



**Tender for Bridgenorth Community
Hall Portable Generator
Transfer Switch**

Date: March 23, 2026



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1.0 General Background

The Corporation of the Township of Selwyn (hereafter referred to as the "Township") is issuing a Tender from qualified Firms for the provision and installation of a manual transfer switch at the Bridgenorth Community Hall as per the specifications attached hereto as Schedule "B".

It is understood that the information in the Firm's submission (Bid) shall be the general basis for the selection of the Firm.

The Township reserves the right to reject any or all Bids or to accept any Bid should it be deemed to be in its best interest to do so.

2.0 Respondents Submission

Each Respondent **shall complete** each of the following areas in a clear and comprehensive manner as it relates to Schedule "A" Bid Submission:

- a) Complete all areas of the Tender Price.
- b) Complete all areas of the Statement of Qualifications, including work plan with completion dates.
- c) Complete and Sign the Declaration

Each Respondent should submit **three (3) copies** of their Bid no later than **11:59:59 AM (according to the Administration lobby clock) April 20, 2026**, to the Township of Selwyn as follows:

Delivery Address (do not mail - courier or hand delivery only)

Township of Selwyn
1310 Centre Line,
Selwyn, Ontario
K9J 6X5

The outside of the shipping carton/envelope must be clearly marked with the following;

1. "Tender – Bridgenorth Community Hall Transfer Switch"
2. Firm's name
3. Firm's mailing address

Any Submission received after the above deadline will be returned unopened to the respondent.

Opening of the Submissions will take place at the Township of Selwyn Municipal Offices, 1310 Centre Line, Selwyn, Ontario beginning at approximately **12:05 PM April**



20, 2026. Those wishing to view the opening are invited to contact Bryden Erdmann, Emergency & Risk Management Advisor, by April 17, 2026, for event details.

3.0 Schedule of Events

Item	Date
Tender Call, Qualifications and Price	March 23, 2026
Review of Site Conditions * Non-Mandatory Site meeting (Bridgenorth Community Hall @ 01:00 p.m.)	April 07, 2026
Tender Submission Deadline	April 20, 2026
Tender Award recommendation to the Council	April 28, 2026
Anticipated notification of Council decision to accept or reject Bids	April 29, 2026

* *Those wishing to attend the site meeting are required to notify Emergency & Risk Management Advisor minimum 24 hours in advance.*

4.0 Pre-Submission and Other Information

Clarification of Tender Document

If any Firm has questions concerning the Tender document, finds discrepancies or omissions in the Tender document, or requires clarifications, such matters should be submitted in writing and sent via e-mail to:

Bryden Erdmann
Emergency & Risk Management Advisor

Telephone 705-292-9507 ext. 235

Fax 705-292-6491

E-mail berdmann@selwyntownship.ca

All Firms who obtain a copy of the Tender package are required to contact Bryden Erdmann, Emergency & Risk Management Advisor berdmann@selwyntownship.ca to advise of the same.

Review of Site Conditions

Prior to the prescribed closing date and time, Firms are responsible for visiting the job site and reviewing the existing conditions that may impede the work or affect their submission. Bidders are strongly encouraged to attend the site meeting. Any interior visit, outside of the non-mandatory visit, must be arranged through Emergency & Risk Management Advisor and is subject to availability. At the time, they should inspect the site and verify with the Emergency & Risk Management Advisor the items designated for removal and items to be preserved.



All Firms will be held accountable to have examined the site, and to have satisfied themselves as to the conditions of the premises. Firms are to confirm the means of access, nature and quantity of work required before delivery of the bid. Firms shall make their own estimate of the facilities and difficulties to be encountered including the nature of the subsurface materials and conditions and verify any site measurements (including those in the Tender specifications) for all existing conditions that may impact the work.

Process for Tender Addendums

The Township reserves the right to supplement, add to, delete from, and change this solicitation document. Firms will be advised by e-mail / Bidding.com (where applicable) of any changes that are made providing that contact with the Emergency & Risk Management Advisor has been made as described above.

