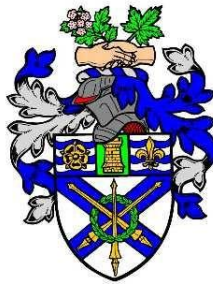


---

**REQUEST FOR PROPOSALS  
RFP-26-08**

**SUPPLY & INSTALLATION OF AN AUTOMATIC EMERGENCY  
GENERATOR**



**TOWN OF AMHERST**

---

TABLE OF CONTENTS

1) Information to Proponents ..... 3  
2) Scope of Work ..... 12  
3) Specifications ..... 13  
ATTACHMENT “A” – Terms & Conditions ..... 16  
FORM OF PROPOSAL..... 17

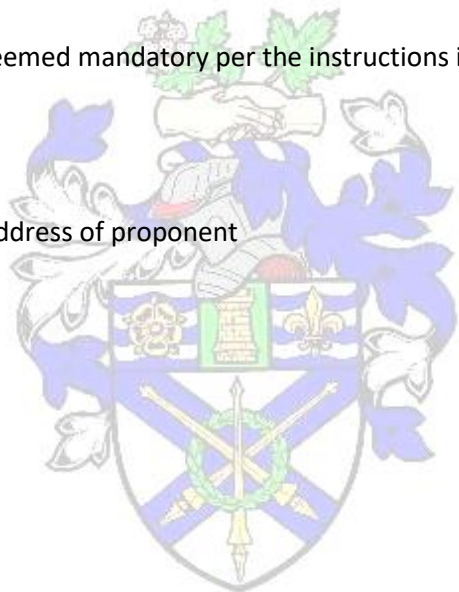
Proposal Submission Checklist:

Submit WITH the Proposal:

- ☐ Contractor experience profile
- ☐ Addenda pages, if applicable
- ☐ Signed Attachment “A”
- ☐ Signed Proposal Form
- ☐ Any other document(s) deemed mandatory per the instructions included in RFP-26-08

Submission must indicate:

- ☐ Proposal ID
- ☐ Company name and full address of proponent



## 1 INFORMATION TO PROPONENTS

### 1.1 INTRODUCTION

The Town of Amherst is seeking proposals from qualified contractors to provide all labour, materials, equipment, engineering, permits, supervision, testing, commissioning, training, documentation, warranty, and related services necessary to remove the existing emergency backup generator system at the Amherst Fire Station and supply, install, and fully commission a new automatic standby generator system. The completed system shall be capable of supporting the entire Amherst Fire Station during utility power interruptions and shall provide reliable, automatic, and code-compliant emergency power protection for all fire station operations. The existing generator system has been in service since the 1970s and has reached the end of its useful life.

#### 1.1.1 SITE VISIT

A **mandatory** site visit is scheduled for 11:00am Thursday September 3<sup>rd</sup>, 2026. Proponents must attend to ensure familiarity with the site and requirements of the RFP. Meet in the Amherst Fire Hall located at 62 Albion St, Amherst, NS

### 1.2 PROPOSAL SUBMISSION

Proponents to submit completed Proposal Form, and submit all other documents as required by the invitation, for the project below by **September 16, 2026, by 2:00:00 p.m. local time**. All are to be submitted electronically by emailing [procurement@amherst.ca](mailto:procurement@amherst.ca). Ensure the email subject line is marked with the RFP ID:

**PROPOSAL:**     **RFP-26-08 Automatic Emergency Generator**

**TOWN OF AMHERST**  
**98 VICTORIA STREET EAST**  
**AMHERST, NS B4H 1X6**  
**[procurement@amherst.ca](mailto:procurement@amherst.ca)**

**ATTENTION:**   **JASON MACDONALD, MCIP, LPP**  
                         **CHIEF ADMINISTRATIVE OFFICER**

**1.2.1**   Failure to mark the subject line with the Tender ID could result in a bid being rejected as late.

**1.2.2**   Note: with proposals being submitted through electronic means only, all references to documents now mean electronic documents.

