



## REQUEST FOR PROPOSALS

### Lagoon Force Main Service Connection

#### **1. INTRODUCTION**

The Town of Wadena, located at 102 Main Street North, Wadena Saskatchewan, S0A 4J0, is soliciting Proposals from interested and qualified bidders for the management, design, planning and installment of a lagoon force main service port. The purpose of this project is to allow for line jetting, camera inspections, and line blow out on the lagoon force main.

#### **2. PREPARATION OF PROPOSALS**

2.1. Proposals will be received in hard copy or electronically.

2.2. For Hard Copy Proposals:

2.2.1. Envelopes containing Proposals shall be labeled as stated on cover page and must be presented so that they may be easily identified as containing a Proposal. Envelopes must include the following:

2.2.1.1. Wadena Lagoon Force Main Service Port.

2.2.1.2. Name and address of proposer.

2.2.1.3. Addressed to:

Att: Alyshia Neuman  
Town of Wadena  
102 Main St N  
Box 730  
Wadena, SK  
S0A 4J0

2.3. For Electronic delivery:

2.3.1. Email Address – Alyshia Neuman  
[wadenapw@sasktel.net](mailto:wadenapw@sasktel.net)

2.3.2. Enter "Wadena Lagoon Force Main" in the subject line.

#### **3. GENERAL SCOPE OF WORK**

3.1. Scope of Services and Responsibilities to be defined:

3.1.1. The Contractor must supply, design, and install a service port entry for a lagoon force main connection.

3.1.2. Service Port must include a cleanout port.

3.1.3. Service Port must include a pre-cast manhole entry.

#### **4. PROPOSALS SHALL INCLUDE:**

4.1. Proposals must include the following information:

4.1.1. Cover letter stating interest in project with signature of duly authorized principal.

4.1.2. Technical qualifications of all individuals involved.

4.1.3. Evidence of License to work in the Province of Saskatchewan.

4.1.4. Proof of registration with the recognized Saskatchewan Professional/Licensing Association.

4.1.5. Proposed methodology for project.

4.1.6. Cost of services breakdown.

- 4.1.7.Travel and any other related or applicable project cost that the Contractor will apply to the Town for the completion of this project
- 4.1.8.Proposed dates for work to commence and be completed by.
- 4.1.9.Three references, complete with name, position title, direct phone number and email address of representative from a community where the Contractor has done similar work as is being considered by the town of Wadena.
- 4.1.10. Warranties on work and products.

## **5. EVALUATION OF PROPOSALS**

- 5.1. Proposals will be generally evaluated based on:
  - 5.1.1.Total Price exclusive of taxes.
  - 5.1.2.Ability to meet the required specifications;
  - 5.1.3.Number of weeks to complete the job
  - 5.1.4.Prior experience specific to this type project.

## **6. GENERAL INFORMATION**

- 6.1. Proposals will be received by the Town of Wadena, until 4PM (insert date here). Proposals received after the time and date stated will not be accepted.
- 6.2. Access to the work site and area, prior to proposal closing date, can be arranged for between the hours of 8:00 AM and 3:00 PM, Monday until Friday by arranging scheduled times with Alyshia Neuman at 306-338-7572.
  - 6.2.1.Town staff will be in attendance for all on site visits.
  - 6.2.2.Bidders enter at their own risk.
  - 6.2.3.The Town of Wadena is not responsible for illness, injury, or death of anyone entering this project.
- 6.3. All proposals shall remain open for 60 days for purposes of internal review.
- 6.4. Contractors will be required to obtain or have a current year business licence to undertake work in the Town of Wadena.
- 6.5. Contractors must have demonstrated prior experience in assessing similar facilities in accordance with applicable codes, standards, rules, and regulations.
- 6.6. The Town reserves the right to not accept any proposal at its sole and unfettered discretion.
- 6.7. It is expected that all work shall be done of the highest quality in accordance with best trade practice, and to the sole satisfaction to the Town.

**For inquiries or further information, please contact.**

Alyshia Neuman, Manager of Works and Operations  
Town of Wadena, SK  
[wadenapw@sasktel.net](mailto:wadenapw@sasktel.net)  
1-306-338-7572