



The City of Saint John

Request for Proposals

for

**2023-084601P
CCTV Video Inspection**

Saint John, New Brunswick

Request for Proposals No.: 2023-084601P

Issued: Tuesday, March 14th, 2023

Submission Deadline: **Wednesday, March 29th, 2023 at 4:00:00 p.m. (ADT)**

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PART 1 – INTRODUCTION

1.1 Invitation to Proponents

- (1) This Request for Proposals (“RFP”) is an invitation by The City of Saint John (the “City”) to prospective proponents to submit proposals for the provision of all labour, materials and equipment required to provide professional CCTV video inspection, associated sewer flushing, root/service lateral cutting, and confined space entry on an “as required” basis at various locations within the City of Saint John, as further described in Part 2 – The Deliverables (the “Deliverables”).

Requests for these services may be received from either Saint John Water, City of Saint John Transportation and Environment Services, City of Saint John Engineering Group, or a Consultant hired by the City to supervise various contracts on its behalf.

1.2 RFP Contact Person

- (1) For the purposes of this procurement process, the “City Contact” shall be:

Brittany Doyle
Procurement Specialist
Supply Chain Management
The City of Saint John
Email: supplychainmanagement@saintjohn.ca

1.3 Type of Contract for Deliverables

- (1) The City will issue a Standing Offer Agreement to the successful proponent for the scope of services detailed in this request for proposal.

1.4 No Guarantee of Volume of Work or Exclusivity of Contract

- (1) The City makes no guarantee as to the value or volume of the Deliverables. The contract to be entered with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. The City may obtain the same or similar to the Deliverables internally.

1.5 Canadian Free Trade Agreement (CFTA)

- (1) Proponents should note that procurements falling within the scope of Chapter 5 of the Canadian Free Trade Agreement (CFTA) are subject to that chapter but that the rights and obligations of the parties shall be governed by the specific terms of this RFP. For further reference, please see the Internal Trade Secretariat website at <https://www.cfta-alec.ca/>.

[End of Part 1]

PART 2 – THE DELIVERABLES

2.1 Description of Deliverables

- (1) This RFP is an invitation to submit offers for the provision of CCTV Video Inspection services as further described in Appendix D – RFP Particulars – Section A - The Deliverables.

[End of Part 2]

PART 3 – EVALUATION OF PROPOSALS

3.1 Timetable

- (1) The RFP timetable is tentative only, and may be changed by the City at any time.

Issue Date of RFP	Tuesday, March 14 th , 2023
Deadline for Questions	Tuesday, March 21 st , 2023, 4:00:00 PM ADT
Deadline for Issuing Addenda	Wednesday, March 22 nd , 2023, 4:00:00 PM ADT
Submission Deadline	Wednesday, March 29 th , 2023, 4:00:00 PM ADT
Rectification Period	3 Business Days
Anticipated Deadline for Selection of Highest Ranked Proponent	Monday, April 17 th , 2023 (tentative)

3.2 Submission Instructions

(A) Proposals Should Be Submitted at Prescribed Location

- (1) Proposals should be submitted at:

The City of Saint John
Supply Chain Management, 1st Floor
175 Rothesay Avenue
Saint John, New Brunswick, E2J 2B4 (the “**Prescribed Location**”)

Attention: Brittany Doyle, Procurement Specialist

(B) Proposals Should Be Submitted in Prescribed Manner

- (1) Proponents should submit one signed original and three bound copies of the technical proposal and supporting information, and one signed original copy and three bound copies of the financial proposal and supporting information.
- (2) The technical proposal should be sealed in an envelope, clearly indicating the proponent’s name and address and marked: “**Technical Proposal: 2023-084601P – CCTV Video Inspection**”.
- (3) The financial proposal should be sealed in a separate envelope, clearly indicating the proponent’s name and address and marked: “**Financial Proposal: 2023-084601P – CCTV Video Inspection**”.
- (4) Proposals sent by fax or email will be rejected.

(C) Proposals Should Be Submitted on Time

- (1) Proposals shall be submitted at the Prescribed Location on or before the Submission Deadline. Proposals submitted after the Submission Deadline will be rejected.
- (2) Immediately following the Submission Deadline, proposals will be publicly opened in the office of the City Contact, at the Prescribed Location. Only the names and addresses of the proponents will be made public.

(D) Amendment of Proposals

- (1) Proponents may amend their proposals prior to the Submission Deadline by submitting the amendment in a sealed package to the Prescribed Location. The sealed package shall be prominently marked with the RFP title and number and the full legal name and return address of the proponent. Any amendment should clearly indicate which part of the proposal the amendment is intended to affect.

(E) Withdrawal of Proposals

- (1) At any time throughout the RFP process, a proponent may withdraw a submitted proposal. To effect a withdrawal, a notice of withdrawal must be sent to the City Contact and must be signed by an authorized representative. The City is under no obligation to return withdrawn proposals.

3.3 Stages of Proposal Evaluation

The City will conduct the evaluation of proposals and selection of the highest ranked proponent in the following three stages described in further detail below:

- (a) Stage I – Mandatory Requirements and Rectification
- (b) Stage II – Evaluation of Rated Criteria and Pricing
- (c) Stage III – Selection and Final Negotiation

(A) Stage I – Mandatory Requirements and Rectification

Submission and Rectification Period

Stage I will consist of a review to determine which proposals comply with all of the mandatory requirements. Proposals failing to satisfy the mandatory requirements as of the Submission Deadline will be provided an opportunity to rectify any deficiencies. Proposals satisfying the mandatory requirements during the Rectification Period, as described in Part 3 – Section 3.1 – Timetable will proceed to Stage II. Proposals failing to satisfy the mandatory requirements within the Rectification Period will be excluded from further consideration. The Rectification Period will begin to run from the date and time that the City issues its rectification notice to the proponents.

Mandatory Submission Forms

Other than inserting the information requested on the mandatory submission forms set out in this RFP, a proponent may not make any changes to any of the forms.

Submission Form (Appendix A)

Each proponent must complete the Submission Form and include it with their technical proposal. The Submission Form must be signed by an authorized representative of the proponent.

