

**THE REGIONAL MUNICIPALITY OF NIAGARA
REQUEST FOR QUOTATION FOR
MAINTENANCE INSPECTION AND TESTING OF
FIRE ALARM, DETECTION DEVICES AND SPRINKLERS
QUOTATION NUMBER 2010-Q-75**

ISSUE DATE: JULY 5, 2010

CLOSING LOCATION:

**OFFICE OF THE REGIONAL CLERK
THE REGIONAL MUNICIPALITY OF NIAGARA
CAMPBELL WEST BUILDING
2201 ST. DAVID'S ROAD
THOROLD, ONTARIO, L2V 4T7**

CLOSING DATE AND TIME:

**TUESDAY, JULY 20, 2010
2:00 P.M. THOROLD TIME**

BID IRREGULARITIES

RESPONSES FOR ADMINISTERING IRREGULARITIES CONTAINED IN BIDS

	<u>IRREGULARITY</u>	<u>RESPONSE</u>
1.	Late Bids	Automatic rejection. Returned unopened to the bidder.
2.	Unsealed Envelopes	Automatic rejection
3.	Insufficient Financial Security	
	A) No bid deposit, uncertified cheque , or financial security not an original (e.g. a photocopy or a facsimile of a financial security)	Automatic Rejection
	B) Amount of Financial Security is insufficient:	Automatic Rejection
	i. Amount of Security is expressed as a percentage of the total bid sum	Automatic rejection, unless in the opinion of Purchasing Services and Legal Services, the insufficiency in the financial security is de minimus (trivial or insignificant).
	ii. Amount of Security is expressed as a dollar figure	Automatic Rejection
	C) Name, or signature of Supplier, or <i>bonding company</i> are <i>missing or incomplete</i>	Automatic rejection
	D) Failure to provide a letter of agreement to bond (if required)	Automatic rejection
4.	Bid Document – execution	
	A) Bids completed in erasable medium	Automatic rejection
	B) Signature of representative authorized to bind the Supplier missing or incomplete on the Bid Document	Two (2) working days * to correct, otherwise automatic rejection
	C) Form of Proposal missing or incomplete	Two (2) working days * to correct, otherwise automatic rejection
	D) Form of Tender missing or incomplete	Automatic rejection
	E) Signature of witness, if required, missing or incomplete	Two (2) working days * to correct, otherwise automatic rejection
	F) Date of Bid missing or incomplete	Two (2) working days * to correct, otherwise automatic rejection
5.	Incomplete, illegible or obscure Bids or Bids which contain information not called for, erasures, overwriting (not initialed), or other minor errors.	Two (2) working days * to confirm Bid to the satisfaction of Purchasing Services
6.	Document, in which all necessary Addenda have not been acknowledged.	Two (2) working days* to confirm Bid to the satisfaction of Purchasing Services
7.	Failure to attend mandatory site visit (if required).	Automatic rejection

	IRREGULARITY	RESPONSE
8.	Bid received on documents other than those provided in the Bid Solicitation	Automatic rejection, unless allowed for in the Bid Solicitation.
9.	Failure to insert the bidder's business name in the space provided in the Bid Solicitation form.	Automatic rejection unless, in the opinion of Purchasing Services and Legal Services, the incomplete nature is trivial or insignificant.
10	Mathematical errors	Two (2) working days * to initial the corrections as made by the Corporation. Unless otherwise stated in the Bid, the unit price shall prevail and the total Bid price shall be adjusted accordingly. The Corporation reserves the right to waive initialing and accept Bid as corrected.
11	Qualified Bids (Bids qualified or restricted by an attached statement).	Automatic rejection
12	Bids containing minor obvious clerical errors.	Two (2) working days * to confirm Bid to the satisfaction of Purchasing Services.
13	Any other irregularities	The Director of Legal Services, or Designate, shall have authority to waive other irregularities or grant two (2) working days to initial such other irregularities considered to be minor.

*Where "working days" specified, this is from the hour the Bidder is notified by Corporation staff of the irregularity

1. **General Conditions**

This Quotation provides for the supply of all labour, material and equipment, (parts extra), necessary for the Maintenance Inspection and Testing of Fire Alarm and Detection Devices and Sprinklers once annually at various locations within The Regional Municipality of Niagara.

2. **Date and Place for Receiving Quotations**

All submissions must be sealed and be received by the office of the Regional Clerk, The Regional Municipality of Niagara, Campbell West Building, 2201 St. David's Road, Thorold, Ontario, no later than 2 p.m. local time, **Tuesday, July 20, 2010.**

Submissions received after this Deadline will not be accepted and will be returned unopened to the bidder. Please note that bidders are solely responsible to ensure that their submissions are received by the office of the Regional Clerk on or before the deadline. The Regional Clerk will not accept any submission after this deadline notwithstanding the reason for its late receipt.

Please also note that, in the event of any question regarding the timely receipt of any submission, the time on the clock designated by the Regional Clerk will absolutely prevail over any other time piece regardless of any discrepancies between the time on the Regional Clerk's designated clock and actual time.

Bids will be opened at a public meeting at 2:15 p.m. local time **Tuesday, July 20, 2010.**

3. **Form of Quotation**

The Quotations must be submitted on the attached "Form of Quotation" and enclosed in an envelope addressed to the Regional Clerk at the address noted above, which clearly identifies the document(s) enclosed as a quotation, gives note of the quotation number and the name and address of the bidder.