The Township reserves the right to request additional data or information after the Submission is received, if such data or information is considered pertinent, in the Township's sole view, to aid the review and evaluation process.

Contact with the Township of Selwyn Council members is prohibited and can be considered as grounds for disqualification from the selection process.

5.0 Successful Bid Submission Conditions

Bid Submission

Schedule "A" from the successful Firm shall form part of the Contract for the Transfer Switch project.

Bid Submission Checklist

- Outline of work plan as it relates to Tender Price – Item No. 1 and provide the related timelines.
- Statement of Qualifications – Item 2.
- Completed and signed Declaration.
- Schedule "B" - General Conditions, Scope of Work and Specifications.



6.0 Successful Bid Expected Conditions

Award and Execution Contract

For the purposes of this Contract, the date of award of the Contract shall be deemed to be the date when the parties have both executed the contract.

If the successful Firm refuses or fails to execute the contract within ten (10) working days of the date of contract, it will be considered that the Firm has abandoned all rights and interest in the contract. The Township shall, in such event, be free to award the contract to another Firm, or to re-tender the work.

Insurance Requirements

The Successful Firm shall continuously maintain, throughout the term of the Contract, and pay for the following insurance coverage:

- Commercial General Liability, underwritten by an insurer licensed to conduct business in the Province of Ontario, for a limit of not less than \$5 Million per occurrence, an aggregate limit of not less than \$10 Million, within any policy year with respect to completed operations and a deductible of not more than \$25,000. The policy shall include an extension for a standard provincial and territorial form of non-owned automobile liability policy. This policy shall include but not be limited to:
 - (a) Name "The Corporation of the Township of Selwyn" as an Additional Insured
 - (b) Cross-liability and severability of interest
 - (c) Blanket Contractual
 - (d) Products and Completed Operations
 - (e) Premises and Operations Liability
 - (f) Personal Injury Liability
 - (g) Contingent Employers Liability
 - (h) Work performed on Behalf of the Named Insured by Sub-Contractors
 - (i) Firefighting Expenses
 - (j) Attached Machinery
 - (k) 30 days' notice of cancellation
 - (l) Elevator and Hoist Liability
- Crane operators/hook liability insurance. If booms or cranes are involved in moving any materials or installing equipment the Firm will require Hook or Crane Operators Liability. The limit for this coverage shall equal the cost of the most expensive piece to be moved or installed.
- Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than \$2 Million per occurrence for Third Party Liability, in respect of the use or operation of vehicles owned, operated or leased by the Firm;



- Environmental insurance in the amount of not less than two million dollars (\$2,000,000) per occurrence and four million dollars (\$4,000,000) in aggregate;
- The Firm's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the Township.
- The Firm shall provide a Certificate of Insurance to the Township evidencing coverage in force at least 10 days prior to contract commencement.

Indemnification and Hold-Harmless

The Successful Firm shall defend, indemnify and save harmless The Corporation of the Township of Selwyn its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Firm, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Firm in accordance with this Contract and shall survive this Contract.

The Successful Firm agrees to defend, indemnify and save harmless The Corporation of the Township of Selwyn from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Firm's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Firm in accordance with this Contract, and shall survive this Contract.

Workplace Safety & Insurance Board (WSIB) Requirements

Adherence to WSIB requirements is mandatory for this project. The Successful Firm will be required to submit a certificate of clearance from the Workplace Safety & Insurance Board to the Township. If the Successful Firm is exempt from coverage under the *Workplace Safety and Insurance Act, 1997*, the Successful Firm shall be required apply to the WSIB for their own account and optional insurance.