Pricing Form (Appendix B)

Each proponent must complete the Pricing Form and include it with their financial proposal. The Pricing Form must be completed according to the instructions contained in the form. Fees must be provided in Canadian funds, inclusive of all costs, applicable duties, overhead, and insurance costs, except for HST/GST.

Reference Form (Appendix C)

Each proponent must complete the Reference Form and include it with its technical proposal.

Other Mandatory Requirements

Each proposal must:

- (a) Be in English.
- (b) Be for the entire scope of work as described in Appendix D – Section A - The Deliverables. Incomplete proposals or proposals for only part of the Deliverables described in Appendix D shall be disqualified.

(B) Stage II – Evaluation of Rated Criteria and Pricing

Stage II will consist of a scoring by the City of each qualified proposal on the basis of the rated criteria and the pricing in accordance Appendix D – Section B – Evaluation Criteria.

(C) Stage III – Selection and Final Negotiation

Once the proposals have been evaluated as per Stage II, the top-ranked proponent may be selected to enter into a standing offer agreement.

The City may choose to negotiate the final terms of the agreement with the top ranked proponent before entering into an agreement. During the negotiation, the City may provide the top-ranked proponent with any additional information and will seek further information and proposal improvements. After the negotiation, the top-ranked proponent may be invited to revise its initial proposal and submit its “Best and Final Offer” (BAFO) to the City.

[End of Part 3]

PART 4 – TERMS AND CONDITIONS OF THE RFP PROCESS

4.1 General Information and Instructions

(A) Proponents to Follow Instructions

- (1) Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable part, section, subsection or paragraph numbers of this RFP.

(B) Information in RFP Only an Estimate

- (1) The City and its representatives shall not be liable for any information or advice or any discrepancies or errors or omissions that may be contained in this RFP or an Addenda, appendices, data, materials or documents (electronic or otherwise) attached or provided to the proponents pursuant to this RFP.
- (2) The City and its advisors make no representation, warranty or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general scale and scope of the work. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

(C) Proponents Shall Bear Their Own Costs

- (1) The proponent shall bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews, and/or presentations.

4.2 Communication after Issuance of RFP

(A) Proponents to Review RFP

- (1) Proponents shall promptly examine all of the documents comprising this RFP, and
 - (a) Shall report any errors, omissions or ambiguities; and
 - (b) May direct questions or seek additional information in writing by email to the City Contact on or before the Deadline for Questions. All questions submitted by proponents by email to the City Contact shall be deemed to be received once the email has entered into the City Contact's email inbox. No such communications are to be directed to anyone other than the City Contact. The City is under no obligation to provide additional information, and the City shall not be responsible for any information provided by or obtained from any source other than the City Contact.
- (2) It is the responsibility of the proponent to seek clarification from the City Contact on any matter it considers to be unclear. The City shall not be responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

(B) All New Information to Proponents by Way of Addenda

- (1) This RFP may be amended only by an addendum in accordance with this subsection. If the City, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addenda. Each addendum forms an integral part of this RFP.
- (2) Such addenda may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the City. Addenda may be obtained from the City's website (www.saintjohn.ca) under the menu option "Tender and Proposals". In Appendix A, proponents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

(C) Post-Deadline Addenda and Extension of Submission Deadline

- (1) If any addendum is issued after the Deadline for Issuing Addenda, the City may at its discretion extend the Submission Deadline for a reasonable period of time.

(D) Verify, Clarify and Supplement

- (1) When evaluating responses, the City may request further information from the proponent or third parties in order to verify, clarify, or supplement the information provided in the proponent's proposal. The City may revisit and re-evaluate the proponent's response or ranking on the basis of any such information.

(E) No Incorporation by Reference

- (1) The entire content of the proponent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent's proposal will not be considered to form part of its proposal.

(F) Proposal to Be Retained by the City

- (1) The City will not return the proposal or any accompanying documentation submitted by a proponent.

4.3 Debriefing

(A) Debriefing

- (1) Upon written request from any proponent, the City may provide a more detailed oral debriefing either by phone or in person, as required by the proponent. The written request shall be submitted to the City Contact no later than 15 calendar days after such notification.
- (2) The acceptance of the successful proposal shall not be discussed during a debriefing.

4.4 Prohibited Conduct

(A) Proponent Not to Communicate with Media

- (1) A proponent may not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the City Contact.

(B) No Lobbying

- (1) A proponent may not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent.

(C) Illegal or Unethical Conduct

- (1) Proponents shall not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud or collusion. Proponents shall not engage in any unethical conduct, including other inappropriate communications, offering gifts to members of Common Council, employees, officers or other representatives of the City, deceitfulness, submitting proposals containing misrepresentations or other misleading or inaccurate information, or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

(F) Past Performance or Inappropriate Conduct

- (1) The City may prohibit a proponent from participating in the procurement process based on past performance or based on inappropriate conduct in a prior procurement process.
- (2) Such inappropriate conduct shall include, but not be limited to the following:
 - (a) All the conducts as described in Part 4 – Section 4.4;
 - (b) The refusal of the proponent to honour its pricing or other commitments made in its proposal; or
 - (c) Any other conduct, situation or circumstance determined by the City, in its sole and absolute discretion, to constitute a Conflict of Interest.

4.5 Confidential Information

(A) Confidential Information of City

- (1) All information provided by or obtained from the City in any form in connection with this RFP either before or after the issuance of this RFP:
 - (a) Is the sole property of the City and must be treated as confidential;
 - (b) Is not to be used for any purpose other than replying to this RFP and the performance of any subsequent Contract;
 - (c) Must not be disclosed by the proponent to any person, other than persons involved in the preparation of the proponent's proposal or the performance of any subsequent contract, without prior written authorization from the City; and
 - (d) Shall be returned by the proponents to the City immediately upon the request of the City.

(B) Confidential Information of Proponent

- (1) A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the City. The confidentiality of such information will be maintained by the City, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to the City's advisors retained for the purpose of evaluating or participating in the evaluation of their proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the City Contact.

4.6 Procurement Process Non-Binding

(A) No Contract A and No Claims

- (1) The procurement process is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations.
- (2) For greater certainty and without limitation:
 - (a) This RFP shall not give rise to any Contract A based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
 - (b) Neither the proponent nor the City shall have the right to make any claims (in contract, tort, equity or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a response to this RFP.

