



REQUEST FOR QUOTATIONS FOR GENERATOR MAINTENANCE

2018 & 2019

***QUOTATION CLOSING DATE
9:00 AM
Wednesday, June 27th, 2018***

**Township of North Dundas
636 St. Lawrence St
P. O. Box 489
Winchester, ON
K0C 2K0
613-774-2105**



Township of North Dundas

636 St. Lawrence St., P.O. Box 489, Winchester, Ontario K0C 2K0
Tel: 613-774-2105 Fax: 613-774-5699 www.northdundas.com

REQUEST FOR QUOTATION

GENERATOR MAINTENANCE CONTRACT FOR 2018/2019 636 ST. LAWRENCE ST., WINCHESTER

The Township of North Dundas is seeking quotations to provide semi-annual and annual generator inspections & service, as well as maintenance, as requested, for the location of 636 St. Lawrence St., Winchester. The contract will be in effect from July 11th, 2018 until December 31st, 2019.

DUE DATE: Wednesday, June 27th, 2018 at 9:00 AM

SEALED QUOTATIONS ONLY

FOR FURTHER INFORMATION PLEASE CONTACT:

Meaghan Meerburg
Director of Recreation & Culture
613-774-2105 ext 236
636 St. Lawrence St., PO Box 489
Winchester, ON
K0C2K0

The Township of North Dundas is committed to providing quality goods and services that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs. Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is subject to this act.

Scope of Work:

Semi-Annual and Annual Generator Maintenance:

Prices must include any required service materials, as well as applicable labour, travel, mileage, and truck charges, in order to perform the services required by CSA282-09. A list providing a breakdown all included items and fees listed above, must be attached to the Bid Form.

Generator Manufacturer: Cummins
Model: 50.0BT41/40224E

CSA282 Annual Inspections must be completed in December, 2018 & 2019.
CSA282 Semi-Annual Inspection must be completed in June, 2019.

***For any maintenance that is required outside of the semi-annual and annual generator maintenance, the scope of service and affiliated price quote must be approved by Facilities Manager before work commences.**



BID FORM

FOR

REQUEST FOR QUOTATIONS FOR GENERATOR MAINTENANCE 2018/2019

QUOTATION CLOSING DATE

Wednesday, June 27th, 2018 at 9:00 AM

LOCATION:

Township of North Dundas
636 St. Lawrence Street
Winchester, ON

RESPONDENT INFORMATION FORM

RESPONDENTS must complete this form and include with the submission. Please ensure that all information is legible.

1.	Company	
2.	Respondent's Main Contact Individual	
3.	Address	
4.	Office Phone #	
5.	Toll Free #	
6.	Cellular #	
7.	Fax #	
8.	E-mail Address	
9.	Website	
10.	HST Account #	

ACKNOWLEDGEMENT TO RECEIPT OF ADDENDA

This will acknowledge receipt of the following addenda and that the pricing quoted includes the provision set out in such addendum(s)

ADDENDUM #

DATE RECEIVED

Check here if NO Addenda received.

RESPONDENT

SIGNATURE

DATE

SCHEDULE I

ITEMS AND UNIT PRICES

BID		
Item	Description	Price Excluding HST
1	Annual Inspection, December 2018 A list of included parts, labour, fees & charges is attached <input type="checkbox"/> Yes <input type="checkbox"/> No	\$
2	Annual Inspection, December 2019 A list of included parts, labour, fees & charges is attached <input type="checkbox"/> Yes <input type="checkbox"/> No	\$
3	Semi-Annual Inspection, June 2019 A list of included parts, labour, fees & charges is attached <input type="checkbox"/> Yes <input type="checkbox"/> No	\$

By submitting this Bid form, the contractor acknowledges the owner's right to accept or reject any bid at its sole discretion.

The undersigned affirms that he/she is duly authorized to execute this Bid.

BIDDER'S NAME: _____

POSITION: _____

BIDDER'S SIGNATURE: _____

DATED THIS _____ DAY OF _____ 20_____.

INFORMATION AND GENERAL SPECIFICATION

SITE VISIT

Site visits may be coordinated as requested, by contacting Meaghan Meerburg, Director of Recreation & Culture at 613-774-2105 or emailing mmeerburg@northdundas.com.

OPENING QUOTATIONS

Sealed quotations must be submitted to the Township of North Dundas, **636 St. Lawrence Street, Winchester, ON, K0C 2K0 on or before 9:00 am, local time, on Wednesday, June 27th, 2018**, as determined by the time/date stamp clock in the location receiving the bids. Submissions received at 9:01 am or later will be deemed to be late and non-compliant, in which case, the envelope will be time and date stamped and returned unopened, to the bidder.

