



LADYSMITH

Infrastructure Services

Request for Proposals

No. 2023-IS-06

Compost Control System and Equipment

For further information
please contact:

Shawn Baker

Utilities Treatment Supervisor

Phone: 250-924-1302 ext.102

Email: sbaker@ladysmith.ca

RFP Issue Date: **September 26, 2023**

RFP Closing Date: **October 19, 2023 2:00 pm,**

RFP Opening: **October 19, 2023 2:15 pm,**

Location of Bid Opening: **Ladysmith City Hall**



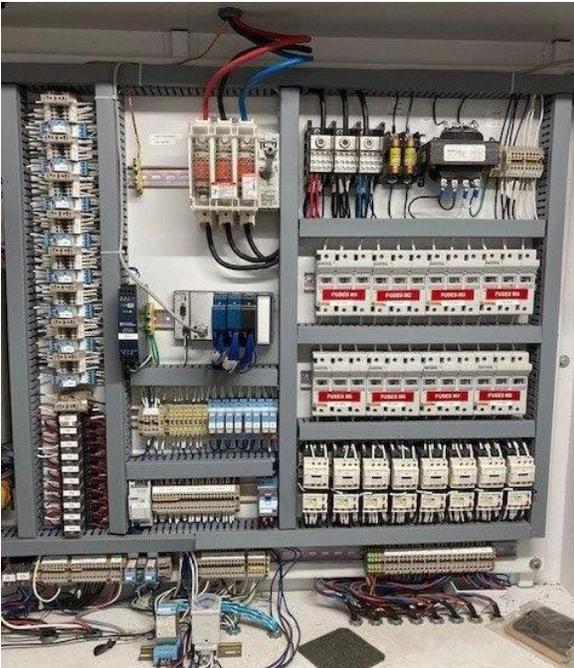
1. Introduction

The Town of Ladysmith operates an enclosed composting process for the bio-solids produced from their community. It consists of two 52 meter aerated channels. The two channels each have four aerated zones. The composting process includes the feedstock pre-processing where the feedstock is blended to achieve a mix with desired overall characteristics. The heat produced from the composting process kills pathogens, and drives off significant amounts of moisture, allowing the product to be screened efficiently (removing the wood chips) after the composting process. Screened product is then recycled by blending with fresh bio solids. The compost in the channels are mixed by an automated mixer that runs the length of the channels. Mixing moves the composted material down the channel three meters for each pass achieved.

To optimize the process the Town of Ladysmith is seeking proposals from qualified suppliers for the supply and installation of a comprehensive compost control system, including software, hardware, and accessories as outlined below. The control system must be able to record sludge loads through the process and temperature for each load or batch created as well as maintain temperatures and record daily logs set out by the *Organic Matter Recycling Regulation of B.C. (OMRR)*.



Aerial Photo



Existing Blower Controls



Available panel space

2. Required Project Deliverables

The scope of work for this project includes the supply and installation of the following equipment as described herein:

1. **Compost management control System software & computer:**
 - 1.1. Custom-designed HMI software for real-time monitoring and control.
 - 1.2. Capabilities for remote access & tablet integration.
 - 1.3. Eight wireless probe temperature monitoring and eight blower speed control.
 - 1.4. Automated system operation with adjustable settings and manual overrides.
 - 1.5. Creation of batch reports for each compost load.
2. **Control Panel Cabinet:**
 - 2.1. Centralized control panel linked to the compost management software.
 - 2.2. Individual control for each blower zone.
 - 2.3. Necessary electrical components and wiring to integrate with existing blower controls
3. **Heavy Duty Wireless Temperature Probes:**
 - 3.1. Dual temperature sensors per probe (preferred)
 - 3.2. Corrosion-resistant materials for durability.
 - 3.3. Replaceable/rechargeable batteries with expected life exceeding three months
 - 3.4. Modem/receiver for receiving data from wireless probe within the compost building.
4. **Start up Assistance and On-Site Training:**
 - 4.1. On-site installation and configuration.

- 4.2. On-site Training and commissioning for Ladysmith Compost staff on system operation and maintenance.

3. Response Content

All respondents should include the following information in their proposal

1. **Company Profile:** Provide an overview of your company, including its history, experience, relevant projects, and expertise in supplying and installing similar control systems.
2. **Technical Proposal:** Provide a detailed description of the proposed solution, including how it meets the technical requirements specified in the RFP. Highlight any unique features or advantages of your proposed system.
3. **Equipment Specifications:** Include a comprehensive list of the equipment, components, and accessories that will be supplied as part of the proposed system. Include technical specifications, model numbers, and any relevant details.
4. **Project Schedule:** Present a timeline outlining the key milestones, from order placement to system installation and training. Highlight any critical activities or dependencies.
5. **Cost Breakdown:** Provide a detailed breakdown of costs associated with each component of the proposed system. Include unit prices, quantity, discounts (if applicable), and the total cost. Any additional costs, such as shipping, insurance, travel to site and taxes, should also be clearly stated. Provide any additional subscription costs if applicable to any components included in the proposal.
6. **Delivery & Installation Plan:** Describe your plan for delivering the equipment to the Ladysmith Compost facility. Include information about packaging, handling, and any special considerations for transportation. Describe the installation service offered that is compatible with the Town's current electrical setup.
7. **References:** Provide references from previous clients for whom you have supplied and installed similar control systems. Include contact information for verification.
8. **Include any terms and conditions** associated with the proposal, such as warranties, support services, and any applicable guarantees.

