



THE MUNICIPALITY OF CASSELMAN

REQUEST FOR QUOTES

**Standby Generator and related components procurement & installation
ADM-002-2025**

RFQ CLOSING DATE AND TIME: 3:00 P.M. FRIDAY MARCH 28th, 2025

ONLINE SUBMISSIONS ONLY

THE MUNICIPALITY OF CASSELMAN REQUEST FOR QUOTES - STANDBY GENERATOR PROCUREMENT AND INSTALLATION

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OVERVIEW

1. BACKGROUND

The Municipality of Casselman is seeking Bids from qualified bidders to procure and install a new standby generator and related components to ensure reliable power supply to the municipal Townhall Building at 1 Industriel, Casselman, ON in the event of power outages. This initiative aligns with the municipality's commitment to maintaining operational continuity and enhancing service reliability and public safety for residents and businesses.

The selected contractor will be responsible for providing a comprehensive solution that meets the municipality's power capacity requirements, installation specifications (as per the drawings provided by engineers), and safety standards.

For general information on the Municipality's mandate, programs, and services, please visit: <https://en.casselman.ca/>.

2. PROJECT SCHEDULE

The Municipality of Casselman intends to review and evaluate Bids prior to Tuesday April 1, 2025. The Municipality will make every effort to complete this process in a timely manner. Notice of acceptance of the Bid will be issued via the Bids & Tender portal.

Bidders are advised there will not be any public discussion regarding this RFQ. The following schedule outlines the proposed timeline for selecting the successful bidder and the project activities. The Municipality reserves the right to modify any or all dates at its sole discretion:

Activity	Date
Request for Bid Issued	Monday March 3, 2025
Deadline for inquiries from bidders	March 20, 2025, at 10:00 a.m.
Response to inquiries	March 24, 2025
Request for Bid Closed	March 28, 2025, at 3:00 p.m.
Presentation of RFQ recommendations to Council for approval	April 8, 2025
Selection of Successful Bidder and Award of Consulting Assignment by contract	April 9, 2025

Note: Bidders should submit all inquiries regarding this RFQ exclusively through the Bids & Tender portal. Municipal staff and other representatives of the Municipality shall not be contacted directly or indirectly.

All responses or clarifications will be provided in written addenda/addendum, published on the Portal. It is the bidder's responsibility to ensure that they have received and understood all published addenda/addendum before submitting their Bid.

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The contract for this project is expected to be concluded By December 2025. The Municipality does not intend to extend this agreement.

3. REQUIREMENTS

3.1 CONTRACT TEMPLATE

A contract template is provided in Appendix 1 of this RFQ. The successful Bid shall be advised that the attached contract template forms part of this Request for Quotations and will be used in the contract award. The successful Bid will be expected to provide all required documentation included in the template. Failure to provide required documentation may result in the cancellation of the award and/or the Bid. The Municipality may conduct modifications to the template at its sole and absolute discretion.

A Bid containing conditions or variation or contingent statements that are contrary to or inconsistent with the terms set out in the RFQ may be disqualified.

3.2 CONFLICT OF INTEREST

Each bidder must declare and warrant in Appendix 5 that there is no conflict of interest. The Municipality reserves the right to disqualify a Bid where the Municipality believes a conflict of interest, or perceived or potential conflict of interest exists in regard to the bidder and the intended project. If at the sole and absolute discretion of the Municipality the bidder is found to be in Conflict of Interest, the Municipality may, in addition to any other remedies available at law or in equity, disqualify the Bid submitted by the bidder and/or terminate any agreement it has entered with the bidder without penalty.

The Municipality also defines any entity who has outstanding litigation with the Municipality is in a conflict of interest. The bidder is completely responsible for ensuring that any individual representing the bidder who may have contact with Municipality staff or premises does not have a conflict of interest with the Municipality.

3.3 LICENSING

The bidder shall, in the performance of the services as described in this document and the engineering drawings, perform work in accordance with Ontario building code latest edition, the Ontario electrical safety code, workplace hazardous materials information system (WHMIS), and any other code of provincial or local application, including hours of work, rates of pay, job safety and all other matters in which the municipal or federal authorities have jurisdiction, provided that in any case of conflict or discrepancy, the more stringent requirements shall apply.

3.4 TECHNICAL BID CONTENT REQUIREMENTS

The bidder's submission shall include, at a minimum, the following items:

Section A – Schedule of Prices (Appendix 6)

The submission must include a detailed cost estimate for the supply and installation of the standby generator and all related components, including:

- Total project cost
- Breakdown of costs for the generator and the related components, installation, and any

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- other relevant expenses.
- Estimated timeline for delivery and installation.

Section B – Required Forms (Appendix 2, 4 and 5)

Appendix 2 – Bid Form

Please complete the Bid Form and upload it as an attachment in the corresponding section in Bids & Tenders portal.

Appendix 4 – Reference Form

Provide at least two (2) references of similar work experience completed by the bidder's organization. Complete the Reference Form and include it in your Technical Bid.

THE MUNICIPALITY RESERVES THE RIGHT TO CONTACT THESE MUNICIPALITIES AND ORGANIZATIONS TO CONDUCT REFERENCE CHECKS.

Appendix 5 – Declaration of No Conflict of Interest

Please complete the Declaration of No Conflict-of-Interest form and include it in your Technical Bid.

Section C: Equipment Specifications & Relevant information

- The model for the standby generator is specified in engineering drawings.
- If the bidder wishes to propose alternative equipment, they may submit additional specifications and relevant documentation as attachments. Any alternative equipment must meet or exceed the technical requirements outlined in the engineering drawings.

3.5 FINANCIAL BID CONTENT REQUIREMENTS

A-Schedule of Costs (Appendix 6)

Bidders must submit their **Financial Bid separately**, using the **Schedule of Costs** (Appendix 6) and the **Pricing Breakdown within the Bids and Tender Portal**.

- Prices must be quoted in Canadian dollars, with applicable taxes (e.g., HST) and duties disclosed separately.
- Proposed pricing must be all-inclusive, covering professional fees, labour, materials, apparatus, travel, insurance, and any other costs necessary to complete the project.
- A proposed payment schedule based on defined milestones or deliverables must be provided.

4. SCOPE OF WORK

4.1 OBJECTIVE AND PROJECT DESCRIPTION

The objective of this project is to procure and install a standby generator and related components to ensure continuous power supply to the Municipal building located at 1 Industriel, Casselman, ON. The work includes the supply of the generator, installation, and any necessary integration with existing systems to meet the operational needs of

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the municipality.

4.2 LEGISLATIVE AUTHORITY

The project will be Carried out in accordance with all applicable municipal, provincial and federal regulations, codes, and standards related to electrical and generator installations. The contractor is responsible for ensuring compliance with all legal requirements throughout the project.

4.3 PROJECT PHASES AND DELIVERABLES

The work is divided into the following phases:

- **Phase 1: Supply and Delivery**

The contractor shall supply and deliver the standby generator and related components to the specified site.

- **Phase 2: Installation**

The contractor shall be responsible for the installation of the generator, including necessary connections and configurations to integrate it into the existing infrastructure.

- **Phase 3: Testing and Commissioning**

Upon installation, the contractor will conduct testing and commissioning of the generator to ensure it meets all operational requirements and performs as expected.

- **Phase 4: Handover and Training**

Upon successful commissioning, the contractor will hand over the generator to the municipality and provide necessary training for maintenance and operation.

4.4 DOCUMENTS AND ASSOCIATED DOCUMENTS

The primary reference for the scope of work and technical requirements for this project is the engineer's drawings, which provide detailed specifications for the generator and installation. The contractor should ensure all work is performed in accordance with these drawings and any other associated documentation provided.

5. EVALUATION OF BIDS

The Municipality of Casselman will evaluate all quotations received by the submission deadline to determine compliance with the requirements outlined in this RFQ. The Municipality reserves the right to reject any submission that does not meet the requirements or is incomplete.

The evaluation will be based on the following key factors:

1. Compliance with Specifications: The Bid must meet all technical requirements as outlined in the engineering drawings and project documents.
2. Total cost: The price submitted, including all applicable costs and fees.
3. Experience & Qualifications: The proponent's demonstrated ability to successfully complete similar projects.
4. References: The Municipality may contact references to assess past performance and reliability.

