



QUOTATION

Item #L-27/22

Monitoring and Maintenance of the Landfill Gas Collection and Flaring System at the Eastview Landfill Site

Note: Bid Submissions will only be accepted via the City's online platform. Refer to Instructions to Bidders #5, Submission of Quotations, for further information.

A Site Visit will be held on Tuesday, November 22, 2022 . Refer to Instructions to Bidders #3 – Site Visit for further details.

**Monitoring and Maintenance of the Landfill Gas Collection and Flaring System
at the Eastview Landfill Site**

TABLE OF CONTENTS

Part A. – Instructions to Bidders

| | |
|---------------------------------------|---|
| 1. Definitions | 1 |
| 2. Enquiries | 1 |
| 3. Site Visit | 1 |
| 4. Pricing | 1 |
| 5. Receipt of Quotations | 1 |
| 6. Submission of Quotations | 2 |
| 7. Addenda | 2 |
| 8. Alternate Bids | 3 |
| 9. Withdrawal of Quotations | 3 |
| 10. Rejection of Quotations | 3 |
| 11. Award and Execution of Quotations | 3 |

Part B. – Supplemental Conditions

| | |
|---|---|
| A. Application | 4 |
| B. Local License Requirements | 4 |
| C. Schedule | 4 |
| D. Selection Process Criteria | 4 |
| E. Submittal Requirements | 5 |
| F. Insurance and Indemnification Requirements | 5 |
| G. Warranty | 5 |
| H. Contractor's Declaration | 5 |
| I. COVID-19 Requirements | 6 |

Appendix 1 – Specifications

Bid Form

The following information is available for download on the City of Brandon website (<https://purchasing.brandon.ca>):

1. Sample Agreement

PART A. - INSTRUCTIONS TO BIDDERS

1. DEFINITIONS

Where in the Quotation Documents where the singular or masculine are used, the same shall be construed as meaning the plural or the feminine or the neuter as the context may reasonably require, and where the following terms are used, the intent and meaning shall be, unless the context otherwise requires, as follows:

"Bidder" means any person submitting a Bid Submission for work, which includes but is not limited to vendor, supplier, firm, contractor, architect, consultant, proponent, or tenderer.

"Bid Submission" means an offer from a Bidder in response to a Bid Solicitation.

"City" means the Municipal Corporation of the City of Brandon.

"Contractor" means supplier, vendor, consultant or service provider who provides goods, services or construction to the City of Brandon.

"Contractor Personnel" means all individuals provided by the Contractor to perform services under the contract including employees, representatives, and consultants of the Contractor or subcontractor and any other individual for whom the Contractor is responsible for by law.

"Quotation Documents" means the Invitation to Bid, these Instructions to Bidders, Supplemental Conditions, the Bid Form, Specifications, and all Addenda.

2. ENQUIRIES

Administrative inquiries and requests for clarification of the Bid process shall be made to the Procurement Manager in writing at **purchasing@brandon.ca** and must be received not less than five (5) days prior to the date for closing of Bids.

3. SITE VISIT

A Site Visit will be held on Tuesday, November 22, 2022 at 9:30 a.m. at the Eastview Landfill, 765 - 33rd Street East. Sign-in will commence at 9:15 a.m. Meet at the administration building. Attendance at the Site Visit is not mandatory; however, all interested parties are encouraged to attend as this will be the only opportunity to view the sites. PPE of steel toed shoes is recommended but not required.

Attendees exhibiting any cold or flu-like symptoms upon arrival will not be permitted to participate in the Site Visit. Masks are not required but strongly recommended.

4. PRICING

Prices shall be in Canadian Funds and shall be the total cost to the City of Brandon, including all applicable Federal and Provincial Taxes, duties, license costs, fees, insurance, workers compensation, vacation pay and all other charges, costs and assessments with all items being F.O.B., Eastview Landfill, 765 - 33rd Street East, Brandon, Manitoba. It is the Bidder's sole responsibility to determine whether or not taxes are applicable.

