



REQUEST FOR QUOTATION: RFQ 2025-01

Purchase and Installation of a Standby Generator System

Quote via: Emailed PDF or hard copy

Date Issued: March 3, 2025

Closing Date/Time: April 11, 2025, 1:00 pm.



Description and Quote Form

The Corporation of the Township of Billings is seeking proposals from qualified individuals/firms to provide for the supply and installation of a standby generator system at the Public Works facility located at 34 Carter Crescent, Kagawong ON.

Standby Generator Requirements

- 22kw Generac air cooled generator with:
- cold weather kit
- 200-amp transfer switch
- ESA Permit
- cabling and connectors
- generator Installation

Installation Requirements

Within 30 days of bid acceptance notification, or as arranged with the Township

FOB: N/A

Payment Terms: 30 days

Freight Terms: N/A

Quotations must be submitted to **Harmony Hancock**, Director of Finance/Treasurer at finance@billingstwp.ca or PO Box 1092, 15 Old Mill Road, Kagawong ON POP 1J0 by April 11, 2025 @ 1:00 pm

Vendor (Business): _____

Address: _____

Telephone: _____ Email: _____

Attention (Contact): _____

Return Quotation to:

Harmony Hancock, Director of Finance / Treasurer at finance@billingstwp.ca or PO Box 1092, 15 Old Mill Road, Kagawong ON POP 1J0

I have read and agree to comply with the terms and conditions of this Tender/Quotation:

(PRINT) Name of Company Representative

Signature & Title of Authorized Company Official

Date _____



Instructions for Tenders/Quotations

- Carefully read all terms and conditions printed below, plus any supplementary terms and conditions which may be attached.
- A completed Quotation/Tender must be received at the designated location prior to closing date and time to be considered valid.
- Late submissions will be returned unopened.
- The successful bidder will be notified by email, and engagement will be through a purchase order or other agreement applicable to the requirements being tendered.

General Terms and Conditions

1. Validity of Quotation/Tender

To be considered valid, this Quotation/Tender must be complete, legible and signed and be submitted on the forms provided. If a lengthy description is necessary, attach separate sheet(s) which will be considered part of the Quotation/Tender. Any attachments must be listed on the main Quotation/Tender document. Any erasure, overwriting or strikeouts must be initialed by the person signing the bid.

2. Acceptance, Revocation and Rejection of Quotation or Tender

The Bidder agrees that the bid is a firm bid to supply requirements specified in this document at the quoted process, and on the terms and conditions herein contained, which offer may be accepted by the Township or its designated officials in whole or in part, as specified. Late Quotations/Tenders will be rejected. Should a Bidder wish alter their bid, after initial submission, amendments will be accepted until the designated time of bid closure.

3. Alternatives

Brands are to be as specified or an equivalent approved by the Township. When submitting bids which offer alternative products, supporting literature should accompany your submission wherever possible.

4. The Lowest or any Quotation/Tender not necessarily accepted.

(a) The Township may, in its sole discretion, reject or retain for its consideration bids which are nonconforming because they do not contain the content or form required by this RFQ or fail to comply with the submission process as set out in this RFQ. If the Township, in its sole discretion, deems any items bid to be unbalanced, the bid may be deemed informal and rejected. The Township reserves the right to award by item, or any part thereof, groups of items, or any parts thereof, or all items, and to award contracts to one or more bidders. The Township reserves the right to reject any and all bids in whole or in part and to waive any technical defects, irregularities, and omissions if, in so doing, the best interests of the Township will be served.



(a) The lowest, or any, Proposal will not necessarily be accepted, and the Township shall have the unfettered right to:

- Accept a non-compliant Proposal.
- Accept a Proposal which is not the lowest Proposal; and
- Reject a Proposal that is the lowest Proposal even if it is the only Proposal received.

(b) The Township reserves the right to consider, during the evaluation of Quotation/Tenders.

