

REQUEST FOR PROPOSAL 2023-04

**KCECC: HERITAGE HALL FIRE ALARM SYSTEM, 820 Heritage Drive**

**Issued on:**

October 27<sup>th</sup>, 2023

**Requested by:**

Kemptville Campus Education and Community Centre

**Attention:**

Liz Sutherland, Executive Director  
Bruce Jackson, Facility Manager

**Closing Date and Time:**

**A complete electronic PDF copy must be received by:**  
4:00 PM local time on  
November 24<sup>th</sup>, 2023

## INTRODUCTION

Kemptville Campus is a non-profit educational and multi-use facility serving the community of North Grenville and surrounding area. The Campus includes 630 acres and 17 main buildings, as well as woodlands, cropland, wetland, greenhouses, an agroforestry centre, maple bush, and trails. The Campus administration manages the property on behalf of the Municipality of North Grenville, the property owner.

The Campus is looking for a qualified Contractor for installation of a new fire alarm system in Heritage Hall (820 Heritage Drive), an 11,000-square-foot heritage building.

Please submit your quote as a single PDF attachment by email to [bjackson@kemptvillecampus.ca](mailto:bjackson@kemptvillecampus.ca)

**Closing Date:** November 24<sup>th</sup>, 2023 at 4:00 pm ET.

Proposals must be received before the above-mentioned time and date, and in accordance with the enclosed RFP documents.

**For inquiries please contact:**

- Liz Sutherland, Executive Director ([Lsutherland@kemptvillecampus.ca](mailto:Lsutherland@kemptvillecampus.ca)) for financial or contracting information
- Bruce Jackson, Facilities Manager ([bjackson@kemptvillecampus.ca](mailto:bjackson@kemptvillecampus.ca)) for building or technical information

A full description of the project and scope of work is set out below.

## **1.0 INSTRUCTIONS TO PROPONENTS**

### **1.1 Invitation**

Kemptville Campus Education and Community Centre invites bids from qualified companies to function as a contracted Managed Service Provider (MSP) for the Campus's HERITAGE HALL (820 Heritage Dr, Kemptville, Ontario) general installation of a new fire alarm system.

### **1.2 Format of Proposal**

The proposal submission must not exceed ten (10) pages. All other supporting information (e.g., corporate information, resumes, and project profiles) is to be attached to the submission in the form of appendices.

### **1.3 Costs Incurred by Proponents**

All expenses incurred in the preparation of proposals shall be borne by the Company.

### **1.4 Insurance**

The Company shall, at their expense maintain during the term of the Agreement, Commercial General Liability Insurance satisfactory to the Kemptville Campus and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall include but not be limited to:

- a) Umbrella liability insurance, with a limit of liability of at least \$5,000,000 per occurrence
- b) All-risk property insurance covering the contractor's equipment

The successful Proponent will add "the Municipality of North Grenville" and "Kemptville Campus Education and Community Centre" as additional insured with respect to the operations of the Named Insured. The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured. The policy shall provide 30 days' prior notice of cancellation or material change.

### **1.5 Privacy and Intellectual Property**

All proposals submitted become the property of the Campus. Proponents are reminded to identify in their proposal any specific scientific, technical, commercial proprietary, or similar confidential information, the disclosure of which could cause them injury.

## **2.0 TERMS OF PAYMENT**

The successful Proponent shall invoice at pre-determined milestones.

Any additional costs for negotiated services and fire alarm devices purchases will be approved in advance.

### **2.1 Proposal Validity**

Proposals shall remain valid and open for acceptance by the Campus for a period of sixty (60) calendar days following the deadline for receipt of proposals.

### **3.0 SCOPE OF WORK**

#### **3.1 Background**

Kemptville Campus's Heritage Hall (formerly known as Alumni Hall, and before that the Cafeteria when the campus was an agricultural college) does not have a fire alarm system and is not sprinklered. A fire alarm system is being installed to rectify this deficiency. Building drawings have been prepared and are attached to this RFP.

Heritage Hall (820 Heritage Drive) is an 11,000 square foot building, built in 1920. It is a three-storey building including a basement. The ground floor of the building and parts of the basement are used by a catering service (kitchen, dining rooms, washrooms, cold storage, etc.) and most of the upper floor is occupied by a not-for-profit for storage of their historical archives. The boiler room is in the basement, which also houses the water softening system. There is a main floor dining room heat pump system in the building which provides air conditioning.

