

Financial Services Department
Purchasing Division
City Hall, PO Box 1118
200 King Street West
Kitchener ON N2G 4G7
www.kitchener.ca
Phone: 519-741-2218
Fax: 519-741-2222

December 24, 2008

**QUOTATION: Q08-096 INSPECTION & MAINTENANCE OF FIRE EXTINGUISHERS, SPRINKLER
SYSTEMS, FIRE ALARMS AND EMERGENCY / EXIT LIGHTS**

**TIME AND DATE OF CLOSING: 12:00 NOON LOCAL TIME
THURSDAY JANUARY 8TH, 2009**

You are invited to submit a sealed quotation to the City of Kitchener, Purchasing Division, for the requirements as set out in this Request for Quotation

- a) Quotations are to be submitted to the **Purchasing Division, 4th Floor**, City Hall, 200 King Street West, Kitchener, Ontario on our Form of Quotation, in a sealed envelope, **clearly marked with the quotation number, closing date and your company name.**
- b) Should you wish to elaborate on your quotation, you may do so on your letterhead and include this in the quotation envelope.
- c) Questions, clarification or interpretations regarding this Request for Quotation are to be requested in writing by the bidder and directed to Rudy Kruppa, Buyer, phone 519-741-2217, fax 519-741-2222, e-mail: rudy.kruppa@kitchener.ca. All registered bidders will receive written clarification.
- d) Your signed quotation shall be taken as your statement that you understand the requirements and agree to comply with same.
- e) Submit your quotation no later than 12 noon local time on the date shown above.
- f) Bid opportunities can be viewed and/or downloaded from our website. Bid results will be posted, when applicable, on the website after opening. <http://www.kitchener.ca/tenders/tender.asp>

The lowest or any quotation will not necessarily be accepted.

Yours truly,

Rudy Kruppa
Buyer

RK/plf

BIDDER'S CHECK LIST

Prior to submitting your quotation, check the following:

1. Has your quotation been signed? ()
2. Have you enclosed the Quotation Deposit, i.e. certified cheque or bid bond? (whichever is required by the Contract Documents) (if applicable). ()
3. Have you enclosed the Agreement to Bond, signed and sealed by your proposed Surety? (if applicable) ()
4. Have you completed all schedules and prices in the Form of Quotation? ()
5. Have you included the Contingency Allowance in the Form of Quotation? (if applicable) ()
6. Have you indicated the number of addenda included in the Quotation Price? (if applicable) ()
7. Have you listed your Sub-Contractors? (if applicable) ()
8. Have you included an itemized price for the value of the work of the Masonry Subcontractor? (if applicable) ()
9. Have you listed your Experience in Similar Work? (if applicable) ()
10. Have you provided your full statement of warranty? (if applicable) ()
11. Are the documents complete? ()

NOTE: Quotations may be disqualified if ANY of the foregoing points have not been completed as specified.

**Q08-096 INSPECTION & MAINTENANCE OF FIRE EXTINGUISHERS, SPRINKLER SYSTEMS, FIRE
ALARMS AND EMERGENCY / EXIT LIGHTS**

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NOTE: Failure to sign Page 33 will result in non-acceptance of this Quotation.

INFORMATION FOR BIDDERS

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INFORMATION FOR BIDDERS

The Corporation of the City of Kitchener shall hereinafter be referred to as "the City."

1. **DESCRIPTION OF WORK**

To inspect, maintain and test fire extinguishers, kitchen fan hood systems, sprinkler systems, fire alarms and emergency / exit lights.

2. **DELIVERY OF QUOTATIONS**

Quotations, complete in every respect, submitted in a sealed envelope, **clearly marked with the quotation number, closing date and your company name**, will be received by:

THE CORPORATION OF THE CITY OF KITCHENER
Purchasing Division
 200 King Street West, 4th Floor Tower
 Kitchener ON N2G 4G7

NO LATER THAN 12:00 NOON, LOCAL TIME – THURSDAY JANUARY 8TH, 2009

Quotations received by Purchasing later than the specified closing date and time, will be returned to the bidder.

Quotations shall be submitted on the Form of Quotation provided and must be properly signed where indicated, otherwise, the quotation may, but shall not necessarily, be declared "informal" and rejected.

A Bidder may request that their quotation be withdrawn. Withdrawal shall only be allowed if the request is made in writing by the bidder and delivered to the Director of Purchasing before the closing time for the quotation to which it applies.

Quotations confirmed as withdrawn shall be returned unopened to the bidder. The withdrawal of a quotation does not disqualify a bidder from submitting another quotation prior to the closing time.

3. **CITY'S REPRESENTATIVES**

City's Representative: Doug Hergott, Manager, Facilities Management, 519-741-2684
 E-mail: doug.hergott@kitchener.ca

City's Representative: Debbie Boshart, Supervisor, Fire Administration, 519-741-2498
 E-mail: debbie.boshart@kitchener.ca

City's Representative: Steve Usher, Deputy Fire Chief, Kitchener Fire Department, 519-741-2499
 E-mail: steve.usher@kitchener.ca

City's Representative: Harry Holst, Master Mechanic, Firefighter, 519-741-2580
 Email: harry.holst@kitchener.ca

City's Representative: Gary Collins, Supervisor, Community Arenas, 519-741-2637
Email: gary.collins@kitchener.ca

City's Representative: Mike Born, Manager, Fleet, 519-741-2679
Email: mike.born@kitchener.ca

Every request for an interpretation shall be made in writing to Rudy Kruppa, Buyer, fax 519-741-2222, e-mail: rudy.kruppa@kitchener.ca.

4. **ADDENDUM**

All addenda sent to the Bidder prior to the closing date shall be considered part of the contract documents. All addenda will be posted on the City of Kitchener website, <http://www.kitchener.ca/tenders/tender.asp>. *No addenda will be issued after 12:00 noon the day before closing.*

5. **EXAMINATION OF SITE**

The Bidder shall visit the site of work before submitting a quotation and shall make its own estimate of the facilities that may be encountered and of the nature of the subsurface conditions. The Bidder shall not claim at anytime after submission of the quotation that there was any misunderstanding of the terms and conditions of the contract relating to site conditions.

6. **INFORMAL OR UNBALANCED QUOTATIONS**

Quotations which are incomplete, conditional, illegible, obscure or qualified in any way, or that contain additions not called for, erasures, alterations or irregularities of any kind, may be rejected as informal.

Quotations that contain prices which appear to be so unbalanced as likely to affect adversely the interests of the City may be rejected.

Whenever a quotation in the amount quoted for an item does not agree with the extension of the estimated quantity and the quoted unit price, the unit price shall govern and the amount shall be corrected accordingly.

7. **OMISSIONS AND DISCREPANCIES**

Notify Rudy Kruppa, Buyer, in writing or by e-mail at rudy.kruppa@kitchener.ca, at once of discrepancies found in, or omissions from, the specifications or other documentation, or if in doubt as to their meaning. The Buyer may issue written addenda in the form of a fax or e-mail to all Bidders. **The City will not be responsible for any verbal instructions.**

8. **INTERPRETATIONS**

No oral interpretations shall be made to a Bidder as to the meaning of any of the contract documents, or be effective to modify any of the provisions of the contract documents. Every request for an interpretation shall be made in writing, addressed and forwarded to Rudy Kruppa, Buyer, phone 519-741-2217, fax 519-741-2222, e-mail: rudy.kruppa@kitchener.ca. All Bidders will

receive any written clarification provided.

9. **QUOTATION ACCEPTANCE PERIOD**

It is understood that, in submitting a Quotation, each Bidder agrees that their Quotation may be subject to acceptance up to sixty (60) working days after closing date for quotations.

10. **PROOF OF ABILITY**

The Bidder shall be qualified and competent to perform the work called for in the quotation. If the Bidder has not completed similar work for the City or not filed "Proof of Ability" within the two years preceding this quotation, on similar work, they should provide "Proof of Ability" with this quotation.

Such "Proof of Ability" shall include a list of similar work projects the Bidder has successfully completed, for whom and the value thereof.

The Bidder may be required to provide additional pertinent information such as a list of senior supervisory staff and their qualifications and experience. Alternately, any Bidder may submit such information with their quotation.

11. **SUBCONTRACTORS**

The Bidder shall include in the Form of Quotation, the name and address of each proposed Subcontractor used in making up the quotation and shall state that portion of the work allotted to each. Only one Subcontractor shall be named for each part of the work to be sublet.

The Contractor shall not be allowed to substitute other Subcontractors in place of those named in the quotation without written approval from the City.

