



REQUEST FOR PROPOSAL No. 05-2020

Water Quality Monitoring and Reporting Program for the North and South Landfill Sites

**For the Corporation of the Municipality of Oliver Paipoonge
Environmental Services**

Proposals, clearly marked as to contents are to be mailed to:

**Kevin Green, Treasurer/ Deputy CAO
Municipality of Oliver Paipoonge
3250 Highway 130
Rosslyn, ON P7K 0B1**

Proposals must be submitted by:

Wednesday, March 10, 2020 at 1:00 p.m., local time

Late submissions will not be accepted.

This request for proposal and cost estimate will include undertaking the 2020 and 2021 Monitoring and Reporting Program, as required by the Ministry of the Environment and Climate Change (MOECC) for compliance purposes for both the North and South Landfill Sites.

Rights Reserved by the Municipality

The lowest or any tender not necessarily accepted. The Municipality reserves the right to reject any or all bids, to waive irregularities and informalities therein and to award the contract in the best interest to the Municipality in its sole and unfettered discretion

Scope of Work

The following sections provide detailed information on the scope of work for the project.

Monitoring Program

The monitoring locations and analytical program, as summarized below, will be consistent with the 2014 compliance program. The parameters column references Schedule 5 of the MOECC document *Landfill Standards: A Guideline on the Regulator and Approval Requirements for New or Expanding Landfilling Sites*, last revised in January 2012.

Laboratory Analytical Program -North Landfill - 1 Spence Rd.			
Matrix	Frequency	Sample ID	Parameters
Groundwater	Spring and Fall	MW1, MW5, MW6, MW7, MW9, MW11, MW15, MW18 and Spence Road	Landfill Guideline – Schedule 5, Column 2 Indicator Parameters: pH, Sodium, Total Suspended Solids (TSS), Total Dissolved Solids (TDS), Sulphate, Conductivity, Iron, Magnesium, Nitrate, Alkalinity, Ammonia, Barium, Boron, Calcium, Chloride, Dissolved Organic Carbon (DOC), Biological Oxygen Demand (BOD) and Chemical Oxygen Demand (COD).
		MW2, MW3, MW4, MW8, MW10, MW12, MW13S, MW13D, MW14, MW16, MW17, MW19 and MW20	Landfill Guideline – Schedule 5, Column 2 Indicator Parameters: pH, Sodium, Suspended Solids, TDS, Sulphate, Conductivity, Iron, Magnesium, Nitrate, Alkalinity, Ammonia, Barium, Boron, Calcium, Chloride, DOC, BOD, and COD. Also include cadmium, chromium, lead and benzene.
Surface Water	Spring and Fall	SW1, SW2 and SW3, SW4, SW5 and SW6	Landfill Guideline – Schedule 5, Column 4 Indicator Parameters: pH, Total Phosphorous, TSS, TDS, Sulphate, Conductivity, Iron, Nitrite, Nitrate, TKN, Alkalinity, Ammonia, Chloride, total phenolics, BOD and COD. Also include cadmium, chromium and benzene.

Laboratory Analytical Program -South Landfill - 154 Barrie Dr.			
Matrix	Frequency	Sample ID	Parameters
Groundwater	Spring and Fall	MW1, MW2, MW3, MW4, MW6, MW7, MW8, MW9 MW101, MW102S, MW102D, MW103 and GW duplicate	Landfill Guideline – Schedule 5, Column 2 (Indicator) including hardness and ion balance
		MW1, MW2, MW3, MW4, MW6, MW7, MW8, MW9 MW101, MW102S, MW102D, MW103 and GW duplicate	Landfill Guideline – Schedule 5, Column 1 (Comprehensive) including ion balances
Surface Water	Spring and Fall	SW1, SW2 and SW3, SW4, SW Duplicate	Landfill Guideline – Schedule 5, Column 4 (Indicator) including hardness and un-ionized ammonia
		SW1, SW2 and SW3, SW4, SW Duplicate	Landfill Guidelines- Schedule 5, Column 3 (Comprehensive) including hardness and Un-ionized ammonia

Groundwater Level Measurements and Well Condition Survey

Prior to purging and sampling, groundwater levels in the monitoring wells will be measured relative to the top of the riser pipe using an electronic water level meter and recorded. The water level meter will be cleaned between wells using soap and water to prevent cross-contamination. The condition of each well will be visually assessed and documented in the field notes. If repairs or modifications that cannot be addressed during the sampling are required, recommendations will be provided to address the issue during a subsequent site visit.

Monitoring Well Development

At least three well volumes of groundwater will be purged from the monitoring wells to draw fresh formation water into the well for sampling purposes using existing dedicated bailers or Waterra samplers. Wells which pump dry will be purged of two standing well volumes following an appropriate period of recovery to allow the sand pack to drain into the well and formation water to flush the sand pack. While purging, the groundwater will be physically assessed for evidence of leachate impact, such as colour or odour, and this information will be documented in the field notes.

Water Sampling

Groundwater will be sampled using the dedicated sampling equipment immediately following purging or, if recovery is slow, within 24 hours of purging following standard procedures.