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EVALUATION CRITERIA

Each compliant quotation will be evaluated based on the following weighted criteria:

Criteria	Weight (%)
Compliance with Specifications	40%
Total Cost	40%
Experience & Qualifications	15%
References	5%

BID SUBMISSION

SUBMISSION DEADLINE

To be considered for this project, Bids must be received **on or before 3:00 p.m. on Friday, March 28th, 2025.**

Notwithstanding any other provisions in this Request for Services:

Bids shall remain open to acceptance and irrevocable for a period of ninety (90) days after the Bid closing date.

There is no obligation on the part of the Municipality to proceed with this RFQ process and the Municipality may at any time for any reason terminate the RFQ process.

Lowest or any Bid will not necessarily be accepted, including sole Bids.

The Bidder acknowledges that the Municipality reserves the right to reject any, or all Bids for any reason, or to accept any Bid which the Municipality in its sole unfettered discretion deems most advantageous to itself. The lowest, or any, Bid will not necessarily be accepted, and the Municipality shall have the unfettered right to:

- a) Accept a non-compliant Bid.
- b) Accept a Bid which is not the lowest Bid; and
- c) Reject a Bid that is the lowest Bid even if it is the only Bid received.

All expenses incurred in the preparation and submission of Bids shall be borne by the bidders. The Municipality will not reimburse any costs associated with the preparation of the Bid. Under no circumstances shall the Municipality be responsible for any costs incurred by the bidder during the submission process.

Without limiting the generality of the foregoing, the Municipality reserves the right, in its sole and absolute discretion, to accept or reject any Bid which in the view of the Municipality is incomplete, obscure, or irregular, which has erasures or corrections in the documents, which contains exceptions, variations or qualifications, which omits one or more prices, which contains prices the Municipality considers unbalanced or which is accompanied by a Bid deposit not acceptable to the Municipality, or which otherwise fails to comply with the requirements of the RFQ documents.

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Criteria used by the Municipality in evaluating the Bids and awarding the contract are in the Municipality's sole and absolute discretion. The Municipality reserves the right to consider, during the evaluation of submitted Bids, all or some of the following criteria in assessing a Bid, none of which shall be binding on the Municipality:

- Information provided in the RFQ document itself.
- information received in response to inquiries made by the Municipality of third parties apart from those disclosed in the submitted Bids in relation to the reputation, reliability, experience, and capabilities of the Bid.
- The manner in which the Bid provides services to others.
- The compliance of the Bid with the Municipality's requirements and specifications.
- The Municipality's policies relating to the RFQ and issuing contracts to third parties.

The Municipality reserves the right, in its sole and absolute discretion, at any time to re-submit or cancel the RFQ, or negotiate a contract for the whole or any part of the work with anyone or more persons whatsoever, including one of more of the Bids.

The Municipality reserves the right to communicate with one or more Bids following the RFQ close to clarify elements of the Bids submitted.

WITHDRAWAL OF BID

A bidder may withdraw a submitted Bid at any time up to the official closing time through the Bids & Tenders portal. Withdrawal requests received after the closing time will not be permitted.

ERRORS AND OMISSIONS

It is understood, acknowledged, and agreed that while this RFQ includes specific requirements and specifications for the work, the Municipality shall not be held liable for any errors or omissions in any part of the Bid Documents. While the Municipality has used considerable effort to ensure an accurate representation of information in the Bid Documents, the information contained in the Bid Documents is supplied solely as a guideline for Bidders. This information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive. Nothing in the Bid Documents is intended to relieve the bidders from forming their own opinions and conclusions with respect to the matters addressed in the Bid Documents.

There will be no consideration of any claim, after submission of offers, that there is a misunderstanding with respect to the conditions imposed by the contract.

If a bidder finds discrepancies in, or omissions from the contract documents, or is in doubt as to their meaning, the bidder shall immediately notify the Municipality, who reserves the right for any reason to issue a written addenda/addendum to all bidders at any time prior to the RFQ closing. Addenda/addendum issued during the RFQ period must be considered by the bidder when submitting their offer.

The Municipality will assume no responsibility for oral instructions or changes.

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6. LEGAL AND CONTRACTUAL TERMS

GOVERNING LAWS

This Request for Bid and any of its subsequent arrangements will be interpreted and governed by the laws and statutes of the Province of Ontario.

INSURANCE

The successful bidder shall provide the Municipality of Casselman, upon request, with proof of insurability for the following types of coverages:

Commercial General Liability

The bidder shall, at its expense obtain and keep in force during the term of the Agreement, Commercial General Liability Insurance satisfactory to the Municipality of Casselman and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- A limit of liability of not less than \$2,000,000 /occurrence with an aggregate of not less than \$2,000,000.
- Add the Municipality of Casselman as an additional insured with respect to the operations of the Named Insured.
- The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured.
- Non-owned automobile coverage with a limit of not less than \$2,000,000 and shall include contractual non-owned coverage (SEF 96).
- Products and completed operations coverage.
- Broad Form Property Damage.
- Contractual Liability.
- Owners and Bidders Protective.
- The policy shall provide 30 days prior notice of cancellation.

Automobile Insurance

Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than \$2,000,000 per occurrence for Third Party Liability, in respect of the use or operation of vehicles owned, operated or leased by the proponent.

Primary Coverage

The bidder's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the municipality.

Certificate of Insurance

The bidder shall provide upon request a Certificate of Insurance evidencing coverage in force at least 10 days prior to contract commencement.

INDEMNITY

The successful bidder shall defend, indemnify and save harmless The Municipality of Casselman its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal

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costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Supplier, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

The Supplier agrees to defend, indemnify, and save harmless The Corporation of the Municipality of Casselman from and against all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Supplier's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

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7. MUNICIPAL AND ADMINISTRATIVE TERMS

HEALTH & SAFETY

The Supplier assumes full responsibility for conforming with all legislation regarding the safety of his/her employees and the public in this contract and all notices required to comply with the legislation.

Accordingly, the Supplier shall, upon the request of the Municipality, provide a copy of the applicable WSIB Certificate of Clearance, before starting the project and upon completion.

MUNICIPAL FREEDOM OF INFORMATION

Any personal information collected by or on behalf of the Municipality under this Request for Bids is subject to the Municipal Freedom of Information and Protection of Privacy Act, 1989, RSO, 1990. The information provided to the Municipality may be used to confirm certain information provided in the submissions for this project. The person submitting this Bid consents to such collection and use of the information. The person submitting this Bid acknowledges the Bid is a public document and that the information contained in the Bid may become public and consents to the release of that information. By responding to this Request for Bid, respondents waive any challenge to the Municipality decision in this regard. Any questions regarding the collection, use, or disclosure of the information should be directed to the Clerk of the Municipality.

ACCEPTANCE AND TERMS

This RFQ is not a tender and does not constitute a contract. By submitting a bid, the bidder and any entities involved acknowledge that they have read, understood, and agree to be bound by the terms and conditions set forth in this RFQ. The Submission of a bid does not create a binding agreement between the Municipality and the bidder.

AWARD OF WORK

If a contract is to be awarded as a result of this RFQ, it will be awarded to the bidder whose Bid, in the Municipality's opinion, provided the best potential value to the Municipality and is capable in all respects to fully perform the contract requirements and the integrity to assure performance of the contract obligations.

The successful bidder will be notified of the intent to award in writing or by phone, and the subsequent execution of a written agreement shall constitute the making of a contract. Bidders will not acquire any legal or equitable rights or privileges whatsoever until the contract is executed by both parties.

COMMUNICATION AND LANGUAGE PROFICIENCY

Communication

All inquiries regarding this RFQ must be submitted through the Bids & Tenders portal. Inquiries submitted by any other means (e.g., email, phone) will not be considered. Inquiries must be received no later than **March 20th, 2025, at 10:00 a.m.** Responses to all inquiries will be provided through the Bids & Tenders portal and shared with all bidders who have not withdrawn their bids, via written addenda/addendum, no later than **March 24th, 2025**. The source of the inquiry will not be disclosed.

