

# INVITATION TO TENDER

## Tender / Contract Form

NCC TENDER FILE #:

**AL1499**

<p><b>ADDRESS INQUIRIES TO:</b>          Allan Lapensée, Sr. Contract Officer          (613) 239-5678 ext 5051 tel.  <a href="mailto:allan.lapensee@ncc-ccn.ca">allan.lapensee@ncc-ccn.ca</a></p>	<p><b>CONTRACT NO.:</b> (NCC use only)</p>
<p><b>BID CLOSING DEADLINE:</b>          March 28, 2014 at 3:00pm Ottawa time</p>	
<p><b>RETURN ORIGINAL</b>          Submit tender on this tender / contract form and annex technical details and return to:</p>	<p>→ <b>Procurement Services          National Capital Commission          40 Elgin Street          3<sup>rd</sup> floor service centre          Ottawa, Ontario          K1P 1C7          Reference NCC tender file # AL1499</b></p> <p><b>Or</b>  <b>Send the tender/contract form AL1499 complete with technical details at fax 613-239-5012</b></p>
<p><b>DESCRIPTION OF GOODS:</b>          Supply &amp; deliver F.O.B. Destination:          One (1) new 160kW, 347/600V Generator with an 200A automatic transfer switch (ATS).</p>	<p><b>DELIVERY LOCATION:</b>          F.O.B. Destination:          Gatineau Park Visitor Centre          33 Scott Rd.          Chelsea, Quebec</p>

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**AL1499****I. OFFER**

The undersigned bidder (hereinafter called the “Contractor”) hereby offers to the National Capital Commission (hereinafter called the “Commission” or the “NCC”) to supply & deliver the goods/services in accordance with the terms and conditions, and, deliver the goods **for the all inclusive lump sum and/or unit price(s) as set out in section III herein.**

**II. GENERAL AGREEMENT** The Contractor agrees:

1. to deliver the goods no later than four (4) weeks after contract award. Installation, testing and commissioning can be performed in Spring 2014.
2. Contract securities are not required.
3. that this Offer and Agreement, together with the Specification, the Instructions to Bidders, the General Conditions on Goods Contracts and any and all attachments and addenda issued thereto, shall be and are the complete tender and this offer is made subject to the provisions contained therein.
4. that this offer supersedes and cancels all communications, negotiations and agreements relating to the work other than contained in the complete tender and is irrevocable for 30 days from the Tender Closing Time shown hereon and in the event that security is provided with this tender, it will be forfeited if the Contractor refuses a contract if this tender is accepted and executed on behalf of the Commission.
5. that the complete tender together with and subject to all the provisions contained therein shall, when accepted and executed on behalf of the Commission, constitute a binding contract between the Contractor and the Commission.

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III. The Contractor agrees that the following is(are) the all inclusive lump sum and/or unit price(s) referred to in Clause I:

DESCRIPTION		LUMP SUM PRICES (in Cdn \$)																																	
<p>Supply one (1) new 160kW, 347/600V Generator with an 200A automatic transfer switch (ATS) that is compliant with all requirements of the attached specification.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;"><b>Insert name of manufacturer and model here:</b></td> <td></td> </tr> </table> <p>Also, please annex all applicable technical details with your tender in order to verify compliance with the following mandatory (pass/fail) requirements:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th colspan="4">Generator Manufacturer Submission – Pass/Fail</th> </tr> <tr> <th>Product Data</th> <th>Pass</th> <th>Fail</th> <th>Criteria</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td>Layout, showing dimensions, including identified field dimensions, and clearances. Specified in millimeters and overall dimensions no larger than: 1740 W x 3660 L x 2380 H.</td> </tr> <tr> <td>2</td> <td></td> <td></td> <td>Setting or erection details. Generator must be one piece self-contained unit with fuel system and tank to meet UL 142 and TSSA requirements for Quebec installation.</td> </tr> <tr> <td>3</td> <td></td> <td></td> <td>Performance characteristics. Must meet CAN/CSA Standard C282.</td> </tr> <tr> <td>3</td> <td></td> <td></td> <td>Capacities. 160kW, 347/600V Standby Rating. Will also accept Prime Power and Continuous Rating.</td> </tr> <tr> <td>4</td> <td></td> <td></td> <td>Wiring Diagram and Single Line Diagram. Must show connection details of major components, peripheral equipment, and controls within the Generator Enclosure and ATS enclosure.</td> </tr> </tbody> </table>		<b>Insert name of manufacturer and model here:</b>		Generator Manufacturer Submission – Pass/Fail				Product Data	Pass	Fail	Criteria	1			Layout, showing dimensions, including identified field dimensions, and clearances. Specified in millimeters and overall dimensions no larger than: 1740 W x 3660 L x 2380 H.	2			Setting or erection details. Generator must be one piece self-contained unit with fuel system and tank to meet UL 142 and TSSA requirements for Quebec installation.	3			Performance characteristics. Must meet CAN/CSA Standard C282.	3			Capacities. 160kW, 347/600V Standby Rating. Will also accept Prime Power and Continuous Rating.	4			Wiring Diagram and Single Line Diagram. Must show connection details of major components, peripheral equipment, and controls within the Generator Enclosure and ATS enclosure.	<table border="1" style="width: 100%; height: 100%;"> <tr> <td style="width: 20px; text-align: center;">\$</td> <td></td> </tr> </table>		\$	
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\$																																			
Administrative process (submittals, shop drawings, etc.)		\$																																	
Delivery FOB Destination (33 Scott Rd., Chelsea, Qc)		\$																																	
Extended Warranty		\$																																	

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Installation	\$
Training	\$
Test and commission the equipment	\$
<b>SUB-TOTAL</b>	\$
<b>14.975 % GST/QST</b>	\$
<b>TOTAL</b>	\$

