



Municipality of St Mary's: Request for Proposals

Project Number STM0119241

Municipal RecPlex Backup Generator Supply and Install

The Municipality of the District of St Mary's is seeking quotes to complete the following supply and installation of a back up generator at the Municipal RecPlex located at 138 Old Hill Road in Sherbrooke Nova Scotia.

Quote Details:

A written, itemized quote is required including break out of equipment, labour, and details on any subcontractors, who, 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 all Bids and any questions electronically to teddy.stevens@saint-marys.ca.

Bid Content must not exceed 20MB in order to meet Municipal Email requirements.

Email subject shall be: RecPlex Backup Generator.

Key Dates:

Issue Date	January 19, 2024
Site Visit	January 25, 2024. 1:00PM. RSVP: teddy.stevens@saint-marys.ca
Deadline for Submissions	February 2, 2024. Noon local time.
Anticipated Award Date	Week of February 5, 2024.
Due Date for Completion of the Equipment Installation	March 31, 2024. (extension can only be granted with written approval from the Municipality)

Project Details/Specifications:

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

System Requirements:

The attached copy of Panel EM circuits provides an overview of the items included in the emergency power system. Specifications on the EM Panel are as follows: 120/208V 3ph 4W 125A.

Also attached is a copy of Panel EL showing the lighting circuits that will be operated by the emergency backup power supply. Specifications on the EL Panel are as follows: 120/208V 3ph 4W 60A.

A Manual Transfer Switch is located in the Electrical Room to transfer to the backup generator power. Specifications on the Manual Transfer Switch are as follows: 120/208V 125A.

The generator connection will be through a four wire plug located at the southwest exterior corner of the building. Due to space restrictions the generator will be located within 12 feet of the building.

Required Work:

The following work shall be performed by the successful Bidder:

Examine the existing emergency power system at the RecPlex, excluding the Three Phase Power supply for the ICE Plant.

To include: New and to be installed electric on demand water heater, new electric commercial stove, electric commercial range hood, Electric commercial dishwasher and determine the appropriate size (KWs) for the backup generator.

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 Nova Scotia
3. Install suitable concrete pad(s) – additional pad required for propane tank if that is the fuel type
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 St. Mary's Municipality staff on operation and maintenance of the backup generator system

Components and Equipment:

The proposed equipment specifications are as follows:

Generator

1. Rating: 120/208V, 3 Phase, 4 Wire, 125 Amp
2. Stationary/Fixed Location
3. Engine Heater
4. Battery Charger
5. Fuel type Diesel or 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 Municipal Administration Building
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 March 31, 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 Municipality – Evaluating / Accepting /Rejecting Proposals:

The Municipality reserves the right to reject any and all proposals based on the best interest of the Municipality. The Municipality 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 Municipality deems to be in its best interest.

The Municipality is not liable for any costs incurred by interested parties in the preparation of their response to this request or subsequent interviews. Furthermore, the Municipality 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 Municipality of any response, or by reason of any delay in the acceptance of the response. The Municipality 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 Municipality 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 Nova Scotia 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 Municipality 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 Municipality 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 (\$5,000,000.00) in General Public Liability Insurance.

- a. Dollar values are per Instance.
- b. The Municipality 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 Bidder agrees to enter into a written agreement with the municipality within five business days of being awarded the project unless an extension is agreed to in writing by both parties.

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 \$ _____

Installation of Generator \$ _____

Permitting, Inspection and Commissioning \$ _____

Installation of Concrete Base (Generator) \$ _____

Installation of Concrete Base (Fuel Tank) (If Applicable) \$ _____

TOTAL LUMP SUM PRICE \$ _____

Signature: _____

Print Name and Title: _____

Address: _____

Telephone: _____

Email: _____

Date: _____