All unit prices must be clearly indicated and all extensions and lump sum prices written in figures. The bid must not be restricted by a statement added to the Form Quotation, or by a covering letter, or by alterations to the as supplied, unless otherwise provided herein. Bidders will be allowed to attach descriptive literature for the sole purpose of amplifying the bid. Adjustments by fax or letter to a Form Quotation already submitted will not be considered. The Form Quotation must be properly completed and witnessed in the spaces provided on the Form and signed by the bidder or responsible official of the firm bidding. If a joint bid is submitted, it **MUST** be signed, addressed and witnessed on behalf of each bidder.

Quotations that are not signed by an authorized signing officer may be considered incomplete and subject to disqualification at the discretion of the Region.

4. Clarification

It will be the bidder's responsibility to clarify any details in question before submitting a bid. All official correspondence in regard to the specifications should be directed to and will be issued by Barb Aiken, Purchasing Agent, C.P.P.B., Telephone 905-984-3656, Fax 905-682-8521, the Purchasing Office of the Regional Municipality of Niagara, 2201 St. David's Road, Thorold, Ontario. The Regional Municipality of Niagara bears no responsibility for any oral communication, instruction or suggestions.

5. Withdrawal of Quotation

A Quotation may be withdrawn unopened after it has been deposited, if such request is received in writing by the Clerk prior to the time specified for the opening of Quotations.

6. Disqualification of Bidders

If more than one Quotation is received from an individual, firm, partnership, corporation or association under the same or different names all such Quotations will be rejected. Any evidence of collusion between bidders will be sufficient to reject all Quotations so affected.

7. Error and Correction

The Regional Municipality of Niagara reserves the right in its total discretion to make all necessary corrections to any Quotation which contains mathematical errors and may refer to the unit price in making such corrections.

8. Announcement

No award is made until a report is prepared for and approved by the council for The Regional Municipality of Niagara.

9. Invoices

Each location must be invoiced separately, (with "Found As" reports and recommendations to be included), to the attention of the location representative.

10. Acceptance or Rejection of Quotations

The Regional Municipality of Niagara reserves the right in its total discretion to accept or reject any Quotation, for any location, for any reason whatever and to accept or reject any bid if considered in its best interest, and to award by location to one or more bidders. The lowest or any Quotation will not necessarily be accepted.

Bidders may bid on all items or any part thereof and The Regional Municipality of Niagara reserves the right to award by individual location and/or system (i.e. fire alarms and sprinklers separately) to one of several bidders.

11. Confidentiality

The bid must not be restricted by any statement, covering letter or alteration by the bidder in respect of confidential or proprietary information. The Region will treat all bids as confidential. The Region will comply *with the Municipal Freedom of Information and Protection of Privacy Act*, and its retention by-law pursuant to the *Municipal Act*, in respect of all bids. All Public Reports approved by the Council of the Region will become public information. Such Public Reports will not include bid documents. The Region will not return or destroy all copies of any unsuccessful bid.

12. Firm Prices

Prices quoted are to be in Canadian Funds, and are to remain firm for acceptance for a period of sixty (60) days after closing date.

13. Harmonized Sales Tax (HST)

Changes in taxes, due to the introduction of the new Harmonized Sales Tax (HST), are set to take effect starting July 1, 2010.

Bidders should factor into their tender unit prices and any other prices submitted as part of the bid, the transition to the Harmonized Sales Tax on July 1, 2010, including the removal of the provincial sales tax (PST) on items for which PST will cease to be payable after June 30, 2010.

All prices shall exclude GST and HST. Payment under the Contract shall be subject to value added taxes in effect at the time of invoicing. Pricing also assumes that the transition to HST will occur as announced by government. Savings arising from the planned elimination of the PST shall be included in the unit prices bid.

HST will apply to all invoices or progress payment requests as of July 1, 2010.

14. F. O. B. Point

All work under this contract is to be F.O.B. our locations.

15. Duration of Contract

This contract will be awarded for a period of twelve (12) months, with the option to extend for two additional twelve (12) month terms at the sole discretion of the Region if it is in the Region's best interest. Bidders are asked to quote the percentage of increase for Optional years two and three in the space provided on the Form of Quotation. The successful bidder will be notified if the Regional Municipality of Niagara elects to extend the contract for the optional second and third years. The Regional Municipality of Niagara reserves the right to cancel the contract, if dissatisfied for any reason, upon giving 30 days written notice.

16. Liability Insurance Policy

Within fifteen (15) days of being notified of the award the successful bidders must furnish the Regional Municipality of Niagara with a CERTIFICATE OF INSURANCE, for a Liability Insurance Policy, covering Public Liability and Property Damage in a minimum amount of \$2,000,000.00 inclusive. Such policy shall contain:

Commercial General Liability insurance insuring all services, operations, products, and work as described in the bid. The policy will be extended to include bodily injury, property damage, personal and advertising injury, products and completed operations, contractual liability, owners and contractors protective liability and to a limit of no less than two million dollars (\$2,000,000) per occurrence.

The policy shall include a cross liability clause and be endorsed to include The Regional Municipality of Niagara as an additional insured.

Non-owned automobile insurance to a limit of no less than two million dollars (\$2,000,000).

Automobile Insurance (OAP1) for both owned and leased vehicles with inclusive limits of no less than two million dollars (\$2,000,000).

All policies of insurance shall:

- (a) be written with an insurer licensed to do business in Ontario;
- (b) be non-contributing with and will apply only as primary and not excess to any other insurance or self-insurance available to The Regional Municipality of Niagara, and
- (c) contain an undertaking by the insurers to notify The Regional Municipality of Niagara in writing not less than thirty (30) days before any material change in coverage or cancellation of coverage.

