



CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

3131 OLD PERTH ROAD • PO BOX 400 • RR 2 • ALMONTE ON • K0A 1A0

PHONE: 613-256-2064

FAX: 613-256-4887

WEBSITE: www.mississippimills.ca

January 21, 2025

RE: Request for Quotation (RFQ) – Sanitary Sewer Flow Monitoring RFQ # 25-05

CONTACT:

For all project and RFQ inquiries please contact:

Zack Moshonas, EP

Environmental Compliance Coordinator

zmoshonas@mississippimills.ca

343-643-4643

SCOPE OF WORK:

The Municipality of Mississippi Mills is seeking quotations from a qualified Contractor to complete the following work (“Scope of Work”):

- Sanitary sewer flow monitoring for a duration of ninety (90) days
 - Installation of fifteen (15) flow monitors (FM) in various locations
- Rain gauge monitoring for the duration of sanitary sewer flow monitoring
 - Installation and maintenance of one (1) rain gauge in a central location to the FM.
- Data compilation, analysis, and preparation of report on results.

TERMS:

1. **Monitoring Duration:** program to commence on March 1, 2025 (+/- 4 days) for a duration of 90 days with the provision for an additional one month (30 day) extension.
2. **Flow Monitoring:** Price to include all labour, materials, and any contracted services necessary for the installation of flow monitoring devices per location. Costs must consider any maintenance visits which may be required for: manual depth and velocity verifications, sensor cleanings, battery replacements, and any related maintenance up to and including the point of removal.
 - 2.1. Flow monitor locations shall be in the locations identified in Attachment A.
 - 2.2. Flow monitors to be installed in sanitary manholes structures.
3. **Rain Gauge:** Price to include all labour, materials, and any contracted services necessary for the installation of a single rain gauge in a location determined by the Municipality. Costs must consider any maintenance visits which may be required up to the point of removal.



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- 3.1. Rain gauge location shall be 182 Bridge St, Almonte, ON K0A 1A0 for the purposes of this RFQ but may be changed to another agreed upon location within Almonte.
4. **Interim Reports:** Collected data from each FM shall be compiled into an interim flow report for the first and second 30 day period (first report covering day 1-30, second report covering day 31-60). The interim flow reports shall provide a summary of dry-weather flows (base sanitary flow + groundwater infiltration) vs. wet weather flow (dry weather flows + rainfall derived inflow and infiltration) and consider impacts of precipitation and/or snow-melt events. Interim reports should be in a memo form and provide data for the monitoring period in a CSV format. Interim reports should be submitted to the Municipality no later than 14 days after the end of the 30 day period.
5. **Comprehensive Report:** Collected data from each of the locations shall be supplied in a final report including hydrographs and scatter graphs, along with installation information and maintenance logs after the monitoring period. The report will evaluate each site's performance, outlining any issues observed. Final data shall also be supplied in CSV format. Quote shall include a Lump Sum price per site for each location. A final report shall be submitted to the Municipality no later than 14 days after the removal of the FMs.
6. **Traffic Control:** All traffic control shall be provided by the Contractor and be completed in accordance with all applicable laws. A road occupancy permit will not be required, however advanced notice of road occupancy shall be required.
7. **Payment:** In the event of equipment failure, payment of flow monitoring/rain gauge services will only be made for the period upon which the data has been obtained.
8. **Insurance:** WSIB is required and proof of a valid WSIB certificate is required prior to the successful contract beginning any work and may be requested at any point during the quotation review process. General Liability Insurance in an amount not less than \$5,000,000.00 on a per occurrence basis to be provided with the submission. The successful Contractor must ensure the Municipality be an additional NAMED insured on the General Liability Insurance to be provided upon award of contract.
9. **Provisional Items:** Pricing for provisional items is requested and may be added to the contract through a Change Order if the work is approved. Details on items is below:
 - 9.1. Additional duration for flow monitors and rain gauge – include all costs necessary for an additional month (30 days) of flow monitoring (existing FMs and rain gauge) and data analysis for inclusion of additional monitoring data into the Final Report. Interim reports will not be required for additional monitoring periods. Price shall be included as item P1 and P2 on the quotation form and is mandatory.
 - 9.2. Installation of Permanent Flow Monitor – include all costs for installation of a permanent standalone flow monitor. Costs shall include supply, installation, and training for Municipal staff on FM operation and maintenance. Price shall be per unit up to five (5) units and is optional.



