



REQUEST FOR CONTRACTOR QUALIFICATION for Grinder Pump Package Maintenance Services

1. Introduction and Background

The County of Brant (the “County”) is responsible for municipally wastewater services for communities within the County. Municipal wastewater collection systems have typically consisted of gravity sewers connected to a local wastewater treatment facility. In some locations, topography and other servicing challenges has required the installation of low pressure sewers or shallow gravity sewers which require grinder pump packages to service certain properties.

The County of Brant has established Policy ES-SOP-01-21 Sanitary Sewer Grinder Pump System Policy which details the County and property owner (the “Owner”) responsibilities to ensure standardization of Grinder Pump Packages when a Grinder Pump Package is required to service a property due to the County’s selected mainline sewer servicing method (for example low pressure sewer or shallow sewer). A copy of the Policy can be found online at www.brant.ca/GrinderPumps .

2. Grinder Pump Package Details

A Grinder Pump Package is defined as the sewage pump, housing chamber, and associated mechanical, electrical, and instrument appurtenances. A typical lateral installation of an E/One system is shown at the end of this document.

The County’s approved Grinder Pump Packages are Environment One (E/One) and Zoeller Pump Company Sewer Grinder Pump Packages and are defined as;

Standard Sanitary Grinder Pump Package; - **E/One model DH071-093** package with a maximum pumping capacity of 2.6 m³/day

Non-Standard Sanitary Grinder Pump Package - The County will determine the model of the **E/One, Zoeller Pump Company** or alternate sanitary grinder pump package for applications requiring capacity greater than 2.6m³/day.

3. Contractor Approval Process/Requirements

As outlined in section 3 of Policy ES-SOP-01-21 only County Approved Contractors are allowed to maintain Grinder Pump Packages which fall under this policy.

A contractor can request to become an approved maintenance contractor by completing the following;

- complete training directly through the supplier of the approved grinder pump packages. Supplier information noted in section 4.
- upon completion of training the contractor shall supply to the County the completed “Contractor Submission Form” (attached on page 6) which notes the following items;

- list of employees attending the training
- copy of certificates of completed training issued by supplier for each employee
- outline of training completed
- date(s) of training
- location of training
- contact name of the supplier/manufacture that provided the training and contact information of the trainer.
- Contact information for the contractor; Name, Address, Phone, Email, etc.

Upon the contractor's completion of the training the contractor shall forward the required information to the County via one of the following methods;

Mail – County of Brant, 26 Park Ave, PO Box 160, Burford ON, N0E 1Y0
Attention; Environmental Services – Grinder Pump Package Contractor Approval

Email – publicworks@brant.ca
Subject; Environmental Services – Grinder Pump Package Contractor Approval

Upon County Staff's review of the submitted information and acceptance of training and credentials by the County, the contractor will be placed on a list of approved maintenance providers that will be maintained by County staff. The County reserves the right to add and/or remove contractors from the approved list at its sole discretion.

The maintenance of *Non-Standard Sanitary Grinder Pump Packages*, as described in section 2 and section 5.2 of Policy ES-SOP-01-21, is the responsibly of the property owner to retain an approved contractor and pay all cost.

The maintenance of *Standard Sanitary Grinder Pump Packages*, as described in section 2 and further detailed in section 5.1 of Policy ES-SOP-01-21, is the responsibly of the County. Contractors retained to do maintenance on standard units will be paid by the County. Contractors utilized by the County for maintenance activity will be required to supply the following;

Commercial General Liability Insurance

The contractor shall provide and maintain during the term of the Contract Commercial General Liability Insurance acceptable to the Corporation of the County of Brant and subject to limits of not less than Five Million Dollars (\$5,000,000.00) inclusive per occurrence for bodily injury, death, and damage to property including loss of use thereof.

The Commercial General Liability Insurance shall include coverage for:

- 1) premises and operations liability
- 2) products or completed operations liability
- 3) blanket contractual liability
- 4) cross liability
- 5) severability of interest clause
- 6) employers liability
- 7) liability with respect to non-owned licensed motor vehicles

Such Commercial General Liability Insurance policies shall be in the name of the Contractor and shall name the County, as an additional insured thereunder.

The insurance policies shall be endorsed to provide the County of Brant with not less than thirty (30) days written notice in advance of cancellation, change or amendment restricting coverage.

Automobile Liability Insurance

Automobile liability insurance in respect of licensed vehicles shall have limits of not less than Five Million Dollars (\$5,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof, in the following forms endorsed to provide the owner with not less than thirty (30) days written notice in advance of any cancellation, change or amendment restricting coverage:

- a) standard non-owned automobile policy including standard contractual liability endorsement; and
- b) standard owner's form automobile policy providing third party liability and accident benefits insurance and covering licensed vehicles owned or operated by the Contractor

Workplace Safety and Insurance Act

The contractor must provide the County of Brant with a current WSIB Clearance Certificate specific to the type of work being performed prior to the start of work. If the owner of the successful company is involved in the day-to-day operation of the company and will be present on site at any time during the term of this agreement, proof of optional insurance through WSIB must be also submitted in combination with the standard Clearance Certificate (as required by WSIB). A copy of the current WSIB Clearance Certificate must be submitted with every request for payment.

