

# TOWN OF GANDER



## STANDING OFFER SO23-01

### ELECTRICAL MAINTENANCE SERVICES

**CLOSING DATE: 2:00:00 p.m., March 3rd, 2023**

1. Successful bidder will be required to carry a minimum of \$2,000,000 comprehensive general liability insurance throughout the entire contract period.
2. Contract will run for a 1-year period from April 2nd, 2023 – April 2nd, 2024, with the option to extend. The Town will notify the successful bidder by March 1st, 2024, if they wish to exercise this option. The exercising of this option will be at the Town of Gander's sole discretion.
3. Normal work will be approximately 300 hours per year, this may vary. This is an estimate only, results may vary.
4. Bidder must provide 24-hour service 365 days a year through a pager or other system that can provide direct access from Town employees.
5. Bidders are to provide a single rate cost per hour for electrical maintenance provided to the Town. Bidders must therefore factor in the fact that some service calls may be made after regular hours, on weekends or statutory holidays. The estimated amount of non-regular hours is 20 to 30 hours per year. This is an estimate only and may vary.
6. Please quote the price you will charge the Town on materials used in this contract. Price to be in the form of supplier's cost plus a fixed percentage, plus H.S.T. Supplier and Bidder must be able to produce invoices showing their cost of materials whenever requested by the Town.

The Town reserves the right to purchase its own materials.

7. Invoices are to be submitted upon the completion of work and must match purchase orders issued by Town personnel.

8. This Standing Offer will apply to all work on Town owned buildings and facilities with a total cost up to \$10,000.00 including labor and materials excluding H.S.T. Jobs above this amount will be done through invited quotation or Open call for Bid.
9. Work will consist of but not limited to preventative maintenance, upgrades, and additions to the following buildings:
  - a. Public Works Depot
  - b. Fire Hall & Fire Training Grounds
  - c. Ball field & Display lights around Town
  - d. Cobb's Pond Park & Building
  - e. Traffic Lights
  - f. Gander Lake & Domestic Pumphouses as well as the Water treatment plant.
  - g. Gander Bay Road & Beaverwood Treatment Plants
  - h. Sewage Lift Stations
  - i. Town Hall
  - j. Gander Library
  - k. Steele Community Centre
  - l. New Sewage Treatment Plant
10. All employees working under this standing offer must have the appropriate certificate as required by the Electrical Regulations. Electrician(s) must be experienced in safety procedures, maintenance, and repairs in industrial applications such as 250+ hp motors, soft start programming, VFD, emergency generator switching panels, flow control valves and traffic light controls.
11. Bidder will be required to maintain a "Maintenance Permit Log" as required by the "Electrical Inspection Division" for the Town's maintenance permit.
12. Billable hours must not include travel to and from the work site except when returning to your shop to pick up equipment or supplies.
13. The Town will accept a minimum charge of one-hour labour at regular time for any call-outs regardless of time worked.
14. Response time -  
Regular - Successful bidder will be expected to provide a qualified electrician on site as soon as possible following a request for service. However, should an electrician not be on site within 24 hours of notification, The Town of Gander will be free to contact alternate sources for doing the job.  
  
Emergency - If notified that an emergency situation exists (due to safety, gross inconvenience, etc.) then the Town is to be informed as to whether an electrician is immediately available. If one is not, then the Town will be free to immediately contact other sources.
15. Successful bidder will provide only one electrician on a Call-out unless a Town representative has explicitly approved of any additional staff.

- 16.** Bids are to be submitted on the following form which is to remain attached to these specifications.
  
- 17.** The bidder agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the bidder in preparing its tender for matters relating to an agreement or in respect of the competitive process, and the bidder waives any claim for loss of profits if no agreement is made with the bidder.
  
- 18.** The Town of Gander does not bind itself to accept the lowest or any Bid. The Town reserves the Right to select multiple bidders if it is deemed to be in the Town's best interest based on the Bidders knowledge and previous experience.
  
- 19.** The Town of Gander reserves the right to cancel this standing offer in writing providing a 30 day Notice.

**TOWN OF GANDER**



**STANDING OFFER SO23-01**

**ELECTRICAL MAINTENANCE 2023-2024**

The undersigned offers to provide to the Town of Gander, electrical maintenance services as per attached specifications at the following prices for the contract period:

1) Cost per hr. for all services

\$ \_\_\_\_\_ + \_\_\_\_\_ HST = \_\_\_\_\_ Total Cost per hour

2) Materials cost to be = Cost plus 10% markup and invoices are to be available if requested by By the Town.

3) Bidders must have a mobile aerial work platform or bucket of Appropriate height to service and repair traffic lights.

Cost per Hour \$ \_\_\_\_\_

HST \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Supplier/Vendor: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_ After Hours#: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please provide a list of Employees including their resumes for Commercial Electrical who have experience working with the units listed below and list their years of experience, previous work experience and reference name and contact. The Town will evaluate this information and if approved, those employees will be the only staff to work on these units. This evaluation will be subject to qualifications and will be reviewed and approved by the Director of Planning and Municipal Operations.

1. Lift Stations

Employee Name \_\_\_\_\_ Yrs. Exp \_\_\_\_\_ List

Previous Location(s): \_\_\_\_\_

Reference Name and Contact: \_\_\_\_\_

2. Medium Voltage Motors

Employee Name \_\_\_\_\_ Yrs Exp \_\_\_\_\_ List

Previous Location(s): \_\_\_\_\_

Reference Name and Contact: \_\_\_\_\_

3. Soft Starts

Employee Name \_\_\_\_\_ Yrs Exp \_\_\_\_\_ List

Previous Location(s): \_\_\_\_\_

Reference Name and Contact: \_\_\_\_\_

4. Variable Frequency Drives

Employee Name \_\_\_\_\_ Yrs Exp \_\_\_\_\_ List

Previous Location(s): \_\_\_\_\_

Reference Name and Contact: \_\_\_\_\_

5. Programmable Logic Controllers

Employee Name \_\_\_\_\_ Yrs Exp \_\_\_\_\_ List

Previous Location(s): \_\_\_\_\_

Reference Name and Contact: \_\_\_\_\_

6. 4 – 20mAmp Control Systems

Employee Name \_\_\_\_\_ Yrs Exp \_\_\_\_\_ List

Previous Location(s): \_\_\_\_\_

Reference Name and Contact: \_\_\_\_\_

7. International Municipal Signals Association Training and Certification.

Employee Name \_\_\_\_\_ Yrs Exp \_\_\_\_\_ List

Previous Location(s): \_\_\_\_\_

Reference Name and Contact: \_\_\_\_\_

8. Emergency Generators

Employee Name \_\_\_\_\_ Yrs. Exp \_\_\_\_\_ List  
Previous Location(s) \_\_\_\_\_  
Reference Name and Contact \_\_\_\_\_

9. Generator Switch Panels

Employee Name \_\_\_\_\_ Yrs. Exp \_\_\_\_\_ List  
Previous Location(s) \_\_\_\_\_  
Reference Name and Contact \_\_\_\_\_

Bids can be mailed, e-mailed (PDF Format) or hand delivered in a sealed envelope to the Procurement Officer up to closing March 3rd, 2023, 2:00:00 P.M Bids must clearly identify Standing Offer Number and Company Name on the outside of bid envelope All bids are to be addressed to the following:

**Tenders**  
**100 Elizabeth Drive**  
**Gander, NL**  
**A1V 1G7**  
**Phone: 709-651-5905**  
**E-mail Bids: [tenders@gandercanada.com](mailto:tenders@gandercanada.com)**

**E-mailed bids to any other e-mail address will not be considered.**