Proof of insurance shall be on the Region's form of Certificate of Insurance, signed by an authorized representative of the insurer. The contractor will make available complete certified copies of all applicable insurance policies for examination if required by The Regional Municipality of Niagara.

Certificates of Insurance evidencing renewal or replacement of policies shall be delivered to The Regional Municipality of Niagara within fifteen (15) business days prior to the expiration or replacement of the current policies, without demand by The Regional Municipality of Niagara.

17. Insurance Certificate

Upon award of the contract, the successful bidder shall furnish The Regional Municipality of Niagara with a CERTIFICATE OF INSURANCE, on the Region's standard Certificate of Insurance form which **must** comply with the insurance requirements outlined in this bid document. For your convenience the Region's Certificate of Insurance can be found on our website – www.niagararegion.ca/business/fpr/cert-insurance.aspx

18. Workplace Safety and Insurance Board Clearance

Bidders are to provide their Workplace Safety and Insurance Board (W.S.I.B.) account number on the Form of Quotation. The successful vendor must furnish their Workplace Safety and Insurance Board (W.S.I.B.) certificate prior to the issue of any contractual agreement and must agree to maintain their standing with W.S.I.B. during the duration of the contract term.

19. Work Safety

All work performed under this contract must be carried out in accordance with the terms and conditions of the Occupational Health and Safety Act, (latest revision) and all applicable Regulations made under the Occupational Health and Safety Act.

20. Drawings

Building drawings for all locations other than Child Care Centres and Senior Citizens Homes, may be viewed at the Building Services Section, The Regional Municipality of Niagara, 2201 St. David's Road, Thorold, Ontario, contact Jessica Alward at (905) 685-1571, extension 3429.

21. Site Inspection

Bidder's MUST be familiar with each location and examine all existing conditions to determine the amount and character of work involved, ONLY AFTER VIEWING BUILDING DRAWINGS.

Note: Extremely high ceiling height at Public Works Service Centre Fleet Garage. Supply of bucket truck or other equipment required to access ceilings is the contractor's responsibility. The Regional Municipality of Niagara will not provide any equipment or training to carry out the work.

No allowances shall subsequently be made for any error or misjudgement. If a bidder has visited a location within the last 12 months, and is completely familiar with existing conditions, a site visit is not required. Site inspection arrangements can be made by contacting the following contact person for each location, as listed :

Contact	Location	Phone #
Jessica Alward	Regional Headquarters, P.O. Box 1042, Thorold (all locations except Homes & Childcare Centres)	905-685-4225 ext. 3429
Dave Hare	Deer Park Villa, 150 Central Ave., Grimsby	1905-945-4164
Mark Long	Gilmore Lodge, 50 Gilmore Road, Fort Erie	905-847-6160
Lou Ferretti	Linhaven, 403 Ontario St., St. Catharines	905-934-3364
Luc Noel	Meadows of Dorchester, 6623 Kalar Rd., Niagara Falls	905-357-1911

21. **Site Inspection** (Cont'd)

Contact	Location	Phone #
Ron Aubin	Northland Pointe, 2 Fielden Ave., Port Colborne	905-835-9335
Rick Rodrigue	Rapelje Lodge, 277 Plymouth St., Welland	905-714-7428
Rick Philp	Upper Canada Lodge, 272 Wellington St., Niagara-on-the-Lake	905-468-4208
Jeff Malaguti	Woodlands of Sunset, 920 Pelham St., Welland	905-892-3845
Lori Belcastro	Branscombe Early Learning & Family Centre, 6271 Glengate St., Niagara Falls	905-356-7677
Terry Barclay	Childcare Centre, 25 Bruce St., Welland	905-735-2665
Kathy Kuronen	Childcare Centre 487 Northland Ave., Port Colborne	905-835-2394
Leah Philbrick	Childcare Centre, 94 Catherine St., Fort Erie	905-871-7706
Laura Rasmussen	Childcare Centre, 179 Carlton St., St. Catharines	905-684-9927

22. **Assignment of Contract**

The Contractor shall not make any assignment, or any sub-contract for the supply of material or the execution of any of the work hereby tendered on, nor engage in brokering or franchising or any other such practice, unless The Regional Municipality of Niagara, in its' own absolute discretion, expressly consents in writing.

Failure of the contractor to obtain the express written consent of the Region, prior to engaging in any of the practices noted in the above paragraph, shall constitute a fundamental breach of the contract, and in such circumstance the Region may, in its' own absolute discretion, cancel the contract and award to any other bidder, or re-Tender.

Further, the Contractor shall be liable for all damages sustained by the Region as a result of the Contractor's breach of the contract, regardless of whether or not the Region chooses to cancel the contract. Any contract payments outstanding at the time of the Contractor's breach will be forfeited to the Region in full or partial payment of said damages.

Any outside costs associated with making a decision on whether to assign a contract will be the responsibility of the Contractor.

23. Contractor's Responsibility

Any equipment, tools, supplies, etc., delivered to the job site by the contractor, prior to, during or after carrying out the work will be of his own volition and he will be entirely responsible for same.

24. Payment

Payment will be made upon completion of the entire job, to the satisfaction of The Regional Municipality of Niagara. No partial payments will be considered.

25. Failure to Perform

Failure to comply with all the terms and conditions of this Quotation, and failure to supply all documentation as required herein within the specified time period, shall be just cause for cancellation of the award. The Region shall then have the right to award to any other bidder, or to requote.