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No oral explanation or interpretation will modify the requirements or provisions of the RFQ documents. Should the Municipality deem it necessary to clarify or interpret any aspect of the RFQ, an addenda/addendum will be issued in writing. It is the bidder's responsibility to regularly check the Bids & Tender portal for any addenda/addendum and ensure they have downloaded all relevant documents.

APPENDIX 1 – CONTRACT TEMPLATE

BETWEEN THE CORPORATION OF THE MUNICIPALITY OF CASSELMAN
(Hereinafter called "municipality")

OF THE FIRST PART

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The total contract price shall not exceed the total amount of \$_____. The Municipality shall pay compensation to the Bidder for the performance of the work specified in the Contract Documents. All financial transactions involving the parties of this agreement will take place in Canadian Dollars (CAD). The payment schedule for services involving this agreement will be as follows:

Payment shall occur within 30 days of receipt of the Bidder's invoice. Invoicing shall be prepared by the Bidder and delivered to the Accounting Department of the Municipality (monthly or quarterly), not in advance of providing the services described in this agreement.

4. TERMINATION

The Municipality shall have the right to terminate the Contract forthwith and without penalty, upon written notice to the Bidder, in the event that:

- a) The Bidder fails to provide the services contained in the Agreement;
- b) The Bidder makes an assignment for the benefit of creditors or becomes bankrupt or insolvent, or an order is made for the winding-up of the Bidder, or if a receiver is appointed on account of the Bidder 's insolvency;
- c) The Bidder or its employees providing service to the Municipality are convicted of an offence which results in negative publicity or, in the sole opinion of the Municipality, may adversely impact the reputation of the Municipality in the community;
- d) The Bidder refuses or fails to supply sufficient properly skilled employees at all times to perform the work in the manner and to the standards required under this Contract, or they fail to observe and comply with any provisions of law, including, without limiting the generality of the foregoing, all requirements of all governmental authorities, including federal, provincial and municipal legislative enactments, by-laws and other regulations now or hereafter in force which pertain to or affect the Contract or the conduct of the Bidder 's business;
- e) The Bidder fails to institute appropriate corrective action forthwith after verbal notification by the Municipality (which shall be confirmed subsequently in writing) of any failure on the part of the Bidder to comply with the terms and specifications of the Contract;
- f) If the work performed is not satisfactory;
- g) If delivery requirements are not met; or
- h) If the invoiced amounts do not match the quoted prices.

In assessing the performance of the Bidder in relation to the matters referred to above the Bidder agrees that the decision of the Municipality's Council shall be final and unequivocal.

Forthwith, upon the termination of this Contract, for any reason, the parties shall take the following steps:

- a) All collections or unfulfilled service shall be appropriately adjusted, and all steps shall be taken to perform all uncompleted work and collect all outstanding accounts; and
- b) The Bidder shall provide to the Municipality all their financial records specific to this Contract, concerning the conduct of the operations and a statement of all outstanding accounts.

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5. *LEGAL REQUIREMENTS*

The Contactor warrants that it possesses and will maintain in good standing all permits and licenses necessary to provide the service to the Municipality describe herein. The Bidder agrees that all services will be conducted in a manner which complies with all statutes, ordinances, and laws.

The Bidder will, for the duration of this agreement, be responsible for providing Workplace Safety & Insurance Board coverage for their employees, and no extras will be allowed for such items. The Bidder clearly understands and agrees that they are not, nor is anyone hired by them, covered by the Municipality under the *Workplace Safety Insurance Act*, *Employment Insurance Act*, or any other act, whether provincial or federal, in respect of themselves, their employees and operations. The Municipality is not to be deemed the employer of the Bidder or any of their personnel under any circumstance whatsoever.

6. *SERVICES TO BE PROVIDED*

The services to be provided are outlined in Schedule 1 and 2 of this agreement. From time to time the needs of the Municipality may change and such changes shall be accounted for in the manner described in Paragraph 10.

7. *CANCELLATION OF CONTRACT*

The Municipality reserves the right to cancel any resulting Contract, due to non-performance or abandonment of any kind, with thirty (30) days written notice. Should non-performance involve any issues regarding the health and safety of staff on site, the Contract may be cancelled immediately, without notice, in its entirety, and at the sole discretion of the Municipality. The Municipality may also cancel the Contract without cause, by means of a thirty (30) day advance written notice.

Under this provision, the Municipality may seek to mitigate its exposure by engaging in the services of another supplier and the Municipality is entitled to recover any loss or damage from the Bidder arising from its efforts to mitigate.

If this Contract is terminated pursuant to this provision, the amount of any loss or damage suffered by the Municipality by reason of the non-completion of the Work shall be payable by the Bidder to the Municipality.

8. *CHANGES TO WORK WHEN CONTRACT UNDERWAY*

No deviation from the specifications shall be made by the Bidder in the execution of the Bidder, without the written approval of the Municipality. The Municipality will not pay the Bidder any amounts over and above the tendered amount unless the Municipality and the Bidder agree to a price change as the result of changes in the Work required, and before the additional Work is undertaken. The Bidder shall provide a complete breakdown of any costs beyond the Tender submission amount to support the additional amount.

No deviation from the specifications as set out in this Contract shall be made by the Bidder in the performance of this Contract, except that the parties hereto may at any time, and from time to time, alter or vary the specifications and the price to be paid by the Municipality for the services to be performed hereunder, but no such change shall be binding on either party hereto unless in writing and executed by the parties.

OBLIGATIONS OF THE BIDDER

9. *GENERAL*

The Bidder shall:

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- a) Provide services as outlined in Schedules 1 and 2;
- b) Invoice the Municipality (monthly or quarterly) as per the payment arrangements.

10. INSURANCE

Without restricting the generality of the section on Indemnification, the Bidder shall obtain, maintain, pay for and provide evidence of insurance coverage, taken out with insurance companies licensed to transact business in the Province of Ontario.

Commercial General Liability

The Bidder shall, at its expense obtain and keep in force during the term of the Agreement, Commercial General Liability Insurance satisfactory to the Municipality of Casselman and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- A limit of liability of not less than \$2,000,000 /occurrence with an aggregate of not less than \$2,000,000.
- Add the Municipality of Casselman as an additional insured with respect to the operations of the Named Insured.
- The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured.
- Non-owned automobile coverage with a limit not less than \$2,000,000 and shall include contractual non-owned coverage (SEF 96).
- Products and completed operations coverage.
- Broad Form Property Damage.
- Contractual Liability.
- Owners and Bidders Protective.
- The policy shall provide 30 days prior notice of cancellation.

Automobile Insurance

Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than \$2,000,000 per occurrence for Third Party Liability, in respect of the use or operation of vehicles owned, operated or leased by the proponent.

Primary Coverage

The Bidder's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the municipality.

Certificate of Insurance

The Bidder shall provide a Certificate of Insurance evidencing coverage in force at least 10 days prior to contract commencement.

11. INDEMNIFICATION

The successful Bidder shall defend, indemnify and save harmless The Corporation of the Municipality of Casselman its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or

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allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Supplier, its directors, officers, employees, agents, Bidders and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

The Supplier agrees to defend, indemnify, and save harmless The Corporation of the Municipality of Casselman from and against all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Supplier's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

12. NO ASSIGNMENT

This Contract shall not be assignable by the Bidder but may be assigned by the Municipality upon written notice to the Bidder.

13. CONFIDENTIALITY

While providing services to the Municipality, the Bidder and those providing services to the Municipality may become aware of information concerning Municipality operations or information regarding clients of the Municipality. All such information, which is not in the public domain, shall be considered confidential both during and after the term of this agreement.

14. CONFLICT OF INTEREST

The Bidder warrants there is no conflict of interest between the Municipality and the Bidder or any of its representatives.

15. PROVIDING DOCUMENTATION

The Bidder will provide the Municipality with all documentation the Bidder is obliged to obtain or maintain under the terms of the contract within 3 business days of receiving a written request from the Municipality. The Municipality is funded by the Government of Ontario (the "Funder").

IN WITNESS WHEREOF the Parties have caused to be affixed their corporate seals attested to by their proper officers.

