



Conseil scolaire
de district catholique des
Aurores boréales.ca

Request for Quotations

For

INTERCOM, PAGING, AND EMERGENCY MESSAGING SYSTEM

for

Ésc de La Vérendrye, 175 north High street Thunder Bay, On

Éc Immaculée-Conception, 115 Lily Pad Lake road, Ignace On

Request for Quotations No.: 2024-04-0517

Issued: May 2nd 2024

Submission Deadline: May 17th 2024

TABLE OF CONTENTS

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS	3
1.1 Invitation to Respondents	3
1.2 RFQ Contact	3
1.3 Contract for Deliverables	4
1.4 RFQ Timetable	4
1.5 Submission Instructions.....	4
PART 2 – EVALUATION AND AWARD	6
2.1 Stages of Evaluation.....	6
2.2 Stage I – Mandatory Submission Requirements	6
2.3 Stage II – Mandatory Technical Requirements	6
2.4 Stage III – Pricing	6
2.5 Selection of Top-Ranked Respondent	6
PART 3 – TERMS AND CONDITIONS OF THE RFQ PROCESS	8
3.1 General Information and Instructions	8
3.2 Communication after Issuance of RFQ	9
3.3 Notification and Debriefing.....	9
3.4 Conflict of Interest and Prohibited Conduct.....	10
3.5 Confidential Information.....	12
3.6 Procurement Process Non-Binding.....	13
3.7 Governing Law and Interpretation.....	13
APPENDIX A – FORM OF AGREEMENT	15
APPENDIX B – RFQ PARTICULARS	16
A. THE DELIVERABLES	166
B. MATERIAL DISCLOSURES	177
C. MANDATORY SUBMISSION REQUIREMENTS	177
D. MANDATORY TECHNICAL REQUIREMENTS.....	177
E. PRE-CONDITIONS OF AWARD	18
F. PRICE EVALUATION METHOD	19
APPENDIX C – SUBMISSION FORM	28

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Respondents

1.1.1 Invitation

This Request for Quotations (the “RFQ”) is an invitation by Conseil scolaire de district catholique des Aurores boréales CSDCAB to prospective respondents to submit quotations for **Esc de La Vérendrye INTERCOM, PAGING, AND EMERGENCY MESSAGING SYSTEM, and éc Immaculée-Conception INTERCOM, PAGING, AND EMERGENCY MESSAGING SYSTEM** as further described in Section A of the RFQ Particulars (Appendix B) (the “Deliverables”).

Hereinafter, the above-named school board is referred to as "Board" unless otherwise specified.

This competitive procurement process ("Process") is an invitation to obtain Quotations for two intercom systems at two of our schools. La Vérendrye, 175 North High st in Thunder Bay, On and Immaculée-Conception, 115 Lily Pad Lake road in Ignace, On. The standard form of contract will be a Stipulated Price contract with Supplemental Conditions, in accordance with all Bid Documents and Terms and Conditions outlined herein (the “Contract”) will be applicable.

1.1.2 Respondent Must Be Single Entity

The respondent must be a single legal entity that, if selected, intends to enter into the contract with CEA FRANCOachat. If the quotation is being submitted jointly by two (2) or more separate entities, the quotation must identify only one (1) of those entities as the “respondent”. The respondent will be responsible for the performance of the Deliverables.

1.1.3 Bidding System Registration

All respondents must get all documents from CATB and be registered as a document taker for this opportunity. This will enable the respondent to download the solicitation document, to receive addenda email notifications, download addenda, and submit their response electronically through the bidding system.

1.2 RFQ Contact

For the purposes of this procurement process, the “RFQ Contact” will be:

Jean Louis Lepage jllepage@csdcab.on.ca

Respondents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of CEA FRANCOachat, other than the RFQ Contact, concerning matters regarding this RFQ. Failure to adhere to this rule may result in the disqualification of the respondent and the rejection of the respondent’s quotation.

1.3 Contract for Deliverables

1.3.1 Type of Contract

The selected respondent will be requested to enter into a contract for the provision of the Deliverables on the terms and conditions set out in the Form of Agreement (Appendix A) (the “Agreement”).

1.3.2 Term of Contract

The term of the Agreement will be in effect until the completion of the Deliverables.