**Location:**

**1.2.2.1** Proposals must be received by the email address: [procurement@amherst.ca](mailto:procurement@amherst.ca)

**1.2.2.2** Submissions received by emails other than the address above, or in any physical location, will not be accepted. Conversely, all questions must go to [procurement@amherst.ca](mailto:procurement@amherst.ca) or will not be answered.

**Time:**

**1.2.2.3** Bids must be received by the time listed above on the Town of Amherst email server and is to be considered the official receipt date and time

**1.2.2.4** It is solely the responsibility of each bidder to ensure their Tender Submission arrives on time. Late Tender Submissions will not be accepted.

**1.2.2.5** Tenderers are advised the Town of Amherst has electronic mail security systems in place and therefore tenderers must allow sufficient time before the official closing time of the tender to be received by the Town of Amherst electronic mail system. The Town of Amherst is not responsible for electronic mail submission failures.

**1.2.2.6** Bids may be withdrawn at any time prior to opening.

**1.2.3** Any submissions or addenda submitted by fax, telephone, or physical hard copy will not be accepted under any circumstances.

**1.2.4** All submissions must be firm for 90 calendar days. The price is to include any and all delivery charges, FOB Amherst, Nova Scotia.

**1.2.5** The Town of Amherst reserves the right to waive technicalities, reject any or all bids, or any portion thereof, to advertise for new submissions, to proceed to do the work otherwise, or to abandon the work, if in the best interest of the Town.

**1.2.6** The Town of Amherst reserves the right to request clarification of information submitted and to request additional information, if required. All costs associated with the presentation of the tender submission and any supplemental information shall be borne solely by the bidder and shall not be passed on to the Town under any circumstances.

**1.2.7** The Proponent is responsible for obtaining any needed clarification of the RFP while it is open. Questions are to be directed in writing to the contact named in the tender. Email is the preferred method of contact. No verbal responses will be given. Only information received from the contact is considered valid and is to be used within the tender response.

**1.2.7.1** Bidders will be deemed to have familiarized themselves with the existing working conditions which may affect the performance of the Contract. No claims for extra compensation resulting from failure to investigate will be paid.

**1.2.8** The Town of Amherst reserves the right to inspect any work performed as a result of this RFP either during the life of the project or at completion and shall be the sole judge as to whether the work performed is satisfactory.

**1.2.9** The Town of Amherst reserves the right to cancel the contract immediately upon written notice, if, in the opinion of Chief Administrative Officer, the successful Proponent is not fulfilling the terms, conditions and specifications of the contract.

**1.2.9.1** All fees will be paid up to the date the work terminates, based on the work plan submitted and actual work completed, provided that work has been approved by Town Staff as satisfactory, and there are no outstanding 3<sup>rd</sup> party insurance claims against the Contractor. The Town of Amherst has sole discretion in all matters.

**1.2.9.2** Proposal approval will be contingent on the bid being approved by the Chief Administrative Officer of the Town of Amherst, who may at any time, choose to forward the bid to Amherst Town Council for Council's approval. The successful proponent and the Town of Amherst can then proceed to settle, draft and sign the necessary legal agreement.

**1.2.10** Failure to comply with any requirements of this RFP could result in the rejection of the submission or delay in payment.

**1.2.11** This RFP is subject to the Canadian Free Trade Agreement and the Atlantic Trade and Procurement Partnership (ATPP).



### **1.3 PROPOSAL OPENING**

**1.3.1** This RFP will not have a public opening.

### **1.4 REVISION OF PROPOSAL SUBMISSION**

**1.4.1** The Town of Amherst reserves the right to amend this Request for Proposals at any time before the closing date and will issue an addendum should a change be required.

**1.4.2** Revisions shall be submitted only by signed letter delivered to the address as stated in Proposal submission. Only the proponent's entries on the delivered proposal offer may be revised. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusion or inclusion of particular words. The revision shall not include the total proposal price.

