



Municipality of North Grenville

Request for Quotation

**PRC 25-07 - NGMC Life Safety Systems Preventative Maintenance
Three-year Term**

Vendor: _____

Address: _____

Telephone: _____ Email: _____

Attn: _____

Return Tender to: prctenders@northgrenville.on.ca

Tender Opening at: North Grenville Municipal Centre, 285 County Rd. #44, Kemptville, ON

Buyers Name: Joe Petschenig for the Municipality of North Grenville

FOB: N/A

Date Issued: January 21, 2025

Payment Terms: 30 days

Freight Terms: N/A

Tender/Quote via: Emailed PDF

Closing Date/Time: February 18, 2025 at 11:00 a.m.

Quote Effective Date: 60 Days

Description:

The Municipality of North Grenville is seeking proposals from qualified vendors to provide professional services for annual/semi-annual inspection and 24-hour emergency repair of the North Grenville Municipal Centre fire alarm, fire pump, emergency lighting, and sprinkler systems.

Delivery Date: _____ Warranty: _____

Unit Price: Annual Inspection _____ Semi Annual _____

Sub-Total: _____ Delivery Charge: _____

HST: _____ Grand Total Cost per Year: _____

A site meeting will take place on January 28, 2025 at 11:00 a.m. at North Grenville Municipal Centre, 285 County Road 44, Kemptville, ON. Those wishing to attend can email prctenders@northgrenville.on.ca.

All questions must be submitted to prctenders@northgrenville.on.ca by noon on January 30, 2025. All answers will be shared via addenda by end of day January 31, 2025.

Tender submissions will be sent to Joe Petschenig via emailed pdf to prctenders@northgrenville.on.ca by **February 18, 2025 at 11:00 a.m.**

All work must meet all Federal, Provincial and Municipal legislation. A list of all subcontractors must be submitted by the successful proponent prior to work starting. The successful proponent must provide minimum \$2 million commercial general liability insurance, WSIB certification, WHMIS and working at heights.

Lowest or any tender not necessarily accepted. Tender may be awarded in whole or in part.

All or Part to be Subcontracted: Yes No

I have read and agree to comply with the terms and conditions of this Tender/Quotation:

(PRINT) Name of Company Representative

Phone #

Signature and Title of Authorized Company Official

Date

SCOPE OF WORK

All test and/or repairs listed to be performed during normal business hours unless otherwise stated.

General Notes:

- a) Quantities shown are based on information available and are not guaranteed unless so stated.
- b) The Municipality of North Grenville (MNG) is responsible for disposal of unwarranted batteries removed from inspections in accordance with local regulations.
- c) One (1) complete inspection per year in in June accordance with manufacturer's specifications, the "Authority Having Jurisdiction" and all applicable local and/or provincial codes pertaining to inspections of Life Safety Systems/Equipment, complete with a written report and inspection certificate of Fire Pump and Fire alarm system.
- d) Any changes requested by MNG or unforeseen electrical modifications required will be time and material over and above the quotation. Costs for the procurement of any required permits are not included in the quoted price.
- e) Lift equipment, if required, to be supplied by MNG.
- f) Technicians require unencumbered access to complete work in the allotted time. Additional hours due to restricted access will be chargeable.
- g) As required, an electrician or equally competent person will be supplied by MNG to assist a technician in his/her work.
- h) As required, extension ladders or scaffolding needed for inspection of systems equipment, when necessary, shall be provided by MNG.
- i) MNG shall move any heavy equipment or obstacles the technician indicates must be moved to permit inspection and/or service of the equipment or systems.

Items that apply but are not limited to the maintenance program:

- a) All tests and/or repairs listed to be performed during normal business hours unless otherwise specified.
- b) Inspections are to be conducted annually by qualified, C.F.A.A. or A.S.T.T. certified personnel.
- c) Testing of each and every manual alarm initiating device on each floor including sub-grade areas (where applicable). Access to the elevator device will need to be scheduled and requested ahead of time.
- d) Operation of each and every audible signal device (where applicable). These would include speakers, horns, bells.
- e) Testing automatic alarm initiating devices (where applicable). These would include smoke detectors (ceiling & duct), heat detectors and electrical portion of tamper & flow switches.
- f) Testing of entire control equipment including the main control unit and remote annunciators (where applicable).