26. Ability and Experience of the Bidders

Each bidder shall satisfy The Regional Municipality of Niagara, as to their ability and experience in providing the services offered in their Quotation. The Regional Municipality of Niagara will not award a contract to any Company that cannot furnish evidence satisfactory to the Region, in its sole discretion, that they have the necessary ability, dedication, equipment, capital and experience to provide the services required.

27. Indemnification

The Successful Bidder shall indemnify and save harmless the Region, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of the negligence, errors, omissions, fraud or wilful misconduct of the Successful Bidder, its officers, employees, agents and subcontractors, or any of them, attributable to or in connection with the delivery or performance of the goods and services contemplated in this Request for Quotation, except to the extent that same is attributable to or caused by the negligence of the Region, its officers, employees and agents, or any of them. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Successful Bidder in accordance with this Request for Quotation.

28. References

Bidders are to complete applicable section on the Form of Quotation, listing references of completed jobs of a similar nature. The Region reserves the right to contact any other references that may not be listed or provided by the bidder to confirm their ability to perform the work as specified herein.

29. Vendor Performance

The Corporation may, in its sole discretion, reject a Bid if a bidder:

- (i) has, at any time, threatened, commenced or engaged in legal claims or litigation against the Corporation;
- (ii) is involved in a claim or litigation initiated by the Corporation;
- (iii) previously provided goods or services to the Corporation in an unsatisfactory manner;
- (iv) has failed to satisfy an outstanding debt to the Corporation;
- (v) has a history of illegitimate, frivolous, unreasonable or invalid claims;
- (vi) provides incomplete, unrepresentative or unsatisfactory references; or
- (vii) has engaged in conduct that leads the Corporation to determine that it would not be in the Corporation's best interests to accept the Bid.

30. Purchasing By-Law

Submissions will be solicited, received, evaluated, accepted and processed in accordance with The Region's Purchasing By-law as amended from time to time. In submitting a bid in response to this solicitation, the Bidder agrees and acknowledges that it has read and will be bound by the terms and conditions of The Region's Purchasing By-law.

The Purchasing By-Law can be viewed on the Region's website, www.niagararegion.ca.

31. Minor Non-Compliance

Bids which fail to conform to the requirements of this invitation in form or content may be disqualified as non-compliant. However, the Region may, in its sole discretion, waive minor non-compliance and retain, for consideration and possible award, bids which do not conform to the requirements of the invitation in form or content, where such bids appear to offer the best value to the Region. Bidders are cautioned that any such retention of non-conforming bids for evaluation and possible award will be a rare event and solely at the Region's discretion. Bidders are urged to ensure their bid is fully compliant with all requirements of the invitation.

32. Exclusion

Except as expressly and specifically permitted herein, no Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in this Quotation, and by submitting a Quotation each Bidder shall be deemed to have agreed that it has no claim.

33. Accessibility Regulations for Contracted Services

Contracted employees, third party employees, agents and others that provide customer service on behalf of The Regional Municipality of Niagara is legally responsible with the provisions outlined in Section 6 of the Ontario Regulation 429/07 with respect to training. The Contractor shall ensure that such training includes, without limitation, a review of the purposes of the Act and the requirements of the Regulation, as well as instruction regarding all matters set out in Section 6 of the Regulation. By signing the Form of Tender (or Quotation/Request for Proposal), the Contractor has agreed to be in full compliance with this regulation. For further information please go to www.niagararegion.ca/business/tenders

34. Contract Award Document

The issue of a Purchase Order or an Agreement by the Region gives rise to a Contract between the Region and the successful Bidder in accordance with the terms and conditions set out in these Instructions, the Specifications, any applicable Addenda and any other related documents.

35. Agreement on Internal Trade

Bidders should note that procurements falling within the scope of Chapter 5, Procurement, of the Agreement on Internal Trade are subject to that chapter but that the rights and obligations of the parties shall be governed by the specific terms of each particular Quotation call. For further reference please see the Internal Trade Secretariat website at www.ic.gc.ca/eic/site.

Scope

This specification applies to the inspection, testing, maintenance and repair, (parts extra), of existing electrical Fire Alarm, Detection Devices and Sprinkler Systems once annually, at locations as listed herein:

All testing whether it be actuators, smoke, heat, pole station devices, fire sprinkler devices are to be tested all at the same time when any site is being verified. In the event multiple or subcontractors are involved, the successful bidder must ensure that all of his trades are on site at the same time in order to alleviate any downtime and inconvenience to the building occupants.

When all systems and devices are tested in the Homes where integrated nurse call systems exist, that the service provider and the Home staff verify those devices connected to the fire alarm system.

1. **Work Safety**

The successful bidder's workers are required to wear safety headwear during all times that they are working in areas of Niagara's facilities designated as "Hard Hat" areas. All work performed under this contract must be carried out in accordance with the terms and conditions of the OCCUPATIONAL HEALTH AND SAFETY ACT, R.S.O. 1984, CHAPTER 321, LATEST REVISION.

2. **Annual Inspections**

Annual inspections are to be arranged with location representatives.

