



TENDER NUMBER 2019-05
SUPPLY OF ONE (1) EMERGENCY GENERATOR
THE CORPORATION OF THE TOWNSHIP OF ASPHODEL-NORWOOD

TENDER NUMBER

2019-05

SUPPLY OF ONE (1) EMERGENCY GENERATOR

Closing: April 15th, 2019 at 12:15pm (Noon) local time

THE CORPORATION OF THE TOWNSHIP OF ASPHODEL-NORWOOD



STRIVING TO PURCHASE AND SUPPLY THE PROPER
EQUIPMENT, MATERIALS, SUPPLIES AND SERVICES
WHEN NEEDED, WITH THE RIGHT QUALITY, THE
RIGHT QUANTITY, AT THE RIGHT PRICE, FROM THE
RIGHT SOURCE AND AT THE RIGHT TIME IN A
MANNER THAT IS FAIR AND EQUITABLE TO ALL.



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FORM OF TENDER

Submitted by;

Name of Company or Individual

Address (Include postal code)

Telephone Number (include area code)

Name of Person Signing for Company

Date

We recognize the time involved to prepare a quotation, and thank you in advance for your effort.

Return to the attention of:
Candice White, CAO/Clerk/Treasurer
Township of Asphodel-Norwood

Deliver to: 2357 County Road 45
P.O. Box 29
Norwood, Ontario
KOL 2V0



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SUBMITTING A TENDER

Tender must be submitted to the attention of:

Candice White
CAO/Clerk/Treasurer
Township of Asphodel-Norwood
2357 County Road 45, P.O. Box 29
Norwood, Ontario KOL 2V0

To ensure standardization of contractor response, Township of Asphodel-Norwood response forms will be supplied in the bid package when practical, and must be used. Failure to submit the information on the forms when provided will result in rejection of the bid. When forms are not provided, responses should be submitted on contractor's own letterhead or quotation form and must be signed by an authorized officer of the contractor.

Faxed or other electronically transmitted bids **will not** be accepted.

Late bids will not be considered and will be returned unopened to the contractor. Local time is according to the time clock located in the Council Chamber of the Township of Asphodel-Norwood Council Chambers, which will be deemed to be taken as conclusive. (HR.:MIN.:SEC.) Late bids will be returned unopened to the contractor.

The number of bids received and the names of contractors are confidential, and shall not be divulged prior to the tender opening. However, the number of tender packages released is Public information. It is understood that by completing and submitting a bid for this tender the respondent agrees to public release of their name and tender information.

The Township assumes no responsibility or liability for any cost incurred by the respondent in the preparation or submission of tenders, site inspections, demonstrations, or any other services that may be requested as part of the evaluation process.

Contractors must be authorized to do business in the Dominion of Canada.

The contractor agrees that other publicly funded authorities within the Township not shown on this quotation may utilize this quotation if deemed beneficial to them.

The contractor declares that this quotation is made without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a quotation for the same goods and services, and is in all respects fair and without collusion or fraud.



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SUBMITTING A TENDER - continued

The Corporation of the Township of Asphodel-Norwood shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any respondent prior or subsequent to or by reason of the acceptance or the non-acceptance by the Township of Asphodel-Norwood of any tender or by reason of any delay in the acceptance of a tender save as provided in the Contract.

If an insufficient number of tenders are received, tenders may be returned unopened to the contractor.

Whenever a tender seeks a source of supply for materials and/or services, the quantities or usage shown are estimated only unless otherwise stated. No guarantee or warranty is given or implied by the Township of Asphodel-Norwood as to the total amount that may or may not be purchased from any resulting contracts. These quantities are for contractors' information only and will be used for tabulation and presentation of bid, and the municipality reserves the right to increase or decrease quantities as required.

All materials and/or services shall be delivered F.O.B. destination (i.e., at a specific Township of Asphodel-Norwood address) and delivery costs and charges, if any, will be included in the bid price.

FREEDOM OF INFORMATION

Release of information contained within a contractor's document will be subject to the Freedom of Information Act. Extracts of documents submitted and the costs of their solutions may be used as part of a public document for reporting purposes. Contractors must indicate in their submission which, if any, parts of their response are exempt from disclosure due to proprietary information.