SIGNED, SEALED AND DELIVERED THE MUNICIPALITY OF CASSELMAN

In the Presence of)

)

) Per: _____

) Name:

) Title: Director of Operations and Human Resources

)

)

)

) Per: _____

) Name:

) Title: Clerk-Administrator

**THE MUNICIPALITY OF CASSELMAN REQUEST FOR QUOTES -
STANDBY GENERATOR PROCUREMENT AND INSTALLATION**

SIGNED, SEALED AND DELIVERED INSERT BIDDER NAME

In the Presence of)

)

) Per: _____

) Name:

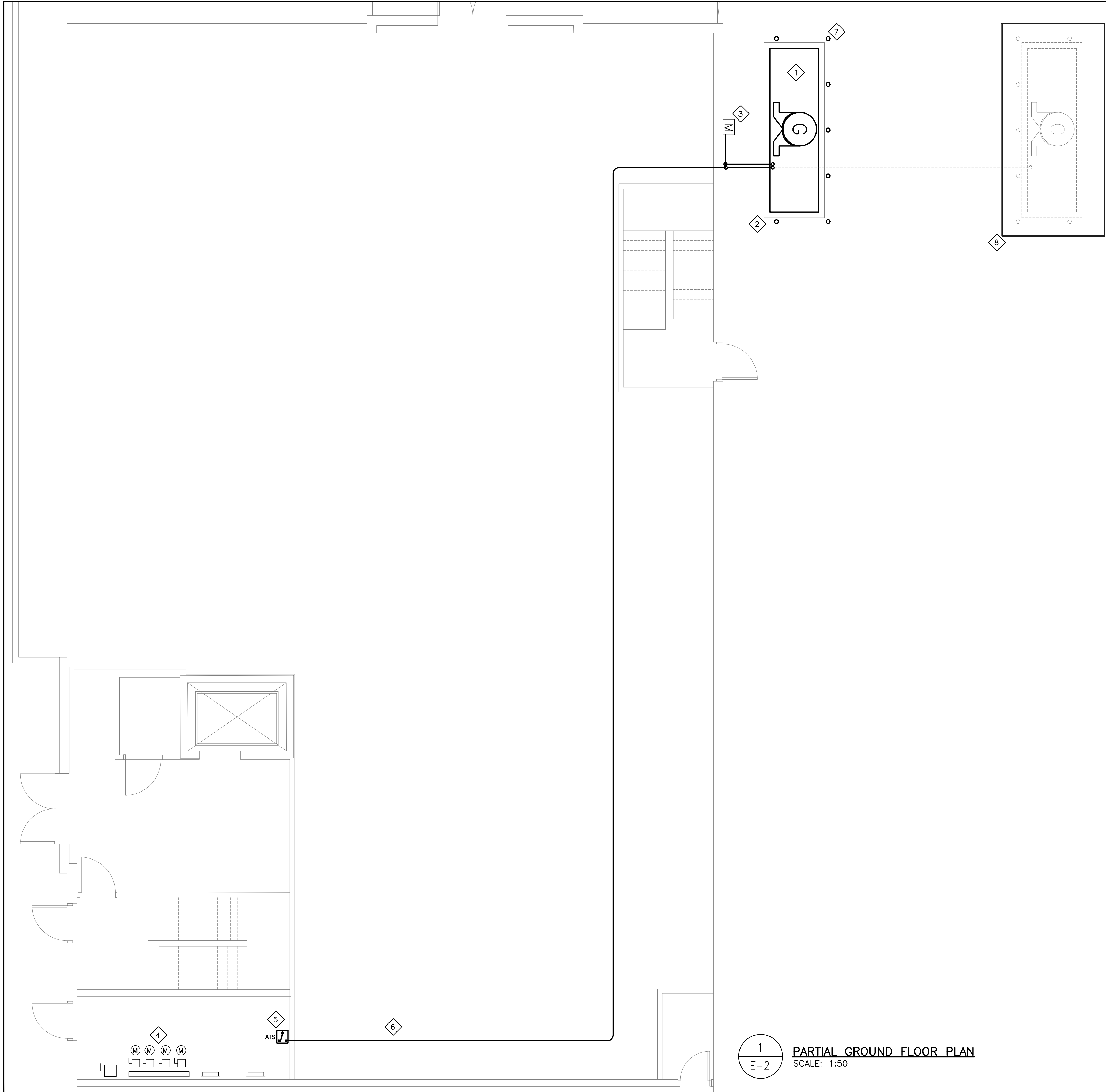
) Title:

) I have the authority to bind the Corporation.

SCHEDULE 1 – RFQ Request for Quotes – ADM-002-2025 and Addendums

SCHEDULE 2 – Successful Bidder's Bid

Both Schedule 1 and Schedule 2 form a part of this Agreement.



1
E-2

PARTIAL GROUND FLOOR PLAN
SCALE: 1:50

DRAWING NOTES:

- 1

OPTION 1 LOCATION: PROVIDE GENERAC 150KW 347/600V 3-PHASE GENERATOR (MODEL: SG150) C/W DIGITAL H CONTROLLER. ACCESSORIES TO INCLUDE: GENERATOR READY-STATUS INDICATOR, COLD WEATHER OPERATION AND ADDITIONAL LEVEL 1 SOUND REDUCTION. INSTALL PER MANUFACTURER REQUIREMENTS. EXACT INSTALLATION LOCATION TO BE CONFIRMED BY CLIENT.
- 2

PROVIDE 6" CONCRETE SLAB ON GRADE. SLAB TO EXTEND 8" BEYOND GENERATOR BASE RAIL. CONCRETE STRENGTH AT 28 DAYS TO BE 28MPa (4000psi) AND REINFORCED WITH 15M REBAR @ 32" EACH WAY, INSTALLED MID-DEPTH. EXCAVATE TO 24" AND FILL WITH GRANULAR A COMPACTED TO 95 SPD. CONTRACTOR TO PERFORM LOCATES PRIOR TO EXCAVATION.
- 3

EXISTING NATURAL GAS METER. PROVIDE 1-1/2"ø NATURAL GAS PIPING CONNECTION TO NEW GENERATOR, REFER TO DETAILS ON DRAWING M&E-3 FOR REQUIRED GAS PIPING MODIFICATIONS. NATURAL GAS PIPING TO GENERATOR TO BE BURIED.
- 4

EXISTING ELECTRICAL DISTRIBUTION IN ELECTRICAL ROOM, REFER TO DETAILS ON DRAWING M&E-3 FOR REQUIRED DEMOLITION.
- 5


PROVIDE GENERAC AUTOMATIC TRANSFER SWITCH (ATS) RXSW200A3 347/600V 200A 3-PHASE C/W ALL CONDUIT AND WIRING. REFER TO SINGLE LINE DIAGRAM ON DRAWING M&E-3 FOR INSTALLATION DETAILS.
- 6

PROVIDE ALL CONDUIT AND WIRING BETWEEN ATS AND NEW GENERATOR FOR BOTH MAIN ELECTRICAL FEED AND SHORE POWER. ELECTRICAL TO BE INSTALLED IN CEILING SPACE OF GROUND FLOOR. CONTRACTOR WILL BE REQUIRED TO REMOVE AND RE-INSTATE CEILING TILES. EXACT LOCATION TO BE CONFIRMED ON-SITE. REFER TO INSTALLATION DETAILS ON DRAWING M&E-3.
- 7

TYPICAL FOR 7: PROVIDE 4 IN CAPPED SCHEDULE 40 STEEL PIPE FILLED WITH CONCRETE. TO BE SPACED NOT MORE THAN 53 IN APART, CENTRE TO CENTRE. TO BE BURIED NOT LESS THAN 48 IN, EXTEND AT LEAST 48 IN ABOVE GRADE LEVEL.
- 8

OPTION 2 LOCATION: CONTRACTOR TO PROVIDE OPTION PRICING TO LOCATE CONCRETE PAD, BOLLARDS AND GENERATOR AT THIS LOCATION INCLUDING EXTENDING ALL ELECTRICAL CONDUIT AND WIRING AND GAS PIPING. EXACT INSTALLATION LOCATION TO BE CONFIRMED BY CLIENT.

CLIENT



PRDS

P

R

S

Prospective

Design Solutions

Contractor to verify all dimensions & conditions on site and immediately notify PRDS of all discrepancies.