General Requirements

1. The intent of this specification is to supply full servicing of automatic fire detection, alarm and sprinkler systems installed in various locations, ensuring that all systems will operate efficiently and as designed, with no additional labour cost to The Regional Municipality of Niagara. The contractor shall build into his price, labour charges to cover the above. Requests for service resulting from vandalism, water damage, lightning, freezing or misuse are billable by the contractor. Labour required to conduct major repairs due to age and condition of equipment is also billable and will be quoted prior to conducting the repairs. In the event that trouble should occur in any part of the system, it shall be the responsibility of the contractor to report to the Building Manager any repairs that will be required. The Region reserves the right to obtain competitive quotes for repairs or replacements.
2. When a fault is found which would render the system inoperative, it shall be repaired immediately, at no additional labour cost to the Region. It is required that the testing contractor carry sufficient replacement components (i.e. stations, thermal detectors, smoke detectors, signals, panel modules, master control boards, lamps, battery packs & duct detectors), to facilitate most repairs immediately.

General Requirements (continued)

3. Components requiring replacement shall be replaced with parts having identical specifications or with alternative equipment designated by the manufacturer and ULC approved for use with the building's system.
4. Changes to the system, other than replacements of components as included under clause 1.4 shall be made only with prior approval of The Regional Municipality of Niagara, in writing.
5. All approved changes to the system shall be made by a qualified representative of the manufacturer or person acceptable to the Region.
6. The successful bidder shall have the design and engineering resources and training to ensure capable trouble shooting and fault analysis.
7. The tests and inspections described herein are minimum requirements. Since it is the intention of this specification to provide protection for each location, it is expected that the firms offering their services will provide the necessary inspection and maintenance required to ensure utmost safety comprehending what may be reasonably implied from these specifications though not particularly shown or called for herein. Bidders are to provide technical details on testing in their Quotation.

8. **Inspection Reports** (Detection Devices-Sprinklers-Halon Systems)

A detailed inspection and service report by room and certification (certificate) for all systems in good order per ULC STANDARDS CAN 4-S536, Latest Revision, shall be submitted within five days after each inspection to each location. A duplicate copy shall be kept on file by the Service Company. The report shall include the following:

- a. A detailed report of all items inspected, work performed, trouble found and corrective action, by room.
- b. Recommendations to improve operating efficiency of system, if necessary.
- c. Date when the next inspection should be performed.
- d. The certificate and report must be signed by an authorized official of the company for each of the devices and panel, sprinklers and Halon Systems.
- e. A sample of the inspection report **MUST** be submitted with your Quotation.
- f. Currently all of the Region's facilities have had their devices bar coded and inventoried with a reporting system through BuildingReports.ca. The contractor is required to maintain the bar coding inventory and submit their reports using this technology."

9. **Replacement Parts**

No part shall be replaced without consultation with the Building Manager.

General Requirements (continued)

10. **Eligibility**

Contractors submitting prices at the time of Quotation shall submit proof of having been continuously in the Fire Alarm business for a period of not less than FIVE (5) YEARS. References (not including Regional locations) are to be listed in the space provided on the Form of Quotation.

The bidder **MUST** confirm that any technicians working on our systems has successfully completed either of the following fire alarm training programs:
Electrical Contractors' Association of Ontario (ECAO)
Canadian Fire Alarm Association (CFAA)
or is supervised by a person that meets the above requirement.

11. **ULC STANDARDS CAN 4-S536 LATEST REVISION** will be minimum standards and will govern in the event of any difference in opinion between the contractor and the Region.

12. **INSPECTION, TESTING AND MAINTENANCE**

Testing shall be conducted at each location once per year. All systems shall be inspected, cleaned, adjusted, and performance tested. If a fault is detected, appropriate corrective action shall be taken. It is important that if a lubricant is used for electrical contacts, that it be a dry lubricant, not one which would attract dust.

13. **Emergency Service**

This contract will include emergency service for the duration of the contract.

Any service required, in addition to the scheduled inspection, during normal working hours, 8:00 a.m. to 5:00 p.m., Monday to Friday, is included in this contract and shall be supplied at no additional cost. It is agreed that any calls for service placed by the owner after 2pm Monday to Friday will be billable by the contractor Bidders are to state hourly rate for after hours service, including weekends and holidays.

Fire Alarm Systems

1. The fire alarm control panel and its' system shall be inspected and tested in accordance with the Ontario Fire Code for the following:
 - a. Test ground detector circuit for proper operation. If the system is not equipped with a ground detector circuit include a test for ground on all building circuits during supervisory test.
 - b. Test initiating circuits for supervision.
 - c. Test signal circuits for supervision.
 - d. Test A.C. Power feed for supervision and system transfer to stand-by power.
 - e. Test and record rectifier output voltage.
 - f. Inspect all fuses for continuity.
 - g. Inspect and clean all relay contacts, if applicable.
 - h. Test and record battery charging voltage and current.
 - i. Test and record battery boost voltage and current.
 - j. Inspect batteries.
 - k. Test central station connection for proper transmission of alarm and trouble, where applicable.
 - l. Test operation on all auxiliary relays and functions.
 2. The fire alarm system shall be test operated under general alarm conditions, but with bells silenced.
 3. All manual-initiating devices shall be activated individually with the main power supply disconnected.
 4. Each manual alarm initiating device on each floor, including sub-grade areas shall be activated on the main power supply during each test, with bells silenced.
 5. Operation of every audible and visual signal appliance shall be ensured during the testing of alarm indicating devices.
 - a. Audible Signal Appliances - The fire alarm system shall be tested on main power supply and standby power supply, with the maximum expected load on the system. The audible signal appliance shall function as intended and shall be audible intermittently throughout the building with normal background noise present.
 - b. Visual Signal Appliances - The visual signal appliances shall function as intended and shall be clearly visible from all points within the visual alarm area.
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Fire Alarm Systems (continued)

