



DISTRICT OF PORT HARDY

REQUEST FOR QUOTATIONS

Airport Plant Blower Replacement

Reference No. 1220-20-625-2026

1 INTRODUCTION

The District of Port Hardy is seeking qualified Suppliers to submit quotations for a replacement blower for our Airport Wastewater Treatment Plant.

2 INSTRUCTIONS TO PROPONENTS

2.1 SUBMISSION

The Quotation will be accepted electronically by e-mail to tenders@porthardy.ca with the subject line marked "DPH Airport Plant Blower Replacement RFQ 1220-20-625-2026" in the subject line.

Quotations must be received on or before the Closing Time of 2:00 pm, June 11th, 2026.

3 SCOPE OF WORK

3.1 PROJECT SUMMARY

The anticipated scope of the project is to supply an industrial grade air blower capable of supplying adequate volume of air to an aeration basin and sludge holding tank at the Airport Wastewater Treatment Plant. Specific elements of the work will include but not being limited to are detailed in the attached report "2023-12-20 Port Hardy Airport WWTP Tech. Memo_md_dr.pdf".

3.2 KEY DELIVERABLES

Key deliverables to be provided of the Work will include:

1. Air blower (Centrifugal or Rotary Lobe)
2. Motor capable of being operated by Variable Frequency Drive (VFD)
3. Inlet filter, isolation valve, flexible couplings
4. Service manuals and warranty information
5. Wiring diagram
6. Performance curves
7. Commissioning Trip

3.3 INFORMATION TO BE PROVIDED BY THE DPH

Copies of "2023-12-20 Port Hardy Airport WWTP Tech. Memo_md_dr.pdf" will be made available.

PROPOSAL EVALUATION

The District will first check proposals against the mandatory requirements. Proposals not meeting all mandatory requirements will be rejected without further consideration. Proposals that meet all the mandatory requirements will then be assessed against the criteria for assessment.

Only the information contained in the proposal will be used to evaluate the proposal. There will not be an opportunity to make a presentation to the evaluation committee beyond the information contained in the proposal.

The possibility of actual or perceived conflict of interest or lack in independence will be considered. If, in the opinion of the District a reasonable person would perceive there to be a

conflict of interest or lack of independence on the part of the Proponent, the proposal will be rejected.

The District, at its sole discretion, reserves the right to:

- Reject any or all Proposals whether complete or not;
- Reject any Proposal it considers not in its best interests;
- Waive any minor irregularity or insufficiency in the document submitted;
- Not be liable for misunderstandings or errors;
- Contact references provided by the Proponents;
- Retain independent persons or contractors for assistance in the evaluations;
- Request points of clarification to assist the District in evaluating;
- Negotiate changes with the successful Proponent; and
- Withdraw the Request for Quotations

MANDATORY REQUIREMENTS

The following are mandatory requirements. Proposals not clearly demonstrating that they meet them will receive no further consideration during the evaluation process.

- The proposal must be received by the closing date and time.
- The proposal must be signed by a person authorized to sign on behalf of the Proponent.
- The proposal must be in English.
- The Proponent must provide written confirmation of the Proponent's independence and that the Proponent has no conflict of interest with respect to the public body.

CRITERIA FOR ASSESSMENT

Proposals meeting the mandatory requirements will be assessed against the criteria and weighting noted below:

Methodology and Approach – 30 %

Consideration is given to whether the proponent has effectively addressed each aspect of the Request for Proposals, thoroughly understood the requirements of the Request for Proposal, chosen a suitable approach, and identified problem areas.

Capability and Experience of Consultant/Firm and Team – 30%

An organizational overview of the consultant firm, including the experience and current capabilities of its partners, managers and staff, relating to an outline of the responsibilities that will be assigned to each team member proposed, and information regarding any additional staff or sub-contractors required by the firm to complete the project, including resumes, experience, and tasks to be assigned to any sub-consultant; and

The proposed team's experience with previous projects of a similar or relevant nature, particularly with projects in cooperation with local government; and

Policies on notification to clients of changes in key personnel.

Pricing – 20%

The total project cost, **excluding taxes**, for the requested work shall be provided, including cost breakdowns as follows:

- Principal consultant fees – hourly rate and estimated hours required to complete project.
- Sub-consultant fees, if any – total amount allocated for sub- contracted work.
- Travel costs – total amount allocated for travel.
- Other out of pocket costs, if any.

Timeline – 20%

The proponent's availability of resources and workplan must clearly demonstrate project completion.