5. RECEIPT OF QUOTATIONS

The Quotation must be received by the method indicated below before 5:00:00 p.m. local Brandon time, **Wednesday, November 30, 2022** to be accepted as a bona fide Bid Submission.

Bid Submissions must be received by the City before the stipulated closing time. Late Bid Submissions will not be accepted.

6. SUBMISSION OF QUOTATIONS

The Bidder shall submit his Quotation on original or unaltered copies of the Bid Form provided herein. Any information provided by the City on any form must not be altered by the Bidder unless instructed to do so by written Addenda. The Bidder shall initial and date each correction, change, and/or erasure on the Bid Form. The Bid Form shall be clearly signed by the Bidder and shall clearly indicate the address of the Bidder, the Bidder's telephone number, and the date on which the Bid Form was signed by the Bidder.

Bids submitted by a partnership shall be signed and sealed in the name of the partnership by the authorized signing and sealing officers of the company. The name of the company and the names of the company along with titles of the signing officers shall be clearly printed in the spaces provided on the Bid Form.

The Bid Submission shall be submitted to the City by the following method:

Via Online Bidding Platform (E-submission)

One (1) copy of an electronic Bid Submission in .PDF format shall be submitted via the "Submit Online Bid" link for the associated Bid Opportunity on the City of Brandon Purchasing & Tenders website: <https://purchasing.brandon.ca>.

The City utilizes an online bidding platform where electronic Bid Submissions may be submitted until the closing time indicated herein for receipt of Quotations.

The procedure for submitting electronic Bid Submissions can be viewed on the City's Purchasing & Tenders website or by clicking [here](#). Failure to follow the procedure as indicated may result in a Bid Submission not being received. Any failure or delay in the transmission or storage of an electronic Bid Submission is the sole responsibility of the Bidder and not of the City.

The City will ONLY accept electronic Bid Submissions uploaded to the City's online bidding platform. Electronic Bid Submissions sent via e-mail will **not** be accepted. If a Bidder encounters issues uploading an electronic Bid Submission, contact the City's Procurement Services Department at 204-729-2251.

A Bid Submission will only be considered to have been submitted once it has been received by the City in the online bidding platform. The time the Bid Submission is received shall be determined by the City's server time, which is linked to National Institute of Standards & Technology time. Bidders are advised the time the electronic Bid Submission is received is based on when the Bid Submission is received by the City's server.

A confirmation webpage will display advising the Bid Submission was submitted successfully and a confirmation email will be sent. Bidders should not consider their Bid Submission to have been submitted if the confirmation webpage does not display and a confirmation email is not received.

Bid Submissions received via the online bidding platform are held securely and are inaccessible by Procurement Services staff until after the stipulated closing date and time.

Mail, Courier, Hand Delivered, Facsimile or E-mail Submissions Are Not Accepted.

7. ADDENDA

The City shall have the right to amend the Quotation Documents prior to the date set for receipt of Bids. Revisions or clarifications will be issued in the form of Addenda forwarded to all registered recipients of the Documents. Verbal and other interpretations or clarifications will be binding only when confirmed by written Addenda. Bidders shall acknowledge receipt of all Addenda to the Quotation Documents in the space provided on the Bid Form. Failure to acknowledge all Addenda may cause the Quotation to be rejected.

8. ALTERNATE BIDS

Alternate Bid Submissions are accepted. A separate Bid Form offering an alternate may be attached to the Bid Submission, but a Bid Submission in the proper form must be offered complete and in no way be made conditional upon the terms contained in the separate Bid Form. A note "See Alternate Attached" may be added to the Bid Submission.

9. WITHDRAWAL OF QUOTATIONS

A Bidder shall be permitted to withdraw his Quotation, without penalty, if such request is received in writing by the Procurement Manager, prior to the time specified herein for receipt of Bids:

The City of Brandon
410-9th Street
Brandon, MB R7A 6A2

Ph: 204-729-2251
FX: 204-726-8546
E: purchasing@brandon.ca

The City shall retain the Quotation until after the time specified herein for the receipt of Quotations. The submission will be opened to verify that the name and signature of the person requesting the Quotation be withdrawn is the same as the name and signature of the person who submitted the Quotation. If the information is the same, the Procurement Manager will declare the bid withdrawn.

