



February 26, 2015

**REQUEST FOR PROPOSALS**

The Canadian Museum of Nature is inviting qualified firms to submit a proposal to provide Fire Alarm & Sprinkler Systems Maintenance at the Victoria Memorial Museum Building in Ottawa, Ontario in accordance with the attached Terms of Reference.

**CLOSING DATE OF PROPOSALS**

**Monday, March 23, 2015 @ 4 P.M.**

NAME AND ADDRESS OF ORGANIZATION	NAME AND TITLE OF PERSON AUTHORIZED TO SUBMIT A PROPOSAL ON BEHALF OF ORGANIZATION
_____	<b>NAME:</b> _____
_____	<b>TITLE:</b> _____
_____	<b>Signature:</b> _____
_____	<b>Date:</b> _____
<b>Name</b> _____	<b>CMN FILE N° 14-1630-CMN-118</b> _____
<b>Telephone</b> _____ Please provide contact name and phone number for clarification &/or additional information.	<b>Please return a signed copy of this form with your proposal.</b>

## **ABOUT THE CORPORATION**

The Canadian Museum of Nature (CMN) is a federally chartered Crown Corporation. The origins of the CMN were formed within the Geological Survey of Canada in 1842 and for over 150 years, the CMN has worked to increase and preserve Canada's natural history collections, and to use these collections for research and public programming. In July 1990, the Museums Act established the CMN as a separate and autonomous museum, and it became a Crown corporation. The mandate of the Museum is to increase the knowledge, understanding, and appreciation of, respect for, and interest in the natural world. The CMN is governed by a Board of Trustees and managed by the President who is supported by a Senior Management Team.

The Victoria Memorial Museum Building (VMMB) was constructed in 1905-1911 to serve as the home for the Geographical and Natural History Survey of Canada, its collections, laboratories, and workshops. Designed by architect David Ewart, the VMMB was Canada's first purpose-built national Museum.

The Victoria Memorial Museum Building (VMMB) the Museum's 23,346 sq.m. public facility housing our Public Exhibitions, special exhibitions, exhibition workshops, public programming spaces and our coveted special event facilities.

The VMMB is constructed on 3.43 Hectares (8.476 acres) Land parcel surrounded by Elgin, O'Connor, McLeod and Argyle Street. The Site is sectioned at the Metcalfe Street Extension.

Additional information concerning the Canadian Museum of Nature may be obtained at our Web site: [www.nature.ca](http://www.nature.ca).

## INSTRUCTIONS TO BIDDERS

1. **AN OPTIONAL SITE VISIT IS SCHEDULED FOR MONDAY MARCH 9<sup>th</sup>, 2015.**

**Bidders (limit of two (2) per company) will assemble in the main entrance lobby of the Victoria Memorial Museum Building at 10:00 A.M. The street address of the Museum is 240 McLeod Street in Ottawa.**

2. Deadline date for delivery of proposal:

**4:00 P.M. MONDAY, MARCH 23<sup>rd</sup>, 2015.**

Proposals received after this deadline will **NOT** be considered and will be returned unopened.

**Deliver three (3) copies of your proposal in an envelope marked - "VMMB Fire Alarm & Sprinkler Systems Maintenance RFP # 14-1630-CMN-118"**

**To: Contracts & Procurement Section  
Canadian Museum of Nature**

**by hand: 1740 Pink Road  
Gatineau (Aylmer Sector), Quebec. J9J 3N7**

**by mail: P.O. Box 3443, Station 'D'  
Ottawa, Ontario. K1P 6P4**

3. Each bidder must provide a copy of the front page of this Request for Proposal (RFP) signed by a representative who is authorized to act on behalf of the bidder.
4. All information contained in this RFP is proprietary and must be kept confidential unless the prior written consent of the CMN has been obtained.
5. This RFP and any subsequent agreements related to the subject matter hereof will be governed according to the laws of the Province of Ontario.
6. This RFP is **NOT** an offer to enter into an agreement with any party but rather a request to receive proposals from firms interested in providing the products and/or services outlined herein. Such proposals will be treated by the CMN as offers to enter into an agreement. The CMN reserves the right to reject all proposals, in whole or in part, and/or to enter into negotiations with any party to provide such products and/or services to the Museum.
7. The CMN reserves the right to proportionally scale down its requirement as identified in the attached Terms of Reference and to select a preferred bidder based upon those reduced requirements.
8. The CMN shall not be responsible, and will not reimburse any bidder, for any cost or expense incurred in the preparation, submission or presentation of a response to this RFP.