Quotations shall be clearly labeled with the following:

**QUOTATIONS FOR
GENERATOR MAINTENANCE**

2018 & 2019

Att: Meaghan Meerburg
Director of Recreation & Culture

Bidders need not be present at the opening of their tender. Award is anticipated to be by August 8th, 2018.

QUESTIONS & CLARIFICATIONS

Should a bidder find discrepancies or omissions in the quotation documents or should there be any doubt as to their meaning, the bidder shall inquire. Should a correction, explanation, or interpretation be necessary, a written addendum will be issued and posted on the Township of North Dundas website at www.northdundas.com. Any addenda issued during the tender period, shall form a part of these quotation documents.

All inquiries and clarification shall be directed to:

Meaghan Meerburg
Director of Recreation & Culture
Township of North Dundas
636 St. Lawrence St.
Winchester, ON. K0C 2K0
Ph: 613-774-2105 ext. 236
Email: mmeerburg@northdundas.com

BLANK FORM OF QUOTATION

All quotations must be submitted to the Township of North Dundas using the Bid Form, annexed hereto, and shall be signed by the bidder, with their business address clearly indicated. The Township will not be responsible for any lost documents.

COST OF QUOTATION

Bidders assume responsibility for all costs, expenses, loss, damage, and liabilities incurred as a result of or arising out of the invitation to bid.

WITHDRAWAL OF QUOTATIONS

Requests for withdrawal of bids received prior to closing time will be allowed. However, withdrawal requests received after the closing time will not be allowed.

REJECTION OF QUOTATIONS

The following bids will be rejected:

- Late bid (closing time shall be determined by the Township of North Dundas bid time clock)
- Bid not completed in ink or by non-erasable medium
- Incomplete bid
- Bid form not signed
- Quotation bid form provided in these documents, is not used

UNACCEPTABLE QUOTATIONS

Quotations which are conditional, or obscure, or which contain additions not called for, erasures, alterations, or irregularities of any kind, may be rejected.

Quotations that contain prices which appear to be so unbalanced as likely to adversely affect the interests of the Township, may be rejected.

IRREVOCABLE

All quotations will be irrevocable for a period of sixty (60) days from the closing date of the quotation.

AWARD OF CONTRACT

The award of this contract is subject to the availability of funding and the approval of the Director of Recreation & Culture of the Township of North Dundas. No compensation will be paid to any bidder as a result of not awarding this project. **This quotation may be awarded in part, in whole or not at all.**

RIGHT TO ACCEPT OR REJECT QUOTATIONS

The Township reserves the right to reject at their discretion, any or part of, or all quotations. The “lowest” bid will not necessarily be accepted. All information available to the owner will be used in evaluating the bids.

REFERENCES

Bidders are required to provide three (3) references for related works completed within the past 12 months. Submissions must include the company name, main contact name, phone number, and email address, as well as a brief description of the works completed and the service location. The Township of North Dundas reserves the right to contact

any and all of these references and to use these references as part of the evaluation of the quotation submission. The information collected will be used solely for purposes relating to the Township of North Dundas.

LICENCES AND CERTIFICATIONS

Successful proponents must provide proof of relevant licence/certifications.

SCHEDULING

The contractor shall contact the Township of North Dundas to schedule the semi-annual and annual maintenance services.

CONFORMANCE

The successful bidder shall conform to the requirements of all applicable federal, provincial and municipal laws, statutes, and regulations.

INSURANCE

The successful bidder shall, at their own expense, within 10 days of notification of acceptance and prior to the commencement of work, obtain and maintain until the termination of the contract or otherwise states, and provide the Township with evidence of:

COMMERCIAL GENERAL LIABILITY INSURANCE

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$2,000,000. per occurrence / aggregate for any negligent acts or omissions relating to their obligations under this agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; **failure to perform**; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; broad form completed operations; owners & contractors protective; occurrence property damage; products; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause

Such insurance shall add the Township of North Dundas as Additional Insured with respect to the operations of the contractor. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Township.

AUTOMOBILE LIABILITY INSURANCE

Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$2,000,000, inclusive for each and every loss.

PROFESSIONAL LIABILITY INSURANCE

Professional liability (errors and omissions) insurance coverage shall be obtained to a limit of not less than \$1,000,000. If such insurance is written on a claims made basis, coverage shall include a 24-month extended reporting period or be maintained for a

period of two years subsequent to conclusion of services provided under this agreement.