**Basis of award will be the bidder who meets all of the mandatory requirements, the terms and conditions, and, who offers the NCC the lowest grand total amount. Lowest or any tender NOT necessarily accepted. The NCC reserves the right to review all of the items proposed by the lowest bidder prior to award. The NCC also reserves the right to cancel this tender and/or re-issue the tender in its original or revised form, and, to negotiate with the successful bidder and/or all bidders.**

**IV. INVOICING**

- The Contractor will have the right to receive payments within 30 days after the technical representative has delivered a certificate indicating that in fact the invoice is authentic and exact, that the Contractor has delivered the said goods/services and has observed the terms of the contract.
- The Commission is a Crown Corporation subject to the Goods and Services Tax (GST) and the Provincial Sales Tax (OHST or QST). The Contractor is required to indicate separately, with the request for payment, the amount of GST and OHST/QST, to the extent applicable, that the Commission will pay. These amounts will be paid to the Contractor who will be required to make the appropriate remittances to Revenue Canada and the respective provincial governments. The successful bidder must complete in its entirety the T1204 tax form before awarded a contract.
- All invoices are to make reference to the **Commission Contract Number xxxxxx (6 digit number on page 1 once a contract is executed between the Contractor and the Commission)** and be forwarded in triplicate to:  
Accounts Payable  
National Capital Commission  
3<sup>rd</sup> floor  
40 Elgin Street  
Ottawa, Ontario  
K1P 1C7  
or forward one invoice in Adobe (.pdf) format by email at [payables@ncc-ccn.ca](mailto:payables@ncc-ccn.ca) .
- To ensure prompt payment, please prepare your invoice in accordance with the price(s) quoted. Errors in invoicing can cause delay of payment. Submit your invoice to the address shown above and clearly indicate the contract number.

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V. Enquiries regarding this tender must be submitted in writing to the Senior Contract Officer as early as possible within the solicitation period. Enquiries should be received no later than five (5) business days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer not being provided. To ensure consistency and quality of the information provided to Bidders, the Senior Contract Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment. All enquiries and other communications related to this tender sent throughout the solicitation period are to be directed **ONLY** to the Senior Contract Officer. Non-compliance with this requirement during the solicitation period can, for that reason alone, result in disqualification of a tender.

### VI. ADDENDUM ACKNOWLEDGEMENT

I/We acknowledge receipt of the following addenda \_\_\_\_\_ (Bidder to enter number of addenda issued, if any) and have included for the requirement of it/them in my/our tendered price.

**We hereby OFFER to sell and/or supply to the National Capital Commission upon the terms and conditions set out herein, the supplies and/or services listed above and on any attached sheets at the submitted price(s).**

Name and address of Contractor :     Tel-Tél:  Fax-Télécopieur:	Signature(s)
	Title:
	Date:
	Witness(s)
	Date:

*Accepted & executed on behalf of the Commission this \_\_\_\_\_ day of \_\_\_\_\_, 2014 in the presence of*

COMMISSION USE ONLY NCC SIGNATURE ONLY	TITLE	WITNESS(S)

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## **INSTRUCTIONS TO BIDDERS**

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### **1. Address**

The tender envelope shall be addressed to Finance and Procurement Services, National Capital Commission, 40 Elgin Street, 3rd floor, Info Centre, Ottawa, Ontario K1P 1C7. The name and address of the bidder and the due time and date of the tender shall be clearly shown on the envelope.

### **2. Delivery of Tenders**

Tenders must be received by the National Capital Commission on or before the exact time and date set for their reception. Care must be taken to mail or deliver tenders in good time as tenders received after the specified time and date will not be accepted or considered and will be returned unopened.

### **3. Unacceptable Tenders**

Tenders not submitted on the accompanying Tender/Contract form.

Faxed tenders unless stated otherwise.

Tenders and amendments received after the tender closing date and time.

Incomplete tenders may be rejected.

Unsigned tenders shall be subject to disqualification.

In the event that security is required under these instructions and is not provided with the tender, the tender is subject to disqualification.

### **4. Revision of Tenders**

The bidder may revise his tender by fax, or letter provided it is received before the tender closing date and time. Faxes, letters or telegrams must clearly indicate required changes.

### **5. Bid / Performance Security Requirements**

1. Bid Security with Tender - In the event that bid security is required as indicated under section 2 of the Tender/Contract, the tender when submitted must be accompanied by the bid security in the amount as indicated.

2. Acceptable forms of Bid Security

- i) A bid bond from a company acceptable to the National Capital Commission and in terms satisfactory to the National Capital Commission, or
- ii) A certified cheque drawn on a bank to which the Bank Act or the Quebec Savings Bank Act applies, and made payable to the order of the National Capital Commission, or
- iii) Bonds of the Government of Canada payable to bearer, or
- iv) Cash

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## **INSTRUCTIONS TO BIDDERS**

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3. Upon notification of acceptance of tender:

1. If the tender is valued at less than \$30,000.00 including taxes, the successful bidder may be called upon by the Finance and Procurement Services to provide performance security as described in Clause 2 of the Tender/Contract.
2. If the tender is valued in excess of \$30,000.00 including taxes, the successful bidder may be called upon by Procurement Services to provide performance security as described in Clause 2 of the Tender/Contract.

### **6. Acceptance of Offer**

The lowest or any tender not necessarily accepted.

### **7. Completion of Tender/Contract Form**

Insert prices for units of measure and estimated quantities as shown on the Tender/Contract form or insert the lump sum of the tender in Clause 3.

If description, units of measure and estimated quantities are shown on the Tender/Contract form, insert the price per unit against each item, multiply by the respective estimated quantity, extend the answers to the Total column and add the Total column. Calculate the GST and QST (if applicable) on the total amount.

Type or legibly print the bidder's full business name, address and telephone number under the spaces provided for the Contractor's Full Business Name and Contractor's Business Address respectively.

Sign the Tender/Contract form in the space provided as indicated below.

