

**The Municipality of Bayham**



**Through the Bayham Fire and Emergency Services**



**Request for Proposal 25-01**

**Self-Contained Breathing Apparatus**

Proposals are to be submitted **NO LATER THAN 4:30 pm EST on April 9th, 2025**

**FIRE CHIEF HARRY BARANIK  
MUNICIPALITY OF BAYHAM FIRE AND EMERGENCY SERVICES  
56169 HERITAGE LINE, P.O. BOX 160  
STRAFFORDVILLE, ON, N0J 1Y0**

**Request for Proposal 25-01 - SCBA Equipment  
Bayham Fire & Emergency Services**

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**SECTION ONE – INFORMATION AND INSTRUCTIONS**

**1.1 BACKGROUND**

The Municipality of Bayham will be replacing Self-Contained Breathing Apparatus (SCBA) Equipment to comply with the new National Fire Protection Association (NFPA) 1981 Standards (2019 Edition). Quantities of the required equipment to be replaced by the Municipality of Bayham are indicated in the price schedule as found in Annex C – Financial Proposal.

The evaluation and award process will result in the Municipality of Bayham (hereafter to be referred to as the “Municipality”) selecting, based on its determination of best overall value, new Self-Contained Breathing Apparatus Equipment (hereafter to be referred to as “SCBA Equipment”) for the Bayham Fire & Emergency Services (hereafter to be referred to as the “Department”). While the determination of the best overall value will include evaluation of multiple criteria over the entire procurement process, the SCBA ultimately selected by the Department will provide the most appropriate level of respiratory protection for all firefighters.

**1.2 OBJECTIVE**

The objective of this Request for Proposal (RFP) is to evaluate and select the best possible Proponent who shall supply and deliver SCBA units, cylinders, facemasks, Rapid Intervention Team Kits, any applicable Technician certification product support and deliver value added parts. The key drivers are firefighter safety and reduced operating expenses/overhead in the maintenance of the SCBA.

As a result of the Request for Proposal (RFP), the Municipality will:

- a) Enter into a pricing agreement for SCBA Equipment with the successful Proponent.
- b) Award a contract to the successful Proponent, in the Municipality’s sole and absolute discretion, to supply and deliver the selected product to the department as outlined in Annex C – Financial Proposal.

**1.3 CLARIFICATION OF THIS REQUEST FOR PROPOSAL (RFP)**

- a) Proponents are responsible for requesting any clarification of the RFP, pursuant to Section 1.4 of this RFP.
- b) Proponents are responsible for advising the Municipality if, in their opinion, any language, specifications or requirements of the RFP appear to be ambiguous, contradictory, or appear to inadvertently restrict or limit the requirements stated in the RFP.
- c) Every attempt will be made by the Municipality to ensure that Proponents receive adequate and prompt responses.
- d) To ensure consistency and to maintain a fair and equitable RFP process, all Proponents will be required to check for any Addenda on the Municipality Website ([www.Bayham.on.ca](http://www.Bayham.on.ca)). Addenda could include (a) responses to questions submitted in writing concerning the RFP document or (b) amendments to the RFP document.

**1.4 INQUIRIES AND ADDENDA**

All inquiries and questions regarding this RFP must be directed to the Municipality contact specified herein. Inquiries and questions must be provided, in writing (by email) no later than the date outlined in Article 1.8 – Proposed Schedule of Events. The Municipality contact will provide answers to inquiries to all Proponents by written addenda throughout the question-and-answer period without naming the source of the inquiry. The final addendum will be released no later than the date outlined in Article 1.8 – Proposed Schedule of Events. It is the responsibility of the Proponents to confirm that the Municipality contact has received their inquiries. To ensure consistency and quality of information is provided to all bidders, any addenda will be posted on the Municipality Website ([www.Bayham.on.ca](http://www.Bayham.on.ca)).

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All Addenda referencing this RFP will form part of this RFP. Receipt of all Addenda should be acknowledged in a Proponent's RFP response. Failure to do so may result in the disqualification or rejection of a RFP response.

The Proponent is advised that all communications with the Municipality related to this RFP during the bidding process must be made directly and only with the Municipality contact listed below. Information given verbally by any other person at the Municipality or any of its advisors, employees or representatives shall be non-binding on the Municipality.

For further information regarding all aspects of this RFP, please contact

**Harry Baranik**  
**Fire Chief**  
E-mail: [hbaranik@bayham.on.ca](mailto:hbaranik@bayham.on.ca)

### **1.5 ORDER OF PRECEDENCE**

The documents listed below form part of this Request for Proposal and will be incorporated into any resulting contract. If there is a discrepancy between the wording of one document and the wording of any other document which appears on the list, the wording of the document which first appears on the list shall prevail.

- a) Any and all Addenda released for this RFP
- b) Bayham Fire Services Request for Proposal (complete document)
- c) The proposal submitted by the selected proponent.