10. REJECTION OF QUOTATIONS

The City reserves the right to reject any or all Quotations, the City in its sole discretion may reject as non-compliant any Quotation which contains omissions, erasures; is ambiguous or unclear as to meaning or intent; is incomplete, illegible, conditional or contains a qualifier; contains any non-requested alterations or additions to the information provided by the City; is obviously unbalanced; or fails to comply sufficiently with the Instructions to Bidders. The City may, in its sole discretion, waive any and all defects, informalities, and accept any Quotation, as compliant, which it considers is in the best interest of the City of Brandon.

11. AWARD AND EXECUTION OF QUOTATIONS

The City reserves the right to cancel this Quotation at any time. The Award of the Quotation, if it is to be awarded, shall be made within sixty (60) calendar days of the date on which the Quotations were opened, unless an extension of the said sixty (60) days is mutually agreed upon in writing between one or more Bidders and the City. Should no award be made within the said sixty (60) days or within any mutually agreeable extension thereof, then all Bidders shall be relieved of any obligation to enter into a Contract.

The award of the Quotation will not be binding until the successful Bidder has received written notification of the award of the Quotation from the Procurement Manager of the City of Brandon. No other act of the City shall constitute an award of the Quotation. The award of the Quotation shall fall under the governing laws of the Province of Manitoba.

The lowest or any Bid will not necessarily be accepted.

PART B. – SUPPLEMENTAL CONDITIONS

The City of Brandon For Monitoring and Maintenance of the Landfill Gas Collection and Flaring System at the Eastview Landfill Site

A) Application

- A.1** The City of Brandon requires monitoring, maintenance and operational advice on the daily and ongoing operations of the Landfill Gas Collection and Flaring System at the Eastview Landfill Site located in Brandon, Manitoba.
- A.2** The contract will be for one (1) year term from January 01, 2023 to December 31, 2023, where upon it can be renewed for an optional one (1) year term thereafter, on similar conditions at the written request of the City and written acceptance of the Contractor. Include percentage increase/decrease for optional Year 2 on the Bid Form.
- A.3** The Contractor shall provide all the necessary material, equipment and labour to perform and complete the Work. Any travel, mileage, accommodations, meals, fuel surcharges, must be included in the Total Bid Price.
- A.4** The Contractor must comply with all Municipal, Provincial and Federal laws, codes and by-laws required by all authorities having jurisdiction over this facility and work being completed.
- A.5** Appendix 1 indicates the minimum specifications.

B) Local License Requirements

Any persons conducting business within the City of Brandon from a Brandon residential address must have a valid Business License. This includes agents from companies that are not based in Brandon but where the agent is conducting his/her business from a Brandon address. Non-compliance will result in rejection of a Bid.

All successful Bidders of construction or service work for the City of Brandon, whether Brandon-based or otherwise, must obtain a City of Brandon License. This is not applicable to suppliers from outside of the City who supply the City of Brandon with goods for the sole use of the City.

Any inquiries on the above should be directed to Municipal Licensing at 204-729-2230.

C) Schedule

The City of Brandon intends to evaluate the Quotations and provide recommendations to Procurement Services within one (1) week of Quotation closing.

D) Selection Process/Criteria

- a)** Cost; and
- b)** Completion date.

The City reserves the right to contact or interview any or all Bidders to clarify their Bid Submission.

The City will normally award contracts to the lowest competent Bidder meeting the required specifications. However, the City retains the right to reject any or all Bids and take into consideration past performance of bidders on similar contracts, both in and out of the City and such other factors the City considers relevant including the timing of services to be provided.

E) Submittal Requirements

Limit the submittal to 8½"x11" pages. Failure to include the following information will render the Bid Submission non-compliant.

Please include the following:

- 1) Bid Form; and
- 2) Agreement changes (if any).

F) Insurance and Indemnification Requirements

Workers Compensation Number must be current and in good standing.

The Contractor shall be deemed the prime contractor for the project and is solely responsible for construction and public safety at the site and for securing the site at all times to prevent public access. The Contractor shall carry out the work in accordance with the construction safety code in force at the place of work and in accordance with the applicable Workplace Safety and Health Act Regulation for Manitoba. The Contractor shall insure that when work is stopped, the Contractor leaves the Site in a safe and secure manner. At the discretion of the Director of Public Works or their designate, may require additional safety precautions over and above the codes during the construction.

The Contractor shall at their own expense obtain Comprehensive General Liability (Occurrence form) policy written in the Contractor's name and including the City of Brandon as an additional insured in the amount of not less than \$2,000,000 (two million dollars) inclusive for bodily injury and/or property damage for any one occurrence or series of occurrences arising out of one cause. Legal or defence costs incurred in respect of a claim or claims shall not operate to decrease the limit of liability. A Certificate of Insurance shall be provided prior to commencing work.

G) Contractor's Declaration

The Contractor declares that in bidding for the Work and in entering into a Contract with the City, they are aware of any Orders issued under section 67 of the Public Health Act in response to the ongoing COVID-19 Pandemic, and has taken all necessary steps to ensure compliance with said Orders. The Contractor shall adhere to any COVID-19 procedure and/or protocols by the City that may exceed the requirements set forth in the aforementioned Orders while on City property. The Contractor shall regularly check the Province of Manitoba COVID-19 webpage <https://Manitoba.ca/covid19> for updates and ensure compliance with any future Orders.

The Contractor also declares that in bidding for the Work and entering into a Contract with the City, they shall adhere to any requirements set forth by the City that may exceed the requirements in the Orders issued under section 67 of the Public Health Act in response to the ongoing COVID-19 pandemic.

All public health orders related to COVID-19 procedures and/or protocols are the responsibility of the Prime Contractor. As the Prime Contractor, the Contractor shall ensure any Contractor's Personnel are also in compliance.

H) COVID-19 Requirements

The City reserves the right at any time to perform random audits to ensure the Contractor and the Contractor's Personnel are in compliance with the City's requirements.

Any and all costs associated with compliance to the City's COVID-19 requirements while performing the Work are to be borne by the Contractor.

Safety Measures

The Contractor and Contractor's personnel are required to reduce safety hazards associated with COVID-19 transmission and infection such as but not limited to providing personal protective equipment (PPE), physical distancing, and monitoring for symptoms.

The Contractor is responsible for notifying the City of any positive COVID-19 cases of the Contractor or Contractor's Personnel while engaged in the Work in order to support contract tracing.

APPENDIX 1

SPECIFICATIONS ITEM #L-27/22

Monitoring and Maintenance of the Landfill Gas Collection and Flaring System at the Eastview Landfill Site

The following specifications are the minimum specifications acceptable by the City. Actual specifications may exceed these specifications. Should the quote have additional features that are not in the specifications, include them with the Bid Submission so the Quotation can be fairly evaluated.

A. BACKGROUND

The City of Brandon (the City) requires a Consultant experienced in all aspects of landfill gas management systems to provide monitoring, maintenance and operational advice on the daily and ongoing operations of the Landfill Gas Collection and Flaring System (the System). The System is located at the Eastview Landfill Site (765 33rd Street East), in Brandon, Manitoba and has been in operation since January 2012.

The Consultant will be responsible for providing the City of Brandon a firm price for the associated maintenance and monitoring work related to the Landfill Gas Collection and Flaring System. Current operational hours of the landfill are Monday to Friday 8:00 a.m. to 7:45 p.m. (April 01 – September 30) and 8:00 a.m. to 4:45 p.m. (October 01 – March 31).

