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Request for Quotation

RFQ-01-2025

Media Filtration System and Installation

Quotations via email addressed to:

Patrick Thompson
Municipality of Highlands East
pthompson@highlandseast.ca

Clearly marked **“RFQ for Media Filtration System and Installation”**

will be received until

4:00 p.m. EST Wednesday, May 14th, 2025

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A. INTRODUCTION

1. Invitation to Proponents

The Municipality of Highlands East is accepting quotations from qualified water treatment specialists to supply and install a Media Filtration System with ongoing support regarding the media filtration system to ensure functionality within our treatment plant. Quotations shall be submitted to the municipality in electronic form by **4:00 p.m. Wednesday, May 14th, 2025**, to pthompson@highlandseast.ca

The Municipality expects the quotations to include all relevant equipment, media, and piping required for installation, initial training, on-going maintenance, training, and support services. The Municipality's preference is to purchase from a single vendor; however, the use of multiple vendors will be considered if necessary.

The primary reason for this RFQ is the need to replace the existing media filtration system in the municipalities water treatment plant and implement a more modern, comprehensive system that is better suited for treating the specific water chemistry within the facility while taking advantage of new technology and efficiencies (such as electronically controlled head, adjustable backwash cycles, flow rate, and production displays, etc.). The solution should provide cleaner water, lower turbidity values, and extend the life of post cartridge filtration.

2. Type of Contract for Services

This RFQ is not a call for tender. However, each quotation is expected to contain sufficient detail concerning all terms and conditions to permit the drafting of a contract. The selected Proponent will be required to enter into an agreement with the Municipality for the installation and disinfection of equipment, training staff, and the full setup of the new system. The Municipality intends to award the contract based on the quotation that offers the best media filtration system that responds to the overall objectives of Municipal Staff.

3. Compliance with Applicable Laws/By-Laws

A condition of the Agreement is the requirement that the successful Proponent comply with all applicable laws of Ontario and Canada, including the Occupational Health and Safety Act (Ontario), AWWA standards for disinfection of drinking water plants, NSF requirements, and the privacy statutes applicable in the province of Ontario and the AODA (Accessibility for Ontarians with Disabilities Act). In addition to those noted above the proponents and the Municipality are required to follow the Municipality of Highlands East's Purchasing & Procurement Policy #2020-68.

4. Municipality Rights and Reservations

The Municipality reserves the right to:

- a) modify the RFQ at any time prior to the RFQ due date, by issuance of a written addendum to be posted on the Municipality's website. The Municipality reserves the right to reject/cancel any or all quotations in whole or in part if in the best interest of the Municipality as determined solely by the Municipality.
- b) waive any immaterial irregularities or errors in the RFQ or in any quotation. Irregularities and errors will be considered immaterial if they do not give any proposer an advantage over other proposers but will be considered material if they do give such an advantage.
- c) cancel this process, in whole or in part, at any time and for any reason whatsoever, without prior notice.
- d) adopt varying timetables.
- e) decline to evaluate a Bid which, in the Municipality's sole discretion, does not contain sufficient information to allow the Municipality to conduct a reasonable evaluation; and
- f) include or exclude individual modules.

The Municipality intends to award this services contract to one firm or individual. The Municipality also reserves the right to use other proposers for the hardware requirements and other services.

The Municipality is not liable for any costs incurred by a Proposer in the preparation and/or presentation of a quotation.

All information and data furnished by the Proposer to the Municipality and all other documents to which the proposer's employees have access during the preparation and submittal of the quotation shall be treated as confidential to the Municipality.

5. Insurance

Should the proponent be selected, prior to the initiation of works the proponent shall provide proof of insurance (at their cost) that includes the following:

- a) Commercial General Liability Insurance, including but not limited to bodily and personal injury liability, property damage, products liability, completed operations liability, owners & contractors, protective liability, blanket contractual liability, premises liability, and contingent employer's liability coverage.
- b) Having an inclusive limit of not less than \$2,000,000 per occurrence and in the aggregate.