6. All automatic alarm initiating devices shall be tested for their intended function in accordance with the manufacturer's instructions, except where otherwise indicated (item 2.9).
7. Smoke detectors shall be cleaned and re-calibrated in accordance with the manufacturer's instructions.
8. Remote annunciators shall be tested for supervision and all lamp tests for alarm annunciation.
9. Correct annunciation shall be ensured for each initiating device tested.
10. Door release devices required to open upon fire alarm to be verified.
11. Ventilation fan shutdown relays to be tested for operation.
12. Inspection of Halon Systems is to include the pressurized cylinders and all components of these systems.
13. High Pressure Discharge Actuators:
 - a. All Halon, high pressure discharge actuators utilized in the computer rooms and paint spray booth are to be verified as part of the annual testing of fire alarm devices.
 - b. Only those individuals who have proven previous history of testing these devices are to be considered for this portion of the verification and preference will be given to those who are authorized agents of the actuators in use.
 - c. Bidders are given a choice to not bid on the actuator verifications, as it is not our intent to limit local contractors from bidding on this project. If bidding on this, show cost of actuator verification separately on Form of Quotation.
 - d. The Regional Municipality of Niagara reserves the right to contract its own actuator verification. This right will be exercised in the event that no acceptable bids for this portion of the Quotation are received.

Sprinkler Systems

1. Testing shall be conducted at each location once per year.
 2. All systems shall be inspected, cleaned, adjusted, and performance tested once per year and serviced until the next inspection. If a fault is detected, appropriate corrective action shall be taken.
 - a. The sprinkler system shall be inspected and tested in accordance with Ontario Fire Code **and including the following regulations:**
 3. All Police Stations require monthly inspections for sprinkler systems in the cell areas.
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4. **Smoke Detectors**

- a. Each smoke detector shall be visually inspected for cleanliness. When required, cleaning shall be in accordance with the manufacturer's recommendations.
- b. Each smoke detector sensitivity value shall be tested to confirm that it is within its rated operating range using the manufacturers' recommended test equipment.
- c. A smoke detector whose sensitivity is not within the required operating range shall be cleaned, re-tested in accordance with clause "b" and if still not within its rated sensitivity, replaced with a compatible smoke detector.
- d. Smoke detector sensitivity measurements and/or cleaning date shall be recorded in the individual device record after the smoke detector has been reinstalled.
- e. Each smoke detector shall be tested for operation by introducing smoke or simulated smoke to the detecting chamber.

5. **Fire Code** **Fire Safety Maintenance Duties**

6.5.5.2 Test the sprinkler system alarm

6.5.5.7 Test sprinkler system central station connections.

6.5.4.4 Inspect and lubricate Fire Department connections.

6.5.5.4 Conduct a dry pipe system trip test.

6.6.3.5 Conduct a fire pump flow test.

6.5.3.2 Inspect all exposed sprinkler system pipe hangers.

6.5.4.1 Inspect auxiliary drains (drum drips) and dry pipe sprinkler system.

6.5.4.3 Inspect dry pipe valve water priming level.

6.5.5.3 Conduct sprinkler system alarm test using the hydraulically cost remote test valve.

6.5.5.5 Conduct a main drain flow test of the sprinkler system water supply.

Note: Ensure glycol levels (where applicable) are correct and that necessary protection is provided.

Definitions

Test: Means operation of device or system to ensure that it will perform in accordance with its intended function.

Inspect: Means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

Check: Means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

Notes: All testing to be done with bells silenced or in intermittent mode.

I/We, the undersigned, having the authority to bind the company, certify that I/We have examined the Information to Bidders & General Conditions, Specifications & Scope of Work, and Form of Quotation and are familiar with each location and do hereby offer and agree to enter into an agreement with the Regional Municipality of Niagara for the Maintenance Inspection and Testing of Fire Alarm, Detection Devices and Sprinkler Systems (parts extra), at various Regional locations, as described herein:

#	Location / Description	Annual Cost
1.	Regional Headquarters, 2201 St. David's Rd. W., Thorold	
	<u>Campbell West</u>	
a.	Fire Alarms - Approx. 85 Devices	\$
b.	Edwards 6500 Panel, 2 Annunciators	\$
c.	Sprinklers - Throughout Building	\$
	Regional Headquarters, 2201 St. David's Rd. W., Thorold	
	<u>Campbell East</u>	
a.	Edwards Fire Alarm System – EST3 System	\$
b.	Photoelectric Smoke Detectors – 10	\$
c.	ROR/Fixed Temperature Heat Detector – 1	\$
d.	Pull Stations – 25	\$
e.	Combination Photo/Heat ROR/Fixed Detectors – 3	\$
f.	Strobe Lights – 9	\$
g.	Horn/Strobe Lights – 44	\$
h.	Duct Smoke Detector – 2	\$
i.	Sprinklers throughout the building	\$
2.	Environmental Building, 3501 Schmon Parkway, Thorold	
a.	Fire Alarms - Approx. 15 Devices,	\$
b.	Edwards 6616 Panel, 1 Annunciator	\$
c.	Sprinklers - Throughout Building	\$
3.	Police Headquarters, 68 Church St. St. Catharines	
a.	Fire Alarms - Approx. 292 Devices	\$
b.	Edwards 6500 Panel, 1 Annunciator	\$
c.	Sprinklers - Basement Area Only	\$
d.	Halon Computer - Approx. 25 Devices, Systems	\$
e.	Fike 10-038 Panel-Add to cost of Actuator Verification	\$