Schedule “A”
(Schedule to be completed and returned)

Bid Submission

In order for the Bid to be considered complete, all sections of Schedule A shall be completed, including:

1. Tender Price – Item 1
2. Statement of Qualifications, including Attachments as specified
3. Completed and Signed Declaration



Tender Price – Item 1

QUANTITY	DESCRIPTION	ITEM PRICE
<p>Item No. 1</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p>	<p>Bridgenorth Community Hall, 836 Charles St, Bridgenorth, ON K0L 1H0</p> <p>400A 120/208V 3PH 4W Manual Transfer Switch, NEMA 3R</p> <p>MAKE/MODEL _____</p> <p>_____</p> <p>Panel mount with ground plate</p> <p>Concrete support pad</p> <p>Prefabricated enclosure to house the transfer switch</p> <p>Materials and all appurtenances necessary to enable the unit fully operational.</p> <p>Installation and Removals, coordination with ESA and Hydro One for disconnect/reconnect of main service for equipment installation</p> <p style="text-align: right;">Subtotal Bid Price</p> <p style="text-align: right;">HST</p> <p style="text-align: right;">Total Bid Price</p>	<p>\$ _____</p>
<p>Optional Custom Enclosure</p>	<p>Firms may provide an optional price for a custom enclosure to house the transfer switch and bollards around the concrete support pad</p> <p style="text-align: right;">Optional Price (Custom Enclosure)</p> <p style="text-align: right;">Optional Price (Bollards around Support Pad)</p> <p style="text-align: right;">HST</p> <p style="text-align: right;">Total Optional Price</p> <p>If a price is submitted a detailed description of the enclosure and/or bollards is to be provided – size, materials, construction method etc..</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>



Statement of Qualifications – Item 2

Responses

Each Firm must respond to the following requests/questions in a clear and comprehensive manner.

- a) Provide the full name and main office address of the Firm.
- b) Provide the Firm's WSIB Registration Number.
- c) Identify when the Firm was organized and if a corporation, when incorporated and how many years engaged in this type of business/service.
- d) Identify at least two past projects of similar size, value and relevant scope of work as required in this Tender within the past five (5) years.
- e) Please provide three references from past projects completed within the last five (5) years.
- f) Identify and set out the qualifications of any firms or individuals that the Firm intends to use to perform work/service on this project including warranty or follow up service.



Declaration

1. I / We Further Declare that no member of the Council or any officer of the Corporation of the Township of Selwyn, is, or will become interested, directly or indirectly as a contracting party or otherwise, in, or in the performance of the contract, or in the supplies, work or business to which it relates or in any portion of the profits thereof, or any such supplies to be used therein or in any of the monies to be derived there from.
2. I/WE DECLARE that this Submission is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a Submission for the same purchase and is in all respects fair and without collusion or fraud.
3. I/WE DECLARE that all matters stated in the submitted Submission are in all respects true.
4. The undersigned have carefully read the Requirements as set out in the Tender, and have satisfied ourselves as to the conditions under which the transaction and subsequent items to be supplied, and do hereby submit a Bid to the Municipal Corporation for the supply and installation of a **Transfer Switch at the Bridgenorth Community Hall** for the Township of Selwyn.
5. I/WE acknowledge that _____ addenda have been received and that it is my/our ultimate responsibility to ensure all addenda issued have been received.
6. If selected as the successful Firm, I/We agree to abide by the terms as set out in the Tender and Bid Submission.
7. The price submitted shall be firm for a period of not less than sixty (60) calendar days from the closing date of this Tender.

Dated at _____ this _____ day of _____ 2026

) _____
) Signature
) _____
) Signing Authority (Print Name)
) _____
) Company Name
) _____
) Street Address/City/Town/Postal Code
) _____
) Telephone Email Fax Number



Schedule “B”

General Conditions, Scope of Work and Specifications Manual Transfer Switch at the Bridgenorth Community Hall

General Conditions

- 1.0 Supply, delivery, supervision of installation, commissioning and testing of one (01) complete manual transfer switch and appurtenances in compliance with these specifications.
 - 1.1 Project to be completed with transfer switch fully operational and compliant with applicable standards to the satisfaction of TSSA and any other applicable governing body before **September 30, 2026**.
- 2.0 The transfer switch vendor shall warrant all equipment provided under this specification, so that there is one source for warranty and product service for a minimum of two (2) years.
- 3.0 The transfer switch package is to be commissioned, under a full rated load bank test, and as per OEM specifications by the Firm with supporting paperwork.
- 4.0 Upon installation the emergency power equipment shall comply with all applicable UL/C, NFPA, ISO, IEL TSSA, ESA and CSA standards with CSA approved panel components.
- 5.0 Firm to consult and seek approval from the Township to ensure that the prefabricated equipment enclosure meets suitable price, design and aesthetic requirements.