1.4 RFQ Timetable

1.4.1 Key Dates

Issue Date of RFQ	May 2nd 2024
Mandatory Site Visit / Pre-Bid Meeting	May 8th 2024, 4:00 p.m. (EST),
Deadline for Questions	May 14th 2024, 4:00 p.m. (EST),
Deadline for Issuing Addenda	May 15th 2024, 5:00 p.m. (EST),
Submission Deadline	May 21st 2024, 3:00 p.m. (EST),
Rectification Period	2 business days
Anticipated Execution of Agreement	May 22 nd 2024

The RFQ timetable is tentative only and may be changed by CEA FRANCOachat at any time.

1.4.2 Site Visit / Pre-Bid Meeting

A MANDATORY review of the existing site and premise, with the Board’s representative present, has been arranged for respondents: Respondents are to meet at the school’s front entrance on May 8th 2024, 4:00 p.m. (EST),

1.5 Submission Instructions

1.5.1 Submission of Quotations

Quotations must be submitted in person at:

CSDC des Aurores boréales

180 Park ave, Suite 210

Thunder Bay ON P7B 6J4

Submissions by other methods will not be accepted.

1.5.2 Quotations to Be Submitted on Time

Quotations must be finalized and delivered to Board on or before the Submission Deadline. The time of receipt of quotations shall be determined by secretary's stamp. Late submissions will not be accepted and will be disqualified as late.

Respondents are cautioned that the timing of submission is based on when the quotation is received at the Board,

1.5.3 Quotations to Be Submitted in Prescribed Format

Quotation materials should be prepared and submitted on supplied documents in accordance with the instructions.

1.5.4 Amendment of Quotations

Respondents may amend their quotations prior to the Submission Deadline. However, the respondent is solely responsible for ensuring that the amended quotation is received by the Board by the Submission Deadline.

1.5.5 Withdrawal of Quotations

At any time throughout the RFQ process until the execution of a written agreement for provision of the Deliverables, a respondent may withdraw a submitted quotation. Prior to the Submission Deadline, respondents may withdraw a submitted quotation by contacting the Board. To withdraw a quotation after the Submission Deadline, a notice of withdrawal must be sent to the RFQ Contact and must be signed by an authorized representative of the respondent.

[End of Part 1]

PART 2 – EVALUATION AND AWARD

2.1 Stages of Evaluation

CSDC des Aurores boréales will conduct the evaluation of quotations in the following stages:

2.2 Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which quotations comply with all of the mandatory submission requirements. If a quotation fails to satisfy all of the mandatory submission requirements, CSDCAB will issue the respondent a rectification notice identifying the deficiencies and providing the respondent an opportunity to rectify the deficiencies. If the respondent fails to satisfy the mandatory submission requirements within the Rectification Period, its quotation will be rejected. The Rectification Period will begin to run from the date and time that CSDCAB issues a rectification notice to the respondent. The mandatory submission requirements are set out in Section C of the RFQ Particulars (Appendix B).

2.3 Stage II – Mandatory Technical Requirements

CSDCAB will review the quotations to determine whether the mandatory technical requirements as set out in Section D of the RFQ Particulars (Appendix B) have been met. If a quotation fails to satisfy all of the mandatory technical requirements, CSDCAB will issue the respondent a rectification notice identifying the deficiencies and providing the respondent an opportunity to rectify the deficiencies. The rectification process for these requirements may occur after any rectification process for mandatory submission requirements. Quotations that do not satisfy the mandatory technical requirements within the Rectification Period will be rejected.

2.4 Stage III – Pricing

Stage III will consist of evaluating the submitted pricing of each qualified quotation in accordance with the price evaluation method set out in Section F of the RFQ Particulars (Appendix B). The evaluation of price will be undertaken after the evaluation of mandatory requirements has been completed.

In the event that a respondent's pricing appears to be abnormally low in relation to the Deliverables, CSDCAB may require the respondent to provide a detailed explanation of the pricing information to account for the low level of price and confirm that all requirements in respect of the Deliverables have been taken into account. If the respondent is unable to satisfactorily account for the abnormally low pricing, CSDCAB may reject the quotation. CSDCAB may also reject any quotation that contains unbalanced pricing. Pricing may be considered unbalanced where nominal or significantly understated prices are proposed for some elements of the Deliverables and inflated prices are proposed for other elements of the Deliverables. Unbalanced pricing includes, but is not limited to, "front-loaded" pricing which contains inflated pricing for Deliverables to be provided or completed at the beginning of the contract, offset by understated pricing for Deliverables to be provided or completed later in the contract.

2.5 Selection of Top-Ranked Respondent

After the completion of Stage III, compliant respondents will be ranked based on the price evaluation. Subject to the process rules contained in the Terms and Conditions of the RFQ Process (Part 3), the top-ranked respondent will be invited to enter into the Agreement in

accordance with Part 3. In the event of a tie, the selected respondent will be determined by way of coin toss. The selected respondent will be notified in writing and will be expected to satisfy any applicable conditions of this RFQ, including the pre-conditions of award listed in Section E of the RFQ Particulars (Appendix B), and enter into the Agreement within the timeframe specified in the selection notice. Failure to do so may result in the disqualification of the respondent and the selection of another respondent or the cancellation of the RFQ.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFQ PROCESS

3.1 General Information and Instructions

3.1.1 Respondents to Follow Instructions

Respondents should structure their quotations in accordance with the instructions in this RFQ. Where information is requested in this RFQ, any response made in a quotation should reference the applicable section numbers of this RFQ.

A respondent who submits conditions, options, variations, or contingent statements, either as part of its quotation or after receiving notice of selection, may be disqualified.

3.1.2 Quotations in English or French

All quotations are to be in English or French only.

3.1.3 No Incorporation by Reference

The entire content of the respondent's quotation should be submitted in a fixed format, and the content of websites or other external documents referred to in the respondent's quotation, but not attached, will not be considered to form part of its quotation.

3.1.4 Past Performance

In the evaluation process, CSDCAB may consider the respondent's past performance or conduct on previous contracts with CSDCAB or other institutions.

3.1.5 Information in RFQ Only an Estimate

CSDCAB and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFQ or issued by way of addenda. Any quantities shown or data contained in this RFQ or provided by way of addenda are estimates only and are for the sole purpose of indicating to respondents the general scale and scope of the Deliverables. It is the respondent's responsibility to obtain all the information necessary to prepare a quotation in response to this RFQ.

3.1.6 Respondents to Bear Their Own Costs

The respondent will bear all costs associated with or incurred in the preparation and presentation of its quotation, including, if applicable, costs incurred for interviews or demonstrations.

3.1.7 Quotation to be Retained by CSDCAB

CSDCAB will not return the quotation, or any accompanying documentation submitted by a respondent.

3.1.8 No Guarantee of Volume of Work or Exclusivity of Contract

CSDCAB makes no guarantee of the value or volume of work to be assigned to the selected respondent. The contract with the selected respondent will not be an exclusive contract for the

provision of the described Deliverables. CSDCAB may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.2 Communication after Issuance of RFQ

3.2.1 Respondents to Review RFQ

Respondents should promptly examine all of the documents comprising this RFQ and may direct questions or seek additional information in writing by email to the RFQ Contact on or before the Deadline for Questions. No such communications are to be sent or initiated through any other means. CSDCAB is under no obligation to provide additional information, and CSDCAB is not responsible for any information provided by or obtained from any source other than the RFQ Contact or the bidding system. It is the responsibility of the respondent to seek clarification on any matter it considers to be unclear. CSDCAB is not responsible for any misunderstanding on the part of the respondent concerning this RFQ or its process.

3.2.2 All New Information to Respondents by Way of Addenda

This RFQ may be amended only by addendum in accordance with this section. If CSDCAB, for any reason, determines that it is necessary to provide additional information relating to this RFQ, such information will be communicated to all respondents by addendum posted in the bidding system. Each addendum forms an integral part of this RFQ and may contain important information, including significant changes to this RFQ. Respondents are responsible for obtaining all addenda issued by CSDCAB.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If CSDCAB determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, CSDCAB may extend the Submission Deadline for a reasonable period of time.

3.2.4 Verify, Clarify, and Supplement

When evaluating quotations, CSDCAB may request further information from the respondent or third parties in order to verify, clarify, or supplement the information provided in the respondent's quotation. CSDCAB may revisit, re-evaluate, and rescore the respondent's response or ranking on the basis of any such information.

3.3 Notification and Debriefing

3.3.1 Notification to Other Respondents

Once an agreement is executed by and a respondent, the other respondents may be notified directly in writing and will be notified by public posting of the outcome of the procurement process.

