



The Corporation of The Township of Assiginack

Request for Proposal

Purchase and Installation of a Security Camera
System for the Assiginack Arena Grounds

NO.2022-09

Sealed envelopes to be marked "Security Cameras"

ISSUE DATE: Friday, July 22, 2022

WALK THROUGH REQUIRED ON: Friday, August 05, 2022 9:30am EST

PROPOSAL QUESTIONS REQUIRED BY: Monday, August 8, 2022 Noon

PROPOSAL SUBMISSION DEADLINE: Friday, August 12, 2022 4:00pm EST

PROPOSAL SUBMISSION TO:

The Township of Assiginack
156 Arthur Street
P.O. Box 238
Manitowaning, ON P0P 1N0
ATTN: Ron Cooper, Public Works Superintendent

LOWEST OR ANY REQUEST FOR PROPOSAL NOT NECESSARILY ACCEPTED

FAXED PROPOSALS ARE NOT ACCEPTABLE

Request for Proposal Document Index

Section

- A. General Information
- B. Terms of Reference
- C. Proposal Submission Requirements

Section A: General Information

1. Scope of Proposals

The Corporation of the Township of Assiginack seeks proposals from qualified Security Technicians to source, provide, install, and maintain a quantifiable number of cameras and viewing equipment to service our Assiginack Arena and Municipal Office.

2. Project Requirements

- Attend the Mandatory Site Visit
- Supply and install and maintain Security System. Locations to be discussed at the Mandatory Site Visit. There will require a minimum of 7 to a maximum of 10 at the Arena and one at the Municipal Office.
- Videos shall be relayed to display equipment for daily monitoring by Staff.
- Setup shall have capabilities to store recordings for a period of at least 3 months
- Installation shall be completed and fully operational by October 1, 2022 in the first year
- Seasonal Maintenance done at minimum in April and November of each year for 3 years.
- On-site training to be provided to a minimum of three supervisory staff members of the Township

3. Terms of this Request for Proposals

The Terms of Reference for this Project are set out in Section B of this document and the requirements are set forth in Section C. All sections of this document combined comprise the Request for Proposal to purchase and installation of a Security Camera System for the Assiginack Arena and Municipal Office.

4. Questions and Clarifications

All questions pertaining to the matters in this RFP shall be directed in the following manner:

- a) Submitted via email to the Public Works Superintendent, Ron Cooper at assigroads@amtelecom.net

- b) Questions shall be submitted by no later than 12:00 pm (noon) on Monday, August 08, 2022.
- c) Answers to all qualifying questions will be emailed to those posing the questions and will also be posted on the Township's website www.assiginack.ca Wednesday, August 10, 2022 by 4:00pm.

5. Addenda

The Township may choose to issue an addenda to provide clarification or additional information to interested parties. The Addenda will be distributed to all who have submitted questions and will be posted to the Township's website. The information will be distributed to the contact information provided, therefore the onus is on interested parties to ensure the Township has correct contact information. It is the consultant's ultimate responsibility to ensure they have received all addenda.

6. Freedom of Information

Any personal information required on the Submission Form is received under the authority of Municipal Freedom of Information and Protection of Privacy Act. This information will be an integral component of the proposal submission.

All written Submissions received by the Township will become public record, once a Submission is accepted by the Township of Assiginack and a contract is signed, all information contained in them is available to the public, including personal information.

Consultants are reminded to clearly identify in their Submission material, any specific, scientific, technical, commercial, proprietary, intellectual or similar confidential information, the disclosure of which would cause them injury or damage.

Questions about the collection of personal information and Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, M.56, as amended, should direct all enquires to Alton Hobbs, CAO, Township of Assiginack at ahobbs@assiginack.ca.

Section B: Terms of Reference

1. Context & Purpose

The Corporation of the Township of Assiginack seeks proposals from qualified Security Technicians to source, provide, install, and maintain the cameras and equipment in such a way that they will allow for us to observe and correct any regulation infractions and increase security for insurance purposes.

2. Project Area

The serviced camera coverage is required to span the entirety of the Assiginack Arena and Municipal Office and allow for the recordings to be viewed, reviewed and stored on a central unit located in the respective Offices.

3. Scope of Work

The project is to be started on the award date and completion to be no later than October 1, 2022. To complete the requirements as outlined in Section A.2 and as discussed at the Mandatory Site visit attended.