(B) No Contract until Execution of Written Contract

- (1) The RFP process is intended to identify the highest ranked proponent for the purposes of entering into a contract. No legal relationship or obligation regarding the procurement of any good or service shall be created between the proponent and the City by the RFP process until the issuance of a standing offer agreement for the acquisition of such goods and/or services.

(C) Non-Binding Price Estimates

- (1) While the pricing information provided in responses will be non-binding prior to the issuance of a standing offer agreement, such information will be assessed during the evaluation of the responses and the ranking of the proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation, ranking or contract award.

(D) Disqualification for Misrepresentation

- (1) The City may disqualify the proponent or rescind a contract subsequently entered into if the proponent's response contains misrepresentations, omissions, or any other inaccurate, misleading or incomplete information.

(E) Cancellation

- (1) The City may cancel or amend the RFP process without liability at any time.

4.7 Governing Law and Interpretation

A. Governing Law

(1) The terms and conditions in this Part 4:

- (a) Are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision);
- (b) Are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and
- (c) Are to be governed by and construed in accordance with the laws of the province of New Brunswick and the federal laws of Canada applicable therein.
- (d) This procurement is also subject to the following Policies, Legislation and Internal Trade Agreement(s) including:
 - a. Atlantic Trade and Procurement Partnership
 - b. Canadian Free Trade Agreement
 - c. City of Saint John Policy for the Procurement of Goods, Services and Construction
 - d. New Brunswick Procurement Act and Regulation 2014-93

(e) Reserved Rights

The City reserves the right to:

- a) Reject an unbalanced Proposal. For the purpose of this section, an unbalanced Proposal is a Proposal containing a unit price which deviates substantially from, or does not fairly represent, reasonable and proper compensation for the unit of work bid or one that contains prices which appear to be so unbalanced as to adversely affect the interests of the City. The City reserves the right to use Proposals submitted in response to other like or similar Requests for Proposals as a guideline in determining if a proposal is unbalanced.
- b) Amend or modify the scope of a project, and/or cancel or suspend the Proposal Solicitation at any time for any reason.
- c) Require proponents to provide additional information after the Closing Date for the Proposal Solicitation to support or clarify their proposals.
- d) Not accept any or all proposals.
- e) Not accept a proposal from a proponent who is involved in litigation, arbitration or any other similar proceeding against the City.
- f) Reject any or all proposals without any obligation, compensation or reimbursement to any proponent or any of its team members.
- g) Withdraw a Proposal Solicitation and cancel or suspend the Proposal Solicitation process.
- h) Extend, from time to time, any date, any time period or deadline provided in a Proposal Solicitation (including, without limitation, the Proposal Solicitation Closing Date), upon written notice to all proponents.
- i) Assess and reject a proposal on the basis of
 - i. Information provided by references;
 - ii. The proponent's past performance on previous contracts;
 - iii. Information provided by a proponent pursuant to the City exercising its clarification rights under the Proposal Solicitation process;
 - iv. The proponent's experience with performing the type and scope of work specified including the proponent's experience;

- v. Other relevant information that arises during a Proposal Solicitation process.
- j) Waive formalities and accept proposals which substantially comply with the requirements of the Proposal Solicitation.
- k) Verify with any proponent or with a third party any information set out in a proposal.
- l) Disqualify any proponent whose proposal contains misrepresentations or any other inaccurate or misleading information.
- m) Disqualify any proponent who has engaged in conduct prohibited by the Proposal Solicitation documents.
- n) Make changes including substantial changes to the proposal documents provided that those changes are issued by way of an addendum in the manner set out in the Proposal Solicitation documents.
- o) Select any proponent other than the proponent whose proposal reflects the lowest cost to the City.
- p) Cancel a Proposal Solicitation process at any stage.
- q) Cancel a Proposal Solicitation process at any stage and issue a new Proposal Solicitation for the same or similar deliverable.
- r) Accept any proposal in whole or in part.

And these reserved rights are in addition to any other express rights or any other rights which may be implied in the circumstances and the City shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any proponent or any third party resulting from the City exercising any of its express or implied rights under a Proposal Solicitation.

(f) **Limitation Of Liability And Waiver**

In every Proposal Solicitation, the City shall draft the documents such that each proponent, by submitting a proposal, agrees that:

- a) Neither the City nor any of its employees, agents, advisers or representatives will be liable, under any circumstances, for any claims arising out of a Proposal Solicitation process including but not limited to costs of preparation of the proposal, loss of profits, loss of opportunity or any other claim.
- b) The proponent waives any claim for any compensation of any kind whatsoever including claims for costs of preparation of the proposal, loss of profit or loss of opportunity by reason of the City's decision to not accept the proposal submitted by the proponent, to award a contract to any other proponent or to cancel the Proposal Solicitation process, and the proponent shall be deemed to have agreed to waive such right or claim.

4.8 DISPUTE RESOLUTION PROCEDURE

- 1) Any disputes and controversies arising out of, or in any manner relating to this RFP shall be subject to the following dispute resolution procedure:
 - (a) All disputes arising out of, or in connection with, this RFP, shall within two Business Days of notice to the City Contact be referred for resolution to the dispute resolution monitor.
 - (b) If the dispute resolution monitor cannot resolve a dispute within ten consecutive days, such dispute shall be documented in writing and identical copies shall be submitted for resolution to a qualified mediator agreeable to both parties.

- (c) The mediator shall be entitled to establish his or her own practices and procedures. Each party shall cooperate fully with the mediator and shall present its case to the mediator orally and/or in writing within ten consecutive days following the mediator's appointment. The mediation shall not be in the nature of arbitration as contemplated by the *Arbitration Act* (1992), New Brunswick, and the mediator's decision shall not be binding upon the parties, but shall be considered as a *bona fide* attempt by the mediator to judiciously resolve the dispute.
- (d) The decision of the mediator shall be rendered in a written report, not to exceed two pages in length, delivered to the parties within ten consecutive days following the last of such presentations. The fees of the mediator shall be shared equally by the parties.
- (e) The mediation shall be terminated upon: (i) the execution of a settlement agreement by the parties; (ii) a written declaration of one or more parties that the mediation is terminated; or (iii) a written declaration by the mediator that further efforts at mediation would not be useful.
- (f) The place of mediation shall be the City of Saint John and Province of New Brunswick.
- (g) If mediation is unsuccessful either party shall be entitled to pursue such other remedies as permitted by law.

