



REQUEST FOR PROPOSAL PUBLIC ADDRESS SYSTEMS

INTRODUCTION/INVITATION

Chinook's Edge School Division (herein after referred to as "the Board" or "the Division") is embarking on renewal of Public Address Systems in 30 schools over a 10 year period in 3 phases.

The Board is seeking quotes from experienced, approved suppliers to submit their detailed proposals for the supply of Public Address Systems for phase 1 which will be 9 schools over a 3 year period, commencing in 2022.

Quotations and supporting documentation for the products and services to be provided and are to be submitted electronically to Ted Harvey at tharvey@cesd73.ca

Proposals must be received by 1:00 pm local time, Friday, April 5th, 2022. Proposals that are received after 1:00 pm local time will not be considered.

Proposals will be reviewed in private.

End of Section



REQUEST FOR PROPOSAL PUBLIC ADDRESS SYSTEMS

ACCEPTANCE/REJECTION

The Board reserves the right to reject any part of, or all proposals. Furthermore, the Board reserves the right to accept the proposal that the Board deems to be in their best interest and best serve their needs and budgets.

The Board reserves the right to accept any proposal and also reserves the right to negotiate with the selected firm to clarify and enhance the services provided under the proposal, prior to acceptance. Furthermore, the Board reserves the right to select a vendor directly from respondents to this RFP, or alternatively may elect to shortlist potential vendors who will be invited to participate in a “Best and Final Offer” process. Specific details of the final offer may be subject to refinement based on changing circumstances such as passage of time, new information or factors beyond the control of the Board or vendors. The Board reserves the right to increase, decrease, delete or vary any portion of the work.

Proposals which are incomplete, conditional, obscure, or in any way fail to conform to the requirements of this Request for Proposal, may, at the Board’s sole discretion, be rejected.

The Board reserves the right to award contracts to any one or more of the submitting bidders, at the Board’s sole discretion.

Requests for clarification of information and requirements should be e-mailed to Ted Harvey at tharvey@cesd73.ca. Responses to Requests for Information will be issued by addendum. Verbal responses will not be provided.

The Board will not assume any responsibility or liability for any costs incurred by the bidder in preparing their response to this request for proposal.

All proposals will remain open for acceptance for a period of 60 days after the submission closing time.

End of Section



REQUEST FOR PROPOSAL PUBLIC ADDRESS SYSTEMS

GENERAL REQUIREMENTS

Proposals must include information on your company history, locations, experience/expertise and ability to service all items purchased under this contract. Include specific information on qualified company representatives and availability to provide service, maintenance, warranty work and support.

Proposals must include detailed information on manufacturer and/or extended warranties on all equipment included in this quotation. Specifically, length of warranty, specific coverage under warranty, servicing on or off site, response and repair times, brochures if available, user manuals and specifications. References may be requested.

All products quoted under this proposal shall be new, FOB freight prepaid, to 4904-50th St, Innisfail, AB T4G 1W4. Deliver all products to the school in protective covering in a manner to protect their finishes. All packaging, waste and debris arising from the work outlined must be removed from the premises.

Proof of Alberta WCB coverage and Commercial General Liability insurance with a limit of not less than two million dollars will be required.

Vendor shall be solely responsible for ensuring the safety and health of its employees or agents and for ensuring that its activities are in compliance with Chinook's Edge School Division's health and safety policies.

Time is of the essence. Products specified in this RFP are to be delivered and installation is scheduled to commence August 2022.

All pricing submitted must be in Canadian dollars, GST excluded.

End of Section



REQUEST FOR PROPOSAL PUBLIC ADDRESS SYSTEMS

CONFIDENTIALITY AND FOIP

Information pertaining to Chinook's Edge School Division obtained by the bidder, its employees or agents as a result of its participation in this Request for Proposal is confidential and must not be disclosed by the bidder. Only use or copy of such information as is necessary for the purpose of submitting a proposal.

The Board will endeavour to keep all proposals and accompanying documentation received as confidential and used only for the purposes of evaluation of the proposal. Chinook's Edge School Division provides no warranty with respect to confidentiality and shall incur no liability from any disclosure. The bidder grants the Board the right to copy any documents provided in or with the proposals for the purposes of evaluation.

All documents submitted to the Board are subject to the protection and disclosure provisions of the *Freedom of Information and Protection of Privacy Act*. While this act allows persons the right of access to records in the Division's custody or control, it also prohibits the Division from disclosing personal or business information where disclosure would be harmful to your business interests or would be an unreasonable invasion of personal privacy as defined in Sections 15 and 16 of the Act. Firms submitting proposals are encouraged to identify what portions of their submissions are confidential and what harm could reasonably be expected from its disclosure.