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- 10. Supporting Information:** The following supporting information (items 10.1 through 10.4) must be provided as an attachment to the completed quotation forms. Quotation forms without the required information attached may not be accepted.
- 10.1. Corporate profile and relevant project list that demonstrate capabilities to undertake scope of work.
 - 10.2. Details on all equipment to be used on this project
 - 10.3. Overview of corporate Health and Safety Plan
 - 10.4. Details on provisional scope item 9.2 for the provision of a permanent flow monitor including staff training on operations and maintenance (if price provided).
- 11. Schedule:** The schedule for this project shall be as provided in Attachment B. Any changes to the schedule must be noted in the submission cover letter. Reasonable adjustments to the schedule may be considered.
- 12. Liquidated Damages:** The Municipality reserves the right to cancel the Contract or portion thereof without penalty or prejudice or the Municipality may apply liquidated damages. The Liquidated Damages policy is included as Attachment C and shall form part of the contract for this project.
- 13. Questions of RFQ:** Any questions regarding the RFQ must be received by email to the Project Manager noted above no later than 2:00 pm, January 27, 2025.
- 14. Submission:** A cover letter must accompany the completed quotation forms (attached) and any additional information required, and shall be emailed to zmoshonas@mississippimills.ca. All submissions must be received by 4:00 pm, January 31, 2025. Late or incomplete submissions shall not be accepted.

Should you have any questions, please feel free to Project Manager noted above.



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**MUNICIPALITY OF MISSISSIPPI MILLS
REQUEST FOR QUOTATIONS
FOR
SANITARY SEWER FLOW MONITORING PROGRAM
RFQ # 24-05**

Please

Name of Firm or Individual ("Contractor")

Use

Mailing Address

Ink

Telephone / Fax Number

Or

Email Address

Typewriter

Name/Position of Person Signing for Firm

Municipality of Mississippi Mills
Roads and Public Works
3131 Old Perth Road
RR#2, P.O. Box 400
Almonte, Ontario
K0A 1A0

Attention: Zack Moshonas
Tel: (613) 256-2064
Fax: (613) 256-4887



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QUOTATION FORM

ITEM #	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	Flow Monitor Installation, Maintenance and Removal (3 months)	ea	15	\$	\$
2	Rain Gauge Installation, Maintenance, and Removal (3 months)	ea	1	\$	\$
3	Data Analysis and Report	LS			\$
				Subtotal	\$
				HST 13%	\$
				Total	\$
Provisional Items					
P1	Flow Monitor one month extension - see Term 9.1	ea	1	\$	\$
P2	Rain Gauge – one month extension - see Term 9.1	ea	1	\$	\$
P3	Installation of Permanent Flow Monitor - see Term 9.2	ea	1	\$	\$



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This Bid Form is executed at

_____ of _____ in the _____

this _____ day of _____, 2025.