- c) Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than \$2,000,000 per occurrence; for Third Party Liability, in respect of the use or operation of vehicles owned, operated, or leased by the Contractor for the provision of services.

6. Conflict of Interest

The Proponent shall disclose to the Municipality prior to the award of the agreement any potential conflict of interest. If such a conflict of interest does exist, the Municipality may, at its discretion, withhold the award until the matter is resolved or refuse to award.

7. RFQ Schedule

Issue Date: April 22nd, 2025.

Closing: May 14th, 2025, at 4:00pm

Period for which Quotations are Irrevocable after Quotation Submission Date: 90 days

Municipal Council Approval: July 8th, 2025, or earlier.

Commencement of Services: September 15th, 2025, or earlier

*** Dates are approximate and subject to change.*

8. RFQ Documentation

This RFQ consists of the following documents:

Appendix A – System Specific Activities & Functions

Appendix B – Current System Specifications

Appendix C – Disinfection Procedures

Appendix D – Form of Offer

9. Background

Situated on the Eastern side of Haliburton County, Highlands East covers 758 square kilometres with over 70 lakes and is the amalgamation of the Townships of Bicroft, Cardiff, Glamorgan, and Monmouth as of 2001.

The municipality is characterized by several small hamlets including Cardiff, Highland Grove, Wilberforce, Tory Hill, and Gooderham which are our settlement areas. The

municipality also has a significant amount of both waterfront and rural areas predominately understood to be “cottage country.”

Highlands East has a permanent population of approximately 3,830 and a seasonal population of roughly 13,000.

Highlands East employs 32 FT staff, 10 PT staff and 16 Seasonal/Student Staff. The 2025 annual budget is \$14,222,374 Million.

The Municipality currently uses a Kinetico macrolite media filtration system, for removal of iron, manganese, color, TSS, and turbidity at the Cardiff water treatment plant as our primary filtration process. This is followed by a 1-micron absolute cartridge filter to meet log removal. The Cardiff water treatment plant draws from 2 GUDI wells serving approximately 500 residents.

B. THE SERVICES

1. Goals and Objectives

The main objectives of this RFQ include:

- To replace the current media filtration system with an updated system that offers better user interface, easier maintenance, and cleaner water.
- To provide a solution for managing and accessing data from an electronic controller such as backwash, flow, and filter information.
- To extend the life of the post cartridge filtration.
- To provide the municipality with a more cost-effective, long-term treatment system.
- To offer improved water to our residents and visitors.

To meet these objectives, the following goals have been identified for a media filtration system:

- Advanced control capabilities.
- Access to real time data.
- “Off-the-shelf” product that requires little customization.
- Fully designed for efficient treatment of Cardiff water plants raw source water.
- All materials used must be NSF certified.

2. Description of Services

The Municipality expects that staff assigned to this project to be knowledgeable about municipal water treatment plants, are committed to understanding how the Municipality operates and fully understand the filtration equipment to provide excellent customer service. The Municipality expects a single point Project Manager will be assigned to the project to resolve issues as they arise in an efficient and timely manner.

The chosen solution will provide an advanced media filtration system that addresses the needs of the municipality within the Cardiff drinking water system. All applications will include a breakdown of the expected performance of the filters in relation to our water quality.

Specific activities, or functional requirements, which need to be supported are attached in Appendix A. This appendix forms an integral part of the RFQ and must be completed as part of the submission.

The quotation should describe the key elements of the approach that would be employed by the proponent in undertaking this project. The methodology must contain enough information to indicate a sound understanding of the needs of the project and provide the evaluators with step-by-step procedures and a schedule of activities which indicates how it proposes to meet these needs. A specific timetable and work plan must be included.

