

Town of Kindersley



REQUEST FOR PROPOSALS

for the Town of Kindersley's
Water Vending Station

December 2022

106 – 5th Ave E; Box # 1269
Kindersley, SK S0L 1S0
Phone: 306-463-2675
Fax: 306-463-4577

I. PURPOSE

The Town of Kindersley is soliciting proposals from interested and qualified companies to form a Public Private Partnership (PPP) to operate and maintain the Kindersley Water Vending Station. The successful Proponent shall determine the most appropriate method of providing bulk water services to the Kindersley area as well as propose a viable partnership structure between the Proponent and the Town.

II. SCHEDULE

The Public Private Partnership (PPP) agreement shall commence on the date thereafter when the formal contract is mutually agreement upon. It is preferred that the successful Proponent will be willing to execute a five-year contract with the Town of Kindersley with possible renewal terms.

Requests for Proposals issued – **Wednesday, December 14, 2022**

Proposal submission deadline – **Monday, February 6, 2:00 pm SK local time**

III. BACKGROUND

The Town of Kindersley offers bulk potable water to its residents, which is piped from the South Saskatchewan River to the Water Treatment Plant (WTP) where it is treated through a state-of-the-art filtration and treatment system.

Local companies and individuals are presently sourcing this water from the Town's water vending station, located at 720 – 10th Street West in the industrial area. The water at the vending station is treated potable water, and is purchased by rural homeowners for domestic use, agricultural sectors, and the energy sector. The thriving energy sector in west central Saskatchewan includes several companies that utilize the fracking method to extract heavy oil from new and existing oil wells. This fracking practice requires high quantities of water, thus increases water sales. The Town of Kindersley has always ensured that the bulk water vending station is available for any individual or company to purchase water in a bulk amount.

The objective of this Request for Proposal is to operate and maintain infrastructure for dispensing bulk water for domestic/commercial/industrial use, that ensures the infrastructure and service provided is well-maintained and available for everyday use.

The average annual revenue for water sales is approximate \$120,000.00 - \$150,000.00.

IV. PROPOSAL REQUIREMENTS

The Proposal submission should include the following:

1. All-Inclusive Impact- Describe how accessing the Town's bulk water vending station will have a positive all-inclusive impact, such as:
 - a. Available for Domestic Use for rural homes
 - b. Available for Agricultural and Energy Sector Businesses
 - c. Positive impact on Kindersley and surrounding rural areas
2. Special Considerations- Offer rationale on the merits of selecting your organization for this proposal, highlighting the strengths of your organization and its benefit to the Town.
3. Business Case for PPP, provide a business case for your proposal including the following:
 - a. Implementation plan
 1. Clearly identify the components and specifications of the project, including but not limited to the flowing items:

1. Core Infrastructure (how you will utilize existing)
2. Construction (what you propose to construct/change to improve operations)
3. Equipment (anything required or included in proposal)
4. Overhead:
 - a. Project management
 - b. Administration
2. Identify costs for each item listed in the above section
3. Identify which partner (the Proponent or the Town) will be responsible for managing and funding each of the items listed above
4. Identify a timeline for implementation
- b. Partnership structure
 1. Identify which partner (the Proponent or the Town) will have Ownership of infrastructure
 2. Identify that the Proponent will have all Maintenance & Operations responsibilities
 3. Exclusive rights (the Proponent will have the only bulk water vending in this municipality)
 4. Review / renewal / expiry date of contract
4. Executive Summary of PPP- Provide a short summary of the cost and benefit for each partner of engaging in this PPP. This summary should not be longer than one page.

V. PROPOSAL SUBMISSION REQUIREMENTS

All submissions should contain the following items, and in the following order:

1. Cover page with the following business information:
 - Company Name
 - Owners/partners
 - Contact Information (Address/Phone/Email/Website)
 - Signature
2. Business History:
 - Outline of the past 5 years work experience, itemizing the following:
 1. Location of business, population of community and of catchment area
 2. Contracts – identify any noteworthy contracts that you have entered in the last 5 years which demonstrate your business's capacity and credibility
 3. References - List two (2) businesses with which you have had long-term contracts with, including:
 - a. Business name
 - b. Business type
 - c. Contact Information (including person, email & phone number)
 - d. Contract specifications
3. Proposal as stated in Executive Summary above
4. Financial Responsibility – The Proponent should indicate that they are prepared to enter into a contract(s) with the Town, which may require a letter of credit or security.

Note: A formal written agreement will be prepared in collaboration with the successful Proponent and will not be binding until signed by both parties and approved by the Council.

VI. INSTRUCTIONS TO PROPONENTS

The proposal should be received in its entirety before the submission deadline of 2:00 p.m. local time, Monday, February 6, 2022, preferably by email, in confidence, to:

kim.v@kindersley.ca

*Subject: **WATER VENDING REQUEST FOR PORPOSALS***

OR alternately by post, in confidence, to:

Town of Kindersley

Attention: Deputy Administrator

*Subject: **WASTE VENDING REQUEST FOR PORPOSALS***

Box 1269, Kindersley, Saskatchewan S0L 1S0

The Town will not accept liability for any late, lost, or improperly delivered email, parcel or facsimile. We recommend that you contact the Town Administration Office at 306-463-2675 to verify successful delivery.

Proposals **MUST** be signed. Unsigned proposals will be rejected.

Questions or inquiries concerning this RFP shall be directed to Kim Vogel, Deputy Administrator, and can be submitted to the email or post addresses provided. Verbal responses to any inquiry cannot be relied upon and are not binding on either party.

Kim Vogel

Email: kim.v@kindersley.ca

Phone: (306) 463- 2675

This is **not** a Request for Tenders or an offer. The Town is not bound to accept the lowest price proposal, nor any proposal of those submitted.

In addition to the aforementioned, by submitting a proposal, the proposing entity also understands and agrees that the Town of Kindersley reserves the right, and may at its sole discretion, exercise the following rights and options with respect to this RFP:

- a) To reject any or all proposals, or portions thereof;
- b) To issue additional solicitations for proposals and/or amendments to this RFP;
- c) To waive any irregularities in proposals received after notification to Proponents affected;
- d) To select any proposal as the basis for negotiations of a contract, and to negotiate with one or more of the Proponents for amendments or other modifications to their proposals;
- e) To conduct investigations with respect to the qualifications of each Proponent;
- f) To exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and the negotiations and award of any contract;
- g) To enter into an agreement for only portions of the services contemplated by the proposals with one or more of the Proponents;
- h) To select the proposal that best satisfies the interests of the Town and not necessarily on the basis of price or any other single factor;
- i) The Town assumes no responsibility or liability of any kind for costs incurred in the preparation or submission of any proposal;
- j) The Town also reserves the right to accept, reject or negotiate modifications to any proposal, as it shall, in its sole discretion, deem to be in its best interest. **The determination of adequacy of qualifications shall be in the sole discretion of the Town.**

Proponents may be required to give an oral presentation to the Town to clarify or elaborate on the written proposal.