



Naturally Spirited

KILLALOE-HAGARTY-RICHARDS

THE CORPORATION OF THE
TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS

SUPPLY & INSTALLATION OF EMERGENCY STANDBY
GENERATOR

THE TOWNSHIP OF KILLALOE, HAGARTY AND
RICHARDS MUNICIPAL OFFICE
REQUEST FOR PROPOSAL (RFP)

RFP 2018-04

The Municipality of the Township of Killaloe, Hagarty and Richards is committed to integrating accessibility considerations into our procurement processes. We ask potential suppliers to tell us about the accessible options they offer. We include accessibility considerations in our evaluation.

The Request for Proposal (RFP) process within the Township of Killaloe, Hagarty and Richards is established to promote the exchange of new ideas between potential service providers and the Township. RFP's allow for more flexibility in delivering services and products to the Township of Killaloe, Hagarty and Richards than would the tendering process. RFP's utilize descriptive objectives and technical specifications as a guideline to suppliers rather than a direct agreement of detail. This affords the Township of Killaloe, Hagarty and Richards' access to technologically advanced products, innovative thinking, and new approaches to solving problems, utilizing the combined knowledge and experience of the Suppliers and Contractors. Suppliers and Contractors benefit through an open forum to exchange ideas, promote new products and demonstrate their capabilities without commonly present restraints.

TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS
REQUEST FOR PROPOSAL (RFP)
2018-04

Contractor's Name

Contractor's Address

City Province Postal Code

Telephone Number Cell Number

Fax Number

Email Address

The Contractor will be required to provide all administrative paperwork, machinery, materials, permits, approvals and manpower necessary to supply and install a standby generator at the municipal office located at 1 John Street, Killaloe, Ontario. The standby generator must be able to operate the entire building in the event utility power is not available. Contract also involves all necessary prep work to complete installation. Successful contractor also agrees to provide the client with all services, listed in RFP 2018-04 and contractor's submitted proposal package. Chosen contractor will be required to sign a service agreement prior to commencement of project.

The Contractor is required to provide the Township with proof of insurance in the amount of \$2,000,000.00 at a minimum, and is responsible for all issues relating to WSIB coverage, insurance etc, for their employees with relation to this contract.

	Date:	_____
Start Date: _____	Contract Price:	\$_____ CDN
Completion: _____	Applicable Taxes:	\$_____ CDN
	Total Contract Price:	\$_____ CDN (including taxes)

Signature
(I have the authority to bind the company)

TOWNSHIP CONTACTS AND ADMINISTRATION

Any questions or any additional information contact:

Tyler Mask
Building/Asset Manager
Township of Killaloe, Hagarty and Richards
1 John St., P.O. Box 39
Killaloe, Ontario K0J 2A0
(613) 757-2300 - office
(613) 757-3634 – fax
(613) 401-1117 - cell
E-mail: tmask@khrtownship.ca

REQUEST FOR PROPOSAL CLOSING

Date of Closing

RFP submissions can be made until **July 13th at 4:30 PM Local Time**.
RFP submissions received after this deadline will not be given consideration.

Package Submission Process

RFP packages shall be submitted in a closed and sealed envelope clearly marked as to contents “Supply & Installation of Emergency Standby Generator,” to:

Lorna Hudder, CMO, Dipl.M.M.
CAO/Clerk-Treasurer
Township of Killaloe, Hagarty and Richards
1 John St., P.O. Box 39
Killaloe, Ontario K0J 2A0
(613) 757-2300 - office
(613) 757-3634 – fax
E-mail: lhudder@khrtownship.ca

Please note that the successful proposal may not necessarily be the lowest submitted cost but the one that provides the best long-term solution for the Township of Killaloe, Hagarty and Richards.

**TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS
REQUEST FOR PROPOSAL
KILLALOE, HAGARTY AND RICHARDS MUNICIPAL OFFICE
1 JOHN STREET, KILLALOE
RFP 2018-04**

1. Project Summary

To provide all administrative paperwork, machinery, materials, permits, approvals and manpower necessary to supply and install a standby generator at the municipal office located at 1 John Street, Killaloe, Ontario. The standby generator must be able to operate the entire building in the event utility power is not available. Contract also involves all necessary prep work including all electrical, earth work, etc to accomplish installation.

2. Property Description

The Township of Killaloe, Hagarty and Richards Municipal Office
1 John Street
Killaloe, Ontario
K0J2A0

3. Project Deliverables

- a) Contractor must design, purchase, provide and install all components required to install an emergency standby generator that is fully capable of running the entire municipal building without exceptions at high, medium and low consumption rates. This will include all electrical, furnaces, air conditioners, electric base boards, lighting, computer equipment, alarm systems, etc contained within the building. It is the sole responsibility of the contractor to ensure generator is sized appropriately for the building. Must be equipped to provide stable power suitable to operate computers and office equipment without damage. Load tests may be performed at the site visit meeting by perspective contractors.
- b) Emergency stand by generator must be propane.
- c) Contractor must install a poured concrete pad with weatherproof enclosure as specified in generator's installation manual for generator to sit on. Also contractor must ensure enclosure is tamper proof.

- d) Generator must be equipped in a manner that will allow full, automatic operation in the most extreme temperature ranges associated with this region. Contractor must provide details outlining extreme cold/heat weather operation provisions.
- e) Contractor must complete all necessary prep work such as electrical hook-ups and wiring to ensure compatibility between generator and building.
- f) Contractor is responsible for all trenching and earth prep work that may be required.
- g) Transfer switch must be auto-start and auto-shut off in the event of a power outage.
- h) Contractor is responsible for arranging with local fuel supplier (McCarthy's Propane) and TSSA for the installation of propane tanks to operate generator.
- i) Contractor must provide municipality with all documentation relating to the new generator and associated equipment at the completion of the project. This will include, but not limited to, owner/operator manual, maintenance log books, etc.
- j) Contractor shall provide the manufacturer's warranty and service contract information for all new equipment installed. Contract shall also provide warranty work on the installation for a minimum period of **one year** from time of installation.
- k) Contractor must also provide at minimum, a 5 year projected price and terms for re-inspections and maintenance required to properly operate equipment.
- l) Contractor must provide training to municipal designated staff pertaining to safe and proper use of emergency standby generator.
- m) Contractor must clean up all debris and garbage and dispose of at the Killaloe Waste Disposal Site at the end of this project. Job will not be complete until a township designate gives approval that site is returned to its original state.
- n) The contractor must ensure that all health and safety measures are followed for workers, and ensure the safety of township employees and the public for the duration of this project.
- o) Contractor must maintain open communication with municipal staff in regards to progress, changes or any issues that may arise.
- p) It is the sole responsibility of the contractor to obtain any permits, inspections or approvals required to comply with the Ontario Building Code, the Ontario Electrical Code, the Ontario Fire Code, the Technical Standards and Safety Authority, and any other governing bodies/agencies having jurisdiction and/or legislative authority related to this project.
- q) Contractor will provide a guaranteed maximum price for all project work, and shall abide by the price stated. No further payments beyond the contract amount will be made for any additional services required to provide a satisfactory deliverable. If additional requirements are requested by the municipality beyond the original agreed upon scope of work described in this RFP, the cost of these services would be negotiated between the municipality and the contractor that has

been selected to perform the work. Any additional work will only be undertaken based on a request in writing from the municipality.

4. **Project Schedule**

The project must be completed by **September 1st, 2018**.

5. **Objectives for RFP 2018-04**

To provide all administrative paperwork, machinery, materials, permits, approvals and manpower necessary to supply and install a standby generator at the municipal office located at 1 John Street, Killaloe, Ontario. The standby generator must be able to operate the entire building in the event utility power is not available. Contract also involves all necessary prep work to accomplish installation.

