



Request for Proposal

**Emergency Backup Generator
Blackfalds Community Centre
2026**

**Town of Blackfalds
Box 220
Blackfalds, AB T0M 0J0**

BLACKFALDS
ALBERTA

1.0 INTRODUCTION AND PURPOSE

This Request for Proposal (RFP) is an invitation by the Town of Blackfalds (hereinafter referred to as the "Town") to qualified prospective proponents to submit proposals for the Supply and Installation of a turnkey emergency backup generator that will be located at northwest corner of the Blackfalds Community Centre located at 4810 Womacks Road.

The emergency generator will provide power to the entire facility in the event of a power outage. Successful proponents will apply their experience and expertise to the completion of this project.

2.0 BACKGROUND

Blackfalds is one of Canada's youngest and fastest-growing communities, with a population of 11,415 (2024 census). The town is ideally situated in Central Alberta, midway between Alberta's two largest urban centers, Edmonton and Calgary.

In the event of an emergency, the Blackfalds Community Centre would be utilized as a reception Centre. Currently there is no backup power at this facility. The emergency generator will be required to power the full building load (e.g., HVAC systems, emergency lighting, communication systems).

Electrical metering data is available from Fortis. Historical data shows peaks of 35 kW; however, when accounting for rooftop unit startup loads, the estimated demand is 150 kW with a main distribution panel rated at 400A.

3.0 SCOPE OF WORK

Supply a turnkey emergency backup diesel generator at the Blackfalds Community Centre, located at 4810 Womacks Road.

If a Proponent has any questions about the contents of the tender package, tender process, arranging for a pre-bid site visit, or about any matters relating to clarification, errors or omissions of the tender package they are to direct these enquiries in writing to the Town of Blackfalds representative who is Ken Morrison, Director of Emergency Management and Protective Services at kmorrison@blackfalds.ca. The Town of Blackfalds representative will respond to all questions and any changes within the tender package resulting from enquiries will be made via an addendum, which will be posted to the Town of Blackfalds website: www.blackfalds.com and on Alberta Purchasing Connection website: www.purchasingconnection.ca.

- To act as Prime Contractor as per the Town of Blackfalds Policies and Alberta Occupational Health and Safety Act.
- Comply with all Municipal and Provincial permitting (Development, Building, Electrical).
- Meet CSA, National Building Codes Alberta 2023 Edition, National Fire Code Alberta 2023 Edition, NFPA standards.
- Scope of work to include, but not limited to, all labor, materials, tools, construction equipment, field coordination, crane / picker truck, technical data submittals, coordination, insurance.

- Verify the full building load calculation during design.
- As-built and O&M manuals to be a pdf and hard copy format, start-up/commissioning, training, etc.
- Minimum 200 kW, 120/208V, 3 phase standby diesel generator.
- Generator Enclosure: Is a weatherproof, sound-attenuated canopy.
- Sound Rating Maximum 70 decibels (dBA) at 7 meters.
- Fuel Supply minimum 24 hours of fuel at 100% load.
- Fuel Tank: Proponent must specify in their proposal whether the fuel tank will be a sub-base integral tank (part of the skid) or a remote, external day tank.
- Emissions must meet Canadian EPA or Environment and Climate Change Canada (ECCC) diesel emission standards equivalent to US EPA Tier 4.
- Must include a block heater, battery warmer, and fuel line heater for a reliable start at -30 degrees Celsius.
- 400A, 4 pole closed transition automatic transfer switch (ATS) with a bypass-isolation shall be service entrance rated and listed for the application. To be installed in the mechanical room.
- Contractor will be responsible for all costs and coordinating with Fortis Alberta for the service entrance modification. To ensure all costs regarding disconnection, rerouting, and reconnection are included in RFP.
- Proposals must include a detailed risk-mitigation plan for this utility work.
- Remote generator annunciator with ethernet capability. Contractor must run the ethernet to tie to the patch panel in the telecom room.
- Contractor to allow for connections of ATS to existing building electrical distribution. The standby generator will work as a backup unit for the whole building, ATS to be connected accordingly.
- Contractor to ensure, if required, at least 2x fire alarm supervisory modules to interconnect the generator to existing fire alarm system for generator run and trouble.
- Contractor to ensure, if required, electrical connections for battery charger and warmer as per manufacturer specifications.
- Contractor to include a concrete pad for the outdoor generator. Minimum of 150mm thick, 4000 psi concrete with #3 rebar on 300mm centers. With Chain Link fencing around the generator to be 2.4 meters high with a lockable gate.
- A grading plan that ensures flooding would not affect the generator's location. Grading, concrete form work and slump testing of the concrete.
- Site Testing and Commissioning will include full-load bank testing for a minimum of 2-hour continuous period under simulated utility failure. Provide certified test reports.
- Training must include hands-on operation and troubleshooting for Town and Fire Department staff.
- Warranty minimum 5-year parts and labor warranty on the generator and ATS.
- Optional 5-year full-service maintenance agreement quote.

