

# Corporation Of The Township Of Stone Mills

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## REQUEST FOR PROPOSAL 2025-05

### Backup Generator System

#### **Closing Time**

08:00 AM EST

MONDAY JULY 7, 2025

## **1.1 Invitation to Bid**

This Request for Proposals (the RFP) is an invitation by the Corporation of the Township of Stone Mills to potential Vendors, in good standing with the Township, to submit non-binding Proposals to supply and install a backup generator system at the Stone Mills Recreation Centre at 713 Addington St, Tamworth ON. This request will follow the guidelines in the Corporation of the Township of Stone Mills Procurement Policy By-Law Number 2019-1001.

## **1.2 RFP Contact**

For the purposes of this procurement process, the "RFP Contact" will be:

Name: Jacob Detlor, Chief Building Official/Property Manager  
Email Address: jdetlor@stonemills.com

Bidders are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of the Township, other than the RFP contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the ineligibility of the Vendor and the rejection of the Vendor's Proposal.

Any questions or requests for interpretation or clarification, either administrative or technical, about this RFP must be submitted via email to the RFP Contact at the time noted in the RFP Timetable.

## **1.3 Type of Contract**

The selected bidder will be requested to enter into a contract for the provisions within Appendix A and B. Although the Township's intent is to enter into an agreement with only one (1) legal entity, the Township may decide in its sole discretion to enter into agreements with multiple entities.

Work needed in addition to the scope listed will be addressed on a case-by-case basis taking into consideration the scope of the additional work, cost implications, interruptions to equipment, process or other incidental items.

## **1.4 RFP Timetable / Key Dates**

Issue Date of RFP: June 17, 2025  
Mandatory Site Meeting: June 26, 10:00 EST 713 Addington St, Tamworth ON  
Submission Deadline: July 7, 2025, 08:00 AM EST

The RFP timetable is tentative only and may be changed by the Township at any time. While no formal proponent information session has been scheduled, it remains the bidder's responsibility to satisfy themselves as to all requirements related to this project.

### **1.5 Submissions of Proposals**

It is the responsibility of the proponent to ensure that the documents have been received before the closing time and date.

Proposals received after July 7, 2025, 08:00 AM EST will be returned unopened.

### **EMAIL SUBMISSIONS ONLY**

a) Proposals must be sent via email to:

**Email: [procurement@stonemills.com](mailto:procurement@stonemills.com)**  
**Subject: 2025-05 Backup Generator System**  
**The Township of Stone Mills**  
**4504 County Road 4**  
**Centreville, ON**  
**K0K 1N0**  
**Attention: Jacob Detlor, Chief Building Official/Property Manager**

Proposals must be submitted on or before the submission deadline. Proposals submitted after the deadline will not be accepted. Vendors are advised to make submissions well before the deadline. Vendor's making submissions near the deadline do so at their own risk.

Vendors are advised that the timing of their submission is based on when the Proposal is received by Township.

### **1.6 Proposals to be submitted in Prescribed Format**

A summary of the cost to design, manufacture, deliver and install the required backup generator shall be itemized to a summarized line-item cost.

Quotes provided for consideration will list costs in the format detailed Appendix B Submission Criteria

It is the bidder's responsibility to ensure receipt of the latest information and updates regarding this opportunity. If a bidder has obtained this RFP from a third party, the onus is on the bidder to acquire this RFP in its entirety.

### **1.7 Amendment of Proposals**

Vendor may amend their Proposals prior to the submission deadline by submitting the amendment in a sealed package clearly marked with the RFP title and number and the full legal name and return address of the Vendor to the location set out above or via

email to the RFP contact. Any amendment should clearly indicate which part of the Proposal the amendment is intended to amend or replace.

### **1.8 Exclusions**

Any exclusions from the Scope of RFP that are not included in Vendor pricing must be clearly stated in the proposal.

### **1.9 Withdrawal of Proposals**

At any time, until the signing of a written agreement, a Vendor can withdraw a submitted Proposal. A proposal may be withdrawn after its submission by written request signed by the proposer or authorized representative prior to the time and date specified for proposal submission. Proposals may be withdrawn and resubmitted in the same manner if done so before the proposal submission deadline. Withdrawal or modification offered in any other manner will not be considered. The Township is under no obligation to return withdrawn Proposals.

### **1.10 Proposals in English**

All Proposals are to be in English only.

### **1.11 Vendor to Assume Their Own Costs**

The Vendor will assume all costs associated with or incurred in the preparation and presentation of its Proposal, including, if applicable, costs incurred for interviews or demonstrations.

### **1.12 Proposal to be Retained by the Township**

The Township will not return the Proposal, or any accompanying documentation submitted by a Vendor.

### **1.13 Vendor to Review RFP**

The Vendor should examine all the documents comprising this RFP and may direct questions or seek additional information through the above RFP contact on or before the deadline for questions. The Township is under no obligation to provide additional information, and the Township is not responsible for any information provided by or obtained from any source other than the Township contact. It is the responsibility of the Vendor to seek clarification from the Township on any matter it considers to be unclear. The Township is not responsible for any misunderstanding on the part of the Vendor concerning this RFP or its process.