Fire Alarm System: as per “Requirements of CAN/ULC 536-04, Standard for Inspection and Testing”:

- Annual Fire Alarm Inspection
- Inspect Power Supply
- Test and Inspect Battery
- Test and inspect each audible and visual signal appliance for proper operability, intelligibility, audibility, and visibility.
- Test and inspect each smoke detector including test of sensitivity value to conform to proper operating range (record value of device)
- Test and inspect annunciator, sequential display, and remote trouble unit.
- Inspect and test each smoke detector's status change confirmation.
- Test and inspect the electrical portion of each sprinkler flow and supervisory device.
- Verify operation of output contacts of fixed extinguishing system to ensure proper initiation at fire alarm control unit
- Ensure the correct operation of any other supervisory devices will result in an audible trouble and visual signal.
- Test and verify receipt of required signals at remote monitoring station.
- Unless otherwise specified, the test of auxiliary functions other than the activation of the fire alarm relays are not part of this inspection.
- Miscellaneous service not included in this agreement.
- Deficiencies identified at the time of inspection will be quoted separately.
- Lift equipment, if required, to be supplied by MNG.
- Technicians require unencumbered access to complete work in the allotted time. Additional hours due to restricted access will be chargeable.
- The locating or repair of building wiring deficiencies is not part of this agreement.

Sprinkler System: as per NFPA 13 & 25 and local Provincial Fire Code Including:

- a) All sprinkler maintenance contracts include detailed computerized inspection reports. These reports are in strict compliance with NFPA 25
- b) Check exposed sprinkler piping hangers.
- c) Check all sprinkler heads from ground level.
- d) Remove, inspect, and lubricate fire department's connection plugs/caps.
- e) Test water flow alarm using hydraulically most remote or highest connection.
- f) Test sprinkler system water supply by main drain flow test, residual and static pressure.
- g) One complete annual/major inspection of automatic sprinkler system in accordance with NFPA 25.
- h) Inspect and test flow and supervisory devices.
- i) Inspect and test suction and discharge piping operate free of obstruction.
- j) Annual flow test
- k) Deficiencies identified at the time of inspection will be quoted separately.

Pump

- All fire pump maintenance contracts include detailed computerized inspection reports. These reports are in strict compliance with NFPA 25
- Annual flow testing of the fire pump system in accordance with NFPA 25.

Emergency Lighting Maintenance:

- Test and inspect emergency lighting systems.
- This program includes a complete inspection of the emergency lighting system, while running on batteries, as required by the municipal and provincial regulations.
- Service calls, any parts and their replacements are not part of this agreement.

Others

- Backflow Preventor
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Instructions for Tenders/Quotations

- A PDF email submission should be used to submit a response to the Request for Tender.
- Carefully read all terms and conditions printed below, plus any supplementary terms and conditions which may be attached.
- A completed Quotation/Tender must be received at the designated location prior to closing date and time to be considered valid.
- Late Tender submissions will be returned unopened.
- The successful bidder will be notified by the Municipality by means of a purchase order or other agreement applicable to the requirements being tendered.

General Terms and Conditions

1. Validity of Quotation/Tender

To be considered valid, this Quotation/Tender must be completed, legible and signed (in ink) and be submitted on the forms provided. If lengthy description is necessary, attach separate sheet(s) which will be considered part of the Quotation/Tender. Any attachments must be listed on the main Quotation/Tender document. Any erasure, overwriting or strikeouts must be initialled by the person signing for the bid.

2. Acceptance, Revocation and Rejection of Quotation or Tender

The Bidder agrees that the bid is a firm bid to supply requirements specified in this document at the quoted process, and on the terms and conditions herein contained, which offer may be accepted by the Municipality or its designated officials in whole or in part, as specified. Late Quotations/Tenders will be rejected and returned unopened. Should a Bidder wish to alter after the bid, amendments will be accepted until the designated time of bid closure.

3. Alternatives

Brands are to be as specified or an equivalent approved by the Municipality. When submitting bids on alternatives, supporting literature should accompany your submission wherever possible.

4. The Lowest or any Quotation/Tender not necessarily accepted.

- (a) The Bidder acknowledges that the Municipality shall have the right to reject any, or all, Quotation/Tenders for any reason, or to accept any Quotation/Tender which the Municipality in its

sole unfettered discretion deems most advantageous to itself. The lowest, or any, Quotation/Tender will not necessarily be accepted, and the Municipality shall have the unfettered right to:

- i. Accept a non-compliant Quotation/Tender
- ii. Accept a Quotation/Tender which is not the lowest Quotation/Tender; and
- iii. Reject a Quotation/Tender that is the lowest Quotation/Tender even if it is the only Quotation/Tender received.

