



METRO TORONTO CONVENTION CENTRE

REQUEST FOR PROPOSAL

RFP # 24-100P

FIRE ALARM SYSTEM MODERNIZATION

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RFP SCHEDULE:

RFP Release Date	Aug 7, 2024
Mandatory Site Meeting	Aug 21, 2024 at 10:00 a.m. South Building, Main Entrance
Deadline for Questions	Aug 28, 2024 at 2:00 p.m.
Addenda Deadline	Sept 4, 2024 at 4:00 p.m.
Proposal Submission Deadline	Sept,18, 2024 at 2:00 p.m.
Rectification Period	Three (3) days unless otherwise noted in a Rectification Notice.

RFP CONTACT:

Olga Smirnova, Purchasing Manager

Email: rfp@mtccc.com

Please include "RFP 24-100P" in the subject line of your email.

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1. REQUEST AND OBJECTIVES

1.1 Definitions

“Contract” means the written contract between the Metropolitan Toronto Convention Centre Corporation and a Proponent with respect to this RFP. The substantial form of the contemplated Contract is attached to the RFP as Form of Contract.

“Deliverables” means all Products and/or Services to be provided or performed by the Supplier, under the Contract, and includes everything that is necessary to be supplied, provided or delivered by the Supplier within the scope of the resulting Contract;

“Deadline for Questions” means the final deadline by which Proponents must ask any questions they may have regarding this RFP. The Deadline for Questions is specified in the RFP Schedule.

“Deadline for Issuing Addenda” means the deadline following which MTCC will issue addenda in connection with the RFP. The Deadline for Issuing Addenda is specified in the RFP Schedule.

“e-Procurement Portal” means electronic portal used by MTCC to conduct the procurement process including the issuing of procurement tendering documentation, notices of intended procurements, and the receipt of Proposals from Proponents, the current e-Procurement Portal is indicated at Section 6.1 “Location/Date for Proposal Submission”. The e-Procurement Portal may be changed or updated by MTCC from time to time.

“Mandatory Requirements” shall mean the requirements set out and described in Section 4.1 which every Proponent must comply with in order to be considered by MTCC. Proposals which do not satisfy the Mandatory Requirements will be deemed to be non-compliant and will not be considered for further consideration in this RFP.

“Products” means all products to be provided by the Supplier, under the Contract, and includes everything that is necessary to be supplied, provided or delivered by the Supplier.

“Proponent” means a legal entity submitting a Proposal in response to this RFP.

“Proposal” means all the documentation of the Proponent submitted in response to this RFP.

“Rectification Notice” means a written notice delivered by MTCC to a Proponent requesting that it clarify and/or rectify any aspect of its Proposal. Failure to rectify

a Proposal according to the Rectification Notice within the Rectification Period will result in disqualification.

“Rectification Period” means the period during which a Proponent may rectify its Proposal. The Rectification Period shall run from the date and time that MTCC issues a Rectification Notice to that Proponent, until the date and time stipulated in the Rectification Notice. If no end date is specified in the Rectification Notice, then the Rectification Period shall be 3 Days.

"RFP" means the Request for Proposal for Fire Alarm System Modernization for the Metropolitan Toronto Convention Centre Corporation, and any addenda to it, issued by the Metropolitan Toronto Convention Centre Corporation for the Work/Services.

“RFP Schedule” means the table set out at page 1 of this RFP, which provides information on important dates, including the Submission Deadline.

“Submission Deadline” means the final deadline for Proposal submissions, specified in the RFP Schedule.

“Vendor” or **“Service Provider”** or **“Supplier”** means the successful Proponent with whom the Metropolitan Toronto Convention Centre Corporation has executed a Contract.

“Work” or **“Services”** mean the provision of professional services by Vendor including everything developed for or provided, or agreed to be developed or provided, by Vendor or its employees, volunteers, agents, or subcontractors, to the Metropolitan Toronto Convention Centre Corporation in the course of performing under the Contract, including but not limited to any and all tasks, duties, responsibilities, deliverables, or intellectual property concepts, source codes, techniques, ideas, information, documentation, and other materials, however recorded, developed or provided during the term of the Contract.

1.2 Request and Objectives

The Metropolitan Toronto Convention Centre Corporation (hereinafter called **“MTCC”**) is inviting qualified and experienced Service Providers to provide Fire Alarm System Modernization Services to MTCC.

