



Nottawasaga Valley Conservation Authority

REQUESTS FOR QUOTE (RFQ) 01/2025 FOR UPGRADE OF TIFFIN CENTRE LIFE AND FIRE SYSTEMS– SPRING 2025

Quotes will be received by the undersigned on behalf of the Nottawasaga Valley Conservation Authority (NVCA) as follows:

Email to mbacon@nvca.on.ca with the subject line "Confidential – RFQ 01/2025 Upgrade of Tiffin Centre Fire and Life Systems".

OR

One (1) hard copy may be submitted, in a sealed envelope clearly marked "Confidential – RFQ 01/2025 Upgrade of Tiffin Centre Fire and Life Systems".

The completed quotations will be received until 12:00p.m. local eastern standard time on February 17, 2025, by:

Mike Bacon
mbacon@nvca.on.ca
Manager, Lands & Operations
Nottawasaga Valley Conservation Authority
John Hix Conservation Administration Centre
8195 8th Line, Utopia, Ontario
LOM 1TO

Quotes via fax cannot be accepted.

This time and date will be deemed to be the closing of the quote. Late quotes will not be considered.

Please note that the lowest quote will not necessarily be successful or accepted. NVCA reserves the right to accept any quote or to reject any or all quotes.

The selection will take place by March 31st, 2025 with the successful bidder being notified after this time. All aspects of the projects must be completed by May 1st, 2025.

For more information or for a copy of this document in an alternative format, please contact NVCA at 705-424-1479 or admin@nvca.on.ca.

GENERAL INDEX

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Section A - Instructions

1. FORM OF THE QUOTE

All quotes must be complete and broken down into the different sections laid out in Section C: Scope of Contract. All quotes must be signed by the bidder with their business address.

Bidders will the following forms complete in all respects:

- Proof of Liability Insurance.
- Proof of WSIB coverage.
- Complete Quote.
- References.
- Proof of Ability.

2. PRICING

All prices submitted shall remain firm until the completion of the contract. Recognizing unforeseen circumstances, any deviation from the agreed upon quote must be pre-approved in writing by both parties.

3. QUOTE ADJUSTMENT

3.1 Adjustment by e-mail or letter to a quote already submitted will not be considered. A bidder desiring to make adjustment to a quote submitted must withdraw the quote and submit another quote before the closing date and time, clearly noting that the quote is 'an amended quote', and showing an amended submission date. A quote may be withdrawn at any time prior to the time of closing.

3.2 Should there be any error in extensions, additions or computations, the unit price shown will govern.

3.3 The quote must be signed, with the signature of the bidder or an authorized signing authority for the organization bidding.

3.4 The quotes must be clearly legible and complete.

4. INSURANCE

The contractor shall maintain liability insurance in the amount of not less than five million dollars (\$5,000,000.00) per occurrence. NVCA shall be named as an additional insured. Prior to signing of the contract the contractor shall submit proof of insurance to NVCA. The contractor will also be required to sign a Hold Harmless agreement and provide a Certificate of Insurance.

5. LIABILITY

The Contractor shall be responsible for all injuries to persons and for damage to property caused by their operations and their employees engaged in connection with the work. The Contractor shall indemnify and save harmless NVCA from all suits and actions for damages and costs to which NVCA may be put by reason of injury or death to persons and damage to property of NVCA and others resulting in the performance of the services required.

6. WORKPLACE SAFETY & INSURANCE BOARD

The successful bidder will be required to supply, before commencement of the contract, a certificate from the Workplace Safety and Insurance Board (WSIB) indicating that the bidder is in good standing with the Board before commencement of Contract and upon request will make available proof that all premiums payable are up to date.

7. CERTIFICATION/TRAINING

The successful bidder will be required to satisfy NVCA that all workers have appropriate training/certifications required to complete the works described in the quote.

8. PROOF OF ABILITY

The bidders will be competent and capable of performing the scope of work specified and will provide with the quote the following information:

- Number of persons to be employed with this tender.
- A brief description of how the contract would be carried out.
- Three references. NVCA reserves the right to fully investigate the qualifications of any bidder.
- Any additional pertinent information may be supplied at the bidder's option.

It is not the intent of the NVCA to award this contract to anyone who does not furnish satisfactory evidence of sufficient experience in this class of work.

9. RIGHT TO ACCEPT OR REJECT

9.1 No claims will be allowed after the submission of a quote or award of a contract on the basis that there was a misunderstanding of the terms and conditions or specifications or for any other reason.

9.2 NVCA reserves the right to accept or reject any or all quotes and the lowest or any quote will not necessarily be accepted.

10. QUERIES REGARDING RFQ

Any queries regarding the work and services required under this project should be directed to the Manager, Lands & Operations at 705-333-0288. E-mail inquiries will be accepted at mbacon@nvca.on.ca; however, NVCA will not be responsible for any e-mail enquiries not responded to. Opportunities to visit the site can be scheduled by phone or email. No drop-ins will be accepted.

Section B - General Conditions

1. The project **must** be completed by May 1st, 2025. An extension in the completion time may be permitted and must be pre-approved in writing by both parties.
2. All equipment and supplies must be provided by the contractor. All workers will follow all required safety regulations and best practices for the tasks undertaken during this project.

Section C - Scope of Contract

- 1- Installation of 8 heat detectors in the basement of the Education building:
 - Adding to the heat detector already installed in basement.
 - Connecting to Notifier panel already installed in basement.
 - Includes all costs related to all required permitting.
 - Includes materials and installation costs.
- 2- Upgrade monitoring panels in 3 buildings.
 - Replacing current 2G/3G with up-to-date panels that are compatible with a remote monitoring system.
- 3- Upgrade all security cameras and monitoring systems. Providing access to both remote monitoring and on-site monitoring station. Camera locations include:
 - Administration Building (4 cameras and monitoring station)
 - Education Building (1 camera)
 - Shop (2 cameras)
- 4- Provide pricing for: annual inspection (up to a 5-year term) of all Life and Fire system components including but not limited to:
 - Fire alarm system
 - Security system
 - Monitoring Panels
 - Emergency Lighting
 - Fire Extinguishers
- 5- Update to Tiffin Centre for Conservation's Fire Safety Plan, compliant with Ontario Fire Code, Division B, Section 2.8. Current Fire Safety Plan will be provided to bidders upon request to assist with quoting.

Note: Previous annual inspections may be provided to bidders upon request to assist with quoting.

All quotes must be complete and broken down into the 5 sections above.

Section D - References

Provide three references to be verified for this contract.

Reference One

Individual/Company Name: _____

Contact Person: _____

Phone Number: _____

Reference Two

Individual/Company Name: _____

Contact Person: _____

Phone Number: _____

Reference Three

Individual/Company Name: _____

Contact Person: _____

Phone Number: _____

Schedule 2 – Quote Form Submission Check-List

The bidder is to submit the following:

- Proof of Insurance
- Section A
- Proof of WSIB Coverage
- Section A
- Brief description of how the contract is to be carried out
- Section A
- References
- Section D
- Complete Quote