The tender must be signed by a duly authorized signing officer of the Company in his/her normal signature designating against his/her signature the official capacity in which the signing officer acts. The corporate seal of the company must also be affixed to the tender.

Do not make any entry in the signature section marked for Commission use only.

The bidder should retain a copy of the tender for his record.

### **8. Applications for Approval Certificates**

Wherever materials are specified by trade names or by manufacturers' names, the tender shall be based on the use of such materials. During tendering period, alternative materials will be considered if full descriptive data are submitted in writing at least seven days before the tender closing date. Approval of submission will be signified by the issuance of an addendum to the tender documents.

**Table 1**  
**Mandatory (pass/fail) requirements**  
**Exigences obligatoires (réussi/échoué)**

**Annex all applicable technical details with your tender in order to verify compliance with the following mandatory (pass/fail) requirements:**

**Annexer tous les détails technique avec votre soumission pour vérifier la conformité des exigences obligatoires (réussi / échoué) ci-dessous :**

<b>Generator Manufacturer Submission – Pass/Fail</b>			
<b>Soumission du Manufacturier de la Génératrice – Réussir/Échouer</b>			
<b>Product Data</b> <i>Fiches Techniques</i>	<b>Pass</b> <i>Réussir</i>	<b>Fail</b> <i>Échouer</i>	<b>Criteria</b> <i>Critères</i>
1 Layout, showing dimensions, including identified field dimensions, and clearances.  <i>la disposition ou la configuration, avec les dimensions, y compris celles prises sur place, ainsi que les jeux et les dégagements.</i>			Specified in millimeters and overall dimensions no larger than: 1740 W x 3660 L x 2380 H.  <i>Spécifiée en millimètres dont l'ensemble des dimensions ne dépassant pas: 1740 W x 3660 L x 2380 H</i>
2 Setting or erection details  <i>les détails concernant le montage ou le réglage.</i>			Generator must be one piece self-contained unit with fuel system and tank to meet UL 142 and TSSA requirements for Quebec installation.  <i>La Génératrice doit être en une seule pièce autonome avec son réservoir et système de carburant conformément aux exigences de UL 142 et TSSA pour les installations au Québec.</i>
3 Performance characteristics  <i>Les caractéristiques de performance.</i>			Must meet CAN/CSA Standard C282.  <i>Doit satisfaire la norme CAN / CSA C282.</i>
3 Capacities  <i>les caractéristiques telles que la puissance, le débit ou la contenance.</i>			160kW, 347/600V Standby Rating. Will also accept Prime Power and Continuous Rating.  <i>Générateur de puissance de standby d'urgence de 160kW, 600/347V. Puissance Prime et Classement Continue sont également acceptables.</i>
4 Wiring Diagram and Single Line Diagram.  <i>les schémas de câblage et les schémas unifilaires.</i>			Must show connection details of major components, peripheral equipment, and controls within the Generator Enclosure and ATS enclosure.  <i>Doit montrer les détails de connexion des composants principaux, l'équipement périphérique et les contrôles au sein de l'enceinte de la génératrice et au boîtier de l'interrupteur de transfert automatique (ATS).</i>





Gatineau Park Headquarters  
33 Scott Generator  
Replacement (DC3020-12)  
PRE-PURCHASE SPECIFICATIONS  
ISSUED FOR TENDER

WSP No. 141-13436-00

Date: February, 2014



1           **GENERAL**

1.1         **ADMINISTRATIVE**

- .1         Submit to NCC Shop Drawing submittals and present location of Generator to be provided with Project Bid of contract items listed for review. Submit with orderly sequence so as to not cause delay in Work. Failure to submit is not considered sufficient reason for an extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .2         Ordering of equipment shall not proceed until review is complete.
- .3         Present shop drawings, product data and samples in SI Metric units.
- .4         Where items or information is not produced in SI Metric units converted values are acceptable.
- .5         Review submittals prior to submission to NCC. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and coordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and shall be considered rejected.
- .6         Notify NCC, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .7         Supplier's responsibility for errors and omissions in submission is not relieved by Consulting Engineer review of submittals.
- .8         Supplier's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Consulting Engineer review.

1.2         **EQUIPMENT SUBSTITUTION**

- .1         All equipment supplied shall be exactly as specified herein.
- .2         Substitutions or alternatives to what is specified will not be accepted after the closing of tenders. Substitution or alternatives must be submitted 5 days prior to tender closing and must be approved by Engineer by addenda only.
- .3         All equivalency decisions made by the Engineer will be final. The burden of proof of equivalent products both in terms of performance, quality and delivery schedule shall be on the Distributor.

1.3         **SHOP DRAWINGS AND PRODUCT DATA**

- .1         The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Supplier to illustrate details of a portion of Equipment.
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- .2 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
  - .3 Allow 5 days for Consulting Engineer review of each submission.
  - .4 Adjustments made on shop drawings by Consulting Engineer are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Consulting Engineer prior to proceeding with Work.
  - .5 Make changes in shop drawings as Consulting Engineer may require, consistent with Contract Documents. When resubmitting, notify Consulting Engineer in writing of any revisions other than those requested.
  - .6 Accompany submissions with transmittal letter, in duplicate, containing:
    - .1 Date.
    - .2 Project title and number.
    - .3 Contractor's name and address.
    - .4 Identification and quantity of each shop drawing, product data and sample.
    - .5 Other pertinent data.
  - .7 Submissions shall include:
    - .1 Date and revision dates.
    - .2 Project title and number.
    - .3 Name and address of:
      - .1 Supplier.
      - .2 Manufacturer.
    - .4 Details of appropriate portions of Work as applicable:
      - .1 Fabrication.
      - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
      - .3 Setting or erection details.
      - .4 Capacities.
      - .5 Performance characteristics.
      - .6 Standards.
      - .7 Operating weight.
      - .8 Wiring diagrams.
      - .9 Single line and schematic diagrams.
      - .10 Relationship to adjacent work.
  - .8 After Consulting Engineer review, distribute copies.
  - .9 Submit electronic shop drawings for each requirement requested in specification Sections and as consultant may reasonably request.
  - .10 Submit six (6) copies of product data sheets or brochures for requirements requested in specification Sections and as requested by Consulting Engineer where shop drawings will not be prepared due to standardized manufacture of product.
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- .11 Delete information not applicable to project.
- .12 Supplement standard information to provide details applicable to project.
- .13 If upon review by Consulting Engineer, no errors or omissions are discovered or if only minor corrections are made, copies will be returned and fabrication and supply may proceed. If shop drawings are rejected, noted copy will be returned and resubmission of corrected shop drawings, through same procedure indicated above, must be performed before fabrication may proceed.