Requests for information other than standard public information (i.e., names of those submitting tender, total amount of bid not individual line costs) must be dated and submitted in writing to the Clerk, after which time the municipality has thirty days to respond.



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INQUIRIES AND CLARIFICATIONS

It is the contractor's responsibility to clarify interpretation of any item on the specifications and/or other tender documents, before the close of tender, by contacting the following:

Greg Hartwick
Manager of Community Centre/Facilities/Parks
2357 County Road 45, P.O. Box 29
Norwood, Ontario, KOL 2VO
Phone #: 705.639.2342
Cell #:705.761.5492
Fax #:705.639.1880
Email: ghartwick@asphodelnorwood.com

All questions relating to the tender must be in writing and delivered, faxed or emailed as directed above. No verbal interpretation will be effective to modify any component of the tender or any contract. Only interpretations and clarifications, which are provided in writing by the above-mentioned, will be considered valid.

The submission of a quotation shall be deemed proof that the contractor has satisfied themselves as to all the provisions of the quotation, all conditions which may be encountered, what goods and services he will be required to supply, or any other matter which may enter into the carrying out of supply of goods and services referred to in the quotation, and no claims will be entertained by the Township based on the assertion by the contractor that he was uninformed as to any of the requirements of this quotation.

Should a contractor discover any errors or omissions in the tender, they shall notify the Purchaser so that clarification can be made to all contractors.

WITHDRAWAL PROCEDURE

A contractor who has submitted a tender may request that the tender be withdrawn. The withdrawal will be allowed if the request is made by mail, fax or in person, directly to the CAO/Clerk/Treasurer or their designate, before the closing time. When a withdrawal request is made in person, the contractor shall sign a withdrawal form confirming the request. When requests are made by mail or fax, they shall be confirmed by telephone prior to acceptance. (Telephone requests will not be considered).

Tenders confirmed as withdrawn prior to closing time shall be returned unopened.

The withdrawal of a tender does not disqualify a contractor from submitting another tender on the same contract providing it is submitted prior to closing date and time.

Withdrawal requests received after the tender closing time will not be allowed.



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TENDER OPENING

Tender opening shall be conducted in a public forum, and shall take place as soon as practical after the closing time. The names of contractors submitting bids and total bid amounts will be announced; however no other tender information will be released at this time.

When tenders have been opened and sorted, the CAO/Clerk/Treasurer or their designate shall check the number of tenders opened to ensure that all tenders received are accounted for. If a discrepancy occurs, the tender opening proceedings shall be delayed until all tenders have been accounted for.

When all tenders have been accounted for, the CAO/Clerk/Treasurer or their designate shall announce for each contract the contract name, number, the number of bids received, and the name of the contractors during the reading out of tenders, the CAO/Clerk/Treasurer or their designate, shall check for more than one tender under the same name. If two tender envelopes for the same contract are received in the same contractor's name and are both properly submitted, the envelope containing the lower tender amount shall be considered the intended bid and shall be processed within the normal manner.

PRELIMINARY CHECKING

Initially all tenders shall be checked by the CAO/Clerk/Treasurer or their designate to ensure that;

- The contractor's name and tender amount shown of the Record of Tender Opening are correct;
- The tender form is signed as necessary, sealed or witnessed;
- Each tender envelope is time and date stamped prior to the contract closing time;
- Each item on the tender has been bid;
- The tender is free of restrictions or alterations; and
- Tenders must be legible, written in ink or typewritten. Submissions written in pencil will be rejected. The authorized officer signing the tender must initial erasures, corrections or strikeouts.
- In the event of any discrepancy between the unit price and the extension, the unit prices shall govern.
- All other tender requirements have been met.



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In the event that a bid does not contain or comply with a mandatory item, then the bid must be rejected.

The Tenders will be assessed for completeness and suitability to requirements based upon the information provided by the respondent in their submission. Contractors may be contacted to clarify any items and may be required to attend an interview. Further discussions and demonstrations of capabilities may be required at that stage. Based upon the analysis of the tenders, subsequent discussions and reference checking, a final ranking of contractors will be established.

