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118 – 11th Street East
Prince Albert, Saskatchewan S6V 1A1
Phone (306) 953-7500 Fax (306) 763-1723
www.pacsd.ca

Request for Quotation

issued by:

Prince Albert Roman Catholic Separate School Division No. 6

for

FIRE ALARM AND SPRINKLER VERIFICATION SERVICES

Reference # PACSD 202324 – FIRE VERIFY

Quotations to be submitted to:

Shawn Blechinger, Facilities Manager

Prince Albert Roman Catholic Separate School Division No. 6

118 – 11th Street East

Prince Albert, SK

S6V 1A1

Email: proposals@pacsd.ca

Issue Date:

Thursday, February 22, 2024

Quotation Due Date/Time:

Thursday, March 7, 2024

2:00pm CST

Fire Alarm and Sprinkler Verification Request for Quotation

Introduction

The Prince Albert Roman Catholic Separate School Division No. 6 (“PACSD”) is inviting price quotations from qualified suppliers (“Potential Suppliers”) to provide fire alarm and sprinkler verification services during the period April 2, 2024 to April 5, 2024.

Additional details, requirements, and other relevant information can be found within this document.

Quotation Submission

Quotations are to be submitted in hardcopy or electronic (email) formats only.

Quotations are to be delivered in a sealed envelope marked “PACSD 202324 – FIRE VERIFY” and received no later than **2:00pm CST Thursday March 7, 2024** at the following location:

Prince Albert Roman Catholic Separate School Division No. 6
Catholic Education Centre
118 – 11th Street East
Prince Albert, SK S6V 1A1
Attention: Shawn Blechinger, Facilities Manager

Or by email to:
proposals@pacsd.ca

The time stamp for quotations that are received electronically will be that of the PACSD email server. Potential Suppliers are responsible for confirming PACSD receipt of electronically submitted quotations by the submission deadline.

Terms and Conditions

Issuance of this RFQ does not bind PACSD in any way to accept any quotation whatsoever, and should not be construed as a commitment to purchase any goods/services.

In the event PACSD chooses to accept a quotation or quotations, purchased goods/services will be from the Potential Supplier or Suppliers that provide the best value and service, as defined by PACSD. The lowest cost quotation, or components of a quotation, will not necessarily result in future purchases.

PACSD reserves the right to clarify details of any quotation after the submission deadline by seeking further information from the Potential Supplier without becoming obligated to clarify or seek further information from any or all other Potential Suppliers.

PACSD reserves the right to modify this Request for Quotation ("RFQ") at any time prior to the submission deadline.

For additional information or clarification regarding RFQ specifications, Potential Suppliers may contact Shawn Blechinger at proposals@pacsd.ca

Quotation Guidelines

PACSD is seeking price quotations for fire alarm and sprinkler verification services.

Services are to be commenced, conducted, and concluded during the period April 2, 2024 to April 5, 2024.

PACSD properties requiring fire alarm and sprinkler verification services are as follows:

- École St. Anne School
- St. John Community School
- St. Michael Community School
- St. Catherine Catholic School
- St. Francis School
- École Holy Cross High School
- Catholic Education Centre

Potential Suppliers should include the following information within their quotes:

- Fee quote for provision of fire alarm and sprinkler verification services to all PACSD properties listed above.
- Certificate of Insurance confirming a minimum of \$2,000,000 liability insurance.
- Letter of Good Standing from the Saskatchewan Workers' Compensation Board.
- Potential Suppliers who have not provided products and/or services to PACSD within the last 12 months are encouraged to provide a list of references and related contact information.

In preparing their quotations, Potential Suppliers should consider the following:

- Prices quoted are to be net of taxes.
- Prices quoted are to be in Canadian funds.

Quotation Evaluation

Quotations will be evaluated taking into consideration proposed pricing, Potential Supplier qualifications, Potential Supplier relevant experience, third party references, and any other information and/or criteria PACSD chooses to take into consideration.