

## APPENDIX A – SUBMISSION FORM

### REQUEST FOR PROPOSALS No. 21-031

#### GNPCC Dewatering Polymer

#### SUBMISSION FORM

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Please provide pricing in Canadian Dollars, including delivery fees, but excluding any taxes, F.O.B. destination to:

#### Greater Nanaimo Pollution Control Centre

4600 Hammond Bay Road

Nanaimo, BC, Canada, V9T 5A8

#### Required Pricing Information (exclusive of GST/PST)

#	Name of Polymer	Description	Unit Price / kg
1			
2			
3			
4			

Please also attach Safety Datasheets (SDS's) for all products listed above.

#### Required Pricing Information Terms and Conditions:

- Rates quoted by the proponent must be all inclusive and include all labour and material costs, all travel costs, insurance costs, costs of delivery, installation, and set up including any pre-delivery inspection charges, and all other costs for provision of the product to the RDN's facilities.
- The quantities provided are estimates only based on historical averages and will be used to compare bids. Actual quantities ordered may be depending on operational need.
- The Regional District of Nanaimo reserves the right, in its sole discretion, to award all of the items, some of the items, or none of the items. The lowest, or any bid, may not necessarily be accepted.
- Pricing is in Canadian Dollars and fixed for a period of 3 years from the date of notification of award.
- The RDN does not pay fuel surcharges.

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**Technical Criteria:**

**1. Client References** (please enter responses directly into Table below)

**Provide contact information of 3 current municipal customers for each polymer proposed in the Table below. References need to be provided for each polymer recommended.** *Preference will be provided to municipal references from current clients at wastewater treatment plants with a similar dewatering process to GNPCC.*

Name of Polymer	Organization	Telephone	Email

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**IMPORTANT NOTE:** Enter responses directly into the Submission Form. Completed and signed Submission Form must be submitted by email to [wwdewpolymer@rdn.bc.ca](mailto:wwdewpolymer@rdn.bc.ca) before the Closing Time.

The final Submission Form must be signed. Proponents have the choice of using an e-signature, or to print off the filled-out form, sign, and send in a scanned version by email. If sending in a scanned version, please ensure to open the form to ensure all pages scanned properly.

Respondents can also submit background material to provide further detail pertaining to the questions. Please keep background material concise in nature (maximum of 5 pages of background material preferred)

**2. Use of Polymer in Similar Wastewater Applications** *(see submission instructions above)*

(i) Provide a list of wastewater treatment plants which currently use the polymers identified. How the use of the polymers at these treatment plants like the proposed use at GNPCC?

(ii) What are the advantages of each of the polymers you recommend in comparison to other polymers in the market?

(iii) Explain how your polymer would be compatible with the RDN's existing dewatering and chemical delivery equipment.

(iv) What is your packaging size (see Section 3.0)? Can you deliver in a 750 kg container (supersac) size? If not, how would your proposed packaging size be compatible with the RDN's existing equipment.

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**3. Company Experience and Qualifications** *(see submission instructions on page 3 of Submission Form)*

(i) Provide a brief description of your company.

(ii) Provide an executive summary describing the Proponent's relevant experience and qualifications in delivering services like those required in this RFP.

(iii) Provide relevant background and experience of all key personnel involved in providing the deliverables including any subcontractors.

**4. Quality Control and Service Level Commitments** *(see submission instructions on page 2 of Submission Form)*

(i) Detail product quality control measures.

(ii) Provide details on product ordering and delivery services.

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**4. Quality Control and Service Level Commitments** (continued) *(see submission instructions on page 3 of Submission Form)*

(iii) Provide service level commitments for request response times and lead time upon initiation of order to product delivery.

(iv) What is the shelf-life of the product?

**ACCEPTANCE:**

The undersigned has examined REQUEST FOR PROPOSAL 21-031 and having full knowledge of the requirements of the Owner, do hereby agree to be bound by the Terms, Conditions, Statements and Representations contained herein:

Company Name & Mailing Address:

Phone No:

Contact Name:

Email:

Signature:

E-signatures may be used. Another option is to print, sign, and send in a scanned copy of the form.

Date: