

TOWN OF SHELBURNE

Nova Scotia, Canada

REQUEST FOR TENDER

Supply, Delivery, Installation and Commissioning of a Standby Generator — Wastewater Treatment Plant

RFT Number:	TOS2026-005
Issuing Department:	Public Works
Issue Date:	July 21st, 2026
Closing Date/Time:	August 4th, 2026 @ 2PM
Submission Address:	Town of Shelburne, 162 Mowatt Street, Shelburne, NS B0T 1W0
Contact Person:	Daniel MacKay, HR & Admin Coordinator Will Butler, Supervisor, Public Works.
Contact Email:	Daniel.mackay@shelburnens.ca

1. INTRODUCTION AND BACKGROUND

1.1 About the Town of Shelburne

The Town of Shelburne is a municipal government located in Shelburne County, Nova Scotia. The Town operates under the Nova Scotia Municipal Government Act and is governed by an elected Mayor and Council. The Town is committed to fair, open, and transparent procurement in accordance with its Procurement Policy (effective November 13, 2013), the Nova Scotia Procurement Act, and the Atlantic Trade and Procurement Partnership (ATPP).

1.2 Purpose of this Request for Tender

The Town of Shelburne is seeking competitive tenders for:

The Town of Shelburne invites qualified proponents to supply, deliver, install, test and commission a new 175 kW Cummins diesel standby generator (Or Alternative) for the wastewater treatment plant. The installation shall be a complete turnkey project utilizing the existing automatic transfer switch.

1.3 Legislative and Policy Framework

This procurement is conducted in accordance with:

- Town of Shelburne Procurement Policy (November 13, 2013)
- Nova Scotia Procurement Act, SNS 2011, c. 12
- Atlantic Trade and Procurement Partnership (ATPP)
- Nova Scotia Municipal Government Act, RSNS 1998, c. 18
- Nova Scotia Freedom of Information and Protection of Privacy Act (FOIPOP)

2. SCOPE OF WORK / SPECIFICATIONS

2.1 General Scope

The Contractor shall supply, deliver, install, commission, and warrant a complete standby generator system at the Town of Shelburne Wastewater Treatment Plant. Work is a complete turnkey installation and shall include: the generator unit; concrete pad (new or modified); double-wall fuel tank with all associated piping and fittings; exhaust system; electrical connections to the existing automatic transfer switch; grounding; load bank testing; operator training; and all required permits, engineering, and documentation.

2.2 Technical Requirements

All goods and work supplied shall meet or exceed the following minimum performance specifications. Where a manufacturer name appears (e.g., Cummins), it is provided as a reference standard only. Equivalent products meeting all performance criteria will be considered, subject to the Approved Equivalent clause in Section 2.2(b).

2.2(a) Generator Unit

The generator unit shall meet the following minimum requirements:

- a. Rated standby output: minimum 175 kW / 219 kVA
- b. Voltage: 600 VAC, three-phase, 60 Hz
- c. Power factor: 0.8
- d. Engine: turbocharged diesel, radiator-cooled
- e. Starting system: 24 VDC electric start with battery charger
- f. Alternator: brushless, self-exciting
- g. Enclosure shall be:
 - i. Weatherproof
 - ii. Sound-attenuated
 - iii. Corrosion-resistant
 - iv. Equipped with lockable access
 - v. Equipped with external emergency stop
 - vi. Suitable for Nova Scotia coastal environment
- h. Certification: CSA-certified
- i. Reference standard: Cummins C175D6R or approved equivalent

2.2(b) Approved Equivalent

A Bidder proposing an equivalent unit shall include with their tender:

- a. Manufacturer cut sheets demonstrating compliance with all Section 2.2(a) specifications
- b. Written confirmation that the proposed unit is CSA-certified
- c. Confirmation that the proposed unit is compatible with the existing automatic transfer switch (see Section 2.5)

The Town reserves the right to reject any proposed equivalent that does not demonstrably meet all specified performance criteria.