In the event a proposal is selected by MTCC, the terms of the engagement will be formalized in a Contract, which shall include as a schedule, specific provisions listing the rights and obligations of the parties, such rights and obligations to be substantially similar to the provisions of this RFP. This service is proposed to be effective on or around **October 1, 2024** or as mutually agreed upon, all in accordance with the terms and conditions of this request for proposal and a Contract.

The Services shall be provided in accordance with the terms and conditions and specification contained in this RFP.

2. BACKGROUND

The MTCC facility (the “**Centre**”) is the largest and most successful convention and trade show facility in Canada. Over the past 37 years, the Centre has hosted over 21,000 events and has added \$8.3 billion in direct spending economic impact to the community. Convention Centres of Canada has recognized MTCC as the top performing convention centre by measurement of economic impact, gross revenues and profitability. The facility draws both local and international delegates and attendees.

MTCC is an operational enterprise and an Agency of the Government of Ontario, reporting to the Ministry of Tourism, Culture and Sport. Its mandate is to operate, maintain and manage a world class international convention centre facility in the City of Toronto in a manner that will promote and develop tourism and industry in Ontario.

The Centre has over 2 million square feet of total space with 739,000 square feet consisting of exhibition and meeting space. It also has 77 meeting rooms, multi-purpose ballrooms, a 1,232 seat John Basset Theatre and 1,700 indoor on-site parking spaces. It is adjacent to the Rogers Centre, the Scotia Bank Arena and its neighbours include the CN Tower and Ripley’s Aquarium. The Centre is also connected to the Skywalk, Union Station, and the PATH system.

3. SCOPE OF SERVICES

3.1 Overview:

To assist in its efforts, MTCC is seeking to retain the Service of a qualified Alarm System Modernization Services.

The work site is located at the following building:

a) MTCC South Building
222 Bremner Blvd.
Toronto, Ontario, Canada

3.2 Term:

The 5 Month term shall commence on Oct 1, 2024 and end on February 28, 2025.

3.3 Deliverables:

The successful Proponent will be contractually required to provide the following Services to MTCC:

1. Install all conduit and cabling in accordance with cable manufacturer's recommendations, per FA drawings and Siemens FA shop drawings, in accordance with latest revisions of CAN/ULC-S524 (attached in **Appendix H – Drawings**).

List of drawings:

1. Norris Fire Alarm Drawings: FA-01 to FA-07.
 2. Siemens FA Shop Drawings: E-FA-01 to E-FA-07, E-FA-PNL-01 to E-FA-PNL-12, FA-NET-B01A to FA-NET-B01D, FA-INIT-B01A, FA-INIT-B02A, FA-NOT-B01C, FA-NOT-B02A, FA-TEL-B01F.
 3. Siemens Fire Panel Layout Sheets & Circuits.
2. The successful Proponent shall provide Electrical Safety Authority permit and certificate of inspection.
 3. Supply and install new one-hour fire rated network cabling as shown on Siemens' shop drawing E-FA-03. Utilize existing fire rated risers where available. Service Provider is encouraged to select an optimal path for network cabling. The order in which panels are shown on Siemens riser diagram (E-FA-03) is typical only. Service Provider
 4. shall submit a detailed floor plan drawing showing exact intended network path and order of panels for approval, prior to installation.
 5. Supply and install cabling required for voice integration between FACP and future new PA system. Future new PA system control equipment will be installed in the room SS-737A.
 6. Service Provider is to provide all patch, paint, repair, and fire stopping associated with their installation scope of work.
 7. Service Provider is required to confirm all panel locations and wire runs at site during contractor walkthrough visit. See panel and electrical room locations on drawings E-FA-03.
 8. All existing DGP locations are currently multi-enclosure fire alarm control panel/transponders. The new internal fire alarm equipment components will be

installed into one, two or three of the existing enclosures in accordance with E-FA-03. However, since most DGP locations have existing enclosures that will not be reused, Service Provider shall extend all field circuits from all enclosures listed as "NO FIRE ALARM EQUIPMENT" to the enclosures labeled "REUSE" per E-FA-03. The final termination location of each existing field circuit can be determined by reviewing Siemens Desigo Modular Panel Layout Sheets, see E-FA-PNL-01 to E-FA-PNL-12. All circuit extensions are within the same electrical room and must be pre-wired and ready before transfer / change-over from old to new systems.