- information provided in the Quotation/Tender document itself.
- information provided in response to enquiries about credit and industry references set out in the Quotation/Tender.
- information received in response to enquiries made by the Township of third parties apart from those disclosed in the Quotation/Tender in relation to the reputation, reliability, experience, and capabilities of the Bidder.
- the manner in which the Bidder provides services to others.
- the experience and qualifications of Bidder's senior management, and project management.
- the compliance of the Bidder with the Township's requirements and specifications; and
- innovative approaches proposed by the Bidder in the Quotation/Tender.

(c) The Bidder acknowledges that the Township may rely upon the criteria which the Township deems relevant, even though such criteria may not have been disclosed to the Bidder. By submitting a Quotation/Tender, the Bidder acknowledges the Township's rights under this Section and absolutely waives any right or cause of action against the Township' and its consultants, by reason of the Township's failure to accept the Quotation/Tender submitted by the Bidder, whether such right or cause of action arises in contract, negligence, or otherwise.

5. Price

Prices quoted by the Bidder shall include packing, packaging, delivery, unloading and installation charges, where applicable, unless otherwise specified in the Quotation/Tender and shall remain unchanged during the period stipulated in the Quotation/Tender.

6. Packaging

All goods shall be packaged in standard commercial packages and/or cartons unless otherwise specified and shall be accompanied by a packing slip.

All shipping containers shall carry the names of the item, size or weight, quantity, the name of the vendor, purchase offer number, tagging and shipping instructions specified.



7. Harmonized Sales Tax

Bidders must include the Harmonized Sales Tax (HST) in their bid.

8. Unit Price

All unit prices must be clearly indicated and must be extended and totaled. In the event of any conflict between unit prices and the total sum, the unit prices will be used in evaluating the bid.

9. Cash Discounts

Cash discounts offered for expeditious payment of invoices, if applicable, shall be quoted separately and the time will be measured from the date of which the goods and services are delivered, whichever is the later date.

10. Electrical Equipment

All electrically operated equipment quoted or tendered must be C.S.A and/or Ontario Hydro approved and bear label.

11. Legal Responsible

The Bidder shall indemnify and save harmless the Corporation of the Township of Billings against all claims, actions, suits and proceeding for the infringement of any patent based upon the use of any inventions protected by such patent or for royalties or other payments which may be payable in conjunction with carrying out the work and in respect of the use of disposal by the Township or articles and supplies, furnished pursuant to a contract

All contractors, subcontractors and suppliers to the Township shall comply with all legislation and regulations which may be applicable to this Quotation/Tender.

12. Delivery Conditions

Unless otherwise stated in the "Request for Quotation/Tender," all goods ordered in quantities specified from time to time shall be delivered to the specified destination in the Province of Ontario, in good order and free from any extra expense to the Township. Unless otherwise specified, all deliveries shall be made on a normal working day. The vendor shall ensure strict adherence to any specified delivery schedule.

13. Quality Control

Authorized representatives of the Township of Billings shall, during normal working hours, have access to the Bidders plant and premises where any part of the work is being carried out.

The Bidder shall provide assistance, test pieces and samples to carry out any requested inspections and/or appropriate tests of goods or materials. Representative samples of the goods delivered shall be inspected by the consignee.



In the event that the goods supplied do not conform to specifications, they shall be rejected and returned to the bidder, at the bidder's expense. If latent defects are discovered after the goods have been accepted, such goods will then be rejected, and the Bidder shall replace the defective goods at the Bidder's expense.

Rejected goods will be returned to the Bidder, transportation charges 'collect.' The Bidder shall replace rejected goods within a reasonable period not usually exceeding fifteen (15) working days.

14. Supplementary Terms and Conditions

Any articles hereinafter have been numbered as supplementary to the respective articles of the general policies. These supplementary policies, where used, govern over the general policies. Supplementary policies attached.

Under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), all information posted to websites and/or accessible to the public, must be in accessible format.

All Township of Billings facilities and properties fall under the Smoke-Free Ontario Act 2017. Any consultants and contractors on Township properties or in Township facilities must adhere to these laws.