1.4 **DELIVERY OF EQUIPMENT**

- .1 Deliver equipment on site. Time and date as determined by NCC.
- .2 Manufacture to be able to deliver the equipment within 4 weeks of award of contract.
- .3 Delivery of equipment to be on site March 27, 2014 at the following locations:
  - .1 160KW, 347/600V Generator and 200A ATS to 33 Scott in Chelsea Quebec.
- .4 Manufacturer to coordinate delivery with NCC.

**END OF SECTION**

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1           **General**

1.1           **SECTION INCLUDES**

- .1 Diesel engine driven generator from one Manufacture for the following sizes and locations:
  - .1 160KW, 347/600V Generator c/w one 200A ATS for 33 Scott in Chelsea Quebec.

1.2           **REFERENCES**

- .1 American National Standards Institute (ANSI)/National Electrical Manufacturers' Association (NEMA):
  - .1 ANSI/NEMA MG 1-2011, Motors and Generators.
- .2 Canadian Standards Institute (CSA):
  - .1 CSA C282-09, Emergency Electrical Power Supply for Buildings.
- .3 International Organization for Standardization (ISO):
  - .1 ISO 3046-1-2002, Reciprocating Internal Combustion Engines – Performance – Part 1: Declarations of power, fuel and lubricating oil consumptions, and test methods.
- .4 National Fire Protection Association (NFPA):
  - .1 NFPA 110, Standard for Emergency and Standby Power Systems, 2013 Edition.
- .5 Underwriters' Laboratories of Canada (ULC):
  - .1 UL 142-2006, Steel Aboveground Tanks for Flammable and Combustible Liquids.
  - .2 UL 508-2002, Standard for Power Conversion Equipment.
- .6 Canadian Standards Association (CSA)
  - .1 CSA C282-09 Emergency Electrical Power Supply for Buildings.

1.3           **SYSTEM DESCRIPTION**

- .1 Generating system consists of:
  - .1 Diesel engine.
  - .2 Diesel engine accessories.
  - .3 Baseplate and Drip Pan.
  - .4 Governor.
  - .5 Starting Motors.
  - .6 Generator and Exciter.
  - .7 Voltage Regulator and Accessories.
  - .8 Alternator.
  - .9 Unit Mounted Control panel CSA-C282 .
  - .10 Automatic transfer equipment .
  - .11 Main Breakers 100% Rated .
  - .12 Battery charger and battery.
  - .13 Engine ventilation system.
  - .14 Fuel supply system.

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- .15 Engine Exhaust system.
  - .16 Engine Cooling System
  - .17 Motorized Dampers to meet 10degC.
  - .18 Steel mounting base.
  - .19 Space Heater
  - .20 60A distribution panel with circuits to feed block heater, battery charger, damper motors, etc
  - .21 Vibration Isolators to meet seismic requirements.
  - .22 24 hour Dual Wall Sub-Base Fuel Tank.
  - .23 Sound Attenuated Generator Enclosure.
  - .24 EPA Tier III Certified
  - .25 Factory CSA Approval.
- .2 System designed to operate as Emergency Standby CAN/CSA C282.
- 1.4 **SHOP DRAWINGS**
- .1 Submit shop drawings in accordance with the general conditions.
  - .2 Mark each data sheet with the appropriate Generator type designation, location, and accessory for this project.
  - .3 Include:
    - .1 Engines from one manufacture: make and model, with performance curves.
    - .2 Alternator: make and model.
    - .3 Voltage regulator: make, model and type.
    - .4 Automatic transfer switch: make, model and type.
    - .5 Battery: make, type and capacity.
    - .6 Battery charger: make, type and model.
    - .7 Alternator control panel: make and type of meters and controls.
    - .8 Governor type and model.
    - .9 Sound Attenuated Generator Enclosure.
    - .10 24 Hour Dual Wall Sub-base Fuel Tank.
    - .11 Dimensioned drawing showing complete generating set mounted on steel base, including vibration isolators, exhaust system, drip trays, and total weight including enclosure.
    - .12 Generator Emissions Values.
- 1.5 **EQUIPMENT SUBSTITUTION**
- .1 All equipment supplied shall be exactly as specified herein.
  - .2 Substitutions or alternatives to what is specified will not be accepted after the closing of tenders. Substitution or alternatives must be submitted 5 days prior to tender closing and must be approved by Engineer by addenda only.
  - .3 All equivalency decisions made by the Engineer will be final. The burden of proof of equivalent products both in terms of performance, quality, and delivery schedule shall be on the Distributor.

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1.6 **CLOSEOUT SUBMITTALS**

- .1 Provide operation and maintenance data for diesel generator for incorporation into manual specified in Section.
- .2 Include in Operation and Maintenance Manual instructions for particular unit supplied and not general description of units manufactured by supplier and:
  - .1 Operation and maintenance instructions for engine, alternator, control panel, automatic transfer switch, manual bypass switch, battery charger, battery, fuel system, engine room ventilation system, exhaust system and accessories, to permit effective operation, maintenance and repair.
  - .2 Technical data:
    - .1 Illustrated parts lists with parts catalogue numbers.
    - .2 Schematic diagram of electrical controls.
    - .3 Flow diagrams for:
      - .1 Fuel system.
      - .2 Lubricating oil.
      - .3 Cooling system.
    - .4 Certified copy of factory test results.
    - .5 Maintenance and overhaul instructions and schedules.
    - .6 Precise details for adjustment and setting of time delay relays or sensing controls which require on site adjustment.