9. For all fire panel enclosures that will be reused, see step by step procedure on drawing E-FA-06 for temporary mounting of electronic components, installation of adaptor kits (new inner & outer door assembly) and final transition to the existing tub backboxes.
10. The existing DGP tub enclosures that will not be reused will become terminal boxes after Service Provider relocates all field circuit wiring to the existing tub enclosures used for new fire system.
11. Install new battery boxes (CAB-BATT) as shown on Siemens' drawing E-FA-03.
12. The new fire system power supplies shall be connected by Service Provider to the existing 120 vac source currently used by existing fire system. Contractor to inspect existing electrical panel breakers to ensure they are painted red and have proper lock-out mechanism.
13. Participate with Siemens for old to new fire system change-over. This will be conducted on a DGP-by-DGP basis and in close coordination with MTCC. Contractor to ensure enough resources are provided so that all field circuits and device replacements will be completed for each DGP in one day. This is to ensure new DGP equipment and associated field devices are fully operational before end of day.
14. Remove all decommissioned internal fire panel/annunciator components (old MXL fire system) and handover to MTCC.
15. Replace and participate in Siemens verification all EOLR for all speaker circuits. There are approximately 300 end of line resistors for speaker circuits. This will be done on a per DGP basis and on same day of specific DGP change-over.
16. Replace and participate in Siemens verification of (124) firefighter's telephone handsets into existing telephone box and door. This will be done on a per DGP basis and on same day of specific DGP change-over.

17. Replace old MXL devices within loop 38 with the new FA devices:
 - a. 7 single two-stage pull stations c/w aux contacts,
 - b. 17 smoke detectors c/w standard base,
 - c. 2 duct smoke detectors c/w housing, sampling tube and remote light,
 - d. 13 heat detectors c/w standard base,
 - e. 4 Monitor points for sprinkler, genset, etc.,
 - f. 4 Control relays for signal to other systems, shutdown, release, etc

18. Project schedule and completion:
 - a. The intended project start is October 1, 2024.
 - b. The successful Proponents 1-hr fire rated network must be installed and completed on or before January 3, 2025.
 - c. All fire alarm panel equipment/components must be installed, with network terminations completed, on or before January 31, 2025.
 - d. Programming and engineer testing (22 a, b) will be conducted in February 2025.
 - e. Fire system change-over, including all new and replacement device installation will commence in February 2025.
 - f. Project substantial completion on or before February 28, 2025.
 - g. Service Provider is expected to provide sufficient resources to meet all project milestone dates.

3.4 General Requirements:

1. The successful Proponent must adhere to the project schedule.
2. The successful Proponent shall be responsible for parking costs, spaces for workers (trailers) and any other associated cost on the job site.
3. The successful Proponent shall be responsible for clean-up and removal of their garbage.
4. The equipment supplied by Siemens will be delivered to the job site and the successful Proponent will be responsible for receiving, unloading, and unpacking of the equipment.
5. The successful Proponent and/or its subcontractors are responsible for transporting their equipment on site where the devices are to be installed. No disbursements will be made by MTCC or Siemens for any transport.

6. The successful Proponent shall adhere to applicable building codes, standards, and the specifications.
7. All FA installation work shall be done by Service Provider in accordance with all applicable codes and standards, including latest revisions of CAN/ULC-S524, Canadian Electrical Code and Infection Preventions and Controls (IPAC requirements).
8. All electrical work shall meet the approval of MTCC, Norris Fire, Siemens Canada Ltd and the authorities having jurisdiction (City of Toronto inspectors).
9. All work is to be conducted during regular business hours. Service Provider shall provide unit prices for all types of resources for Regular Daytime, Overtime.
10. Service Provider shall provide electricians for participation in ULC-S537 verification of all new fire alarm control equipment and new devices only.
11. Service Provider is not required to participate in Siemens' fire alarm verification testing (ULC-S536) of existing reused field devices. The required ULC-S536 test/inspection of all existing reused devices will be conducted by Siemens resources only at the end of the modernization change-over phase of the project.
12. The successful Proponent shall allow reasonable amount of time to participate in the following testing and demonstration activities:
 - a. Sequence of Operation Interface Testing from old to new fire systems (one day).
 - b. Testing of New Fire System Prior to Change-Over (one day).
 - c. Final Testing and Demonstration with Engineer and MTCC (two days).
 - d. Final AHJ Testing and Demonstration. The duration of this testing is undetermined and will depend on City of Toronto inspector. Service Provider shall make allowance for a reasonable duration.
13. The successful Proponent shall provide As-Built drawings for all newly installed cable/conduit, including new one-hour fire rated network. Siemens/MTCC will provide AutoCAD drawings template for basis of as-builts.
14. Project meetings will be held every two weeks for the duration of the project, or more frequently base on the phase of the project and level of coordination required. The project meetings will alternate between on-site meetings (with review as

necessary of installation progress) and virtual meetings. Siemens, MTCC, and Service Provider will participate in meetings.

