



REQUEST FOR PROPOSAL

CONTRACT NO. 2026- 07

**SUPPLY AND INSTALLATION OF NEW
PROPANE GENERATOR,
AUTOMATIC TRANSFER SWITCH
AND ALL REQUIRED ACCESSORIES**

Closing Date: Friday May 29th, 2026, at 11:00 am

Any document submitted with respect to this RFP will be subject to the *Municipal Freedom of Information and Protection of Privacy Act*.

A. Introduction:

- I. The Corporation of the Township of Augusta is seeking qualified vendors for the supply, delivery, and installation of one (1) new 30 kW propane generator, automatic transfer switch at Fire Station 2, located at 8112 Mill Street, North Augusta, ON K0G 1R0.

B. General Description of Project

- I. The Corporation of the Township of Augusta is inviting qualified vendors to submit proposals for the supply and installation of one (1) new 30 kW propane generator, including an appropriately sized automatic transfer switch, connection piping to the existing propane supply, and all required accessories. The scope also includes the design and installation of a generator base engineered to accommodate the equipment's static and dynamic loads, including vibration, wind, and frost conditions, and to meet all applicable codes and standards. In addition, the successful proponent will be responsible for relocating the existing generator onto a Township-provided trailer. All work is to be completed at Fire Station 2, located at 8112 Mill Street, North Augusta, ON K0G 1R0
- II. All the equipment must be new and must conform to the RFP specifications.

C. General Specifications and Scope of Work:

- I. Supply and install one (1) new 30 kW propane generator
- II. Supply and install an appropriately sized automatic transfer switch
- III. Supply and install piping to connect to propane supply
- IV. Supply and installation of all required accessories and components for a complete and operational system
- V. Place existing generator on a trailer provided by the Township.
- VI. Design, supply, and installation of a generator base engineered to support all static and dynamic loads, including vibration, wind, and frost conditions
- VII. The generator shall be capable of automatic start up and scheduled routine self testing purposes
- VIII. The generator shall have an software APP that can be used on a tablet or smart phone that can send notifications from the generator and display current and historical status of the generator.
- IX. The contractor must all remove and dispose of non-required piping and associated equipment except for the existing generator at the contractor's expense.
- X. All work shall meet all applicable codes and standards, including the location of the exterior piping for the new propane connection.
- XI. Provide details of warranty coverage.
- XII. Provide a detailed project timeline, including procurement, installation, testing, and maintenance schedules and availability of replacement parts.

- XIII. Submit a detailed, itemized budget proposal that includes all costs associated with the project, including supply, delivery, installation, ongoing maintenance or support.

D. Contact Information

Questions regarding this RFP shall be directed to:

Robert Bowman, Manager of Protective Services
Township of Augusta
Telephone: 613-925-4231 x 202
Email: rbowman@augusta.ca

Deadline for questions: May 21st, 2026, at 4:00pm EST

Addendums

All questions and subsequent responses made prior to the deadline for questions will be issued as an addendum and posted on the township website.

It is the proponent’s sole responsibility to check the website for addendums prior to submission. No addendums will be issued within 48 hours prior to bid closing.

E. Proposed Project Schedule

Issue Date	May 5 th , 2026
Mandatory Site Visit	May 14 th , 2026, at 11:00am EST
Deadline for Questions	May 21 st , 2026, at 4:00pm EST
Deadline for Submission of Proposals	May 29 th , 2026, at 11:00am EST
Presentation of Proposals to Council	June 8 th , 2026
Awarding of Proposal	June 9 th , 2026

F. RFP Submissions

Vendors interested in providing these services must prepare and submit a Proposal that includes:

- I. All general specifications.
- II. Company profile – description of the company and qualifications.
- III. Warranty information.
- IV. Proposed timeline (work schedule) for complete installation and any milestones.
- V. Itemized equipment, and delivery costs submitted on the RFP form supplied properly signed and witnessed.
- VI. All other potential costs

- VII. Identify any portion of the scope of work that will be subcontracted. Include firm qualifications and key personnel, telephone number, and contact persons for all subcontractors. The Township reserves the right to approve or reject all subcontractors proposed by the vendor.

Deadline and Delivery

Proposals shall be on the form supplied and submitted in a sealed envelope clearly marked with the RFP # 2026-07 to:

Township of Augusta
3560 County Road 26
Prescott, ON K0E 1T0
Attention: Lindsey Veltkamp, Clerk

The deadline for a submission of a Proposal is May 29th, 2026, at 11:00am EST. Any Proposals received after the deadline date and time may be rejected.