[End of Part 4]

APPENDIX A– SUBMISSION FORM

(A) Proponent Information

Please fill out the following form, and name one person to be the contact for your response to this RFP response and for any clarifications or amendments that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under Which the Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (If Any):	
RFP Contact Person and Title:	
RFP Contact Phone:	
RFP Contact Facsimile:	
RFP Contact E-mail:	

(B) Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of this RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until the City has issued a Standing Offer Agreement.

(C) Ability to Provide Deliverables

The proponent has carefully examined this RFP documents and has a clear and comprehensive knowledge of the Deliverables required under this RFP. The proponent represents and warrants its ability to provide the Deliverables required under this RFP in accordance with the requirements of this RFP for the fees set out in the Pricing Form and has provided a list of any subcontractors to be used to complete the proposed contract.

(D) Mandatory Forms

The proponent encloses as part of the proposal the mandatory forms set out below:

FORM	INITIAL TO ACKNOWLEDGE
Submission Form	
Pricing Form	
Reference Form	

Notice to proponents: There may be forms required in this RFP other than those set out above. See the Mandatory Requirements section of this RFP for a complete listing of mandatory forms.

(E) Non-Binding Price Estimates

The proponent has submitted its fees in accordance with the instructions in this RFP and in the Pricing Form set out in Appendix B. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

(F) Addenda

The proponent is deemed to have read and accepted all addenda issued by the City prior to the Deadline for Issuing Addenda. The onus remains on proponents to make any necessary amendments to their proposal based on the addenda. The proponent confirms that it has received all addenda by listing the addenda numbers or, if no addenda were issued, by writing the word "None" on the following line: _____.
Proponents who fail to complete this section will be deemed to have received all posted addenda.

(G) No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

(H) Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the City to the City's advisers retained for the purpose of evaluating or participating in the evaluation of this proposal.

Signature of Witness

Signature of Proponent Representative

Name of Witness

Name

Title

Date

I have the authority to bind the proponent.

APPENDIX B – PRICING FORM

(A) PRICING

Item	Description	Approximate Quantity	Unit Price	Extended Price
1	Video Inspection and Reporting	65,000 lineal meters	\$_____/lineal meter	\$_____
2	Sewer Flushing	350 hours	\$_____/hour	\$_____
3	Sewer Flushing with Water Truck Onsite	300 hours	\$_____/hour	\$_____
4	Root and Service Lateral cutting	45 hours	\$_____/hour	\$_____
5	Confined Space Entry	30 hours	\$_____/hour	\$_____
6	Flaggers (Full Day)	90 days	\$_____/days	\$_____
7	Flaggers (Half Day)	40 days	\$_____/days	\$_____
8	Lateral Launch (1-5 Laterals)	N/A	\$_____/Lateral	
9	Lateral Launch (6-15 Laterals)	N/A	\$_____/Lateral	
10	Lateral Launch (16-25 Laterals)	N/A	\$_____/Lateral	
11	Lateral Launch (26-50 Laterals)	N/A	\$_____/Lateral	
12	Emergency Video Inspection (Monday to Friday, 7:00AM to 7:00PM)	50	\$_____/hour	\$_____
13	Emergency Video Inspection (Afterhours and weekends)	25 hours	\$_____/hour	\$_____
14	Emergency Sewer Flushing (Monday to Friday, 7:00am to 7:00PM)	50	\$_____/hour	\$_____
15	Emergency Sewer Flushing (Afterhours and Weekends)	25	\$_____/hour	\$_____

*Note: All items must be bid to receive consideration

SUB TOTAL: \$_____

H.S.T. @ 15 %: \$_____

TOTAL ESTIMATED PRICE: \$_____

(B) OPTIONAL PERIODS – PROPOSED PRICE INCREASES

YEAR TWO (2) (2024) Maximum % Unit Price Increase: _____%

YEAR THREE (3) (2025) Maximum % Unit Price Increase: _____%

YEAR FOUR (4) (2026) Maximum % Unit Price Increase: _____%

YEAR FIVE (5) (2027) Maximum % Unit Price Increase: _____%

Proponent Name: _____

Proponent Signature: _____

(C) EQUIPMENT

Heavy Equipment

List of primary equipment utilized to perform CCTV inspections, sewer flushing and root/service lateral cutting including equipment to be rented or hired:

<u>Type</u>	<u>Make</u>	<u>Model # & Year</u>	<u>Water Tank Capacity</u> (if applicable)	<u>Waste Tank Capacity</u> (if applicable)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Technology

List of all computer hardware, software and cameras (primary and all backup equipment) including locations and availability of service centres utilized to fulfill this contract:

(D) SUB-CONTRACTORS

Proponents shall state the name and address of each proposed sub-contractor.

The listing of more than one sub-contractor for any one sub-trade or failure to submit a complete list of sub-contractors may be grounds for rejection of the Proposal. After the City has provided the selected proponent with written notification of the City’s acceptance of its Proposal, the selected Proponent shall not substitute other sub-contractors in place of those named below without the written approval of the City.

Sub-Trade	Name of Sub-Contractor	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(E) LIST OF KEY PERSONNEL AND CONTACT NUMBERS

BUSINESS HOURS CONTACT PERSON	CONTACT NUMBERS
Name: _____ Title: _____	Business: _____ Cell: _____ Pager: _____

AFTER HOURS CONTACT PERSON	CONTACT NUMBERS
Name: _____ Title: _____	Business: _____ Home: _____ Cell: _____ Pager: _____

ALTERNATE CONTACT PERSON	CONTACT NUMBERS
Name: _____ Title: _____	Business: _____ Home: _____ Cell: _____ Pager: _____

CCTV OPERATOR 1	CONTACT NUMBERS
Name: _____ NASSCO Certificate #: _____	Business: _____ Cell: _____ Pager: _____

CCTV OPERATOR 2	CONTACT NUMBERS
Name: _____ NASSCO Certificate #: _____	Business: _____ Cell: _____ Pager: _____

CCTV OPERATOR 3	CONTACT NUMBERS
Name: _____ NASSCO Certificate #: _____	Business: _____ Cell: _____ Pager: _____

APPENDIX C – REFERENCE FORM

Each proponent is requested to provide three references from clients who have obtained similar goods or services to those requested in this RFP from the proponent in the last five years.

