



The Township of Sables-Spanish Rivers

11 Birch Lake Rd

Massey, ON

POP 1P0

Phone: (705) 865-2646 / e-mail: smcghee@sables-spanish.ca

The Corporation of the Township of Sables-Spanish Rivers

Request for Proposal (RFP)

Multi-Location Security System Solutions

Issue Date: Thursday, March 12th, 2026

Closing Date: Tuesday, April 14th, 2026 @ 11:00am

Primary Contact: Sean McGhee – Director of Public Works and Infrastructure

Township of Sables-Spanish Rivers

Massey Ontario

POP 1P0

T: (705) 865-2646 extension 222

Email: smcghee@sables-spanish.ca



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INTRODUCTION:

The Township of Sables-Spanish Rivers owns and operates numerous public facilities within its boundaries and is seeking proposals to upgrade the security and monitoring systems at the following locations:

- Municipal Office
- Public Works Garage
- Public Works North Shop
- Massey Arena
- Massey Medical Clinic
- Fire Hall Locations (3 sites – CCTV Only)

Each location differs in the uses and types of access however the Township is seeking a standardized solution for access, security, monitoring, and alarming.

BACKGROUND:

Though adequate, the existing security systems are approaching obsolescence and utilize inconsistent approaches from site to site. Currently, all locations utilize keyed entrances, DSC security system keypads and a variety of zones utilizing a combination of proximity sensors, cameras, and door sensors.

SCOPE OF PROJECT:

Proponents are asked to provide proposals for a complete security and monitoring system to cover all of the locations identified above. As a minimum, each proposal must address the following:

- CCTV (Interior) including a **minimum of 30 days storage**;
- CCTV (Exterior tied to interior storage hardware);
- Facility Security (**Basic panel with proximity and motion detection as minimum**. Newer technologies for access panel should be presented as an additional (separate) proposal);
- Primary Door Access (**Keyed access is the minimum**. Other technologies such as fob system, card access, etc. should be presented through an additional proposal);
- Remote monitoring including monthly fees.

Bidders are encouraged to submit more than one response to the RFP; however, each unique response must be provided separately to ensure clarity during analysis by municipal staff.

If providing more than one proposal in response to this RFP, please append supporting documentation and a **Separate Submission Form** to **each** unique proposal being presented. Supporting documentation must include a detailed outline of all components utilized to achieve the proposed security solution and a complete price breakdown.

All pricing submitted must be **installed pricing**.

Failure to appropriately identify approach and specific costs may have a negative impact on the rating applied by the evaluation committee.



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The municipality reserves the right to accept all or part of the successful proposal as deemed appropriate to meet the security goals of the specific facilities.

SITE VISIT:

A site visit to each of the locations identified is **MANDATORY**. **Proposals from any proponent that has not scheduled and attended the site during the time that the RFP is open will be immediately rejected.** Contact the primary RFP contact to arrange the visit.

Site Visits are to be scheduled by contacting Sean McGhee, RFP Primary Contact, at smcghee@sables-spanish.ca no later than March 20th. No site visits will be conducted beyond Wednesday, April 1st, 2026.

EVALUATION CRITERIA

Proposals will be evaluated on the following criteria:

- 1) Suitability of Proposed Solutions;
- 2) Installed and Integrated Price;
- 3) Monitoring;
- 4) Warranty.

Evaluation will be completed utilizing a committee consisting of various department heads for the respective sites.

DELIVERY DATE:

The Successful Proponent will be notified by April 30th, 2026 and are responsible for providing a firm installation date no later than July 30th, 2026 unless otherwise agreed upon by mutual consent.

SUBMISSION INSTRUCTIONS:

All proposals will be evaluated on the bidder's response to the minimum specifications identified under "Proposal Requirements" within this RFP and scored based on the included "Evaluation Criteria".