### **1.5 LOCAL PREFERENCE**

**1.5.1** Local preference will not apply to this Request for Proposals as per the Town of Amherst Procurement Policy - Section 7 ([www.amherst.ca](http://www.amherst.ca)).

### **1.6 TIME/COMPLETION/DELIVERY/CANCELLATION**

**1.6.1** Time is of the essence in all matters under this order and the specified completion/delivery dates should be carefully considered before proponents enter a promised date on this form. Failure to meet promised completion/delivery dates may result in cancellation of any subsequent order.

### **1.7 ERRORS**

**1.7.1** Proponent submissions as received shall be considered final and no proponent submission shall be altered, amended or withdrawn after the specified closing date.

**1.7.2** In the event of an error in calculation of the extended price, the unit price will be taken as correct and will govern in the Proponent evaluation and contract administration.

### **1.8 FORM**

**1.8.1** Proponent submission will not be accepted unless properly signed and submitted on this form.

**1.8.2** Qualifying clauses or exceptions may result in rejection of the proponent.

### **1.9 LIABILITY**

**1.9.1** The proponent acknowledges that he is an independent contractor and shall indemnify, protect and save harmless the Town of Amherst, its agents, employees, successors and assigns from any and all damages, liabilities and claims of whatsoever nature arising out of the furnishing by the Vendor, its agents or employees, of the materials covered by this order or incidental or ancillary thereto.

**1.9.2** Any claims against a Proponent/Contractor working on behalf of the Town of Amherst must be documented and the claims process started within 3 days of receipt of original complaint by either the Town or the Contractor. The Town of Amherst will not pay complete any Contractor with an outstanding insurance claim brought forward during the contracted work. Monies held are not a holdback but are to ensure vendor resolves the claim(s) to the satisfaction of the Town of Amherst. The Town of Amherst has the sole discretion in this matter.



## **1.10 PLANNING/PREDESIGN**

**1.10.1** Following the award of the Request for Proposals, the winning Proponent will meet with Town staff to develop the detailed project schedule. Once complete, no change orders will be made to the design and/or details without the authorization of the Director of Fire Services, or designate, in writing.

**1.10.2** The Contractor will be required to coordinate with all suppliers and specialized contractors. The Contractor will provide on-going supervision as required, to oversee each phase of project development, and report to the Director of Fire Services at regular scheduled intervals, which will be determined at the initial meeting held prior to work commencement.

**1.10.3** The Owner will have access to all information throughout the project.

## **1.11 SAFETY**

**1.11.1** Proponent will be responsible for all safety measures at the construction site. Proponent will be responsible to ensure all employees, contractors and sub-contractors follow all safety regulations such as the Nova Scotia Occupational Health and Safety Act. Proponent is responsible to deal with concerns or hazards that may develop during the course of the project and shall set up safety procedures for contractors, employees and sub-contractors to follow

## **1.12 INDEMNITY**

**1.12.1** If the Contract is awarded, the successful proponent shall indemnify and save harmless the Town of Amherst and its directors, officers, employees and agents from and against any and all liability, claims, demands, losses, costs, damages, actions, suits or proceedings, including solicitor's fees, howsoever arising or incurred, including those alleging damage to property or injury to, or death of, any person arising out of or attributable to the contractor's performance of or the failure to perform the Work of the contract awarded.

**1.12.2** Any property or work to be provided by the contractor under this contract will remain at the Contractor's risk and the Contractor will replace, at the Contractor's expense, all property or work damaged by any cause whatsoever.

## **1.13 CLARIFICATION AND ADDENDA**

**1.13.1** Notify Procurement Coordinator not less than five (5) working days before Request for Proposals Closing of omissions, errors, or ambiguities found in Request for Proposal documents. If Procurement Coordinator and/or Director of Operations considers that correction, explanation, or interpretation is necessary, a written addendum will be issued.

**1.13.2** All addenda will form part of Contract Documents.

## 1.14 EVALUATION

**1.14.1** An evaluation committee will be established to evaluate proposals. All proposals will first be evaluated on their compliance of response to all sections of this Request for Proposals. Compliant proposals will be further evaluated based on the following criteria:

| Criteria                                                                                                                                                                                                                                                                                                                                                                                                     | Weight           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Meets the Needs of the Town of Amherst</b>                                                                                                                                                                                                                                                                                                                                                                | <b>Mandatory</b> |
| <b>Price of Project:</b>                                                                                                                                                                                                                                                                                                                                                                                     | <b>25%</b>       |
| <b>Proponent Profile &amp; Performance</b> <ul style="list-style-type: none"> <li>• Experience with similar projects within the last 5 years, including references</li> <li>• Based on prior performance of supply, design, installation and commissioning of generator systems</li> <li>• Product review, and any additional value-added services included in the proposal at no additional cost</li> </ul> | <b>40%</b>       |
| <b>Warranty, programming, product support and Delivery</b>                                                                                                                                                                                                                                                                                                                                                   | <b>35%</b>       |

1. Proposals will be scored by the following equation for Cost of Project:
2. Lowest bid will receive highest score of 25%
3. Next lowest bid will be divided into the lowest bid x 25 = \_%
1. Next lowest bid will be divided into the lowest bid x 25 = \_% and so on

**In order to advance beyond the evaluation cycle, a total overall score of 60 must be achieved upon the evaluation of your proposal.**

## 1.16 TERMINATION

### 1.16.1 Termination of Convenience:

The Town of Amherst may terminate a contract in whole or in part, whenever the Town determines that such a termination is in the best interest of the Town, without showing cause, upon giving written notice to the proponent. The Town of Amherst shall pay all reasonable costs incurred by the proponent up to the date of termination. However, in no event shall the proponent be paid an amount which exceeds the proponent price for the work performed. The proponent shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to date of termination.

### 1.16.2 Termination of Default:

When the proponent has not performed or has unsatisfactorily performed the contract, the Town of Amherst may terminate the contract for default. Upon termination for default, payment will be withheld at the discretion of the Town of Amherst. Failure on the part of the proponent to fulfill the contractual obligations shall be considered just cause for termination of the contract. The proponent will be paid for work satisfactorily performed prior to termination, less any excess costs incurred by the Town of Amherst in re-procuring and completing the work.

## 1.17 CONTACT

**1.17.1** All questions relating to this Request for Proposals to be directed **IN WRITING** to:



**Name:** Kim Jones

**Email:** [procurement@amherst.ca](mailto:procurement@amherst.ca)

**1.17.2** Should any question raised by a proponent necessitate an addendum to this Request for Proposal, addendum notice will be posted on the Provincial ([www.procurement.novascotia.ca](http://www.procurement.novascotia.ca)) and Town of Amherst ([www.amherst.ca](http://www.amherst.ca)) websites.

**1.17.3** The Town of Amherst has the right to reject any vendor that is found to be in communication with a Town staff member other than the contact above. The Town will not, and cannot be held responsible for, any information used within a proposal that has not been communicated through this RFP, an addendum issued by Town staff specific to this RFP, and/or including information heard or communicated at any site visit.

#### **1.18 LIQUIDATED DAMAGES**

**1.18.1** Not applicable

#### **1.19 WARRANTY**

**1.19.1** Title to all materials and equipment shall be furnished free and clear of all liens, charges or other encumbrances.

**1.19.2** Upon written notice during the warranty/guarantee period, immediately replace, repair or otherwise make good all defective work, materials or equipment at no additional cost to the Town.

**1.19.3** All service work and repairs are FOB Amherst. In other words, the Town of Amherst will not pay travel charges for travel to/from our premises for warranty, further service, maintenance or repairs during the life of the equipment supplied as a result of this RFP. Out of town suppliers MUST, therefore, bid on the basis of providing service and support equivalent to that of an Amherst based dealer/supplier.