Reference #1

Company or Municipality Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Date Work Undertaken:	
Nature of Assignment:	

Reference #2

Company or Municipality Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Date Work Undertaken:	
Nature of Assignment:	

Reference #3

Company or Municipality Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Date Work Undertaken:	
Nature of Assignment:	

APPENDIX D – RFP PARTICULARS

(A) THE DELIVERABLES

1. SCOPE OF WORK

The purpose of this bid is to obtain competitive unit prices for all labor, material, and equipment necessary to inspect sewers via closed-circuit television (CCTV), perform sewer flushing, provide root/lateral cutting of specified gravity sewer lines, lateral lining and confined space entry services. All project locations will be within the City of Saint John.

On average, the City will be inspecting 65,000 lineal meters of sewers, both sanitary and storm. Many of these sewers require flushing prior to inspection. In all years, the Contractor will complete sewer flushing for an estimated 350 hours, root and lateral cutting services for an estimated 45 hours, and 30 hours per year of confined space entry. The City does not guarantee any amount of work with this contract and reserves the right to increase or decrease the quantities shown above.

2. DEFINITIONS

“Sewer Line Section” as referred to in these Specifications shall mean the length of pipe between two points as designated by the City.

“Service Lateral” as referred to in these Specifications shall mean the sewer line (lateral) extending from a building to the sewer main.

“Sewer” as used in the specifications includes the pipe and manholes.

3. CONTRACT TERM

The proposed term of the agreement is for the remainder of 2023, commencing from the date of award. The City may exercise options to renew the agreement for up to four (4) additional twelve (12) month periods, if it is in the City’s best interest to do so.

Pricing shall be firm for the first portion of the agreement (remainder of 2023). Bidders shall also provide a maximum percentage cost increase as applicable for year two (2) through year five (5) inclusive of the agreement.

If the City chooses the option to renew the agreement for an additional twelve (12) month period, and the successful Contractor advises at that time that prices will be increased, the City reserves the right to either accept the price increase (up to the maximum percentage specified for each optional twelve (12) month period), negotiate with the Contractor, or terminate the agreement upon receipt of fifteen (15) days written notification.

The City reserves the right to shorten the term of the Contract, or terminate the Contract should funding appropriations be discontinued, should the City decide to employ its own workforce, or for any other reason for which the City must, or deems it necessary to, terminate the Contract. A minimum of fifteen (15) days written notice of Contract termination shall be provided to the Contractor by the City.

4. PRIMARY AND SECONDARY CONTRACTORS

The City reserves the right to establish a **PRIMARY (FIRST)** and **BACK-UP (SECOND)** Contractor to ensure a timely response to the City's requirements. The City also reserve the right to have any portion of the work describe herein completed by City staff.

5. CANCELLATION OF CONTRACT FOR POOR PERFORMANCE

The City reserves the right, in the event that the successful Bidder fails to comply with the Terms and Conditions, General Requirements, and Specifications outlined in this RFP document, or fails to comply with the City's General Specifications, to cancel this Contract within fifteen (15) days of receipt of written notice and award it to another Contractor without penalty or action against the City. This will include but not be limited to unsatisfactory performance by the Contractor or its employees, significant or repetitive deficiencies, response times later than indicated on the Contractor's Response Sheet, use of inexperienced and/or unqualified staff, unresolved problems, or lack of technical knowledge. The City maintains the right to determine that level of performance which is satisfactory. In addition to any investigation of complaints, the general performance of the Contractor and its employees shall be assessed on an ongoing basis and any deficiencies or complaints noticed shall be reported in writing.

6. WORK PHASING

The work to be completed on each section of sewer will be performed in phases as defined in the following:

PHASE 1 - INSPECTION:

- Sewer sections shall be inspected by means of remote CCTV as directed by the City from manhole to manhole.
- If a blockage hampers the inspection of the sewer in one direction, then the Contractor shall attempt to complete the section by televising from the other direction to complete the section. The Contractor shall immediately report the obstruction to the City prior to flushing.
- All CCTV inspections will be delivered entirely in electronic format via external hard drive as well as hard copy pipe run reports.

PHASE 2 – SEWER CLEANING AND FLUSHING:

- Based on the City's review, it will be determined if additional work will be required. The City, at its sole discretion, will either declare the work on the particular sewer section complete or notify the Contractor of additional work (i.e. Phase 2: Light Sewer Cleaning, Heavy Cleaning, Deposit Cut, Root Cut Medium, Root Cut Ball, or Lateral Cut).

PHASE 3: POST CLEANING INSPECTION

- Final televising of the sewer section to evaluate the condition of the sewer section after all cleaning has been performed in phase 2. Phase 3 will be required to be performed and will be reimbursed at the bid unit price.
- The successful contractor coordinates all required flushing, root cutting and re-video work within a reasonable time from the first identification of the deficiency.