Oral statements concerning the meaning or intent of the contents of this RFP by any person other than the persons identified herein are unauthorized and invalid. The

Township of Stone Mills will not be responsible for any other explanation or interpretation of this RFP, or for any oral instructions. Any contact with Township of Stone Mills personnel other than identified above regarding this RFP may disqualify a proposer.

#### **1.14 All New Information to Vendor by Way of Addenda**

Township of Stone Mills may modify this RFP, any of its key actions, dates, or any of its attachments, prior to the date fixed for submission of proposals by issuance of an electronic Addendum to all proposers. Such Addendum will also be posted on the RFP website. Proposer will acknowledge receipt of all Addenda in their proposal. Any Addenda issued during the time for submission of proposals will be made part of the Agreement.

#### **1.15 Post-Deadline Addenda and Extension of Submission Deadline**

If the Township determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Township may extend the Submission Deadline for a reasonable period.

#### **1.16 Late Responses**

While late responses are usually rejected, Township of Stone Mills retains the right to accept or reject late responses for any reason.

#### **1.17 Verify, Clarify and Supplement**

When evaluating Proposals, the Township may request further information from the Vendor or third parties in order to verify, clarify or supplement the information provided in the Vendor's Proposal, including but not limited to clarification with respect to whether a Proposal meets any mandatory technical requirements. The Township may revisit the Vendor's response based on any such information.

For clarification purposes, the words "Contractor", "Company", "Proposer", "Vendor", "Supplier", "Vendor" and "Bidder" shall be read to be one and the same. The words "Contract" and "Agreement" shall be read to be one and the same. The words "Proposal" and "Proposals" shall be read to be one and the same. The words "Request for Proposal" and "RFP" shall be read to be one and the same. The words "Notice of Award" and "Award Letter" shall be read to be one and the same.

#### **1.18 Evaluation of Proposals**

Proposals will be evaluated initially by a selection committee comprised Township of Stone Mills staff within five days of the bid close date. The proposal shall be of such scope and depth to sufficiently describe and demonstrate the understanding of the equipment specified in the Scope of RFP. Submittal of incomplete or vague proposals will be rejected.

## Evaluation Process

The following points will be used to evaluate the proposals:

<b>Criterion</b>	<b>Weighted Percentage</b>
Cost	50
Quality of Proposal	20
Experience	20
Value Added	10
Total	100

Award of the contract resulting from this RFP will be based upon the most responsible Vendor whose offer will be the most beneficial to the Township in terms of cost, functionality, and other factors as specified above. It is the bidder's responsibility to clearly and properly describe components, features and pricing information so that additional research is not required by the selection committee.

The Township of Stone Mills reserves the right to:

1. After reviewing the proposals, to reject any or all proposals, or to accept proposal(s) that in its sole judgement are in the best interest for the Township of Stone Mills.
2. Reject any or all offers and discontinue this RFP process without obligation or liability to any potential parties.
3. Accept any offer other than lowest price offered.
4. Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
5. Request Vendor and final offers.
6. Review Contractor performance and reject bids of Vendor that fall below the standard required by any contract.
7. Reject proposals that have not followed the guidelines, do not meet minimum content or quality standards, or take unacceptable exceptions to the Scope of RFP.
8. Reject any or all proposals and may waive any immaterial deviation in a proposal. Township of Stone Mills waiver of an immaterial defect shall no way modify this RFP or excuse the proposer from full compliance with this RFP and/or the Contract documents if awarded the contract.
9. Make investigations as deemed necessary to determine the ability of the proposer to perform the services, and the proposer shall furnish to the Township of Stone Mills all such information and data for the purpose as requested by

Township of Stone Mills. The Township of Stone Mills reserves the right to reject any proposal if the evidence submitted by, or investigation of, such proposer fails to satisfy Township of Stone Mills that the proposer is properly qualified to carry out the obligations of the agreement and to complete the work described therein.

The most qualified Vendor(s) may be asked to participate in an oral interview to discuss in greater detail the content of their proposals. Township of Stone Mills will notify finalists, if interviews are conducted, of the date and time of such interview(s).

### **1.19 Award of Contract**

The Township may choose to award all or part of the project to one or more bidder.

The Vendor who is awarded the contact for the scope within this RFP will be notified by email of the pending award. Notification of Award of a contract is not considered a binding contract and does not give the Supplier approval to procure, ship or invoice the Township of Stone Mills for the equipment or materials listed in this RFP. A formal Purchase Order will follow the Notification of Award and is to be considered the contract for proceeding with the equipment procurement.

Once an agreement is executed by the Township and a Vendor, the other bidders may seek results posted on the Township's website.