1.7 **WASTE MANAGEMENT AND DISPOSAL**

- .1 Remove from site and dispose of all packaging materials at appropriate recycling facilities.
- .2 Place materials defined as hazardous or toxic in designated containers.

1.8 **WARRANTY**

- .1 Guarantee that all materials are first-class and proper for their intended use. Further guarantee is required on all materials and workmanship for a period of 24 months or 3000 run-hours from date of acceptance. Make any repairs at no extra cost during this warranty period so that all equipment operates properly.

1.9 **TRAINING**

- .1 The vendor shall provide a training program for designated staff of maximum duration of four (4) hours and training program shall be conducted on each site. The vendor shall provide the appropriate staff resources necessary to accommodate the training program and the program shall include, but not be limited to the following training categories:
  - .1 Generator fuel line.
  - .2 Safety procedures.
  - .3 Startup and shutdown.
  - .4 Electrical connection and disconnection.
  - .5 Preventive maintenance requirements.
  - .6 Basic operation and front panel control.

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1.10           **EXTRA MATERIALS**

- .1     Include:
  - .1     Two (2) lube oil filter replacement elements.
  - .2     Two (2) Fuel Filters.
  - .3     Two (2) air cleaner filter elements.
  - .4     Two (2) sets of fuses for control panel.
  - .5     Special tools for unit servicing.

2               **Products**

2.1           **GENERAL**

- .1     The Generator and Remote Transfer Switch shall be delivered as a complete package including genset, and sound attenuated enclosure to each site.

2.2           **GENERATOR SETS**

- .1     The units to be rated for continuous duty at and shall be self-contained and delivered in a ready to start state.
- .2     The unit to be outfitted with mounted radiator complete with blower (pusher) fan cooling designed to operate in a maximum ambient temperature of 50°C.
- .3     Generator to be mounted on a fabricated, all welded, baseplate assembly complete with anti-vibration mountings located between the genset and the baseplate. Air discharge to be achieved via vertical discharge chute for appropriate sound attenuation.
- .4     Supply the unit with lead-acid heavy duty battery, integral charger unit, cables and battery tray. The battery shall be of sufficient capacity to provide minimum of three (3) full cycle starts. The battery charger shall be mounted within the control panel cubicle.
- .5     Supply the unit with integral starter and charge alternator, mechanical governor, silencer, engine block heater, air filter with replaceable cartridge and appropriately sized output breaker. The starter shall utilize an electric, dc, starting motor (positive engagement) of sufficient capacity to crank the engine at starting speed for 60 seconds without overheating.
- .6     Unit to be equipped with stop switch. Stop switch to be mounted in enclosure.

2.3           **SOUND ATTENUATED ENCLOSURE**

- .1     The generator system shall be fitted with a complete sound attenuated enclosure, which shall surround and form an integrated part of the generator assembly. The enclosure shall be not larger than 1733 mmW x 3657 mmL x 2376.1 mmH.
- .2     The enclosure shall be suitable for the complete protection of the generator system from prevailing climatic conditions.
- .3     The enclosure shall be comprised of modular structure panels constructed of minimum 12 gauge sheet steel. The enclosure structure shall be properly primed and painted with a minimum of two (2) coats of industrial enamel to ensure high-corrosion resistance. Flexible seals shall be provided between body sections.



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- .4 The enclosure shall be fitted with a minimum of four (4) doors properly located for maintenance and service access to the enclosed generator set. Each door will be fitted with anodized aluminum alloy hinges and a rubber seal. All doors will be lockable and keyed alike. A lockable access door will be provided for the control panel.
  - .5 Sound attenuation: the generator silencer shall be located within the exhaust air discharge chute located in front of the radiator. The enclosure shall be lined with minimum 40 mm foam insulation for sound attenuation. The air intake shall be situated in door openings complete with a foam insulated noise baffling system. Sound hoods on the ends of the enclosure are not acceptable. The enclosure shall be sound proofed such that the measured sound emission shall not exceed 71.5 DBA at a distance of 7 metres from the enclosure, while the generator is operating at 100% load.
  - .6 The enclosure shall be fitted with a central lifting eye or dual lifting points suitably tested and approved.
  - .7 The enclosure shall permit access to fuel, oil and battery through the lockable doors.
  - .8 The enclosure shall be equipped with 30a breaker panel complete with breakers for block heater, etc.
  - .9 The enclosure shall be suitable for 120/240V c/w breaker panel c/w breakers for 1-block heater, 1-light, 1-service receptacle.
  - .10 Exhaust pipe shall be extended 457 mm above the sound attenuated enclosure.
  - .11 Provide motorized louvers to minimize air flow through the enclosure when generator set is not operating (no external hoods allowed) to maintain a temperature at 10 deg C.

#### 2.4 **BASE FUEL TANK**

- .1 Provide a dual wall fuel tank base within the generator enclosure set with a capacity for 24 hour backup.
- .2 The tank is to be double wall to provide overflow containment protection.
- .3 Include the following features:
  - .1 Lockable fill cap.
  - .2 Fuel level gauge.
  - .3 Multiple selectable ports.
  - .4 Venting to meet UL142 in both the primary and secondary containments.
  - .5 Weatherproof secondary containment.
  - .6 Low fuel alarm contact(to be monitored by BAS).
  - .7 Leak detection alarm contact(to be monitored by BAS).
  - .8 High level float switch.
- .4 The tank shall be pressure tested for leaks prior to shipping and have all necessary venting per UL142 and UL of Canada.

#### 2.5 **CONTROL PANEL**

- .1 The generator control panel will be totally enclosed and mounted behind an access door. The access door will be fitted with a tempered glass-viewing window for visual access to control panel. The control panel will be satisfactory isolated from engine vibration.

