



THE CORPORATION OF THE TOWNSHIP OF SEGUIN

TENDER: 2025-011

Supply & Installation of a Radio Dispatch Console System

Tender Closing Date and Time: Tuesday April 15, 2025 at 11:00am local time.

Tender Opening Date, Time and Location: Tuesday April 15, 2025 at 11:15am local time.

Opening at the Township of
Seguin, Municipal Office,
5 Humphrey Drive

Contact Person: Sean Carroll
Fire Chief
Township of Seguin
5 Humphrey Drive
Seguin, Ontario
P2A 2W8
scarroll@seguin.ca

Telephone: (705) 732-4300

Facsimile: (705) 732-6347

(Lowest price not necessarily accepted)

1. INTRODUCTION

The Township of Seguin Fire Department invites proposals from qualified suppliers for the supply and installation of a new radio dispatch console system to be used for dispatching the West Parry Sound Fire Departments through the West Parry Sound Hospital Ambulance Dispatch Centre. The proponent will be competent and capable of performing the work.

BACKGROUND

The West Parry Sound Fire Departments (WPSFD) receive fire department dispatching services through the West Parry Sound Hospital Ambulance Dispatch Centre and are in the process of upgrading the current fire dispatch console to a robust and reliable radio dispatch console system that will support the WPSFD's current analog requirements, and future connections to digital systems. The proposed radio dispatch console must have the ability for dispatching up to 10 Departments, flexible architecture to allow for design and function changes, as well as the ability to configure all elements through administration software.

1. SPECIFICATIONS

With a view to obtaining the best results and the most acceptable fire dispatch console the West Parry Sound Townships has developed the minimum specifications that must be met in order for the proposed fire dispatch console to be considered. Staff will then evaluate the specifications of the actual equipment proposed in order to select the most acceptable dispatch consoles for the West Parry Sound Fire Departments.

The proposal must include the supply and installation of all required hardware, software and auxiliary equipment required for the operation of the console, including required upgraded base radios, earpiece headsets, headset box, push to talk footswitches, and capable of dispatching up to 10 departments. The console system shall also support analog and digital radio operations, analog dispatching and digital alerting.

2. QUALIFIED MANUFACTURERS

Bids shall only be considered from companies that are competent and capable of performing the work.

Each bidder shall furnish satisfactory evidence of their ability to supply and install the specified equipment and shall state the make and model of the console and equipment being provided. The bidder shall show they are in a position to render prompt mobile service and furnish replacement parts for said dispatch console.

3. STANDARDS

Notwithstanding any other requirements, all fire dispatch console components must meet all applicable standards for fire dispatching.

4. PRICING

Prices tendered shall be firm, in Canadian funds, inclusive of all duties, freight charges and any other expenses incurred by the bidder and shall be the unit price for the complete unit. Prices will be subject to the Harmonized Sales Tax and shall be shown separately.

5. INSPECTION & TRAINING

Inspection of the installed fire dispatch console will be completed by representatives of the West Parry Sound Fire Chiefs and dispatch personnel from the West Parry Sound Hospital Ambulance Dispatch Centre prior to the final sign-off of this project. Two training sessions will be provided to West Parry Sound Ambulance Dispatch staff prior to the activation of the console to ensure staff can properly operate the system.

6. DELIVERY OF APPARATUS

The apparatus is to be delivered to the West Parry Sound Hospital Ambulance Dispatch Centre located at 6 Albert Street in Parry Sound

CLOSING DATE AND TIME REQUIREMENTS

ELECTRONIC PROPOSAL SUBMISSIONS ONLY, shall be received through bids@seguin.ca , no later than **11:00am local time, on Tuesday April 15, 2025.**

Hard-copy proposal submissions shall **not** be accepted.

Addenda/Addendum notifications will be posted on all sites used for the original RFP posting and any vendors with submitted proposals will be notified of Addenda's/Addendums.

Proponents are cautioned that the timing of their Proposal Submission is based on when the Bid is **RECEIVED** by the email address provided, **not** when a Bid is submitted by a Proponent, as Bid transmission can be delayed in an **"Internet Traffic Jam"** due to file transfer size, transmission speed, etc.

For the above reasons, the Township recommends that Proponents allow sufficient time to upload their Proposal Submission and attachment(s) (if applicable) and to resolve any issues that may arise. The time of receipt shall be determined by the Township 's email inbox time stamp.