4.0 PROPOSAL CONTENT, PROJECT DELIVERABLES AND EXPECTATIONS

The primary objective of this RFP is to seek a qualified company to act as Prime Contractor for the supply and installation of a full turnkey emergency backup diesel generator that will ensure this facility can have backup power in the event of a power loss.

Proposal Content

"The Proponent, as Prime Contractor, is responsible for conducting all necessary site investigations to inform their design and cost proposal, including but not limited to verifying subsurface conditions for the concrete pad footing and existing electrical infrastructure."

Proponents must:

- Include a detailed budget to complete the project, quoted in Canadian funds. Costs are to be itemized as appropriate.
- Cost breakdown table of items for Generator, ATS, Annunciator, Civil work (Pad, Fencing, Grading), Electrical & Integration, Permits, Training, and a multi-year full-service agreement quote.
- Include a clear description of the approach that will be used to achieve the project objectives and scope of work as noted in Section 3.0.
- Include a detailed project schedule, including milestone dates for the duration of the project.
- Include a detailed specification of the generator, automatic transfer switch, and any annunciator panels.
- Clearly list all items noted in this section separately for each phase of this project, as identified in Section 3.
- Provide a minimum of three (3) references for work completed in a similar scope and scale.

Proponents shall provide in their cost proposal: equipment, shipping, warranty, and a total upset price including GST, with a breakdown of the major items described in the Project Scope Section. Proponents are encouraged to include any other cost-related information they deem relevant.

Please include a description of the preferred schedule(s) and method of payment.

The Town's standard payment terms for this project are: 30% upon equipment delivery to site, 30% upon successful installation, 30% upon successful commissioning and load bank testing, with a 10% holdback retained until final submission and acceptance of all As-Built drawings and O&M Manuals.

Project Deliverables and Expectations

The successful proponent will be responsible for:

- To act as Prime Contractor as per the Town of Blackfalds Policies and Alberta Occupational Health and Safety Act.
- The Prime Contractor must submit a Site-Specific Safety Plan and hold weekly safety meetings.
- Comply with all Municipal and Provincial permitting (Development, Building, Electrical).
- Meet CSA, National Building Codes Alberta 2023 Edition, National Fire Code Alberta 2023 Edition, NFPA standards.
- Ensuring adequate health and safety protocols and procedures are in place and ensuring that Town health and safety processes are adhered to where required.
- Obtaining a Town of Blackfalds business license prior to starting the project.
- Providing a current insurance certificate indicating liability coverage with limits of not less than two million dollars (\$2,000,000) and naming the Town of Blackfalds as an additional insured.

- Providing a clearance letter from WCB indicating their account is current and in good standing.

5.0 TERMS OF REFERENCE

In responding to this RFP, and to be eligible for consideration, each proponent must submit a completed and signed proposal package that, among other things, acknowledges its acceptance of the RFP Terms of Reference and Governing Law as the laws of the Province of Alberta and the federal laws of Canada applicable therein, as contained hereunder:

- This RFP process is not intended to create a formal legally binding bidding process and shall not give rise to the legal rights or duties applied to a formal contract, or any other legal obligations arising out of any tendering process contract or collateral contract and instead, shall be governed by the common law applicable to direct commercial negotiations.
- Neither party shall have the right to make any claims (in contract, or otherwise) against the other with respect to the award of a contract, the failure to award a contract, or the failure to honor a proposal.
- The proponent will bear its own costs associated with, or incurred in, the preparation and presentation of its proposal package, including, if applicable, costs incurred for interviews, demonstrations, certificates or the like.
- No legal obligation regarding the procurement of any goods or service shall be created between the proponent and the Town until the Town accepts the proponent's offer in writing.
- The Town will not return the submission, or any accompanying documentation submitted by a proponent.
- The Town may elect not to consider a proponent whose proposal contains misrepresentations or any other inaccurate, misleading or incomplete information.
- The Town may prohibit a proponent from participating based on documented evidence of poor past performance under a prior contract with the town or conduct violating the Alberta Public Works Act.
- The submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information.
- The refusal of the proponent to honor its pricing or other commitments made in its proposal.
- Any other conduct, situation or circumstance, as solely determined by the Town, which constitutes a Conflict of Interest.

During the term of the contract, should the proponent be involved with a company merger or acquisition, the Town will have the option to either retain the new company or proceed with the tender process by giving 60 days' notice to the proponent.

Period of commitment:

Proposals shall be final and binding for 90 days from this RFP's closing date and time and may not be altered by subsequent offerings, discussions, or commitments unless the proponent is requested to do so by the evaluation team.

Proposal rejection:

The evaluation team may reject any or all proposals or cancel this RFP process at any time.

The parties acknowledge that these terms:

- They are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision).
- They are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations.
- Are to be governed by, and interpreted and construed in accordance with, the laws of the province of Alberta and the federal laws of Canada applicable therein.