### **1.6 RIGHTS RESERVED**

The Municipality reserves the Right to:

- a) Accept or reject any or all proposals received
- b) Reject any proposal that does not comply with the stated terms and conditions
- c) Reject any proposal that exceeds the approved funds
- d) Cancel and/or reissue this RFP at any time
- e) Request clarification or supporting data for any point in the proposal
- f) Negotiate with the preferred proponent
- g) Waive or correct any minor or inadvertent defect, irregularity or technical error with respect to the RFP document
- h) Pursue its own investigations concerning a Proponent's legal status and/or financial viability
- i) Terminate the RFP process at any time prior or subsequent to the closing date, and issue a new RFP for the same or a modified requirement
- j) Terminate the RFP process at any time prior or subsequent to the closing date, and not issue a new RFP
- k) Terminate the RFP process at any time prior or subsequent to the closing date and not issue a new RFP with the Municipality thereafter retaining the right to proceed with direct contract negotiations with a service provider, not necessarily a prospective or actual Proponent identified during the RFP process, on a non-competitive basis.
- l) Disqualify a proposal based on evidence of conflict of interest or collusion as disclosed by a proposal or through any other information discovered by the Municipality
- m) Reject a proposal should it be discovered that the proposal and/or Proponent is in breach of another agreement or contract with the Municipality of Bayham
- n) Conduct contractual negotiations with a preferred Proponent prior to that Proponent being considered or recommended for award of contract, or prior to the finalization or execution of a contract

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- o) Terminate failed contract negotiations with a Preferred Proponent, without liability, and negotiate with the next highest ranked Proponent

**1.7 PROPONENT’S INVESTIGATIONS AND RESPONSIBILITIES**

By submitting a Proposal in response to this RFP, the Proponent certifies to the Municipality that:

- a) It has carefully examined the RFP documents and has a clear understanding of the Bayham SCBA Equipment required by the Municipality as described in this RFP.
- b) It is in good standing with its creditors and financial institutions and is financially able to perform and meet any and all duties, liabilities and obligations as may be required of it under any agreement/contract resulting from this RFP.
- c) It has been afforded the full opportunity to make any and all investigations relative to the terms and conditions set out within this RFP understanding that it is the Municipality’s intent that these form the basis and circumstances under which a contract will be fulfilled.
- d) It has put forth all of its comments and/or questions with respect to this RFP over the period that inquiries were allowed for and affirms its agreement that the Municipality has adequately responded to these concerns or questions in one manner or another through the published Addenda.
- e) It will not, except as provided for in Appendix A – Conditions and Certificates, make any claims for extra compensation, damages or extension of time for completion from the Municipality based on any alleged misunderstanding of this RFP or because of any lack of information concerning, or alleged misrepresentation of, the terms and conditions set forth in this RFP.

By submitting a Proposal in response to this RFP, the Proponents are responsible for:

- a) Ensuring that the proposal is signed by an authorized official of the firm.
- b) Ensuring that all sections of the RFP have been addressed in the Proposal. Proponents that omit unit costs in a Price Schedule may result in the Proposal being declared incomplete and removed from further consideration.
- c) Failure by a Proponent to complete any section of this RFP may result in disqualification.

**1.8 PROPOSED SCHEDULE OF EVENTS**

The following dates could be subject to change at the Municipality’s sole discretion.

<b>EVENT</b>	<b>DATE AND LOCAL TIME</b>
RFP release date	March 24 <sup>st</sup> , 2025
Deadline to submit questions to RFP	April 2 <sup>nd</sup> , 2025
Last day for issuance of Addenda	April 3 <sup>rd</sup> , 2025
On Site Presentation by Proponent	March 26 <sup>th</sup> , 2025
Product Evaluation Trial by Committee	March 26 <sup>th</sup> , 2025
RFP closing date	Wednesday April 9 <sup>th</sup> , 2025 4:30 pm (EST)

**1.9 NO LOBBYING**

Proponents and/or team members and advisors must not engage in any form of political or other lobbying whatsoever with respect to this bid solicitation or seek to influence the outcome of the RFP process. In the event of any such lobbying, the Municipality, at its sole and absolute discretion, may at any time disqualify a Proponent or reject any submission by a Proponent without further consideration. All correspondence or communication by Proponents must be directed to the RFP contact listed above.

**1.10 SITE INSPECTION BY BAYHAM FIRE & EMERGENCY SERVICES:**

During the evaluation process, the Department reserves the right, at its own expense, to travel for

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the purpose of inspection and validating elements of the proposal(s) received, to location where the system is manufactured and/or where its principal servicing and support resources are housed.

If applicable, Proponents will be provided with five (5) working days (Monday to Friday) notice of the department's intent to conduct a site inspection

**1.11 LIABILITY FOR ERRORS**

While the Municipality has made considerable efforts to ensure an accurate representation of the content of this RFP, this information nevertheless is not warranted to be 100% accurate or necessarily completely comprehensive for the stated requirements. The Municipality therefore cannot and will not be held liable for the RFP content.

The Municipality does not accept responsibility for any information or any errors or omissions which may be contained in this Request for Proposal of the data, materials or documents disclosed or as provided to the bidders pursuant to this Request for Proposal. The Municipality makes no representation or warranty, either expressed or implied, in fact or in law with respect to the accuracy or completeness of this Request for Proposal or such data, materials or documents. The Municipality shall not be responsible for any actions, costs, losses or liability whatsoever arising from any bidder's reliance or use of this Request for Proposal or any other technical or historical data, materials or documents provided by The Municipality. The bidder is responsible for obtaining its own independent financial, legal, accounting and technical advice with respect to any information included in the Request for Proposal or in any data, materials, or documents provided or required by the Municipality.

**1.12 INTERPRETATION OF THE SPECIFICATIONS:**

Unless otherwise stated by the Proponent, the proposal will be considered as being in accordance with the specifications outlined in this Request for Proposal.

All goods or materials or equipment proposed shall be new and represent current production items manufactured or assembled from previously unused, processed or unprocessed raw materials or from newly manufactured sub-components, unless otherwise so stated in the RFP specifications.

**1.13 COLLUSION**

By submitting a Proposal in response to this RFP, the Proponent shall have certified to the Municipality that:

- a) The content of its Proposal for SCBA Equipment has been arrived at independently from those of any other Proponent.
- b) The prices submitted have been submitted in a manner that have not been knowingly disclosed by the Proponent, and will not knowingly be disclosed by the Proponent prior to awarding, either directly or indirectly, to any other Proponent or competitor, and,
- c) No attempt has been made, nor will be made, to induce any other person to submit, or not to submit, a Proposal, for the purpose of restricting competition.

**1.14 INSPECTION AND ACCEPTANCE OF GOODS**

All SCBA Equipment supplied under the contract will be subject to due inspection and acceptance by the Municipality prior to authorization for payment of these products. The Proponent must agree that the Municipality retain the right to closely scrutinize all material charges and determine if good value for the Municipality is achieved. Under no circumstances will the Municipality process payment for any item where the price has not been calculated in accordance with the terms and conditions of the contract.

**1.15 FREEDOM OF INFORMATION**

All information supplied to the Municipality becomes the property of the Municipality and is subject to the

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provisions of the *Municipal Freedom of Information and Protection of Privacy Act*. Please note the name and contact information of each bidder, along with the total proposal amount that may be made public. Disclosure of any information will be made in accordance with the Act. The bidder must identify any information in its proposal that is submitted in confidence.

**1.16 CONFLICT OF INTEREST**

The bidder shall clearly identify that he/she has a conflict of interest with respect to other work and/or other clients as they relate to the Municipality in its Proposal, if such a conflict exists.

**1.17 LEGAL CLAIMS**

The Municipality reserves the right in the appropriate circumstances, to reject any proposal if the bidder, or any officer or director of the bidder, is engaged, either directly or indirectly through another corporation, in a legal proceeding adverse to the Municipality, its elected or appointed officers and employees.

The Term “legal proceedings adverse to the Municipality” is limited to:

- Criminal prosecution proceedings to enforce Municipality by-laws or to enforce contraventions in the Municipality of other applicable legislation; or
- Civil proceedings where a statement of claim or counterclaim or cross claim or another similar document has been issued against the Municipality.

Bidders may be required to demonstrate that they are in compliance with the requirements of any applicable authority which is licensing, regulating or approving the activities which relate to the request for proposal.

**1.18 INDEMNIFICATION**

The bidder will indemnify and save harmless the Municipality, its employees, agents, successors, and assigns, from and against all actions claims and demands whatsoever which may be brought against or made upon the Municipality and against all losses, liability, judgement, claims, costs, demands or expenses which the Municipality may sustain, suffer, or be put to resulting from or arising out of the bidder’s failure to exercise reasonable care, skill or diligence in the performance or rendering of any work or service required hereunder to be performed or rendered by the bidder.

Without limiting the generality of the foregoing, the bidder hereby agrees to well and truly save, keep harmless and fully indemnify the Municipality, its employees, agents, successors and assigns, from and against all actions, claims and demands whatsoever which may be brought against or made upon the Municipality, its successors and assigns, for the infringement of or use of any intellectual property rights including any copyright or patent arising out of the reproduction or use in any manner of any plans, designs, drawings, specifications, information, negatives, data, material, sketches, notes, documents, memoranda, or computer software furnished by the bidder in the performance of this contract.

**1.19 CLAIMS AND COSTS**

All costs and expenses incurred by the bidder relating to the proposal submission and any negotiations with the Municipality will be borne by the bidder. The Municipality is not liable to pay such costs or expenses or reimburse or compensate the bidder under any circumstances, including the rejection or any or all other proposals. The Municipality will not accept responsibility for any delays or costs associated with any review or approval process. No bidder shall have any claim for any compensation of any kind whatsoever as a result of participating in this Request for Proposal and by submitting a proposal, the bidder shall be deemed to have agreed that it has no claim. The bidder hereby releases and waives any claims for damages, including any claims for damages for fundamental breach, relating to the Request for Proposal.

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**1.20 INSURANCE**

The successful bidder shall maintain and pay for Comprehensive General Liability Insurance. The coverage shall include premises and all operations liability to be performed by the bidder, his/her employees, and/or agents. This insurance coverage shall be subject to limits of not less than two million dollars (\$2,000,000) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof for any one occurrence.

In addition, the successful bidder shall carry Professional Liability Insurance in the amount of not less than two million dollars (\$2,000,000) per occurrence.

The insurance policies shall not be altered, cancelled or allowed to expire or lapse, without thirty (30) days prior written notice to the Municipality. Bidders shall clearly identify in their proposal the insurance requirements as outlined above. The bidder will be entirely responsible for the cost of any deductible that is maintained in any insurance document.

