



Tender Information Package

Generator Supply/Install

Location - 15-17 Addie Street, Parry
Sound, ON

Deadline for Submission is Friday, September 30, 2016 at 4 p.m.
38 Joseph St., Parry Sound, ON P2A 2G5
www.clps.ca

INFORMATION TO TENDERERS

- **GENERAL & SUBMISSION**

You are invited to submit prices for Generator Supply/Install as specified on the attached Tender Form, in a sealed envelope and clearly marked "Tender for Generator" and addressed to:

Ashli Phippen, CPA, CA, Director of Corporate Services
Community Living Parry Sound
38 Joseph Street
Parry Sound, ON P2A 2G5

Tenders will be received until 4 p.m. on Friday, September 16, 2016

Specific questions regarding this tender should be directed to:

Ashli Phippen
Director of Corporate Services
Phone: 705-746-9330 ext. 227
Email: aphippen@clps.ca

- **WORK INCLUDED**

Generally, the work under this contract shall include the supply of all materials, labour with tools, and operated equipment as required by requirements specifically stated in this tender document.

- **REPRESENTATIVE**

The Organization's representative will be the Director of Corporate Services at Community Living Parry Sound (CLPS or the Organization) who may designate a representative. Likewise, the successful bidder will designate his/her representative.

- **WITHDRAWAL OR QUALIFYING OF TENDERS**

The last tender received shall supersede and invalidate all tenders previously submitted by the tenderer.

Tenders may be withdrawn at any time up to the official closing time.

- **INFORMAL OR UNBALANCED TENDERS**

Tenders which are incomplete, conditional, illegible, obscure, or that contain additions not called for, reservations, erasures, alterations or irregularities of any kind, may be rejected as informal. Tenders that contain prices, which appear so unbalanced as likely to affect the interest of the Organization, may be rejected. The Organization reserves the right to waive informalities at its discretion.

- **SCOPE OF WORK**

The bidder shall satisfy himself/herself as to the scope of the work required to complete this contract in a timely manner on or before December 31, 2016.

All work required for this tender must be included in the tender form. Failing to include amounts related to work required (as detailed below) will result in rejection of bid or termination of contract.

- **PAYMENT METHOD**

Payment to the successful bidder will be made by cheque or direct deposit as follows: deposit of 10% of contract value upon signing, remainder to be paid upon satisfactory completion of work. Detailed invoicing of materials and labour is required.

SPECIFICATIONS FOR CONTRACT

Generator Supply/Install

- **SITE OF WORK**

The service contract is to be carried out at 15-17 Addie Street. Note that this location was formerly a duplex with two generators however is now a single unit home with the need for only one generator.

There are currently two panels and two electrical services due to the former duplex. This tender includes the combination of these services per the supply specifications below.

Site includes sufficient concrete pad for new generator.

- **WORK INCLUDED**

Generally, this contract includes all materials, labour, permits, tools, and operated equipment necessary to provide the services described as follows:

- a. **Supply**

- i) Generator unit with specifications as follows:

- a. One (1) 48kW natural gas fueled automatic standby generator

- b. Block heater and battery warmer appropriate for climate

- c. Combination of current two services into one 200 amp service.

- ii) Warranty of unit complete with paperwork

- iii) Instructional information for unit

- b. **Install**

- i) Full and proper warrantied installation of the generator unit per specifications above completed in advance of December 31, 2016.

Please note that CLPS is currently under contract for generator services and therefore ongoing service is not required.

- **BIDDER EXPERIENCE**

The contractor will complete Statement “A” of this document to illustrate his/her experience at similar work.

- **USE OF PREMISES**

The successful bidder shall confine his/her apparatus, storage of equipment, and operation of his/her workers to the limits indicated by law, ordinances, or the Director of Corporate Services or any other representative of CLPS and shall not reasonably encumber the site as determined by the Organization or its representatives. At no time shall equipment be left on the premises without prior approval of the Director of Corporate Services.

- **DAMAGE TO EXISTING FACILITIES – LIABILITY**

The successful bidder shall take all necessary precautions to prevent any damage to CLPS properties and stakeholders in order to protect the Organization from any loss due to any occurrence resulting from his/her activities.

- **DURATION OF TENDERED CONTRACT**

This tender is applicable for the successful bidder from submission to completion of the project. The contract can be cancelled by CLPS due to non-completion of work, failure to meet deadlines, or what is deemed to be poor quality of work by CLPS at any point in time. The contract can also be cancelled due to violation of any of the stipulations agreed to by the successful bidder in this tender.

- **GENERAL LIABILITY**

The Contractor will be responsible to take all necessary steps to protect personnel (workers, visitors, general public, etc.) and property, from any harm during the course of the contract.

The Contractor must observe all safety work practices and shall comply with all legal requirements of all government (e.g. municipal, district, provincial or federal) regulations relating to labour laws, and health and safety.

The selected provider shall observe all due care and caution when on any of the CLPS properties.

The Contractor will observe all local building codes and municipal bylaws.

The successful bidder shall apply for, obtain and pay for all necessary permits and licenses required for the execution of the work. Bidders shall include the costs of any such permits and licenses in their bid prices.

A WSIB clearance certificate and certificate of liability insurance with limit no less than \$2,000,000 will be required upon awarding tender.

- **CONFIDENTIALITY AGREEMENT**

A confidentiality agreement will be required to be signed upon awarding the tender.

TENDER FORM

Community Living Parry Sound

38 Joseph St. Parry Sound, ON P2A 2G5

I/WE _____

(PLEASE PRINT CLEARLY)

HAVING CAREFULLY EXAMINED THE REQUIREMENTS OF THIS TENDER AND THE INFORMATION TO TENDERERS, OFFERS TO ENTER INTO THE CONTRACT WITH COMMUNITY LIVING PARRY SOUND BASED ON THE SCHEDULE ATTACHED.

Company Profile (brief description of company, service area, experience, background and values):

Contact Personnel:

Regarding this tender: Name _____ Phone _____

Ongoing: Name _____ Phone _____

Tender Details:

Detail of equipment to be provided:

Equipment Cost:

Detail of installation to be provided:

Installation Cost:

Total contract cost for services provided \$ _____

Please tick this box to confirm that all costs above do NOT include HST

Dated at _____ this _____ day of _____ 2016

Name of Bidder (Printed)

Signature of Bidder

Address Postal Code Telephone Number

NOTE:

IF THE TENDER IS SUBMITTED BY OR ON BEHALF OF A CORPORATION, IT MUST BE DULY SIGNED IN THE NAME OF SUCH CORPORATION BY THE DULY AUTHORIZED OFFICERS AND THE SEAL OF THE CORPORATION MUST BE AFFIXED. IF THE TENDER IS SUBMITTED BY OR ON BEHALF OF AN INDIVIDUAL OR A PARTNERSHIP THE SIGNATURE OF THE INDIVIDUAL OR THE PARTNER MUST BE PRESENT.

