



Request for Proposal

RFP-MUN-01-2025

Emergency Management and First Responder Radio Communication System

**Supply, Installation and Support of First Responder dispatch system and software, digital VHF radios,
and radio base stations**

Closing Date: June 27, 2025, at 2:00 pm eastern time

Sealed Submissions must be received at

The Township of Bonfield Municipal Office

C/O Nicky Kunkel, CAO

365 Hwy 531 Bonfield ON P0H 1E0

1. Introduction

The Township of Bonfield is pleased to invite you to respond to this Request for Proposal (RFP) for an Emergency Management and First Responder Radio Communication System.

The intention of this RFP is to solicit responses and formal proposals from qualified suppliers and installers of digital and analogue radio and computer systems.

The Township of Bonfield is located along Highway 17 east, in the District of Nipissing with a population of 2,148. The Township is a single-tier municipal government with a five-member Council with 10 full-time staff.

Operations of the Township of Bonfield are managed out of the municipal office located at 365 Highway 531, Bonfield.

Satellite Sites:

The Public Works Office/yard is located at 356 Line 3.

Fire Station Hall 1 is located at 107 Railway Street.

The Bonfield Fire Department consists of approximately 20 volunteer fire fighters serviced by 2 fire halls in the community. The Bonfield Fire Department responds to all emergency events in Bonfield. These range from medical response, house fires, wildland fires, severe weather events, roadway and railway accidents, power failures where infrastructure is or can be affected and more. Communications is one of the critical abilities and requirements in responding to any emergency. In the event of a sustained response to an emergency, the emergency operations center will be activated and provide critical coordination and support to first responders.

Additionally, Bonfield Public Works will provide operations and logistical support in the event of an emergency. It is critical that all elements for the emergency response efforts and first responders are capable of and equipped with reliable and consistent communications.

2. Intent of the Proposal

The purpose of this project will improve and sustain a basis for radio communication across all first responders and associated support groups and emergency operation centers in the Municipality in the event of any type of emergency that Bonfield will have to address.

The objectives of this project are to enhance radio communications for first responders, emergency management personnel and supporting departments during response to emergencies and potential emergencies, provide dispatch ability and a real time recording for fire department response and actions, and will provide a mechanism for first responders to communicate within their own organizations as well as collaboratively through the emergency operations center.

The Township is seeking the best solution, based on the evaluation criteria contained in this RFP. The successful vendor will establish a turnkey, integrated hardware/software solution to meet the emergency communication needs of this for the Township and will satisfy the specifications contained in this RFP. The proponents will bring to bear whatever vendor resources are required from the areas of computer systems hardware, software, technical training, conversion, maintenance and services support.

3. Township Existing Systems

The Township of Bonfield has basic analogue and some digital VHF handheld radios capable of point-to-point communication. The Public Works Department and the Fire Department operate on separate frequencies that do not overlap. The municipality has internet access in the emergency operations center, the fire hall (main admin and dispatch offices) and the public works department. There is currently no communications ability between first responders and the emergency operations center and the municipal administrative offices.

4. Scope of Products and Services Needed:

The Township of Bonfield ("Township") is issuing this Request for Proposal (RFP) to solicit vendor proposals to:

- a. To supply and install a dispatch and voice logging system for Bonfield's Fire Department and first responder communications. This will be an IP based dispatch solution with two separate console locations at the Municipal Emergency Operations Center and Fire Hall #1. The system will be capable of, but not limited to, voice dispatch, voice recording, event logging and administrative reporting.
- b. Any computers, servers, routers and other peripherals required for item 4 a. Identify as essential, optional or best practice.
- c. Supply and install 2 radio base stations for each of Public Works and the Fire Department working frequencies in Bonfield's Emergency Operations Center. This will include required base station radios, antennae, cabling, wiring and power supplies.
- d. Augment and replace end of life portable radios for both public works and fire department with capability to upgrading to digital performance in the future. Quote for portable radios will include per unit details for digital and convertible to digital analogue handheld radios. Digital, quantity 8 and analogue upgradable to digital, quantity 6.

5. Date of Proposal Submission

One (1) original proposal shall be submitted in a sealed envelope addressed as follows:

RFP-MUN-01-2025

Nicky Kunkel, CAO – Clerk Treasurer

Proposals must be submitted under the following instructions:

PROPOSAL CLOSING DATE: June 27th, 2025

TIME: 2:00 p.m., local time

LOCATION: Township of Bonfield Office

365 Highway 531 Bonfield ON P0H 1E0

Submissions received by the date and time of closing will be opened immediately following the time of Tender closing.

Project Contacts

Questions and clarifications related to this RFP shall be directed to the contact below by June 23, 2025.