The successful bidder shall hold a current WSIB certificate and shall be required to keep coverage up to date throughout the duration of the project.

**1.21 HEALTH & SAFETY**

Upon successfully obtaining the bid; completion of the Municipality of Bayham Health & Safety Policy "Contractor's – Subcontractors" date November 3<sup>rd</sup>, 2016, available on our website [www.Bayham.ca](http://www.Bayham.ca) under Governance>Policy>Health and Safety>page:98.

**1.22 PRESENTATION AND EVALUATION PROCESS**

Each proponent shall be given a 1-hour timeframe on the 26<sup>th</sup> day of March 2025, to give a presentation to the evaluation committee at a location within the Municipality so chosen by the Fire Chief with regards to the product being presented within the RFP.

Each proponent shall supply the evaluation committee with two (2) complete and operational SCBA unit, two (4) cylinders and two (4) masks on the 26<sup>th</sup> day of March 2025, in order for a complete unmonitored product evaluation to take place. If any proponent does not supply a product to be trialed, they shall receive a score of 0 in the Committee Evaluation portion identified in Section 3.2 of this RFP.

**1.23 PROPONENT QUALIFICATIONS**

To allow for a proper review and evaluation of each proposal, each proposal submission should include, as a minimum, the following information:

Firms Technical Qualifications

- Profile of the Firm.
- List of the firm's current and prior municipal clients, including type of service provided and years provided.
- Firm's experience in providing goods and services to municipal clients.
- A list of qualifications and certificates of the service technicians and years of service with the company.

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**SECTION TWO – PROPOSAL SUBMISSION REQUIREMENTS**

**2.1 SUBMISSION OF PROPOSAL**

All Proposals submitted in response to this solicitation shall be delivered in a sealed envelope marked as to contents and addressed to the following:

FIRE CHIEF HARRY BARANIK  
MUNICIPALITY OF BAYHAM  
56169 HERITAGE LINE, BOX 160  
STRAFFORDVILLE, ON., N0J 1Y0  
[hbaranik@bayham.on.ca](mailto:hbaranik@bayham.on.ca)  
RE: RFP 25-01 - SCBA Equipment

Proposals shall be received **NOT LATER THAN 4:30:00 P.M. EST ON April 9<sup>th</sup>, 2025**. Proposals received after the above due date and time will not be considered, and will be returned, unopened, to the Proponent.

**2.2 PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS**

Proposals should be divided into four (4) sections:

- Section 1: Appendix A – Completed Conditions and Certificates and Reference Form.
- Section 2: General Requirements (Annex A);
- Section 3: Optional Equipment and Descriptions (Annex B); and
- Section 4: Financial Proposal (Annex C).

**2.3 NUMBER OF COPIES**

Proponents are requested to submit original copies (paper) as follows:

1. One (1) original paper copy (marked “Master Copy”), signed and dated; and
2. Four (4) paper copies (marked “Copy”) signed and dated.

The copy identified as the Master Copy shall take precedence should there be any discrepancy amongst the proposal sets. The entire proposal (1 master copy plus 4 copies) should be submitted in a sealed envelope addressed as above and clearly marked with the Proponent’s name, the RFP Title, the RFP due date and confirmation as to the contents represented within the envelope.

**2.4 PROPOSAL CONTENT**

Proposals are to be submitted in a professional format (including a table of contents) and must include the information requested. By submitting a proposal, the proponent will have confirmed the SCBA Equipment being offered meets all of the minimum requirements in Annex A. The Proponent may also submit additional optional equipment as it feels would benefit the Municipality of Bayham Fire & Emergency Services (Annex B). However, selection of this equipment will be solely based on the decision of the Council of the Municipality of Bayham and not bound to the optional equipment presented. The Financial Proposal should be submitted in accordance with the instructions and numbering system set out in Annex C – Financial Proposal. The Conditions and Certificates should be submitted in accordance with the instructions set out in Appendix A – Conditions and Certificates.

The Municipality will only evaluate complete responses or proposals submitted in response to this RFP. To be considered a complete response, the proposal must include the following:

- a) The General Requirements (provided in Annex A) with compliance denoted with a “Yes” or “No”.
- b) The completed forms of the Optional Equipment with full Descriptions (Annex B).
- c) A completed Financial Proposal submitted (Annex C).
- d) A signed Contractual Acknowledgement (provided in Appendix A).



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The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal should not simply rephrase or restate the requirement but rather should provide convincing rationale to address how the Proponent intends to meet these requirements

The proposal shall state the correct legal name and legal status of the proposing entity and the correct mailing address. The name, telephone and e-mail address of the representative who may be contacted for clarification or other matters relating to the proposal should be provided.

**2.5 PROPOSAL VALIDITY**

Proposals remain valid and open for acceptance by the Municipality, for a period of ninety (90) calendar days, following the closing date and time of this RFP.

The Municipality may at any time within the above ninety (90) day period accept a bidder's proposal whether or not any other proposal has been previously accepted.

**2.6 NOTES TO PROPONENTS**

It is essential that the elements contained in the proposal are stated in a clear and concise manner. Failure to provide complete information as requested will be to the Proponent's disadvantage.