2	ISSUED FOR TENDER	25/03/03
1	ISSUED FOR FINAL REVIEW	25/02/21
0	ISSUED FOR REVIEW	25/01/29
revisions	description	date

A

C

A detail no.
no. du detail
B location drawing no.
sur dessin no.
C drawing no.
dessin no.

A

B

C

project

projet

STANDBY GENERATOR

1 INDUSTRIEL STREET
CASSELMAN ON KOA 1MO

drawing

dessin

GENERATOR
INSTALLATION

Designed By

M.M.K.

Concu par

Date

2025/01/03

(yyyy/mm/dd)

Drawn By

L.M.K.

Dessine par

Date

2025/01/03

(yyyy/mm/dd)

Reviewed By

PRDS

Examine par

Date

2025/03/03

(yyyy/mm/dd)

Approved By

PRDS

Approuve par

Date

2025/03/03

(yyyy/mm/dd)

Tender

MÉLODIE SORRELL

Soumission

Project Manager

Administrateur de projets

Project no.

80-2411

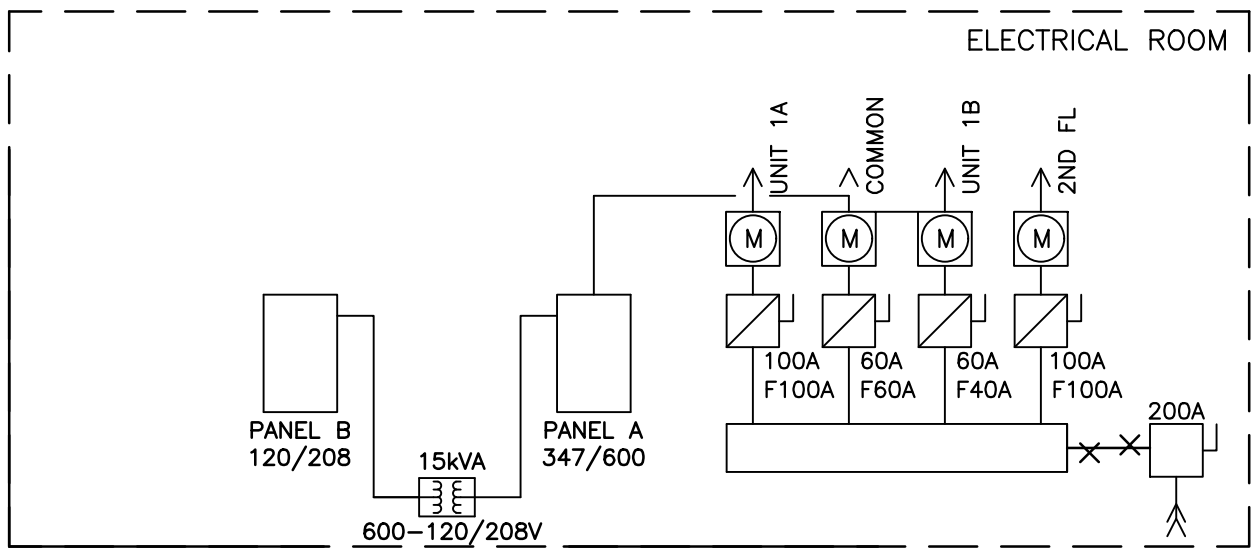
No. du projet

Drawing no.