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#	Location / Description	Annual Cost
4.	Police Headquarters (Admin), 110 James Street, St. Catharines	
	Edwards Fire Alarm Panel	\$
a.	Pull Stations – 20	\$
b.	Strobe/Horns – 36	\$
c.	Heat Detectors – 74	\$
d.	Smoke Detectors – 54	\$
5.	Police Building, 4343 Morrison St., Niagara Falls	
a.	Approx. 52 Devices	\$
b.	Edwards 6616 Panel, 1 Annunciator	\$
6.	Police Building, 1200 Thompson Rd., Fort Erie	
a.	Fire Alarms - Approx. 20 Devices, Edwards 2280 Panel	\$
7.	Police Building, 5 Lincoln Ave., Welland	
a.	Fire Alarms - Approx. 50 Devices	\$
b.	Simplex X4202 Panel, 1 Annunciator	\$
c.	Sprinklers - Security Area Only	\$
8.	Police Fleet Service, 3547 Thorold Townline Rd. N., Thorold	
a.	Fire Alarms - Approx. 19 Devices, Edwards 6616 Panel	\$
9.	Port Colborne Police Building, 501 Fielden Ave., Port Colborne	
a.	Fire Alarms - 14 Devices, Panel Microm FA101	\$
10.	Public Works Service Centre, 3547 Thorold Townline Rd. N., Thorold	
	(Note: Extremely High Ceilings at this location)	
a.	Fire Alarms - Approx. 119 Devices Edwards 6616 Panel	\$
b.	Halon System-Paint Spray Booth (Add cost of Actuator Verification)	\$
c.	Forestry Trailer	\$
11.	Smithville Patrol Yard, 3112 Clayson Road.	
a.	Fire Alarms - 12 Devices, Panel Model Microm FA101A	\$
12.	Pelham Patrol Yard, 1495 Victoria Ave.	
a.	Fire Alarms - 12 Devices, Panel Model Micro FA101a	\$
13.	Thorold Patrol Yard, 3557 Thorold Townline Rd., Thorold	
a.	Fire Alarms - 23 Devices Panel 1000	\$

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#	Location / Description	Annual Cost
14.	Welland Patrol Yard, 745 Nidels Cr., Building 'A', Welland	
	Approximately 27 Devices	
a.	Zone Fireshield Panel Class 'B' - 3	\$
b.	Pull Stations – 5	\$
c.	Smoke Detectors – 5	\$
d.	Heat Detectors – 6	\$
e.	Horns – 8	\$
15.	Welland Patrol Yard, Building 'E', Welland	
	Approximately 20 Devices	
a.	Zone Fireshield Panel Class 'B' – 3	\$
b.	Pull Stations – 7	\$
c.	Heat Detectors – 6	\$
d.	Horns – 4	\$
16.	Health Services Building, 5710 Kitchener St., Niagara Falls	
a.	Fire Alarms - Approx. 17 Devices, Unelco F20 Panel	\$
17.	Health Services Building, 200 Division Street, Welland	
a.	Edwards Fire Panel	\$
b.	Heat Detectors – Approx. 38	\$
c.	Smoke Detectors – Approx. 22	\$
18.	Branscombe Childcare Centre, 6271 Glengate St., Niagara Falls	
a.	Fire Alarm Panel QS1-1-G-1 Quick Start, Approx. 67 Devices	\$
19.	Childcare Centre, 25 Bruce St., Welland	
a.	Fire Alarms - Approx. 17 Devices, Edwards 1527 P+B52 Panel	\$
20.	Childcare Centre, 487 Northland Ave., Port Colborne	
	Fire Alarms - Approx. 13 Devices, Edwards 1526 Panel	\$
a.	Edwards 1526 Panel	\$
21.	Childcare Centre, 94 Catherine St., Fort Erie	
a.	Fire Alarms - Approx. 13 Devices, Edwards 1526 Panel	\$
22.	Childcare Centre, 179 Carlton St., St. Catharines	
	Fire Alarms - Approx. 11 Devices, Mirton 70705 Panel	\$

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#	Location / Description	Annual Cost
23.	Community Services Building, 250 Thorold Rd. W., Welland	
a.	Fire Alarms – Approx. 92 Devices Simplex 4002 Panel	\$
b.	1 Annunciator	\$
24.	Ambulance Station, 139 Ontario Street, St. Catharines	
a.	Simplex 4002 Panel (8 Zones)	\$
b.	49 Devices – Smokes – 9	\$
c.	Pull Stations - 9	\$
d.	Bells - 8	\$
e.	Heat Detectors - 23	
25.	Ridgeway Ambulance Station, 369 Gorham Rd., Ridgeway	
a.	Smoke Alarms – 4 Devices, Firex, Model #0406C	\$
	Pelham Ambulance Station, 177 Hwy. #20 West, Pelham	
a.	Smoke Alarms - 2	\$
	Grimsby Ambulance Station, 10 Iroquois Trail, Grimsby	
a.	Smoke Alarms – 4	\$
26.	Smithville Ambulance Station, 110 West Street, Smithville	
	2 Devices	\$
27.	Police Buildings – Cell Areas (St. Catharines, Welland, Niagara Falls)	
a.	Smoke Detectors – Monthly Inspection	\$
28.	Upper Canada Lodge, 272 Wellington St., Niagara-on-the-Lake	
a.	Fire Alarms - Notifier Model - NFS 640, Approx. 444 Devices	\$
b.	1 Annunciator	\$
29.	Gilmore Lodge, 50 Gilmore Rd., Fort Erie	
a.	Fire Alarms - Notifier Model - NFS 640, Approx. 448 Devices	\$
b.	1 Annunciator	\$
30.	Linhaven Home, 403 Ontario St., St. Catharines	
a.	Fire Alarms – Notifier DR-D4 ACPS-2406, Approx. 787 Devices	\$
b.	Sprinkler System – Throughout the Building	\$
31.	Meadows of Dorchester, 6623 Kalar Rd., Niagara Falls	
a.	Fire Alarms-Edwards EST-3, approx. 210 Devices	\$
b.	Sprinkler System - Throughout Building	\$