#### **1.20 PROPRIETARY INFORMATION**

**1.20.1** As proposals may be forwarded/reviewed by Council at public meetings, all proprietary information within your submission needs to be identified clearly, so all parties are aware of its proprietary nature. Preferred method would be yellow highlighting.

## 2 SCOPE OF WORK

### 2.1 OBJECTIVES & SCOPE OF WORK

#### **Assessment, Engineering, and Design**

Complete a assessment of the existing generator and electrical infrastructure, emergency power requirements, generator location, fuel supply requirements, shall identify the proposed generator rating, available capacity, anticipated load, fuel consumption, ventilation requirements, exhaust requirements, maintenance clearances, and any assumptions used in determining equipment size and configuration. The contractor shall provide sufficient detail in the proposal to demonstrate that the proposed equipment will meet the full operational requirements of the facility.

#### **Removal and Disposal of Existing Generator System**

The contractor shall safely disconnect, demolish, remove, transport, and dispose of the existing emergency generator and all associated components that are no longer required as part of the upgraded installation. This may include fuel system components, feeders, control systems, exhaust components, wiring, conduits, supports, and related infrastructure that will not be reused. The contractor shall assess the existing automatic transfer switch and related transfer equipment to determine whether it can be reused safely and reliably, or whether replacement is required for compatibility, capacity, serviceability, or code compliance. All removal work shall be completed in accordance with applicable safety regulations, environmental requirements, municipal standards, and accepted industry practices. The contractor shall be responsible for proper disposal or recycling of all removed materials and shall maintain the work area in a safe, orderly, and clean condition throughout the project.

#### **Supply and Installation of New Standby Generator System**

The contractor shall supply and install a new permanently mounted automatic standby generator complete with all accessories and ancillary equipment required for a complete and operational emergency power system. The generator system may be installed within the existing interior space if the contractor determines that the space meets all operational, maintenance, ventilation, exhaust, clearance, access, regulatory, and manufacturer requirements. If the existing interior space is not suitable, the generator shall be installed outdoors on a reinforced concrete foundation as described in this specification.

The generator shall include an integrated control system, engine protection devices, battery charging equipment, weather-protective enclosure where required, automatic starting and stopping capability, alarm functions, monitoring capability, remote communication capability where available, and all equipment required for reliable operation. The contractor shall provide all wiring, conduit, disconnects, grounding, bonding, terminations, controls, communication wiring, monitoring connections, battery charging circuits, and electrical modifications required to integrate the generator with the existing building electrical distribution system.

#### **Fuel System Requirements**

A natural gas-fired generator is preferred. Alternate fuel sources, including diesel or propane, may be considered provided the proposed system meets all operational requirements and is capable of supporting prolonged utility outages. Where natural gas is proposed, the contractor shall coordinate all

required work with the natural gas utility, confirm service availability and capacity, and provide all gas piping, regulators, valves, supports, connections, and associated equipment required from the utility connection point to the generator. The natural gas piping system shall be sized to support operation at one hundred percent of the generator rated output.

Where diesel or propane is proposed, the contractor shall provide all fuel storage, piping, containment, regulators, valves, protection, monitoring, and associated equipment required for proper and safe operation. Alternative fuel systems shall provide storage capacity sufficient to support a minimum of seventy-two hours of continuous operation under the proposed system design. All fuel system work shall comply with applicable codes, standards, utility requirements, environmental requirements, and manufacturer recommendations.

#### **Automatic Transfer Switch and Electrical Integration**

The contractor shall assess the existing automatic transfer switch and related electrical transfer equipment and clearly state in the proposal whether the existing equipment is suitable for reuse. If reuse is proposed, the contractor shall verify compatibility with the proposed generator, confirm that the equipment is appropriately rated for the full building service and emergency power configuration, and complete all required testing, servicing, controls integration, and adjustments necessary for reliable operation.