Proponent will communicate with the Public Works Superintendent to ensure that the coverage is optimal and training is sufficient.

Section C: Request for Proposal (RFP) Procedures

1. All inquiries concerning the RFP shall be prior to posted questioning date and time and shall be directed to:

Township of Assiginack
c/o Ron Cooper
Box 238, 156 Arthur Street
Manitowaning, ON., P0P 1N0
assigroads@amtelecom.net (to inquire only)
(705) 859-3780 – MUNICIPAL GARAGE

2. Acceptance notification will be by telephone and written form of notice to the address of the Contractor used on the bid forms. The date of acceptance shall be deemed to be the date of receipt of the Acceptance Notice by the Contractor. A proposal may be voided by superseding it with a later proposal letter of withdrawal, prior to the closing date and time.

3. BASIS OF REJECTION OF PROPOSAL

Proposals not confirming to the following requirements will be disqualified:

- a) Proposal must be legible, in ink, by typewriter or by printer.
- b) Proposal must be in possession of the Municipality by the closing date and time
- c) Proposal must be on the municipal bid form provided
- d) Proposal must be signed and sealed by an authorized official of the bidding organization. A joint Proposal must be signed and sealed by each company
- e) All items must be bid
- f) Proposal must not be restricted or modified in any way.

4. BASIS OF PAYMENT

Payment at the Contract Price shall be compensation in full for performing the work specified in the proposal item and for the supply of all labour, equipment, and materials, (except as otherwise provided in the proposal), necessary to complete the work to the satisfaction of the Municipality.

5. COMPLETION DATE

The Contractor shall complete the work by October 1, 2022.

If the time limit above is not sufficient to permit the completion by the Contractor working a normal number of hours, the Contractor shall make changes to the permit work to be completed by the above date and advise Public Works Superintendent to ensure no conflicts. All additional costs incurred shall be deemed included in the price bid for the work.

6. PAYMENT TERMS

Payment will be made in response to the Contractor's Invoice. This payment will be made when all work has been completed to the satisfaction of the Public Works Superintendent. Payment to the Contractor shall be verified from measurements taken and recorded by the Public Works Superintendent.

7. CONTRACTORS TO INVESTIGATE

Contractors must satisfy themselves by personal examination of the Township requirements and site(s) in order to assess the methods and general requirements of the work.

8. GOODS AND SERVICES TAX

Unit and / or lump sum pricing shall not include the Harmonized Sales Tax.

9. VARIATION OF QUANTITIES

Due to budgeting constraints the quantity of work may be adjusted dependent upon the proposed unit prices. Quantities shown are approximate, are not guaranteed to be accurate and shall be used as a basis for comparison only. No additional compensation will be allowed for any adjustment which may decrease the quantities identified in the Request for Proposal Form.

10. DAMAGE BY VEHICLES AND OTHER EQUIPMENT

If at any time, in the opinion of the Public Works Superintendent, damage is being done or is likely to be done to any highway or any improvement thereon, other than such portions as are part of the work by the Contractor's vehicles or other equipment whether licensed or unlicensed, the Contractor shall, on the direction of Public Works Superintendent, and at the Contractor's own expense, make changes in or substitutions for such vehicles or other equipment; or shall alter loadings or shall in some other manner remove the cause of such damage to the satisfaction of the Public Works Superintendent.

11. SPILLS REPORTING

Spills or discharge of pollutants or contaminants under the control of the Contractor and spills or discharges of pollutants or contaminants that are a result of the Contractor's operations that cause or are likely to cause adverse effects shall for with be reported to the Public Works Superintendent. Such spills or discharges and their adverse side effects shall be as defined in the Environmental Protection Act R.S.O. 1990.

12. INSURANCE REQUIREMENTS

The Contractor covenants and agrees to indemnify and save harmless the Township from and against any and all claims for loss, costs, damages, and or compensation and legal expenses the Township may incur as the direct or indirect result of the work operation described herein being carried out by the Contractor. The Contractor shall secure and maintain at his/her expense during the duration of this contract, general comprehensive liability insurance in an amount not less than two million

dollars (\$2,000,000.00) per incident, naming the Township of Assiginack as an additional named insured and containing a cross-liability endorsement.