End of Section



REQUEST FOR PROPOSAL PUBLIC ADDRESS SYSTEMS

1.0 System Description

1. Be IP based using a vLAN 100/1000 switched network to provide bells, paging, intercom and audio.
2. Compatible with our Asterisk SIP based VOIP system.
3. Capability of sending audio over IP to classroom and meeting room endpoints and audio to analogue speakers throughout the building.
4. Include Web Based HTML 5.0 compliant access from any computer on the network. Access Web based admin controls via the local network.
5. Provide a singular easy to use interface to access all features.
6. Include an intuitive graphical user interface to provide easy access to all features. Import feature for custom maps and images. Allow for importing of school floor plans to configure zones for announcements and bells.
7. Allow for campus or district wide features and functionality.
8. Allow for playback of pre-recorded announcements, music or tones. Music from a live broadcast, pre recorded digital source or external audio source.
9. Allow routing of bells and announcements to locations, a specific zone or an individual IP speaker.
10. Allow the broadcast of live or pre recorded announcements and music to one or multiple zones.
11. Ability to schedule pre-recorded announcements.
12. Description of equipment and mounting options.
13. Operate normally for up to an hour during power failure.
14. Be easily scalable to accommodate future expansion.
15. Have a hardware life expectancy of 20 years
16. Be fully commissioned by the vendor or representative.
17. Be fully supported by the local vendor or representative.
18. Be remotely configurable and supported by the local vendor or representative.

1.1 Zoning

1. Create up to a minimum of 6 zones and zone groups and individual IP speakers.
2. Communication zones can be chosen from a predefined list or the user can choose from a colour map of the school.
3. Allow for the importing of school floor plans to configure announcements



REQUEST FOR PROPOSAL PUBLIC ADDRESS SYSTEMS

4. Configure bells, paging to zone maps.

1.2 Paging

1. Allow live PA announcements, playing of pre-recorded music from SIP capable phones.
2. Voice paging must be able to override broadcast or recorded music as well as classroom audio.
3. Ability to schedule pre-recorded announcements.
4. Page (one way) to any zone, multiple zones, or to the entire school.
5. PA volume for each zone
6. Emergency page to all areas.
7. A backup phone or microphone to be located in the Main Office.

1.3 Alerts

1. Receive calls and alerts on any PC, or using HTML5 notifications.
2. Integrate with standalone fire alarm systems;
3. Predefined actions including locking doors, pre-recorded safety announcements and cosplay visual alerts on signage systems.
4. Ability to create Emergency Signals and other messages that can be reused in specific situations.

1.4 Intercom

1. Include options (system capability) for:
 - a. Digital Touch Screen control panels.
 - b. Intelligent microphones that can call the office and use speakers

1.5 Bells



REQUEST FOR PROPOSAL PUBLIC ADDRESS SYSTEMS

1. Have flexible bell scheduling allowing for the easy creation and management of multiple bell schedules.
2. Ability to set up individual bell schedules per zone. Reconfiguration of bell schedules and zones can be easily done through the computer interface.
3. Programmable bell or control action schedules
4. Assign schedules to the entire school calendar year at once.
5. Colour coded bell schedules and calendar.
6. System time to be synchronized via NTP from the school network NTP server
7. Easily change the daily bell schedule.
8. Easily adjust for late starts, early release, assemblies etc.
9. Schedule bells off on weekends and/or holidays
10. Bells are to be scheduled by grade level, zone and customer grouping.
11. Must support customized bell sounds (including pre-recorded sounds).
12. Must support current standard audio playback formats.
13. To select different themes/music or bells.
14. Must support common audio playback formats.
15. Select different themes, music, bell tones for different days/time of day

1.6 Site Specific

1. Utilize existing cabling whenever possible.
2. Original speakers must be supported.
3. Vendor to provide training and user documentation to appropriate staff after installation.
4. Provide all additional work details on the attached drawings and in the written response.
5. Ideally installation will be in the current PA location.
6. Integrate with existing panic buttons.
7. Operate on 120V, if not the vendor to provide adapters.
8. Modular design, allowing future expansion of the system.
9. Submit product data and building and wiring drawings for approval by CESD facilities department.
10. Exterior speakers must be suitable for an Alberta environment.



REQUEST FOR PROPOSAL PUBLIC ADDRESS SYSTEMS

Proposals must include detailed information on manufacturer and/or extended warranties on all equipment included in this quotation. Specifically, length of warranty, specific coverage under warranty, servicing on or off site, response and repair times. Please provide the location of off site, warranty approved, repair centers, within Alberta, Canada.

Proof of Alberta WCB coverage will be required for all on site service technicians. Vendor shall be solely responsible for ensuring the safety and health of its employees or agents and for ensuring that its activities are in compliance with Chinook's Edge School Division's health and safety policies.

Evaluation Criteria

Pricing	30%
Suitability for purpose (specifications)	20%
Build Quality	20%
Support / Service	10%
Ability to meet delivery deadlines	10%
Warranty	10%
Total	100%

End of section

ENVIRONMENTAL STANDARDS

All of the following items should be fully addressed in your proposal.

1. Environmental Responsibility

Describe any environmental initiatives or policies that your company has established.

2. Restriction of Hazardous Substances Directive (RoHS)

What initiatives does the manufacturer have in place to reduce or eliminate chemical compounds, including lead, at their manufacturing facility?



REQUEST FOR PROPOSAL PUBLIC ADDRESS SYSTEMS

3. EPEAT (Electronic Product Environmental Assessment Tool), if applicable

EPEAT evaluates electronic products in relation to 51 total environmental criteria – 23 required criteria and 28 optional criteria. To qualify for registration as an EPEAT product, the product must conform to all the required criteria. Preference will be given to products registered as an EPEAT product.

4. Energy Star

Preference will be given to products offered that have “Energy Star” rating for energy efficiency. Clearly identify these products in your proposal.

5. Energy Consumption

Respondents must detail each product’s energy usage (including monitor but excluding any options) by providing applicable energy consumption information. This will include maximum, low power or sleep mode wattage as well as any wattage used when the machine is turned off.