



## **M.D. of Provost No. 52**

### **2019 Septic/Wastewater Services R.F.P.**

The MD of Provost #52 is currently accepting bids for septic/wastewater services for the 2019 camping season at *Shorncliffe Lake* and *Capt Ayre Lake*.

#### **Scope:**

Scope of the contract, which will commence upon award of this tender and conclude in October, 2019 is to encompass the removal and appropriate disposal of all waste and wastewater accumulated in public facilities within the boundaries of Shorncliffe Lake Park. This contract will not apply to private services or requests for service undertaken by cabin owners on leased lots.

The public services in question consists primarily of two shower houses with holding tanks at each lake, each tank holding up to 2,500 gallons. In addition, there are numerous portable sanitation facilities throughout the park with holding tanks, the exact number of which may vary according to specific functions but will generally not number fewer than 6.

Requests for service will be as needed and are initiated at the discretion of the Park Caretaker. Typical volume at time of request may include a volume of waste up to 5,000 gallons, which will be used as a benchmark for rate determination as defined under the "Rates" section of this document.

Given the nature of the facilities in question and given that volume of service is premised entirely on public usage over which the MD has no control, there is no way to predetermine the exact volume of service which may be required. However, past involvement indicates an average of 65-75 hours throughout the course of the contract period.

The successful bidder will be determined by Council at its sole discretion, said determination being made in consideration of but not necessarily limited to the following weighted evaluative criteria:

#### **1. Rates: 60%**

Applicants are requested to present a clearly defined fee schedule, in accordance with whichever billing format they deem appropriate or utilize as a standard practice (i.e. rate per load/rate per hour/etc.).

For example, if billing is done per load, truck volume and anticipated number of trips to fulfill one approximate full cycle (5000 gallons) must be included. Conversely, if an hourly rate is presented for consideration, a reasonable estimate of necessary time allocation to fulfill the same obligation (5,000 gallons) must be presented

Furthermore, any additional fees (such as mileage, dumping fees, etc.) must also be included for consideration.

Any rates presented as per the above, or any rates attendant to the above, *must* include all relevant data necessary to determine an approximate cost per gallon, which is to be calculated and submitted by the applicant.

## **2. Experience and Capacity to Execute: 20%**

Applicants are required to submit at least two references, including contact information, which demonstrate capacity to fulfill service requirements of a nature equivalent to or exceeding the scope of the proposed contract.

Applicants are also required to demonstrate a capacity to dispose of waste collected under the proposed contract in a manner which is not only compliant with all existing statutes and regulations, but also is in accordance with any fee schedules present in Section 1, above.

References will be contacted and verified by the MD at its sole discretion.

## **3. Availability : 20%**

Applicants are required to disclose any existing contractual obligations and/or workload which may inhibit, impede or otherwise unduly obstruct service of a regular or emergency nature, including but not limited to a disclosure of typical or average travel time upon receipt of an emergency service call.

Applicants are also required to indicate weekend/after-hours availability in case of emergency.

Determinations of acceptability and relevant weighting will be made by the MD at its sole discretion.

**Bids are to be submitted in a signed, sealed envelope addressed to:**

**Tyler Lawrason  
Administrator  
MD of Provost No. 52  
Box 300, Provost AB  
TOB 3S0**

**Bids will be accepted until 12:00 noon on Tuesday, April 9<sup>th</sup>, 2019.**

**A decision will be made by Council at its regular meeting of April 11<sup>th</sup>, 2019 and applicants will be advised of Council's decision as soon as is possible.**