The contractor shall deliver, within ten (10) calendar days of receiving the acceptance notice, proof of Workplace Safety and Insurance Board coverage.

Failure to provide either proof shall result in the cancellation of the contract.

13. DEFAULT BY CONTRACTOR

If the Contractor commits any act of bankruptcy; or if a receiver is appointed on account of its insolvency or in respect of any of its property; or if the Contractor makes a general assignment for the benefit of its creditors; then, in any case, the Township may terminate the contract without notice.

If the Contractor fails to comply with any request, instruction, or order of the Township; or fails to pay its accounts; or fails to comply with or persistently disregard statutes, regulations, by-laws, or directives of the relevant authorities relating to the work; or fails to prosecute the work with the required skill and diligence; or assigns/sublets the contract or any portion of thereof without the Townships written consent; or refuses to correct defective work; or is otherwise in default of carrying out its part of any of the terms, conditions and obligations of the contract, then, in any such case the Township may terminate the contract upon expiration of ten (10) days from the date of written notice to the Contractor.

Any termination of the contract by the Township, as aforementioned, shall be without prejudice to any other rights or remedies the Township may have.

If the Township terminates the contract, it is entitled to:

Take possession of all of the work in progress and finish the work by whatever means deemed appropriate under the circumstances;

Withhold any payment to the Contractor until its liability to the Township is ascertained;

Recover from the Contractor any loss, damage, and / or expense incurred by the Township by reason of the Contractor's default, which may be deducted from any

monies due or becoming due to the Contractor, and any other balance to be paid by the Contractor to the Township.

14. CONTRACTOR'S DISCHARGE OF LIABILITIES

The Contractor shall discharge and cause each Subcontractor to discharge all liabilities incurred for labour, materials, or services used or reasonably required for use in the performance of this contract on the date upon which each becomes due. The Contractor shall furnish the Township with a Statutory Declaration providing confirmation that his liabilities and those of the Subcontractors, as aforementioned, have been discharged and this shall include a certificate or certificates from the Workplace Safety and Insurance Board that they have complied with the requirements of the Workplace Safety and Insurance Board and are in good standing in the books of the board.

No payment to which the Contractor is otherwise entitled under this contract shall be due and payable to him so long as he or any Subcontractors are in default under this section, and upon such default occurring, the Township may, in respect of claims submitted by creditors having a contractual relationship with the Contractor, after notice in writing to the Contractor and his surety, withhold payment of the whole or any part of any such liability of the Contractor. Interest will not be paid on any such funds withheld.

15. CONTRACT TIME AND LIQUIDATED DAMAGES

It is agreed by the parties to this contract that in the event that all the work called for under the contract is not completed by the date specified, or as extended by the Public Works Superintendent, a loss or damage will be sustained by the Township. Since it is and will be impractical and extremely difficult to ascertain and determine the actual loss or damage which the Township will suffer in the event of and by reason of such delay, the parties hereto agree that the Contractor will pay to the Township the sum of five hundred dollars (\$500.00) as liquidated damages for each and every calendar days delay in achieving completion of the work beyond the date prescribed. It is agreed that this amount is an estimate of the actual loss or damage

to the Township, which will accrue during the period in excess of the prescribed date for completion.

The Township may deduct any amount under this paragraph from any monies that may be due or payable to the Contractor on any account whatsoever. The liquidated damages payable under this paragraph are in addition to and without prejudice to any other remedy, action or other alternative that may be available to the Township.

16. COMPLIANCE WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT

The Contractor shall execute the terms of the contract in strict compliance with the requirements of the Occupational Health and Safety Act, RSO 1990, c.0.1 (the Act) and Ontario Regulation 213/91 (Construction Projects) and any other regulations under the Act (the Regulations) which may affect the performance of the work, as the Contractor or Employer, as the case may be.

Worker safety is given first priority in planning, pricing and performing the work. Its officers and supervisory employees have a working knowledge of the duties of a Contractor and Employer under the Act and provisions of the Regulations applicable to the work, and a personal commitment to comply with them. Workers employed to carry out the work possess the knowledge, skills and protective devices required by law or recommend for use by a recognized industry association to allow them to work in safety; It supervisory employees carry out their duties in a diligent and responsible manner with due consideration for the health and safety of the workers.