12. **ACCEPTANCE OR REJECTION OF QUOTATIONS**

The City reserves the right to reject any or all quotations and the lowest or any quotation will not necessarily be accepted.

The City reserves the right to accept any quotation that is considered best for the interests of the City.

The determination of the best interests of the City and the lowest ultimate cost of the quotation may, where bidders have completed similar work for the City during the preceding five years, take into account past performance, quality of work received, and staff time invested in obtaining compliance with specifications.

The City shall not be responsible for any liabilities, cost, expenses, loss or damage incurred, sustained or suffered by any Bidder by reason of the acceptance or non-acceptance, by the City, of any quotation or by reason of any delay in the acceptance of a quotation save as provided in the contract.

No quotation shall be accepted from any person or corporation who, or which, has a claim or has

instituted a legal proceeding against the City or against whom the City has a claim or has instituted a legal proceeding with respect to any previous contract, without the prior approval of Council.

The Bidder acknowledges and agrees that nothing contained herein, in the quotation documents or elsewhere, no act done or expense incurred by it in the preparation and submission of this quotation, no trade or industry custom or practice, and no representation or assurance that may have been made or given to it by or on behalf of the City, shall in any manner legally bind the City, in any circumstances, to accept this quotation, the lowest quotation, only a quotation submitted in compliance with the requirements of the quotation documents, or any quotation at all. The Bidder further acknowledges and agrees that the City shall have complete and unrestricted liberty in this regard and may reject any or all quotations or may accept any quotation in whatever manner, at whatever quotation price, on whatever terms and for whatever reasons as the City, in its absolute discretion, considers to be in its own best interests, all without liability or obligation of any kind to the Bidder.

13. **WORKPLACE SAFETY AND INSURANCE BOARD**

The Contractor shall at all times pay, or cause to be paid, any assessment or compensation required to be paid pursuant to the Workplace Safety and Insurance Act and upon failure to do so, the City may pay such assessment or compensation to the Workplace Safety and Insurance Board, and the Contractor shall forthwith reimburse the City. The City may at its option deduct such expenses from any monies owed to the Contractor. The Contractor shall, prior to issuance of a purchase order by the City, provide a certificate of good standing from the Workplace Safety and Insurance Board, and the City may, at any time during the performance or upon completion of such contract, require a further certificate. If the contract extends beyond the expiry date of the certificate, the Contractor is responsible to submit a new certificate to the Buyer.

14. **INSURANCE PROVISIONS (STANDARD)**

The Contractor shall insure its undertaking, business and equipment so as to protect and indemnify and save harmless the City from any and all costs, claims, demands, damages, fines, suits, actions, and judgments made, brought or recovered against the City, for any bodily injury, death or property damage caused by or resulting from the operation and business carried on by the Contractor under this Agreement.

a.) **General Liability Insurance:** The Contractor shall maintain liability insurance acceptable to the City throughout the term of this Agreement. Coverage shall consist of a comprehensive policy of public liability and property damage insurance in an amount of not less than \$2,000,000 per occurrence. ***Such insurance shall name The Corporation of the City of Kitchener as an additional insured*** thereunder and shall be endorsed to include a Cross-Liability Endorsement with a Severability of Interests Clause, Premises and Operations Liability, Blanket Contractual Liability, Products / Completed Operations Liability, Personal Injury Liability and Non-Owned Automobile Liability.

b.) **Automobile Liability Insurance:** The Contractor shall maintain automobile liability insurance on all Owned and Leased Automobiles to a limit of \$2,000,000 throughout the term of this Agreement.

c.) **Provisions:** Prior to issuance of a Purchase Order and prior to the commencement of any work, the successful Contractor shall forward a Certificate of Insurance **on the City's Standard Certificate of Insurance Form** located on the internet at <http://www.kitchener.ca/tenders/tender.asp> evidencing this insurance with the executed Agreement. The Certificate shall state that coverage will not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail to the City.

It is also understood and agreed that in the event of a claim any deductible or self-insured retention under this policy of insurance shall be the sole responsibility of the Contractor and that this coverage shall be primary insurance as respects the City. Any insurance or self-insurance maintained by the City shall be considered excess of the Contractor's insurance and shall not contribute with it.

The City reserves the right to modify the insurance requirements as deemed suitable.

15. **THE OCCUPATIONAL HEALTH AND SAFETY ACT**

The Contractor shall conduct the work in accordance with the most recent edition of the Occupational Health and Safety Act of Ontario and all applicable Regulations, Codes, Standards and Guidelines.

16. **CONTRACTOR/CONSTRUCTOR**

Unless explicitly referenced elsewhere in this Quotation, the Contractor will be designated as the Constructor, as defined by the *Occupational Health and Safety Act*. As Constructor, the Contractor shall assume all of the responsibilities of the Constructor as set out in the *Occupational Health and Safety Act* and its regulations and enforce strict compliance therewith.

17. **CITY OF KITCHENER CONTRACTOR SAFETY PROGRAM**

Prior to issuance of a Purchase Order and prior to the commencement of any work **the successful bidder** shall review the City of Kitchener Contractor Safety Program (as posted on the City of Kitchener website <http://www.kitchener.ca/tenders/tender.asp>) and provide the Buyer with the following:

1. A Liability Insurance Certificate as per Clause 14 Insurance Provisions
2. A WSIB Clearance Certificate indicating your company is "in good standing"
3. A signed Contractor Declaration Form
4. Your Health and Safety Policy

and any other specific documents as set out in this Quotation.

18. **PERFORMANCE EVALUATION**

The City Representative may complete a Health and Safety Performance Summary under the

Contractor Safety Program and/or a Performance Evaluation. This documentation may be used in determining whether future work may be completed by the Contractor for the City.

19. **PROVINCIAL SALES TAX**

All unit prices quoted for this requirement shall be PST extra where applicable.

20. **GOODS AND SERVICES TAX**

All unit prices for this work shall **NOT** include Goods and Services Tax. Identify GST on page 19 of the Form of Quotation.

21. **APPROVALS**

Prior to the commencement of the work, the Contractor is responsible for determining and obtaining the necessary approvals, permits and licences required by all applicable legislation and regulations pertaining to the nature of the work. Copies of all such approvals, permits and licences must be provided to the City prior to commencement of the work.

22. **LAWS AND REGULATIONS**

The Bidders are assumed to have made themselves familiar with and will abide by all Federal, Provincial, Municipal and Local Laws, rules and regulations which in any way affect the work, and no plea of misunderstanding will be considered on account of ignorance thereof. If the Bidder shall discover any provisions in the drawings, specifications or contract that are contrary to or inconsistent with any law, rule or regulation, they shall at once report it to the City's Representative, in writing.

23. **LAWS**

It is agreed that the goods supplied shall comply with all Federal, Provincial and other laws applying thereto.

24. **TERM OF CONTRACT**

Award of this contract shall be for an initial one (1) year period with an option to renew as stated in the Form of Quotation. Subject to mutual agreement for each subsequent term.

25. **CONTRACTOR REGISTRY**

Prior to performing work at City Hall (200 King St. West), all workers (contractor employees) must register at the Security Desk located on the main floor. Contractors will be provided with an identification badge, which will be swiped electronically for record keeping purposes. The identification badge must be worn at all times while at City Hall. Upon completion of work, the contractor employees shall return the identification badge to the Security Desk.

26. **CHANGE ORDERS**

Change orders must be approved in advance in writing by the Buyer or the City's Representative.

27. **DISCLOSURE OF BID INFORMATION**

The Bidder acknowledges that submission of a bid for this Quotation will be deemed by the City to be the bidder's consent to the City releasing publicly in any format, ***the awarded Contractor's name and total bid price (if applicable)***, in written public reports to council, and the posting on the City's website. Unit pricing will be held in confidence. Any limitation or qualification on the City's right to release the ***awarded Contractor's name and total bid price (if applicable)*** will result in the bid being found non-compliant.

GENERAL CONDITIONS

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GENERAL CONDITIONS

1. GENERAL

This quotation, including these terms and conditions, forms the entire contract between the parties, and no variations thereof, irrespective of the wording of the Bidder's acceptance will be effective unless specifically agreed to in writing.

2. EXPEDITING

The Contractor shall maintain a system of expediting delivery of materials and equipment such that the project will proceed as stated in the Form of Quotation.

3. QUALITY

Goods are subject to Buyer's inspection and approval at a reasonable time after delivery. If specifications are not met, goods may be returned at seller's expense.

4. STANDARDS

All goods supplied to the City must be appropriately identified as approved by the Canadian Standards Association (CSA) and/or the Underwriters Laboratories (UL), standards for safety.