Allan Reid
Community Emergency Management Coordinator
Township of Bonfield
Office 705-776-2641
Mobile 905-351 4871
cemc@bonfieldtownship.com

6. Proposal Content Requirements

6.1 Company Profile and Experience

- a) Introduce your firm and include the number of years in business under this company name, and the firm's primary business. Describe the capability and experience to deliver the proposed of First Responder dispatch system and software, digital VHF radios, and radio base stations in a municipal setting, including implementation methodology and customer support services.
- b) Describe any implementation challenges you faced in your past projects and how you solved them.
- c) Identify the proposed team leader and any additional key team members that would work with the Township. Highlight the relevant qualifications and experience of each.
- d) Provide up to three projects of similar or greater magnitude and have been successfully completed within the past three (3) years. Include a reference for each project including name and contact information. References may be contacted, and their response may be used to form part of the evaluation score.

6.2 Proposed Solution, Implementation, Training and Support

- a) Describe in detail the software, hardware and support programs being proposed. This should include discussions of functionality, system software and hardware requirements, and any other information that would assist in understanding the operation and functionality proposed.
- b) Describe in detail the implementation of the proposed dispatch system and software, digital VHF radios, and radio base stations
- c) Include discussion of how the project schedule will flow.
- d) Provide a detailed implementation plan including a training and technical support plan.
- e) Describe the availability of support staff.
- f) Describe your process for dealing with software updates.
- g) Provide a copy of any Service Agreements, Software Licensing Agreements, Maintenance Agreements or other that the Township would be expected to sign.

6.3 Budget

The Proponent's submission shall include:

- a) The overall project cost exclusive of HST.
- b) Any ongoing licensing and service costs monthly or annually.
- c) Detailed cost for hardware and equipment.

- d) Labour rates and installation costs.
- e) Proposals should include a section that identifies the Township's on-going maintenance and updating costs on an monthly/annual basis.

6.4 Submission Format

- a. Forms to be submitted with the Proposal must be completed in their entirety in hard copy. All entries shall be clear and legible and made in a non-erasable medium and signed in ink.
- b. Submissions may be mailed, couriered or hand delivered to the appropriate location. Delivery of the Tender through a third-party courier service shall be at the risk of the Proponent and must be arranged in due time for the Tender to arrive at the specified location before the Tender closing time. Failure of a third-party courier to submit the Tender prior to the Tender closing time will result in the disqualification of the Tender and will be at no fault of the Township.
- c. Proposals must include and repeat the same headings as listed and topic sequence.

7. Proposal Evaluation

All submissions must follow the requirements of the RFP process in order to be considered for evaluation.

All qualified Proposals will be reviewed and evaluated by staff for approval prior to acceptance of the successful Proposal by Council.

7.1 Proposal Selection

For the purpose of evaluation, the following criteria will be utilized to score each Proponent's Proposal.

Category	Description	Points
Experience, Qualifications, Project Management	The Evaluation Staff will consider the Proponent's demonstrated experience on similar projects, key personnel and references where applicable. Proponents should include the features of their services that give them a competitive advantage.	10
Budget and Cost	Materials and cost list. HST must be shown separately.	30
Program Design Concept	Did the concept meet the requirements of the RFP	40
References	List of previous clients/professional references	10
Support Services	What are the hours/days of support, estimated time of call return, can it be done remotely	10

7.2 Proposal Award Procedure

All Proposals shall be final and binding on the Proponent for a period of 60 (sixty) days from the closing date and may not be altered by any subsequent offerings, discussions, or commitments unless the Proponent is requested to do so by the Township. The Township reserves the right to invite shortlisted responders to an interview as part of the evaluation process.

The Township will notify the Successful Proponent of the award, no later than July 16, 2025. The Successful Proponent agrees to accept the terms of the RFP document as the work agreement and to undertake work on the program within 10 (ten) business days of the date of the notification of the Award. All work must be completed by August 31, 2025.

GENERAL CONDITIONS

1. Indemnification

The Successful Proponent shall indemnify and hold harmless the Township, its officers and employees from and against any and all liabilities, claims, demands, loss, cost, expenses, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the project attributable to bodily injury, sickness, disease, or death or to damage to or destruction of tangible property caused by any acts or omissions of the Proponent, its officers, agents, employees or other persons for whom the Proponent is legally responsible.

2. Occupational Health and Safety Act

The Proponent's attention is drawn to the regulations issued by the Ministry of Labour for the Province of Ontario under the Occupational Health and Safety Act. The Proponent acknowledges that they will comply with the Act, and all applicable regulations related to the contracted work. For construction-related agreements, the Proponent agrees to assume the role of the Constructor under said Act as it relates to the completion of this agreement.