Samples will be collected in laboratory-supplied and cleaned bottles. Samples requiring filtering (i.e. metals) will be passed through dedicated and disposable 0.45 micrometre inline filters in the field during filling of the sample bottles.

Surface water samples will be collected by dipping the sample bottles into the water near the surface while taking care to minimize disturbance of bottom sediment.

Field measurements of pH, conductivity, temperature and dissolved oxygen (DO) will be measured in an aliquot collected from each sampling location using field-testing equipment. In addition to field chemistry, general observations will also be recorded for each surface water sampling location including but not limited to flow, colour and odour (if present).

The Residential well will be sampled after first allowing the water to run for a minimum of 5 minutes from a tap situated prior to any filtration/treatment systems. The samples will not be field filtered as they are to be analyzed as consumed; however, they will be field preserved.

Laboratory Analysis

A Canadian Association for Laboratory Accreditation (CALA) certified and accredited analytical laboratory will perform analyses following recognized standard methodologies.

Quality Assurance/Quality Control (QA/QC)

Field QA/QC will be established by following the procedures outlined in the *Guidance on Sampling and Analytical Methods for Use at Contaminated Sites in Ontario* (MOECC 1996)

If sampling equipment requires replacing, new equipment precleaned and sealed in plastic by the manufacturer will be installed. Dedicated sampling equipment will not be removed from one well to sample another. Clean, disposable nitrile gloves will be worn during purging and sampling, and discarded and replaced after purging each well or collecting each sample to prevent cross-contamination and maintain sample integrity.

Samples will be collected in precleaned bottles supplied by the laboratory. Following sampling, the containers will be carefully packaged to prevent breakage and placed in chilled coolers. The coolers will be delivered under Chain of Custody to the analytical laboratory for analysis.

Results for internal laboratory quality control analyses (such as replicate samples, standards, blanks and matrix spikes) will be requested and reviewed. Ion balances will be calculated as a check on the analytical results.

Data Analysis

The groundwater analytical data will be referenced to the applicable MOECC Guideline B-7 (Reasonable Use) criteria calculated based on the MOECC Ontario Drinking Water Standards (ODWS) and natural background levels.

The surface water analytical data will be compared to the MOECC Provincial Water Quality Objectives (PWQO).

Time series graphs will be generated for selected indicators, to facilitate identification of trends and progressive water quality variations. Water quality characterization plots using the Durov method will also be prepared and reviewed.

Reporting

A report will be prepared following the fall sampling event for submission to the MOECC by March 31 the following year. The report will present a description of the methods followed, borehole logs for existing monitoring wells, tables of the historical and current results, graphs showing geochemical trends and a discussion of the results relative to compliance with MOECC criteria. Where appropriate, recommendations may also be provided.

Schedule

The Municipality of Oliver Paipoonge is requesting to have a spring sampling event completed by May and a fall sampling event completed by October of each year.

Project Assumptions

This proposal has been prepared based on the following assumptions:

- A cost estimate may be prepared for any additional recommended work;
- Meetings with, and formal responses to, the MOECC will be in addition to the scope of work; and,
- All wells are equipped with dedicated sampling equipment in working order.

Should these assumptions not prove valid a revised estimate of the level of effort and associated costs will be provided.

Questions and Clarifications

Communications and clarification requests concerning this Request for Proposal are to be sent in writing and directed to:

Laura Gibson, Accounts Payable Clerk
Fax: (807) 935-2161
E-mail: laura.gibson@oliverpaipoonge.on.ca

Inquiries must not be directed to other Municipal employees or Elected Officials. Directing inquiries to other than those designated may result in your proposal being rejected.

The deadline for questions /inquiries will be Thursday, **March 5, 2020 at 12:00 noon**. All clarification requests are to be sent in **writing** to the individual mentioned above. No clarification requests will be accepted by telephone. Responses to clarification requests will be provided to all interested parties.

Any and all changes to the RFP will be issued in the form of a written addendum



FORM OF PROPOSAL/SCHEDULE OF PRICING

TENDER 05-2020

Water Monitoring Service for the North and South Landfill sites

For the Corporation of the Municipality of Oliver Paipoonge

Legal Name of Firm/Individual

Name of Contact Person

Mailing Address: Street Number, Street Name, City, Postal Code

Telephone No:

Fax No.:

Cell No.:

E-Mail Address

Receipt of addenda (when issued) shall be acknowledged by the Respondent

Number of Addendum received _____.

I/We, the undersigned, do hereby propose and offer to enter into contract with the Corporation of the Municipality of Oliver Paipoonge to **provide water monitoring services for the North and South Landfill Sites** as described in the specifications, terms and conditions of the Proposal Document, as set out below:

Fee Proposal

Total Price supply/service (2 years)	Cost
Field work and reporting (North)	\$
Field work and Reporting (South)	\$
HST:	\$
TOTAL PROPOSAL PRICE:	\$

Company H.S.T Registration Number:

I/We have the authority to sign this tender on behalf of the above noted company/individual.