A confirmation email to the Proponent will be sent out within twenty-four (24) hours of submission advising that their bid was submitted successfully.

Late Proposals shall not be accepted by the Township 's Bidding System.

1. PROPOSAL SUBMISSION REQUIREMENTS

Proponents shall upload a PDF proposal submission file that includes the following information:

- A. Introduction
- B. Proposed Equipment
- C. After Sales Service
- D. References

1.1 A - Introduction

Provide an overview of your firm's history in providing quality dispatch console products and services. These documents are to be uploaded to the Bidding System in the Documents section.

B - Proposed Equipment

Provide a brief description of the proposed fire dispatch console including proposed delivery and installation dates.

C – After Sales Service

Describe in detail the process for dealing with warranty work. Include details on qualifications of the technicians, response time, availability of loaner equipment etc.

D – References

Include references from similar sized municipal fire departments that have recently purchased a similar style fire dispatch console.

1.2 Drawings

Drawings that reflect the final installation layout shall be provided within one month of the fire dispatch console being placed into service.

1.3 Specifications/Build Documents

In addition to completing the Minimum Specifications table, bidders shall upload complete specifications of the proposed console in the Documents Section.

2. QUESTIONS / DISCREPANCIES

If a Proponent needs to address any discrepancies, errors and/or omissions in the Bid Document, or if they are in doubt as to any part thereof they shall submit questions via email to Sean Carroll, Fire Chief Seguin Fire scarroll@seguin.ca.

3. ADDENDA

3.1 Proponents shall acknowledge receipt of any addenda when submitting their Proposal through the Bidding System. Proponents shall check a box for each addendum/addenda and any applicable attachments that has been issued before a Proponent can submit their Proposal submission online. Requests from bidders for bid time extensions will not be considered as the proposed apparatus must already be built or engineered, and the Township recognizes that stock apparatus cannot be held from other buyers for long periods of time.

3.2 Addendum/Addenda will typically be issued through the Bidding System, forty-eight (48) Hours prior to Closing Time and Date.

3.3 In the event an addendum is issued within Forty-eight (48) Hours prior to Closing Time and Date, it may include an extension of the Closing Time and Date. It is the responsibility of the Proponent to have received all Addendum/Addenda that have been issued. Proponents should check online at <https://www.seguin.ca/en/township-services/tendersrfps.aspx> prior to submitting their Proposal and up until Proposal closing time and date in the event additional addendums are issued.

The Township encourages Proponents not to submit their Bid prior to forty-eight (48) hours before the Proposal closing time and date, in the event that an addendum is issued the Proponent is solely responsible to:

- i) make any required adjustments to their Bid; and
- ii) acknowledge the addendum/addenda; and
- iii) Ensure the re-submitted Bid is **RECEIVED** by the Bidding System no later than 11:00:00 a.m. (11:00:00 hours) local time, on the Bid Closing Date.

4. WITHDRAWAL/EDIT BIDS

Proponents may edit or withdraw their Proposal Submission prior to the closing time and date. However, the Proponent is solely responsible to:

- i) Ensure the re-submitted bid is **SUBMITTED** to bids@seguin.ca no later than 11:00:00 a.m. local time, on the Bid Closing Date.

5. EVALUATION AND SELECTION CRITERIA

5.1 Evaluation Team

The Evaluation Team will consist of members of the West Parry Sound Fire Department's and Ambulance Dispatch management team.

5.2 Evaluation Process

The Evaluation Team shall be coordinated by the Purchasing Agent.

Proposals received by the specified date and time, meeting the mandatory requirements, will be reviewed and evaluated according to the following criteria.

After receipt of the Tender submissions, the Evaluation Team may request clarification of Tender submissions. Clarification may be to ascertain certain details of the proposed fire dispatch console.

The WPSFD's, in its sole discretion may adjust the evaluation score or ranking of the Tender submissions as an outcome of the clarifications. The WPSFD's reserves the right to limit clarification to any number of Proponents as determined by the Evaluation Team regardless of the number of Proponents that provided a Tender submission.

5.3 RFP Submission Weighting

Proposals received by the specified date and time, meeting the mandatory requirements, will be reviewed and evaluated according to the following criteria.

EVALUATION CRITERIA	POINTS AVAILABLE
Proposed Apparatus	50
After Sales Service	20
Price	30
TOTAL	100

THE EVALUATION TEAM IS SOLELY RESPONSIBLE FOR RECOMMENDING THE SUCCESSFUL PROPONENT.