15. In addition to this scope summary, MTCC will provide the following documents for complete scope consideration are provided in appendix H.

1. Norris Fire Alarm Drawings: FA-01 to FA-07.
2. Siemens FA Shop Drawings: E-FA-01 to E-FA-07, E-FA-PNL-01 to E-FA-PNL-12, FA-NET-B01A to FA-NET-B01D, FA-INIT-B01A, FA-INIT-B02A, FA-NOT-B01C, FA-NOT-B02A, FA-TEL-B01F.
3. Siemens Fire Panel Layout Sheets & Circuits.

3.5 Proponent to also provide:

1. Certificate of Insurance (professional/general liability insurance coverage for up to \$5 million dollars).
2. WSIB Certificate.

4. PHASES OF PROPOSAL EVALUATION

For the purpose of Proponent submission evaluation, please structure your responses in the order indicated in this Section 4 for Phases I and II.

MTCC will evaluate Proposals in the following phases:

4.1 Phase I: Mandatory Requirements

Phase I will consist of a review to determine which Proposals are complete and provide all required information to perform the subsequent stages of evaluation.

4.1.1 All Proposals shall be sent and received at the closing location prior to the RFP closing date and time or shall not be evaluated by MTCC. See Section 6 “Administrative Matters” for Proposal submission requirements.

4.1.2 During Phase I, MTCC will review each Proposal to determine whether it complies with the Mandatory Requirements. The Mandatory Requirements of the RFP process are as follows:

- **Proposal Form (Section 1 of the Proposal)**
Proponents are to provide a completed **Appendix A “Proposal Form”**. Form must be submitted in PDF format (one file).

- **References (Section 2 of the Proposal)**

Proponents to provide a completed **Appendix B “Reference Form”**. Provide a minimum of three (3) references in PDF format (one file).

- **Conflict of Interest Declaration (Section 3 of the Proposal)**

Proponents are to submit a completed and signed **Appendix C “Conflict of Interest Declaration”** in PDF format (one file).

- **Pricing (Section 4 of the Proposal)**

Proponents are to complete **Appendix D “Pricing Table”** in MS Excel format (one file).

Proponents who have met the Mandatory Requirements will proceed to Phase II. Proposals failing to satisfy the Mandatory Requirements as of the Proposal Submission Deadline will either be disqualified. Proponent may be provided an opportunity to rectify any deficiencies within the Rectification Period. See section 4.1.3 for more information.

4.1.3 Rectification Period

Proposals satisfying the mandatory requirements during the Rectification Period will proceed to Stage II. If any Phase I Mandatory Requirements are not satisfied, you will be notified and will be given the amount of time as stated in the RFP Schedule to rectify. If the Rectification Notice does not provide for a Rectification Period, then the Rectification Period shall be 3 days. The Rectification Period will begin to run from the date and time that MTCC issues its Rectification Notice to the Proponent. Proposals failing to satisfy the Mandatory Requirements or rectify within the Rectification Period will be excluded from further consideration.

4.2 Phase II: Proposal Evaluation

During Phase II, MTCC will score each qualified Proposal based on the specified evaluation criteria. Only proposals that meet MTCC’s requirements for evaluation criteria will continue to be considered for selection, at the sole discretion of MTCC.

The evaluation criteria as outlined below will be used in the evaluation of this RFP:

- **Pricing (Section 4 of the Proposal)**

Proponents are to complete **Appendix D “Pricing Table”** in MS Excel format (one file).

- **Supporting Materials (Section 5 of the Proposal)**

- Proponent must provide a statement if it is not prepared to execute the Form of Contract attached as Appendix F, should include any concerns and proposed changes to the Contract, and the reasons for the suggested changes as Supporting Materials under Section 8 of the Proposal, which will be evaluated in accordance with Section 4 “Phases of Proposal Evaluation”.