2.2(c) Fuel Tank

The fuel tank shall meet the following requirements:

- a. Double-wall construction
 - b. Minimum capacity sufficient for 48 hours continuous operation at 100% rated load
 - c. Equipped with:
 - i. Leak detection
 - ii. Overfill prevention
 - iii. Emergency fuel shutoff
 - iv. Level alarms
 - d. Compliance with CSA B139 and Nova Scotia Fire Code
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2.2(d) Control System

The control system shall provide:

- a. Automatic and manual operating modes
 - b. Engine and generator monitoring with event logging and fault history
 - c. Alarm functions including:
 - i. Low oil pressure
 - ii. High coolant temperature
 - iii. Low fuel
 - iv. Battery charger failure
 - v. Under/over voltage
 - vi. Under/over frequency
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2.2(e) Existing Transfer Switch

The existing automatic transfer switch shall remain in service and be reused.

The Contractor shall:

- a. Verify compatibility
 - b. Perform all required electrical and control connections
 - c. Conduct testing to ensure proper integrated operation
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2.2(f) Codes and Standards

All work shall comply with the latest editions of the following:

- a. Canadian Electrical Code
 - b. CSA C282
 - c. CSA B139
 - d. Nova Scotia Electrical Installation Regulations
 - e. Nova Scotia Fire Code
 - f. Nova Scotia Building Code
 - g. All applicable local authority requirements
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2.2(g) Warranty

- a. Minimum 24-month comprehensive warranty covering parts and labour
 - b. Minimum five (5) year warranty on engine and alternator
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2.2(h) Emergency Service

The Contractor shall provide 24/7/365 emergency support.

- a. A qualified service technician shall be available to arrive on-site within Eight (8)hours of notification

- b. Bid submission shall include:
 - i. Details of local service technicians
 - ii. Dispatch location
 - iii. Emergency contact numbers
 - iv. Available parts inventory

2.3 Location / Site

Work shall be performed at / goods delivered to: Town of Shelburne Wastewater Treatment Plant, 9 Rose Island Lane, Shelburne, Nova Scotia. Bidders are responsible for conducting their own site visit prior to submission. The site is accessible by appointment; contact the Procurement Officer to arrange access.

2.4 Project Schedule

Commencement Date:	ASAP
Substantial Completion:	
Final Completion:	

3. INSTRUCTIONS TO BIDDERS

3.1 Eligibility

The tender is open to all qualified contractors. By submitting a tender, the Bidder confirms they:

- Are legally authorized to carry out business in Nova Scotia;
- Possess all licences, permits, and certifications required by applicable law;
- Are not engaged in litigation with the Town of Shelburne (see Procurement Policy — Exclusion of Supplier in Litigation);
- Have not been prohibited from Town procurement processes within the last three (3) years.

3.2 Tender Documents

Complete tender documents may be obtained:

- From the Town of Shelburne website: www.shelburnens.ca
- From the Nova Scotia Procurement Portal: novascotiabids.ca (mandatory posting — this tender meets ATPP threshold)
- In person at Town Hall, 162 Mowatt Street, Shelburne, NS B0T 1W0

3.3 Inquiries

All inquiries must be submitted in writing to: Daniel MacKay, HR & Admin Coordinator at daniel.mackay@shelburnens.ca no later than Thursday July 30th @ 2PM. Responses to all written inquiries will be issued as a formal Addendum distributed to all registered bidders.

NOTE: Verbal inquiries will not be addressed and verbal representations by Town staff are not binding. Only written Addenda issued by the Town form part of the tender documents.

3.4 Addenda

The Town reserves the right to issue Addenda to the tender documents. When an Addendum is issued within two (2) business days of the closing date, the closing date may be extended to allow four (4) working days between issuance and the revised closing date. Bidders are responsible for confirming they have received all Addenda prior to submission.