If the existing automatic transfer switch is not suitable, the contractor shall supply and install a new automatic transfer switch sized to support the entire electrical service of the Amherst Fire Station. The automatic transfer switch shall be compatible with the proposed generator and existing electrical infrastructure and shall provide automatic transfer during utility power failures. All work associated with the automatic transfer switch, whether existing or new, shall be included in the contractor's proposal and shall form part of the completed standby power system.

#### **Exterior Installation, Foundation, and Site Work**

If the generator is installed outdoors, the contractor shall complete all site preparation and construction activities required to support the installation. This shall include excavation, grading, utility coordination, trenching, backfilling, protection of existing infrastructure, restoration, and all associated civil, mechanical, electrical, and site development work. The preferred exterior location is adjacent to the existing garage on the northeast side of the property, subject to confirmation by the contractor and approval by the Town of Amherst.

The contractor shall design and construct a reinforced concrete generator pad suitable for the proposed equipment and site conditions. The foundation shall provide a minimum clearance of 2.5 feet around the generator on all sides, shall be reinforced with steel rebar spaced at twelve-inch centres, and shall have a minimum thickness of eight inches unless manufacturer or engineering requirements specify a more stringent standard. The foundation shall be designed and constructed in accordance with applicable engineering standards, site conditions, frost considerations, drainage requirements, and manufacturer recommendations to ensure long-term structural integrity and operational reliability.

The contractor shall provide and install all underground conduits, conductors, feeders, grounding systems, communication pathways, monitoring connections, battery charging circuits, and associated infrastructure required for a complete and operational installation. Existing conduit systems shall be modified where necessary, and new conduits shall be installed where required to support the emergency power feeders, control wiring, monitoring systems, communication systems, and all other system functions.

---

**Exhaust, Ventilation, Noise, and Environmental Protection**

The contractor shall provide and install a complete exhaust and ventilation system designed to safely discharge engine exhaust gases to the exterior atmosphere and maintain proper operating conditions for the generator. Exhaust routing, insulation, supports, terminations, discharge locations, air intake requirements, cooling requirements, and ventilation requirements shall be designed in accordance with applicable codes, manufacturer requirements, utility requirements, and accepted engineering practices. Special consideration shall be given to preventing exhaust gases, heat, noise, fumes, and combustion by-products from entering occupied areas of the fire station, apparatus bays, air intake systems, adjacent structures, or neighboring properties. The contractor shall include any required sound attenuation, weather protection, exhaust protection, spill protection, drainage control, barriers, bollards, or other protective measures required for safe and reliable operation.

**Monitoring, Controls, and Automatic Testing**

The standby power system shall include automatic monitoring functionality and automatic exercise testing capability. The contractor shall configure alarms, fault reporting, operating parameters, communications equipment, monitoring equipment, and remote status reporting where available. The completed system shall automatically perform scheduled exercise cycles without interrupting normal fire station operations unless otherwise required for testing or commissioning purposes. The contractor shall provide clear instructions on alarm acknowledgement, system status review, manual operation, automatic operation, emergency procedures, and routine inspection requirements. Any monitoring or communication function proposed by the contractor shall be identified in the proposal, including whether it requires subscriptions, software licensing, owner-provided network access, cellular service, or ongoing service costs.

**Permits, Inspections, and Regulatory Compliance**

The contractor shall obtain and maintain all permits, approvals, inspections, certifications, utility authorizations, and regulatory approvals required for the project. This includes requirements of the Province of Nova Scotia, the Town of Amherst, utility providers, and all authorities having jurisdiction. All electrical work, fuel system work, mechanical work, civil work, and related construction activities shall be performed by properly qualified and licensed personnel. All work shall comply with the latest applicable editions of the Canadian Electrical Code, CSA C282 Emergency Electrical Power Supply for Buildings, Nova Scotia Electrical Installation and Inspection Act requirements, applicable electrical code regulations, building codes, fire codes, fuel codes, environmental regulations, municipal requirements, utility requirements, and manufacturer specifications. Where conflicts exist between requirements, the more stringent requirement shall apply unless otherwise approved by the authority having jurisdiction and the Town of Amherst.