Proposals should be submitted in the format requested, with an index and preferably including the criteria subject to evaluation in a clear identifiable location. If a Proponent feels that the conditions will restrict it unnecessarily in any way, it should state so in its proposal. Any deviation from the stipulated conditions should be given in detail with an explanation as to why they are being proposed. The Municipality reserves the right to accept any proposal as submitted without prior negotiations. It is the responsibility of the Proponent to obtain clarification of the requirements contained herein, if necessary, prior to submitting a proposal.

- a) Each proposal will be evaluated solely on its content
- b) The Municipality accepts proposals submitted by hard paper copy only.
- c) This RFP does not commit the Municipality to award a contract or to pay any costs incurred in the preparation of a proposal, or attendance at a meeting with Municipality staff.
- d) Proponents are advised that all communications with the Municipality related to this RFP during the process must be directed only to the Municipality of Bayham contact as noted in Section 1.4 of this RFP.
- e) The Municipality will only make official modifications to the RFP process, or to the RFP document through official addendum issue. Any oral statement or other representation from any source should not be accepted as binding, unless confirmed through an official written addendum.
- f) No payment will be made for costs incurred in the preparation and submission of a proposal in response to the RFP. Costs associated with preparing and submitting a proposal, as well as any costs incurred by the Proponent associated with the evaluation of the proposal, are the sole responsibility of the Proponent.
- g) No costs incurred before receipt of a signed contract or specified written authorization from the Contracting Authority can be charged to any resultant contract.
- h) All Proposals received become the property of the Municipality.

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**SECTION THREE – EVALUATION AND SELECTION METHODOLOGY**

**3.1 GENERAL EVALUATION AND SELECTION METHODOLOGY**

Proposals will be evaluated in accordance with the evaluation criteria identified below. Proponents are required to address these criteria in sufficient depth in their Proposals to permit a full evaluation of their Proposal. The onus is on the Proponent to demonstrate that it meets the requirements specified in the solicitation.

Proponents are advised that only listing “compliant” without providing any supporting information to describe how compliance is demonstrated will not be considered to be “demonstrated” for the purpose of the rated evaluation.

The Municipality will evaluate the Proposal only with the documentation provided as part of the Proposal. References in a Proposal to additional information not submitted with the Proposal, such as website addresses where additional information can be found or technical manuals or brochures not submitted with the Proposal will not be considered in the evaluation of the Proposal.

Assessment of Proposal submissions will commence after the RFP closing date.

**3.2 BASIS OF SELECTION**

The Municipality intends to recommend the award of contract based on **the best overall value** to the Municipality as determined by the proposal which:

<b>DESCRIPTION</b>	<b>POINTS</b>
Meets Specifications	15
Bayham SCBA Committee Evaluation	25
Price of Equipment	20
Warranty	10
Cost of Annual Servicing	10
In House Service and Decontamination Ability	10
Delivery	5
References	5
<b>TOTAL</b>	<b><u>100</u></b>

The award of contract is subject to the proposed SCBA equipment achieving NFPA 1981 Standards (2019 Edition) certification and the Municipality’s validation of this certification.

**3.3 CONDUCT OF EVALUATION**

In conducting its evaluation of the Proponent’s Proposals, the Municipality may, but will have no obligation to do the following:

- a) Seek clarification or verification from Proponent’s in writing regarding any or all information provided by them with respect to the solicitation.
- b) Contact any or all references in a manner at the Municipality’s discretion supplied by Proponent’s to verify and validate any information submitted by them.
- c) Request, before the award of any contract, specific information with respect to Proponent’s legal status.

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- d) Conduct a survey of Proponent's facilities and/or examine their technical, managerial, and financial capabilities to determine if they are adequate to meet the requirements of the solicitation;
- e) Correct any error in the extended pricing of Proposals by using unit pricing and any error in quantities in Proposals to reflect the quantities stated in the solicitation.
- f) Interview, at the sole costs of Proponents, any Proponents and/or any or all of the resources proposed by Proponents to fulfill the requirement of the solicitation.

Proponents will have the number of days specified in the written request by the Municipality to comply with any request related to any of the above items. Failure to comply with the request may result in the proposal being declared non-responsive.

**3.4 EVALUATION TEAM**

An evaluation team, consisting of The Fire Chief, and members of the Bayham Fire & Emergency Services will complete all practical evaluations. The same evaluation team with the addition of The Municipality Clerk, will review all proposals received and score the proposals using a consensus approach. The Municipality reserves the right to engage professional external or internal consultants to assist with the evaluation process.

**3.5 DUE DILIGENCE**

- a) The Municipality, at its sole discretion, may conduct a due diligence phase to review the certainty, reasonableness and comprehensiveness of a Proponent's Proposal. The Municipality may seek clarification of any of the elements contained in the Proposal and to confirm compliance with the NFPA Standards 1981 (2019 Edition). Proponents are expected to co-operate in providing clarification on any of the components of their Proposal. Proposals that fail to satisfy the due diligence phase will not be given any further consideration.
- b) Proponents may be required and shall diligently do so if requested by the Municipality, to furnish supplemental information concerning their Proposals. Generally, diligently shall mean within forty-eight (48) hours (during normal business days) of such notice being given by the Municipality.
- c) A request for clarification may be made in writing or the Municipality may request an oral interview with the Proponent. The request for clarification could concern any aspect of a Proponent's Proposal.