5. UNIT PRICE SCHEDULE

Unit prices must be shown in the Form of Quotation and shall include all labour, materials, installation, overhead, profit and all relative charges and represent the actual cost to the City. The unit prices shall be used for computing additions to and deductions from the contract.

6. SAFETY

The Contractor is to ensure safety on the job site at all times. The site is to be left in a safe condition at the end of each working day with snow fencing erected around all excavated areas. Temporary traffic warnings will be provided by the Contractor and meet the City's Traffic and Parking Regulations.

7. QUALIFICATIONS

All work shall be executed by skilled trade personnel. Work shall be done in accordance with drawings, specifications and list trade practices to ensure the finished product is of top quality.

8. ELECTRICAL CONTRACTOR (if required)

If any electrical work is required, the Electrical Contractor/Subcontractor must hold a valid ECRA/ESA Contractor License and if requested, they must provide this license number to the Buyer before commencement of work.

9. **PERMITS, FEES AND CERTIFICATES**

The Contractor shall give all necessary notices, obtain all necessary permits, pay all fees and furnish all necessary certificates as evidence that all work, as installed, conforms to the laws of all governing authorities before the final Certificate of Payment is issued by the City. All changes and alterations required by an authorized inspector of any authority having jurisdiction should be carried out without charge to the City.

10. **CLEANING AND COMPLETION**

The Contractor shall keep the site free from accumulation of dirt, and excess materials at all times and remove same upon completion of contract. The Contractor shall clean all areas fouled by the Contractor. If not, the said site shall be cleaned by others and the cost of such cleaning will be deducted from monies owed to the Contractor.

11. **PARKING**

Contractors providing services to City Hall are subject to all City parking policies and enforcement. Inside parking shall be paid by the contractor for vehicles below the two (2) metre height restriction.

12. **CONTRACTOR'S INSOLVENCY**

The purchase may be terminated, at the City's option, effective upon written notice to the Contractor in the event that: Contractor files for bankruptcy, becomes insolvent, makes an assignment for the benefit of creditors, or has a receiver appointed, or any proceeding is demanded for, by or against the Contractor under any provision of the Federal Bankruptcy Act, as amended or any applicable Provincial Law.

13. **CONTRACTOR'S DEFAULT**

Upon any default of the Contractor, the City at its election may reduce or cancel any purchase order in the event that any delivery or deliveries affected are not made at the time specified in this Quotation.

14. **PROTECTION OF EXISTING STRUCTURES**

The Contractor shall be informed of, and protect all existing services, structures and vehicles, to the satisfaction of the City's Representative. Any damage shall be repaired and/or replaced by the Contractor, at their own expense, to the satisfaction of the City.

15. **PATENTS**

The Contractor shall hold and save the City, their officers, agents and users of its product, harmless from liability of any kind for or on account of the use, sale or lease of any patented or unpatented invention, article or appliance furnished or used hereunder.

16. **QUANTITIES**

The quantities shown are not to be taken as a firm commitment as they are estimates only, based on the previous years usage and/or on this years anticipated usage. The actual quantities purchased against this contract may be greater or less than indicated at no penalties to the City.

17. **ADDITIONS TO CONTRACT**

The City reserve the right to add or delete items not listed herein but required throughout the year. Those items will automatically become part of the contract and subject to all the same terms and conditions.

The City reserves the right to add or delete City Facilities from this contract.

18. **PRICING**

We are requesting firm prices for the term of the contract noted on the quotation form. If you are unable to bid on this basis, please detail your pricing policy and include it with your quotation. All prices shall be in Canadian funds and must be inclusive of customs, duty and freight.

19. **AWARD OF CONTRACT**

The City reserves the right to award this contract on a lot, unit or item basis.

20. **INCOMPLETE BIDS**

Partial bids or incomplete bids will not be given the same consideration that complete or near complete bids will receive. The City will evaluate all bids and select the one which represents the lowest ultimate cost for an acceptable product for the term of the contract.

21. **SAMPLES AND DEMONSTRATIONS**

If required by the City, evidence in the form of samples may be requested for testing and/or evaluation. Such samples are to be furnished after the date of bid opening, only upon request of the City, unless otherwise stated in the quotation. Such samples must be received by the City no later than seven (7) days after formal request is made. When required, the City may request full demonstration of any unit(s) by the bidder prior to the award of any contract. Samples will be furnished free of expense to the City and if not used in testing, or destroyed, will, upon request within sixty (60) days of bid award, be returned at the bidder's expense.

22. **QUALIFYING OF BIDS**

Bidders are cautioned against qualifying their bids in any manner whatsoever, as this may result in their bid being rejected. However, descriptive literature may be included, as long as its sole purpose is only to amplify the quotation. Should you wish to elaborate on any aspect of this quotation, you may do so separately on your letterhead.

23. **WARRANTY**

The Bidder shall provide a full statement of the warranty. This warranty should clearly describe the terms under which the Bidder accepts responsibility for the cost to repair defects caused by faulty design, quality of work or material and for what period of time after delivery.

24. **FORCE MAJEURE**

- a) If the Contractor is delayed in delivery by labour disputes, strikes, lock-outs, fire, or by any cause of any kind whatsoever beyond the manufacturer's control then the time of delivery shall be extended for a period of time equal to the time lost due to such delays, at no cost penalty to the City.
- b) No such delivery time extension shall be made for delays unless written notice of same is given to the City within seven (7) days of its commencement. Where it is the case of a continuing cause of delay only one claim shall be necessary.

25. **ASSIGNMENT**

Neither this Quotation nor the right to receive payment hereunder may be assigned or transferred without the prior express written consent of the City and any attempted assignment shall be void and of no force or effect against the City.

26. **SIGNED BID TO BE CONSIDERED AN OFFER**

The submission of a signed quotation to the City shall be deemed to constitute an "Offer" which may be accepted, at the option of the City by issuance of a "Purchase Order". Upon such acceptance the terms, conditions and specifications herein set forth shall be confirmed and binding upon the City and the Contractor. Upon acceptance of the quotation, both parties hereto agree to do everything necessary to ensure that the terms of this agreement take effect.

FORM OF QUOTATION**I N D E X**

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CORPORATION OF THE CITY OF KITCHENER – FORM OF QUOTATION

FOR: Q08-096 INSPECTION & MAINTENANCE OF FIRE EXTINGUISHERS, SPRINKLER SYSTEMS, FIRE ALARMS AND EMERGENCY / EXIT LIGHTS

SUBMITTED BY: _____ (Company Name)

TO: THE CORPORATION OF THE CITY OF KITCHENER
Purchasing Division
 200 King Street West, 4th Floor Tower
 Kitchener ON N2G 4G7

I/We the undersigned, having carefully examined the site of the proposed work, Information for Bidders, General Conditions and Specifications, hereby agree to furnish all labour and materials to the satisfaction of the City's Representative and in conformity with the said documents.

TERM OF CONTRACT: JANUARY 16, 2009 TO DECEMBER 31, 2009 (1 Year)

Award shall be for one (1) year with an option to renew for two (2) additional one year periods, subject to mutual agreement.

TOTAL BID PRICE: Section A – Fire Extinguishers Inspection & Maintenance \$ _____
 (Forward from Page 20)

TOTAL BID PRICE: Section B – Hood System Inspection & Maintenance \$ _____
 (Forward from Page 22)

TOTAL BD PRICE: Section C – Inspection & Maintenance of Sprinkler Systems \$ _____
 (Forward from Page 24)

TOTAL BID PRICE: Section D – Testing of Fire Alarms & Emergency / Exit Lights \$ _____
 (Forward from Page 30)

G.S.T. \$ _____

TOTAL BID PRICE \$ _____

F.O.B. POINT - To be destination, prepaid and not charged.

VALID FOR ACCEPTANCE WITHIN 60 WORKING DAYS

TERMS OF PAYMENT ARE: _____

PRICES ARE FIRM FOR: _____

This Quotation includes addendum number(s) _____ to _____

UNIT PRICE SCHEDULE

SECTION A FIRE EXTINGUISHERS INSPECTION AND MAINTENANCE

Fire Extinguishers		Annual Inspection		6 Year Maintenance Unit Price	Re-Charging Unit Price	Hydro Test Unit Price
Qty.	Size	Unit Price	Total Price			
1000	2.5 lb	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
450	5 lb	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
130	10 lb	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
35	20 lb	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5	25 lb	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
25	30 lb	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
15	CLASS K	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Section "A" - Total Bid Price \$ _____ (Transfer to Page 19)						

NEW FIRE EXTINGUISHERS - ADDITIONAL PRICING

ITEM DESCRIPTION

UNIT PRICE

2 ½ LB ABC EXTINGUISHER C/W CLAMP BRACKET

\$ _____

5 LB ABC EXTINGUISHER C/W WALL HANGER

\$ _____

10 LB ABC EXTINGUISHER C/W WALL HANGER

\$ _____

20 LB ABC EXTINGUISHER C/W WALL HANGER

\$ _____

CLASS "K" EXTINGUISHER C/W WALL HANGER

\$ _____

FIRE EXTINGUISHER INSPECTIONS & MAINTENANCE

O'Rings in all extinguishers recharged must be replaced

Are WHMIS labels included in the re-charge price: YES NO

If no, please state charge: \$_____

Is someone available at your premises at all times: YES NO

If yes state hours _____

If no what other arrangements do you propose for answering calls?