The Evaluation Team may shortlist Proponents for interviews.

In submitting a Proposal, the Proponent acknowledges the WPSFD's right to accept other than the lowest priced Proposal and expressly waives all rights for damages or redress as may exist in common law stemming from the WPSFD's decision to accept a Proposal which is not the lowest price Proposal, if it is deemed to be in the WPSFD's best interest to do so.

6. AWARD OF CONTRACT

The award of this contract may be subject to approval by Township Councils and such approval is to be finalized no later than 14 days after the Proposal closes. This condition is for the benefit of the WPSFD's and may be waived by the Township's at any time. In no event will the successful Proponent be permitted to alter or withdraw the proposal during that time period. Should the award not be approved by Township Councils, the Township reserves the right to reject all Proposals.

The contract will be awarded to the Proponent who, in the sole opinion of the WPSFD's, provides the fire dispatch console that is best suited to the needs of the municipalities.

1. DEFINITIONS

Whenever the word "Township" is used it shall mean The Corporation of the Township of Seguin.

Whenever the word "Townships" is used it shall mean The Townships of West Parry Sound.

Whenever the word "Proponent" is used it shall mean the individual, firm, company, or corporation who has undertaken to carry out this contract.

Whenever the words "Bidding System" are used it shall mean the electronic system used by the Township for its public tenders, bids and request for proposals at the following website: <https://www.seguin.ca/en/township-services/tendersrfps.aspx>, which Bidding System is required to be used for all dissemination of information by or on behalf of the Township.

Wherever the words "Successful Proponent", "Successful Consultant" or "Consultant" are used it shall mean the individual, firm, company, corporation whom a contract is awarded against this offer.

Whenever the singular or masculine is used in this document it should be considered as if the plural or feminine where the context so requires.

2. RIGHTS RESERVED BY THE TOWNSHIP

- a) The Township reserves the right to accept any response to this Request for Proposal which it deems to be in its own interest or to reject all Proposals. Proposals that are incomplete, conditional, or obscure or which contain additions not called for, erasures or alterations or irregularities of any kind may be rejected as informal.
- b) Proposals must be acknowledged by a person authorized to sign on behalf of the Proponent and bind the Proponent to statements made in the response to this Request for Proposal.
- c) The terms and conditions of this Request for Proposal offer shall remain firm and open for acceptance for a period of sixty (60) days.
- d) The Proponent must agree to abide by all the clauses and conditions laid out in the Terms and Conditions of the Request for Proposal.
- e) The Township reserves the right to cancel the Proposal call and not accept any Proposal at all and/or re-issue the Proposal in its original or revised form.
- f) The Township reserves the right to cancel this Request for Proposal call and not accept any Proposals at all if the costs exceed the budget amount.
- g) The Township reserves the right to reject any Proposals that fail to comply with the Proposal Submission Requirements. Adherence to the submission requirements is required to ensure an effective evaluation of all Proposals.
- h) The Township reserves the right to request Proponents to address specific requirements not adequately addressed in their initial submission.
- i) The lowest or any Proposal will not necessarily be accepted.

3. OWNERSHIP OF SUBMISSION MATERIAL

Upon completion of the project, the Townships of West Parry Sound will be the owners of all information provided. The information provided to the Townships may be copied by the Townships without exception. The successful firm will receive credit for all original material.

Should the firm wish to maintain intellectual property rights over any portion or aspect of the final submission, this must be clearly identified in the proposal submission.

4. INDEMNIFICATION

The successful Proponent shall indemnify and save harmless the Corporations and their employees from all actions, suits, claims and demands whatsoever which may arise directly or indirectly by reason of a requirement of this contract, save and except for damage caused by the negligence of the Corporations or their employees.

5. ASSIGNMENTS

The successful Proponent shall not assign, transfer or sublet this contract or any part thereof without the written consent of the Township. This contract and everything therein contained shall be binding upon the parties hereto, their respective successors and assigns.

6. VERBAL ARRANGEMENT

In all cases of misunderstandings and disputes, verbal arrangements will not be considered. Proponents must produce written authority in support of their contentions and shall advance no claim in the absence of such written authority, or use, or attempt to use, any conversation with any parties against the Corporation, or in prosecuting any claim against the Corporation.

7. INTERPRETATION

Should a dispute arise regarding the meaning or intent of the contract documents, the decision of the Owner shall be final.

