



Town of Stratford

Upper & Lower MacNeill Ball fields

BALL FIELD LIGHTING UPGRADE AND ADDITION ELECTRICAL TENDER

Prepared for:

Town of Stratford
234 Shakespeare Drive
Stratford, PE
C1B2V8

Prepared by:

Richardson Associates (1993) Limited
Consulting Engineers
P. O. Box 1057, 565 North River Road, Suite 1
Charlottetown, PE
C1A 7M4

Date: October, 2017

1. Introduction

The town of Stratford is replacing the existing ball field lighting system on the upper "Softball" field and adding new ball field lighting to the Lower "Baseball" field. The Scope of Work in this Tender involves removal of the existing metal halide lighting system on the existing Upper "Softball" field and the supply and installation of a new metal halide lighting system on the existing wooden poles. The scope of work also includes the supply and installation of a new metal halide lighting system on the Lower "Baseball" field. The work includes the supply and installation of the necessary lighting fixtures and poles, the necessary electrical underground infrastructure as well as the supply and installation of the electrical service for the new lower field lighting system, installation commissioning, aiming, lighting levels measurements and verification by factory certified representative as well as training on the operation and care of the system to the Towns maintenance and recreational staff for both fields.

1.1 Work Included – Upper Field

1. Removal of existing metal halide luminaires, ballast boxes and mounting brackets.
2. Supply and installation of new metal halide luminaires and mounting brackets on the existing wooded poles as described and noted on the tender drawings.
3. Any necessary trenching, backfilling and conduit installation.
4. Modifications to the existing electrical service and replacement of the plywood backboard as described and noted on the drawings.
5. Aiming, validation and verification of specified lighting criteria being satisfied by a factory certified representative.
6. Training on the operation of the system for Town of Stratford staff by factory certified representative.

1.2 Work Included – Lower Field

1. Supply and installation of new electrical service from Maritime Electric for the lower field.
 2. All secondary trenching, backfilling and conduit installation from the location of the new riser pole to the location of the new electrical service panel as noted and described on the tender drawings.
 3. Supply and installation of new 120/208 volt 3 phase 4 wire electrical service as described and noted on the tender drawings.
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4. Supply and installation of new service equipment backboard and support system
 5. Supply and installation of new 6 pole ball field lighting system as described and noted on the tender drawings.
 6. Supply and installation of all underground trenching, cables, conductors and conduit from the new electrical service to the new lighting poles.
 7. Aiming, validation and verification of specified lighting criteria being satisfied by a factory certified representative.
 8. Training on the operation of the system for Town of Stratford staff by factory certified representative.
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INSTRUCTIONS TO BIDDERS

1. Tenders will be received at the municipal offices of the Town of Stratford,

Town of Stratford
234 Shakespeare Drive, Stratford, PEI
C1B 2V8

Attention: Ms. Joanne Weir, Director of Recreation, Culture and Events

Up until 2:00 p.m. local time on Thursday, October 19th, 2017 for:

**Town of Stratford
Upper & Lower MacNeill Fields –
Ball Field Lighting Upgrade & Addition**

Lower Georgetown Road
Stratford, Prince Edward Island

ELECTRICAL - TENDER

2. Tender Form

1. Tenders will be submitted on the Tender Form provided. All parts of the Tender Form must be properly completed.

3. Form of Agreement

1. The Form of Agreement will be a Purchase Order issued by the owner, Town of Stratford.

4. Submission of Tenders

1. Tenders shall be dropped off at the offices of the Town of Stratford, at the address mentioned above, on or before the time and date stated above.
2. This is a closed tender opening.

5. Modification of Tenders

1. Tenders may be modified in writing by EMAIL or FAX or email provided the
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modification is received prior to the tender closing time. Ms. Weirs email address is JWeir@townofstratford.ca

6. Permits, Taxes and Regulations

1. All permits and fees required for the proper completion and inspection of the work herein specified will be paid for by this Contractor.
2. The Bid Price is to include all applicable taxes and charges **but shall exclude HST.**
3. In the absence of any provisions contained herein, the applicable Provincial Codes, or the latest edition of the Canadian Electrical Code, the National Building Code of Canada and the local authority having jurisdiction will govern.

7. Addenda

1. Addenda may be issued during the Tender period. All addenda become part of the Contract Documents. Include costs as applicable in the Tender price.
2. Bidders shall acknowledge the receipt of addenda in the tender form.

8. Inquiries

1. Direct all questions to the Consultant:

Richardson Associates (1993) Limited,
Suite 1, 565 North River Road
Charlottetown, PE
C1E 1J7

Telephone: (902) 566-4044
Fax: (902) 566-4989
Email: bsear@ral93.com

2. Answers will be confirmed in writing.

9. Duration of Offer

1. Tenders shall remain open for acceptance and shall be irrevocable for a period of thirty (60) days after the Tender date.