3.5 Submission Requirements

Tenders shall be submitted as follows:

1. Submitted in a sealed envelope, Or via PDF email, clearly marked:
"SEALED TENDER — RFT No. TOS2026-005 — [PROJECT TITLE] —"
2. Addressed to: CAO, Town of Shelburne, 162 Mowatt Street, Shelburne, NS B0T 1W0
3. Received before the closing time and date. The Town's clock is definitive.
4. Completed in non-erasable ink (or electronic submission where specified). Bids in erasable medium will be automatically rejected.
5. Signed by a person authorized to bind the Bidder.
6. Accompanied by all required forms, deposits, and documentation listed in Section 5.

NOTE: Per Procurement Policy Schedule B: Late bids, unsealed envelopes, unsigned bids, bids not completed in non-erasable medium, and bids without required financial security are subject to automatic rejection.

3.6 Withdrawal of Bids

A Bidder may withdraw their tender by written request on company letterhead, signed by a principal, delivered to the issuing Manager before the closing date and time. Withdrawal requests by telephone will not be considered. Withdrawal prior to submission does not disqualify the Bidder from resubmitting.

3.7 No Splitting Prohibition

This procurement has not been divided to avoid the requirements of the Town's Procurement Policy. Any contractor who assists in circumventing procurement requirements may be excluded from future Town procurements.

4. EVALUATION AND AWARD

4.1 Tender Opening

Tenders will be opened publicly at the closing date and time by a subcommittee consisting of the issuing Department Manager, the Manager of Finance (or designate), and one additional staff member, in accordance with the Procurement Policy. Bid prices will be read aloud and a written summary made available for public viewing.

4.2 Evaluation Criteria

This is a Request for Tender. Award will be made to the lowest compliant tender that meets all specifications, subject to the following:

Criterion	Basis
Compliance	Mandatory — non-compliant tenders will be rejected per Schedule B
Price	Lowest compliant tender price governs
Local Preference	Shelburne County vendors receive 5% allowance on total cost >\$10,000; 10% on total cost ≤\$10,000 (Procurement Policy — Local Preference)
Mathematical Errors	Unit price governs where total price conflicts; corrected total governs

4.3 Right to Reject

The Town reserves the right to reject any or all tenders, to waive minor irregularities, and to accept the tender deemed most advantageous to the Town. The lowest or any tender will not necessarily be accepted. The Town is not obligated to provide reasons for rejection.

4.4 One or No Acceptable Response

If no acceptable tenders are received, or all tenders exceed the budgeted amount, the Manager and Treasurer may jointly negotiate with the lowest responsive bidder, provided the general nature of the requirement is not materially changed. The Town may also cancel and re-issue the tender.

4.5 Award Process and Reporting

A written report summarizing all tenders received and the recommended award will be presented to Council for information, per the Procurement Policy. For procurements above \$50,000 where Council has identified at budget time that it wishes a pre-award report, no contract shall be executed until Council approval is obtained. All unsuccessful bidders will be notified in writing.

5. REQUIRED SUBMISSIONS CHECKLIST

The following must be included with the tender submission. Failure to include mandatory items may result in automatic rejection:

Item	Required
Completed and signed Tender Form (Form A — attached)	MANDATORY
Bid Deposit (certified cheque or irrevocable letter of credit)	MANDATORY
Proof of valid WCB Clearance Certificate (max. 60 days old)	MANDATORY
Certificate of Insurance naming Town of Shelburne as additional insured	MANDATORY
Acknowledgement of all Addenda received (Form B — attached)	MANDATORY
List of sub-contractors (Form C — if applicable)	AS REQUIRED
References — minimum two (2), municipal clients preferred	MANDATORY
WHMIS Material Safety Data Sheets (for any controlled products)	AS REQUIRED

6. CONTRACTUAL REQUIREMENTS

6.1 Insurance

The successful Bidder shall, at their own expense, obtain and maintain throughout the contract term the following insurance from an insurer licensed to conduct business in Nova Scotia, with the Town of Shelburne listed as an additional insured:

Commercial General Liability	\$2,000,000 per occurrence (minimum)
Automobile Liability	\$2,000,000 (if vehicles used on Town property)
Professional Errors & Omissions	\$2,000,000 (if professional services involved)
Builder's Risk	Full replacement value of project (if construction)
Workers' Compensation	Valid WCB coverage for all workers on site

6.2 Workers' Compensation

The Contractor and all sub-contractors shall maintain valid Workers' Compensation Board (WCB Nova Scotia) coverage for the duration of the contract. A current WCB Clearance Certificate (not older than 60 days) shall be provided prior to commencement and upon request during the contract term.