**Site Restoration**

Upon completion of the installation, the contractor shall restore all disturbed areas affected by the project. Restoration may include structural components, walls, floors, penetrations, asphalt surfaces, concrete walkways, grassed areas, landscaping, drainage features, and other site improvements. All restoration work shall return affected areas to their original condition or to a condition acceptable to the Amherst Fire Department. Any damage caused by construction activities shall be repaired or replaced at the contractor's expense.

**Testing, Commissioning, and Performance Verification**

Following installation, the contractor shall complete all startup, commissioning, operational testing, transfer testing, controls testing, alarm testing, and load testing required to verify full system

---



functionality. Testing shall demonstrate that the generator automatically starts after loss of utility power, transfers building loads through the automatic transfer switch, supplies the full operational load of the Amherst Fire Station, and returns to normal operation when utility power is restored. Any deficiencies identified during testing or commissioning shall be corrected prior to project acceptance. The contractor shall provide complete commissioning documentation, test results, inspection records, equipment settings, and verification that the completed system is ready for immediate operational service.

#### **Training, Manuals, and Documentation**

Upon completion of the project, the contractor shall provide operational training to the Fire Chief, designated Amherst Fire Department personnel, and on-duty staff. Training shall address normal operation, emergency operation, safety procedures, alarm acknowledgement, system monitoring, automatic testing functions, manual override operations, routine inspections, and procedures to follow in the event of a generator failure or alarm condition. The contractor shall provide two hard-copy sets and one electronic copy of all operating manuals, maintenance manuals, warranty documentation, commissioning reports, testing records, equipment specifications, fuel system information, electrical drawings, site layout drawings, inspection certificates, and as-built drawings. The contractor shall also provide recommended maintenance schedules and any required logbook, inspection, or testing documentation needed to support ongoing operation of the system.

#### **Warranty and Service Support**

The contractor shall provide a comprehensive minimum five-year parts and labour warranty covering the generator, automatic transfer switch was supplied or modified, controls, communication systems, monitoring equipment, fuel system components, and all associated installation components supplied under this project. The warranty shall commence upon final acceptance by the Town of Amherst. The warranty shall include a guaranteed onsite technician response within three hours of notification of a generator failure for diagnostic purposes. All labour, replacement parts, technical support, troubleshooting, and service required to maintain the system in operational condition throughout the warranty period shall be included. The contractor shall identify the service provider, response process, contact information, and any exclusions or limitations in the proposal.

#### **Project Completion and Acceptance**

The project shall be considered complete when all work has been finished, all testing and commissioning activities have been successfully completed, all deficiencies have been corrected, all documentation has been delivered, all training has been provided, all required inspections and approvals have been received, and the Town of Amherst has formally accepted the installation. The completed system shall provide a fully integrated, reliable, automatic, and code-compliant emergency backup power solution for the entire Amherst Fire Station and shall be ready for immediate operational service.

**4.1** Proposals MUST include the following:

- 4.1.1** The supplier must supply product specification sheets with the Request for Proposal. It must comply with the specifications in this Request for Proposal, and it should confirm the information supplied by the supplier in the response sections of the specifications. If not, the Request for Proposal could be considered non-conformant. In the event there are discrepancies, it is the sole responsibility of the Supplier to explain these discrepancies in writing in the RFP response.
- 4.1.2** Signed copy of Attachment "A"
- 4.1.3** Provide three references for similar projects.
- 4.1.4** The Town of Amherst reserves the right to evaluate references other than those listed.
- 4.1.5** Complete manufacturer's specifications and illustrated description shall be submitted with each bid. Insufficient descriptive information may be cause for rejection of bid.
- 4.1.6** Product warranty information is to accompany all submissions.
- 4.1.7** Price must exclude HST.
- 4.1.8** Proponent may include any other information with the submission that proponent the believes is necessary.