3.3.2 Debriefing

Respondents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFQ Contact and must be made within sixty (60) days of such notification. The RFQ Contact will contact the respondent's representative to schedule the debriefing. Debriefings may occur by way of conference call or other remote meeting format as prescribed by CEA FRANCOachat.

3.3.3 Procurement Protest Procedure

Any respondent with concerns about the RFQ process is required to attend a debriefing prior to proceeding with a protest.

If, after attending a debriefing, the respondent wishes to challenge the RFQ process, it should provide written notice to the RFQ Contact in accordance with applicable procurement protest procedures. The written notice must contain:

- (a) a clear statement as to which procurement the respondent wishes to challenge;
- (b) a clear explanation of the respondent's concerns with the procurement, including specifics as to why it disagrees with the procurement process or its outcome; and
- (c) the respondent's contact details, including name, telephone number, and email address.

CSDCAB will send an initial response to acknowledge receipt of the respondent's notice and indicate the date by which CSDCAB will provide the respondent with a formal response.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

For the purposes of this RFQ, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFQ process, the respondent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including, but not limited to:
 - (i) having or having access to confidential information of CSDCAB in the preparation of its quotation that is not available to other respondents;
 - (ii) having been involved in the development of the RFQ, including having provided advice or assistance in the development of the RFQ;
 - (iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the RFQ;
 - (iv) communicating with any person with a view to influencing preferred treatment in the RFQ process (including, but not limited to, the lobbying of decision-makers involved in the RFQ process); or
 - (v) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFQ process or render that process non-competitive or unfair; or
- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the respondent's other commitments, relationships, or financial interests:
 - (i) could, or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or

- (ii) could, or could be seen to, compromise, impair, or be incompatible with the effective performance of its contractual obligations.
- (c) For further clarity, without limiting the generality of the paragraph, the Education Act states that goods or services must not be purchased from a Teacher, Supervisory Officer, other Employee of the participating agencies or an employee of the Ministry of Education and Training. This also applies to firms owned directly or indirectly by an employee of the participating agencies. This is outlined in Chapter E.2, Section 217, of the Education Act, RSO 1990 (latest revision).

3.4.2 Disqualification for Conflict of Interest

CSDCAB may disqualify a respondent for any conduct, situation, or circumstances, determined by CSDCAB, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

An existing supplier of CSDCAB may be precluded from participating in the RFQ process in instances where CSDCAB has determined that the supplier has a competitive advantage that cannot be adequately addressed to mitigate against unfair advantage. This may include, without limitation, situations in which an existing supplier is in a position to create unnecessary barriers to competition through the manner in which it performs its existing contracts, or situations where the incumbent fails to provide the information within its control or otherwise engages in conduct obstructive to a fair competitive process.

3.4.3 Disqualification for Prohibited Conduct

CSDCAB may disqualify a respondent, rescind a notice of selection, or terminate a contract subsequently entered into if CSDCAB determines that the respondent has engaged in any conduct prohibited by this RFQ.

3.4.4 Prohibited Respondent Communications

Respondents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix C).

3.4.5 Respondent Not to Communicate with Media

Respondents must not, at any time directly or indirectly, communicate with the media in relation to this RFQ or any agreement entered into pursuant to this RFQ without first obtaining the written permission of the RFQ Contact.

3.4.6 No Lobbying

Respondents must not, in relation to this RFQ or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the selected respondent(s).

3.4.7 Illegal or Unethical Conduct

Respondents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Respondents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of CSDCAB; deceitfulness; submitting quotations containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFQ.

3.4.8 Supplier Suspension

CSDCAB may suspend a supplier from participating in its procurement processes for prescribed time periods based on past performance or based on inappropriate conduct, including, but not limited to, the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour its submitted pricing or other commitments;
- (c) engaging in litigious conduct, bringing frivolous or vexatious claims in connection with CSDCAB's procurement processes or contracts, or engaging in conduct obstructive to a fair competitive process; or
- (d) any conduct, situation, or circumstance determined by CSDCAB, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

In advance of a decision to suspend a supplier, CSDCAB will notify the supplier of the grounds for the suspension and the supplier will have an opportunity to respond within a timeframe stated in the notice. Any response received from the supplier within that timeframe will be considered by CSDCAB in making its final decision.