**All submissions must be in original, hard copy form.
Facsimile, email or other forms of transmissions will not be accepted.**

G. General Provisions

- I. The proponent will be responsible for all permit requirements (ie service locates, engineering drawings, approvals and inspections) that are required to complete the work as per specifications.
- II. Any building permits required will be supplied by the Township and footing inspections.
- III. Notification five business days` prior to commencement of work.
- IV. The contractor is responsible for protection and security of materials stored on site.
- V. Dispose of all rubbish and surplus materials and the contractor will leave the site in a neat and presentable condition.
- VI. The Township of Augusta will not be responsible in any way whatsoever for project material or the Contractor's equipment when placed at the site or during construction. The Township will assume responsibility for the project only after completion in all detail, the Contractor has vacated the site, and acceptance has been made by the Township.
- VII. The contractor shall always make provisions for the safe passage of vehicles and pedestrians around the area of work.

H. Payment

Full compensation for conforming to the requirements of this article shall be paid for at the contract lump sum price within 30 days of completion of work, less 10% holdback pending final approval of the satisfactory completion of the project.

I. Insurance:

- I. The vendor/firm shall procure and maintain, for the duration of this contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the vendor/firm, his/her agents, representatives, employees, or subcontractors. The cost of such insurance shall be paid by the vendor/firm. Insurance shall meet or exceed the following unless otherwise approved by the Township.
- II. The Township shall have the right, but not the obligation of prohibiting vendor/firm (or any subcontractor) from entering the project site until such certificates in compliance with requirements have been received and approved by the Township.
- III. Failure of the Township to obtain compliance with insurance requirements or identify deficiencies shall not be construed as a waiver of vendor/firm's obligation to maintain such insurance.

Insurance Requirements:

- I. Worker's Compensation coverage as required by the Province of Ontario.
- II. Comprehensive or Commercial General Liability: \$5,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
- III. Professional Liability Errors and Omissions: \$5,000,000.
- IV. Automobile Liability: \$5,000,000 combined single limit per accident for bodily injury and property damage.

J. Safety Equipment

All contractors and all sub-contractors shall be appropriately trained, licensed and certified as required and shall comply with all applicable OH&S rules and regulations. requirement under the OH&S Act, including working from heights documentation. Contractor shall provide all necessary safety equipment and ensure that their crew and all sub-contractors used on the work use this safety equipment when working on this job. Contractor shall be held accountable for any infraction of safety rules.

K. Indemnity:

- I. In addition to other standard contractual terms, the Township will require the selected vendor to comply with indemnification, hold harmless and insurance requirements.
- II. The Vendor shall indemnify and hold harmless the Township (including any of its bodies, agencies, Councils, associations, and their servants, agents, officers, directors, elected officials, successors, assigns, employees, and personal representative and each of them) from and against any loss resulting from negligence, claim, demand, damages, liability, and costs and permitted assigns. These provisions shall survive termination of any agreement resulting from this RFP.

L. Equal Opportunity

The Township is an equal opportunity employer and requires all respondents to comply with policies and regulations concerning equal opportunity. The respondent, in the performance of this contract agrees not to discriminate in its employment due to an employee's or applicant's race, religion, national origin, ancestry, gender, sexual preference, age, physical handicap or any other characteristic protected by law.

M. Accessibility

The Township is committed to and working toward ensuring municipal services are accessible to all. We strive to meet or exceed the standards set by the *Accessibility for Ontarians with Disabilities Act* ("AODA") which establish the rules established by the Province to help businesses and organizations identify, remove and prevent barriers to accessibility. The proponent is responsible to insure that all of its employees and sub-contractors for which the proponent is responsible are adequately trained.

N. Rights Reserved by the Township

- I. Under no circumstances will the Township consider a quote which is not received at the address given in the Invitation to quote, within the time prescribed, or not properly signed and sealed in an envelope.
- II. The Township has the unqualified right to cancel the RFP, accept or reject any quote or all quotes, and to waive the formalities in any quote documents as the interest of the Township may require; without giving any reason for such action.
- III. The Township reserves the right to modify any and all requirements stated in the RFP at anytime prior to the possible awarding of the contract.

- IV. The Township reserves the right to request specific requirements not adequately covered in their initial submission and clarify information contained in the RFP.
- V. The Township reserves the right to enter into negotiations with the selected Proponent. If these negotiations are not successfully concluded, the Municipality reserves the right to begin negotiations with the next selected Proponent.
- VI. If any question arises regarding meaning, intent or other matter required by the Contract, the question shall be decided by the Township.
- VII. All work performed by the Contractor shall be completed to the entire satisfaction of the Township.
- VIII. Where the vendor becomes bankrupt or insolvent, delays commencing or diligently executing the work, abandons the work or has otherwise failed to perform any of the provisions of the Contract, the Township may, without previous notice and without process or suit of law, take the work out of the hands of the vendor/firm and have it completed by whatever means are considered necessary. In addition to any other remedy available in law or equity, the Township may use all monies due on the Contract to correct or complete the work.

