



Infrastructure Services

Request for Proposals
2025-IS-04

**REPLACEMENT OF ACTIVATED CARBON
FILTERS FOR ODOUR CONTROL AT
WASTEWATER TREATMENT PLANT**

For further information
please contact:
Len Thew
Manager of Operations
250-245-6447
lthew@ladysmith.ca

RFP Issue Date: March 26, 2025
RFP Closing Date: 2:00 pm, April 17, 2025
RFP Opening: 2:15 pm, April 17, 2025
Location of Bid Opening: Ladysmith City Hall



1. Introduction

The Town of Ladysmith is seeking proposals for the removal, disposal and replacement of activated carbon filters for odour control at the wastewater treatment plant. Although a site meeting is not mandatory, the proponent may request to have a site visit. For further details and to arrange a site visit please contact the Manager of Operations.

2. Required Project Deliverables

To remove, replace and dispose of approximately 19.2m³ of activated carbon from three locations at the Town's wastewater treatment plant.

- Headwork's 4.27m³
- Centrifuge Bin Room (Dewatering) 4.17m³
- MBBR / Sludge Tanks 10.76m³

3. Response Content

All respondents should include the following information in their proposal:

- Name of the product (activated carbon) complete with information regarding the product's excellent H₂S absorption capability (removal of odour and H₂S from air)
- Life expectancy of product, warranty
- Methodology regarding removal, disposal and replacement of new carbon
- Permit requirements, safety requirements, environmental requirements
- Disposal site (location)
- All costs associated with the proponent being 100% responsible for removal of activated carbon, disposal, replacement, permitting and all other associated costs.

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:

Len Thew
lthew@ladysmith.ca
250-245-6447

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 April 17, 2025** to the attention of:

Sue Bouma , Manager of Corporate Services
Town of Ladysmith
410 Esplanade - P.O. Box 220
Ladysmith, BC V9G 1A2

Proposals must be submitted in person or by mail or courier.

All submissions must be clearly marked “Request for Proposals 2025-IS-04 - Replacement of activated carbon filters for odour control at wastewater treatment plant.”

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

- A current business license 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 **April 17, 2025 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 completely or in part at any time, or waive formalities in, or accept a proposal completely or in part which is deemed most favorable 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.