Print Name

Signature of Authorized Person

Signing for Contract



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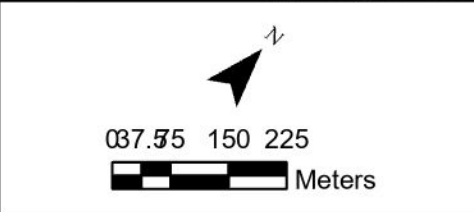
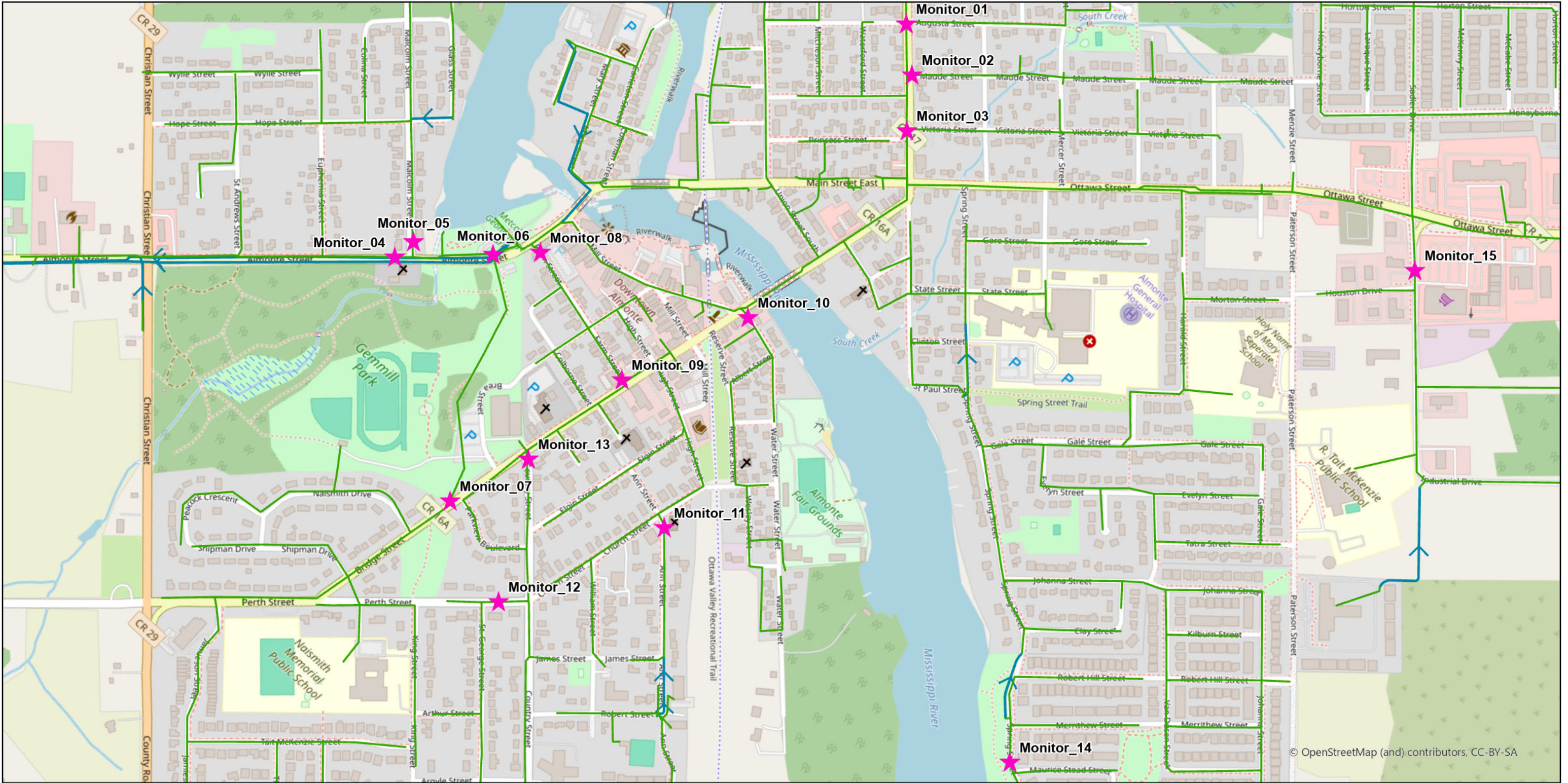
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Attachment A

Flow Monitoring Locations



2025 SANITARY FLOW MONITORING STUDY
 Almonte Wastewater Collection System
LOCATION MAP

Legend

- ★ Flow Monitor Location
- Sewer Gravity Main
- Force Main

NOTES:
 ALL FLOW MONITORS TO BE INSTALLED IN
 SANITARY MANHOLE STRUCTURE



DRAWN BY: ZM
 REVIEWED BY: CS
 CONTRACT NUMBER: RFQ # 25-05
 SCALE: 1:9,750

FIGURE 1



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Attachment B Project Schedule



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Table 1: Project Schedule

#	Task	Milestone
1	Project Kick-off meeting	February 14, 2025
2	Installation of equipment – Begin of Monitoring	February 28, 2025
3	Interim Reports	First report – period ending March 28, 2025 submitted by April 11, 2025 Second report – period ending April 28, 2025 submitted by May 12, 2025
4	Removal of equipment – End of Monitoring	May 28, 2025
5	Final Report	June 11, 2025



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Attachment C

Liquidated Damages Policy



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Liquidated Damages Policy – RFQ # 25-05

Time shall be the essence of the Contract. The Scope of Work (“Work”) shall be performed within the time promised, failing which the Municipality reserves the right to cancel the Contract or portion thereof without penalty or prejudice or the Municipality may apply liquidated damages.

In a case that the Contractor fails to perform the Work in accordance with the terms, conditions and specifications of the Contract, the Municipality shall give the Contractor notice as a written warning detailing the performance failure. Should the performance failure not be remedied to the satisfaction of the Municipality within 5 working days, the Municipality will issue liquidated damages to the Contractor.

In view of the difficulty of ascertaining the losses which the Municipality will suffer by reason of delay in the performance of the said Work, it is hereby agreed upon, fixed and determined by the parties hereto, as to the amount of liquidated damages that the Municipality will suffer by reason of said delay and default, and not as a penalty; and the Municipality may deduct and retain the amounts of such liquidated damages out of the monies which may be due or become due to the Contractor under the Contract in accordance with Table 1 below:

Table 2: Liquidated Damages

Performance Failure	Amount	Unit
Failure to complete work in accordance with Project Schedule	\$1,000	Per week per quotation item
Failure to comply with Contract, Federal, Provincial, and Municipal Laws, Acts, Ordinances, Regulations, Order-In-Council, and By-laws	\$500	Per incident