(a) **Completion Definition**

This project will be deemed to be complete upon final inspection of the completed project by the Building/Asset Manager or his/her designate, with all deficiencies resolved to the satisfaction of the Township of Killaloe, Hagarty and Richards prior to the release of final project payment and proposal deposit cheque.

(b) **Common Requirements**

Integration of innovation and products that will supply the longest life cycle possible are to be included wherever possible. Although overall cost is a main factor, functionality, improved life cycle, safety and esthetics should be included as an overall philosophy.

(c) **Specific Requirements**

The Township of Killaloe, Hagarty and Richards specifically enforces a code of conduct for contractors and sub-trades. Specifically, there is **no** tolerance for:

- offensive language
- horseplay, fighting
- inappropriate clothing
- posting of inappropriate images
- smoking
- alcohol or drug use

The Township of Killaloe, Hagarty and Richards, in its sole opinion, reserves the right to immediately remove and restrict further access to any person not complying with approved practices, without any further recourse or liability.

(d) Time Limitations

The start date of the project must clearly be specified in the RFP submission and will be considered a commitment by the applicant. The completion date must be by September 1st, 2018.

(e) Permits and Approvals

It is the sole responsibility of the contractor to obtain any permits, inspections or approvals required to comply with the Ontario Building Code, the Ontario Electrical Code, the Ontario Fire Code and the Technical Standards and Safety Authority, and any other governing bodies/agencies having jurisdiction and/or legislative authority related to this project.

(f) Contract

The successful contractor will be required to enter into a service agreement with the Township of Killaloe, Hagarty and Richards. Prior to the commencement of the project, contractors must provide to the Township, proof of valid, current WSIB coverage (which must remain in effect for the duration of the project), and must also name the municipality as an additional insured on the firm's public liability and property damage insurance policy. Coverage shall be at least \$2,000,000 per accident and remain valid for the duration of the contract.

(g) Additional RFP requirements

A certified cheque, made payable to the Township of Killaloe, Hagarty and Richards in the amount of **10%** of the submitted total contract amount must be submitted with the proposal.

Deposit cheques of unsuccessful bidders will be returned within **ten (10)** business days of the proposal opening. The cheque of the successful bidder shall be retained until the municipality's acceptance of the completed work.

6. Miscellaneous

Contractors are required to attend a **mandatory site visit** on **July 6th, 2018 at 2:30 PM local time** prior to submitting any proposals. Only RFP's submitted after this site visit by contractors who have attended same, will be considered valid for the purposes of this contract.

(a) Submission Checklist

- Proposed project plan that complies with all objectives in this RFP
- WSIB Certificate
- Proof of Liability Insurance
- Commencement and completion dates
- Page 2 of this document fully completed and signed by company representative
- Certified cheque; made payable to the Township of Killaloe, Hagarty and Richards in the amount of 10% of the total proposal
- Project Cost clearly specified without need for interpretation
Your submission must clearly provide a breakdown of the costs pertaining to the project, and include an overall cost of the project as a lump sum price, including applicable taxes.

(b) Township Contacts and Administration

Inquiries with regard to this contract shall be directed to:

Tyler Mask
1 John Street, Killaloe, ON K0J 2A0
(613) 757-2300 – Office
(613) 401-1117 – Cell
E-mail: tmask@khrtownship.ca

9. Request for Proposal Closing

(a) Date of Closing

RFP submissions can be made until **July 13th, 2018 at 4:30PM**. No RFP submissions will be considered if received after this deadline.

(b) **Package Submission Process**

RFP packages shall be submitted in a closed and sealed envelope, clearly marked **“Supply and Installation of Emergency Standby Generator”** to:

Lorna Hudder, CMO, Dipl.M.M.
CAO/Clerk-Treasurer
Township of Killaloe, Hagarty and Richards
1 John St., P.O. Box 39
Killaloe, Ontario K0J 2A0
(613) 757-2300 - office
(613) 757-3634 – fax
E-mail: lhudder@khrtownship.ca

Lowest or any proposal not necessarily accepted.