The project will include:

a. Project Planning Services:

- ☐ The vendor must prepare a detailed Project Plan. The quotation should state clear and concise steps detailing how the project is expected to be rolled out. This plan should include the following key elements:
 - Initial Orientation & evaluation.
 - Investigation into filter performance requirements including water quality, pressure, and flow set points.
 - Construction, installation, and disinfection of the media filters.
 - Follow up meeting to assess operation of media filters and overall performance.

b. A fully integrated media filtration system, which is comprehensive and includes all goals outlined in the attached appendix A for the Municipality.

c. Cost

The quotation must include the following breakdown:

- ☐ Cost of actual filtration system.
- ☐ Full implementation costs including installation, configuration, supplier-provided hardware, and disinfection.

- ☐ Costs for travel and expenses.
- ☐ Customization costs; and
- ☐ Yearly support and maintenance costs.

Note: All costs identified in the quotation shall be exclusive of HST.

d. Installation Services

The Vendor will be responsible for the delivery, installation, disinfection, and preparation of the media filtration system. Any required hardware will be purchased and installed by the vendor.

e. Implementation Services

Quotations should include an implementation plan based on a desired operational date of September 15th, 2025. It is the intent of the Municipality to make a decision by July 8th, 2025, or earlier. Therefore, implementation plans should be based on September 15th start date but will be subject to finalization. The proposed implementation plan should detail the logical sequence of steps that will be required and their duration and the makeup of the supplier's proposed implementation team.

f. Training Services

The Vendor is responsible to complete a training plan that details the expected maintenance intervals and providing the tools to staff to complete this in house.

g. Documentation Services

The successful Vendor must provide all necessary documentation required to operate and maintain the system and/or service, and confirm what of the following, is part of the package and what would be delivered for an additional cost:

- ☐ Technical documentation
- ☐ Operating/User procedures
- ☐ Training Manuals

h. Ongoing Support

The successful Vendor must provide ongoing support and required maintenance to the new media filtration system, and ensure the changeover is seamless, through adjusting parameters on the system and advising municipal staff on maintenance requirements as well as adjustments to achieve desired water quality objectives.

i. Hardware

Vendors will be responsible for all hardware specifications and implementation identified in their quotation. The quotation must specify the additional minimum hardware and software requirements for the effective utilization of the proposed system to be provided by the Municipality. Hardware shall include the media, media filtration system, and all relevant plumbing parts and fittings. The vendor shall review what is required to operate their solution, as well as propose what hardware will need to be in place beforehand to support the proposed solution.

j. Subcontracting

Sub-contracting of the services outlined in the specifications will not be permitted without the prior written consent of the Municipality. Any work undertaken by sub-contractors shall in no way relieve the Bidder of his/her responsibilities to the Municipality under the terms and conditions of this Contract.

k. References

The vendor will be responsible for providing references of customers with the proposed media filtration system to vouch for the performance and quality of the water in which the system produces.

Appendix A – System Specific Activities & Required Functions

Media filtration system

NSF certified.

Efficient removal of Iron, Manganese, color, Turbidity, TSS etc. (>95%).

Long-lasting low maintenance media.

Noncorrosive from liquid chlorine.

Efficient at high pressure and flows. (80 psi, at 300l/min, for 16 hours daily).

Electronically actuated head units that communicate with each other allow continuous operation.

Customizable Backwash frequencies and durations.

Easily maintained.

User friendly interface.

Appendix B – Current System Specifications

General Raw Water Characteristics	
Flow (L/min)	350
Daily Flow (M3/day)	250
Pressure (PSI)	60-100
Iron (ug/L)	800
Manganese (ug/L)	180
Colour (TCU)	23
Turbidity (NTU)	2.2
TSS (mg/L)	2
CL2 (mg/L)	4
GUDI source water	2 wells
Well pumps	7.5 hp and 5 hp pump in each well
1-micron absolute cartridge filtration post media filters	Main goal is to extend life of cartridge filters
Treated Water Characteristics	
Clearwell reservoir	630 m3 of stored water
High lift pumps	3 10 HP pumps, 1 40 HP fire pump
Residential connections	Water plant services 230 connections
Commercial connections	Elementary School, Royal Canadian Legion, and a convenience store/restaurant.

