

APPENDIX A – SUBMISSION FORM

REQUEST FOR PROPOSALS No. 23-053
FCPCC Wastewater Treatment Chemicals
SUBMISSION FORM

Page 1 of 6

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

French Creek Pollution Control Centre
957 Lee Road
Parksville, BC, Canada

Required Pricing Information (exclusive of GST/PST) – *please only include what your firm can supply.*

Product	Recommended Product	Description	Unit Price (\$/kg)	Recommended Dosing Rate (kg/dry ton solids)
FCPCC Dewatering Polymer				
FCPCC Waste Biological Sludge Polymer				

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 transport costs, insurance, costs of delivery, installation, and all other costs to supply 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 vary depending on operational need. The RDN does not guarantee or warrant any volume of orders per year.
- The Regional District of Nanaimo reserves the right, in its sole discretion, to award all 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 one year from the date of notification of award.
- The RDN does not pay fuel surcharges.

REQUEST FOR PROPOSAL No. 23-053
FCPCC Wastewater Treatment Chemicals
SUBMISSION FORM

Page 2 of 6

Technical Criteria:

1. Client References (please enter responses directly into Table below). References may be contacted to allow the evaluation team to obtain more information on use of the polymer in similar process applications, quality, and service level commitments.

Provide contact information of 3 current wastewater customers for the recommended polymer in the Table below. *Provide references from customers that are using their recommended product from a wastewater treatment process. If the product has been specifically formulated for use in the, provide references from customers using products of a similar nature as proposed.*

Please only provide information for products which can be supplied by your firm:

Name of Product	Organization / Reference Name	Telephone	Email
FCPCC Dewatering Polymer			
FCPCC Waste Biological Sludge Polymer			

REQUEST FOR PROPOSAL No. 23-053
FCPCC Wastewater Treatment Chemicals
SUBMISSION FORM

Page 3 of 6

IMPORTANT NOTE: Enter responses directly into the Submission Form. Completed and signed Submission Form must be submitted by email to alimpus@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 products identified. How the use of the products similar to their proposed use at FCPCC?

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

(iii) Explain how your products would be compatible with the RDN's existing chemical delivery and mixing equipment? Provided details for all the chemicals your firm is proposing to supply.

(iv) What is your packaging size (see Section 3.0)? Can you deliver according to the preferred package (see Table in **Section 3.0 5. Incumbent Products, Estimated Consumption, and Packaging and Typical Order Size**) If not, how would your proposed packaging size be compatible with the RDN's existing equipment?

REQUEST FOR PROPOSAL No. 23-053
FCPCC Wastewater Treatment Chemicals
SUBMISSION FORM

Page 4 of 6

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 3 of Submission Form)*

(i) Detail product quality control measures.

(ii) Provide details on chemicals ordering and delivery services. How will firm ensure uninterrupted supply of this product to ensure stability of the wastewater treatment process?

REQUEST FOR PROPOSAL No. 23-053
FCPCC Wastewater Treatment Chemicals
SUBMISSION FORM

Page 5 of 6

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 times upon initiation of order to delivery.

(iv) What is the shelf-life of each of the recommended chemicals?

(v) What is your return policy for each product? Provide information on payment for return freight and whether restocking fees would apply.

5. Sustainability

(i) Does your firm allow for return of empty containers?

ii) Describe any sustainable processes/technologies employed during the production process?

iii) How does your firm reduce greenhouse gases from the transport of the chemicals?

REQUEST FOR PROPOSAL No. 23-053
FCPCC Wastewater Treatment Chemicals
SUBMISSION FORM

Page 6 of 6

ACCEPTANCE:

The undersigned has examined REQUEST FOR PROPOSAL 23-053 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:

Note: Jar Test Report must be attached to Submission (see Appendix B for Sample Report)