MTCC may establish short-list(s) of Proponents (the “Short-listed Proponents”). The number of Proponents short-listed for an interview is in the sole discretion of MTCC.

Proponents may be further required to present the proposed solutions as MTCC may require in its sole and absolute discretion.

4.3 Interviews, Site Visits, Presentations and Demonstrations

MTCC may, in its sole discretion, conduct interviews, demonstrations, site visits or presentations. Where MTCC makes a request to one or more proponents to make a demonstration or an oral presentation, MTCC may do so without notice to any other proponent, and no proponents shall have the right to attend an interview, demonstration or oral presentation requested by MTCC, except as MTCC may request.

MTCC may conduct interviews, demonstrations, site visits or presentations with some or all Proponents, or may restrict participation to only Proponents who have been short-listed.

The terms of the Proposal may not, however, be changed during these interviews, demonstrations, site visits or presentations. Proponents may be scored on their interviews, demonstrations, site visits or presentations, which may enhance or negatively impact their initial scoring.

4.4 The weight as outlined below will be used in the evaluation of this RFP:

<u>Description of Criterion</u>	Weight
Phase II – Financial Proposal:	100%
Total Weight:	100%

5. CONFLICT OF INTEREST

All Proponents are required to review and sign a conflict of interest declaration statement as part of their Proposal. This declaration affirms that neither the Proponent nor any of its directors, officers, employees, or independent contractors have or will have any conflict of interest, real or potential, or will have unfair

advantages in submitting a Proposal or, if selected, entering the Contract. A copy of this declaration is attached as Appendix C.

6. ADMINISTRATIVE MATTERS

6.1 Location/Date for Proposal Submission

6.1.1 The Proponent's Proposal must be in English and **MUST NOT** be sent by regular mail, facsimile or email.

6.1.2 Proponents must submit their Proposals through Biddingo public portal at: <http://biddingo.com/> . Note that a Biddingo account is required. Visit the link above for more details and to register as a supplier. For more information re: online submission through Biddingo, please, see Appendix F "Online Submissions through Biddingo".

6.1.3 To be considered, responses must be received by **2:00 pm local time, September 18, 2024. Responses received after the deadline will be disqualified.**

Proposals shall be executed by a duly authorized official of the Proponent.

6.2 Mandatory Site Visit

Proponents are required to attend a mandatory site visit on **Aug 21, 2024, at 10:00 a.m. local time**, commencing from the lobby of the South Building of Metro Toronto Convention Centre, 222 Bremner Blvd., Toronto, Ontario. The purpose of the meeting is to brief Proponents on the scope of work and to provide a guided tour of each work site.

Proponents who do not attend the scheduled mandatory site visit will be disqualified.

7. INQUIRIES

7.1 To ensure an efficient and equitable proposal process, MTCC is requesting that each Proponent comply with the following general guidelines:

All inquiries relating to this proposal are to be directed by e-mail only to rfp@mtccc.com. No other forms of communication will be accepted. Proponent must indicate RFP number on the subject line of the e-mail.

All responses will be provided in the form of an Addendum, and will be shared with all proponents.

The deadline for all inquiries is: **2:00 pm local time, August 28, 2024.**

8. PROPOSAL FORMAT

Proposals must be prepared in accordance with the conditions outlined in this and any associated documents. Failure to comply may result in the disqualification of the Proposal.

9. EXPENSES

MTCC shall not be responsible or liable for any costs incurred by a Proponent, directly or indirectly, in preparation of a response to this Request for Proposal, including the costs of any oral presentations required to supplement and or clarify a Proposal.

10. COMPENSATION

Proposal fees shall be irrevocable for ninety (90) days following close of the Request for Proposal.

11. DISCLAIMERS

MTCC is not under any obligation to award a contract and reserves the right to terminate the RFP process at any time and to withdraw from discussions with any or all of the Proponents who have responded. MTCC shall not be held liable for any error or omission in any part of this RFP. Proponent assumes the risk of accuracy in its Proposal. All documents submitted shall become the sole property of MTCC and will not be returned to the Proponent. MTCC shall treat all pricing and documents submitted in response to this RFP in strict confidence and shall not disclose any such information to any other party.

Note: The lowest or any bid may not be necessarily accepted.

