to supply sufficient analytical information on his polymer to enable the City of Winnipeg Environment Standards Division personnel to carry out quality control tests on each shipment, if required.

E4.4 Alternate Polymer Product

E4.4.1 After award of the Contract the Contractor may, due to seasonal changes in the sludge characteristics, with prior written approval from the City and without changing the unit price, change polymer products during the course of carrying out the Contract to achieve equal or better performance characteristics with respect to dewatered sludge cake solids and centrate loadings.

E5. SLUDGE QUANTITIES

E5.1 Liquid sludge is dewatered mechanically through the use of six (6) Sharples PM 76000 Centrifuges. Currently two (2) machines are normally in operation. Quantities of sludge that have been dewatered (on a dry tonne basis) since the plant began operation in July, 1990 are as follows:

Minimum monthly quantity	700
Average monthly quantity	1030
Maximum monthly quantity	1159

E5.2 Minimum annual sludge quantity dewatered is expected to be 12000 dry tonnes.

E5.3 Influent sludge consistency varies from 1.8 - 4% and dewatered sludge cake total solids content has ranged from 22 - 32%. Centrate total suspended solids have ranged from 300 - 1500 milligrams per litre.

E6. PRE-BID TESTING

E6.1 Every Bidder can do pre-bid bench scale testing if he so desires.

E6.2 Arrangements will be made for the Bidders to perform pre-bid bench scale testing to evaluate their product for the sludge dewatering facility. Arrangements for the test can be made with the Contract Administrator and shall be done during the time period of December 10 to December 14, 2007.

E6.3 Each Bidder will be allowed four hours to perform tests and only one Bidder at a time will be scheduled to perform tests.

E6.4 Bench scale testing will take place on the main floor of the NEWPCC Sludge Dewatering Facility, 2230 Main Street, Wpg, MB.

E6.5 All costs incurred by the Bidders during the bench scale testing shall be at their own expense.

E6.6 Bidders will be provided with a bench, twenty litres of digested sludge and wash up facilities. Bidder shall clean the area after performing tests.

E6.7 City Environment Standards Division personnel will perform a maximum of two total solids tests for each Bidder to confirm digested influent sludge content.

E6.8 A tour of the Sludge Dewatering Facility will be provided.

E7. POLYMER PERFORMANCE REQUIREMENTS

- E7.1 The polymer shall meet the following performance criteria.
- (a) Solid Content of Dewatered Sludge Cake 22% minimum (Dry Weight)
 - (b) Suspended Solids in Centrate 1500 mg/litre(Milligrams per litre) maximum

E8. FULL SCALE TESTING

- E8.1 The City may conduct a full scale test after the Bid Opportunity closing date during the month of January 2008.
- E8.2 Testing dates are dependent on plant operation and will be confirmed following the Bid Opportunity closing date.
- E8.3 Polymer used during the full scale testing shall be paid for by the City at the quoted unit price in the Bid Opportunity Submission. Expected polymer consumption during the full scale testing is the equivalent of 700 - 800 kilograms of 100% active ingredient polymer.
- E8.4 Arrangements for delivery of polymer will be made by Contract Administrator.
- E8.5 The full scale testing will be scheduled as follows:
- (a) Day 1 Polymer preparation and conditioning. From 0900 to 1500 hours the Bidder together with the plant operators will conduct polymer dosing tests using methods in accordance with normal plant operations. The plant operators will adjust the dosing rate as recommended by the Bidder.
 - (b) Day 2 By 0730 hours the supplier shall advise the dewatering plant senior operator of the recommended polymer dosage rate to be used for the remainder of the full scale evaluation. The final testing will be based on this recommended dosage rate.
 - (c) Day 2 to Day 4 The plant operators will evaluate the polymer and will conduct daily evaluation starting at 0800 hours in accordance with the following sampling procedures.
- E8.6 The sludge feed rate will be 12 to 14 litres per second.
- E8.7 Sampling Procedures
- (a) Feed - One composite sample, aliquots taken every 2 hours*.
 - (b) Polymer - One composite sample, aliquots taken every 2 hours*.
 - (c) Cake and Centrate - 4 individual grab samples taken every 2 hours*. Sludge cake will be analysed for total solids content. Centrate will be analysed for total suspended solids.
 - (d) *Grab samples will be taken at 0900, 1100, 1300 and 1500 hours.
- E8.8 The City will operate centrifuges and will monitor performance in accordance with normal plant operations. Bidders may be present during Day 2, 3 and 4 (between 1:00 p.m. and 3:00 p.m.) if they so desire, to observe the full scale testing but they will not be allowed to participate in actually operating the equipment. The Bidder shall communicate with the Contract Administrator or his designate as necessary.
- E8.9 The full scale testing may be terminated at any time at the discretion of the Contract Administrator.
- E8.10 The daily test results will be averaged arithmetically and the performance of the polymer will be evaluated on the basis of these averages.