10. Acceptance of Offer

1. The Owner reserves the right to accept or reject any or all Tenders.
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2. The Owner will consider factors other than price, such as schedule, experience, local/regional content, etc., in the evaluation of the Tenders.
3. The lowest or any Tender not necessarily accepted.

11. Schedule

1. The Contractor shall execute the installation of the new ball filed lighting systems and electrical site services as shown on the tender drawings. The supply and installation of the new overhead 3 phase service for the new lower filed is the responsibility of this contractor as well and this contractor shall contact, make arrangements and coordinate with Maritime Electrical for this work. All work shall be scheduled with the Owner and the Consultant, Mr. Bob Sear. Mr. Sear's telephone number is 902-566-4044.
2. Time is of the essence, bidders shall indicate on their Bid documents the date on which the lighting system can be supplied and installed as well as indicate the anticipated completion date for the project.
3. As mentioned time is of the essence and as such the earliest delivery date will have an impact on the Owners decision of the successful bidder.

12. GENERAL CONTRACT TENDER PACKAGE

The following constitutes a complete Tender package. **ALL THESE ITEMS** must be included in the General Contract submission to enable the Owner to declare the submission as being complete and valid.

- 1.) **TENDER FORM AS PROVIDED** - Completed and signed
- 2.) **BID BOND or CERTIFIED CHEQUE** - Included with Tender Form
(IN THE AMOUNT OF 10% OF THE BID VALUE)

13. TENDER SUBMISSIONS

In the tender form below there are three (3) separate price quotations being requested, these are:

1. Upper Field lighting
2. Lower Field
3. Upper and Lower field

In review of the quotation the Town may elect to undertake the work associated with the Upper Field, Lower field or both fields. Contractors shall prepare their quotation accordingly.

Town of Stratford.
234 Shakespeare Drive
Stratford, PE

Electrical Tender

October, 2017

<h1>GENERAL CONTRACT TENDER</h1>

SUMMITTED BY: _____

DATE: _____

**FOR: Town of Stratford
Upper & Lower MacNeill Fields –
Ball Field Lighting Upgrade & Addition**

ELECTRICAL - TENDER

TO: Town of Stratford
234 Shakespeare Drive, Stratford, PEI
C1B 2V8

Attention: Ms. Joanne Weir, Director of Recreation, Culture and Events

Having examined the specifications for this project, as well as any addenda issued, as prepared by Richardson Associates (1993) Limited; WE HEREBY OFFER to furnish all materials, plant and labour necessary for the full and proper completion of:

**Town of Stratford
Upper & Lower MacNeill Fields –
Ball Field Lighting Upgrade & Addition**

ELECTRICAL - TENDER

Including all prime cost allowances and Government sales or other taxes in force at this date, but not including any additional or deductible allowances or taxes which may be applicable subsequent to this date, and which shall be payable by or to the Owner, in accordance with the above mentioned documents, for the sum of:

Town of Stratford.
234 Shakespeare Drive
Stratford, PE

Electrical Tender

October, 2017

PRICE #1 - UPPER FIELD

_____dollars (\$_____)

in lawful money of Canada. (**HST is NOT** included in the Tender Price)

In submitting this Tender, we recognize the necessity to complete the information requested by any appendices, as well as the right of the Owner to accept any Tender at the price submitted on the condition that revised Tenders will not be called for if minor changes are made.

PRICE #2 - LOWER FIELD

_____dollars (\$_____)

in lawful money of Canada. (**HST is NOT** included in the Tender Price)

In submitting this Tender, we recognize the necessity to complete the information requested by any appendices, as well as the right of the Owner to accept any Tender at the price submitted on the condition that revised Tenders will not be called for if minor changes are made.

PRICE #3 - UPPER & LOWER FIELDS

_____dollars (\$_____)

in lawful money of Canada. (**HST is NOT** included in the Tender Price)

In submitting this Tender, we recognize the necessity to complete the information requested by any appendices, as well as the right of the Owner to accept any Tender at the price submitted on the condition that revised Tenders will not be called for if minor changes are made.

Town of Stratford.
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Electrical Tender

October, 2017

This Tender includes the following Addenda:

1. _____
2. _____
3. _____

If we are notified of the acceptance of this Tender, we will:

- 1 Enter into a formal contract agreement with the Owners.
- 2 Furnish a general analysis of the contract sum, the total aggregating the amount of our Tender.
- 3 Furnish a project schedule indicating the project completion date.

COMPANY

PER