3.5 Confidential Information

3.5.1 Confidential Information of CSDCAB

All information provided by or obtained from CSDCAB in any form in connection with this RFQ either before or after the issuance of this RFQ:

- (a) is the sole property of CSDCAB and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFQ and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from CSDCAB; and
- (d) must be returned by the respondent to CSDCAB immediately upon the request of CSDCAB.

3.5.2 Confidential Information of Respondent

A respondent should identify any information in its quotation or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by CSDCAB. The confidentiality of such information will be maintained by CSDCAB, except as otherwise required by law or by order of a court or tribunal. Respondents are advised that their quotations will, as necessary, be disclosed, on a confidential basis, to advisers retained by CSDCAB to advise or assist with the RFQ process, including the evaluation of quotations. If a respondent has any questions about the collection and use of personal information pursuant to this RFQ, questions are to be submitted to the RFQ Contact.

3.6 Procurement Process Non-Binding

3.6.1 No Contract A and No Claims

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty, and without limitation:

- (a) this RFQ will not give rise to any Contract-A-based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the respondent nor CSDCAB will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract, or failure to honour a quotation submitted in response to this RFQ.

3.6.2 No Contract until Execution of Written Agreement

This RFQ process is intended to solicit non-binding quotations for consideration by CSDCAB and may result in an invitation by CSDCAB to a respondent to enter into the Agreement. No legal relationship or obligation regarding the procurement of any good or service will be created between the respondent and CSDCAB by this RFQ process until the execution of a written agreement for the acquisition of such goods and/or services

3.6.3 Non-Binding Price Estimates

While the pricing information provided in quotations will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the quotations and the ranking of the respondents. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of CSDCAB to enter into an agreement for the Deliverables.

3.6.4 Cancellation

CSDCAB may cancel or amend the RFQ process without liability at any time.

3.7 Governing Law and Interpretation

These Terms and Conditions of the RFQ Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the province of Ontario and the federal laws of Canada applicable therein.

[End of Part 3]

APPENDIX A – FORM OF AGREEMENT

This RFQ shall serve as a contract to the winning bidder. A purchase order from CSDCAB will be issued to bind CSDCAB.

APPENDIX B – RFQ PARTICULARS

A. THE DELIVERABLES

This Request for Quotations (RFQ) is an invitation by the Conseil scolaire de district catholique des Aurores boréales (CSDCAB) to submit a quotation by licensed contractors for the removal and disposal of all existing Public Adress/Intercom systems and replace with new as further defined within this RFQ for the following locations:

1. Ésc De la Vérendrye located at 175 North High street, Thunder Bay, On
2. Éc Immaculée-Conception located at 115 Lily Pad Lake rd., Ignace, On
- 3.

Before submitting a Quotation, respondents are to examine the site to fully ascertain existing conditions, circumstances and limitations affecting the work. No allowances will be made for additional costs arising out of failure to investigate existing conditions.

PROJECT INFORMATION

ANTICIPATED COMMENCEMENT OF CONSTRUCTION:	June 2 nd , 2024
ANTICIPATED completion	August 27 th , 2024
SPECIAL CONDITIONS	Installation of the new system may commence immediately upon award, Any work before July 2 nd must be undertaken after 4pm.

B. MATERIAL DISCLOSURES

Please see attached copy of applicable drawings, scopes of work and specifications. Alternative materials/equipment must be pre-approved by owner and, must be submitted to: jillepage@csdcab.on.ca at least 5 days prior to bid closing for pre-approval. Submittals for pre-approval must include all relative information to make an informed decision and state the reason for the alternative substitution request.

C. MANDATORY SUBMISSION REQUIREMENTS

1. Submission Form (Appendix C)

Respondents should refer to the instructions attached to the solicitation for the Appendix C – Submission Form requirements and provide all required information in accordance with the instructions provided in the documents.

2. Pricing

Each quotation must include pricing information that complies with the instructions set out below in Section F of this Appendix B.

3. Other Mandatory Submission Requirements

D. MANDATORY TECHNICAL REQUIREMENTS

A. The system specified is based on the Telecor eSeries Supervised Network based Communications System providing at least the features and functions outlined below. The System shall be installed and programmed by a local authorized and certified Telecor dealer.