**3.6 SELECTION OF THE PREFERRED PROPONENT**

- a) Only proposals meeting all of the requirements will be considered.
- b) The Preferred Proponent will be the Proponent having demonstrated compliance with the Requirements of this RFP, having attained the highest combined score, and having successfully completed the due diligence phase (if applicable).

**3.7 NEGOTIATIONS/CONTRACT FINALIZATION**

- a) The Municipality reserves the right to enter into negotiations with the Preferred Proponent regarding any and all aspects of their Proposal. The Municipality is under no obligation whatsoever to enter into negotiations with either the Preferred Proponent, or any other Proponents who respond to this RFP.
- b) Should negotiations with the Preferred Proponent fail to result in the formalization of an authorization letter, the Municipality may, in its sole and absolute discretion, enter into negotiations with the second-ranked Proponent. Should those negotiations fail, the next ranked Proponent may be invited to participate in negotiations. This sequence could continue until either an authorization letter is finalized, or the Municipality decides not to proceed with the project.

**3.8 CONTRACT APPROVAL**

- a) Once the documents, terms and conditions of the contracting documents have been agreed to a

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contract award recommendation will be made to appropriate approval authority at the Municipality.

- b) Once all the preceding steps have been completed it is the Municipality's intent to issue a contract authorization letter with the successful Proponent to issue a contractual agreement as defined in this RFP

Failure by the successful proponent to comply with all terms, conditions and general provisions of this Request for Proposal to the satisfaction of the Municipality shall be just cause for the cancellation of the engagement award. The Municipality shall then have the right to award this engagement to any other bidder, or to re-issue the Request for Proposal.

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**ANNEX A – GENERAL REQUIREMENTS**

The Proponent must agree to be compliant with the following requirements for the entire duration of the contract. Please provide a detailed response to each requirement listed below to prove compliance with each requirement.

**4.1 PROPONENT PROFILE**

The Proponent must be the Manufacturer of the proposed SCBA Equipment or an Authorized Distributor.

**4.2 CERTIFICATION REQUIREMENTS**

The successful Proponent must provide proof of the NFPA 1981 & 1982 Certification (2019 Edition).

**SCBA - General Requirements**

Requirements	Meets Requirement	Does Not Meet Requirement	Exception/Explanation
<b>Mask</b>			
The mask shall provide a single action to start the flow of air providing positive pressure to the mask			
The mask shall be easy to breathe when donned and in a stand-by condition (no air flow)			
The face piece shall have a speaking diaphragm to enable the user to communicate clearly.			
The Proponent is to state the number of Stage 2 regulators being provided in the bid and any additional costs.			
The mask shall provide at least a field of view of 108 VFS (Field of View Scoring (VFS)) as defined by NIOSH. The field of view shall be measured using a Stoll Apertometer and test head as described in EN136:1998. Third party verification is required with your bid. In the absence of third-party verification, you may provide the necessary equipment for testing to be conducted as part of the evaluation. Field of view tests shall be conducted with a second stage			
The mask shall be available in multiple sizes (at least three) to enable fit of varying facial dimensions.			
The masks shall have an indication of size "S" for small masks, "M" for medium masks, and "L" for			
The mask shall be compliant to NFPA 1981, 2019 edition			

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The face piece will have provisions for using spectacles without compromising the seal of the face			
The department is highly committed to the safety of its personnel; as an organization we are concerned with the risk of exposure to communicable diseases with the sharing of SCBA regulators. The Proponent is to indicate how they intend to minimize the risk, and any additional costs associated.			
The mask and all components shall be free of latex.			
The mask shall contain inhalation valves at a location that is easy to identify their condition and presence.			
The lens shall meet the lens abrasion requirements of NFPA 1981, 2019 edition.			
The lens shall have an internal anti-fog coating to reduce fogging of the lens.			
The mask shall meet the requirements of Z87.1-2010, as required by NIOSH 42 CFR part 84.			
The mask and regulator shall be certified for use within a CBRN atmosphere.			
The mask and regulator must be made of high impact, high temperature thermal plastics.			
Mask shall be able to be decontaminated without requiring removal of externally mounted accessories.			
Mask and regulator components shall be constructed of materials with properties with lowest vulnerability to corrosion.			
Regulator shall contain a quick connect making repair as simple as "plug and play".			
The mask shall be easy to breathe when donned and in a stand-by condition			
The low air indicator shall not negatively impact local communications			
The low air indicator shall not impair radio communications			
Any audible low air indicators shall not be located within 6 inches of communication diaphragms or communication accessory microphones			

**Reducer Requirement**

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The pressure reducer/first stage regulator shall be of a redundant system design			
The reducer shall be a fail open design			
The first stage system shall have an automatic re-seating relief valve that protects the system from over pressurization			
The reducer/first stage regulator shall receive air from the cylinder via a shielded hose			
CGA coupling should be of a rubber over-mold design to provide sure grip during tightening/loosening			
CGA connection shall be protected from ice buildup by using a rubber over-molded design			
All pressure reducer components shall be designed for high temperature firefighting operations			