12. RIGHTS OF MTCC

In addition to any other express rights or any other rights that may be implied in the circumstances, MTCC reserves the right to:

- Request written clarification of the submission or supplementary written information from Proponent.
- Waive formalities and accept Proposals, which substantially comply with the requirements of this RFP.
- Verify with a Proponent or with third party any information set out in a Proposal.
- Check references other than those provided by a Proponent.
- Disqualify a Proponent whose Proposal contains misrepresentation or any other inaccurate or misleading information.

- Disqualify a Proponent or the Proposal of any Proponent who has engaged in conduct prohibited by this RFP.
- Make changes, including substantial changes to this RFP, provided that those changes are issued by way of addendum in the manner set out in this RFP.
- Adjust the totals in a Proposal where there are errors in extensions, additions or computations. In such cases, the unit prices shown shall govern.
- Cancel this RFP process at any stage.
- Cancel this RFP process at any stage and issue a new RFP for the same or similar services.
- Accept any Proposal in whole or in part.
- Discuss with any Proponent different or additional terms to those contemplated in this RFP or in any Proponent's proposal.
- Reject any or all Proposals in its absolute discretion.
- Enter into negotiations with any of the Proponents to this RFP.

13. FRENCH LANGUAGE SERVICES

MTCC is a government agency as defined in the French Language Services Act R.S.O. 1990, as amended from time to time. MTCC is required to communicate with and provide services to persons in French. By submitting a Proposal, the Proponent is deemed to understand and accept that it will be required to also meet the same French language obligations as MTCC in the provision of the Proponent's services to MTCC.

14. CONFIDENTIAL INFORMATION OF PROPONENT

Each Proponent must identify any information in its Proposal, or any accompanying documentation supplied in confidence, for which confidentiality is to be maintained by MTCC. The confidentiality of such information will be maintained by MTCC, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that MTCC is governed by the *Freedom of Information and Protection of Privacy Act*, and thus may be required to disclose the name and price of the winning Proponent through a Freedom of Information request. Furthermore, Proponents are advised that their Proposals will, as necessary, be disclosed on a confidential basis, to MTCC's advisers retained for the purpose of evaluating or participating in the evaluation of their Proposals, as well as to representatives of MTCC providing services to MTCC in support of the procurement process. If a Proponent has any questions about the collection and use of personal information pursuant to the RFP, questions shall be submitted to the RFP Contact.

15. FINANCIAL ADMINISTRATION ACT

MTCC is a government agency subject to the Financial Administration Act R.S.O. 1990 (the "FAA"), as amended from time to time. By submitting a Proposal, the

Proponent agrees that any provision of a Contract with MTCC is not permitted to contain provisions which increase indebtedness or contingent liabilities of the province of Ontario, and the Proponent is deemed to agree that MTCC will not seek approval of the minister for an exception under Section 28 of the FAA.

16. FORM OF CONTRACT (APPENDIX F)

The award of a Contract for part of the Work to a successful Proponent will not oblige MTCC to negotiate or execute a Contract for any deferred part(s) of the Work.

If the scope of the Work changes after the execution of the Contract, then MTCC shall have the authority to make any changes in the scope of the Work by altering, adding to, or deducting from the Work, the Contract being adjusted accordingly.

Negotiated terms, conditions, and other provisions shall be firm and not subject to change during the full Term of the Contract unless approved in writing by an authorized official MTCC.

17. ENVIRONMENTAL CONSIDERATIONS

MTCC is committed to reducing their carbon footprint. The Supplier should keep MTCC informed about any environmentally friendly processes, products, new technologies and/or green initiatives. The Supplier should, in consultation with MTCC, make any environmentally friendly processes, products, new technologies and/or green initiatives, related to the RFP Deliverables, available to MTCC as required.

[This space intentionally left blank]

APPENDIX A to RFP 24-100P - PROPOSAL FORM

1. RFP Name: Fire Alarm System Modernization

2. RFP #: 24-100P

3. Proponent Information:

Registered Legal Business Name of Proponent:

Proponent's Address:

Proponent's Telephone No.: _____ Proponent's Fax No.: _____

Proponent's Website Address: _____

Name of Contact Person for the Proposal:

Telephone No.: _____ E-mail Address: _____

4. Regulatory Matters

We confirm as follows:

(a) With respect to the *Excise Tax Act*, we are either:

(i) a Harmonized Sales Tax registrant for purposes of the *Excise Tax Act* and our HST registration number is _____; or

(ii) not a HST registrant for the purposes of the *Excise Tax Act*.