B. Supply and install a complete supervised network-based intercom system. Field wiring shall be CAT 5E or CAT 6 cable, control wiring for power distributions and very long runs, and utilize an optional fiber backbone (when distances exceed normal Ethernet limitations). All station equipment shall utilize standard RJ-45 modular connections. All remote devices utilizing standard structured cabling shall be capable of PoE (Power over Ethernet) or power supplied within the CAT 5E or CAT 6 cable jacket. Wiring shall be capable of either being installed in conduit or cable trays, where shown on the plans.

C. The system shall be capable of interconnecting with the building LAN (Local Area Network). This connection shall be minimal and utilize only one Ethernet 100 Mbps (or optionally 1 Gb) connection per station to accomplish all intercom operations. Ethernet ports and associated network switches that are required to connect any intercom devices will be provided by the OWNER.

D. Provide a separate circuit for each room and administrative office so each room, speaker, amplifier, and emergency messaging display/clock can be individually addressed.

E. Overall intercom communications network shall utilize Ethernet or VoIP communications between all major components: administrative consoles, intercom stations, amplifiers and individual paging speakers, and network switches. Systems not utilizing Ethernet or VoIP

communications protocol to each end-point device will not be acceptable. Systems not capable of supervising all networked devices including network amplifiers, network speakers, notification switches, and emergency messaging display/clocks will not be acceptable.

F. The network shall support a VLAN configuration to separate activity in the intercom system from other in building LAN traffic. In locations where the supervised network communications system will be considered as part of the facilities life safety systems, a dedicated and isolated network shall be required.

G. The system shall interface to the facility's VOIP and MS Teams.

H. The Communications System shall include master clock support and synchronization of digital secondary clocks, event scheduling, and messaging software allowing the facility to configure multiple schedules per school, multi zone time tone signaling for class changes, and message notification.

I. The Communication System shall include alarm features, including a comprehensive command center and alarm-focused emergency management capabilities. In the event of an alarm condition, all nonessential system operations shall be automatically suspended. Control of the system shall be transferred to a command center console operated by the incident commander. All call-ins placed from room stations shall be re-routed automatically to the command center console.

J. The Communications System shall include software for the management of communications during an alarm condition in the facility using a GUI located at the command center. This includes activating, clearing and providing status of all alarms in the facility, including comprehensive management of lockdown and acknowledge status of each classroom designated as a Shelter-in-Place location.

E. PRE-CONDITIONS OF AWARD

WSIB

The successful respondent shall have at the time of entering into the agreement, a satisfactory Certificate of Clearance from the Ontario WSIB. Ontario WSIB Clearance Certificates updates (every 90 days) will continue to be retained by the Board. Such clearance certificates shall indicate that the successful respondent and any prior approved subcontractor(s) have complied with the requirements of the Ontario WSIB.

WSIB and are in good standing on the books of the Ontario WSIB. The Board may, at any time during the performance or upon completion of the agreement, require a further declaration that all such contributions have been paid.

No payments to the successful respondent will be made by the Board where eligibility for Certificate of Clearance, issued by the WSIB, is not in good standing.

Proof of Insurance

At the time of entering into the agreement, the successful respondent shall maintain at his own expense, a policy of General Liability Insurance issued by an insurance company incorporated or licensed to conduct insurance business in the Province of Ontario during the entire agreement period.

The General Liability Insurance shall have limits of no less than two million dollars (\$2,000,000) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof.

The Board must be named as additional insured on the successful respondent's insurance policy. The insurance certificate must state that the Board will be advised within thirty (30) days of any changes or cancellation to the insurance policy.

In addition, the successful respondent shall maintain at their own expense the following insurance:

a) For the successful respondent's vehicles owned / leased and/or non-owned, third-party liability insurance policy in the minimum amount of two million dollars (\$2,000,000).

b) Insurance against any loss or damage to his or her property or machinery while on the Board property for this work.

The successful respondent shall provide the Board with proof of insurance within a maximum of (10) working days after being notified of being awarded the agreement.

Prior to the expiration date of the original policies, without notice or request by the Board, the successful respondent shall provide original signed Certificates or electronic equivalents thereof, evidencing renewals or replacements to the Board.

Escalation Process and Key Contacts

The successful respondent shall submit to the Board at the time of entering into the agreement, a copy of their problem escalation chain and key contacts that the Board shall use in the event of vendor performance concerns.

