



## **Municipality of Digby**

### **TENDER Air Exchange System**

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## **TENDER CALL**

### **Air Exchange System**

The Municipality of Digby will be accepting tenders for an Air Exchange system to be installed at the Municipal Office located at 12548 Hwy 217 in Seabrook.

Tender forms and specifications may be picked up at the Municipality of Digby, 12548 Hwy. 217, Digby, during regular office hours, 8:00 am to 5:00 pm, Monday to Friday, or by contacting Tyler Pulley, Manager of Municipal Services, at [tpulley@digbymun.ca](mailto:tpulley@digbymun.ca) or 902-245-5331.

Tenders must be received by **12 Noon local time, Monday, August 23, 2022.** Tenders will be opened publicly.

All tenders must be submitted in a sealed envelope clearly marked “**Tender – Air Exchange System**”

The Municipality reserves the right to reject any or all tenders, not necessarily accept the lowest tender or any tender which it may consider not to be in its best interests. The Municipality of Digby also reserves the right to waive formality, informality, and technicality on any tender.

**TENDER  
AIR EXCHANGE SYSTEM**

**GENERAL INSTRUCTIONS**

1. All bids shall be submitted on the tender forms supplied with the document.
2. The Municipality of Digby considers that all suppliers act in good faith and intend to supply equipment and services of high quality.
3. The Municipality of Digby will not accept any equipment or material that is inferior to or substituted for factory supplied products.
4. This tender is not intended to exclude standard equipment or materials except where specified.
5. This tender is not intended to favour any particular equipment, manufacturer or contractor. Any names or figures the same or similar to any specific equipment, manufacturer or contractor is purely coincidental.
6. Recommendation of tenders will be based on the following:
  - a) The tender meets the needs of the Municipality of Digby without question.
  - b) The tender meets or exceeds the "Requirements".
  - c) The total price of the equipment.
  - d) All tender forms are complete in all respects.
  - e) Availability date of the equipment and installation.
7. The following items will not be accepted or considered:
  - a) Tenders arriving after the closing date and time.
  - b) Corrections or additions to any submitted tender unless initialled by the bidder.
8. Tenders are to be submitted in a sealed envelope marked “**Tender – Air Exchange System**” and be delivered no later than 12 Noon on August 23, 2022 to:

Tyler Pulley, Manager of Municipal Services  
Municipality of Digby  
12548 Hwy. 217  
PO Box 429  
Digby, N.S. B0V 1A0
9. For further information, please contact Tyler Pulley, Manager of Municipal Services, at [tpulley@digbymun.ca](mailto:tpulley@digbymun.ca) or 902-245-5331.

## **GENERAL REQUIREMENTS**

This tender is for an Air Exchange system to be installed at the Municipal Office located at 12548 Hwy 217.

**The Air Exchange system must service the entire office building and include individual vents for each office or room in the building.**

All articles shall be free from design deficiencies that may affect their operation or serviceability.

In all particulars not covered by this specification and/or tender documents production shall be in accordance with good commercial practice.

Materials not defined here shall be of the best commercial quality and suitable for the purpose intended.

The following specifications are prepared with the intention of providing a basis for securing competitive bids. Notwithstanding certain details of specifications, commodities or equipment of similar design and construction will receive consideration if, in the opinion of the using department, they are considered to be suitable for the intended application and generally conform to performance requirements. All bids on commodities or equipment not fully meeting the specifications shall be accompanied by a statement fully outlining any departures from the specifications and fully describing the commodities offered.

It is a condition of this tender that bidders submit description literature and specifications of the equipment quoted on.

## **INSURANCE**

The Contractor shall carry \$2,000,000 in liability insurance.

## **CONTRACTOR'S LIABILITY**

The Contractor agrees to indemnify and save the Municipality harmless against all losses, cost, expenses, and damages which may be incurred by or by reason of any action, causes of action or other proceeding which may be brought against the Municipality of the District of Digby in respect to this work.

## **RULES AND REGULATIONS**

The Contractor shall comply with all laws in force in the Province of Nova Scotia, with any regulations of the Occupational Health and Safety Act, Health Act, the Environment Act, all applicable safety standards, and with any new regulations or rules which may be introduced from time to time by law or by the Municipality in relation to the works performed under this contract.

## **WORKER'S COMPENSATION**

The Contractor shall be a registrant in good standing with the Worker's Compensation Board. No payment will be released without an up-to-date clearance letter from the WCB. It is the sole responsibility of the Contractor to provide this letter to the Municipality.

## **MANUFACTURER'S SPECIFICATIONS**

**Complete manufacturer's specifications and description shall be submitted with each bid. Insufficient descriptive information may be cause for rejection of bid.**

Parts book and shop service manual to be supplied on delivery of equipment. Shop manual to cover in detail all servicing instructions and repair instructions.

Warranty information is to accompany all submissions.

## **PAYMENT TERMS**

**The price quoted shall be the total cost, excluding HST, and shall include the furnishing of all management, supervision, personnel, materials, equipment, supplies, services, delivery, and installation.**

**THE LOWEST OR ANY TENDER MAY NOT NECESSARILY BE ACCEPTED.**

**THE TENDER MAY BE AWARDED IN WHOLE OR IN PART.**

**TENDER FORM**

To furnish, deliver, and install an Air Exchange System in accordance with the specifications listed in the tender documents.

The undersigned bidder has carefully examined the form of tender and the specifications listed within the tender documents to supply, deliver, and install an Air Exchange System and will accept in full payment, the following price, excluding HST:

TENDER \$ \_\_\_\_\_ DOLLARS

and \_\_\_\_\_ CENTS

(price must be written in words including dollars and cents.)

Tender \$ \_\_\_\_\_ FIGURES

EQUIPMENT INFO \_\_\_\_\_

DELIVERY DATE \_\_\_\_\_

(Number of calendar days in which INSTALLATION will be made after receipt of order)

Submitted by: \_\_\_\_\_  
Company Name

\_\_\_\_\_  
Mailing Address Postal Code

\_\_\_\_\_  
Phone number Fax Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name