3. Freedom of Information

The Township is subject to the Municipal Freedom of Information and Protection of Privacy Act, as amended (MFIPPA) with respect to, and protection of, information under its custody and control. Accordingly, all documents provided to the Township by the Proponent pursuant to this document may be available to the public unless the party submitting the information requests that it be treated as confidential.

Any specific scientific, technical, commercial, proprietary, intellectual or similar confidential information, the disclosure of which could cause them injury or damage may be identified as confidential. Proponents are encouraged to place all such details and information within a separate section of their submission. Complete Proposals are not to be identified as confidential.

4. Accessibility for Ontarians with Disability Act, 2005

The Proponent's attention is drawn to the regulations within the AODA and acknowledges that they will comply with the Act as it relates to the completion of this project.

5. Cancellation

If the Proponent neglects to execute the work properly or fails to perform any provision of this Award, the Township, after three (3) business days written notice to the Proponent, may, without prejudice to any other remedy in existence, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the Proponent. Continued failure of the Proponent to execute the work properly shall result in termination of the Agreement.

6. Proposal Withdrawal or Replacement

Any Proposal may be withdrawn prior to the scheduled time for Proposal Closing by submitting written notice to the RFP contact. Replacement Proposals are welcome until the Proposal Closing.

7. Disqualification

The Township reserves the right to reject the lowest and any or all proposals. Failure of the Proponent to satisfy any term or condition of this RFP may result in the rejection of said Proposal. Further, any incomplete proposals, qualified proposals, proposals not properly signed/dated, proposals received after the closing date/time, proposals completed in pencil, proposals with incomplete calculations, and proposals lacking required information will be rejected as incomplete.

8. Solicitation Of Council Members, Township Staff and Township Consultants

Service Providers and their agents shall not contact any member of the Township Council, unauthorized Township staff or Township consultants with respect to this RFP, other than the Contract Administrator at any time prior to the award of a contract or the cancellation of this RFP.

Should the Service Provider or any of his agents give or offer any gratuity to or attempt to bribe any member of the Township Council, Officers or Servants, the Township shall be at liberty to cancel the contract forthwith or to direct the Township to take the whole or any part of the works out of the hands of the Service Provider under the same provisions as those specified. No Service Provider may discuss or communicate about, directly or indirectly, the preparation or content of its Quotation with any other Service Provider or agent or representative of any other Service Provider or prospective Service Provider. If the Township discovers there has been a breach at any time, the Township reserves the right to disqualify the Quotation or terminate any ensuing Agreement.

9. Examination of Documents

Each Proponent must satisfy himself or herself by a personal study of the RFP documents, by calculations, and by personal inspection of the site, respecting the conditions existing or likely to exist in connection with the proposed work. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by this RFP. Prices must include all incidental costs, and the Proponent must be satisfied as to the full requirements of the RFP.

FORM OF PROPOSAL - MAIN

Responders Information

1. Contact Information

Company Name (hereinafter called the "Proponent"): _____

Mailing Address: _____

Email Address: _____

Phone Number: _____ Alt Number: _____

Proponent's Representative: _____

Authorizing Signature, Authority and Title: _____

2. Company Profile

- i. Website: _____
- ii. Years in Service: _____
- iii. Main Products/services: _____
- iv. Main market / Customers: _____
- v. Subcontract – Local (if applicable): _____
- vi. Total Number of Employees: _____
- vii. Number of Employees in Technical Support: _____

3. Attestation

- a) No person, firm or corporation, other than the Proponent, has any interest in this Proposal or in the proposed agreement for which this Proposal is made and to which it relates.
- b) This Proposal is made by the Proponent without any connection, knowledge or comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a Proposal for the same service and is in all respects fair and without collusion or fraud.
- c) No member of the Municipal Council or any other officer of the Corporation of the Township of Bonfield will become interested directly or indirectly as a contracting party without disclosing their interest and otherwise complying with the Municipal Conflict of Interest Act, RSO 1990.
- d) The content and requirements of this Proposal document have been read and understood.
- e) All prices are quoted in Canadian funds.

Dated: _____

Signature of Witness: _____ Signature of Authorizing Proponent: _____

Printed names: _____



Could add a bid form

Price shall include all Federal taxes and duties and all Provincial taxes and Exemptions.

Price shall be free on board (F.O.B.) 365 Highway 531 Bonfield, Ontario and shall include all fees, charges, surcharges and/or expenses associated with the delivery of any kind.

List items to be purchased

-
-
-
-
-

Total Quote

\$ for hourly Service requirements \$ _____

warranty detail ... \$ _____

State Company details again

-
-
-

Authorized Person to Sign _____