7. CCTV INSPECTION REQUIREMENTS

- All CCTV work shall conform to Current NASSCO-PACP standards.
- All CCTV inspections will be delivered entirely in electronic format via external hard drive as well as hard copy pipe run reports.
- All PACP Header information shall be completed in accordance with PACP Guidelines.
- The speed of travel shall be slow enough to inspect each pipe joint, tee connection, structural deterioration, infiltration and inflow sources, and deposits, but should not, at any time, be faster than 9 meters per minute.
- The Contractor shall consider weather conditions to obtain the best video image of the sewer. This may require the Contractor to delay any video work after major rain events until the system can return to lower dry weather flow.
- The camera shall be centered in the pipe to provide accurate distance measurements to locations of features in the sewer and these measurements shall be displayed and documented on the video.
- All PACP Observations shall be identified on PACP report.
- All videos shall be continuously metered from the access manhole.
- The sewer shall be clean enough to ensure all defects, features and observations are seen and logged.
- The Contractor shall use a color pan and tilt camera specifically designed and constructed for sewer inspection. The Contractor shall provide a recording of the televised sewer inspection, locating each Service Lateral entering the sewer.
- Lighting for the pan and tilt camera shall provide a clear picture of the entire periphery of the existing sewer.
- The pan and tilt camera shall pause, pan, and visually inspect all service connections, pipe ends, and maintenance or structural defects.
- CCTV inspections will be delivered entirely in electronic format (NASSCO export file) via external hard drive with file named with the CCTV Contractor Company Name (eg. "Smith Video Services") as well as pdf pipe run reports. The entire survey shall be recorded in an approved electronic format submitted with electronic links between the data and the video.
- All television inspection reports shall be within +/- 0.6m of the measured linear distance between manholes/points along the existing sewer centerline from the start of pipe to end of pipe.
- All PACP required header information shall be fully and accurately entered on all CCTV reports. Work not following these specifications may be rejected for payment and the Contractor may be required to re do the work.
- The Contractor shall provide a PACP certified operator on site at all times during the entire survey.
- The Contractor shall provide proof of certification prior to a change in personnel involved in data collection, and as requested by the City.
- CCTV Equipment shall be able to video pipe sizes ranging from 100 mm diameter up to 1,800 mm diameter inclusively.

8. FLUSHING REQUIREMENTS

- The successful Contractor shall provide appropriate equipment to perform the flushing of sewer lines to remove debris or other foreign material that prevents the camera from passing through sewers as required.
- The flusher truck used for cleaning of sewers shall produce a **minimum of two thousand (2000) PSI water pressure at the end of a five hundred (500) foot hose** in order to clean the sewers in an acceptable time frame and be equipped with appropriate apparatus to effectively clean the sewers.
- The Contractor shall have a water truck at his disposal and make effective use of it to convey water to the flusher truck. If the flusher truck runs out of water during an operation, the water truck shall be used to refill the flusher truck tank. If the Contractor fails to do so, the City will not pay the Contractor for the time involving demobilization and remobilization required to refill the flusher truck. The water truck will be paid at the request of the City only.
- The Contractor shall be responsible for removal and proper disposal of all debris and other foreign material removed during the flushing operation. Disposal shall be at the Lancaster Wastewater Treatment Facility. The Contractor will be paid for travel time for the flusher truck between the work site and the disposal site. Disposal of hydrocarbons will be managed on a case-by-case basis. The debris tank on the truck shall have a capacity of at least 2,000 U.S. gallons (7,570 Litres).
- The Contractor will not be paid for sewer flushing and root/service lateral cutting simultaneously. Sewer flushing and root/service lateral cutting will be paid as separate items.
- When the effort required to clean a sewer section is estimated to exceed two hours, the Contractor shall contact the City prior to starting the work.
- Other services included under the sewer flushing and to be paid at the same hourly rate are hydro excavation and catch basin cleaning.

9. ROOT/LATERAL CUTTING REQUIREMENTS

- The successful Contractor shall provide appropriate equipment to perform cutting of roots and protruding service laterals. The cutters used for the operation shall be sharp enough to perform the work effectively. If the operation is slowed down due to the condition of the cutter, the Contractor shall replace it at no extra charge for the City.
- The Contractor shall be equipped with various cutter sizes in order to perform work in sewers of various diameters.
- CCTV camera shall be used simultaneously during root and service lateral cutting whenever possible. The Contractor shall take pictures of the obstacle before and after removal and shall add these pictures in the report. The use of the CCTV camera during root and service lateral cutting shall be incidental to the hourly rate for cutting services.
- The Contractor shall be responsible for removal and proper disposal of all debris and other foreign material removed during the root and/or service lateral cutting operation. Disposal shall be at the Lancaster Wastewater Treatment Facility. Disposal of hydrocarbons will be managed on a case-by-case basis. The debris tank on the truck shall have a capacity of at least 2,000 U.S. gallons (7,570 Litres).
- The Contractor will not be paid for sewer flushing and root/service lateral cutting simultaneously. Sewer flushing and root/service lateral cutting will be paid as separate items.

10. LATERAL LAUNCHING

- The successful Contractor shall provide appropriate equipment to perform lateral launching using a robotic mainline/lateral inspection camera system that launches a camera from the mainline connection up towards the building connection.
- Lateral launching shall only be completed upon request from the City, and not during CCTV inspection of all sewers.
- Lateral launching services shall be priced in increments as per below:
 - 1-5 laterals
 - 6-15 laterals
 - 16-25 laterals
 - 26-50 laterals
 - Emergency 1-5 lateral
- All Lateral Launch inspections will be delivered entirely in electronic format via external hard drive as well as hard copy pipe run reports.

11. EMERGENCY VIDEO AND FLUSHING SERVICES

- There shall be an hourly rate for Emergency Video Services during regular business hours (Monday to Friday, 7:00AM to 7:00PM), an hourly rate for afterhours and weekend Emergency Video Services, an hourly rate for Emergency Flushing Services during regular business hours (Monday to Friday, 7:00am to 7:00PM) and an hourly rate for afterhours and weekend Emergency Flushing Services
- The successful contractor shall be on site for Emergency services within 3 hours of being called.
- Each Emergency call out will be paid at a minimum of two (2) hours at the hourly rate provided.

12. CONFINED SPACE ENTRY

- The hourly rate for confined space entry is for manhole access including enlarging pipe openings in manholes not large enough for camera entry or for launching the camera into offset pipes in manholes. This rate is to be all inclusive of manpower and equipment required. Payment at the hourly rate for confined space entry will be at the discretion of the City. The City must be notified prior to any confined space entries.