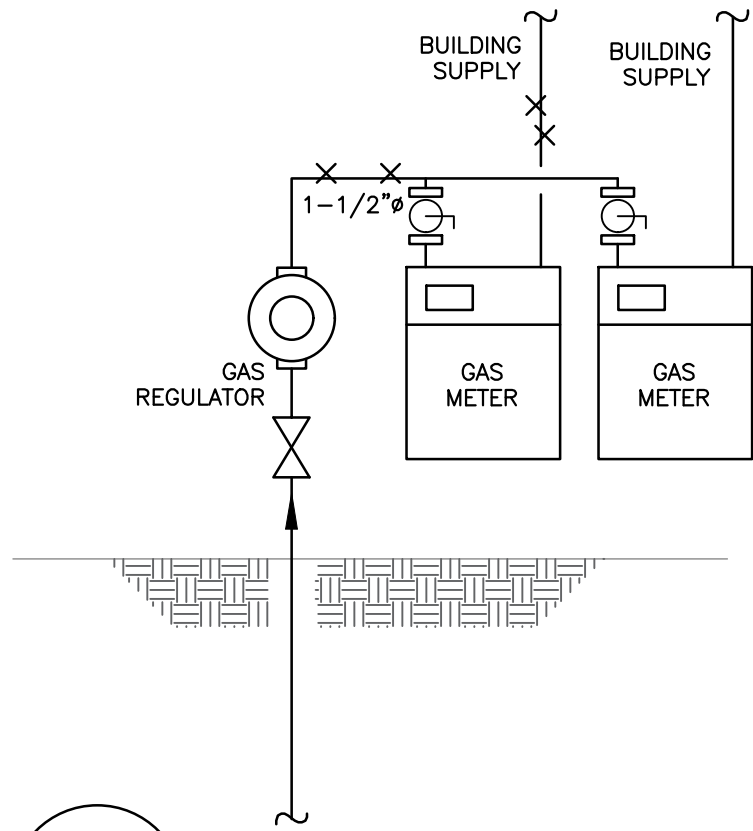
M&E-2

No. du dessin

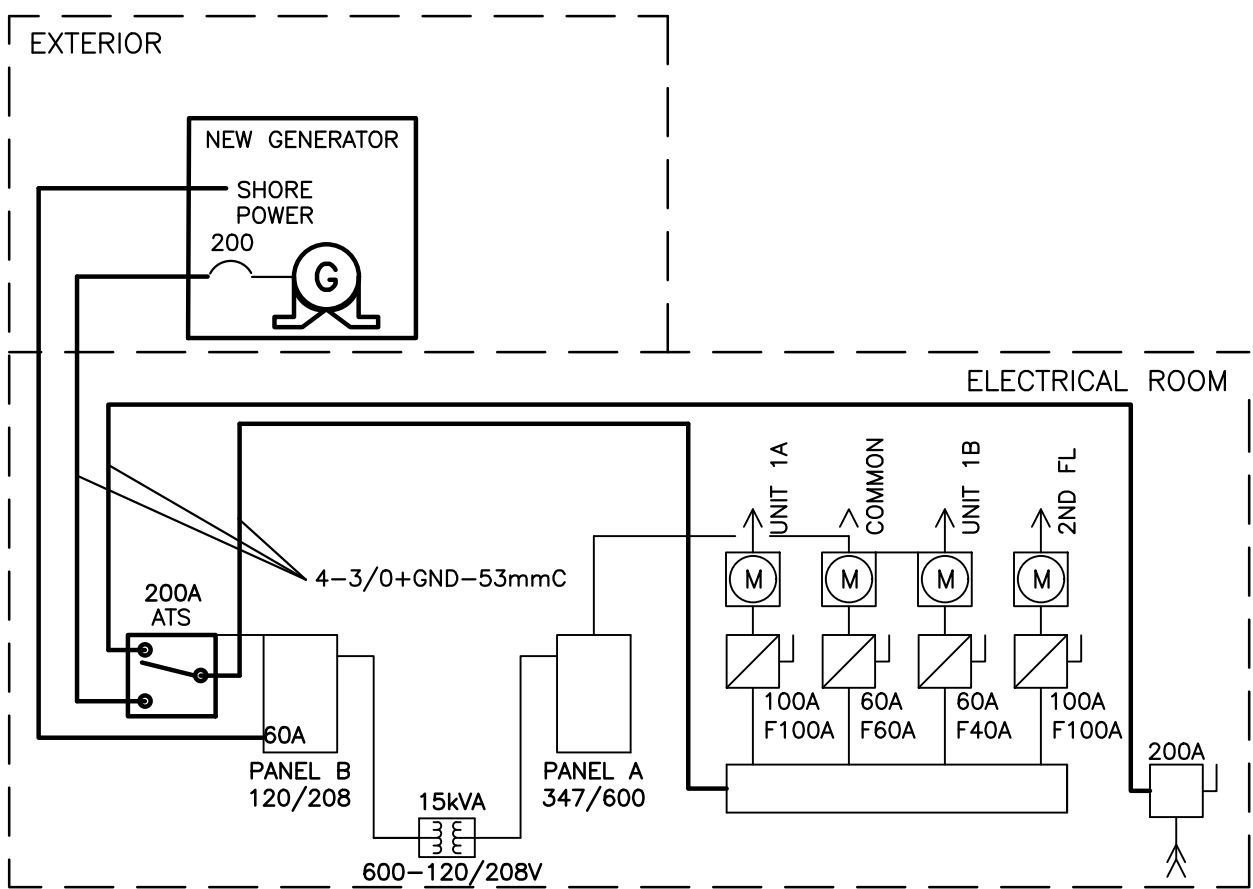
E-2025-03-03 ISSUED FOR TENDER.DWG



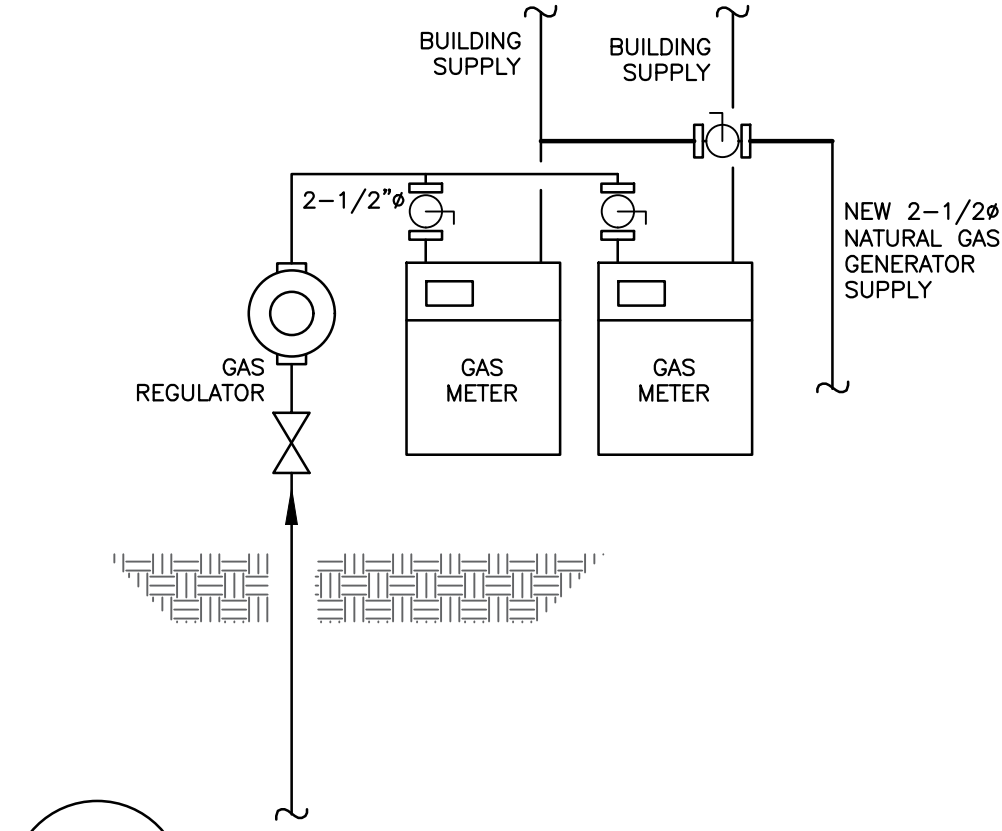
1
E-3
SINGLE LINE DIAGRAM — EXISTING AND DEMO
SCALE: NTS



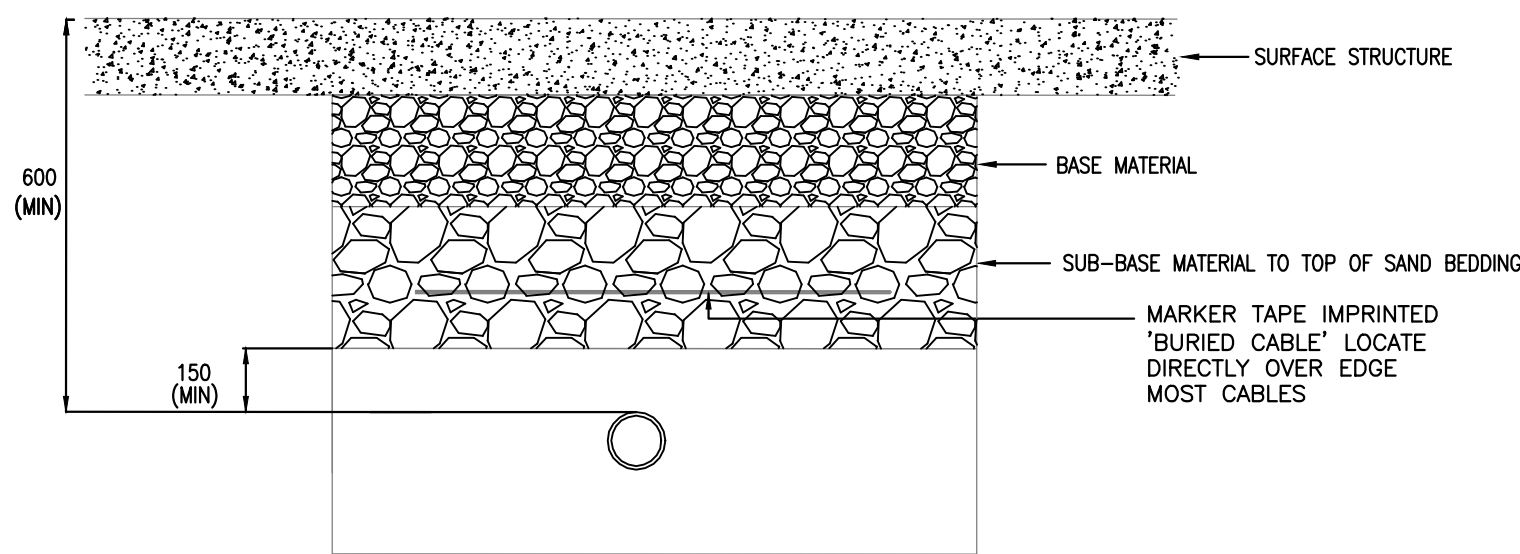
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E-3
GAS DISTRIBUTION — EXISTING AND DEMO
SCALE: NTS



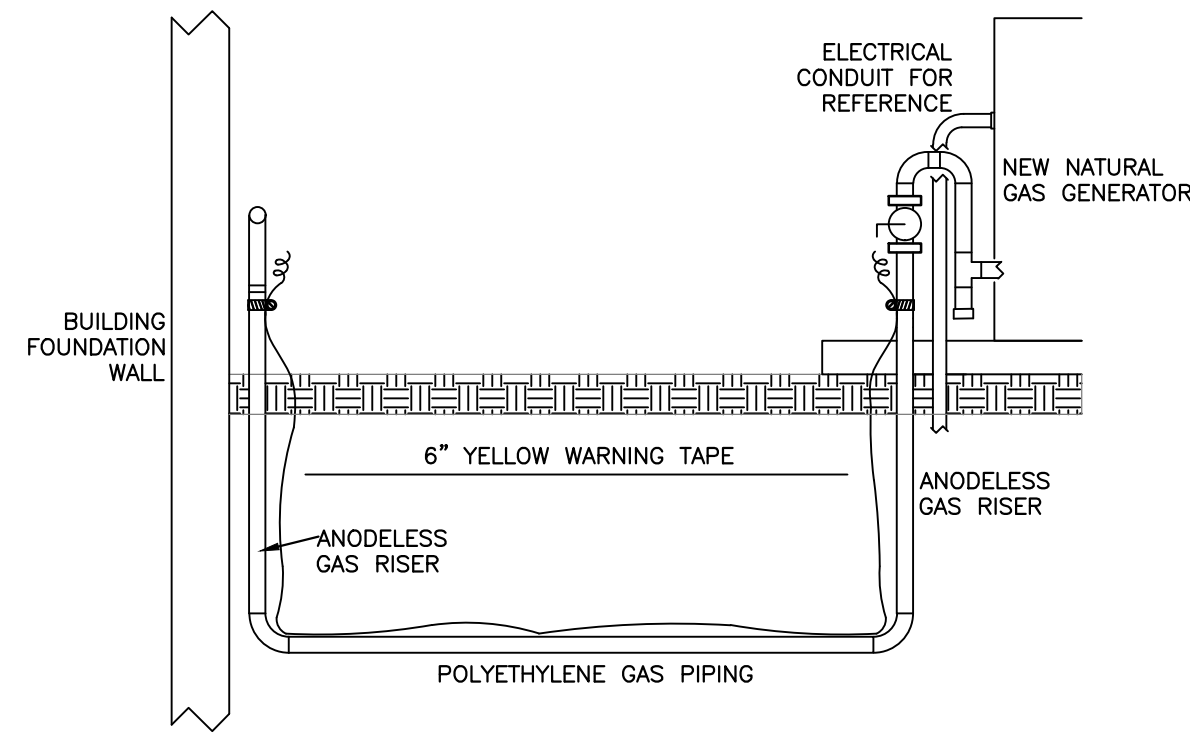
2
E-3
SINGLE LINE DIAGRAM — EXISTING AND NEW
SCALE: NTS