6.0 Scope of Work

To supply all necessary labour, materials and equipment to supply, deliver and install manual transfer switch and appurtenances in compliance with these specifications.

The transfer switch is to be supplied complete with all necessary equipment to make the unit readily operable and capable of being powered by one of the Township's 55kW 120/208V 3-Phase portable generators.

Work shall include necessary concrete pad/base to adequately support the transfer switch as specified and confirmed by manufacturer.



Work shall include the supply and installation of a suitable prefabricated enclosure to protect the transfer switch from the environment and mischief.

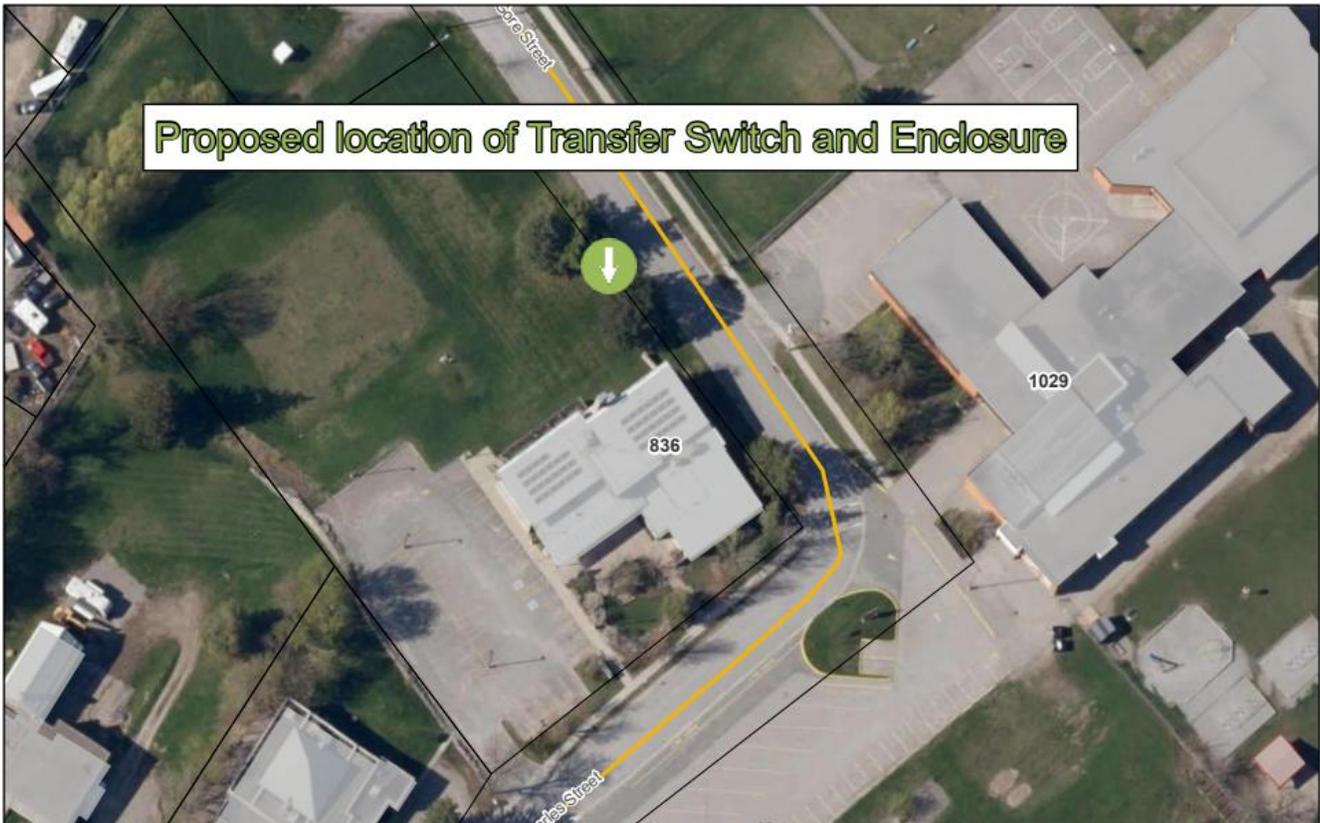
Work shall include all necessary removals and disposals related to underground conduit and wiring to ensure that the work and site meet all ESA, CSA and TSSA standards.