8. FAILURE TO PERFORM

If the successful Proponent fails to provide the services within the time specified, the Townships reserves the right to cancel the contract and obtain services from alternate sources. Any extra costs as a result of this action are to be borne by the successful Proponent who defaulted in providing the services.

9. DISQUALIFICATION OF PROPONENT

A Proponent offering to sell products/services to the Township of Seguin certifies that it has not communicated directly or indirectly their proposal to any competitor, or any other person engaged in such line of business. Any or all Proposals may be rejected if Township of Seguin believes that collusion exists among the Proponents. Proposals in which the fees are obviously unbalanced may be rejected.

10. COMPLIANCE WITH THE ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005

The Proponent shall ensure that all its employees and agents receive training regarding the goods and services contemplated herein to persons with disabilities in accordance with Section 6 of the Ontario Regulation 429/07 and Section 7 of Ontario Regulation 191/11 made under the Accessibility for Ontarians with Disabilities Act, 2005, as amended. The Bidder 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 and section 7 of the applicable Regulation.

11. FREEDOM OF INFORMATION

All information obtained by the Proponent in connection with this Request for Proposal is the property of the Townships of West Parry Sound. The information shall be treated as confidential and not be used for any purpose other than for replying to this proposal call. Proponents who declare confidentiality of their Proposal are advised that the Townships are required to adhere to the requirements of the Municipal Freedom of Information and Protection of Privacy Act. Proponents shall disclose any potential conflict of interest.

12. TERMINATION

Either the Owner or the successful Proponent may terminate the contract for breach of contract by either party on sixty (60) days notice in writing to the other party. The Township may terminate the contract if the successful Proponent does not fulfill any part of the terms and conditions or requirements of this proposal. In case the successful Proponent defaults or delays in executing the work satisfactorily, the Owner may give notice to the successful Proponent in writing that the successful Proponent has made such default. Should the successful Proponent fail to remedy satisfactorily such defaults without delay, or should the successful Proponent become insolvent or abandon the work or otherwise fail to observe the provisions of the contract then and in any part of such cases, the Owner may immediately take the work or portions thereof out of the successful Proponent's hands and employ person or persons such as the Owner may see fit to complete the work so taken over.

2025-011- Supply & Installation of a Fire Dispatch Console

Closing Date & Time: April 15, 2025 @ 11:00 AM

Schedule of Prices

The Bidder hereby Bids and offers to enter into the Contract referred to and to supply and do all or any part of the Work which is set out or called for in this Bid, at the unit prices, and/or lump sums, hereinafter stated. HST is additional.

* Denotes a "MANDATORY" field

Do not enter \$0.00 dollars unless you are providing the line item at zero dollars to the Township (unless otherwise specified).

If the line item and/or table is "NON-MANDATORY" and you are not bidding on it, leave the table and/or line item blank. Do not enter a \$0.00 dollar value.

Pricing Schedule

Prices tendered shall be firm, in Canadian funds, inclusive of all duties, freight charges and any other expenses incurred by the bidder and shall be the unit price for the complete unit. Prices will be subject to the Harmonized Sales Tax and shall be shown separately.

Description	Quantity	Unit of Measure	Unit Price *
Supply and Installation of a Fire Dispatch Console System	1	ea	
Subtotal:			

Summary Table

Bid Form	Amount
Pricing Schedule	
HST (13%)	\$ 0.00
Total Contract Amount:	

Specifications

Mandatory Minimum Specifications

In order for the proposal submission to be considered the Mandatory Minimum Specifications must be met.

Section	Mandatory Minimum Requirement	Compliance *	Explanation
Fire Dispatch Console	Bidder must be able to provide onsite service	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Does Not Meet	
	Preferred delivery deadline of June 2025	Exceeds Meets Does Not Meet	
	Must provide a PC for Operation of the system	Exceeds Meets Does Not Meet	
	Provide Upgrades to dispatch software when available	Exceeds Meets Does Not Meet	
	Provide Earpiece headsets for all dispatchers	Exceeds Meets Does Not Meet	
	Provide Desktop Microphones	Exceeds Meets Does Not Meet	
	Capable of analog paging	Exceeds Meets Does Not Meet	
	Capable of digital alerting	Exceeds Meets Does Not Meet	