6.0 PROJECT SCHEDULE

RFP Release Date: March 13, 2026. 4:00 P.M. Mountain Standard Time (MST).

Question Submission Date: March 27, 2026. 4:00 P.M. MST.

Question Answer Date: April 3, 2026. 4:00 P.M. MST.

RFP Close Date: April 24, 2026. 4:00 P.M. MST.

Project Award Date: May 29, 2026. 4:00 P.M. MST.

Proposals will be privately opened at 9:00 A.M. MST, on April 28, 2026, at the address indicated in Section 7.0.

7.0 PROPOSAL SUBMISSION

Two (2) hard copies of the proponent's proposal must be received in a sealed package, clearly marked "**Town of Blackfalds – Emergency Backup Generator**" to the following:

Town of Blackfalds
Box 220, 5018 Waghorn Street
Blackfalds, Alberta T0M 0J0
Attention: Ken Morrison
Director of Emergency Management and Protective Services

Envelope shall be clearly labeled as follows:

Tender Bid Package:

“Town of Blackfalds- Emergency Backup Generator”

Submission Deadline:

April 24, 2026, at 4:00 p.m., MST. Any proposal received after the date and time listed will be returned and will not be considered.

Faxed or electronic proposal packages will not be accepted.

The lowest of any proposal may not necessarily be accepted.

All inquiries pertaining to this RFP can be directed in writing to:

Ken Morrison, Director of Emergency Services and Protective Services at kmorrison@blackfalds.ca by 4:00 p.m. MST, on March 27, 2026.

Answers to all questions received will be combined and posted in one document by 4:00 P.M. MST, April 3, 2026, on the town website.

Access and Privacy:

All submitted proposals become property of the Town of Blackfalds, and as such, are subject to the provisions of the Access to Information Act. Respondents who wish to ensure specific parts of their proposal are protected from disclosure under the Act should specifically identify any information or records provided with their proposal that constitute trade secrets, and that are supplied in confidence, and the release of which could significantly harm their competitive position. Information that does not meet all three foregoing categories may be subject to disclosure to Third parties. Please refer to The Access to Information Act, for further information.

8.0 EVALUATION

The evaluation process will involve both qualitative and quantitative elements. All proposals presented will be evaluated in the context of the overall value they provide to the Town. While cost is a significant part of the evaluation criteria, it will not be the sole determinant. A team of administrative personnel will review the proposals.

When evaluating proposals, the Town may request further information from the proponents or third parties to verify, clarify or supplement the information provided in the proponent’s submission, and the Town may revisit and re-evaluate the proponent’s submission or ranking based on any such information.

The criteria for which proposals will be evaluated are listed below. The sum of all scores will be the total score.

Criteria	Points
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<p>Proposal Format in Accordance with the RFP:</p> <ul style="list-style-type: none"> ➤ Proposal is complete, including all documents and all requested components listed within the RFP. ➤ Information provided should be clear, concise, and easy to understand. ➤ Proposal is signed and acknowledges the Terms of Reference listed in Section 5.0 of this RFP. 	10
<p>Proposed Work Plan:</p> <ul style="list-style-type: none"> ➤ Clear explanation of reasonable timelines ➤ Project approach and any consultation strategies are clearly described or outlined ➤ Key elements requested within the RFP are included and clearly described. ➤ Clear cost breakdown table. 	30
<p>Demonstrated Knowledge and Experience:</p> <ul style="list-style-type: none"> ➤ Section 4 should be clearly described. ➤ Proposal should clearly show proven experience with an exceptional understanding of the scope and deliverables. ➤ Knowledge and experience are relevant to and have a high degree of similarity to this project. 	25
<p>References:</p> <ul style="list-style-type: none"> ➤ References are relevant to this project and have strong credentials. ➤ A correct number of references are provided. 	10
<p>Financial Considerations:</p> <ul style="list-style-type: none"> ➤ Pricing is quoted in Canadian dollars ➤ Pricing is clear and concise for the project ➤ Pricing is comprehensive to include all potential costs associated with the project ➤ Proposals should remain valid for 90 days from the proposal closing date to allow time for the Town to evaluate and negotiate with the selected proponent. 	25
Total	100

9.0 AWARD OF PROPOSAL

The Town reserves the right to reject any or all proposals or to accept the proposal deemed most favorable to the Municipality. A principal of the responding company must sign all proposals.

Although the intended outcome is to enter into an agreement with a selected proponent, the solicitation of proposals does not in any way commit the Town to accept any proposal or

enter into a formal agreement with any organization.

The Town reserves the right to waive formalities, reject any or all proposals, or accept the proposal in part or in whole deemed most favorable to the Town. The lowest rate/fee of any proposal may not necessarily be accepted.

The Town reserves the right to negotiate with any or all proponents including those proponents that have submitted a proposal that does not fully comply, either in material or non-material ways, with the RFP requirements.

Following the evaluation of proposals, the Town will consider entering into an agreement with a proponent that has been determined to have the ability to best meet the needs and expectations of the town, and who offers the best overall content and value.