Do you close for holidays? YES NO

What is your policy for filling extinguishers? Are they emptied and re-filled or topped up?

State Details: _____

Please include a copy of your Certificate of Insurance which must include coverage for "Failure to Perform" and have the City of Kitchener shown as additional insured.

Identify any services that you provide that are not included in this contract

UNIT PRICE SCHEDULE**SECTION B**
HOOD SYSTEM INSPECTION AND MAINTENANCE

Kitchen Hoods - Chemical or Sprinkler	6 Month Inspection Unit Price
Country Hills Community Centre	\$ _____
City Hall	\$ _____
Rockway Golf Course	\$ _____
Doon Valley Golf Course	\$ _____
Forest Heights Community Centre	\$ _____
Rockway Seniors	\$ _____
Victoria School Centre	\$ _____
Bramm St. Sign Shop-Paint Booth	\$ _____
Auditorium	\$ _____
Activa Sports Complex	\$ _____
TOTAL BID PRICE - 6 MONTH INSPECTION	\$ _____ X 2
TOTAL COST PER YEAR (Transfer to Page 19)	\$ _____

HOOD SYSTEMS

Please list prices for:

Quartzoid Bulbs \$ _____

Links \$ _____

Labour for Repairs: \$ _____ per hour

Minimum Billing, (if any) \$ _____ per hour

Service call, if applicable \$ _____ per hour

State response time for service call:

Non-Emergency _____

If required, the Contractor will provide emergency service to minimize down time: YES ☐ NO ☐

Hourly rate breakdown \$ _____ hourly Travel time included YES ☐ NO ☐

Emergency _____

Travel time and mileage-State all details as to what is included and extra billable:

UNIT PRICE SCHEDULE
SECTION C
INSPECTION/MAINTENANCE OF SPRINKLER SYSTEMS

CITY OF KITCHENER BUILDING/CONTACT	ANNUAL INSPECTION UNIT COST PER YEAR
Auditorium Complex, 400 East Avenue Doug Hergott 519-741-2684	\$ _____
Children's Museum, 10 King St. W. Doug Hergott 519-741-2684	\$ _____
City Hall, 200 King St. W. Doug Hergott 519-741-2684	\$ _____
Don McLaren Arena, 61 Green Street Doug Hergott 519-741-2684	\$ _____
Forest Heights Pool, 255 Fischer Hallman Rd. Doug Hergott 519-741-2684	\$ _____
Grand River Arena, 555 Heritage Drive Doug Hergott 519-741-2684	\$ _____
Lions Arena, 20 Rittenhouse Road Doug Hergott 519-741-2684	\$ _____
Ontario Street Parking Garage 33 Ontario Street North Doug Hergott 519-741-2684	\$ _____
Community Services Operations Centre 82 Chandler Drive Doug Hergott 519-741-2684	\$ _____
Fire Hall #1 (HQ), 270 Strasburg Rd. Doug Hergott 519-741-2684	\$ _____
Fire Hall #2, 187 Lancaster St. W. Doug Hergott 519-741-2684	\$ _____
Fire Hall #3, 1035 Ottawa St. N. Doug Hergott 519-741-2684	\$ _____
Fire Hall #4, 25 Fairway Rd. N. Doug Hergott 519-741-2684	\$ _____
Fire Hall #5, 1700 Queens Blvd. Doug Hergott 519-741-2684	\$ _____
Fire Hall #6, 149 Pioneer Drive Doug Hergott 519-741-2684	\$ _____
Bramm Street Yards-55 Bramm St Doug Hergott 519-741-2684	\$ _____
Registry Theatre, 122 Frederick St. Doug Hergott 519-741-2684	\$ _____
156 & 158 King St. Doug Hergott 519-741-2684	\$ _____
Your Kitchener Market, 300 King St. E. Doug Hergott 519-741-2684	\$ _____
Activa Sports Complex, 135 Lennox Lewis Way, Doug Hergott 519-741-2684	\$ _____
ANNUAL INSPECTION TOTAL BID PRICE SECTION "C" \$ _____ (forward to Page 19)	

ANNUAL INSPECTION AND MAINTENANCE-SPRINKLER SYSTEM

DESCRIPTION	CONFORM YES	NO	STATE ACTUAL
SPRINKLER SYSTEMS			
Inspect control valves to ensure that they are in the appropriate open or closed position. Check valves that are in the normally opened position to ensure that they are locked, or equipped with a tamper switch.			
Conduct a main drain flow test of the sprinkler system water supply.			
Inspect fire pumps to ensure that they are in good condition and conduct a pump flow test.			
Inspect Fire Department connections to ensure that they are in good condition (ie: couplings free, caps in place etc.) and check that valves are not leaking.			
Conduct a sprinkler system alarm test using hydraulically most remote test valve.			
Inspect dry systems for proper air pressure and priming water level.			
Conduct a dry system trip test and check that low points and drums are properly drained			
Inspect that water motor gong, electric alarms, and supervisory alarms test satisfactorily.			
Inspect that all sprinkler heads are free from obstructions and corrosion.			
Check to ensure that spare sprinkler stock is available			
Flow test of Standpipe hose.			
Inspect all fire hoses			
Rerack all fire hoses			

DESCRIPTION	CONFORM YES NO		STATE ACTUAL
FIRE HOSE CABINET INSPECTION			
Remove hose from rack or reel and examine thoroughly for damage, cuts, mildew, rot, etc.			
Test all valves and nozzles for hand operation. Lubricate where necessary.			
Flush each riser thoroughly to a safe outside location of suitable drain to remove rust and other foreign particles.			
Assure hose, nozzle and valves are properly assembled and stored in the hose cabinet ready for use. Hose valves to be closed hand tight. Main and sectional supply valves fully open and sealed.			
Ensure that hose fabric is dry. Re-rack hose, arranging folds at different locations.			

Re-racking of hoses \$_____ each

Labour for repairs \$_____ each

Minimum billing, (if any) \$_____ each

Service call, if applicable \$_____ each

State response time for service call: _____

Non-emergency _____

Emergency- _____

If required, the Contractor will provide emergency service to minimize down time.

Hourly rate breakdown \$_____ hourly

Travel time included YES NO

Travel time and mileage-State all details as to what is included and extra billable:

Is someone available at your premises at all times: YES NO

If yes hours please state hours_____

If no, what other arrangements do you propose for answering calls:

Do you close for holidays YES NO

Please include a copy of your Certificate of Insurance which must include coverage for "Failure to Perform" and have the City of Kitchener shown as additional insured.

Identify any services that you provide that are not included in this contract:

UNIT PRICE SCHEDULE

SECTION D TESTING OF FIRE ALARMS & EMERGENCY / EXIT LIGHTS

CITY OF KITCHENER BUILDING/CONTACT	ANNUAL INSPECTION UNIT COST/YEAR
Auditorium Complex, 400 East Avenue Doug Hergott - 519-741-2684	\$ _____
Don McLaren Arena, 61 Green Street Doug Hergott - 519-741-2684	\$ _____
Grand River Arena, 555 Heritage Drive Doug Hergott - 519-741-2684	\$ _____
Lions Arena, 20 Rittenhouse Road Doug Hergott - 519-741-2684	\$ _____
Ontario Street Parking Garage 33 Ontario Street North Doug Hergott - 519-741-2684	\$ _____
Community Services Operations Centre 82 Chandler Drive Doug Hergott - 519-741-2684	\$ _____
Fire Hall #1 (Headquarters) 270 Strasburg Road Doug Hergott 519-741-2684	\$ _____
Fire Hall #2 187 Lancaster St. W. Doug Hergott 519-741-2684	\$ _____
Fire Hall #3 1035 Ottawa St. N. Doug Hergott 519-741-2684	\$ _____
Fire Hall #4 25 Fairway Rd. N. Doug Hergott 519-741-2684	\$ _____
Fire Hall #5 1700 Queens Blvd. Doug Hergott 519-741-2684	\$ _____
Fire Hall #6 149 Pioneer Drive Doug Hergott 519-741-2684	\$ _____
Fire Hall #7 1440 Huron Road Doug Hergott	\$ _____
Bramm Street Yards 55 Bramm St. Doug Hergott 519-741-2684	\$ _____