- .2 Control panel to contain following equipment: wiring, terminals, nameplates, fuses, etc., necessary to form complete and well designed control and instrumentation section including ventilating openings. Control switches and instrumentation to be illuminated for night time operation.
- .3 Microprocessor based, with alarms, shutdowns and annunciation to minimum NFPA 110 Level 1 standards. Provide digital ac metering for monitoring output voltage, frequency and amperage plus digital engine gauge display for oil pressure, engine temperature, accumulated engine run-hours, tachometer and battery voltage. Certified to UL #508 industrial control equipment standards.
- .4 Inspection light, incandescent explosion proof lamp, c/w service duplex receptacle fed with normal power.

## 2.6 **REMOTE AUTOMATIC TRANSFER SWITCH**

- .1 Materials and installation for automatic load transfer equipment which can monitor voltage on three phases of normal power supply, initiate cranking of standby generator unit, transfer loads and shut down standby unit as follows:
  - .1 Ratings as indicated in 1.1.
  - .2 Insulator backing.
  - .3 Engine starting contacts.
  - .4 Alarm starting contacts.
  - .5 Alarm contacts (fire alarm).
  - .6 Control indicators.
  - .7 Type 1 enclosure (wall mounted).
  - .8 Single door with removable hinge and lock hasp.
  - .9 Finish: gray.
  - .10 Standard warranty.
  - .11 Engine starting contacts.
  - .12 LED standard control indicator:
    - .1 Load.
    - .2 Normal.
    - .3 Emergency.
    - .4 Transfer switch test.
    - .5 Set engine – exerciser.
  - .13 CSA.
  - .14 Rated as per gen-set output voltage and amperage.
  - .15 Non Bypass
  - .16 Contactor style c/w inphase monitor
  - .17 ASCO or approved alternate

## 2.7 **SOURCE QUALITY CONTROL**

- .1 Factory test generator set including engine, alternator, control panels and accessories in presence of client.
- .2 Test: with 100 % rated load, operate set for 4 hours, taking readings at 30 min. intervals, and record the following:
  - .1 Time of reading.

- .2 Running time.
- .3 Ambient temp in °C.
- .4 Lube oil pressure.
- .5 Lube oil temp.
- .6 Engine coolant temp.
- .7 Frequencies in Hz.
- .8 Power factor.
- .9 Battery charger current in amperage.
- .10 Battery voltage.

## 2.8 **ACCEPTABLE MANUFACTURERS**

- .1 SDMO or approved alternate.

## 3 **Execution**

### 3.1 **GENERATOR INSTALLATION**

- .1 Coordinate delivery of Generator and Transfer Switches with NCC, and provide off-loading onsite on March 27, 2014.
- .2 Coordinate site installation with Contractor to be named after by NCC for final site installation, site testing and NCC training during the Fall of 2014.
- .3 Generator Warranties will start after installation and field quality control testing is complete during the Fall of 2014

### 3.2 **FIELD QUALITY CONTROL**

- .1 Notify Client 10 working days in advance of test date.
- .2 The manufacturer shall coordinate the installation and complete all tests with the installation contractor. The manufacturer shall provide a certificate attesting that the generator installation and operation has been installed, tested on site, and functioning according to CAN/CSA C282 – Emergency Electrical Supply for Buildings. All test sheets to be included in the operations and maintenance manual.
- .2 After the above testing has been completed Schedule the following demonstration with the client:
  - .1 Unit start, transfer to load, re-transfer to normal power, unit shut down, on "Automatic" control.
  - .2 Unit start and shut down on "Manual" control
  - .3 Unit start and transfer on "Test" control.
  - .4 Unit start on "Engine start" control.
  - .5 Operation of manual bypass switch.
  - .6 Operation of automatic alarms and shut down devices.
- .3 Run unit on building load for minimum period of 1 hour to show load carrying ability, stability of voltage and frequency.

- .4 At end of test run, check battery voltage to demonstrate battery charger has returned battery to fully charged state.

**END OF SECTION**

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## GENERAL TERMS & CONDITIONS GOODS

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1. This order, including these general terms and conditions, forms the entire contract between the Commission and the contractor and no variation thereof, irrespective of the wording or terms of the contractor's acceptance, will be effective unless specifically agreed to in writing by the Commission. No local, general or trade customs shall be deemed to vary the terms thereof. Where the context requires, the word "goods" is to be read as including services.
2. Goods will be received by the Commission subject to final inspection and acceptance by the consignee, specified in this order and if not so specified, by any person authorized by the Commission. Goods found to be defective or not in compliance with the specifications may be returned to the contractor at the contractor's expense.
3. In supplement of and not by way of substitution for the terms of the specifications or any warranty stipulated or implied by law and notwithstanding prior acceptance by the Commission the contractor shall at any time within its standard warranty period, at its own expense replace any goods which are or become defective as a result of faulty or inefficient manufacture, materials or workmanship. The contractor shall state its standard warranty period and related terms and conditions at the time of delivery.
4. The contractor warrants that it has the right to use and sell any patented devices or parts used in the goods purchases and agrees to indemnify the Commission against any claims for royalties, license fees and other claims or demands by reason of the use or sale thereof, whether or not any such devices or parts are specified by the Commission or used by the contractor in the goods purchases without such specifications.
5. The goods shall be at the risk of the contractor who shall bear all loss or damage, from whatsoever cause arising which may occur to the goods, or any part thereof, until delivered to the Commission. The Commission reserves the right to change the place of delivery at any time prior to the actual shipment provided that the contractor shall be entitled to be reimbursed for any actual increased costs, or shall reduce the prices to the extent of any decrease cost arising out of such change.
6. Goods must be new and unused unless specified otherwise herein and delivered strictly in accordance with the quantities, specifications, terms and conditions of this order. Time shall be of the essence of this order.
7. The charges are F.O.B. destination and include all charges for packing, loading, unloading and transportation unless otherwise specified herein. Should the contractor prepay transportation charges which are payable by the Commission under the terms of this contract these charges are to be shown as a separate item on the invoice.
8. If carload shipment, shipping notices must be sent immediately to the Commission showing car number, initial and routing. Car service will be deducted from all cars that reach the Commission without shipping notice.
9.
  - i) The Chairman may, by giving notice to the Contractor, terminate or suspend the goods/services to be supplied with respect to all or any part or parts not completed/received.