#### **3.2 Objectives**

Kemptville Campus is focused on the following objectives for this project:

- Install fire alarm system.
- Once installation is completed, ensure function - test and training
- Ensure the conditions indicated on the drawing specifications are met.
- Ensuring business continuity and minimizing the length of disruption for our tenants.

#### **3.3 Out of scope**

- Tenant/occupant relationship management and communications

#### **3.4 Special Considerations**

Services provided must be compliant with the Accessibilities for Ontarians with Disabilities Act.

#### **3.5 Contract oversight**

The Proponent shall report to Liz Sutherland, Executive Director, who shall be the approval authority for the payment of invoices.

Bruce Jackson, Facility Manager, to be the primary on-site contact during this project.

#### **3.6 Background Documents Provided**

**NB: This RFP includes detailed design drawings provided as a separate PDF (document 2023-04A).**

The following documents will be made available to Bidders upon request:

- Building floorplans for Heritage Hall
- Designated Substances report (2018) for Heritage Hall

### 3.7 Summary of Key Dates for Proposal

October 27, 2023 – Tender package to go live.

November 7, 2023 – 9:00 am Site Visit

November 15, 2023 – Deadline for questions & expressions of interest in receiving Q&A (4 pm)

November 20, 2023 – Responses to questions issued to all who have expressed interest (4 pm)

November 24, 2023 @ 3:00 PM – Tender Submission closing

November 29, 2023 – Anticipated award date/contract signed.

January 3, 2024 – Contract commences.

## 4.0 EVALUATION CRITERIA

The successful firm will possess the requisite technical skills to deal with the full scope of work.

The Proponent's team will be required to work directly with Campus staff (and tenants/visitors, if encountered) in a professional manner. In particular, the Proponent will be expected to adhere to Campus policies on harassment, discrimination, equity/diversity/inclusion, and accessibility for persons with disabilities.

### 4.1 Basis of Selection

The Campus intends to award the contract on the basis of best overall value, based upon a review of the technical and fee proposal.

### 4.2 Selection Criteria

At the first phase of selection, proposals will be evaluated on a "yes/no" basis with respect to whether they meet the minimum requirements for bids (including deadline and format).

At the second stage of selection, a total of 100 points will be allocated to each proposal, as follows:

Category	Available Points
<i>Technical:</i>	
Qualifications and Experience of Company	40
Quality of Approach and Methodology	20
Proximity of company headquarters to North Grenville	10
<b>Sub-total</b>	<b>70</b>
<i>Financial:</i>	
Proposed fee schedule	30
<b>Total</b>	<b>100</b>

#### 4.3 Qualifications and Experience of Company

Provide a brief company profile and recent relevant experience, demonstrating that you have the resources and expertise to successfully carry out this project.

Provide a description of two (2) similar projects successfully carried out by your Company, including as a minimum, one (1) within the last three (3) years. Provide client references for each completed fire alarm installation project.

Provide the qualifications, recent relevant experience, and responsibility of each member of the project team, including length of employment with the Company.

#### 4.4 Approach and Methodology

Describe the approach and methodology your Company will use to fulfill the requirements of the contract.

#### 4.5 Proximity of company headquarters to North Grenville

Describe where your company headquarters is based in relation to North Grenville.

#### 4.6 Fees

The Proponent should provide a fee structure for the contract, exclusive of HST, noting any deposits required, contract completion milestones, and percentage of the contract to be invoiced at each milestone.

### **SPECIAL TERMS AND CONDITIONS**

The Campus does not bind itself to accept the lowest price proposal or any proposal submitted.

The Campus has the right to cancel the Request for Proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the Campus as a result of the cancellation or re-issuing of the Request for Proposal.

The Campus shall have the right to:

- (i) Accept a non-compliant Proposal;
- (ii) Accept a Proposal which is not the lowest Proposal; and
- (iii) Reject a Proposal even if it is the only Proposal received.

If the Campus decides to award a contract based on a submission received in response to this Request for Proposal, the successful Proponent will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a contract. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.

In the event of any inconsistency between the RFP and the contract, the contract shall govern.

Proponents may not amend or withdraw their proposals after the closing date and time.

Proposals will be evaluated as soon as practicable after the closing time.

Proponents are advised that all communications with the Campus related to this RFP during the bidding process must be directly and only with the individuals named in this RFP.