13. GENERAL REQUIREMENTS

a. ACCOMMODATIONS FOR VIEWING:

The Contractor shall provide a vehicle large enough to accommodate no less than two (2) people for the purpose of viewing the monitor while the inspection is in progress.

b. TRAFFIC CONTROL:

Contractor shall supply and maintain signs, barricades and flashers on vehicles for traffic control and shall ensure that all employees engaged in work shall comply with the New Brunswick Occupational Health & Safety Act Regulations, City of Saint John Work Zone Safety Manual, and the City of Saint John General Specifications. The Contractor will be responsible to provide certified flaggers when required. The

Contractor will provide the certified flaggers' rates on the Pricing Form. Price is to include a crew of 3, signage, vehicles, safety equipment etc. Work shall be coordinated so as to utilize the flaggers in full day units as much as possible; however there may be situations where the half-day rate may be utilized. The full day rate is to be a ten (10) hour day.

14. CONTRACTOR'S RESPONSIBILITIES

The Contractor shall be responsible to:

- Provide a trained and competent workforce capable of providing the CCTV Video Inspection and Reporting Services, Sewer Flushing, Root/Service Lateral Cutting, and confined space entry that is required by the City. The operator of the camera shall be PACP certified.
- Ensure all personnel are equipped with protective equipment and clothing, which clearly identifies them as technical personnel, and is suitable to all possible worksite situations and weather conditions.
- Provide a laptop with suitable memory to accommodate the infrastructure software (ArcReader) for field use;
- Provide all training in safety related matters;
- Provide reliable mobile communication (cellular phone) to staff;
- Ensure staff arrives at designated work sites on time;
- Provide all contact numbers for key personnel so that the successful Contractor may be reached on a twenty-four (24) hour a day, seven (7) day a week basis;
- Leave every work site in the same condition as when work began, free of garbage, oil cans, spilled oil or any lubricants.
- The Contractor shall ensure all assigned personnel to City projects adhere to the following requirements:
 - Personnel shall be neatly attired and well groomed at all times; and
 - Personnel shall always treat the public and City employees in a courteous and professional manner.

15. CITY'S RESPONSIBILITIES

The City shall furnish, at no cost to the Contractor, the following items during the project, if required:

- Manholes located, exposed and ready for access.
- Access to the work site with sufficient area for the placement of equipment and personnel.
- An authorized representative of the City who may be readily contacted when necessary and who has sufficient authority to accept and designate the work that shall or shall not be done.
- Authorized City staff are as follows:
 - **Paul Woodhouse**, Engineering Technologist, at Tel: **(506) 650-4053** or paul.woodhouse@saintjohn.ca

- **Jason Leclerc**, Utility Manager-Water and Sanitary Services, at **Tel: (506) 721-0115** or jason.leclerc@saintjohn.ca
- **Jason Daigle**, Engineering Technologist, at **Tel: (506) 650-3022** or Jason.daigle@saintjohn.ca
- Supply infrastructure software (Arc Reader) which includes Manhole ID and Pipe ID for every sewer line section. Updated versions of these sewer maps will be sent to the Contractor monthly or as required via external hard drive.
- Limits of work will be provided in either hard copy or digital.

16. EQUIPMENT RELIABILITY:

Should the Contractor be unable to complete the video recording of a sewer line section due to unsatisfactory equipment and it becomes necessary to remove the equipment, to change the wheels, etc., the City will be responsible for payment of the recorded section only, and will not pay for lineal meters of any line that would be re-filmed in order to complete the job.

17. SUBMISSION OF TELEVISION INSPECTION REPORTS:

Within ten (10) working days following completion of CCTV inspection on sewer line section(s), the electronic files shall be submitted to the City.

18. LIABILITY:

Liability for removal of equipment that becomes stuck in the sewer will be as defined below and based upon review of CCTV leading up to the hazard:

Contractor's responsibility:

If it is clear from the review that there was operator negligence, the contractor will be responsible for retrieval of equipment. The retrieval will include any required repairs to the sewer. The Contractor will be responsible for obtaining all permits required to do the work.

Examples of Contractor negligence:

- With a hole clearly visible in the bottom of the sewer (between 5:00 and 7:00 o'clock), operator continues to drive the camera forward and becomes lodged in the sewer.
- Operator did not have correct sized tires on for the sewer and becomes lodged in the sewer.

City's responsibility:

City decision to proceed after concerns raised by the operator and unforeseen hazards in the sewer. Should the contractor's camera become lodged in the sewer at no fault of the Contractor, the City will make every effort to excavate and open the line to remove the camera. This work will only take place during the regular working hours for the City unless it is deemed that a back-up may take place. The City will compensate for actual downtime between 8:00 a.m. - 5:00 p.m. at 50% of the Emergency or Special Video Services hourly rate. The City will not be responsible for any damage to TV equipment.

Examples:

- Operator contacts City representative with concerns over an obstacle in the sewer. The City representative requests that the operator continue and the camera becomes lodged in the sewer.
- There is a hole in the pipe under the flow line and is not visible.

19. GENERAL REQUIREMENTS:

The Contractor shall be responsible to provide all labour, tools, equipment, supplies and materials, as well as all necessary supervision required to provide CCTV video inspection and reporting services, sewer flushing, roots and lateral cutting services, and confined space entry services within the City of Saint John. The Contractor shall employ and maintain sufficient experienced staff to adequately perform all specified duties and services.

The Contractor will be responsible to ensure that all equipment utilized to perform the services described in the Specifications are in a state of good repair. The City reserves the right to inspect and shall be the sole judge as to whether equipment being provided by the Contractor is suitable for the job intended.

The City will not be responsible for any damage to the Contractor's materials or equipment left on a job site, nor to the Contractor's employees' personal belongings brought on to a job site.

No subcontract, delegation or assignment of this Agreement or any duty, right or obligation or performance shall be made by the Contractor, in whole or in part, without the prior written consent of the City.

It is the sole responsibility of the Contractor to become familiar with and understand the nature of the work to be executed and generally of all matters, which can in any way influence the Contract.

City personnel may inspect any part of the Contractor's work at any time and any of the materials and equipment, which the Contractor may have on hand or located at a job site. The Contractor will provide total cooperation with any inspector assigned by the City to permit him to determine conformity with the Specifications and the adequacy of the services being performed.

Pricing indicated on the Pricing Form shall be on a “per lineal” meter, per hour, and daily basis.

The estimated quantities provided on the Pricing Form are given only as a guideline, and should not be construed as representing actual quantities of lineal meters / hours.