Transfer switch supply and install are outlined in more detail as Item No. 1 below and as set out in the following specifications.

Item No. 1 – Supply and installation of a Manual Transfer Switch at the Bridgenorth Community Hall, 836 Charles St, Bridgenorth, ON K0L 1H0

Work under this item shall include the following:

- Supply and installation of new manual transfer switch complete with appurtenances.
- Poured, reinforced, concrete pad to support new transfer switch and prefabricated equipment enclosure. Pad will have a minimum 6" housekeeping apron on all four sides, complete with suitable anchoring system.
- Supply and installation of a new prefabricated equipment enclosure suitable to protect transfer switch from the environment and mischief. Firm responsible for coordinating and seeking approval from the Township with respect to price, enclosure design and aesthetic appearance.
- Necessary underground conduit and applicable cabling to connect to new transfer switch inside Bridgenorth Community Hall building. Firm responsible for coordinating any necessary locates and utility work with local distribution company (Hydro One Inc.)
- Firm is responsible for all electrical work and connections from the new transfer switch to the electrical panel, including any work required to the panel and/or existing electrical distribution panels.
- All necessary on-site work to make the transfer switch fully functional under full load conditions.
- All work and materials to meet all ESA, CSA, TSSA or other standards applicable at time of installation.



7.0 Equipment Specifications

1. One (01) manual transfer switch in weatherproof housing complete with appurtenances specified herein. All components to be capable of operating at ambient temperatures of -50 to 50 degrees Celsius.
2. Generator Power Supply: 55kW 120/208V 3-Phase (supplied by the Township)

8.0 Execution

8.1 Shop Drawings

1. Submit shop drawings that outline dimensions, configuration and identifications of components, floor anchoring method, details and dimensions of foundations, cable entry and exits locations.



8.2 Delivery of Equipment

1. Equipment shall be delivered to the appropriate site, 836 Charles Street, Bridgenorth, ON at a mutually agreed upon date and time for unloading by a crane or lifting device supplied as part of this Tender by the successful Firm.

8.3 Installation of Equipment

1. The equipment shall be inspected and setup for operation by qualified and experienced specialists after unloading and all necessary advice and instructions shall be provided as part of this Tender.
2. In accordance with the equipment manufacturer's instructions supply and install all materials and accessories that are necessary for the initial operation of the equipment.

8.4 Testing/Commissioning

1. Operate equipment to ensure proper performance.
2. Check and test all components and systems as recommended by the manufacturer and any other components to ensure that the equipment is safe and reliable.

8.5 Training of Operating Authority and Municipal Staff

1. Arrange for the provision of services of a qualified and experienced specialist to instruct staff in the proper care, operation and maintenance of the equipment. Allow for a minimum of 2 hours of training to be arranged to suit the Township and the successful Firm's schedules. All costs associated with this service shall be included in the Tender Price.
2. Provide Operation and Maintenance manuals and identify important items during training sessions. One (1) electronic copy and three (3) hard copies include the following:
 - a) Schematic diagram of the components.
 - b) Illustrated parts lists with catalogue part numbers.
 - c) Within 10 days of the training submit a written report to the Township summarizing the inspection, testing and training.