F. PRICE EVALUATION METHOD

The following sets out the categories, weightings, and descriptions of the rated criteria of the RFQ. Respondents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

Unless otherwise indicated, Rated Criteria identified will be scored independently by each of the evaluation committee members using the following scale:

- 0 – (Fail) Does not meet the requirements /expectations.
- 1 – (Poor) Weakly meet the requirements /expectations.
- 2 – (Fair) Meets in part or marginally the requirements /expectations.
- 3 – (Average) Meets the requirements /expectations.
- 4 – (Very good) Exceeds most of the requirements /expectations.
- 5 – (Excellent) Exceeds all of the requirements /expectations.

Non-Price Rated Criteria Category	Weighting (Points)	Minimum Threshold
i. Company Profile	5 points	3
ii. Action Plan and Schedule	15 points	10
iii. (2) Similar Work's / Project's Experience	3 x 10 points	15
Pricing (see Section G below)	50 points	N/A
Total Points	100 points	

Suggested Response Content for Rated Criteria

i. Company Profile

Provide an overview of the respondent by including, but not being limited to:

- Years in business (3 pts)
- Staff portfolio with years in business with the company (1 pt per every direct project staff/yr in business with company to a max of 2pts per person.

ii. Action Plan and Schedule

- Detailed plan of action demonstrating detailed site understanding via removals plan (5 pts), materials/equipment procurement plan in line with schedule (5pts), installation and commissioning plan (5pts)

iii. Similar Work / Projects Experience

The respondent is submitting three (3) completed similar work experiences / projects (no older than five (5) years. Two projects value from \$40,000 to \$100,000 and one project value from

\$100,000 to \$150,000. Each project will be evaluated on 10 points based on but not limited to:

- Name of the project, date of completion and initial budget / final cost, name, phone number & email of the client / reference. The Board may contact the client / reference to validate the information provided (2.5 pts).
- Description of the project & level & quality of details provided. Insufficient project descriptions to allow for the proper evaluation of the works / projects will adversely affect a respondent's evaluation score (5 pts).
- Similarity of scope / services as they related to the requirement of the Board. By similar work / project the Board expects a work/project that relates to educational or institutional environment that could be similar to Board's work (2.5 pts).

Preference in scoring will be given to works / projects completed that were similar in scope and complexity to Board's project.

Insufficient descriptions to allow for the proper evaluation of the works / projects will adversely

affect a respondent's evaluation score.

Preference in scoring will be given to works / projects completed within the Broader Public Sector, such as a school board, college, university, hospital, municipality or city.

Each bidder must provide a detailed cost breakdown, including travel, room & board etc. on your own quote form. Instructions to comply are contained within this RFQ document.

Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which should be itemized separately.

Pricing is worth 50 points of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out in the pricing form. Each respondent will receive a percentage of the total possible points allocated to price, which will be calculated in accordance with the following formula:

$$\text{lowest price} \div \text{respondent's price} \times \text{weighting} = \text{respondent's pricing points}$$

Instructions on How to Provide Pricing

- (a) Respondents should submit their pricing information [electronically to Jllepage@csdcab.on.ca by completing the bid table included in this document
- (b) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST.
- (c) Unless otherwise indicated in the requested pricing information, rates quoted by the respondent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

APPENDIX C – SUBMISSION FORM

Respondents should refer to the instructions attached to the solicitation for the Appendix C – Submission Form requirements and provide all required information in accordance with the instructions provided in the bidding system.

1. Respondent Information

Please fill out the following form, naming one (1) person to be the respondent's contact for the RFQ process and for any clarifications or communication that might be necessary.	
Full Legal Name of Respondent:	
Any Other Relevant Name under which Respondent Carries on Business:	
Complete Address (Street, city, province, postal code):	
Phone Number:	
Company Website (if any):	
Respondent's contact for submission questions (Name, title, phone & email):	
Respondent's contact with the authority to bind the respondent (Name, title, phone & email):	
Respondent's contact for administration / finance questions (Name, title, phone & email):	
Respondent's contact for operational / Project Manager (Name, title, phone & email):	

2. Acknowledgment of Non-Binding Procurement Process

The respondent acknowledges that the RFQ process will be governed by the terms and conditions of the RFQ, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between CEA FRANCOachat and the respondent unless and until CEA FRANCOachat and the respondent execute a written agreement for the Deliverables.

3. Ability to Provide Deliverables

The respondent has carefully examined the RFQ documents and has a clear and comprehensive knowledge of the Deliverables required. The respondent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFQ for the rates set out in its quotation.