B. SYSTEM INFORMATION

B.1 Landfill Gas Collection System

- B.1.1 The landfill gas collection system is the portion of the system that extracts landfill gas from waste and conveys it to the mechanical and flaring system.
- B.1.2 With the exception of cells 3, 5 & 6 on the eastern side of the site, the existing collection is installed in Cells 1 through 12 and consists of vertical extraction wells connected by a network of buried piping.

B.2 Landfill Gas Mechanical and Flaring System

- B.2.1 The mechanical and flaring system provides the necessary vacuum to extract and combust landfill gas from the wellfield in an open-style candlestick flare.
- B.2.2 The mechanical system is housed within a modified 40-foot shipping container and consists of a 20 horsepower (HP) centrifugal blower to convey the landfill gas, an inlet moisture separator to filter condensation and particulates from the gas, and a 7.5 HP air compressor to provide pneumatic power to automatic shutoff valves and a pump drain trap (PDT) in the wellfield.
- B.2.3 Condensate removed by the moisture separator is drained to a concrete chamber located with the flaring compound, from which it is pumped to the sanitary sewer system for treatment at the City's Waste Water Treatment Plant (WWTP).
- B.2.4 The candlestick is equipped with a propane pilot fuel train and a thermocouple to continuously measure flame temperature. Both the mechanical system and flare have a minimum gas handling capacity of 1,190 m³ (700 cfm).

B.3 Monitoring and Control System

- B.3.1 The monitoring and control system controls the mechanical and flaring system during start-up, routine operations, and routine or emergency shutdowns.
- B.3.2 The control system consists of a programmable logic controller (PLC) connected to a Microsoft Windows based application.

B.4 A layout of the existing collection system along with a copy of the as-built for the mechanical and flaring system will be provided to the Consultant upon award.

B.5 The following items should be considered when responding to this Quotation:

- B.5.1 Current age and condition of the current infrastructure
- B.5.2 New technologies that may be developed.
- B.5.3 Future expansion of the System
- B.5.4 Projected waste generation rates of the landfill site

B.5.5 Current industry best practices

C. SCOPE OF WORK

C.1 The Consultant is expected to perform all duties required to maintain and operate the System on an ongoing basis while providing advice and feedback on any items that may need to be completed in the short or long term that are outside the scope of work.

C.2 Data/Information Compilation

The following information required to complete the work for the monitoring and servicing of existing landfill gas infrastructure or equipment or for the purchase during the contract period will be provided to the Consultant upon award:

- C.2.1 Environment Act Licence No. 3149
- C.2.2 Site drawings and maps
- C.2.3 Previous reports and studies
- C.2.4 Current waste generation data

C.3 Monitoring Requirements:

- C.3.1 Provide feedback based on the daily monitoring of the system as it is electronically acquired.
 - C.3.1.1 Ensure that monitoring systems are compatible with the current system and all information is backed up; or
 - C.3.1.2 Develop a SCADA system to gather and monitor information and control equipment in real time.
 - C.3.1.3 The systems required to be monitored include:
 - i. Landfill Gas Collection Wellfield. Monitoring frequency: monthly.
 - ii. Mechanical System. Monitoring frequency: monthly
 - iii. Remote Mechanical System. Monitoring frequency: weekly
 - C.3.1.4 The monitoring of the mechanical system should record the following data at a minimum:
 - i. Volume of landfill gas collected and flared
 - ii. Composition of landfill gas and temperature
 - iii. Flare operating times
 - iv. Blower operating times
 - v. Landfill gas flow rate
 - C.3.1.5 The Consultant shall attend the site, at minimum, once per month.
- C.3.2 Monthly monitoring of the gas collection system at each individual well with the following minimum parameters at a minimum.
 - C.3.2.1 Measurement of gas concentrations
 - C.3.2.2 Vacuum levels
 - C.3.2.3 Flow
 - C.3.2.4 Temperature
- C.3.3 Quarterly measurement of water levels in the gas wells
- C.3.4 Scheduled Maintenance
 - C.3.4.1 Maintenance will be completed on the wellfield system, mechanical equipment, gas analyzer and monitoring systems.
 - C.3.4.2 Complete scheduled maintenance activities in accordance with the manufacturers recommendations
 - C.4.4.2.1 All replacement parts and maintenance activities must be designed and approved to meet the most current landfill gas code (CAN/CGA-B105-M93)
 - C.3.4.3 All required maintenance item items would be conducted and documented as required and available for review in order to meet conditions of the Manitoba Conservation Approval for the site.
 - C.3.4.4 Maintenance that is not part of the Scope of Work includes:
 - C.3.4.4.1 Any major repairs to the System that require excavation such as repairing/replacing sagging buried pipes, repairing/replacing collapsed wells or drain traps, or repairing damaged encasements due to settlement.
 - C.3.4.4.2 Capital improvements to the flare and blower building and