6.3 Health and Safety

The Contractor shall comply with the Nova Scotia Occupational Health and Safety Act and all applicable regulations. Prior to commencement, the Contractor shall acknowledge receipt of the Town's Health & Safety Rules and Regulations, and Equipment Lockout Procedures (where applicable).

6.4 Conflict of Interest

By submitting a tender, the Bidder declares that no conflict of interest exists or is likely to arise in performing the work. Any actual or potential conflict must be disclosed in writing to the CAO prior to contract execution, in accordance with the Procurement Policy — Vendor Conflict of Interest provisions.

6.5 Ethical Bidding

By submitting a tender, the Bidder confirms that the tender has been prepared independently and without collusion, communication, agreement, or arrangement with any other potential bidder regarding pricing, methods, or terms. Violation may result in rejection of the tender and referral to Competition Bureau Canada.

6.6 Sub-contractors

The Contractor shall not subcontract any portion of the work without prior written approval from the Town. Sub-contractors are bound by all terms of this contract including insurance, WCB, and conflict of interest requirements.

6.8 Access to Information

Winning tenders become public information upon award and may be disclosed upon request under the Nova Scotia Freedom of Information and Protection of Privacy Act (FOIPOP). Bidders are advised in advance that if their tender is successful, it becomes a public document. Proprietary information that is genuinely confidential (trade secrets, financial data) should be clearly marked; the Town will use its discretion in applying FOIPOP exemptions.

7. TENDER FORMS

FORM A — TENDER SUBMISSION FORM

TO: Town of Shelburne, 162 Mowatt Street, Shelburne, NS B0T 1W0

RE: RFT No. **TOS2026-005** — **Wastewater Treatment Plant — Standby Generator Supply and Installation**

The undersigned Bidder, having carefully examined the Tender Documents including all Addenda, and having visited the site (where applicable), hereby offers to supply and/or perform all work described in the Tender Documents for the following price(s):

LUMP SUM TENDER PRICE (excluding HST):	\$ _____
HST (14%):	\$ _____
TOTAL TENDER PRICE (including HST):	\$ _____

NOTE: OR — attach unit price schedule where applicable (see Section 2.5). Unit prices shall govern in the event of a mathematical discrepancy.

The Bidder confirms:

7. This tender has been prepared without collusion with any other Bidder.
8. All Addenda have been received and incorporated. Addenda acknowledged: No. ____, ____, ____ (list all)
9. The Bidder has read and accepts all terms and conditions of the Tender Documents.
10. The Bidder is capable and willing to enter into a formal contract with the Town on these terms.
11. This tender remains open for acceptance for sixty (60) calendar days from the closing date.

Legal Name of Firm:	
Business Address:	
Phone:	
Email:	
HST Registration No.:	
WCB Account No.:	

Authorized Signature / Date

Printed Name & Title

FORM B — ADDENDA ACKNOWLEDGEMENT

The Bidder acknowledges receipt of the following Addenda to this Request for Tender:

Addendum No. Date Issued Incorporated (initial)	
Addendum No. 1 _____ _____	
Addendum No. 2 _____ _____	
Addendum No. 3 _____ _____	
No Addenda received _____	

If no addenda were issued or received, indicate: "None received" and initial.

FORM C — SUB-CONTRACTOR LIST (if applicable)

The Bidder intends to use the following sub-contractors. All sub-contractors are subject to Town approval.

Sub-contractor Name	Trade / Scope

