



**North Algona Wilberforce Township**  
**Request for Proposals: RFP-2024-09 Emergency Back-up**  
**Liquid Propane Generator Installation**  
**Sno Drifters Facility Emergency Backup Generator Supply and Install**

North Algona Wilberforce Township is seeking quotes to complete the following supply and installation of an emergency liquid propane fired back up generator at the Sno Drifters Facility located at 675 Sno Drifters Road, Eganville, Ontario.

**Quote Details:**

A written, itemized quote is required including break out of equipment, labour, and details on any subcontractors, who, and what their role shall be.

Your quote must include a total cost for the project in Canadian funds and a separate figure for the total applicable HST. (all in Canadian Funds).

Refer any questions electronically to **publicworks@nalgonawil.com**

Email subject shall be: **Sno Drifters Backup Generator.**

**Key Dates:**

Issue Date	July 17, 2024
Site Visit	July 30, 2024. 1:00PM. RSVP: publicworks@nalgonawil.com
Deadline for Submissions	August 16, 2024. Noon local time.
Anticipated Award Date	Week of August 27, 2024.
Due Date for Completion of the Equipment Installation	September 20, 2024. (extension can only be granted with written approval from the Township)

**Project Details/Specifications:**

The provider shall recommend Model Based on the following requirements and information provided at the site tour.

**Required Work:**

The following work shall be performed by the successful Bidder:

Examine the existing emergency power system at the Sno Drifters Facility.

1. Supply a generator and all necessary components for the installation, ensuring compliance with all Federal and Provincial regulations.
2. Secure all permits required for a stationary/fixed location type generator in Ontario.
3. Install suitable concrete pad(s) – additional pad required for propane tank if that is the fuel type (LP).
4. Installation of the generator and all system controls.
5. Start up and test generator and confirm system functionality.
6. Test all safety devices.
7. Fully commission generator.
8. Train applicable Township staff on operation and maintenance of the backup generator system.

## **Components and Equipment:**

The proposed equipment specifications are as follows:

### **Generator**

1. 48kW Generator.
2. 400 Amp Automatic Transfer Switch.
3. Engine Heater.
4. Battery Charger.
5. Fuel type Propane.
6. Aluminum, sound attenuated enclosure.
7. Easy to read control gauges and display windows.
8. Full Load tested.
9. CSA approved.

### **Concrete Pad(s):**

- Suitable sizes and strength.

### **Operating Manuals:**

- Provide manufacturer's operating manuals.

### **Warranty:**

- All components and equipment shall be covered by at minimum a one-year warranty.

### **Bids include the following:**

1. Completed Price Form (last page of this solicitation).
2. A description of the equipment specifications, sizes, models and how it meets the emergency backup power demand for the Sno Drifters Facility.
3. Timelines for the supply, installation, testing and commissioning the generator system. Time is of the essence for this project and a completion date prior to September 20, 2024.
4. Pricing breakdown showing cost for equipment supply, permitting and inspection, installation including concrete bases for the generator and fuel storage.

### **Rights of the Township – Evaluating / Accepting /Rejecting Proposals:**

The Township reserves the right to reject any and all proposals based on the best interest of the Township. The Township reserves the right to select a proposal other than the lowest price proposal based on any criteria which in its sole and absolute discretion the Township deems to be in its best interest.

The Township is not liable for any costs incurred by interested parties in the preparation of their response to this request or subsequent interviews. Furthermore, the Township shall not be responsible for any liabilities, cost, loss or damage incurred,

sustained or suffered by any interested party, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the Township of any response, or by reason of any delay in the acceptance of the response. The Township reserves the right to accept or reject any or all proposals, to waive formality or technicality in any proposal and not necessarily accept the lowest priced proposal.

The Township reserves the right to request Proponents to provide additional information and address specific requirements not accurately or adequately covered in their initial submissions.

**General Terms and Conditions:**

**Worker's Compensation:** Bidders shall comply with the Workers' Compensation and Occupational Health & Safety Act safety regulations. A certificate of good standing with the Workers' Compensation Board of Ontario or equivalent must be provided by all bidders with their bid submission.

**Indemnity Requirements:** The successful Bidder shall be required to indemnify and hold the Township harmless against all liability and expenses, including solicitor's fees, howsoever arising or incurred, alleging damage to property, injury to, or death of, any person arising out of or attributable to the Bidder's performance of the contract awarded.

**Liability:** The Township shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever suffered or sustained by the Bidder, their employees or agents in the performance of this agreement.

**Insurance:** Two million (\$2,000,000.00) in General Public Liability Insurance.

- a. Dollar values are per Instance.
- b. The Township is named as an additional insured.
- c. General liability policy to include "Completed Operations Coverage."
- d. Policy to remain in effect for 1 year after project completion.

Note: The awarded Bidder shall provide their insurance letter upon signing of the agreement and before any work may begin.

**Agreement:** The Township will provide the successful Bidder with an award letter upon Councils approval. The successful bidder agrees that the provided award letter will be an agreement between the successful bidder and the Township to complete the project as stated.

**Warranty:** A Minimum one-year warranty on all equipment and labor is required.

**PRICE FORM**

NAME OF BIDDER: \_\_\_\_\_

**PRICING SUMMARY:**

**(All prices are excluding taxes)**

Supply of Generator/Automatic Transfer Switch	\$ _____
Installation of Generator/ Automatic Transfer Switch	\$ _____
Permitting, Inspection and Commissioning	\$ _____
Installation of Concrete Base (Generator)	\$ _____
Installation of Concrete Base (Fuel Tank) (If Applicable)	\$ _____
Provide two (2) 500 litre Liquid Propane Tanks	\$ _____
<b>TOTAL LUMP SUM PRICE</b>	<b>\$ _____</b>

**Signature:** \_\_\_\_\_

**Print Name and Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date:** \_\_\_\_\_