As part of the submission review process, proponents may be required to present their proposal and approach to the Town staff. Proposals will be reviewed and evaluated by a committee comprised of Town staff. During the evaluation process any or all of the proponents may be asked for clarification by telephone or email.

4. Enquiries

All enquiries related to this “Request for Proposal” are to be directed to:

Contact person: Shawn Baker
Email: Sbaker@ladysmith.ca
Phone: 250-924-1302 ext.102

5. RFP Addenda

It is the responsibility of the proponents to check periodically for any addenda that may be issued by the Town of Ladysmith. Addenda will be posted on the Town of Ladysmith website (www.ladysmith.ca/city-hall/bid-opportunities) and on BC Bid.

6. Proposal Submission

Proponents are requested to submit their proposals **no later than 2:00pm on October 19, 2023** to the attention of:

Matt O’Halloran, Manager of Corporate Services
Town of Ladysmith
410 Esplanade - PO Box 220
Ladysmith, BC V9G 1A2
Email: bid@ladysmith.ca

Proposals must be submitted by email. The Town is not responsible for the timely receipt or adequacy of any electronic transmissions, and late receipt of proposals will be cause for rejection of a proposal.

All submissions must be clearly marked “**Request for Proposals No. 2023-IS-06**”.

The successful bidder will be required to obtain and provide proof of the following:

- A current business licence for operating in the Town of Ladysmith
- A Clearance Letter from WorkSafe BC that confirms they are registered and in good financial standing with WorkSafe BC
- Minimum \$2 million liability insurance with the Town of Ladysmith named as additional insured
- Federal, provincial and municipal permits when and where applicable

Submissions in response to this RFP will be opened privately at the Town of Ladysmith City Hall on **October 19, 2023 at 2:15pm**.

7. Proposal Evaluation

The Town will evaluate proposals based upon but not limited to, the following:

- Quality of the proposal
- Fee quote
- Principles of best value (see below)
- Demonstrated proven experience
- Accessibility and responsiveness
- Reference checks

The Town reserves the right to accept or reject any or all proposals either whole or in part at any time, or waive formalities in, or accept a proposal either whole or in part which is deemed most favourable in the interest of the Town. The Town will be under no obligation to proceed further with any submitted proposal and, should it decide to abandon same, it may, at any time, invite further proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the Town.

The lowest or any submission in response to this RFP will not necessarily be accepted. The bids will be considered on their merits and it is not the intention of the Municipality to buy on price alone.

The Town of Ladysmith Purchasing Policy entails the following Principles of “Best Value”:

- Procure the goods and services requirements of all departments in an efficient, timely and cost effective manner while maintaining the necessary controls;
- Engage in an open bidding process wherever practical;
- Ensure maximum value is obtained during the acquisition of goods and services. Where applicable, the total cost of the goods and services purchased should be taken into account. Total cost may include but not be limited to acquisition cost, disposal cost, residual value, training cost, maintenance cost, product performance and environmental impact;
- Take into account wherever practical the commitment to protection of the environment, and energy conservation;
- Ensure the acquisition of goods and services meets the requirements of applicable legislation and trade agreements, including the *New West Partnership Trade Agreement*, and the *Agreement on Internal Trade*; and
- Ensure that maximum value is realized when disposing of surplus goods, materials and equipment.
- Up to five (5) percent of the evaluation score will be allocated based on the proposal’s contribution to the following community benefits:

- *Economy*
 - Demonstrate job creation within the local area, which is defined as the Cowichan Valley Regional District and the Regional District of Nanaimo.
 - Contribute to a stronger local economy (buy local)
 - Increase training and apprenticeship opportunities
 - Provide work experience and employment opportunities for youth aged 15 to 24
 - Ensure that a Living Wage for the local area is paid

- *Public Spaces*
 - Enhance community recreation, arts and/or culture infrastructure
 - Improve and enhance public spaces
 - Improve access to public spaces for people living with disabilities

- *Environment*
 - Demonstrate that work undertaken exceeds requirements for environmental standards

8. Ownership of Proposals

All Proposals and subsequent information materials shall become the property of the Town of Ladysmith after the closing date and time and will not be returned.

The Proposals will be held in confidence by the Town subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. This Request for Proposals and all associated documentation is the property of the Town of Ladysmith and shall not be copied or distributed without the prior written approval of the Town.