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#	Location / Description	Annual Cost
32.	Northland Pointe, 2 Fielden Ave., Port Colborne	
a.	Fire Alarms-Edwards EST-3, approx. 260 Devices	\$
b.	Sprinkler System - Throughout Building	\$
33.	Rapelje Lodge, 277 Plymouth St., Welland	
a.	Fire Alarms - Approx. 459 Devices	\$
b.	Edwards Panel ESA 2000, 7 Annunciators	\$
c.	Sprinkler System - Throughout Building	\$
34.	Deer Park Villa, 150 Central Ave., Grimsby	
a.	Fire Alarm System	\$
b.	Sprinkler System – <u>Located only in the garbage room</u>	\$
35.	Woodlands of Sunset, 920 Pelham St., Welland	
a.	Fire Alarms, Edwards EST 3, Approx. 210 Devices	\$
b.	Sprinkler System – throughout building	\$

	Sub Total All Locations	\$
	Plus 13% H. S. T.	\$
	Total Annual Cost	\$

OPTIONAL SECOND YEAR RENEWAL (ACROSS THE BOARD PERCENT INCREASE/DECREASE FOR YEAR 2)	%
OPTIONAL THIRD YEAR RENEWAL (ACROSS THE BOARD PERCENT INCREASE/DECREASE FOR YEAR 3)	%
AFTER REGULAR WORKING HOURS & WEEKENDS – HOURLY RATE	\$

COMPANY:	SIGNATURE:
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A LIST OF REFERENCES (EXCLUDING REGION OF NIAGARA) MUST BE SUPPLIED. LIST REFERENCES BELOW, WITH CONTACT NAME AND TELEPHONE NUMBER, INCLUDING LENGTH OF SERVICE TO EACH LOCATION WHERE PREVIOUS INSPECTIONS HAVE BEEN PERFORMED.

CONTACT NAME	COMPANY NAME	YEARS/SERVICE	# OF DEVICES	PHONE #

A LIST OF SUB CONTRACTORS MUST BE SUPPLIED. LIST SUBCONTRACTORS BELOW, TOGETHER WITH WORK THEY ARE TO PERFORM.

SUB CONTRACTOR	WORK TO BE PERFORMED

WITH REGARD TO ALL SUBCONTRACTORS BEING USED, LIST *THEIR* REFERENCES BELOW WITH COMPANY, CONTACT NAME, TELEPHONE NUMBER, INCLUDING LENGTH OF SERVICE TO EACH LOCATION WHERE THEY HAVE PERFORMED PREVIOUS INSPECTIONS.

CONTACT NAME	COMPANY	PHONE #	YEARS/SERVICE

LIST BELOW, THE NAMES OF THE TECHNICIANS AND THEIR QUALIFICATIONS OF THOSE WHO WILL ACTUALLY BE CONDUCTING THE REQUIRED WORK:

NAME	QUALIFICATIONS

COMPANY:	SIGNATURE
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ADDENDUM/ADDENDA (If applicable **must** be filled in by bidder.)

I/We, the undersigned, acknowledge that I/We have received addendum/addenda

Numbers _____* to _____* inclusive, and that all changes specified therein have been included in the prices submitted.

COMPANY:	CONTACT NAME:
(Must Show Correct Legal Company Name)	(please print)
ADDRESS:	SIGNATURE:
	(I/We have the authority to bind the Corporation)
	TITLE:
	WITNESS:
POSTAL CODE:	SIGNATURE:
TELEPHONE NUMBER:	TITLE:
FAX NUMBER:	DATE:
E-MAIL ADDRESS (Must supply if available):	

THE REGIONAL MUNICIPALITY OF NIAGARA

NOTICE OF NO BID

DOCUMENT NUMBER 2010-Q-75 TITLE: FIRE ALARM INSPECTION

It is important to the Municipality to receive a reply from all invited bidders. There is no obligation to submit a bid however, should you choose not to bid completion of this form will assist the Region in determining your interest in future bids.

INSTRUCTIONS

If you are unable, or do not wish to bid on this proposal, please complete the following portions of this form. State your reason for not bidding by checking applicable box(es) or by explaining briefly in the space provided. It is not necessary to return any other quotation/Quotation documents. Just return the completed form by mail or by FAX prior to the closing date.

FAX NUMBER - 905 682-8521

- 1. We do not manufacture/supply this commodity/service.
- 2. We do not manufacture/supply to this specification.
- 3. Unable to quote competitively.
- 4. Cannot handle due to present work load.
- 5. Quantity/job too large.
- 6. Quantity/job too small.
- 7. Cannot meet delivery/completion requirements.
- 8. Agreements with distributors/dealers do not permit us to sell directly.
- 9. Licensing restrictions.
- 10. Do you wish to bid on this commodity/service in the future? Yes No

Other reasons or additional comments:

COMPANY NAME: _____ CONTACT PERSON: _____
PHONE NUMBER: _____ FAX NUMBER: _____
EMAIL ADDRESS: _____