Alarms/Indications			
The SCBA shall provide lights located on the front and back of the SCBA that provide user status			
Heads Up Display (HUD) shall provide bi-directional LED's presenting general indication of pressure to users as well as team personnel			
The system shall have two End of Service Time Indicators (EOSTI's).			
One EOSTI shall be the heads up display (HUD).			
The second EOSTI shall be pneumatic.			
The HUD shall be positioned in the users viewing			
The HUD shall have no impact in the vertical field of			

SCBA Support Frame and Harness			
The frame and support harness shall provide relatively easy surface to clean, free from multiple attachment points, accessory mountings, etc.			
The frame and support harness shall house the battery compartment in a protected area to prolong the life of the batteries when exposed to extreme			
The handles on the support frame shall be able to support a static load of 1,000 lbs. (454 kg)			
The support frame shall have three RIT attachment points, all capable of supporting static load of 1,000 lbs. (454 kg)			
The support frame shall hold cylinders of 45 and 60 minute durations.			

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The support frame shall be designed so that the weight of the SCBA can be supported by the user's hips/legs. The design should enable the user to don the SCBA and loosen the shoulder straps, removing <del>the burden from the user's shoulders</del>			
The support frame shall be designed for user comfort with at least 3" wide shoulder pads that spread the weight of the SCBA over a wider area of the user's shoulders.			
The support frame shall be designed for user comfort with at least 2" wide waist straps that spread the weight of the SCBA over a wider area of			

Electronics			
Electronic assemblies shall be warranted for a period of no less than 10 years			
All SCBA shall be equipped with an NFPA 1982, 2019 edition compliant SCBA integrated PASS device			

Air Cylinders			
All air cylinders must be of carbon fiber design			
All cylinders must meet the NFPA 1981, standard on Open-Circuit Self-Contained breathing apparatus (SCBA) for Emergency Services 2019 edition			
All cylinders must be certified by Transport Canada under the Transportation of Dangerous Goods Act.			
All cylinders must have a minimum NIOSH rated duration of 45 minutes and hold a volume of at least 66 cubic feet of compressed air when pressurized to			
All cylinders must have threaded and quick connect fill options.			
Proponents must specify is the SCBA cylinders and assembly will be equipped with a quick connect system (preferred)			
For quick fill systems the proponent must include the cost of a SCBA fill station adaptor. The proponent must state if no adaptor is available.			
All seals and O-rings in the valves will be commonly available.			
Cylinders must have a transport Canada number clearly identified on the label.			
Cylinders will have a reflective band or photo luminescent marking for maximum visibility at night.			



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The cylinder shall have no non-Canadian brandings or logos located on it.			
All cylinders will be filled, and a certificate of air quality will be supplied with the lot of cylinders			
The proponent is to indicate the cost of cylinder at the time of purchase and cost for cylinders at a future date.			

<b>Fit-Testing</b>			
Proponent is to supply one (1) face piece adaptor for use with an OHD Quantitative fit testing unit as part of the proposal.			
Successful Proponent shall be responsible for the initial quantitative fit testing of all BFES personnel that may need to use an SCBA. And all testing will be completed before the SCBA will be put into service.			
All fit test records will be in an electronic format and become the property of BFES.			

<b>RIT Kits</b>			
RIT kit will consist of a bag to house equipment			
Must include at a minimum a NIOSH rated 60 minutes air cylinder, a pneumatic system and a			
Must include a quick connect hose that can operate from SCBA to SCBA.			

<b>Warranty/Service</b>			
Warranty: The proponent will list all warranties including all details on each specific			
The proponent will provide training for four (4) members of SWOFES to take training to provide in house maintenance and repairs.			
The proponent will provide a list to indicate total number of batteries, battery locations and battery types and quantities of each type.			
The Proponent is to indicate the yearly preventative maintenance required for components of the SCBA.			
The Proponent is to indicate the cost and intervals of any mandatory factory service or overhaul of the SCBA.			

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The Proponent will supply a list of costs for any mandatory replacement parts and frequency these parts need to be replaced.			
The Proponent will supply a complete cost of ownership breakdown for all components included in this RFP.			
Provide 100% level of service or zero (0) down time for all warranty/service work			

<b>Optional Equipment to Price</b>			
Intrinsically safe voice amplification (14) devices meeting all applicable standards			
Radio Communication Interface that is intrinsically safe, meets all applicable standards and is easy to operate with firefighting gloves on.			
Electronic Fire ground accountability system (FAS) to be integrated with SCBA. Include all details and capabilities of the product.			
Emergency Egress System (rescue belt) for all SCBA units meeting all applicable standards.			



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**ANNEX C – FINANCIAL PROPOSAL**

Proponents must submit a complete financial proposal that includes firm pricing in Canadian dollars valid for 120 days past the submission date to complete all of the SCBA equipment requirements, including: labor, material, equipment, freight/shipping charges and all other associated costs required to supply and deliver the subject items. HST shall be extra to the costs quoted.

**5.1 BASIS OF PAYMENT**

The firm unit prices and discounts proposed for the goods specified in this Request for Proposal shall serve as the basis of payment for same in any resulting contract for the purchase thereof.

