



The Corporation of the Township of St. Joseph

REQUEST FOR QUOTATION

Project Name:	Public Works Garage and Fire Hall Back Up Generator
RFQ #	2025-02

1.0 INTRODUCTION

The Township of St. Joseph invites quotes from qualified contractors with WSIB and insurance coverage to provide labour, materials and equipment to procure and install a new backup generator for dedicated circuits for the Public Works Garage and Fire Hall at 1511 10th Side Road, Richards Landing, ON.

2.0 SCOPE OF WORK

The project is located at the Public Works Garage and Fire Hall at 1511 10th Sideroad, Richards Landing, Ontario. The following scope of work is required for the project:

- 2.1 Review existing electrical service and identify critical circuits to be connected to back up generator working with Public Works Superintendent
- 2.2 Remove existing generator electrical panel
- 2.3 Replace existing commander electrical panel
- 2.2 Supply a 26KW backup propane generator with 200-amp Automatic Transfer Switch and all necessary components including installation of electrical and gas, ensuring compliance with all Federal and Provincial regulations. Must include cold weather package.
- 2.3 Secure all permits required for a stationary/fixed location type generator in Ontario
- 2.4 Install suitable concrete pad
- 2.5 Installation of the generator and all system controls
- 2.6 Start up and test generator and confirm system functionality
- 2.7 Test all safety devices
- 2.8 Fully commission generator
- 2.9 Account for one additional day labour for miscellaneous related electrical work
- 2.10 Train applicable Township of St. Joseph Municipality staff on operation and maintenance of the backup generator system

3.0 PROJECT SPECIFICATIONS

- 3.1 All work and materials used on the project shall be installed as per manufacturers' specifications.
- 3.2 Details shown on the drawings provided for this project shall govern the area of work.
- 3.3 Provide rated and/or necessary separation layers between incompatible products.

4.0 GENERAL

- 4.1 All information provided by a proponent in response to this RFQ must contain sufficient detail to support the work being proposed. The detail and clarity of the proponent's submission will be considered indicative of their expertise and competence to satisfactorily complete the proposed project.
- 4.2 The following specific requirements are identified for inclusion in the proposal:
 - a) The name, address, telephone number, cell number and email address of the proponent firm and its principal contact person.
 - b) Identification of the firm's experience in undertaking similar work, along with three references which shall include the name of the organization, the contact person, telephone number and address.
 - c) A detailed breakdown of the total costs for materials/supplies and labour.
 - d) Provide a timeline of the proposed start date and time to complete the work.
- 4.3 The successful bidder shall supply all labour, materials, and equipment necessary to complete the work in a satisfactory and professional manner.
- 4.4 All work shall be of the highest grade.
- 4.5 All work shall come with a minimum 1-year warranty (specify).
- 4.6 The successful bidder is to provide proof of WSIB and valid liability insurance with a minimum of \$2,000,000.00 (two million Canadian dollars).
- 4.7 Proposals must include labour and materials separately and include ALL applicable taxes.

5.0 COMPLETION DATE

Construction may begin as soon as contract is awarded.

All work must be completed before June 30, 2025.

6.0 SUBMISSION AND TIMING

- 6.1 A site visit **must** be made prior to submission of a bid. Visits must be by appointment and coordinated with the Community Projects Coordinator by calling 705-246-2625 ext. 200.
- 6.2 **The deadline for submitting quotes is March 26, 2025, at 12:00pm**
- 6.3 Envelopes may be dropped off at 1669 Arthur Street, Richards Landing. Proposals may also be emailed to the contact person below.

Submissions to be clearly marked as Request for Quotation – 2025-02 Public Works Garage and Fire Hall Back Up Generator, addressed to:

Amanda Richardson, CAO/Clerk-Treasurer
PO Box 187
1669 Arthur Street, Richards Landing, ON P0R 1J0
clerkadmin@stjosephtownship.com

- 6.3 Enquiries/Contacts – Any questions regarding this Request for Quotations shall be directed to the contact above.
- 6.4 The work is to be completed in a timely fashion using the most efficient and safe methods available. Anticipated start and completion dates are to be included in your submission.
- 6.5 The Township reserves the right to request proponents to clarify information provided or to address specific requirements not adequately covered in their submission.
- 6.6 The lowest, or any bid, may not necessarily be accepted and the Township of St. Joseph reserves the right to accept or reject any or all proposals.
- 6.7 The successful bidder is to provide proof of WSIB and valid liability insurance upon notice of successful award. WSIB and Insurance for each subtrade or subcontractor must also be provided to the Township prior to the commencement of work.



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THIS PAGE MUST BE SUBMITTED AS PART OF YOUR OVERALL PROPOSAL

Proponent Firm Name:	
Principle Contact Person:	
Address:	
Phone Number:	

References

Three references that can attest to your experience and knowledge of work:

Company Name

Contact Person Name

Telephone and/or email Contact:

Company Name

Contact Person Name

Telephone and/or email Contact:

Company Name

Contact Person Name

Telephone and/or email Contact:

THIS PAGE MUST BE SUBMITTED AS PART OF YOUR OVERALL PROPOSAL

Quotation Details

Warranty:

Materials and Supplies

Labour
Start Date
Estimated Completion Date

MATERIALS AND SUPPLIES *ATTACH DETAILED BREAKDOWN OF MATERIALS AND SUPPLIES SEPARATELY*	\$
LABOUR	\$
SUBTOTAL	\$
TAXES	\$
TOTAL WITH HST	\$

PLEASE NOTE THAT THE SUCCESSFUL FIRM WILL HAVE ACCESS TO CURRENT DRAWINGS FOR ANY CLARIFICATION AND/OR QUESTIONS ON THE DESIGNS AND SPECIFIC PRODUCTS LISTED.

I, _____ (print name) do solemnly attest that I have the authority to bind the corporation and submit that I will be responsible for any and all assertions made herein.

Signature

Date