5
E-3
GAS DISTRIBUTION — EXISTING AND NEW
SCALE: NTS



3
E-3
BURIED ELECTRICAL CONDUIT
SCALE: NTS



6
E-3
BURIED GAS PIPING
SCALE: NTS

CLIENT



Contractor to verify all dimensions & conditions on site and immediately notify PRDS of all discrepancies.

revisions	description	date
2	ISSUED FOR TENDER	25/03/03
1	ISSUED FOR FINAL REVIEW	25/02/21
0	ISSUED FOR REVIEW	25/01/29

A	A detail no. no. du detail	A
B	B location drawing no. sur dessin no.	B
C	C drawing no. dessin no.	C

project projet

STANDBY GENERATOR

1 INDUSTRIEL STREET
CASSELMAN ON KOA 1MO

drawing dessin

SINGLE LINE DIAGRAM AND DETAILS

Designed By	M.M.K.	Concu par
Date	2025/01/03 (yyyy/mm/dd)	
Drawn By	L.M.K.	Dessine par
Date	2025/01/03 (yyyy/mm/dd)	
Reviewed By	PRDS	Examine par
Date	2025/03/03 (yyyy/mm/dd)	
Approved By	PRDS	Approuve par
Date	2025/03/03 (yyyy/mm/dd)	
Tender	MÉLODIE SORRELL	Soumission

Project Manager	Administrateur de projets
Project no.	80-2411 No. du projet

Drawing no. M&E-3 No. du dessin






Addendum #1

Bid Opportunity: ADM-002-2025 – Standby Generator & All components
Procurement & Installation

Addendum Date: March 5, 2025

Closing Date: March 28th, 2025, 3pm

Question 1:	Will there be a job showing for this project?
<p>In response to an inquiry regarding a job showing for this project, the Municipality of Casselman confirms that an optional job showing will take place as follows:</p> <p> Date: Thursday, March 13, 2025</p> <p> Time: 11:00 AM</p> <p> Location: 1 Industriel, Casselman, ON K0A 1M0 (Entrance Doors beside the Radio station 92.1).</p> <p>Bidders are encouraged to attend to familiarize themselves with the site conditions.</p> <p>Attendance is optional and will not be a condition of bid acceptance.</p> <p>All other terms and conditions of the RFQ remain unchanged.</p>	

End of Addendum



Municipality of Casselman
751 St Jean St, Casselman ON K0A 1M0
Attention: Melodie Sorrell, Director of Operations

2025-03-24

Re: **Addendum M&E-1**
Standby Generator
1 Industriel St, Casselman

This Addendum forms part of the contract documents and is to be read, interpreted, and coordinated with all other parts. The cost of all contained herein is to be included in the contract sum. The following revisions supersede the information contained in the original drawings and specifications issued for the above-named project to the extent referenced and shall become part thereof. Acknowledge receipt of this Addendum by inserting its number and date on the Tender Form. Failure to do so may subject the Bidder to disqualification,

Refer to Attached drawing E-2.

Refer to Bid Form R1 for Option Pricing for 4 Transfer switches.

List of Electrical Items:

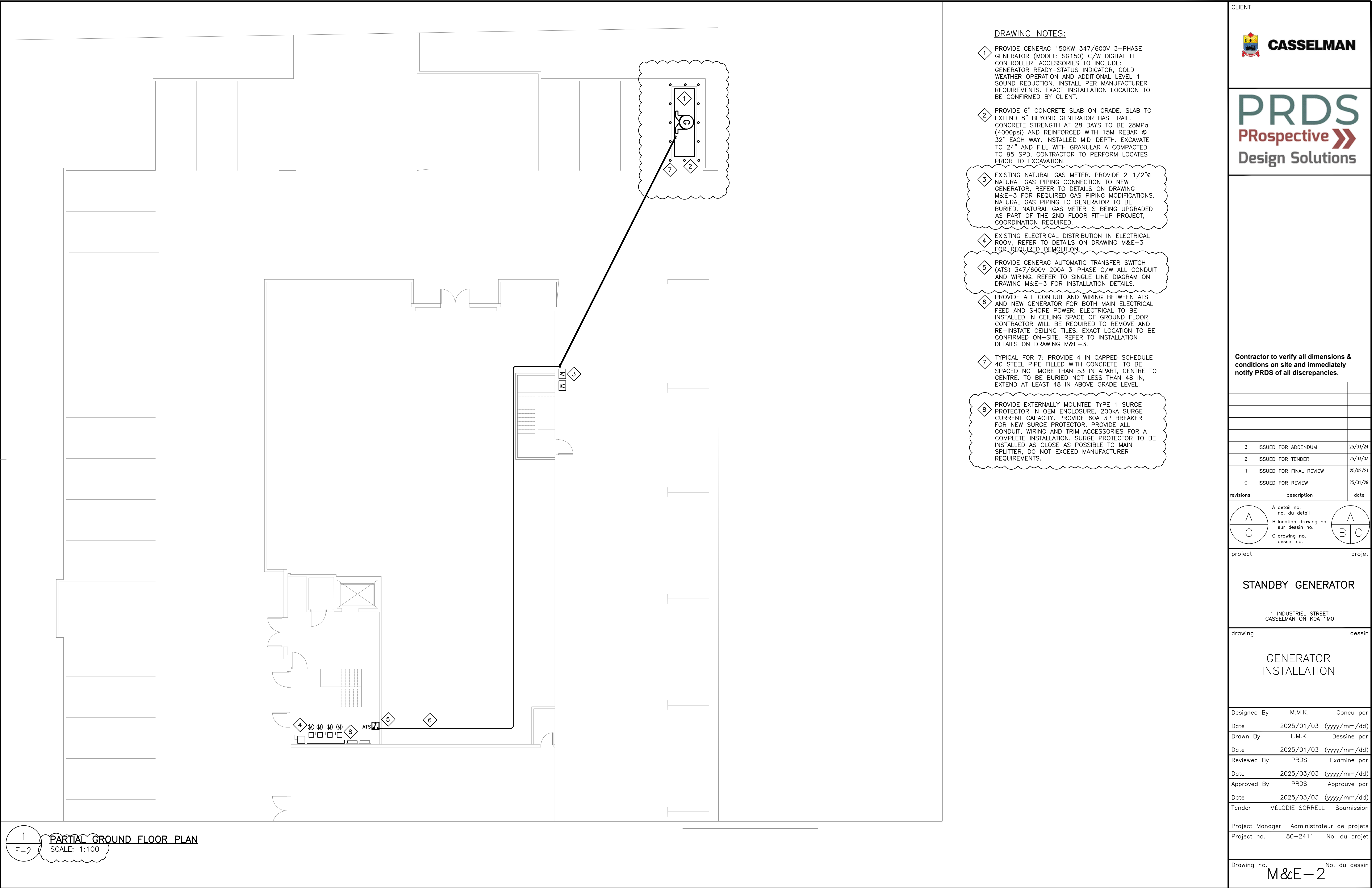
1. In reference to drawing M&E-2, drawing scale changed to 1:100 to illustrate new generator location.
2. In reference to drawing M&E-2, Note 5, transfer switch to be 347/600V service entrance rated.
3. In reference to drawing M&E-2, Note 8, provide surge projector.