EVALUATION CRITERIA

The following criteria, which are not in any particular order, as well as any other criteria outlined in tender specifications will be used to determine the ranking of the respondent and proposed system:

- The availability of Township funds to complete the task
- The Manager of Community Centre/Facilities/Parks being satisfied with the product.
- The required expertise, including professional qualifications and experience.
- A demonstration of a thorough knowledge and understanding of the scope of work.
- A demonstration of specific related experience relative to the nature of the tender call.
- Record of past performance with the Township.
- Past performance with other municipalities preferably in the Ontario marketplace, in providing similar products or services.
- All other things being equal, the percentage of local content, including supplies, materials and sub-contractors from the Township.
- Ability and experience to perform in accordance with the Terms of the Call for Tender.
- Compatibility with other goods and services of the Township.
- Cost
- Any other factors, which may be set out in the Call for Tender for other documentation.



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The Township reserves the right to reject any offer based on products that have not demonstrated proven satisfactory performance through field trials or actual use by the Customer or a comparable business. Whether a product meets this requirement shall be the sole decision of the Township.

The lowest or any tender will not necessarily be accepted



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CONTRACT AWARD

Provided that at least one of the tenders received meets the approval of the CAO/Clerk/Treasurer, a recommendation on contract award will be made and presented to Township Council for approval. In the event that no bona fide offer is received, the Township may proceed at its discretion to obtain the goods or services described.

Council shall review the recommendation of the CAO/Clerk/Treasurer and the endorsement of the Manager of Community Centre/Facilities/Parks and make an award. In the event that Council deems that it would be beneficial to listen to delegations from contractors at this time, every contractor must be given an equal opportunity to present himself or herself. Individual written invitations, stating time, date and purpose of the presentation, must be extended to each contractor.

In the event that more than one contractor has submitted a tender in the same amount and content, the CAO/Clerk/Treasurer shall make its decision based on the merit of the tender (i.e. including such factors as time for completion and previous performance of the contractor). If the merit for each tender is equal, then the tender to be accepted shall be decided by means of a draw. The names of the tied contractors shall be placed in a container and the tender to be awarded shall be drawn by a member of council. The time and location of the draw shall be set by the CAO/Clerk/Treasurer, and the contractor's shall be notified in order that they may be present.

By responding to this tender call, contractors accept the terms and conditions outlined in this tender call and that the decision of the Township Council is final and binding and will not be subject to review.

The Township reserves the right to accept or reject all or any portion of the tender, as may be in the best interests of the Township.

On approval of the recommendation, the CAO/Clerk/Treasurer or their designate shall immediately send a Notification of Acceptance to the successful respondent advising him/her that his/her bid has been accepted.



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CONTRACTS AND AGREEMENTS

The entire text of the contractor's Tender and all accompanying documentation, claims, representations and arrangements presented by the Contractor, relevant to the Tender, may be incorporated into and form part of the contract. No oral representations should be assumed to be incorporated in the contract documents. Contractors are cautioned that information should not be submitted that couldn't be incorporated into the agreement.

The failure of either party at any time to require performance by the other party of any provision hereof shall in no way affect his right thereafter to enforce such provision or to seek damages for the breach thereof. The Contractor agrees that the laws of Ontario shall govern the rights of all parties. It is agreed between the parties that neither party shall be held responsible for damages caused by delay or failure to perform his undertakings hereunder when such delay or failure is due to fires, strikes, floods, acts of God or the Queen's enemies, lawful acts of public authorities, or delays or defaults caused by common carriers, which cannot reasonably be foreseen or provided against.

DEFINITIONS

Change Order - a written document authorizing changes to service, as issued by the Township.

Council - shall mean the Council of the Township of Asphodel-Norwood.

County – shall mean the County of Peterborough

Contract - The document, approved by the Township, authorizing the Contractor to perform the service, including the Contract Documents, the bonds or security (if any), the Contractor's Contract, and Change Orders, appendices, and addendum (if any).

Contract Price - The price basis upon which the Contractor is requested to submit the Contractor's Contract.

Contractor - The company, person, firm, corporation or partnership performing gravel crushing and placing under Contract for the Township of Asphodel-Norwood.

Equipment - The materials, machinery, vehicles, assemblies, instruments, devices or articles as the case may be, or components thereof, which are the subject of the Contract.