[Note: Proponents to strike the provision not applicable to them.]

5. Offer

I/We, the undersigned, have carefully examined the RFP documents, have attended the mandatory site tour held on August 21, 2024 at 10:00 a.m., and have a clear and comprehensive knowledge of the required Services/Work, and, by submitting this Proposal, agree and consent to all the terms, conditions, and provisions of this RFP.

I/We understand the lowest or any Proposal will not necessarily be accepted.

I/We agree to sign a Contract within seven (7) calendar days of acceptance of the Proposal. I/We agree to commence the Work immediately after award and to carry it to a satisfactory conclusion, within the time allowed in this Proposal.

6. Detailed Price Information Declaration

I/we have submitted the detailed prices in accordance with the requirements stated in the Request for Proposal, Appendix D "Pricing Table".

7. Addenda

I/we have made any necessary inquiries with respect to Addenda issued by MTCC and have ensured that we have received and examined all Addenda to the RFP.

LEGAL NAME OF PROPONENT:

Signature

Title

Date

APPENDIX B to RFP 24-100P - REFERENCE FORM

Please note references shall be for *similar* value projects and projects that have *similar* key aspects of scope, size, and complexity from three (3) clients of large-scale organizations, other than MTCC in the past ten (10) years. The Proponent agrees that MTCC may contact listed clients to obtain their opinions regarding the Proponent's performance and/or the characteristics of the Goods or Services provided. The Proponent absolves listed clients of any liability for any opinions provided to MTCC.

	REFERENCE #1	REFERENCE #2	REFERENCE #3
Company Name:			
Company Address:			
Contact Name:			
Contact Title:			
Contact Telephone Number:			
Date Services Undertaken:			
Contract Value:			
Date Contract Began and Duration:			
Description of Services and why your service was successful.			

LEGAL NAME OF PROPONENT:

APPENDIX C to RFP 24-100P - CONFLICT OF INTEREST DECLARATION

METRO TORONTO CONVENTION CENTRE CONFLICT OF INTEREST PROVISIONS FOR SUPPLY OF GOODS & SERVICES SUPPLIERS DECLARATION FORM

Purpose

Metropolitan Toronto Convention Centre Corporation (“MTCC”) is committed to conducting business in accordance with the highest standards of business ethics and complying with applicable laws, rules and regulations. To this end, MTCC promotes ethical behavior and ensure that all suppliers and service providers are aware of the situations in which a conflict of interest may arise in the procurement process for the supply of goods and services.

All suppliers must avoid conflict of interest in all situations in their commitment to supply MTCC with goods, and services, and have the duty to notify MTCC of any Conflict of Interest, either actual or perceived.

Definition

Conflict of Interest includes, but is not limited to, any situation or circumstance where; In relation to providing goods and services, the Supplier/Service Provider engage in conduct, directly or indirectly that would allow them to gain unfair advantages over another supplier during the procurement process.

Description

The Supplier/Service Provider should not communicate with MTCC staff in a way to obtain pricing information of a competitor so to gain an advantage in a procurement process.

The Supplier/Service Provider must not offer monetary gifts to any of MTCC employees, which could influence their judgment or performance of their duties in procurement.

Please note those incidental gifts that are a common expression of courtesy such as flower/gift basket, souvenir or memorabilia types items or gifts that are within normal standards and would not compromise MTCC are acceptable.

MTCC shall have the right to terminate a contract or choose to cease business relationship with a supplier/service provider when a supplier fails to disclose any conflict of interest in connection with the goods or service being provided.

Supplier or Service Provider must select one of the boxes below

- The Supplier/Service Provider declares that no actual or potential Conflict of Interest in providing goods and services and there is no foreseeable Conflict of Interest in performing current obligations.

If the Supplier/Service Provider declares that no actual or potential Conflict of Interest, please sign and return to MTCC.

- The Supplier/Service Provider declares that there is an actual or potential Conflict of Interest relating to the supply of goods and services and foresees an actual or potential Conflict of Interest in performing the current Contractual obligations.