9. While it will be a significant factor, the lowest bid submitted will not automatically be awarded the contract. The selection of a preferred vendor will be based on an evaluation of **ALL** of the proposal requirements and **NOT** on any single factor.
10. The CMN reserves the right at any stage of the evaluation of the proposals to request bidders to provide clarification, additional information or personal presentation concerning their proposal. Bidders however, will not be allowed to modify their proposal once submitted. The Museum however reserves the right to negotiate with 'short listed' bidders in order to offer them the opportunity to enhance the terms of their proposals.
11. The obligation of the CMN to explain its final preferred firm selection to any bidder shall be limited to said bidder's performance within the scope of the evaluation criteria. In order to safeguard the confidentiality of information provided by any bidders, the CMN shall not, under any circumstances, disclose details of any other bid(s) with the exception of the name of the preferred vendor selected as the successful bidder.
12. Any questions from potential vendors regarding the RFP should be directed to and will be handled by:

Contracts & Procurement

Telephone: 613 566-4240

**Facsimile: 613 364-4025**

**E-mail: [Approvisionnement-Procurement@mus-nature.ca](mailto:Approvisionnement-Procurement@mus-nature.ca)**

13. All enquiries must be in writing to receive a response. A written response to any questions will be sent to all participants. Questions will not be accepted or responded to if received after **12:00 Noon, Monday, March 16<sup>th</sup>, 2015**.
14. Information provided verbally will not be binding upon the CMN. The contractor must have written confirmation from the CMN for any change or alteration concerning this RFP.
15. The CMN reserves the right to verify all information provided by a Proponent by means of direct contact with the Proponent's prior clients, associates and personnel. The Proponent must agree to provide and release necessary authorizations to verify any of the Proponent's previous experience. Misstatements of experience and scope of prior experience may be grounds for disqualification of a Proponent.
16. The CMN reserves the right to disqualify any Proponent in the event that its response to the RFP indicates that the manner in which the Proponent provides services may adversely affect the Canadian Museum of Nature's existing business relationships.
17. At any time, the CMN may cancel this RFP in whole or in part at no cost or penalty to the Canadian Museum of Nature. No reason for cancellation need be given.
18. The disclosure of information received relevant to the issue of bid solicitations or the award of contracts shall be made by the appropriate CMN officers in accordance with the provisions of the *Access to Information Act*, the *Privacy Act*, edicts/acts related to this subject issued by the Crown, and as amended.

19. A security clearance is needed for building access. The Contractor is to submit names of all employees and names of all sub-contractors to CMN security, two days before they are permitted to work at the Museum site. The Contractor agrees to pay for a security officer when non-security cleared Contractor employees are working in the Museum Building.

The Contractor will provide CMN security the name and telephone number of a contact person that can be contacted at any given time throughout the course of the project for emergency purposes only.

The Contractor will provide to CMN Project Officer a working schedule reflecting hours of work of his staff including sub-contractors and will provide 48-hour notice of any change in work schedule, i.e., regular hours, weekends, and silent hours, to CMN Project Officer.

**See Terms & Conditions on CMN website at [www.nature.ca](http://www.nature.ca)  
Under: About the Museum, Corporate Publications, Terms & Conditions.**

## Statement of Work RFP # 14-1630-CMN-118

### **1. Proposal Rated Content:**

- **Relevance of experiences in the last five (5) years in the commercial / institutional sector (maximum 1 page, single spaced, using font Arial 11 pts.)**
  - The museum will judge this category based on recent experience and success in the institutional field: hospitals, colleges, universities, and museums or similar. Bid Form to be completed; references required.
  
- **Costs; total (Bid form to be completed)**
  - The museum will give the most points to the candidate who will offer the best total price to execute the contract as specified. See calculation method listed here below.
  
- **Quality Control Plan (maximum 1 page, single space, using font Arial 11 pts.)**
  - Proponents should also identify methods, practices and tools used (inspection software and communication) to ensure that all work stated in this document will be completed to the satisfaction of the Museum. This should include a focus on to the demonstration of how the proponent will ensure that all work is completed adequately on a daily basis and how deficiencies will be managed.
  