SECTION D
TESTING OF FIRE ALARMS & EMERGENCY / EXIT LIGHTS

KPL Main Branch, 85 Queen St. N. Doug Hergott - 519-741-2684	\$ _____
Breithaupt Centre, 350 Margaret Ave. Doug Hergott 519-741-2684	\$ _____
Bridgeport Mun. Building, 8 Bridge St. E. Doug Hergott - 519-741-2684	\$ _____
Bridgeport Comm. Centre, 48 Tyson Dr Doug Hergott – 519-741-2684	\$ _____
Grand River Complex, 600 Heritage Dr. Doug Hergott 519-741-2684	\$ _____
Centreville Chicopee CC, 141 Morgan Ave. Doug Hergott 519-741-2684	\$ _____
Doon Valley Clubhouse/Pro Shop 500 Doon Valley Dr. Doug Hergott 519-741-2684	\$ _____
Doon Pioneer Park CC, 150 Pioneer Dr. Doug Hergott 519-741-2684	\$ _____
Budd Park Field House 1021 Homer Watson Blvd. Doug Hergott 519-741-2684	\$ _____
Country Hills CC, 100 Rittenhouse Rd. Doug Hergott 519-741-2684	\$ _____
Mill Courtland CC, 216 Mill St. Doug Hergott 519-741-2684	\$ _____
Victoria Park Machine Shop, 35 Dill St. Doug Hergott 519-741-2684	\$ _____
Victoria Park Pavilion, 80 Schneider Ave. Doug Hergott 519-741-2684	\$ _____
KOR Gallery, 79 Joseph St. Doug Hergott 519-741-2684	\$ _____
Victoria Hills CC, 10 Chopin Dr. Doug Hergott 519-741-2684	\$ _____
Children's Museum, 10 King St. W. Doug Hergott 519-741-2684	\$ _____
Rockway Senior Centre, 1405 King St. E. Doug Hergott 519-741-2684	\$ _____
Rockway Golf Clubhouse / Pro Shop 625 Rockway Dr. Doug Hergott 519-741-2684	\$ _____
Patrick Doherty Arena, 72 Wilson Ave. Doug Hergott 519-741-2684	\$ _____

SECTION D
TESTING OF FIRE ALARMS & EMERGENCY / EXIT LIGHTS (Cont'd)

Activa Sports Complex, 135 Lennox Lewis Way Doug Hergott 519-741-2684	\$ _____
Utilities Building, 83 Elmsdale Dr. Doug Hergott 519-741-2684	\$ _____
Chandler Mowat CC, 222 Chandler Dr. Doug Hergott 519-741-2684	\$ _____
Forest Heights Pool/Library 255 Fischer-Hallman Rd. Doug Hergott 519-741-2684	\$ _____
Forest Heights CC, 1700 Queens Blvd. Doug Hergott 519-741-2684	\$ _____
Queensmount Arena, 1260 Queens Blvd. Doug Hergott 519-741-2684	\$ _____
Your Kitchener Market, 300 King St. E. Doug Hergott 519-741-2684	\$ _____
ANNUAL INSPECTION TOTAL BID PRICE SECTION "D" \$ _____ (forward to Page 19)	

A labour rate for Fire Alarm Technicians (CFAA Registered) to repair and or maintain the City of Kitchener's fire alarm panels/systems outside of this contract as requested:

\$ _____ / hour

CFAA Certificate Number _____

NOTE: Please factor in travel time and mileage. The City of Kitchener will only pay for time that is spent on site as approved by the City's Representative.

Only one technician is to be sent for additional service calls unless previously approved by the City's Representative.

LIST OF SUB-CONTRACTORS

DESCRIPTION OF WORK	CONTRACTOR
	NAME:
	ADDRESS:
	PHONE:
	NAME:
	ADDRESS:
	PHONE:
	NAME:
	ADDRESS:
	PHONE:
	NAME:
	ADDRESS:
	PHONE:

PROOF OF ABILITY

If the Bidder has not completed similar work for the City during the preceding two years, this page must be completed. This information will be used by the City to determine if the Bidder is, in the opinion of the City, qualified to adequately perform the work.

1. COMPANY NAME, DATE AND LOCATION OF PROJECT:

DESCRIBE WORK COMPLETED BY YOUR COMPANY:

TOTAL VALUE OF THE PROJECT: \$ _____

\$ VALUE OF YOUR PORTION OF THE PROJECT: \$ _____

CONTACT REFERENCE:

NAME: _____ TITLE: _____

PHONE _____ NUMBER: _____ E-MAIL _____

ADDRESS: _____

2. COMPANY NAME, DATE AND LOCATION OF PROJECT:

DESCRIBE WORK COMPLETED BY YOUR COMPANY:

TOTAL VALUE OF THE PROJECT: \$ _____

\$ VALUE OF YOUR PORTION OF THE PROJECT: \$ _____

CONTACT REFERENCE:

NAME: _____ TITLE: _____

PHONE _____ NUMBER: _____ E-MAIL _____

ADDRESS: _____

3. COMPANY NAME, DATE AND LOCATION OF PROJECT:

DESCRIBE WORK COMPLETED BY YOUR COMPANY:

TOTAL VALUE OF THE PROJECT: \$ _____

\$ VALUE OF YOUR PORTION OF THE PROJECT: \$ _____

CONTACT REFERENCE:

NAME: _____ TITLE: _____

PHONE _____ NUMBER: _____ E-MAIL _____

ADDRESS: _____

FORM OF QUOTATION – Cont'd

Amount of Public Liability Insurance maintained: \$ _____

Amount of Property Damage Insurance maintained: \$ _____

Prior to issuance of a Purchase Order and prior to the commencement of work, the Buyer will advise the Contractor to forward a Certificate of Insurance **on the City's Standard Certificate of Insurance Form** located on the internet at <http://www.kitchener.ca/tenders/tender.asp>

COMMENTS: _____

I/We certify that I/we have the authority to bind the company._____
COMPANY NAME_____
AUTHORIZED SIGNATURE_____
ADDRESS_____
NAME (PRINT OR TYPE)_____
CITY AND POSTAL CODE_____
TITLE_____
TELEPHONE NUMBER_____
FAX NUMBER_____
E-MAIL ADDRESS_____
DATE**NOTE: Failure to sign this page will result in non-acceptance of this Quotation**

NOTICE OF "NO BID"

The Corporation of the City of Kitchener

Purchasing Division

200 King St. W., 4th Floor

Kitchener ON N2G 4G7

Phone: 519-741-2218

Fax: 519-741-2222

Quotation No.: **Q08-096**

Closing Date: **THURSDAY JANUARY 8TH, 2009**

IMPORTANT - PLEASE READ THIS

It is important that the City receive a reply from all invited bidders. There is no obligation to submit a quotation, however, should you choose not to bid, completion of this "No Bid" form will assist the Municipality in determining the type of goods or services for which you may have an interest in bidding, in the future. This "No Bid" form may be faxed back to 519-741-2222.

INSTRUCTIONS

If you are unable, or do not wish to submit a quotation, please complete the following portions of this form. State your reason for not bidding by checking applicable boxes or by explaining briefly in the space provided. It is not necessary to return any other quotation documents. Just return the completed form in the enclosed return envelope prior to the official closing date.

- | | |
|---|--------------------------|
| 1. We do not manufacture/supply this commodity | ☐ |
| 2. We do not manufacture/supply to this specification | ☐ |
| 3. Unable to quote competitively | ☐ |
| 4. Cannot handle due to present plant load | ☐ |
| 5. Quantity/job too large | ☐ |
| 6. Quantity/job too small | ☐ |
| 7. Cannot meet delivery/completion requirements | ☐ |
| 8. Agreements with distributors/dealers do not permit us to sell direct | ☐ |
| 9. Licensing restrictions | ☐ |

Other reasons or additional comments:

Do you wish to bid on these goods/services in the future?

