

**CITY OF CRANBROOK**

**REQUEST FOR QUOTATION  
GENERATOR ANNUAL AND SEMI-ANNUAL INSPECTIONS  
REQUEST NO.: CRA2025-Q-005**

**ADDENDUM #1**

Date: September 2, 2025

This Addendum is issued to clarify questions that have arisen from emails of potential bidders.

**Questions**

Q1. Will there be an opportunity for site visits?

- A. **Yes, you can schedule a visit by emailing [jason.perrault@cranbrook.ca](mailto:jason.perrault@cranbrook.ca).  
These are not mandatory site visits and last day of visits will be September 11, 2025**

Q2. Do the transfer switches have bypasses, or assumed to have?

- A. **The following Facilities do have bypasses,**  
a. **Western Financial Place**  
b. **Fire Hall**  
c. **Lift Stations #1-3 (assumed)**

**The following facilities do not have bypasses,**

- a. **RCMP facility**  
b. **Chlorine Disinfection facility**  
c. **Mobile Generator (assumed)**  
d. **Public Works facility (assumed)**

Q3. Is the City open to discussing certain terms and conditions?

- A. **To be open and transparent for a fair process, not currently.**

Q4. Will any services be starting this year, or is this contract to begin next year?

- A. **Services are to begin in January for annual inspections and June for semi-annual inspections for the term of the contract.**

Q5. Are there any hour restrictions, can the services (load testing) be performed during regular business hours? What are the business hours?

- A. **Yes, load tests are to be scheduled Monday through Friday between 8:00am and 4:00pm, unless adjustments are needed operational requirements.**

Q6. Please confirm you want annuals and semi's quoted on all generators. Or just the Fire Hall, RCMP and Western Financial generators?

**A. Annual and semi-annual inspections are requested on all generators.**

Q7. Please confirm you want the oil & coolant analysis on every annual and semi-PM event. Or just during the annual PM?

**A. Oil and coolant analysis is required only on the annual PM.**

Q8. Would it be possible to have more detail on the "additional available services"?

**A. This can be discussed with the successful proponent at the discretion of the City of Cranbrook.**

Q9. Regarding the pricing tables, what is meant by "additional services"?

**A. This would be the cost for your technician to come onsite to perform any works that are outside of the annual and semi-annual inspections.**

Q10. Can you also please explain what you mean by 'training'?

**A. This would be discussed with the successful proponent, if there was a need for additional training required for any City of Cranbrook personnel, that the proponent could provide.**

Q11. In total cost of agreement table, are we to include 1-year of services or all 3-years together?

**A. The City is looking for the total cost of the agreement based on a 3-year term.**

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**

Jason Perrault  
Deputy Director, Public Works  
City of Cranbrook.