O. Review and Evaluation Process

- I. Staff may request additional clarifying information from any or all vendors/firms that submit a Proposal during the review process.
- II. An evaluation by the Township will be conducted and each proposal will be scored. Proposals will be evaluated on the basis of the following criteria:

i	Clarity and design (in conformance with instructions) (25%)	
iii	References (15%)	
iv	Timeline (work schedule) (25%)	
v	Budget/Cost (35%)	
	Total (100%)	

Following the review, a recommendation will be made to the Council on the selection of the vendor/firm determined to be the most qualified for the project.

P. Accept or Reject Proposal

- I. The RFP does not commit the Township to award a contract and the Township reserves the right to accept or reject any or all proposals and recommendations and may waive minor errors or omissions in any proposal. The Township reserves the right to select a vendor/firm, who in and upon Township approval, provides the most advantageous solution and demonstrates their ability to provide the expected outcomes of the proposals that will best serve the interests of the Township. The Township of Augusta is not obligated to award the contract based on the lowest price or any other particular factor. The Township will not be liable or reimburse any firm for the costs they incur to prepare their proposals. All quotations are prepared at the sole risk and cost of the bidder.
- II. The Bid shall be irrevocable for a period of thirty days following the date of Bid Closing.

Q. Altered Bids

- I. A Bid may be altered by submitting another bid at any time up to the specified time and date for bid closing. The last bid received shall supersede and invalidate all Bids previously submitted by the Bidder for that Contract.
- II. No information provided orally by the Township, or its staff shall be binding, nor shall it alter the requirements in any way.

R. Withdrawal of Proposals

The Bidder may withdraw the Bid at any time up to the specified time and date for Bid closing by submitting a letter bearing the Bidder's signature to the Township Contract Administrator for this project. Faxes or telephone calls shall not be accepted.

S. Unbalanced Bids

Bids that contain prices which appear to be so unbalanced that they may adversely affect the interests of the Township of Augusta may be rejected; each item bid shall be a reasonable price for such work.

T. Bids With Discrepancies

- I. Wherever the amount Bid for an item does not agree with the extension of the quantity and the unit price, the unit price shall govern, and the amount and the Total Bid Price shall be corrected accordingly.

- II. Mathematical discrepancies shall be corrected by the Township of Augusta by appropriate means to arrive at the correct Total Bid Price. Where an error has been made in transferring an amount from one part of the Bid to another, the amount shown before transfer shall, subject to any corrections as provided for above, be taken to be correct, and the amount shown after transfer and the Total Bid Price shall be corrected accordingly.

**FORM OF REQUEST FOR PROPOSAL
RFP No. 2026-07**

In accordance with the RFP documents, the vendor hereby offers the following prices:

Item		Description of Work	HST	Total Price
		TOTAL		

NOTE: The Township, may at its discretion, award the contract in whole or in part based on the best interest of the Township.

DATED this _____ day of _____, 2026.



**SUPPLY AND INSTALLATION OF ONE (1) NEW 30 KW PROPANE GENERATOR,
AUTOMATIC TRANSFER SWITCH AT FIRE STATION 2, LOCATED AT 8112 MILL
STREET, NORTH AUGUSTA, ON K0G 1R0.**

Name and Position (of person signing below)

Vendor's Signature

Witness

Vendor's Address

Contact Person

Telephone

H.S.T. Number: _____

Township of Augusta, Name and Position



The **“Township of Augusta”**
(Hereinafter referred to as the **“Township”**)

and

_____ (Hereinafter referred to as the **“Vendor”**)

This agreement is for _____ (Vendor) to the supply and installation of one (1) new 30 kW propane generator, including an appropriately sized automatic transfer switch, connection piping to the existing propane supply, and all required accessories at 8112 Mill Street, North Augusta, ON, K0G 1R0. for the Tender amount of \$ _____ plus applicable taxes. All work will be performed in accordance with the Contract No. 2026-07

Signed at Maynard this _____ day of _____, 2026.

Township of Augusta:

NAME & POSITION

SIGNATURE

NAME & POSITION

SIGNATURE

Contractor: _____

NAME & POSITION

SIGNATURE