(b) The Municipality reserves the right to consider, during the evaluation of Quotation/Tenders:

- information provided in the Quotation/Tender document itself.
- information provided in response to enquiries of credit and industry references.
- set out in the Quotation/Tender.
- information received in response to enquiries made by the Municipality of third parties apart from those disclosed in the Quotation/Tender in relation to the reputation, reliability, experience, and capabilities of the Bidder.
- the manner in which the Bidder provides services to others.
- the experience and qualifications of the Bidder's senior management, and project management.
- the compliance of the Bidder with the Municipality's requirements and
- specifications; and
- innovative approaches proposed by the Bidder in the Quotation/Tender.

(c) The Bidder acknowledges that the Municipality may rely upon the criteria which the Municipality deems relevant, even though such criteria may not have been disclosed to the Bidder. By submitting a Quotation/Tender, the Bidder acknowledges the Municipality's rights under this Section and absolutely waives any right, or cause of action against the Municipality and its consultants, by reason of the Municipality's failure to accept the Quotation/Tender submitted by the Bidder, whether such right or cause of action arises in contract, negligence, or otherwise.

5. Price

Prices quoted by the Bidder shall include packing, packaging, delivery, unloading and installation charges, where applicable, unless otherwise specified in the Quotation/Tender and shall remain unchanged during the period stipulated in the Quotation/Tender.

6. Packaging

All goods shall be packaged in standard commercial packages and/or cartons unless otherwise specified and shall be accompanied by a packing slip. All shipping containers shall carry the names of the item, size or weight, quantity, the name of the vendor, purchase offer number, tagging and shipping instructions specified.

7. Harmonized Sales Tax

Bidders must include the Harmonized Sales Tax (HST) in their bid.

8. Unit Price

All unit prices must be clearly indicated and must be extended and totalled. In the event of any conflict between unit prices and the total sum, the unit prices will be used in evaluating the bid.

9. Cash Discounts

Cash discounts offered for expeditious payment of invoices, if applicable, shall be quoted separately and the time will be measured from the date of which the goods and services are delivered, whichever is the later date.

10. Electrical Equipment

All electrically operated equipment quoted or tendered must be C.S.A and/or Ontario Hydro approved and bear label.

11. Legal Responsible

The Bidder shall indemnify and save harmless the Corporation of the Municipality of North Grenville against all claims, actions, suits and proceeding for the infringement of any patent based upon the use of any inventions protected by such patent or for royalties or other payments which may be payable in conjunction with carrying out the work and in respect of the use of disposal by the Municipality or articles and supplies, furnished pursuant to a contract

All contractors, subcontractors and suppliers to the Municipality shall comply with all legislation and regulations which may be applicable to this Quotation/Tender.

12. Delivery Conditions

Unless otherwise stated in the "Request for Quotation/Tender," all goods ordered in quantities specified from time to time shall be delivered to the specified destination in the Province of Ontario, in good order and free from any extra expense to the Municipality. Unless otherwise specified, all deliveries shall be made on a normal working day. The tenderer shall ensure strict adherence to any specified delivery schedule.

13. Quality Control

Authorized representatives of the Municipality of North Grenville shall during normal working hours, have access to the Bidders plant and premises where any part of the work is being carried out.

The Bidder shall provide assistance, test pieces and samples to carry out any requested inspections and/or appropriate tests of goods or materials.

Representative samples of the goods delivered shall be inspected by the consignee. In the event that the goods supplied do not conform to specifications, they shall be rejected and returned to the bidder, at the bidder's expense.

If latent defects are discovered after the goods have been accepted, such goods will then be rejected, and the Bidder shall replace the defective goods at the Bidder's expense. Rejected goods will be returned to the Bidder, transportation charges 'collect.' The Bidder shall replace rejected goods within a reasonable period not usually exceeding fifteen (15) working days.

14. Supplementary Terms and Conditions

Any articles hereinafter have been numbered as supplementary to the respective articles of the general policies.

These supplementary policies, where used, govern over the general policies. Supplementary policies attached.