

Request For Proposal

Backup Generator Power Supply for the Municipal Administrative Building

Municipality of the District of St. Mary's



December 4, 2019

Introduction:

The St. Mary's Administration Building was built in 2012 and included wiring to accommodate an emergency backup power supply from a generator. The backup power will allow the building to be used as an EMO command centre during emergencies, including during extended power outages.

The Municipality is seeking proposals for the supply and installation of an appropriated sized generator to power the electrical equipment included through the existing emergency power grid within the Administration Building. The generator will be a stationary/fixed location type installation.

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 proponent:

- Examine the existing emergency power system at the Municipal Administration Building and determine the appropriate size (KWs) for the backup generator
- Supply a generator and all necessary components for the installation, ensuring compliance with all Federal and Provincial regulations
- Secure all permits required for a stationary/fixed location type generator in Nova Scotia
- Install suitable concrete pad(s) – additional pad required for propane tank if that is the fuel type
- Installation of the generator and all system controls
- Start up and test generator and confirm system functionality
- Test all safety devices
- Fully commission generator
- 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

- Rating: 120/208V, 3 Phase, 4 Wire, 125 Amp
- Stationary/Fixed Location
- Engine Heater
- Battery Charger
- Fuel type Diesel or Propane
- Aluminum, sound attenuated enclosure
- Easy to read control gauges and display windows
- Full Load tested
- 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

Proposal Submission:

Proposals must be clearly marked **"Supply and Installation of a Backup Power Generator for the Municipality of the District of St. Mary's Administration Building"** and submitted to the attention of Marvin MacDonald, CAO at the Municipal Building, 8296 Highway 7, PO Box 296 Sherbrooke, NS, B0J 3C0. Email submissions are also accepted and should be sent to marvin.macdonald@saint-marys.ca and be clearly marked in the Subject field **"Supply and Installation of a Backup Power Generator for the Municipality of the District of St. Mary's Administration Building"**.

Submissions will be received until 12:00 noon, December 17, 2019.

Proposals shall include the following:

- Completed Proposal Form
- A description of the equipment specifications, sizes, models and how it meets the emergency backup power demand for the Municipal Administration Building
- 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 February 1, 2020 is desired.
- Pricing breakdown showing cost for equipment supply, permitting and inspection, installation including concrete bases for the generator and fuel storage
- Proof of Comprehensive General Liability Insurance in an amount not less than \$5,000,000
- Copy of current Letter of Good Standing from the Nova Scotia Construction Safety Association

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.

Inquires:

All requests for additional information or clarification regarding this RFP shall be directed to the attention of:

Marvin MacDonald
Chief Administrative Officer
Municipality of the District of St. Mary's
Telephone: 902-522-2432
Cell: 902-328-4109
Email: marvin.macdonald@saint-marys.ca

Municipality of the District of St. Mary's
Request for Proposals
Administration Building Backup Generator

PROPOSAL FORM

NAME OF PROPONENT: _____

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 (Propane Tank)	\$ _____
TOTAL LUMP SUM PRICE	\$ _____

Signature: _____

Print Name and Title: _____

Address: _____

Telephone: _____

Email: _____

Date: _____

PANEL EL			
1	EMERGENCY LIGHTS	2	16 LIGHTS
3	MAIN LOBBY LIGHTS	4	WASHROOM LIGHTS
5	COMMUNITY MT LIGHTS	6	EXTERIOR LIGHTS
7	10 LIGHTS	8	15 LIGHTS
9	6 LIGHTS	10	21 LIGHTS
11	LIGHTS	12	MEZZANINE LIGHTING
13	LIGHTS	14	LIGHTS
15	DRIVEWAY LIGHTING	16	SPARE
17	SPARE	18	SPARE
19	SPARE	20	SPARE
21		22	
23		24	
25		26	
27		28	
29		30	

PANEL EM			
1		2	SPARE
3	PANEL EL	4	COMMS RM. RECEPT
5		6	CHAMBER RECEPT
7	CHAMBER PROJECTOR	8	CHAMBER DATA DROPS
9	CHAMBER DATA DROPS	10	CHAMBER DATA DROPS
11	WASHROOM RECEPT	12	MAIN LOBBY RECEPT
13	MAIN LOBBY RECEPT	14	COMMUNITY MT. RECEPT
15	COMMUNITY MT. PROJ.T.	16	COMMUNITY MT. RECEPT
17	COMMUNITY MT. RECEPT	18	DOOR OPENERS
19		20	SECURITY
21	SEWAGE PUMP	22	LIGHTS
23		24	
25		26	ELECTRIC BOILER
27	PUMP P-1	28	
29		30	
31		32	PUMP P-6
33	PUMP P-2	34	
35		36	
37	SPARE	38	PUMP P-3
39	SPARE	40	
41	SPARE	42	SPARE