

PART B

SUBMISSION PROCEDURES

B1. Project Title:

1.1 Request for Qualifications for the Supply and Installation of Cured-In-Place Pipe (CIPP).

B2. Definitions:

2.1 When used in this Qualification Package:

- (a) "Resin" means the polyester or vinyl ester resin(s) specifically designed and tested for Liner Systems. The Resin manufacturer may provide technical advice related to the Liner System design and installation. The Resin manufacturer may be involved in Liner System material testing.
- (b) "Tube" means the fabric tube designed to reinforce and/or carry and contain the Resin until it is cured. The Tube manufacturer manufactures or purchases the fabric and cuts and seams the layers of fabric. The Tube manufacturer supplies finished tubes to the Supplier or Installer, and may provide technical advice related to the Liner System design and installation.
- (c) "CIPP" means the rehabilitation of sewers by installation of a Cured-In-Place Pipe Liner System within the existing pipe. The Liner System shall be pulled-in-place or installed by inversion using hydrostatic head or air pressure and the resin shall be cured by hot water, steam or ultraviolet light. Once cured, the Liner System shall form a tight fitting and continuous pipe within the existing host pipe.
- (d) "Liner System" means CIPP consisting of an engineered product (Tube and Resin). Liner System design shall be performed by the Supplier and/or Installer, with specific input from the Resin and Tube manufacturers related to the limitations and proper application of their products.
- (e) "Applicant" means Supplier, Installer, or Other Party submitting this Qualification Package for the purpose of qualifying a Supplier and Installer for CIPP Sewer Rehabilitation in the City of Winnipeg in 2004.
- (f) "Supplier" means provider of the Liner System. The Supplier may be a third party or the Installer.
- (g) "Installer" means installer of the Liner System. The Installer may secure a Liner System from a Supplier or they may design their own Liner System and secure the components directly from the Resin and Tube manufacturers. An Installer shall be a registered company. The Installer shall have in their employ, either as a direct employee or as a specialist sub-contractor, a Designer, a Project Manager, and a Site Superintendent, satisfying the experience requirements specified herein.

B3. Intent of Qualification:

- 3.1 The intent of this submission is to provide the City with sufficient information to qualify Supplier's and Installer's of CIPP to perform sewer rehabilitation by trenchless methods, within the City of Winnipeg, in 2004.
- 3.2 Applicants wishing to be qualified as Supplier's and/or Installer's of Liner System(s), for use on 2004 Combined Sewer Rehabilitation within the City, shall complete this "Request for Qualifications" document. Additional information may be submitted to demonstrate this more fully.
- 3.3 Qualification of Supplier's and Installer's to bid on prospective 2004 work shall not be construed as the City becoming a guarantor of the Supplier's or Installer's product or service. The Supplier and Installer shall be fully responsible for any work actually carried out in accordance with the respective specified requirements and Contract Documents.

B4. Submission Deadline:

- 4.1 The Submission Deadline is 16:00 Winnipeg time, March 12, 2004.
- 4.2 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.
- 4.3 The Contract Administrator may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified above.

B5. Enquiries

- 5.1 All enquiries shall be directed to UMA Engineering Ltd. (the Contract Administrator), represented by:

Armand Delaurier, C.E.T.
Project Designer and Resident Inspector
1479 Buffalo Place, Winnipeg MB R3T 1L7
Telephone No. (204) 284-0580
Facsimile No. (204) 475-3646
- 5.2 If the Applicant finds errors, discrepancies or omissions in the Qualification Package, or is unsure of the meaning or intent of any provision therein, the Applicant shall notify the Contract Administrator 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.
- 5.3 Responses to enquiries, which in the sole judgment of the Contract Administrator require a correction to or a clarification of the Qualification Package, will be provided by the Contract Administrator to all Applicants by the issuance of 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.

- 5.3.1 Addenda will be available in Adobe Acrobat (pdf) format at The City of Winnipeg, Corporate Finance, Materials Management Division's Bid Opportunities internet website at <http://www.winnipeg.ca/matmgt/bidopp.asp>.
- 5.3.2 The Bidder is responsible for ensuring that he has received all addenda and is advised to check the Materials Management Division's Bid Opportunities internet website for addenda before submitting his Bid.
- 5.3.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 6 of Form A: Qualification Application. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.
- 5.4 Responses to enquiries, which in the sole judgment of the Contract Administrator do not require a correction to or a clarification of the Qualification Package, will be provided by the Contract Administrator only to the Applicant who made the enquiry.
- 5.5 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 the Contract Administrator in writing.

B6. Submission

- 6.1 The Qualification Submission consists of the following components:
 - (a) Form A: Qualification Application;
 - (b) Form B: Qualification – Supplier;
 - (c) Form C: Qualification – Installer.
- 6.2 **Two complete copies of the Qualification Submission** shall be submitted in accordance with the requirements specified herein.
- 6.3 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 completely in ink, to constitute a responsive Submission.
- 6.4 The Qualification Submission may be submitted in an 8-1/2" x 11" binder with a cover identifying the Project Title, Bid Opportunity Number, Applicant's Name, and the Liner System Name(s). Submittals shall be arranged and indexed in a manner consistent with the requirements herein.
- 6.5 The Qualification Submission shall be submitted enclosed and sealed in a package. The package must be clearly marked with the Bid Opportunity Number and the Applicant's name and address.
- 6.6 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.
- 6.7 All applicable portions of the Qualification Application should be completed with additional copies of the enclosed forms or other attachments if the space provided is not adequate.

6.8 Application Submissions submitted by facsimile transmission (fax) or Internet electronic mail (e-mail) will not be accepted.

6.9 Application 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:

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

7.2 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.

7.3 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.

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

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

7.6 If a Qualification 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

8.1 The City may require the Applicant to clarify any portion of their 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

- 9.1 Only those Applicants who have submitted this Qualifications Application and are deemed responsive by the City, shall be evaluated for the purpose of qualifying Supplier's and Installer's of Cured-In-Place Pipe (CIPP) for work of this type in 2004.
- 9.2 Applicants wishing to qualify more than one Liner System, or component thereof (resin or tube), may do so under one submission providing the Supplier and Installer are the same. The Applicant shall copy the enclosed forms and provide all the required information for each Liner System. The cover of the submission shall indicate the name of each Liner System included.
- 9.3 Applicants may be pre-qualified to bid on all, or a portion of the prospective 2004 work based on their qualification submission and any supplemental data requested to clarify same.

B10. City to Retain Qualification Documents

- 10.1 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

- 11.1 All Applicants submitting this Qualification Application shall be notified in writing regarding the acceptability of their submission.
- 11.2 Applicants will be advised as to any limitations placed on their participation in 2004 CIPP projects (e.g. based on diameter, cross section type, size of project, design methodologies, etc.).
- 11.3 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

- 12.1 The Qualification Submissions will not be opened publicly.