All Subcontractors employed by the Contractor to perform part of the work and their employees are properly protected from injury while carrying out their associated duties. The Contractor shall cooperate with the representatives of the Township and inspectors appointed to enforce the Act and the Regulations in any investigations of worker health and safety in the performance of the work. The Contractor shall identify and save the Township from any additional expense which may be incurred to have the work performed as a result of the Contractor's failure to comply with the requirement so the Act and the Regulations.

17. PICTURE OF SITE (from Make A Topographic Map)

A : Assiginack Arena layout



1-7 are minimum required locations

8-10 are additionally requested to quote

B: The Municipal Office layout is simply that the camera is required to be able to view the front counter transactions, staff and visitors to the building.

Request for Proposals Bid Form

the Corporation of the Township of Assiginack

Please ensure that all subsequent pages are completed fully and received by
The Township by the required deadlines and in the required format.

Request for Proposal Form

The Contractor: (Name of Individual or Firm)	
Telephone Number:	
Email Address:	
Mailing Address:	

PLEASE CHECK ALL IN ACKNOWLEDGEMENT:

- ☐ The Contractor has carefully examined the conditions and specifications of this tender and referred to in this contract and has carefully examined the site and work location and understands and accepts the said conditions and specifications, and for the prices set forth in this quote, hereby offers to furnish all labour, equipment and materials, except as otherwise specified in the contract, to complete the work in strict accordance with said conditions and specifications.
- ☐ The Contractor has provided all requested documentation to complete this submission. Including but not limited to Proof of Insurance and WSIB.

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL VALUE
1	Arena Camera Security System (7-10 units)				
2	Municipal Office Camera Security System (1 unit)				
3	Bi-annual Inspection & Maintenance 3 year term				

HST ACCOUNT#:

Estimated Tender:

Harmonized Sales Tax:

Total Estimated Tender:

- ☐ It is agreed that the quantities are estimated only and may be increased or decreased by the municipality without alteration of the price. However, such increase or decreases shall not exceed 20%.

Continued Agreement for the Contractor

NAME: _____

PLEASE CHECK ALL IN ACKNOWLEDGEMENT:

- ☐ It is also agreed that, upon acceptance in writing by the municipality, this form becomes the "Agreement for the Performance of Work" between the contractor and the Municipality.
- ☐ This offer shall be irrevocable for the period of thirty (30) calendar days following the date of opening.
- ☐ I/We (the Contractor) promise to perform the work without undue delay and complete the work by **October 1, 2022 @ noon.**
- ☐ I / We agree that this offer shall remain open for acceptance until the formal Contract is executed by the successful Contractor for the said opening, whichever event first occurs; and that the Township may, at any time within that period and without notice, accept this Tender whether any other Proposal has previously been accepted or not.
- ☐ I / We agree that the awarding of the Contract, based on this Proposal, by the council of the Township of Assiginack shall constitute acceptance.
- ☐ I / We hereby agree that notification of acceptance of this Tender shall be in writing and may be sent by prepaid post. If sent by prepaid post, acceptance shall be deemed to have been made on the date of the mailing of the notification.

Furthermore:

CONTRACTORS EXPERIENCE, ABILITY, CAPITAL, AND PLANT

The Township expects that all Contractors will be able to furnish satisfactory evidence that they have the ability, experience, capital, and plant to enable them to prosecute and complete the contract successfully. Contractors must be authorized to do business in the Dominion of Canada and the Province of Ontario.

To aid the Township in determining the responsibility of each Contractor, the following page contains statements that are required as part of the Form of Tender.

Contractor Statements:

STATEMENT "A" – CONTRACTOR'S EXPERIENCE FOR REFERENCE

Stating the Contractor's experience in similar work that was successfully completed.

1.

2.

3.

STATEMENT "B" – LIST OF SUB-CONTRACTORS

Giving the name and address of each proposed Subcontractor used in making up the tender and shall state the portion of the work allotted to each. Only one Subcontractor shall be named for each part of the work to be sublet.

1.

2.

3.

STATEMENT "C" – LIST OF SUPPLIERS

1.

2.

3.

Designation of Signing Authority for the Contractor:

Firm / Company Name	
Individual's Name (Please Print)	
Position:	
Signature & Seal:	
Date:	
Witness to Signature & Seal: (Please print)	
Witness Signature	

Contractor
Seal here