If any persons will be present on site to perform work related to this contract other than those employed directly by the contractor (e.g. temporary services), a current WSIB Clearance Certificate, specific to the type of work being performed, must be submitted to the County of Brant prior to these person(s) entering the site. If the owner of said company or organization will be involved in any work related to this agreement, proof of optional insurance through WSIB must also be submitted in combination with the standard Clearance Certificate (as required by WSIB). A new WSIB Clearance certificate must be submitted for said company or organization at 60-day intervals (upon expiration) throughout the entire duration of the contract. A copy of the current WSIB Clearance Certificate must be submitted with every request for payment.

Hourly Rates

The contractor must provide a list of hourly rates for the supply of manpower and equipment to complete typical maintenance activities.

4. Supplier Information

The approved E/One and Zoeller grinder pump packages are supplied by John Brooks Company Limited. Training can be coordinated through;

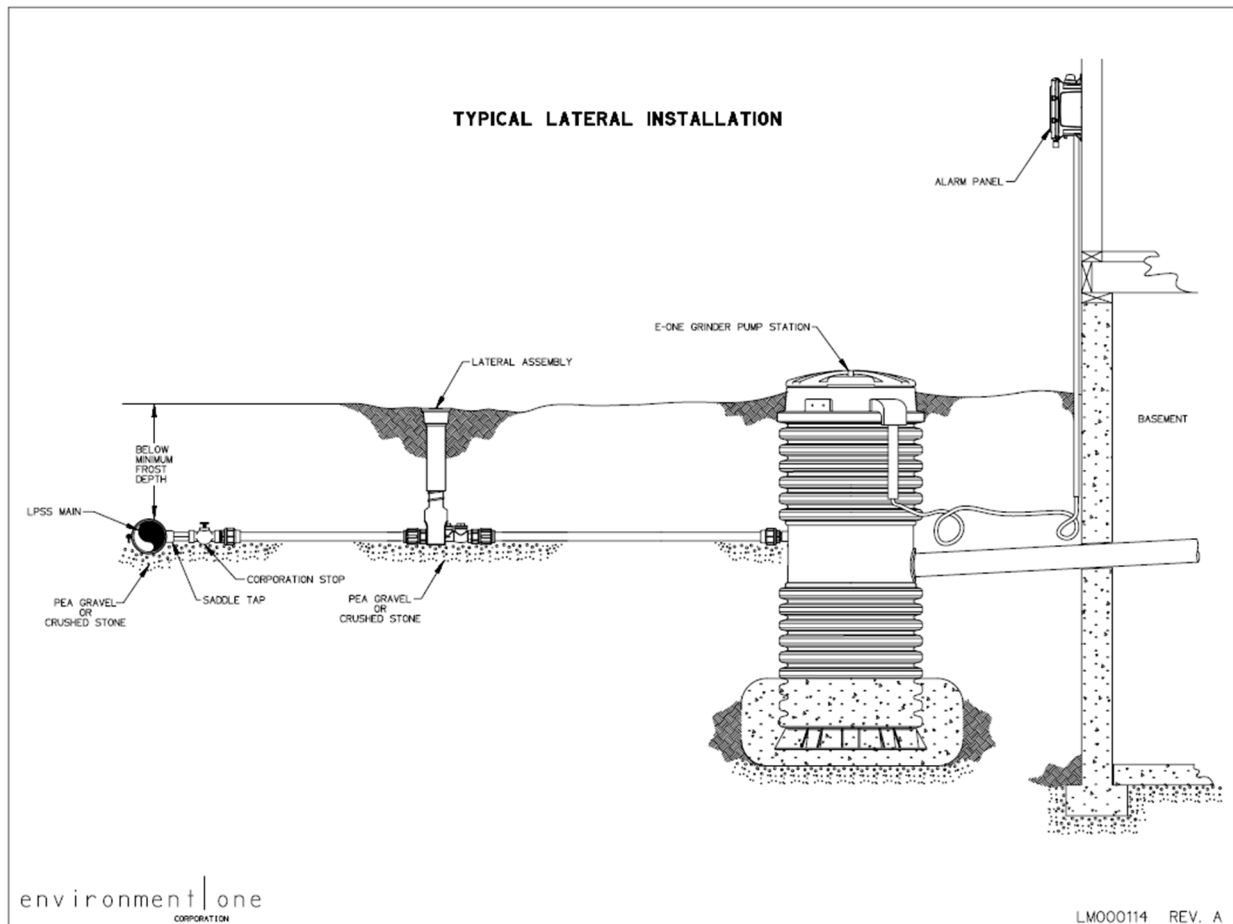
Stefan Fediw P.Eng
Technical Sales Representative
Pumps and Engineered Systems
JOHN BROOKS COMPANY LIMITED
2625 Meadowpine Blvd
Mississauga, ON L5N 7K5
T: 905-624-4204

5. Questions, Omissions, & Discrepancies

If a Respondent needs to address any discrepancies, errors and/or omissions in the request, or if they are in doubt as to any part thereof they can contact the County at;

Phone; 519-449-2451

Email; publicworks@brant.ca



Contractor Submission Form

Company: _____

Address: _____

Postal Code: _____

Office Phone Number: _____

Cell Phone Number: _____

Fax Number: _____

E-mail: _____

Contact Name: _____

Training Information

Company that provided Training : _____

Trainer Name: _____

Location of Training: _____

Trainers contact info (Phone Number, email): _____

Date of Training: _____

Outline of Training Completed: _____

Names of Employees attending Training: _____

Attach copies of training certificates issued by the training company for each employee which completed.