	Capable of analog radio operations	Exceeds	Meets	Does Not Meet	
	Capable of digital radio operations	Exceeds	Meets	Does Not Meet	
	Capable of DMR (digital radio platform) signalling	Exceeds	Meets	Does Not Meet	
	Capable of acknowledging an Emergency button activation	Exceeds	Meets	Does Not Meet	
	Capable of acknowledging an Emergency Button Activation	Exceeds	Meets	Does Not Meet	
	Capable for dispatching 10 separate Departments	Exceeds	Meets	Does Not Meet	
	Provide base radio upgrades if required	Exceeds	Meets	Does Not Meet	
	Audio interface for headsets and microphones	Exceeds	Meets	Does Not Meet	
	Updated Cat 5 wiring in dispatch centre if required	Exceeds	Meets	Does Not Meet	
	Battery back-up for PC and base radios	Exceeds	Meets	Does Not Meet	
	Training for Dispatch staff	Exceeds	Meets	Does Not Meet	
	Installation and testing of system	Exceeds	Meets	Does Not Meet	
	Configuration as per Dispatchers requests	Exceeds	Meets	Does Not Meet	

Declarations & Addenda

I DECLARE that no person, firm or corporation other than the Bidder has any interest in this Bid or in the proposed Contract for which this Bid is made.

I FURTHER DECLARE that this Bid is made without any connection or arrangement with, nor any knowledge or comparison of figures with any other corporation, firm or person making a bid for the same project and is in all respects fair and without collusion or fraud.

I FURTHER DECLARE that no beneficial owner of this Bidder is an employee of the Township of Seguin, or a member of the Township's Council and that no employee or elected official of the Township is or will become interested directly or indirectly as a contracting party or otherwise in the performance of the contract or in the supply, work or business to which it relates or in any portion of the profits there of.

I FURTHER DECLARE that all matters stated in this Bid Submission are in all respects true.

I FURTHER DECLARE that I have carefully examined the entire Bid Solicitation received from the Township and I hereby acknowledge the same to be part and parcel of any contract to be let for the services of the project therein described or defined and this Bidder agrees to do all the work and to provide the services of the project mentioned at the fees and rates as stated in this Bid submission.

I FURTHER DECLARE that this Bidder has a clear understanding of all the work involved in this contract.

I FURTHER ACKNOWLEDGE AND AGREE that the offer contained in this Bid Submission is to continue to be open for acceptance by the Township until the formal contract is executed by the successful Bidder for the said project OR for a period of sixty (60) days after the closing date, whichever first occurs, and that the Township may, at any time within that period, without notice, accept this Bid whether or not any other bid has been previously accepted.

I FURTHER ACKNOWLEDGE AND AGREE that in the event of the Township does award to this Bidder the contract based on this Bid Solicitation such awarding shall be an acceptance by the Township of Seguin this Bid.

I FURTHER ACKNOWLEDGE AND AGREE that in the event of default or failure of this Bidder to comply with the terms of this Bid and the resulting contract, the Township shall be at liberty to advertise for new bids, or to carry out the works in any other way the Township deems best, and that the Bidder shall pay to the Township the difference between this Bid and any greater sum which the Township may expend or incur by reason of such default or failure, or by reason of such action as aforesaid on the Township's part, including the cost of any advertisement for new Bids, and to indemnify and save harmless the Township and its officers from all loss, damage, cost charges and expenses which they may suffer or be put to by reason of any such default or failure on the part of this Bidder.

I/WE hereby consent and agree to the use of electronic signatures pursuant to the Electronic Commerce Act, 2000, S.O. 2000, CHAPTER 17, as amended, with respect to this document and any other documents respecting this Bid Solicitation, our Bid Submission and any ensuing contract.

I FURTHER DECLARE that I have authority to bind the Firm/Corporation that is submitting this Bid and that I am fully authorized to submit this Bid on behalf of the Firm/Corporation. I explicitly agree that said Firm/Corporation shall be bound by the above and by all terms and conditions of this Bid Solicitation. I have authority to bind the Firm/Corporation submitting this Bid and I submit this Bid on behalf of the Firm/Corporation.

I/WE agree to be bound by the Terms and Conditions of this Bid Solicitation and have authority to bind the Company/Corporation and submit this Bid on behalf of the Company/Corporation.

The bidder shall declare any potential or actual conflict of interest that could arise from bidding on this bid. Do you have a potential or actual conflict of interest?

Yes No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document

Please check the box in the column "**I have reviewed this addendum**" below to acknowledge each of the addenda.

Name (Print)

Signature

Date