



Bid Package:

Request for Quotes on Central Office Fire Alarm Upgrade



Request for Quotes for

Central Office Fire Alarm Upgrade

Northland School Division No.61

Closing: December 20, 2019

Time: 2:00 pm

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Request for Quotes for Central Office Alarm Upgrade

1 Scope of Work

The removal of the old fire alarm panel. This includes the removal of all existing detection devices, signaling devices interior and exterior, and end of line resistors. All removed items will be returned to the owner's representative.

The Contractors responsibilities will include, but not be limited to:

- Supply and install a new, non-addressable, fire alarm panel with sufficient zones to allow for a minimum of three (3) extra zones for future expansion.
- Supply and install all new detection devices, bell/strobe signaling devices with mounting trim if required and end of line resistors to replace the pre-existing devices and any additions as required by code.
- Contractor will install three (3) additional bell/strobes and two (2) additional heat detectors.
- Relocate the main panel to the front entry area or supply and install a remote annunciator whichever is the most cost effective.
- Contractor may use existing wiring.
- Monitoring must meet ULC CAN/ULC -5561-03 Standards.
- Contact the monitoring agency to meet their requirements for the disconnection and reconnection of their system to the fire panel.
- Disconnect and reinstall all pre-existing ancillary connections, including but not limited to HVAC control and door closures with upgrades if required by code.

2 Process and Schedule

The award of the Fire Alarm Upgrade will be done using the following process and approximate time frames.

Steps

2.1 Submission Closing

December 20, 2019

On the proposal closing date and during the period as set out in the RFQ document, proponents will submit their Quotes in accordance with the instructions contained in Section 3 of this document. Only submissions that address all stated requirements will be considered.

2.2 Evaluation and Ranking of Submissions

January 10, 2020

Submissions will be evaluated and ranked based on the criteria described in this document. The selection will be based on the evaluated written submissions and the price quoted.

2.3 Approval of Successful Proponent

January 24, 2020

The Board will make its final decision on the firm at their regular board meeting after submissions are evaluation. Announcement to be made no later than January 28, 2020. Northland School Division No.61 reserves the right not to accept the lowest or any tender.

2.4 Agreement

TBD

The successful proponent will enter into an Agreement with Northland School Division No.61.

3 Requirements for Submission

Contractors wanting to submit a proposal shall, at their own expense, prepare and submit to NSD a submission, which shall include, but not be limited to, the following:

3.1 Qualification Form (mandatory requirement)

Complete the Qualification Form attached to the Request for Quotes package and sign in the space provided. In the case of a sole proprietorship, the sole proprietor shall sign the form and have his/her signature witnessed. In the case of a limited company the form shall be signed by an authorized signing officer and sealed with the corporate seal. In the case of partnership, all partners shall sign and have the signatures witnessed.

3.2 Insurance

During the term of this Agreement, the Company and each and every sub-contractor is required to maintain in full force and effect and at its own expense, appropriate insurance.

3.3 Firm's Profile

Provide information regarding the firm, including the nature of its business. Please include regular hourly labor rate should there be additional work required not envisioned at the time of bidding and not included in the scope of work.

3.4 Experience

Describe the extent of your firm's related experience and list of clients with specific references and names of contact person(s) for whom your firm has performed similar work in terms of size and cost in the last five (5) years.

3.5 Management Plan

The contractor must notify the owner's representative so arrangements for access and a schedule can be made. The contractor will endeavor to minimize the amount of time the building is left without an operating fire alarm system. All Cleanup will be done in keeping

with building codes and industry standards, and will be the responsibility of the contractor. It is also possible additional similar work will be added to this contract upon mutual agreement between the firm and the owner's representative.

3.6 Quality Assurance

A photo log will be kept of the progress of the job, including before and after pictures submitted with final invoice but available for representatives viewing at any time during the contract. Pictures taken must be of sufficient quality and quantity to illustrate the various major steps in the contract and demonstrate the work was performed as required.

3.7 Legislative Requirements

Potential bidders will be aware and compliant with all applicable building codes, rules and regulations regarding safety, protection of the environment and be in good standing with the Workers Compensation requirements.

4 Evaluation & Ranking

Submissions received by NLS D 61 will be evaluated and ranked based on the evaluation criteria shown in Section A of this document.

Submissions will be disqualified if not submitted in accordance with the requirements described herein.

NSD may request additional information or clarification of any firm regarding its submission.

6 General Provisions

6.1 Submission Instructions

Submissions must be completed exactly as required. Quotes will be accepted via email, courier or mail. The completed submission packages must be received at the following address before the closing date and time:

Northland School Division
P.O. Bag 1400
9809-77 Avenue
Peace River, Alberta T8S 1V2
Attention: Trudy Rasmuson, Secretary-Treasurer
Tenders@nsd61.ca

To be considered, submissions must be received at the above address by 2:00 pm, local time on Friday, December 20, 2019. No submissions will be accepted after 2:00 pm.

6.2 Designated NSD Representative

Interested firms are requested to read and study all parts of this RFQ package to completely familiarize themselves with the document, the qualification process and the requirements of the Services. A Site Visit is available by appointment only. Please contact Tina Schierman @ 780-624-2060 Extension 6140.

Any questions or concerns should be directed to the following person(s):

Kent Rein

780-618-8727

6.3 Conflict of Interest

Please be advised that your firm and its partners, directors, officers, employees, agents and volunteers shall not provide any services to NSD or any agent or any person, group or organization funded in whole or in part by NSD, where the provision of such services, actually or potentially, creates a conflict of interest with the provision of Services pursuant to the Agreement. Your firm shall disclose to NSD immediately, in your submission, any actual or potential situation that may be reasonably interpreted as either a conflict of interest or potential conflict of interest.

6.4 Freedom of Information

Please be advised that any information or documents provided by your firm to NSD become the property of NSD and may be released pursuant to the provisions of current privacy legislation.

7 Appendices

7.1 Evaluation Criteria

*** Mandatory Criteria:**

1. Submit completed Qualification Form and Bid Form
2. Firm in good standing with the Workers Compensation Board

*** Weighted Criteria:**

1. Firm's Profile
2. Experience
3. Management Plan
4. Financial
5. Quality Assurance
6. Legislative Requirements

** Refer to Section 3 of the Request for Quotes document for a description of each criteria*

Qualification Form

Northland School Division No. 61
P.O. Bag 1400 9809-77th Avenue
Peace River, Alberta T8S 1V2

Name/Firm: _____

Street Address: _____

City or Town: _____

Province Postal Code: _____

Telephone/Fax: _____

Northland School Division No. 61:

I/We herein submit our completed tender package, in accordance with your Quotes for the above noted Bid.

I/We hereby acknowledge that I/we have full knowledge understanding of all existing conditions, legislation and all local requirements that may apply to the Bid(s).

I/We have enclosed the following documentation, in accordance with the requirements prescribed herein, to satisfy the mandatory criteria:

I/We declare the I/we am/are not currently disqualified from tendering for this bid(s).

I/We have attached additional information and documentation as part of my/our tender submission.

I/We understand that any omission of failure to answer any question or address any requirement included in the Tender may result in my/our firm being disqualified from tendering.

I/We understand that the Request for Quotes does not constitute any offer of work by the

Northland School Division No. 61 to any firm, nor is any contractual relationship stipulated or implied.

I/We hereby declare that information provided herein is true and correct to the best of my/our knowledge.

Name/Firm

Address of Firm

Witness

Signature of Official(s)

Witness

Signature of Official(s)

Date: _____