Printed Name: _____ Position: _____

Signature: _____ Date: _____

Printed Name: _____ Position: _____

Signature: _____ Date: _____

This Form of Proposal/Schedule of Pricing, upon approval by Council, shall form the contract between the successful bidder and the Municipality. Successful bidder to provide all required documentation prescribed by MOECP requirements.

This Contract hereby accepted by the Municipality of Oliver Paipoonge this _____ day of _____, 2020 under authority of By-law No. _____.

THE CORPORATION OF THE MUNICIPALITY
OF OLIVER PAIPOONGE

Mayor

Chief Administrative Officer/Clerk



UNDERTAKING TO COMPLY WITH THE MUNICIPALITY OF OLIVER PAIPOONGE'S POLICY ON CONTRACTOR SAFETY

Name of Contractor: _____ (the "Contractor")

Description of Contract: _____ (the "Contract")

Name of Authorized Representative
of the Contractor _____

1. I/We hereby undertake:

- (a) To comply with all health and safety and environmental legislation in the performance of this contract;
- (b) To maintain a safe and healthy work environment during the performance of this contract;
- (c) To comply with the Municipality of Oliver Paipoonge Contractor Safety Policy as set out in the Supplementary General Conditions.

2. I/We hereby agree:

- (a) That compliance with all health and safety and environmental legislation is a condition of the contract and that non-compliance with same may, in the Corporation of the Municipality of Oliver Paipoonge's (hereinafter the Corporation) discretion, lead to the termination of this Contract;
- (b) To permit the Corporation to audit my/our health and safety and environmental records during the term of the contract and upon its conclusion and to co-operate fully with any such audit(s).

3. (a) I/We understand that contractor safety deficiencies will be addressed by the Corporation in the following progressive steps:

- (i) The problem will be identified to the Contractor (site supervisor).
- (ii) The Contractor's head office will be contacted about the problem, orally and later in writing.
- (iii) If required by law to immediately report the problem to a provincial and/or federal Ministry, the Corporation will immediately do so.
- (iv) If not required by law to immediately report the problem, and the problem remains unresolved, the Corporation may report the problem to the appropriate Ministry (ies).

- (v) The Contract may, in the Corporation's discretion, be suspended or terminated and/or payment withheld by the Corporation.
- (b) I/We acknowledge and agree that, depending upon the nature and/or seriousness of the deficiency, the Corporation reserves the right to bypass any or all of the steps described in subsection 3(a).

I/We have read and understood the above and agree to comply with the policy.

I/We have the authority to bind the Contractor.

_____ (Date)

SIGNED, SEALED AND DELIVERED
in the presence of:

(Name of Contractor)

Per:

Authorized Signature 1

Authorized Signature 2

Print Name

Print Name

Witness

I, the undersigned witness, hereby attest to the
validity of the above signatures.

Print Name



ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES

The Proponent shall comply with the provisions of the Accessibility for *Ontarians with Disabilities Act, 2005*, and the Regulations there under with regard to the provision of its goods, services or facilities to persons with disabilities. The Proponent acknowledges that pursuant to the *Accessibility for Ontarians with Disabilities Act, 2005*, the Municipality of Oliver Paipoonge must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services.

Prior to the commencement of any work the successful contractor/consultant shall furnish evidence of compliance with the most current Integrated Accessibility Standards Regulation specifically the section(s) pertaining to Training of Staff.

Agents or Consultants acting on behalf of the Municipality will incorporate accessibility criteria and features when developing specifications and/or procuring goods and services, except where it is not practical to do so. If it is not practicable to incorporate accessibility criteria and features when procuring goods or services, an explanation shall be provided.

I have the authority to bind the contracting party and I verify that our company complies with the most current Integrated Accessibility Standards Regulation specifically the section(s) pertaining to Training of Staff.

Signature: _____

Title: _____

Date: _____

Please submit to the Municipality prior to beginning of any contract work for the Municipality.



THE MUNICIPALITY OF OLIVER PAIPOONGE

3250 Highway 130
 Rosslyn, ON, P7K 0B1
 Telephone: (807) 935-2613 ext. 225
 Fax: (807) 935-2161

REQUEST FOR BIDDER INFORMATION

Complete and fax or email this form if you are interested in submitting a response to a Tender/Proposal and have downloaded the tender/proposal document from the municipal website. This will help us keep you apprised of any addenda or updates that may be issued.

FAX: (807) 935-2161 Email: laura.gibson@oliverpaipoonge.on.ca

NOTE: It is the responsibility of the Bidder to check the Municipal Website for any addenda or updates prior to submitting a bid.

Tender/RFP/RFQ No.	05-2020
Description of Tender	Water Quality Monitoring & Reporting - Landfill
Business Name	
Contact Name	
Address	Street Number and Name:
	City:
	Postal Code:
Phone	
Fax	
Email Address	
Preferred method to receive addenda	Check one: <input type="checkbox"/> fax <input type="checkbox"/> e-mail

www.oliverpaipoonge.ca/tenders