All copies of the proposal shall be submitted in a sealed enveloped clearly marked "**Multiple Location Security System Solutions**" and must be accompanied with:

Schedule A – RFP Submission Form

Schedule B - Signature Page

Proposals are due **no later than Tuesday, April 14th, 2026 at 11:00am EST (per Cellular standardized time)** and shall be delivered to:

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11 Birch Lake Rd
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The contractors must assume full responsibility for delivery of the completed proposal. The Township accepts no responsibility for any loss or delay with respect to proposals that are delivered to any other location other than specified. **Late proposals will not be considered.**

RIGHTS RESERVED BY THE TOWNSHIP:

- The Township reserves the right to accept or reject any proposals without stating reason. Lowest price or any bid may not necessarily be accepted.
- The Township is not liable for any costs incurred by interested parties in the preparation of their response to this request for proposal. The Township shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained, or suffered by any interested party, prior to, subsequent to, or by reason of the acceptance or non-acceptance of any response by the Township, or by any reason of any delay in the acceptance of the response.
- The Township shall not be held liable for any errors or omissions in any part of this RFP. It is understood, acknowledged and agreed that while the Township has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in the RFP is supplied solely as a guideline for the contractor. The information is not guaranteed by the Township to be accurate, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve the contractors from forming their own opinions and conclusions with respect to the matters addressed in the RFP. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by the contract.
- The contractor shall declare any actual or potential conflict of interest that exists now or may exist in the future with respect to the contractor's participation in this process and, if selected, the performance of the contractor's responsibilities pursuant to the retainer. The Township reserves the sole right and discretion to determine whether any situation constitutes an actual or potential conflict of interest and may disqualify any contractor on such basis.

OCCUPATIONAL HEALTH AND SAFETY:

At all times during the duration of the contract, when awarded, the contractor shall adhere to all conditions as outlined in the Occupational Health and Safety Act and all policies and practices adopted by the Township.

ACCESSIBILITY:

In accordance with the Accessibility for Ontarians with disabilities Act 2005, S.O. 2005, c.11, the Township of Sables-Spanish Rivers shall ensure that contracted service providers have regard for the accessibility for persons with disabilities in respect to goods and services purchased by the Township.

INSURANCE:

The successful contractor will carry liability insurance in the amount of not less than \$5,000,000.00 naming the Township as additional insured parties. Proof of liability insurance as well as a WSIB clearance certificate will be required upon award of the contract and prior to commencing any work.



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WSIB:

The Municipality does not cover the Contractor or his employees under the Workplace Safety and Insurance Act (the Act). The Contractor is responsible for paying all dues and assessments payable under the Act, the Worker's Compensation Act, the Unemployment Insurance Act, or any other Act, whether provincial or federal, for themselves and their employees. Upon acceptance of this contract, the successful Contractor must provide current WSIB certificate to the Municipality.

BONDING and / or CRIMINAL RECORD CHECK:

During installation, the contractor and their employees will be required to work in close proximity to sensitive documents and information while performing work in municipal facilities. Confidentiality is critical. The successful proponent will be required to provide evidence of bonding or a clear criminal record check for all employees working in municipal facilities.

PAYMENT:

Payment shall be based on 30 days following the full commissioning of the system and based upon invoiced amounts. There will be no partial or progress payments made. If there are any shortages or deficiencies at time of commissioning, a suitable amount will be withheld.

INQUIRIES/SITE VISIT:

Direct all inquiries regarding the Proposal contact to:
Sean McGhee, Director of Public Works and Infrastructure
11 Birch Lake Rd
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(705) 865-2646



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RFP – Multiple Location Security System Solutions

SCHEDULE A

RFP Submission Form

Municipal Office \$ _____

Public Works Garage \$ _____

Public Works North Shop \$ _____

Massey Clinic \$ _____

Massey Arena \$ _____

Firehall Sites \$ _____

Total Price (before taxes) \$ _____

Monthly Monitoring (per location) \$ _____

All pricing to be provided excluding HST

IMPORTANT

If providing more than one proposal in response to this RFP, please append supporting documentation and a **Separate Submission Form** to **each** unique proposal being presented. Supporting documentation must include a detailed outline of all components utilized to achieve the proposed security solution and a complete price breakdown.



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SCHEDULE B

SIGNATURE PAGE

I, THE UNDERSIGNED, HAVE CAREFULLY EXAMINED THE SCOPE OF WORK, SPECIFICATIONS AND UNDERSTAND ALL CONDITIONS. I HEREBY OFFER TO ENTER INTO A CONTRACT WITH THE TOWNSHIP OF SABLES-SPANISH RIVERS. (All fields must be completed by Proponent.)

Bidders Authorized Signing Authority: _____
(Print Full Name and Title)

Signature: _____ Dated: _____

Witness: _____ Dated: _____

Mailing Address: _____

Email: _____

Phone: _____ Mobile: _____ Fax: _____

Accepted by Resolution of Council:

Resolution No.: _____

Clerk-Administrator: _____

Date: _____