- E8.11 If a full scale test is done the Bid Price used in the evaluation of the Bid Submission for award of the contract will be based on a formula determining the cost of producing one dry tonne of Dewatered Sludge using the hauling and disposal cost/wet tonne, a solids reprocessing cost/kg and the unit price bid for polymer/kg. Average polymer dewatering performance characteristics achieved during the full-scale test will be used in this evaluation.

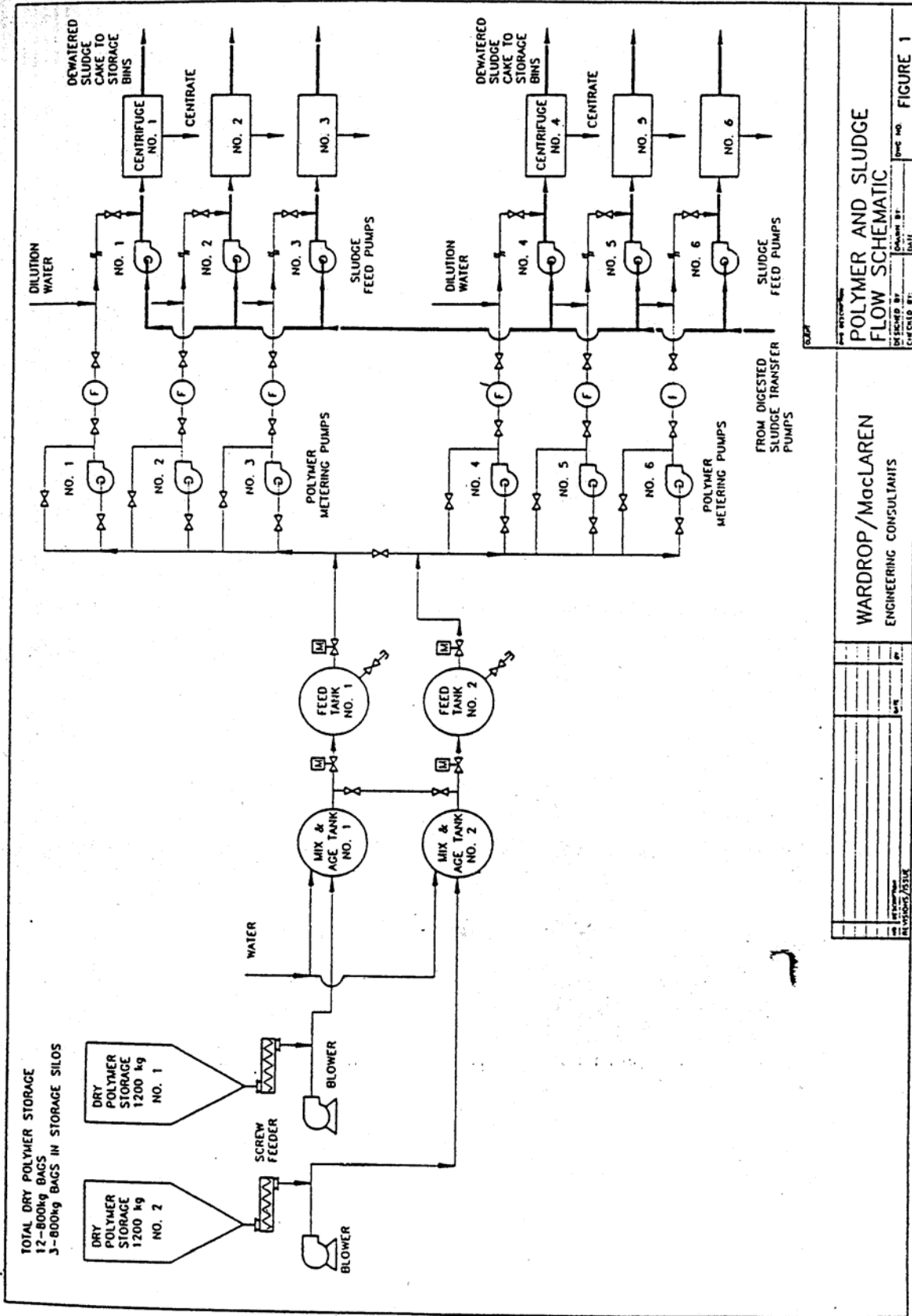
E9. SLUDGE DEWATERING FACILITY DESCRIPTION