- **Company Information**
  - A letter from the OEM (Original Equipment Manufacturer) of the equipment should be submitted with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.
  
  - A letter confirming the bidder has access to the following in order to service and maintain the components, sub-systems, systems and integrated systems identified in the Specifications, Section 7:
    - Service and maintenance tools & materials;
    - Compatible parts;
    - Software;
    - Hardware;
    - Firmware.
  
  - A letter confirming the bidder has access to the complete operational and adjustment procedures of the OEM for all components, sub-systems, systems, integrated systems and related equipment identified within the attached

inventory. This includes direct access to manufacturer's technical support service and service bulletins.

- The Bidder must also submit a letter(s) issued to the authorized service agent(s) by the OEM(s) confirming the name of the authorized service agent(s).
- The Bidder must be an Underwriters Laboratories of Canada (ULC) Level IV Listed Company authorized to carry out maintenance on fire alarm/fire protection and life safety systems. The Bidder should submit a ULC certificate with the bid by the solicitation closing date. However, if it is not submitted with the bid by the solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement.
- The bidder must provide evidence to demonstrate that the service personnel proposed to perform maintenance of Fire Alarm, Fire Protection and Life Safety Systems have five (5) years of recent experience and past performance by referencing two (2) similar projects/contracts within the last 8 years whereby the service personnel have performed satisfactorily.
- Similar is defined as maintenance service on Fire Alarm, Fire Protection and Life Safety Systems comparable in size, scope and complexity to the equipment listed in the Specifications.
- Failure to comply with the request of the Contracting Authority and meet the requirement within the time frame period will render the bid non-responsive.

## **2. Evaluation :**

- **Relevance of experiences** (15 points)
- **Costs** (40 points)
- **Quality Control Plan** (15 points)
- **Company Information** (30 points)
  - Total : 100 points

### **Evaluation Method:**

The results of the proposal evaluation according to the above criteria will be the prime tool in the overall evaluation.

Proposals shall be evaluated and assigned a score for each rated criteria. Scoring of rated requirements for proposals is at the sole discretion of the RFP Evaluation Team.

Financial Proposals shall be evaluated based on the lowest total cost compliant proposal being awarded maximum points.

Other proposals shall receive a score base on the ratio of the lowest cost proposal to their total cost.

Example (for illustrative purposes only):

Proposal "A" Total Cost = \$1,300,000

Proposal "B" Total Cost = \$1,425,000

Proposal A's financial assessment (being the lowest) would receive the highest mark of 40 points.

The score for Proposal "B" would be calculated as follows:

- Score = (Total Proposal A ÷ Total Proposal B) X 40
- Therefore, the score awarded to Proposal B would be:
- $(\$1,300,000 \div \$1,425,000) \times 40 = 36.5$  points

An additional step is required if the difference between the proposal having the highest total score and the second is 5 points or less.

- In such case, both bidders shall be asked to prepare an oral presentation to the evaluation committee. This presentation shall be assessed on a 10 point basis. Score obtained by the bidder shall be added to its previous score and the highest score shall then determine the winning bid.

**Other:**

**The CMN reserves the right to enter into negotiations concerning price.**



## PRICING & BID FORMS

**\* Note: Bidders must complete and submit the following pages with their Bid.**

### Duration of Agreement

The Agreement will be for a three (3) year period, starting Wednesday April 1<sup>st</sup>, 2015 with two (2) one (1) year renewal options to be exercised at a later date. The decision to exercise option years shall be at the sole and absolute discretion of CMN.

Proponents must submit pricing & references in the format set out in the following tables:

**Table A**

<b>Table A The Victoria Memorial Museum Building – Ottawa</b>		
<b>Period</b>	<b>Invoicing frequency</b>	<b>Firm Annual Rate</b>
Year One		
Year Two		
Year Three		
Option 1 Year One		
Option 2 Year Two		
<b>SUB-TOTAL TABLE A:</b>		

**Table B**

The proponents are to submit a list of comparable Fire alarm & Suppression Services contracts performed in similar regional institutions within the last 5 years.

Building / Institution	Area (m <sup>2</sup> )	Contract terms	References	Telephone