

**PART B**  
**INSTRUCTIONS**

## **PART B - INSTRUCTIONS**

### **B1. PROJECT TITLE**

- B1.1 Request for Qualifications for the Supply of Ultraviolet Light Disinfection Equipment for the North End Water Pollution Control Disinfection (NEWPCC) Project.

### **B2. DEFINITIONS**

- B2.1 When used in this Qualification Package:
- (a) "Supplier" means designer/manufacturer of the UV Disinfection Equipment.
  - (b) "Applicant" means Supplier submitting this Qualification Package for the purposes of qualifying as a Supplier of Ultraviolet Light Disinfection Equipment for the NEWPCC Disinfection Project.

### **B3. INTENT OF QUALIFICATION**

- B3.1 The intent of this submission is to provide the City with sufficient information to qualify Suppliers for the Ultraviolet Light Disinfection Equipment for the NEWPCC Disinfection Project.
- B3.2 Applicants wishing to be qualified as Suppliers shall complete this Qualification Submission.
- B3.3 Qualification as a Supplier in no way relieves the Supplier of any requirements specified in the Contract Documents to be executed with the successful Supplier.
- B3.4 Qualification is solely for the purpose of identifying Suppliers that appear, based on information provided, to be capable of supplying UV disinfection equipment which will meet the project requirements. Further information will be requested of the prequalified Suppliers in the Request for Proposals and this information will be used to further assess the capability of the Suppliers and their suitability for providing the equipment for this project. Prequalification in no way relieves the Supplier of any requirements for strict conformance with the contract documents to be executed with the successful Supplier.

### **B4. SUBMISSION DEADLINE**

- B4.1 The Submission Deadline is 4:00 p.m., Winnipeg time, May 10, 2004.
- B4.2 Qualification Submissions determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned unopened.
- B4.3 Earth Tech (Canada) Inc. or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified above.

### **B5. ENQUIRIES**

- B5.1 All enquiries shall be directed to:
- Mr. J. E. (Eric) Hutchison, P. Eng.  
Earth Tech (Canada) Inc.  
850 Pembina Highway  
Winnipeg, Manitoba R3M 2M7  
Phone: (204) 477 5381  
Fax: (204) 284 2040  
E-mail: eric.hutchison@earthtech.ca

- B5.2 If the Applicant finds errors, discrepancies or omissions in the Request for Qualifications, or is unsure of the meaning or intent of any provision therein, the Applicant shall notify Earth Tech (Canada) Inc. of the error, discrepancy or omission, or request a clarification as to the meaning or intent of the provision at least five (5) Business Days prior to the Submission Deadline.
- B5.3 Responses to enquiries which, in the sole judgment of Earth Tech (Canada) Inc., require a correction to or a clarification of the Request for Qualifications will be provided by Earth Tech (Canada) Inc. to all Applicants by issuing an addendum, at least three (3) Business Days prior to the Submission Deadline, correcting the error, discrepancy or omission, or providing clarification as to the meaning or intent of the Qualification Package.
- B5.3.1 Addenda will be delivered by:
- (a) publication at the Materials Management Division's Bid Opportunities internet website at <http://www.winnipeg.mb.ca/matmgt/bidopp.asp>.
- B5.3.2 The Applicant is responsible for ensuring that it has received all addenda and is advised to check the Materials Management Division's Bid Opportunities internet website for addenda shortly before submitting its Application.
- B5.4 Responses to enquiries which, in the sole judgment of Earth Tech (Canada) Inc., do not require a correction to or a clarification of the Request for Qualifications will be provided by Earth Tech (Canada) Inc. only to the Applicant who made the inquiry.
- B5.5 The Applicant shall not be entitled to rely on any response or interpretation received pursuant to the above unless that response or interpretation is provided by Earth Tech (Canada) Inc. in writing.