Yes ☐ No ☐

Company Name:

Address:

Name & Position:

Phone Number:

Fax Number:

SPECIFICATIONS

INDEX

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2. SECTION B – HOOD SYSTEM INSPECTION AND MAINTENANCE	Page 42 - 43
3. SECTION C – INSPECTION/MAINTENANCE OF SPRINKLER SYSTEMS (Includes Locations & Contacts)	Page 44 - 48
4. SECTION D – FIRE ALARM SYSTEMS, EMERGENCY LIGHTING & EXIT LIGHT INSPECTIONS (includes Locations & Contacts)	Page 49 - 53

SPECIFICATIONS

SECTION A **FIRE EXTINGUISHERS INSPECTION AND MAINTENANCE**

1. To inspect, test & recharge City owned fire extinguishers as per local fire codes.
2. To supply new extinguishers as required.
3. To hydrostatic test extinguishers as required.
4. To supply at no cost to the City any loaner extinguishers required while repairing City owned extinguishers.

Repairs

1. Replace or repair failed components and parts and components that are approaching the failing point.
2. If repairs are found necessary, repair charges must be submitted for approval before proceeding

Testing and Inspection

1. All inspections are to be carried out by authorized and qualified staff as per Ontario Fire Code Requirements, Subsection 6.2.7.
2. All documentation regarding testing and inspection of sections A, B, and D must be forwarded to Facilities Management Office, 83 Elmsdale Drive, Kitchener.
3. A fire logbook #291 must be maintained by the successful contractor and will become the property of the City of Kitchener Fire Department upon termination of this contract.
4. Initial and date extinguisher tags.

Compliance & Standards

1. Extinguishers – Maintain and test in conformance with NFPA 10-1990.
2. Dry Chemical System NFPA 17-1994 & 17A

Standard Contract

1. Include a sample of your standard inspection/maintenance contract.

Annual Inspection Reports

1. In addition to your annual inspection reports, the City requires the vendor to comment on the general condition of the system and submit any deficiencies in writing to the City's Representative.

2. The successful contractor will audit and verify locations, quantities and equipment sizes as part of the first year's contract.

CITY OF KITCHENER-FIRE EXTINGUISHER LOCATIONS, CONTACTS AND QUANTITIES

LOCATIONS	CONTACTS	QUANTITIES
Auditorium Complex 400 East Avenue	Bob Stevenson 519-741-2546	108
Belmont Park Fieldhouse 265 Belmont Avenue West	Doug Hergott 519-741-2684	1
Bramm Street Complex-55 Bramm Street (Includes-Garage and Administrative Offices, fuel/propane pumps, Boehmer Building and Boiler Building)	Doug Hergott 519-741-2684	49
Bramm Street Complex Vehicles 55 Bramm Street	Mike Born 519-741-2679	62
Breithaupt Centre 350 Margaret Ave	Doug Hergott 519-741-2684	18
Breithaupt Comfort Station 400 Margaret Avenue	Doug Hergott 519-741-2684	2
Bridgeport Community Centre 20 Tyson Drive	Doug Hergott 519-741-2684	6
Bridgeport Municipal Building-Lower Floor 8 Bridge Street East	Doug Hergott 519-741-2684	8
Bridgeport Free Cemetery 76 Bloomingdale Rd	Doug Hergott 519-741-2684	1
Budd Park Fieldhouse 1111 Homer Watson Blvd.	Doug Hergott 519-741-2684	14
Chandler Mowat Community Centre 222 Chandler Drive	Doug Hergott 519-741-2684	3
Centennial Stadium 400 East Avenue	Bob Stevenson 519-741-2546	6
Centreville Chicopee Community Centre 141 Morgan Ave	Doug Hergott 519-741-2684	7
Children's Museum 10 King Street West	Doug Hergott 519-741-2684	24
City Hall Complex 200 King Street West	Doug Hergott 519-741-2684	120
Country Hills Community Centre 100 Rittenhouse Rd.	Doug Hergott 519-741-2684	7
Crosby Park Change House 191 Hickson Drive	Doug Hergott 519-741-2684	1
Don McLaren Arena 61 Green Street	Gary Collins 519-741-2637	11
Activa Sports Complex 135 Lennox Lewis Way	Gary Collins 519-741-2637	33

CITY OF KITCHENER-FIRE EXTINGUISHER LOCATIONS, CONTACTS AND QUANTITIES (Cont'd)

LOCATIONS	CONTACTS	QUANTITIES
Doon Pioneer Park Comm. Centre 150 Pioneer Drive	Doug Hergott 519-741-2684	8
Doon Valley Golf 500 Doon Valley Drive Including Clubhouse and Maintenance Building	Gary Hastings 519-741-2635	17
Fire Department Headquarters 270 Strasburg Rd. Including the following Fire Halls: Fire Hall #2-187 Lancaster St W Fire Hall #3-1035 Ottawa St N Fire Hall #4-25 Fairway Rd N Fire Hall #5-1700 Queens Blvd. Fire Hall #6-149 Pioneer Drive	Debbie Boshart 519-741-2498	124
Fischer Park Maintenance Building 251 Fischer-Hallman Rd	Doug Hergott 519-741-2684	1
Forest Heights Pool 251 Fischer-Hallman Rd	Doug Hergott 519-741-2684	9
Glendale Park Change House 130 Glen Rd	Doug Hergott 519-741-2684	1
Grand River Arena 555 Heritage Drive	Gary Collins 519-741-2637	11
Grand River Complex 600 Heritage Drive	Doug Hergott 519-741-2684	11
Guelph Street Storage Building 703 Guelph Street	Doug Hergott 519-741-2684	4
Highland Park Tennis & Service 120 Highland Road East	Doug Hergott 519-741-2684	1
Huron Park Change House 200 Weber Street West	Doug Hergott 519-741-2684	1
Idlewood Park Pool/Change House 5 Thaler Avenue	Doug Hergott 519-741-2684	2
Kaufman Park Maintenance Building 104 Stirling Avenue South	Doug Hergott 519-741-2684	1
Kingsdale Community Centre 80 Wilson Avenue	Doug Hergott 519-741-2684	2
Lancaster Street Storage Building 187 Lancaster Street West	Doug Hergott 519-741-2684	2
Lions Arena 20 Rittenhouse Rd.	Gary Collins 519-741-2637	12

CITY OF KITCHENER-FIRE EXTINGUISHER LOCATIONS, CONTACTS AND QUANTITIES (Cont'd.)

LOCATIONS	CONTACTS	QUANTITIES
Meinzinger Park Field House Homer Watson Boulevard/Stirling Ave	Doug Hergott 519-741-2684	1
Mount Hope Cemetery 40 Linwood Street	Doug Hergott 519-741-2684	2
Mill Courtland Community Centre 214 Mill Street	Doug Hergott 519-741-2684	9
Ontario Street Parking Garage 33 Ontario St North	Doug Hergott 519-741-2684	30
Parks Operations Centre 82 Chandler Drive Including: Carpenter Shop, Gas & Diesel Pumps, Oil Room, Greenhouses, Welding Shop, Administrative Building , Portable and Storage Shed	Doug Hergott 519-741-2684	33
Parks Operations Vehicles 82 Chandler Drive	Mike Born 519-741-2679	45
Patrick Doherty Arena 72 Wilson Avenue	Gary Collins 519-741-2637	12
Queensmount Arena 1260 Queen's Blvd.	Gary Collins 519-741-2637	13
Rockway Golf 625 Rockway Drive Including: Clubhouse and Bowling Club Storage	Gary Hastings 519-741-2635	13
Rockway Golf Maintenance Building 280 Carwood Avenue	Gary Hastings 519-741-2635	7
Rockway Senior Centre 1405 King Street East	Doug Hergott 519-741-2684	10
St. Peter's Lutheran Cemetery Weber St	Doug Hergott 519-741-2684	1
Southwest Optimist Maintenance Building 120 Pioneer Drive	Doug Hergott 519-741-2684	1
Utilities Operations Centre 83 Elmsdale Drive	Doug Hergott 519-741-2684	28
Utilities Centre Vehicles 83 Elmsdale Drive	Mike Born 519-741-2679	52
Victoria Hills Community Centre 10 Chopin Drive	Doug Hergott 519-741-2684	4
Victoria Park Boathouse	Doug Hergott 519-741-2684	3
Victoria Park Comfort Station 83 Schneider Avenue	Doug Hergott 519-741-2684	1
Victoria Park Front Garage 40 Richmond Street	Doug Hergott 519-741-2684	1

CITY OF KITCHENER-FIRE EXTINGUISHER LOCATIONS, CONTACTS AND QUANTITIES (Cont'd)