Contractors shall be considered eligible to bid who have a practicing and current license to do business in the Province of New Brunswick, comply with the City’s By-Laws, and have sufficient staff to respond to the City’s needs.

The Bidder shall be a company who is in the business of performing CCTV video inspections, sewer flushing, root/service lateral cutting, and confined space entry and can provide three (3) references where work of this nature has been performed, and has a minimum of five (5) years experience performing these services.

All response lines of the Pricing Form shall be filled out including all descriptions, pricing, details, references and/or compliances, where requested. Failure to complete forms may result in bid not being considered.

20. PAYMENT/INVOICING

The contractor shall submit monthly invoices on the first day of each month detailing the work carried out in the previous month. Payment shall be based on Net 45 Days from date of invoice. Original invoices are to be sent to: City of Saint John, Accounts Payable Department, P.O. Box 1971, Saint John, NB, E2L 4L1.

A copy of each invoice must be emailed to: jason.leclerc@saintjohn.ca

21. WORKSAFENB CERTIFICATE AND BUSINESS CORPORATIONS ACT CERTIFICATE:

- a) New Brunswick Tenderers shall provide to the City a WorkSafeNB certificate which confirms proper registration and good standing with WorkSafeNB and a *Business Corporations Act* Certificate which confirms proper registration and good standing with the Province of New Brunswick - Corporate Affairs within five (5) Working Days following the City’s notice of selection.

- b) Out-of-province Tenderers shall provide to the City a WorkSafeNB certificate which confirms proper registration and good standing with WorkSafeNB or a letter or certificate issued under the equivalent applicable legislation in the province of origin of the Tenderer confirming extension of coverage from said legislation to the Province of New Brunswick for the term of the Contract. Subject to paragraph c), out-of-province Tenderers shall also provide a *Business Corporations Act* Certificate which confirms proper registration and good standing with the Province of New Brunswick - Corporate Affairs within five (5) Working Days following the City’s notice of selection.

- c) Tenderers from Nova Scotia may submit the appropriate *Business Corporations Act* Certificate from the Province of Nova Scotia.

22. INSURANCE CERTIFICATE:

(a) Liability Insurance

The Contractor shall supply and keep in force for the full term of this Contract, a Wrap up Liability policy against liability for bodily and property damage that may arise with respect to the Work being performed under the Contract. This policy shall include the following:

- a) Coverage shall be on an occurrence basis with inclusive limits of at least two million dollars (\$2,000,000);
- b) The City of Saint John, the Sub-Contractors, the Engineer and the Architect, shall be named as Additional Insured with respect to the operations of the Contractor;
- c) Contractual Liability with respect to this Contract;
- d) Coverage for bodily injury and property with the amount set forth;
- e) A Cross Liability Clause;
- f) Contingent Employers Liability coverage;
- g) Non-Owned Automobile or licensed vehicle Liability coverage;
- h) Completed Operations coverage, with respect to this Contract, that shall remain in force for the duration of the guarantee period (maintenance period) which is a period of twelve (12) months from the date of issuance of the Certificate of Final Completion;
- i) Thirty (30) days' written notice shall be given to the City of Saint John in the event of the cancellation, substantial amendment, or lapse, of this policy.
- j) Coverage for Broad Form property damage; and

(b) Automobile Insurance

The Contractor shall insure and maintain insurance against liability for bodily injury and property damage caused by motor vehicles owned by the Contractor and used with respect to the Work. Such insurance shall have an inclusive limit of at least two million dollars (\$2,000,000). For the purposes of this Contract, the definition of a "motor vehicle" shall be the same as the definition of a "motor vehicle" in the *Motor Vehicle Act*, R.S.N.B., c. M-17, and amendments thereto.

(B) EVALUATION CRITERIA

(1) Proposals submitted for consideration will be evaluated on the following criteria with associated weightings.

STAGE II OF EVALUATION PROCESS	SCORING (POINTS)
Quality and Completeness: <ul style="list-style-type: none">• Has the proponent addressed all of the needs identified?• Is the proposal presented in an organized and professional manner?	5
Proponent's Experience: <ul style="list-style-type: none">• Has the proponent demonstrated a level of expertise with the requirements of this RFP and the coordination of the work?	15
Experience and Qualification of Key Personnel: <ul style="list-style-type: none">• Has the proponent demonstrated the ability to provide experienced and qualified personnel including fully qualified and trained backup personnel?	20
Equipment: <ul style="list-style-type: none">• Has shown adequate equipment to fulfill the requirements of the contract including backup equipment.	20
Cost: <ul style="list-style-type: none">• Cost will be a factor, however, neither the only factor nor the determined factor, in the evaluation of the proposals.	40
TOTAL POINTS FOR STAGE II	100

(C) SUBMISSION REQUIREMENTS

Proponents should include the following information in respect of each of the rated criteria:

(a) Quality and completeness – 5 Points

- i. an introduction with respect to the proponent's interest in this opportunity; and
- ii. a description of the proponent's understanding of the scope of services and the role of the service provider in the context of this RFP.

(b) Proponent's experience – 15 Points

- i. a brief description of the proponent;
- ii. description of the services the proponent has previously and/or is currently delivering, with an emphasis on experience relevant to the Deliverables;
- iii. the roles and responsibilities of the proponent and any of its agents, employees and subcontractors (if applicable), who will be involved in providing the Deliverables; and
- iv. a Reference Form in accordance with the instructions set out in the Form attached as Appendix C to this RFP.

(c) Experience and Qualifications of Key Personnel – 20 Points

- i. a description of key personnel's roles and responsibilities who will be involved in providing the Deliverables including the project supervisor, together with their relevant respective experience including municipal work experience, qualifications and certifications. Include resumes; and
- ii. Documentation of NASSCO PACP certification for all CCTV operators

(d) Equipment – 20 points

- i. Documentation of NASSCO PACP certification for CCTV database and software; and
- ii. Completed Equipment section of Appendix B, including all backup equipment and location and availability of service centres for all equipment.

(e) Cost – 40 Points

- i. completed Pricing Form as provided in Appendix B; and
- ii. proposed cost for the Deliverables, as described in Appendix D – Part A – The Deliverables