equipment, including blower overhauls.

C.4 If repair work or capital improvements outside the scope of work is required, authorization must be provided in writing by the City prior to beginning the additional repair work. The City reserves the right to publicly advertise any additional repair work if deemed in the best interest of the City.

C.5 The Consultant to provide detailed information on warranties for equipment and installation of the equipment.

D. PERSONNEL

D.1 All personnel anticipated to complete the Work related to the contract shall have experience with landfill gas system and any relevant certifications. The City reserves the right to request proof of certification of personnel performing the Work.

E. DELIVERABLES

E.1 Preparation of the annual report in accordance with the EAL No. 3149 by March 01 annually.

F. REFERENCES

F.1 Provide on the Bid Form, contact information for three (3) references for whom you have provided same or similar services. The City reserves the right to contact the references provided.

G. AGREEMENT

G.1 The Consultant shall sign an agreement with the City. A sample agreement has been provided for reference. Bidders are advised to review the agreement and include any proposed changes in the Bid Submissions. No modifications to the agreement will be entertained after award.

**CITY OF BRANDON
BID FORM**

QUOTATION: Item: #L-27/22

SUBJECT: Monitoring and Maintenance of the Landfill Gas Collection and Flaring System
at the Eastview Landfill Site

CLOSING DAY: 5:00:00 pm local Brandon time, Wednesday, November 30, 2022

I, _____ representing _____
(Name) (Company Name)
of _____
(Mailing Address) (City) (Province) (Postal Code)

(Phone Number) (Fax Number) (G.S.T Registration Number)

Email Address: _____

I am authorized to bind the corporation and do hereby submit this as my price on the above-noted item.

The total amount of my bid price, in Canadian Funds, including all duties and applicable fees, F.O.B., Eastview Landfill, 765 - 33rd Street East, Brandon, Manitoba, Canada is:

Monitoring and Maintenance of the Landfill Gas Collection and Flaring System at the Eastview Landfill Site

| | |
|------------------------|-----------------------------|
| Base Price | \$ _____/year |
| Plus (5%) G.S.T. | \$ _____ |
| Plus (7%) MB R.S.T. | \$ _____ (where applicable) |
| TOTAL BID PRICE | \$ _____/year |

Optional Year 2 price increase/decrease: _____%

Workers Compensation Board No. _____ (must be current and in good standing)

Contact information for three (3) references whom you've provided the same or similar service to:

| | |
|---------------------|---------------------|
| Company: _____ | Company: _____ |
| Contact Name: _____ | Contact Name: _____ |
| Contact #: _____ | Contact #: _____ |

Company: _____
Contact Name: _____
Contact #: _____

(Bidder to Initial)

Note: Review Section E Submittal Requirements to ensure all documentation is submitted.

We hereby acknowledge receipt of the following Addenda to the Quotation Documents:

| | |
|--------------------|---------------------|
| Addendum No. _____ | Date Received _____ |
| Addendum No. _____ | Date Received _____ |
| Addendum No. _____ | Date Received _____ |

| | | |
|-------------|--------|-----------------|
| _____ | _____ | _____ |
| (Signature) | (Date) | (Witnessed by)* |

I am authorized to bind the Corporation

Print Name of Witness

*This document must be witnessed to be compliant.