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## GENERAL TERMS & CONDITIONS

### GOODS

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- ii) All goods/services completed/received by the Contractor to the satisfaction of the commission before the giving of such notice shall be paid for by the Commission in accordance with the provisions of the contract and, for all goods/services not completed/received before the giving of such notice, the Commission shall pay the Contractor's costs as determined under the provisions of the contract and, in addition, an amount representing a fair and reasonable fee in respect of such goods/services.
  - iii) The Commission reserves the right to cancel or purchase elsewhere, any portion of this order that is not delivered by the date required by this order.
10. Unless otherwise specified in this order, payment will only be made in Canadian funds within 30 days following presentation of invoices or progress claims forms or within 30 days of delivery of the goods, whichever is later. Discounts will be calculated from the date when both the goods and acceptable invoices or progress claims forms are received by the Commission.
  11. The total dollar amount shown on this order is final and unless otherwise specified herein includes all applicable Taxes (GST and PST) and duties.
  12. No member of the House of Commons of Canada shall be admitted to any share or part of this contract or any benefits to arise therefrom.
  13. This agreement shall ensure to the benefit of, and shall be binding upon the successors and assigns of the Commission and the contractor respectively, provided that the contractor shall not assign this agreement or any part of the development without prior written consent of the Commission, and any assignment made without such consent shall be of no effect.
  14. All specifications, drawings, samples, patterns and dies furnished to the contractor by the Commission for use in respect of the order shall be deemed to be owned by the Commission and shall be returned to the Commission at the expense of the contractor when required.
  15. WHMIS Regulations apply to Controlled Products.

**SUPPLIER – DIRECT PAYMENT AND TAX INFORMATION FORM**  
**FOURNISSEUR – FORMULAIRE DE PAIEMENT DIRECT ET RENSEIGNEMENTS POUR FINS D'IMPÔT**

**PART 'A' – IDENTIFICATION / PARTIE 'A' - IDENTIFICATION**

Legal name of entity or individual / Nom légal de l'entité ou du particulier	Operating name of entity or individual (if different from Legal Name) / Nom commercial de l'entité ou du particulier (s'il diffère du nom légal)		
Former Public Servant in receipt of a PSSA Pension / Ancien fonctionnaire qui reçoit une pension en vertu de la LPFP			
			<input type="checkbox"/> Yes / Oui
			<input type="checkbox"/> No / Non
An entity, incorporated or sole proprietorship, which was created by a Former Public Servant in receipt of a PSSA pension or a partnership made of former public servants in receipt of PSSA pension or where the affected individual has a controlling or major interest in the entity. / Une entité, constituée en société ou à propriétaire unique, créée par un ancien fonctionnaire touchant une pension en vertu de la LPFP, ou un partenariat formé d'anciens fonctionnaires touchant une pension en vertu de la LPFP, ou les entités dans lesquelles ils détiennent le contrôle ou un intérêt majoritaire.			
			<input type="checkbox"/> Yes / Oui
			<input type="checkbox"/> No / Non
Address / Adresse	Telephone no. / No. de ☐elephone :	Fax no. / No. De télécopieur :	
Postal code / Code postal	( )	( )	

**PART 'B' – STATUS OF SUPPLIER / PARTIE 'B' – STATUT DU FOURNISSEUR**

(1) Sole proprietor / Propriétaire unique <input type="checkbox"/>	If sole proprietor, provide / Si propriétaire unique, indiquez :	Last Name / Nom de famille	First name / Prénom	Initial / Initiale
(2) Partnership / Société de personnes <input type="checkbox"/>	SIN – mandatory for (1) & (2) / NAS – obligatoire pour (1) & (2)	Corporation / Société <input type="checkbox"/>	Business No. (BN) / No de l'entreprise (NE)	
GST/HST / TPS et de TVH		QST / TVQ (Québec)		
Number / Numéro : _____		Number / Numéro : _____		
Not registered / non inscrit <input type="checkbox"/>		Not registered / non inscrit <input type="checkbox"/>		
Type of contract / Genre de contrat				
Contract for services only / Contrat de services seulement <input type="checkbox"/>	Contract for mixed goods & services / Contrat de biens et services <input type="checkbox"/>	Contract for goods only / Contrat de biens seulement <input type="checkbox"/>		
Type of goods and/or services offered / Genre de biens et/ou services rendus :				

**PART 'C' – FINANCIAL INSTITUTION / PARTIE 'C' – RENSEIGNEMENTS SUR L'INSTITUTION FINANCIÈRE**

**Please send a void cheque with this form / Veuillez, s.v.p., envoyer un spécimen de chèque avec ce formulaire**

Branch number / No de la succursale	Institution no. / No de l'institution :	Account no. / No de compte :
Institution name / Nom de l'institution :	Address / Adresse :	
Postal Code / Code postal :		

**PART 'D' – PAYMENT NOTIFICATION / PARTIE 'D' – AVIS DE PAIEMENT**

E-mail address / Adresse courriel :
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**PART 'E' – CERTIFICATION / PARTIE 'E' – CERTIFICATION**

