



REQUEST FOR QUOTATION

ALBERNI-CLAYOQUOT REGIONAL DISTRICT FIRE ALARM UPGRADE

OCTOBER 2021

PURPOSE:

The Alberni–Clayoquot Regional District is requesting quotations for the supply and installation of a single stage, addressable coded, zoned and closed circuit fire alarm system in an existing building.

SCOPE:

The successful contractor will need to complete a site review of the Alberni-Clayoquot Regional District administration office located at 3008 Fifth Ave, Port Alberni. It is the contractor's duty to review the drawings and attached installation information in order to determine the complete scope of work. Coordination with Regional District regarding scheduling is key. Prior to commencement of work, the contractor will submit the necessary drawings to electrical inspection department and the electrical supply authority and pay all associated fees and obtain required documents and approvals.

System Design & Approval

Engineered plans and specifications are provided. Additional approvals will be obtained as necessary by the contractor. Prior to ordering of any equipment, the contractor will submit digital copies of shop drawings to the engineer. Refer to general notes on sealed plans.

System Installation

Fire alarm system to be installed to the current edition of CAN/ULC-S254, "Installation of Fire Alarm Systems" and subsection 3.2.4. of the BC Building Code. Installation must be compliant with additional referenced standards as needed, the BC Fire Code and Canadian Electrical Code. Contractor to supply labour, materials, tools and equipment, transportation, maintenance and operation manuals and work shall be done as described in the approved drawings. Remove existing fire alarm system. Supply, install and verify new fire alarm system. Repair and paint affected areas to match existing and ensure cleanliness is maintained at all times.

A single stage fire alarm system shall, upon the operation of any manual station, water flow detecting device, or fire detector, cause an alarm signal to sound on all audible signal devices in the system. Fire

alarm systems shall be installed in conformance with CAN/ULC-S524, "Installation of Fire Alarm Systems." Fire alarm systems shall be verified in conformance with CAN/ULC-S537, "Verification of Fire Alarm Systems," to ensure they are operating satisfactorily. Notification of the fire department shall be provided in conformance with CAN/ULC-S561, "Installation and Services for Fire Signal Receiving Centres and Systems."

Annunciator shall be installed in close proximity to a building entrance that faces a street or an access route for fire department vehicles. Annunciator shall have separate zone indication of the actuation of the alarm initiating devices in each floor area so that the area of coverage for each zone in a building that is not sprinklered is not more than 2 000 m², floor area so that the area of coverage for each zone is neither more than one storey, nor more than the system area limits specified in NFPA 13, "Installation of Sprinkler Systems". A fire alarm control unit installed in close proximity to a building entrance that faces a street or an access route for fire department vehicles is deemed to satisfy the requirement for an annunciator, provided all indicators required for an annunciator or trouble signal device are included on the control unit.

Fire detectors required by Code shall be connected to the fire alarm system.

Smoke detector shall be installed in the exit stair shaft at the primary entrance of the building.

A manual station shall be installed in every floor area near every principal entrance to the building, every required exit, and every other egress facility that has been designed and identified as an exit and has all the features of a required exit. Only one manual station need be provided near a group of doors serving as a principal entrance or as a single exit facility. Designated exits include required exits as well as other egress facilities that have been designed and identified as exits (with all the features as if they were required exits). Egress facilities that are provided for convenience and that do not include all the features of required exits need not be provided with a manual pull station.

Audible signal devices forming part of a fire alarm system shall be installed so that alarm signals are clearly audible throughout the floor area. The sound pattern of an alarm signal shall conform to the temporal pattern defined in Clause 4.2 of ISO 8201, "Acoustics – Audible emergency evacuation signal." The fire alarm signal sound pressure level shall be not more than 110 dBA in any normally occupied area.

Visual signal devices are not required in this building.

A voice communication system is not required in this building.

Fire alarm systems shall be provided with an emergency power supply. The emergency power supply shall be supplied from existing diesel generator. The emergency power supply shall be capable of providing supervisory power for not less than 24 h, and immediately following that period, emergency power under full load for not less than 30 minutes.

System Commissioning

Upon completion, the system must be verified in conformance with CAN/ULC-S537 and the system operation is demonstrated to the engineer and building/fire officials. Project close out procedures noted on the sealed plans are to be followed and include field review from the engineer and document submission.

Documentation

Complete as-built drawings, schematics, manuals (refer to sealed plans regarding operation manuals) and an updated fire safety plan are required (Regional District will supply fire safety plan). Documents should be provided both in paper and digital formats and provided to the building and fire officials. Fire alarm verification report and sequence of operation programming, certificate of fire alarm monitoring, maintenance manuals and FSR final declaration are also required.