List of Mechanical Items:

1. In reference to drawing M&E-2, Note 3, natural gas piping to be 2-1/2". Natural gas meter is being upgraded as part of 2nd floor fit-up project, contractor to coordinate with others.

END OF ADDEDNUM






1
E-2

PARTIAL GROUND FLOOR PLAN
SCALE: 1:100

DRAWING NOTES:

- 1 PROVIDE GENERAC 150KW 347/600V 3-PHASE GENERATOR (MODEL: SG150) C/W DIGITAL H CONTROLLER. ACCESSORIES TO INCLUDE: GENERATOR READY-STATUS INDICATOR, COLD WEATHER OPERATION AND ADDITIONAL LEVEL 1 SOUND REDUCTION. INSTALL PER MANUFACTURER REQUIREMENTS. EXACT INSTALLATION LOCATION TO BE CONFIRMED BY CLIENT.
- 2 PROVIDE 6" CONCRETE SLAB ON GRADE. SLAB TO EXTEND 8" BEYOND GENERATOR BASE RAIL. CONCRETE STRENGTH AT 28 DAYS TO BE 28MPa (4000psi) AND REINFORCED WITH 15M REBAR @ 32" EACH WAY, INSTALLED MID-DEPTH. EXCAVATE TO 24" AND FILL WITH GRANULAR A COMPACTED TO 95 SPD. CONTRACTOR TO PERFORM LOCATES PRIOR TO EXCAVATION.
- 3 EXISTING NATURAL GAS METER. PROVIDE 2-1/2"Ø NATURAL GAS PIPING CONNECTION TO NEW GENERATOR, REFER TO DETAILS ON DRAWING M&E-3 FOR REQUIRED GAS PIPING MODIFICATIONS. NATURAL GAS PIPING TO GENERATOR TO BE BURIED. NATURAL GAS METER IS BEING UPGRADED AS PART OF THE 2ND FLOOR FIT-UP PROJECT, COORDINATION REQUIRED.
- 4 EXISTING ELECTRICAL DISTRIBUTION IN ELECTRICAL ROOM, REFER TO DETAILS ON DRAWING M&E-3 FOR REQUIRED DEMOLITION.
- 5 PROVIDE GENERAC AUTOMATIC TRANSFER SWITCH (ATS) 347/600V 200A 3-PHASE C/W ALL CONDUIT AND WIRING. REFER TO SINGLE LINE DIAGRAM ON DRAWING M&E-3 FOR INSTALLATION DETAILS.
- 6 PROVIDE ALL CONDUIT AND WIRING BETWEEN ATS AND NEW GENERATOR FOR BOTH MAIN ELECTRICAL FEED AND SHORE POWER. ELECTRICAL TO BE INSTALLED IN CEILING SPACE OF GROUND FLOOR. CONTRACTOR WILL BE REQUIRED TO REMOVE AND RE-INSTATE CEILING TILES. EXACT LOCATION TO BE CONFIRMED ON-SITE. REFER TO INSTALLATION DETAILS ON DRAWING M&E-3.
- 7 TYPICAL FOR 7: PROVIDE 4 IN CAPPED SCHEDULE 40 STEEL PIPE FILLED WITH CONCRETE. TO BE SPACED NOT MORE THAN 53 IN APART, CENTRE TO CENTRE. TO BE BURIED NOT LESS THAN 48 IN, EXTEND AT LEAST 48 IN ABOVE GRADE LEVEL.
- 8 PROVIDE EXTERNALLY MOUNTED TYPE 1 SURGE PROTECTOR IN OEM ENCLOSURE, 200kA SURGE CURRENT CAPACITY. PROVIDE 60A 3P BREAKER FOR NEW SURGE PROTECTOR. PROVIDE ALL CONDUIT, WIRING AND TRIM ACCESSORIES FOR A COMPLETE INSTALLATION. SURGE PROTECTOR TO BE INSTALLED AS CLOSE AS POSSIBLE TO MAIN SPLITTER, DO NOT EXCEED MANUFACTURER REQUIREMENTS.

CLIENT



PRDS
PRospective
Design Solutions

Contractor to verify all dimensions & conditions on site and immediately notify PRDS of all discrepancies.

3	ISSUED FOR ADDENDUM	25/03/24
2	ISSUED FOR TENDER	25/03/03
1	ISSUED FOR FINAL REVIEW	25/02/21
0	ISSUED FOR REVIEW	25/01/29
revisions	description	date

A detail no.
no. du detail

B location drawing no.
sur dessin no.

C drawing no.
dessin no.

A

B

C

project

projet

STANDBY GENERATOR

1 INDUSTRIEL STREET
CASSELMAN ON KOA 1MO

drawing

dessin

GENERATOR
INSTALLATION

Designed By

M.M.K.

Concu par

Date

2025/01/03 (yyyy/mm/dd)

Drawn By

L.M.K.

Dessine par

Date

2025/01/03 (yyyy/mm/dd)

Reviewed By

PRDS

Examine par

Date

2025/03/03 (yyyy/mm/dd)

Approved By

PRDS

Approuve par

Date

2025/03/03 (yyyy/mm/dd)

Tender

MÉLODIE SORRELL

Soumission

Project Manager

Administrateur de projets

Project no.

80-2411

No. du projet

Drawing no.

M&E-2

No. du dessin

E-2025-03-24 ISSUED FOR ADDENDUM.DWG

STIPULATED PRICE BID FORM

1 INDUSTRIEL ST, CASSELMAN - GENERATOR

Bidder – Legal Name

Bidder Address *Company Name*

Company Address

Having examined the Bid Documents and Addenda

i. Addenda No.to No.inclusive.

And having visited and investigated the Place of Work; we hereby offer to enter into a Contract to perform the Work required by the Contract Documents for a stipulated price of

.....
.....

Dollars (\$.....) in Canadian funds which price includes any cash and/or contingency allowances but does not include the tax.

Provide Breakdown:

Item	Cost (\$)
General Requirements	
Civil Work - Concrete Pad, Bollards, Re-Instate Asphalt	
Option #1 Location	
Generator Supply and Install	
ATS Supply and Install	
Electrical Distribution	
Gas Piping Modifications	
Closeout	
Total:	

Provide Hourly Rates:

Item	Cost (\$)
Normal	
Overtime	
Weekend	

Optional Pricing (Not Included in Total Price):

Item	Cost (\$)
Additional Transfer Switches: In lieu of the 200A transfer switch, provide 2x100 A and 2x60A transfer switches, 1 for each of the 4 electrical feeds in the building. Cost to include credit for the 200A transfer switch and additional costs for all conduit and wiring modifications to install the 4 transfer switches.	

Declarations

We hereby declare that:

We have examined the Contract Documents and inspected the Place of Work and have satisfied ourselves as to the scope and nature of the Work, and the site conditions which may affect the undertaking of the Work.

We agree to furnish all labour, materials, equipment and construction necessary for the proper completion of the Contract in accordance with the Contract Documents.

We agree that this Bid is irrevocable and open to acceptance for a period of thirty (30) days from the date of Bid Closing.

No person, firm or corporation other than the undersigned has any interest in the Bid or in the proposed Contract for which this Bid is made.

Signatures

Signed, sealed and submitted for and on behalf of bidder by:

Signed :
(signature)

.....
(Type or print name and title of person signing)

END OF SECTION



Addendum #2

**Bid Opportunity: ADM-002-2025 - Standby
Generator and related components Procurement
& Installation**

Closing Date: Friday, March 28, 2025 3:00 PM

Question 1:

Good afternoon, does the entire electrical need to be in conduit? or are you open to run teck cable?

Answer 1: Electrical to be installed in conduit.

Question 2:

Is Cummins an acceptable manufacturer for this job.

Answer 2: Yes.

Question 3:

Clarification regarding gas pipe size,

could it be possible to confirm the new gas piping size, M&E 2 note 3 states 1 - 1/2 but the detail states 2-1/2

Is the plan to modify and change to 2.5" at the meter and reduce to 1.5" for the underground?

Answer 3: New gas piping is to be 2.5", clarified in Addendum M&E-1.