4. Non-Binding Pricing

The respondent has submitted its pricing in accordance with the instructions in the RFQ. The respondent confirms that the pricing information provided is accurate. The respondent acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or

altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

5. Addenda

The respondent is deemed to have read and taken into account all addenda issued by CSDCAB prior to the Deadline for Issuing Addenda.

The proponent is requested to confirm that it has received all addenda by listing the addenda numbers, or if no addenda were issued by writing the word "None" on the following line: _____

Proponents who fail to complete this section will be deemed to have received all posted addenda.

6. Communication with Competitors

For the purposes of this RFQ, the word "competitor" includes any individual or organization, other than the respondent, whether or not related to or affiliated with the respondent, who could potentially submit a response to this RFQ.

Unless specifically disclosed below under Disclosure of Communications with Competitors, the respondent declares that:

- (a) it has prepared its quotation independently from, and without consultation, communication, agreement, or arrangement with any competitor, including, but not limited to, consultation, communication, agreement, or arrangement regarding:
 - (i) prices;
 - (ii) methods, factors, or formulas used to calculate prices;
 - (iii) the quality, quantity, specifications, or delivery particulars of the Deliverables;
 - (iv) the intention or decision to submit, or not to submit, a quotation; or
 - (v) the submission of a quotation which does not meet the mandatory technical requirements or specifications of the RFQ; and
- (b) it has not disclosed details of its quotation to any competitor and it will not disclose details of its quotation to any competitor prior to the notification of the outcome of the procurement process.

Disclosure of Communications with Competitors

If the respondent has communicated or intends to communicate with one (1) or more competitors about this RFQ or its quotation, the respondent discloses below the names of those competitors and the nature of, and reasons for, such communications:

7. No Prohibited Conduct

The respondent declares that it has not engaged in any conduct prohibited by this RFQ.

8. Conflict of Interest

The respondent must declare all potential Conflicts of Interest, as defined in Section 3.4.1 of the RFQ. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the quotation; **AND** (b) were employees of CEA FRANCOachat within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the respondent will be deemed to declare that (a) there was no Conflict of Interest in preparing its quotation; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

Otherwise, if the statement below applies, check the box.

- The respondent declares that there is an actual or potential Conflict of Interest relating to the preparation of its quotation, and/or the respondent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

If the respondent declares an actual or potential Conflict of Interest by marking the box above, the respondent must set out below details of the actual or potential Conflict of Interest:

9. Disclosure of Information

The respondent hereby agrees that any information provided in this quotation, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The respondent hereby consents to the disclosure, on a confidential basis, of this quotation by CSDCAB to the advisers retained by CSDCAB to advise or assist with the RFQ process, including with respect to the evaluation of this quotation.

Signature of Respondent Representative

Name of Respondent Representative

Title of Respondent Representative

Date

I have the authority to bind the respondent.

INTERCOM, PAGING, AND EMERGENCY MESSAGING SYSTEM – École secondaire catholique de La Vérendrye, Thunder Bay, ON

I/We (firm name) _____ hereby agree to fulfill all requirements of this Tender form of this proposal for the lump sum amount of:

\$ _____ + HST

I agree to achieve Total Completion of the project as stipulated in the tender form as per the above-mentioned date.

Sub-Contacts

Listed hereunder are the names of Sub-Contractors/Suppliers whose pricing have been used in the assembly of this proposal and, whom we intend to award sub-contracts if awarded. It is acknowledged that no changes to the list will be made without the advanced written approval of CSDCAB.

<u>Trade</u>	<u>Name of Sub-Contractor/Supplier</u>
Site Removals	_____
PA System Supplier	_____ PA System Install _____
Certification	_____

Dated at _____

This day _____

of

Signing Officer

Witness

INTERCOM, PAGING, AND EMERGENCY MESSAGING SYSTEM – École catholique Immaculée-Conception, Ignace, ON

I/We (firm name) _____ hereby agree to fulfill all requirements of this Tender form of this proposal for the lump sum amount of:

\$ _____ + HST

I agree to achieve Total Completion of the project as stipulated in the tender form as per the above-mentioned date.

Sub-Contacts

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<u>Trade</u>	<u>Name of Sub-Contractor/Supplier</u>
Site Removals	_____
PA System Supplier	_____ PA System Install _____
Certification	_____

Dated at _____

This day _____

of

Signing Officer Witness