User & Occupant Training

When the system is operational ACRD may wish to provide staff training. General information to occupants of the building will be provided using the contractor provided manuals in electronic format.

KEY OBJECTIVES:

- Protect the public at all times in accordance with Worksafe BC regulations. Delineate or provide construction hoarding as required.
- Protect the workers at all times in accordance with Worksafe BC regulations. Provide a site safety plan and ensure all required personal protective gear is available.
- Provide proof of insurance
- Ensure timeline accounts for some evening and Sunday work. Hours of operation when the public is admitted must be taken into consideration.
- Adhere to the Canadian Electrical Code, BC Building Code and applicable regulatory acts and legislation.
- Provide warranty details for both labour and equipment

SPECIFICATIONS:

All materials and equipment as called for on the drawings and in the specifications by trade names or catalogue numbers are the materials on which this quotation is to be based. All equipment must be

installed as shown on the drawings or in accordance with the manufacturer's recommendations. Alternatives or substitutions shall be requested for approval by the engineer and must be accompanied by complete specifications as noted on the sealed plans. It shall be the contractor's responsibility to make and allow for any changes and charges which will occur if they wish to submit alternatives to the engineer.

APPLICATION SCHEDULE:

The project is proposed to be completed by December 31th, 2021.

FINAL CLEANUP:

Upon completion of work, remove all materials and equipment from the site. Disposal of all materials must be in strict accordance with local bylaws and provincial statutes.

RFQ SUBMISSION PROCEDURE:

1. All quotes are to be marked ACRD Fire Alarm Upgrade and be received at the ACRD administrative building, 3008 Fifth Avenue, Port Alberni, BC, V9Y 2E3, by 11:00 am on or before Friday, November 19th, 2021.
2. Quotations will NOT be opened in public.
3. Quotations received and not conforming to items 1 and 2 above, will be returned (unopened) without consideration.
4. The Regional District does not accept quotations received via facsimile machine or email.
5. The successful contractor and any sub-contractors shall at all times indemnify and save harmless the Regional District and or any of its officers, employees or agents from and against all claims and demands, loss, costs, damages, actions suits, fees, or other proceedings by whomsoever made, brought or prosecuted, in any manner based upon, occasioned by or attributable to the execution of this assignment, or any action taken or things done or maintained by virtue of this assignment or the exercise in any manner of rights except claims for damage resulting from the negligence of any officer, servant or agent of the Regional District while acting within the scope of their duties of employment.
6. Proponents are solely responsible for any costs or expenses related to the preparation and submission of proposals.



7. The quotation should clearly show the complete company name, and name and telephone number of the primary contact person.
8. The quotation should include a statement of previous experience.
9. The quotation should identify any other person or contracted service to be assigned to this project. Include any affiliates or sub-contractors.
10. Unless outlined in the quotation, the services or any part thereof may not be sub-contracted, transferred or assigned to another firm, person or company without the prior written authorization of the Regional District.
11. The Regional District is subject to the provisions of the Freedom of Information and Protection of Privacy Act. As a result, while Section 21 of the Act does offer some protection for third party business interests, the Regional District cannot guarantee that any information provided to the Regional District can be held in confidence. All quotations, after closing time and date, become the property of the Regional District.
12. The originals of all as-built drawings, specifications, manuals, reports and any other documentation produced by the contractor and consultant for the Regional District during the course of this work, shall upon completion become the property of the Regional District. This information shall also be provided in digital format.
13. Quotations must include a breakdown of costs by project component and must include the applicable hourly rates.
14. The quotation should include any other information that may enhance your submission, especially that which pertains to similar projects completed by the proponent.

GENERAL TERMS AND CONDITIONS:

The ACRD reserves the right to select the quotation that best addresses the needs of the ACRD. The lowest priced proposal will not necessarily be selected. The ACRD reserves the right to:

- conduct post-selection meetings in order to correct, change or adapt quotations to the wishes of the Regional District.
- reject any or all quotations, or any part thereof.
- accept the proposal that is in the best interest of the Regional District.
- negotiate the terms of any quotation.
- select a contractor based on a combination of relevant experience, expertise, cost schedule, and completeness and clarity of submission.

ENQUIRIES:

Luc Stefani, Building Inspector/Property Maintenance Coordinator
Alberni-Clayoquot Regional District
3008 – 5th Avenue
Port Alberni, BC, V9Y 2E3

If you have any questions regarding this Request for Quotation or would like to arrange a site visit, please do not hesitate to call, I can be reached at (250) 720-2716 or via e-mail at lstefani@acrd.bc.ca