Any deductible shall be subject to approval by the Township and cannot for any of the above-referenced insurance exceed \$10,000. It is further agreed that all deductibles shall be the sole responsibility of the successful bidder.

The Policies shown above shall not be cancelled unless the Insurer notifies the Township in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the Township.

INDEMNIFICATION AND HOLD HARMLESS

The contractor shall indemnify and save harmless the Township of the Township of North Dundas, their officers and employees from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence acts or omissions whether willful or otherwise by the contractor, their agents, officers, employees or other persons for whom the contractor is legally responsible.

DAMAGE CLAIMS

The contractor shall be responsible for all damages caused by them or their employees, agent or any workmen employed by them, or under their control, or arising from the execution of the work, or by reason of the existence or location or condition of work or any materials, plant or machinery used thereon or therein or which may happen by reason of their failure or the failure of those for whom they are responsible, to do or perform any or all of the several acts or things required to be done by them under the contract, and agrees to hold the Township safe and harmless from any such claims by third parties, including any legal costs incurred by the Township in connection therewith on a solicitor/client basis.

WORKPLACE SAFETY & INSURANCE COVERAGE

The successful bidder must obtain and forward to the Township a letter of clearance from the Workplace Safety and Insurance Board stating that he/she is in good standing with the Board. The clearance certificate's validity period is up to 90 days and new clearance is automatically generated 4 times per year (May 20, August 20, November 20, and February 20) for contractors in good standing with the Workplace Safety and Insurance Board.

Work will not be authorized to begin until this document is received by the Township of North Dundas.

RENEWAL OF INSURANCE AND WSIB CERTIFICATES

Please ensure that your Certificate of Insurance is updated throughout the term of the contract and that copies are forwarded to the Director of Recreation & Culture for the Township of North Dundas, upon renewal.

W.S.I.B. clearance certificates must remain in good standing with the Workplace Safety and Insurance Board throughout the course of this contract.

PRICES

Prices quoted are to be in Canadian funds and are to remain firm and irrevocable and continue open for acceptance by the Township for a period of 60 calendar days after the closing date indicated in this quotation.

Prices quoted must include all costs involved in obtaining necessary permits, fees and inspections required by all authorities having jurisdiction, unless otherwise stated in the *Scope of Work*. Prices quoted must also include all incidental costs, including, but not limited to labour, equipment, supplies, travel time, customs duty, brokerage fees, excise tax, freight, insurance, fuels, energy costs, etc., and the Bidder shall be deemed to be satisfied as to the full requirements of the Quotation. Claims for additional costs will not be entertained in respect to visually discernible conditions, which could have been reasonably ascertained by proper inspection of the site during the bidding period. Any additional work must be authorized in writing prior to commencement.

HARMONIZED SALES TAX (HST)

Harmonized Sales Tax (HST) is an applicable tax, however it shall not be included in the bid price.

PAYMENT

Invoices should be mailed directly to:

Township of North Dundas
Att: Meaghan Meerburg,
Director of Recreation & Culture
636 St. Lawrence St.
P.O. Box 489
Winchester, ON.
K0C 2K0

PERIOD OF CONTRACT

The contract with the successful bidder shall be December, 2018 until December 2019.

RESPONSIBILITY OF EMPLOYEES

In the event that any person employed by the successful contractor gives just cause for complaint, the contractor, upon notification by the Township in writing, shall not permit such person to continue in any future work arising out of this contract.

The Contractor's personnel shall be required to be neat, polite, courteous and sober at all times, and shall perform their duties in a manner which shall present a high level of public relations for the contractor and the Township.

SITE SAFETY

The contractor shall comply with Provincial and local statutes; in particular the Occupational Health & Safety Act and Regulations.

TERMINATION

In the event that the successful bidder fails to comply with any of the terms and conditions set forth in the signed contract agreement, the successful bidder will be notified in writing and the contract can be terminated. Any termination of the contract by the Township shall be without prejudice to any other rights or remedies the Township may have.

The Township of North Dundas shall have exclusive option of terminating the contract, immediately, at any time for any fraud or dishonesty on the part of any officer, employee, or agent, of the successful bidder.

FREEDOM OF INFORMATION

The Township is subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*. As a result, the Township cannot guarantee that any information forwarded to the Township can be held in confidence. Bidders must identify, in their submission, any information which they feel is confidential and which should remain confidential. Bidders must specify their reasons and those sections of the Act which support the confidentiality. Confidential information must be included in a separate section of the submission. This will facilitate the ability to make other parts of the submission available to the public. In all circumstances, the provisions of the Municipal Freedom of Information and Protection of Privacy Act will prevail.