## **B6. SUBMISSION**

- B6.1 The Qualification Submission consists of the following components:
- (a) Form A: Qualification Application;
  - (b) Form B: Qualification Questionnaire.
- B6.2 All components of the Qualification Submission shall be fully completed or provided, and submitted by the Applicant no later than the Submission Deadline, with all required entries made clearly and completed in ink, to constitute a responsive Submission.
- B6.3 The Qualification Submission should be submitted in an 8½ x 11-inch folder with a cover identifying the Bid Opportunity Number, Project Title and Applicant name. Submittals should be arranged and indexed in a manner consistent with the requirements herein.
- B6.4 The Qualification Submission shall be submitted enclosed and sealed in a package. The package must be clearly marked with the Bid Opportunity Number, Project Title, and the Applicant's name and address.
- B6.5 Submissions failing to clearly present all the requested information or failing to be in the format requested will be considered non-responsive and shall be cause for rejection.
- B6.6 All applicable portions of the Qualification Submission should be completed with additional copies of the enclosed forms or other attachments if the space provided is not adequate.
- B6.7 Qualification Submissions submitted by facsimile transmission (fax) or Internet electronic mail (e-mail) will not be accepted.

B6.8 Qualification Submissions shall be submitted to:

The City of Winnipeg  
Corporate Finance Department  
Materials Management Division  
185 King Street, Main Floor  
Winnipeg MB R3B 1J1

**B7. QUALIFICATION**

B7.1 The Applicant shall complete Form A: Qualification Application, making all required entries.

B7.2 In Paragraph 3 of Form A: Qualification Application, the Applicant shall identify a contact person who is authorized to represent the Applicant for purposes of the Application.

B7.3 Paragraph 7 of Form A: Qualification Application shall be signed in accordance with the following requirements:

- (a) If the Applicant is a sole proprietor carrying on business in his own name, it shall be signed by the Applicant;
- (b) If the Applicant is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
- (c) If the Applicant is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, shall be affixed;
- (d) If the Applicant is carrying on business under a name other than his own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.

B7.4 The name and official capacity of all individuals signing Form A: Qualification Application shall be printed below such signatures.

B7.5 All signatures shall be original and shall be witnessed except where a corporate seal has been affixed.

B7.6 If a Qualification Submission is submitted jointly by two or more persons, the word "Applicant" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Applicants in the Qualification Submission and the Contract, when awarded, shall be both joint and several.

**B8. CLARIFICATIONS REQUESTED BY THE CITY**

B8.1 The City may require the Applicant to clarify any portion of its submission. Response to such shall be made in writing and shall become part of the document. Failure to respond in writing within five calendar days of the request shall be cause for rejection.

**B9. QUALIFICATION EVALUATION**

B9.1 Only those Applicants that have submitted this Qualifications Application and are deemed responsive by the City shall be included as pre-qualified Suppliers for the Ultraviolet Light Disinfection Equipment for the North End Water Pollution Control Centre Disinfection Project in the City of Winnipeg.

B9.2 The Qualification Submission shall be complete, in the correct format, and in accordance with the requirements contained herein. All applicable portions of the forms shall be completed. If the space provided does not suffice, provide additional attachments as necessary. Qualification

Submissions failing to clearly present all the requested information or failing to be in the format requested shall be considered non-responsive and shall be cause for rejection.

- B9.3 UV Disinfection Equipment Suppliers (Suppliers) will be evaluated based on the information provided in the Qualification Submission. Suppliers shall complete and submit both Part 1 and Part 2 of the Qualification Questionnaire in order to be eligible for prequalification. Suppliers shall provide a favorable response to every question in Part 1 of the Qualification Questionnaire in order to be eligible for prequalification. The information requested in Part 2 of the Qualification Questionnaire is to be provided for information purposes only.
- B9.4 The City will evaluate the material submitted by each Supplier and will make a determination as to the capabilities and qualifications of each Supplier. The City shall be the sole judge as to the adequacy of the qualifications of a Supplier and the City's decision shall be final.

**B10. CITY TO RETAIN QUALIFICATION DOCUMENTS**

- B10.1 All information will become and remain the property of the City; none will be returned. If the application contains any proprietary or trade secret information, said information must be indicated as such.

**B11. NOTIFICATION OF STATUS**

- B11.1 All Applicants submitting this Qualification Submission shall be notified by mail regarding the acceptability of their submission.
- B11.2 The Request for Qualification does not commit the City to award any contracts or to defray any costs incurred in the preparation and submission of data pursuant to this request.

**B12. OPENING OF SUBMISSIONS**

- B12.1 The Qualification Submissions will not be opened publicly.