If the Supplier/Service Provider declares an actual or potential Conflict of Interest by checking the box above, the Supplier/Service Provider must set out below details of the Conflict of Interest:

Supplier/Service Provider Name

Signature

Title

Date

APPENDIX D to RFP 24-100P - PRICING TABLE

(Attached as a separate Excel document)

APPENDIX E to RFP 24-100P - ONLINE SUBMISSIONS THROUGH BIDDINGO

Online Submission of Proposals

Submissions **MUST** be made through the following public portal: <http://biddingo.com/> . Vendors are responsible for ensuring that their proposal is submitted prior to the **Closing Date and Time**.

To download documents and start your submission go to **Bid Documents / Online Submission**. Within this page, click on **Online Submission Form** to upload and submit your proposal.

For technical support, please contact Biddingo directly at +1 (416) 756-0955 or via email at ebidding@biddingo.com. Biddingo offers free eBidding training sessions. Sign up today at www.biddingo.com/training.

Successful Submissions

The uploading of documents alone does not constitute a successful submission. After the uploading of document(s), Vendor **MUST** click on **Submit** before the **Closing Date and Time**. A successful submission will generate an eReceipt, which will automatically be e-mailed to the Vendor.

Vendors should allow sufficient time in the preparation and uploading of proposals. Uploading large documents may take significant time, depending on the size of the file(s) and internet connection speeds. Proposals that are uploaded onto the system, but not submitted before the **Closing Date and Time** are not received by MTCC. The official countdown clock is the one that is displayed in the **eResponse** screen, which is accessed through the **Online Submission Form**.

Resubmissions and Withdrawal

Vendors can make changes to their submission by uploading and deleting the appropriate files and resubmitting prior to the **Closing Date and Time**. MTCC will only receive the latest submission.

Vendors can also withdraw their submission at any time before the **Closing Date and Time**.

APPENDIX F to RFP 24-100P - FORM OF CONTRACT

(Attached as a separate PDF document)

APPENDIX G to RFP 24-100P - MTCC CODE OF CONDUCT

Employees of the Service Provider shall at all times conduct themselves in a manner that enhances the Metro Toronto Convention Centre's reputation as a world class facility that offers exceptional value and service to its clients. The successful Service Provider shall act in a faithful, diligent and honest manner in accordance with the instructions MTCC may provide from time to time.

More specifically, the following procedures must be adhered to:

- All Service Provider's personnel shall at all times abide with the MTCC operating guidelines and when on duty present themselves, in a professional and competent manner.
- All Service Provider personnel must wear photo I.D. badges. MTCC will supply photo I.D. badges to a limited number of personnel who will be stationed on a full time basis within the facility. Attached to MTCC badges only are the privileges of discounted employee parking and access to the subsidized staff cafeteria. All other Service Provider personnel shall wear photo I.D. badges supplied by the Bidder.
- MTCC badges must be returned immediately upon a change in Bidder personnel.
- Loss of badge requiring replacement will result in an administrative charge of \$25.00 per badge.
- Service Provider staff shall be attired in the uniform of the Service Providers as described in Item # 3.4. "Service Provider's Staff Requirements".
- MTCC is a smoke-free facility and the Service Provider's staff is fully expected to strictly comply and enforce this policy.
- The Service Provider's employees may use designated elevators to move personnel and materials with the permission of the Facility or Docks Manager.
- The Service Provider will be responsible for any damages caused by such use and shall pay MTCC for repairs within 30 days of receipt of invoice and reasonable, appropriate supporting documentation, such invoice to include a 15% mark up for administration by MTCC staff.
- Similarly any damage to the facility caused by the Service Provider's employees and/or equipment will be repaired by MTCC and will be charged to the Service Provider. Payment must be made within 30 days from receipt of invoice and appropriate supporting documentation, such invoice to include a 15% mark up for administration by MTCC staff.
- All occupational health and safety procedures required by law or by MTCC must be strictly enforced and complied with by the Service Provider and its staff.
- The Service Provider Code of Conduct may be subject to change, as required.

APPENDIX H to RFP 24-100P - DRAWINGS

(Attached as separate PDF documents)

1. Norris Fire Alarm Drawings: FA-01 to FA-07.
2. Siemens FA Shop Drawings: E-FA-01 to E-FA-07, E-FA-PNL-01 to E-FA-PNL-12, FA-NET-B01A to FA-NET-B01D, FA-INIT-B01A, FA-INIT-B02A, FA-NOT-B01C, FA-NOT-B02A, FA-TEL-B01F.
3. Siemens Fire Panel Layout Sheets & Circuits.