Private Contractor – shall mean any person, firm, or corporation who collects municipal waste or recycling/resource materials from premises within the Township and includes all persons who dispose of waste from their own premises, but does not



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include employees of the Township or persons, firms or corporation under contract with the Township for the collection of municipal waste or resource materials.

Services - All materials, equipment fixtures, work, supplies and acts required to be done, furnished and/or performed by the Contractor; including an option for additional collection services and as agreed to by both parties.

Subcontractor - A person(s), firm(s), or corporation(s) having a Contract with the Contractor for any part of the Work.

Supervisor - shall mean the Manager of Community Centre/Facilities/Parks or Township representative or any person or corporation from time to time named by the Council to oversee the gravel crushing and placing.

Township – shall mean the Corporation of the Township of Asphodel-Norwood.

Township Representative – shall mean the employee(s) or delegate(s) of the Township of Asphodel-Norwood acting on behalf of the Township.

Tender - A written offer in a specified form received from a Contractor in response to a public invitation to supply equipment, materials and/or services and construction.

Tender Documents - The Tender Form, Tender Terms and Conditions, and Specification to which Contracts are invited for the performance of services or supply of equipment.



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QUICK REFERENCE GUIDE

Closing:	<p>Date: April 15th, 2019</p> <p>Local Time: 12:15p.m.</p> <p>Local time is according to the time clock located in the Council Chambers of the Township of Asphodel-Norwood Council Chambers, which will be deemed to be taken as conclusive. (HR.:MIN.:SEC.) Late bids will be returned unopened to the contractor.</p>
Bids to be delivered to:	<p>Candice White, CAO/Clerk/Treasurer 2357 County Road 45, P.O. Box 29 Norwood, Ontario KOL 2VO</p> <p>Faxed or electronically sent bids will NOT be accepted.</p>
Opening:	<p>Immediately following closing time if practical. If not, time and date will be announced.</p>
Remember:	<ul style="list-style-type: none"> • All bids must be returned in a sealed envelope. • The name of the contractor and contact information must be supplied on the envelope. • To ensure standardization of contractor response, all bids must be submitted with cost breakdown as requested. • <u>Pages 2, 12, 13, 14 and 15 to be completed and returned</u> • Any other requirements as may be listed in documents

THE TOWNSHIP RESERVES THE RIGHT TO ACCEPT OR REJECT ANY TENDER AND THE LOWEST OR ANY TENDER OR ANY PART OF ANY TENDER NOT NECESSARILY ACCEPTED.



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**SPECIFICATIONS FOR EMERGENCY GENERATOR
 ALL APPROPRIATE BLANKS MUST BE FILLED IN**

Specification Summary	YES	NO
Stationary single phase generator – 60KW		
Hook-up to Medical Centre, 31 King Street		
Natural gas powered		
Auto start (weekly test run)		
Enough power to run all electrical requirements		
Secured Enclosure: <ul style="list-style-type: none"> • Cement pad • 8ft. chain link fence surrounding cement pad with a secured entrance gate • barb wire to be placed all around top of fence 		
400 A Series Automatic Transfer Switch		



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General Specifications		
	YES	NO
This unit shall be supplied with all standard equipment, plus all other equipment required by this specification.		
Must meet all required safety and industry standards.		
Should be easy to maintain and ensure ability in case of an emergency power outage.		
Tender to include all required inspections of generator installation and startup.		

Description: Emergency Generator	
1- Cost of Generator (1) to comply with specifications as listed.	\$
H.S.T.	\$
TOTAL COST	\$
2. Maintenance Agreement	\$
H.S.T.	\$
TOTAL COST	



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Provisional Item	
Extended Warranty	\$
H.S.T.	\$
TOTAL COST	\$

We recognize the time involved to prepare a quotation, and thank you in advance for your effort.

Return to the attention of : Candice White, CAO/Clerk/Treasurer Deliver to: 2357 County Road 45 Box 29 Norwood, Ontario KOL 2VO Quote must be completed on this form.	Submitted by: <hr/> Company Name <hr/> Name & position of authorized person for company <p style="text-align: center;">PLEASE PRINT</p> <hr/> Signature of authorized person.
The lowest or any tender or any part of any tender not necessarily accepted	