LOCATIONS	CONTACTS	QUANTITIES
Victoria Park Kitchen/Concession 32 Dill Street	Doug Hergott 519-741-2684	2
Victoria Park Machine Shop 35 Dill Street	Doug Hergott 519-741-2684	5
Victoria Park Pavilion 80 Schneider Avenue	Doug Hergott 519-741-2684	7
West Avenue Shop 98 West Avenue	Doug Hergott 519-741-2684	1
Williamsburg Cemetery 1541 Fischer-Hallman Rd.	Doug Hergott 519-741-2684	8
Wilson Park Pool 78 Wilson Avenue	Doug Hergott 519-741-2684	3
Woodland Cemetery 119 Arlington Blvd.	Doug Hergott 519-741-2684	8
Woodside Park Pool Change House 45 Woodside Avenue	Doug Hergott 519-741-2684	2
Woodside Park Pool Filter House 30 Highland Road East	Doug Hergott 519-741-2684	1
Woodside Park Sports Maintenance Bldg 20 Highland Road East	Doug Hergott 519-741-2684	1
Your Kitchener Market 300 King Street East	Doug Hergott 519-741-2684	34

SPECIFICATIONS

SECTION B **HOOD SYSTEM INSPECTION & MAINTENANCE**

LOCATIONS	CONTACT
Country Hills Community Centre	Doug Hergott 519-741-2684
City Hall	Doug Hergott 519-741-2684
Rockway Golf Course	Doug Hergott 519-741-2684
Doon Valley Golf Course	Doug Hergott 519-741-2684
Forest Heights Community Centre	Doug Hergott 519-741-2684
Rockway Seniors	Doug Hergott 519-741-2684
Victoria School Centre	Doug Hergott 519-741-2684
Bramm St. Sign Shop-Paint Booth	Doug Hergott 519-741-2684
Auditorium	Doug Hergott 519-741-2684
Activa Sports Complex	Doug Hergott 519-741-2684

1. To inspect, maintain & repair the City's exhaust hood fire suppression systems as per the Ontario Fire Code & National Fire Protection Association Guidelines.

Repairs

1. Replace or repair failed components and parts and components that are approaching the failing point.
2. If repairs are found necessary, repair charges must be submitted for approval before proceeding.

Testing and Inspection

1. All inspections are to be carried out by authorized and qualified staff.
2. All documentation regarding testing and inspection of sections A, B, and D must be forwarded to Facilities Management Office, 83 Elmsdale Drive, Kitchener.
3. A fire logbook #291 must be maintained by the successful contractor and will become the property of the City of Kitchener Fire Department upon termination of this contract.

Compliance & Standards

1. Dry Chemical System NFPA 17-1994 & 17A.

2. Hood System – Check, inspect and test the fixed fire protection system for the commercial cooking equipment exhaust, presently installed, in accordance with NFPA 96-1994.

Annual Inspection Reports

1. In addition to your annual inspection reports, the City requires the vendor to comment on the general condition of the system and submit any deficiencies in writing to the City's Representative.
2. The successful contractor will audit and verify locations, quantities and equipment sizes as part of the first year's contract.

SPECIFICATIONS

SECTION C

SPRINKLER SYSTEM, STANDPIPE & FIRE HOSE INSPECTION & MAINTENANCE

Items included in Life Safety Systems and Equipment Annual Inspections as required by the Ontario Fire Code and Local Fire Department at various locations where applicable:

Sprinkler System as per Ontario Fire Code requirements including

- Check exposed sprinkler piping hangers
- Check all sprinkler heads
- Inspect auxiliary drains for dry pipe systems
- Inspect dry pipe systems for priming water level
- Remove, inspect and lubricate Fire Department's Connection plugs/caps
- Test waterflow alarm using hydraulically most remote test connection
- Trip test dry pipe sprinkler systems
- test sprinkler system water supply by main drain flow test

Standpipe as per Ontario Fire Code requirements including

- Remove, inspect and lubricate Fire Department's connection plugs/caps
- Conduct Flow Test from hydraulically most remote or highest hose connection
- Inspect and Test Flow and Supervisory Devices

Fire Pump as per Ontario Fire Code requirements including

- Test and inspect suction and discharge piping operate free of obstruction

Backflow prevention Device as per the requirements of NFPA 25, 9-6 (where applicable)

- Test forward flow
- Test backflow performance
- Test reduced pressure assemblies and reduced pressure detector assemblies
- Inspect and test isolation valves

Fire Hoses as per Ontario Fire Code requirements including

- Inspect all hose valves
- Inspect and re-rack all fire hoses
- Remove, inspect and lubricate Fire Department's connection caps/plugs

Private Fire Hydrant as per Ontario Fire Code requirements and NFPA 291 including

- Remove and inspect port caps
- Inspect barrel for water
- Check and record hydrant water flow

Performance

- Inspections to be conducted annually by the successful contractors' qualified, C.F.A.A. Certified Personnel/Licensed Sprinkler Fitter
- Inspection Letter and Documentation to be provided upon completion with copy to Local Authority Having Jurisdiction (Fire Department)

SPECIFICATIONS

SECTION C

SPRINKLER SYSTEM, STANDPIPE & FIRE HOSE INSPECTION & MAINTENANCE (Cont'd)

Performance (Cont'd.)

- Where necessary, all work to be completed with assistance of one member of building staff
- Where necessary, the city to arrange for and provide access to all secure areas including hydro vaults and elevator shafts during scheduled inspection
- Where required, any access equipment (ladder, lift, etc) to be provided by the city
- No repairs or replacements will be made without prior approval of customer
- All replacement material will be ULC listed for use with your system
- Repair of building wiring is not included in this contract
- Service Calls are to be billed for on-site time only with no additional travel time, kilometer or truck charge

LOCATIONS	AUTOMATIC SPRINKLER SYSTEM	STANDPIPE SYSTEM	CONTACTS
Auditorium Complex 400 East Avenue	•	•	Doug Hergott 519-741-2684
Don McLaren Arena 61 Green Street		•	Doug Hergott 519-741-2684
Grand River Arena 555 Heritage Drive		•	Doug Hergott 519-741-2684
Lions Arena 20 Rittenhouse Rd		•	Doug Hergott 519-741-2684
Ontario Street Parking Garage 33 Ontario Street North		•	Doug Hergott 519-741-2684
Community Services Operations Centre 82 Chandler Drive	•		Doug Hergott 519-741-2684
Fire Hall #1 (HQ) 270 Strasburg Rd.	•		Doug Hergott 519-741-2684
Fire Hall #2 187 Lancaster St. W.	•		Debbie Boshart 519-741-2498
Fire Hall #3 1035 Ottawa St. N.	•		Debbie Boshart 519-741-2498
Fire Hall #4 25 Fairway Rd. N.	•		Debbie Boshart 519-741-2498
Fire Hall #5 1700 Queens Blvd.	•		Debbie Boshart 519-741-2498

LOCATIONS	AUTOMATIC SPRINKLER SYSTEM	STANDPIPE SYSTEM	CONTACTS
Fire Hall #6 149 Pioneer Drive	•		Debbie Boshart 519-741-2498
Bramm Street Yards 55 Bramm St		•	Doug Hergott 519-741-2684
City Hall 200 King St. W.	•	•	Doug Hergott 519-741-2684
Activa Sports Complex 135 Lennox Lewis Way	•		Doug Hergott 519-741-2684

Repairs

1. Replace or repair failed components and parts and components that are approaching the failing point.
2. If repairs are found necessary, repair charges must be submitted for approval before proceeding.

Testing and Inspection

1. All inspections are to be carried out by authorized and qualified staff.
2. All documentation regarding testing and inspection of sections A, B, C and D must be forwarded to Facilities Management Office, 83 Elmsdale Drive, Kitchener.
3. A fire logbook #291 must be maintained by the successful contractor and will become the property of the City of Kitchener Fire Department upon termination of this contract.
4. All inspections & testing at City Hall to be carried out after hours only with the approval of the Building Operator.

Compliance & Standards

1. Sprinkler System & Standpipe Maintenance program for the building's sprinkler system in accordance with NFPA 25-1995.

Standard Contract

1. Include a sample of your standard inspection/maintenance contract.

Annual Inspection Reports

1. The successful contract will audit and verify locations, quantities and equipment sizes as part of the first year's contract.
2. In addition to your annual inspection reports, the City requires the vendor to comment on the general condition of the system and submit any deficiencies in writing to the City's Representative.

STANDARDIZED PROCEDURES FOR DEFICIENCY/REPORTING INSPECTIONS

1. Inspection to be done.
2. Inspection report to follow with either the inspection certificate or if deficiencies found a letter is required to be sent to Doug Hergott, Facilities Management, City of Kitchener stating what the deficiencies are. Sample of letter is attached below.
3. City of Kitchener should receive final inspection report and certificate within 4- 6 weeks of first inspection.
4. Deficiency repairs that are within a \$300 dollar limit may be repaired at time of inspection.
5. All reports are to be sent directly to the attention of Facilities Management and not to the Finance Department.
6. Invoices to be sent to City of Kitchener Finance Department separately and not with the report.