- E9.1 The City of Winnipeg operates the NEWPCC, SEWPCC and WEWPCC treatment Plants. The NEWPCC is the largest plant and the only plant that has sludge digestion capabilities. Co-thickened primary and secondary sludge is hauled from the SEWPCC and from the WEWPCC to the NEWPCC for digestion and dewatering.
- E9.2 The sludge dewatering building at the NEWPCC has been designed to provide sludge dewatering based on processing sludge quantities from the three wastewater treatment facilities. The Bidder shall be aware the City will be upgrading the treatment plants and that by 2007 the treatment process at the NEWPCC may include the addition of metal salts (Ferric Chloride or Alum) for Biological Nutrient removal and, that the treatment process at the WEWPCC will be upgraded to achieve a decrease in the Nitrogen content and an increase in the Phosphorous content of the sludge. The contribution from the WEWPCC is approximately 10% of the volume of sludge treated at the NEWPCC.
- E9.3 The dewatering facility operates seven days/week on a twenty-four hour basis. Dewatered sludge is stored in enclosed sludge storage bins in the dewatering facility overnight when the dewatering operation is active but sludge hauling is not active. The dewatered sludge is loaded into trucks inside the building for transport to disposal.

E10. POLYMER HANDLING SYSTEMS

- E10.1 The dewatering facility has a dry polymer makeup system. A polymer and sludge flow schematic is shown in Figure 1.
- E10.2 The Contractor is responsible for ensuring that his polymer is compatible with the polymer equipment and systems at the NEWPCC Sludge Dewatering Facility.
- E10.3 Dry polymer is loaded into the stainless steel storage hopper by the City of Winnipeg personnel. When the plant control system calls for a new batch of polymer to be made up, the appropriate quantity of polymer is measured out by a screen feeder and pneumatically fed to a Jet Wet mixing head on top of the mix and age tank. Additional water is added to the mix and age tank and the polymer solution is aged for one hour before draining to the polymer feed tank. Polymer is pumped from the feed tank to the centrifuges as called for by the plant control system.

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POLYMER AND SLUDGE FLOW SCHEMATIC

WARDROP/MacLAREN
 ENGINEERING CONSULTANTS

PROJECT NO.	FIG. NO.	FIGURE 1
DATE	REVISED BY	DATE
DESIGNED BY	CHECKED BY	
DRAWN BY	DATE	