### **1.20 Contract Documentation**

In submitting a proposal, the Vendor can offer its intention to enter into an agreement with Township of Stone Mills by means of a Purchase Order. The Vendor's pricing proposal in response to this RFP will be incorporated into the final agreement between Township of Stone Mills and the selected Vendor. The agreement to be executed by the successful proposer will conform to the terms of the Purchase Order, however, Township of Stone Mills reserves the right to update the agreement to its current standards at the time Township of Stone Mills executes the contact. Proposers for site work within the Township of Stone Mills are advised that the indemnification and insurance provisions are mandatory and not subject to revision. The Certificate of Insurance requirement will reflect an inclusive limit of not less than \$5,000,000 per occurrence for Commercial General Liability and the following:

- Commercial General Liability Insurance\* - Occurrence basis for third party bodily injury, personal injury, and property damage (including Products and Completed Operations liability)
- Automobile Liability Insurance\* (not less than \$2,000,00)
- Employer's Liability Insurance
- Professional Errors and Omissions Insurance

\*Including an Additional Insured Endorsement for each policy

Successful Vendor who will be working on Township property or on behalf of the Township of Stone Mills will be required to submit a WSIB Clearance Certificate.

### **1.21 Vendor Not to Communicate with Media**

Vendor must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered pursuant to this RFP without first obtaining the written permission of the RFP Contact.

### **1.22 Payment**

Payment will be made following receipt of the deliverables and an approved invoice. Payment terms are Net 30 Days from approved invoice.

### **1.23 Illegal or Unethical Conduct**

Vendor must not engage in any illegal business practices, including activities such as bid rigging, price-fixing, bribery, fraud, coercion, or collusion. Vendor must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of the Township; deceitfulness; submitting Proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

### **1.24 Confidential Information of the Township**

All information provided by or obtained from the Township in any form in connection with this RFP either before or after the issuance of this RFP:

- (a) is the sole property of the Township and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contracts;
- (c) must not be disclosed without prior written authorization from the Township;
- (d) must be returned by the Vendor to the Township immediately upon the request of the Township;
- (e) this RFP will not give rise to any contract based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (f) neither the Vendor nor the Township will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a Proposal submitted in response to this RFP.



### **1.25 Cancellation**

The Township reserves the right to cancel this RFP at any time should it be deemed to be in the best interest of the Township, without liability. No obligation, either expressed or implied, exists on the part of Township of Stone Mills to make an award based on the submission of any proposal.

**Closing time 08:00 AM EST on July 7, 2025**

## **Appendix A RFP Scope of Supply**

### **PURPOSE**

The Township of Stone Mills is seeking proposals for the supply and installation of a backup generator system at the Stone Mills Recreation Centre at 713 Addington St, Tamworth ON. This project intends to provide reliable backup power to the recreation centre so it may act as an evacuation/reception centre for the township during emergencies. The proposed backup generator system will provide power to all building systems with the exception of the ice surface refrigeration system. Options beyond the outlined specifications are at the discretion of the vendor.

### **GENERAL REQUIREMENTS**

#### **1. Exception to Specifications**

The following requirements shall be strictly adhered to:

- 1.1 Perform a sizing and loading calculation to ensure proper generator size for the building services identified.
- 1.2 Purchase and install a new diesel-fueled generator.
- 1.3 Generator shall have the following:
  - 1.3.1 Sound attenuated and weather protective housing.
  - 1.3.2 Integrated fuel tank with capacity to run 12 hours of constant operation minimum
  - 1.3.3 Battery charger for winter operations.
  - 1.3.4 Coolant heater for winter operations.
- 1.4 Purchase and install Automatic Transfer Switch (service entrance) that meets the requirements of the generator sizing and building power systems.
- 1.5 Purchase and install and required conduit, wire, cabling, fittings, components necessary for the installation.
- 1.6 Supply and install any concrete pads required to mount the generator.
- 1.7 Coordinate any required site works required for the installation.
- 1.8 Supply all manuals, drawings and commissioning documents at end of the project.
- 1.9 Supply warranty information on all parts and services.
- 1.10 Coordinate and pay for all ESA Permits.
- 1.11 All Requirements to meet ESA/ TSSA Standards.

#### **2. Project Timeline**

All works and commissioning must be completed by August 31, 2025.

## **Appendix B Submission Criteria**

The following information shall be submitted as a part of the Proposal.

All costs related to the work required in the RFP are to be included in the items listed in Appendix A RFP Scope of Supply and all work that is included in the item shall be detailed in the proposal.

### **1. Company Profile, Experience**

- 1.1 Provide an overview of the company history including experience in commercial back-up generator installation. State the length of existence and types of services offered. Identify the technical details that make the Proponent uniquely qualified for this work.
- 1.2 Lists all sub-trades that would be included in the project implementation.
- 1.3 The correct legal name of the proposing entity.
- 1.4 The name, title, mailing address, e-mail, and telephone of the person who will be the Municipality's point of contact.

### **2. Project Proposal**

Provide detailed information on what products and services will be provided to meet the requirements in Appendix A RFP Scope of Supply

### **3. Schedule/Work Plan**

Provide a schedule/timeline for the supply and installation of the backup generator system.

### **4. Budget and Cost**

Proponents shall provide in their cost proposal: equipment, shipping, warranty, and a total upset price, including HST, with a breakdown of the major items described in Appendix A. Proponents are encouraged to include any other cost related information they deem relevant. Please include a description of the preferred schedule(s) and method of payment

### **5. Value Added**

Value added considerations would included:

- Training for staff on the operations and maintenance of the backup generator system.
- Additional accessories.
- Warranty information.