**5.2 PRICE SCHEDULES**

The Municipality is seeking three (3) or more options to procure new SCBA units. Lease, Lease to Own and Purchase Prices should be included; “Lease to Own” being the preferred method of procurement.

**Note: The Quantities are estimated and the Municipality will determine the actual number when awarding the contract. The Municipality reserves the right to alter the quantities with pricing adjusted accordingly.**

**Table C1: Price Schedule A**

**General Requirements**

Item No.	Item Description	Estimated Quantity	Lease Price	Lease to Own Price	Purchase Price
1	SCBA (complete unit w/ 45-minute composite cylinder)	25			
2	Customized face-pieces c/w bags	50			
3	Extra 45-minute Cylinders	25			
4	RIT Kit complete with all components	2			
Warranty Information (additional details can be attached as a separate page(s)).					
<b>SUB-TOTAL (EXCLUDING HST)</b>					
Any additional costs or those not previously included should be identified					
<b>TOTAL</b>					

\*All pricing to be in Canadian dollars\*

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**Table C2: Price Schedule B**

**Manufacturer's Recommended Optional Equipment**

Items listed below shall have the appropriate price inserted adjacent to each item by the Proponent. Each item shall include all labor, materials, products, equipment, services, and respective overhead, profit, disbursements, and related charges (excluding HST) and represent the amounts which will be added to the Total Price if these items are required to be included in the Contract.

ITEM NO.	Item Description	Estimated Quantity	Lease Price	Lease to Own Price	Purchase Price
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
<b>SUB-TOTAL (EXCLUDING HST)</b>					

**5.3 TAX STATUS**

The prices quoted shall be in **Canadian Funds valid for 120 days past submission date** and shall include all duty, custom clearances, and all other charges now in force. All prices shall be quoted exclusive of pertinent taxes or in this case NOT including Harmonized Sales Tax (HST). Taxes will therefore be EXTRA, where applicable, to total price of the Work.

**5.4 DELIVERY**

All prices must be quoted F.O.B. DESTINATION – FREIGHT PREPAID to be delivered and offloaded at the Port Burwell Fire Station, 55415 Nova Scotia Line, Port Burwell, Ontario Canada. The delivery will take place as expeditiously as possible, and the proponent will indicate the latest expected delivery date.

The Municipality reserves the right to add and/or change delivery locations, if necessary, to another location within the Municipality boundaries at no additional cost.

The Contractor shall bear full responsibility (including damage claims) and liability for all contracted equipment in transit to the Municipality. The Municipality will not be responsible for damage claims with the Contractor's carrier whether damage to a shipment is either visible or later found to have been concealed during shipment.

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The successful Proponent must ensure that all training as stipulated within this RFP is conducted at a location as agreed upon by the Fire Chief within thirty (30) days of delivery of the SCBA units.

**PROPONENT DELIVERY DATE:** \_\_\_\_\_

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**APPENDIX A – CONDITIONS AND CERTIFICATES**

The following certification should be completed, individually signed and submitted by the Proponent at time of bid closing:

**Contractual Acknowledgement**

I/We the Proponent agree, if selected by the Municipality as a result of the evaluation and selection process set out in this RFP, to be legally bound by the provisions of the resulting purchase contract, which will include, but may not be limited to, in order of precedence, the documents cited under Article 1.5 of this document.

I/We the Proponent hereby represent and warrant and covenant that:

- a) We have the full power and authority to enter into the Contract resulting from this request for proposal and to grant or transfer, as the case may be, the rights (including any licenses) to be provided to the Municipality under such agreement without the consent of any other party.
- b) We are not aware of any actions, suits or proceedings pending or to our knowledge threatened against or adversely affecting us which might materially affect our financial condition or our ability to perform or meet all duties, liabilities and obligations as may be required of us under the Contract resulting from this RFP; and
- c) We are in good standing with our creditors and financial institutions and are financially able to perform and meet all duties, liabilities and obligations as may be required under the Contract resulting from the award of this request for proposal.

We acknowledge that the Municipality is relying on the aforementioned representations and acknowledgments.

COMPANY NAME:	TELEPHONE NUMBER
ADDRESS:	FACSIMILE NUMBER
	E-MAIL ADDRESS
SIGNATURE:	
_____ Authorized Officer must sign	
_____ (Print or Type Name)	
_____ Date	

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**REFERENCE FORM**

Provide a minimum of three (3) references for similar projects of comparable complexity from within the last five (5) years. The Municipality reserves the right to contact these references. The Municipality also reserves the right to consider its own experience with any service provider or contractor that currently has contracts or has previously had contracts with the Municipality. The Municipality will consider the quality of the delivery of services or supplies.

Name of Client Organization # 1:	
Address:	
Contact Name & Title:	
Telephone Number:	
Email Address:	
Name of contract	
Brief description of the scope of work:	
Duration of contract:	
Approximate value of contract:	

Name of Client Organization #2:	
Address:	
Contact Name & Title:	
Telephone Number:	
Email Address:	
Name of contract	
Brief description of the scope of work:	
Duration of contract:	
Approximate value of contract:	

Name of Client Organization #3:	
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Address:	
Contact Name & Title:	
Telephone Number:	
Email Address:	
Name of contract	
Brief description of the scope of work:	
Duration of contract:	
Approximate value of contract:	