Appendix C – Disinfection Procedure

System must be fully disinfected to AWWA standard C653 – 13. More information available upon request.

APPENDIX D – Form of Offer

TO: The Corporation of the Municipality of Highlands East

RE: **IN THE MATTER OF** our quotation dated _____, 2025 to which this Form of Offer forms an integral part (the “Quotation”) prepared by _____ (the “Proponent”), and submitted in response to a request for quotations issued by The Municipality of Highlands East dated March 31st 2025 as amended, regarding the supply of an integrated municipal financial package and implementation services. The Proponent duly authorizes me to execute this Form of Offer. I solemnly declare and promise as follows:

Quotation Validity and Security

All statements, specifications, data, confirmations, and information that have been set out in the Quotation are complete and accurate in all material respects.

I consent pursuant to subsection 17(3) of the *Municipal Freedom of Information and Protection of Privacy Act* R.S.O. 1990, c.F.31, as amended, to the disclosure, on a confidential basis, of the Quotation by the Municipality to the Evaluation Team and the Municipality’s other advisers retained for the purpose of evaluating or participating in the evaluation of the Quotation.

I have received and reviewed the RFQ, together with any and all addenda thereto. I have received and reviewed the Agreement and agree to be bound by its terms.

Mandatory Requirements Checklist

I enclose herewith as part of our Quotation responses to all submission requirements, as set out below:

Document	Yes
Appendix D Form of Offer	
Pricing summary including installation, disinfection, and onboarding.	

References

I have included the number and type of references required by the RFQ and consent to having the Municipality perform checks with those references and with any other relevant references.

Bid Irrevocable

I understand that the terms of the Quotation will remain irrevocable within ninety (90) days of the Quotation Submission Deadline.

Conflict of Interest

I hereby confirm that there is not now, nor was there in the past any actual or potential Conflict of Interest (the definition for which is set out in the definition provision of the RFQ) relating to the preparation of our Quotation nor do I foresee any actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

Proof of Insurance

By signing this Form of Offer, I acknowledge the Proponent's willingness, if successful on this RFQ, to provide insurance on the terms set out below, and our Quotation includes the cost of such insurance and their fee estimate:

- i) Commercial General Liability Insurance including but not limited to bodily and personal injury liability, property damage, products liability, completed operations liability, owners & contractors, protective liability, blanket contractual liability, premises liability, and contingent employer's liability coverage,
- ii) Having an inclusive limit of not less than \$2,000,000 per occurrence and in the aggregate
- iii) Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than \$2,000,000 per occurrence; for Third Party Liability, in respect of the use or operation of vehicles owned, operated or leased by the Contractor for the provision of services;

All Policies of insurance referred to above shall contain provisions or endorsements respecting completed operations coverage, such coverage shall be expressed to be in effect continuously for a period of at least one year after the acceptance by the Municipality of Highlands East of the completed services; be placed with Ontario licensed insurers; include the Municipality of Highlands East as additional insured (exceptions are the automobile and professional liability insurance policies). A Certificate of Insurance to that effect must be issued.

Any insurance called for under this Project shall be endorsed in such a manner that coverage will not be altered or amended in any material way nor cancelled or terminated without 30 days' prior written notice being given to the Municipality of Highlands East.

Execution of Agreement

I understand that in the event that our Quotation is selected by the Municipality, I agree to sign the Agreement presented to the Proponent by the Municipality.

Signature of Witness:

Signature of Proponent Representative:

Name of Witness:

Name and Title:

Date of Signature:

I have the authority to bind the Proponent

Acknowledgement of Receipt of Addenda

This will acknowledge receipt of the following addenda and that the pricing quoted includes the provision set out in such addenda.

Addendum #

Date Received