I certify that I have examined the information provided above and it is correct and complete, and fully discloses the identification of this supplier.	Je déclare avoir examiné les renseignements susmentionnés et j'atteste qu'ils sont exacts et constituent une description complète, claire et véridique de l'identité de ce fournisseur.		
Where the supplier identified on this form completes part C, he hereby requests and authorizes the National Capital Commission to directly deposit into the bank account identified in part C, all amounts payable to the supplier.	Lorsque le fournisseur indiqué sur ce formulaire remplit la partie C, par la présente il demande et autorise la Commission de la capitale nationale à déposer directement dans le compte bancaire indiqué à la partie C, tous les montants qui lui sont dus.		
_____	_____	_____	_____
Name of authorized person / Nom de la personne autorisée	Title / Titre	Signature	Date
Telephone number of contact person / Numéro de téléphone de la personne ressource : ( )			

**IMPORTANT**

Please fill in and return to the National Capital Commission with one of your business cheque unsigned and marked « VOID » (for verification purposes).	Veillez remplir ce formulaire et le retourner à la Commission de la capitale nationale avec un spécimen de chèque de votre entreprise non signé et portant la mention « ANNULÉ » (à des fins de vérification).
Mail or fax to : Procurement Assistant, Procurement Services National Capital Commission 202-40 Elgin Street Ottawa, ON K1P 1C7 Fax : (613) 239-5007	Poster ou télécopier à : Assistant à l'approvisionnement Services de l'approvisionnement Commission de la capitale nationale 40, rue Elgin, pièce 202 Ottawa (Ontario) K1P 1C7 Télécopieur : (613) 239-5007

**SUPPLIER – DIRECT PAYMENT AND TAX  
INFORMATION FORM**

**FOURNISSEUR – FORMULAIRE DE PAIEMENT DIRECT  
ET RENSEIGNEMENTS AUX FINS D'IMPÔT**

**Supplier Tax Information**

Pursuant to paragraph 221(1) (d) of the Income Tax Act, NCC must declare form T-1204, contractual payments of government for services, all payments made to suppliers during the calendar year in accordance to related service contracts (including contracts for mixed goods and services).

The paragraph 237(1) of the Income Tax Act and the article 235 of the Income Tax Regulations require the supplier to provide all necessary information below to the organization who prepares the fiscal information forms.

Questions : Marcel Sanscartier, Manager, Accounts Payable and Receivable – (613) 239-5241.

**Direct payment information**

All amounts payable by NCC to the supplier will be deposited directly into the account you identified in part C. A NCC payment advice notice will also be sent to you by e-mail detailing the particularities of the payment.

Until we process your completed form, we will still pay you by check.

You must notify the NCC of any changes to your financial institution, branch or account number. You will then have to complete a new form.

The account you identified has to hold Canadian funds at a financial institution in Canada.

**The advantages of direct payment**

Direct payment is a convenient, dependable and timesaving way to receive your invoice payment. Direct payment is completely confidential.

There is less risk of direct payment being lost, stolen, or damaged as may happen with cheques.

Funds made by direct payment will be available in your bank account on the same day that we would have mailed your cheque.

**Renseignements sur les fournisseurs aux fins d'impôt**

En vertu de l'alinéa 221(1) (d) de la Loi de l'impôt sur le revenu, la CCN est tenu de déclarer, à l'aide du formulaire T-1204, Paiements contractuels de services du gouvernement, tous paiements versés aux fournisseurs pendant une année civile en vertu de marchés de services pertinents (y compris les marchés composés à la fois de biens et de services).

Le paragraphe 237 (1) de la Loi de l'impôt sur le revenu et l'article 235 du Règlement de l'impôt sur le revenu obligent les fournisseurs à fournir toutes les informations demandées ci-dessous à l'organisme qui prépare les formulaires de renseignements fiscaux.

Questions : Marcel Sanscartier, Gestionnaire, comptes fournisseurs et comptes clients – (613) 239-5241.

**Renseignements sur le paiement direct**

Tous les montants versés par la CCN au fournisseur seront déposés directement dans le compte identifié à la partie C. Un avis de paiement de la CCN détaillant les particularités du paiement vous sera envoyé par courriel.

Nous continuerons à vous payer par chèque jusqu'à ce que nous ayons traité votre formulaire.

Vous devez aviser la CCN de tout changement d'institution financière, de succursale ou de numéro de compte. Vous devrez donc remplir un nouveau formulaire.

Le compte que vous désignez doit être un compte en monnaie canadienne, détenu dans une institution financière au Canada.

**Avantages du paiement direct**

Le paiement direct est une méthode pratique, fiable, qui permet de gagner du temps dans la réception de vos paiements de factures. Le paiement direct est entièrement confidentiel.

Avec les paiements direct, il y a moins de risques de perte, de vol ou de dommage, comme cela peut se produire dans le cas des chèques.

Les paiements effectués par paiement direct sont versés dans votre compte le jour même où nous aurions posté votre chèque.



**TENDER ADDENDUM**

**Generator**  
**NCC tender file # AL1499**  
**March 14, 2014**  
**ADDENDUM NO : 1**

**ADDENDA À LA SOUMISSION**

**Génératrice**  
**Dossier de soumission de la CCN no. AL1499**  
**Le 14 mars 2014**  
**ADDENDA NO: 1**

The following shall be read in conjunction with and shall form an integral part of the Tender / Proposal and Contract Documents :

1. All references to a March 27<sup>th</sup>, 2014 delivery in the specification are revised to read: “ deliver no later than four (4) weeks after contract award ”.

Allan Lapensée  
Senior Contract Officer  
Procurement Services  
[allan.lapensee@ncc-ccn.ca](mailto:allan.lapensee@ncc-ccn.ca)

Ce qui suit doit être interprété comme faisant partie intégrante de la proposition/appeal d'offres et des documents relatifs au contrat:

1. Tous références à une livraison du 27 mars 2014 dans la spécification sont révisés à lire : “ livrer au plus tard quatre (4) semaines après l’administration du marché ”.

Allan Lapensée  
Agent principal des contrats  
Services d’approvisionnement  
[allan.lapensee@ncc-ccn.ca](mailto:allan.lapensee@ncc-ccn.ca)