---

ATTACHMENT "A"

[Standard Terms and Conditions – The Council of Atlantic Premiers \(cap-cpma.ca\)](https://cap-cpma.ca/atlantic-supplier-development/standard-terms-and-conditions/)  
<https://cap-cpma.ca/atlantic-supplier-development/standard-terms-and-conditions/>

**NOTE: These Terms and Conditions and the Supplements for the Town of Amherst shall apply to those documents that reference them specifically. In the event of any conflict or disagreement between these Terms and Conditions and the Invitation documents, the Invitation documents have precedence and will be assumed to be correct.**

These Terms and Conditions are intended to cover a wide range of procurements, including goods and services. As such, not all clauses will be applicable in all situations.

If Proponents have questions regarding any of these Terms and Conditions, they must call the contact person named on the Invitation form.

To satisfy special requirements, supplementary Terms and Conditions may also apply to some acquisitions. If this is the case, the Invitation documents will reference any such documents, in addition to these Terms and Conditions.

*Failure to completely comply with these Terms and Conditions could cause the Proponent to be disqualified.*

---

**AS EVIDENCE OF THE PROPONENT'S INTENT TO BE LEGALLY BOUND BY THIS ATTACHEMENT A AND HAS ACCORDINGLY READ THE ATLANTIC STANDARD TERMS AND CONDITIONS, THE PROPONENT HAS EXECUTED AND DELIVERED THIS ATTACHMENT A, AS AN INTEGRAL PART OF ITS TENDER FORM IN THE MANNER AND SPACE SET OUT BELOW:**

---

Authorized Signatory for the Proponent

---

Date

---

Print Name and Title

## PROPOSAL FORM

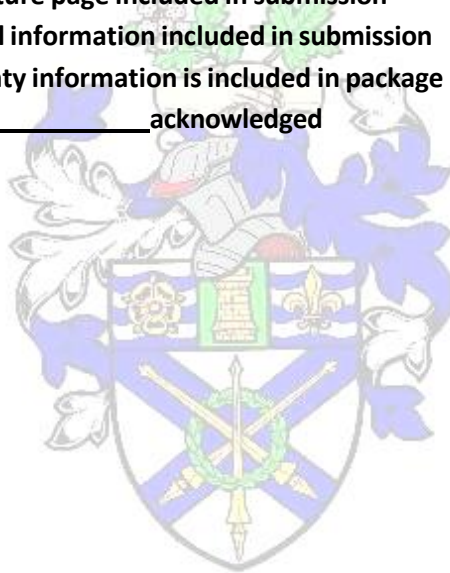
All prices to **exclude HST**

|                                                                           |    |
|---------------------------------------------------------------------------|----|
| <b>Lump Sum Price (Excluding Taxes)<br/>Automatic Emergency Generator</b> | \$ |
|---------------------------------------------------------------------------|----|

Earliest Guaranteed Completion Date: \_\_\_\_\_

### Documentation Requirements

- ☐ Attachment A Signature page included in submission
- ☐ Three references full information included in submission
- ☐ Product and Warranty information is included in package
- ☐ Addenda # \_\_\_\_\_ acknowledged



## SIGNATURES

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026

[Seal]

\_\_\_\_\_  
Name of Firm Tendering

\_\_\_\_\_  
Signature of Signing Officer

\_\_\_\_\_  
Name and Title of Signing Officer (Printed)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name and Title (Printed)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name and Title (Printed)

\_\_\_\_\_  
Full Company Address, with Postal Code

\_\_\_\_\_  
Telephone No.

**\*\*NOTE:** Proposals submitted by or on behalf of any Corporation must be signed in the name of such Corporation by a duly authorized officer or agent.

\_\_\_\_\_