SAMPLE OF DEFICIENCY LETTER

November 28, 2008

CITY OF KITCHENER
200 KING ST. W, BOX 1118
KITCHENER, ON N2G 4G7

ATTENTION: DOUG HERGOTT

CUSTOMER P.O. NUMBER: 549

INSPECTION LOCATION: YOUR KITCHENER MARKET, 300 KING ST. E., KITCHENER

COMPANY REF. NO.:

Dear Doug:

As per terms of your service agreement with Edwards, the annual Test and Preventative Maintenance Inspection of the fire alarm system / emergency lights / sprinkler system / standpipe was concluded on November 5, 2008, our S.R. # 460944.

At the conclusion of this inspection, the system was left in operation, but with deficiencies and/or faults as listed below:

1. Fire Alarm panel batteries failed (2 in total) and require replacing – under warranty (on order will return when received).
2. Pull station at ground floor N/W exit reads S/W exit – message to be changed on pull station and GA – no charge.
3. Elevator shafts and hydro vault were inaccessible at time of inspection – customer to arrange access to devices in these areas.
4. Emergency light unit on upper market level at Peppers has defective batteries – require replacing (2 in total), cost \$33.00 each plus labour and GST

Recommendations:

Unless otherwise noted these deficiencies/faults are outstanding and require attention. We strongly recommend these deficiencies be repaired as soon as possible. Section 1.1.1.1 of the Ontario Fire Code states the owner (person, firm, or corporation having control over any portion of the building) is responsible for ensuring repairs are completed. Please contact the writer and we will proceed with the necessary repairs under your authorization.

The next inspection is due approximately November 2009.

Yours truly,

SPECIFICATIONS

SECTION D **FIRE ALARM & RELATED LIFE SAFETY SYSTEMS & EQUIPMENT**

ANNUAL Inspections & Tests

It was included in life Safety Systems and Equipment Annual Inspections as required by the Ontario Fire code and Local Fire Department at various City locations as per attached List.

1. Various Fire Alarm Systems as per the requirements of CAN/ULC-S536-97 Standard for Inspection and Testing including:

- Test and inspect Control Unit
- Inspect Power Supply
- Test and inspect Annunciator, Sequential Display and Remote Trouble Unit
- Test and inspect Printer
- Test and inspect Battery
- Test all Manual Pull Stations
- Test each Heat Detector to confirm operability
- Test and inspect each System Smoke Detector including test of sensitivity value to confirm proper operating range (record value on device record).
- Inspect and test each Smoke Detector's remote indicator unit
- Inspect and test operation of Smoke Detector status change confirmation
- Inspect and Test Beam Smoke Detectors for proper actuation and sensitivity limits
- Inspect and Test Flame Detectors for proper operability
- Test each Combination Type Detector to requirements of each principle of operation
- Test and inspect each automatic Detector for proper operability, detection ability and sensitivity
- Inspect and test each Sprinkler Flow and Supervisory Device
- Verify operation of output contacts of Fixed Extinguishing System to ensure proper initiation at Fire Alarm Control Unit
- Ensure that correct operation of any other Supervisory Devices will result in an audible trouble and visual signal
- Test and inspect each Audible and Visual Signal Appliance for proper operability, intelligibility, audibility and visibility
- Test and verify receipt of required signals at Remote Monitoring Station

2. **Emergency Lighting and Exit Signs**

Emergency Lighting and Exit Signs annual Inspections as per Ontario Fire Code Requirements including:

- Check all exit signs for visibility and illumination
- Inspect unit batteries
- Test to ensure proper duration under simulated power failure
- Test to ensure charging system is in accordance with specifications

3. **Performance**

Inspections to be conducted annually by qualified, C.F.A.A. Certified Personnel
Inspection Letter and Documentation to be provided upon completion with copy as described below.

Where necessary, all work to be completed with assistance of one member of building staff

Where necessary, the City to arrange for and provide access to all secure areas including hydro vaults and elevator shafts during scheduled inspection

Where required, any access equipment (ladder, lift, etc.) to be provided by the City

No repairs or replacements will be made without prior approval of customer

All replacement material will be ULC listed for use with the system

Repair of building wiring is not included in this contract

24 Hour Fire Alarm Service Call Labour is included in this contract (excludes labour due to misuse, vandalism, act of nature or building wiring problem)

Fire alarm Service Calls are to be billed on-site time only with no additional travel time, kilometer or truck charge.

4. **Standardized Procedures for Deficiency/Reporting Inspections**

Inspection to be done.

Inspection report to follow with either the inspection certificate or if deficiencies found a letter is required to be sent to Doug Hergott, Facilities Management, City of Kitchener stating what the deficiencies are. Sample of letter is attached below.

City of Kitchener should receive final inspection report and certificate within 4- 6 weeks of first inspection.

Deficiency repairs that are within a \$300 dollar limit may be repaired at time of inspection.

All reports are to be sent directly to the attention of Facilities Management and not to the Finance Department.

Invoices to be sent to City of Kitchener Finance Department separately and not with the report.

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The next inspection is due approximately November 2009.

Yours truly,

CITY OF KITCHENER BUILDING/CONTACT
Auditorium Complex, 400 East Avenue Doug Hergott - 519-741-2684
Don McLaren Arena, 61 Green Street Doug Hergott - 519-741-2684
Grand River Arena, 555 Heritage Drive Doug Hergott - 519-741-2684
Lions Arena, 20 Rittenhouse Rd Doug Hergott - 519-741-2684
Ontario Street Parking Garage 33 Ontario Street North Doug Hergott - 519-741-2684
Community Services Operations Centre 82 Chandler Drive Doug Hergott - 519-741-2684
Fire Hall #1 (Headquarters) 270 Strasburg Road Doug Hergott 519-741-2684
Fire Hall #2 187 Lancaster St. W. Doug Hergott 519-741-2684
Fire Hall #3 1035 Ottawa St. N. Doug Hergott 519-741-2684
Fire Hall #4 25 Fairway Rd. N. Doug Hergott 519-741-2684
Fire Hall #5 1700 Queens Blvd. Doug Hergott 519-741-2684
Fire Hall #6 149 Pioneer Drive Doug Hergott 519-741-2684
KPL Main Branch, 85 Queen St. N. Doug Hergott - 519-741-2684
Breithaupt Centre, 350 Margaret Ave. Doug Hergott 519-741-2684
Bridgeport Mun. Building, 8 Bridge St. E. Doug Hergott - 519-741-2684
Bridgeport Comm. Centre, 48 Tyson Dr Doug Hergott – 519-741-2684
Grand River Complex, 600 Heritage Dr. Doug Hergott 519-741-2684
Activa Sports Complex, 135 Lennox Lewis Way Doug Hergott, 519-741-2684

CITY OF KITCHENER BUILDING/CONTACT (Cont'd.)
Doon Pioneer Park CC, 150 Pioneer Dr. Doug Hergott 519-741-2684
Budd Park Field House 1021 Homer Watson Blvd. Doug Hergott 519-741-2684
Country Hills CC, 100 Rittenhouse Rd. Doug Hergott 519-741-2684
Mill Courtland CC, 216 Mill St. Doug Hergott 519-741-2684
Bramm Street Yards-55 Bramm St Doug Hergott 519-741-2684
Victoria Park Machine Shop, 35 Dill St. Doug Hergott 519-741-2684
Victoria Park Pavilion, 80 Schneider Ave. Doug Hergott 519-741-2684
KOR Gallery Studios, 79 Joseph St. Doug Hergott 519-741-2684
Victoria Hills CC, 10 Chopin Dr. Doug Hergott 519-741-2684
Children's Museum, 10 King St. W. Doug Hergott 519-741-2684
Rockway Senior Centre, 1405 King St. E. Doug Hergott 519-741-2684
Rockway Golf Clubhouse / Pro Shop 625 Rockway Dr. Doug Hergott 519-741-2684
Patrick Doherty Arena, 72 Wilson Ave. Doug Hergott 519-741-2684
Utilities Building, 83 Elmsdale Dr. Doug Hergott 519-741-2684
Chandler Mowat CC, 222 Chandler Dr. Doug Hergott 519-741-2684
Forest Heights Pool/Library 255 Fischer-Hallman Rd. Doug Hergott 519-741-2684
Forest Heights CC, 1700 Queens Blvd. Doug Hergott 519-741-2684
Queensmount Arena, 1260 Queens Blvd. Doug Hergott 519-741-2684
Your Kitchener Market, 300 King St. E. Doug Hergott 519-741-2684