



Town of La Ronge

Proposal # La Ronge Airport-2022- 05

Proposal for a Security Camera System

Proposal must be received by email or mail at the Town of La Ronge by:
8:59am CST, January 24th, 2022.

Because of funding requirements this project must be completed by March 15th, 2022. The proposal closing date of January 24th is intended to provide ample time for the proposal to be awarded and completed on time.

All proposal documents must be submitted no later than the above-mentioned time to:

Town of La Ronge
Box 5680, 701 Hildebrand Drive
La Ronge, SK Canada
Attn. Jim Burr
Cell: 306-425-6992
Email: airport.manager@laronge.ca

1 Instructions

- a. The Town of La Ronge is requesting proposals for a **Security Camera System** at the La Ronge Airport Terminal building. The building is located at the Town of La Ronge Airport north of the Town of La Ronge just off Highway #102. Notwithstanding any provision in the listed specifications or other provision of this Proposal document, where minimum specifications are not met, specifications which will in the opinion of the Town of La Ronge provide sufficient capacity; size or performance for its requirements may be accepted in accordance with the Terms and Conditions of this Proposal.
- b. Proposal will be received until **8:59am CST, January 24th, 2022**. The Town of La Ronge publishes Proposal opportunities on Sasktenders to comply with the New West Partnership Trade Agreement.
- c. Prices quoted are to be net prices and are to remain firm for thirty (30) calendar days from the Proposal closing time and date. All pricing provided are to be in Canadian Currency only, and shall be inclusive of all applicable taxes, duties and fees at the time of the Proposal closing.
- d. If a discrepancy is found between the “Unit Price” and the “Extension”, the “Unit Price” shall govern in all instances. The Town of La Ronge reserves the right to correct such errors in the extensions, and re-total all amounts shown and consider the corrected total price as the Bidder’s intention. Proposal document questions shall be directed to:
 - Airport Manager, Jim Burr (contact information on title page) and will be answered within 24 hours up until 24 hours before the submission deadline.
- e. When submitting your Proposal, you must include:
 - a copy of the executed *Proposal Bid Form*, and
 - detailed specifications of all components.

All unit prices must be clearly indicated. **Proposals via email are accepted and are to be sent to Jim Burr, Airport Manager, airport.manager@laronge.ca.**

- The Bid must not be restricted by a statement added to the *Proposal Bid Form* or by a covering letter, or by alterations to the *Proposal Bid Form* supplied unless otherwise provided herein. Adjustments to a Proposal already submitted will not be considered.
- The Proposal must be signed in the space provided on the *Proposal Bid Form* with the signature of the authorized signing authority of the firm proposing.

- f. The Town of La Ronge reserves the right to accept all or part of this Proposal.
- g. The Town of La Ronge reserves the right to cancel any order or Proposal if the goods or services are unsatisfactory.
- h. The Town of La Ronge also reserves the right to delete any portion of the work from the contract should it be deemed in the best interest of the Town to do so.
- i. The obligations and rights of Bidders shall be those expressed herein. No terms, either implied or verbally expressed shall affect, restrict or in any way vary the written terms of this invitation to Proposal. Not to limit the generality of the foregoing, no terms may be implied by virtue of custom or usage.
- j. The rights of the parties shall be governed by, and the contractual terms shall be interpreted in accordance with the laws of the Province of Saskatchewan.
- k. Any Proposal is not necessarily accepted furthermore, the lowest bidder isn't necessarily the awarded Proposal.
- l. The Town reserves the right to give preference to the Bidder whose Proposal includes any material, specifications or methods of execution that are deemed by the Town to be superior to those of any other Bidder for this Proposal.
- m. The *Detailed Specifications Sheet* lists only the major details of the equipment. As such, it is the Bidder's sole responsibility to deliver a product with the appropriate compatible components to provide dependable efficient services. A 3rd party is permitted to install the features if the bidder chooses, however the final product and defects is the sole responsibility of the bidder.
- n. With respect to Proposals, the Town reserves the right to refuse any or all Proposal, Bids or Proposals where the Town deems it to be in the best interest of the Town to do so having regard, but not limited to questions of quality supply and service, timelines, performance trustworthiness, solvency, monies owing or due to the Town and the existence or potential of legal disputes or conflicts with the Town of La Ronge.
- o. The conditions outlined herein shall be part of the Proposal.
- p. Should a dispute arise from the Terms and Conditions of this Proposal regarding meaning, intent or ambiguity, the decision of the Town of La Ronge shall be final.

2 Proposal Process

Proposal received by the Town of La Ronge after **8:59am CST, January 24th, 2022**, will not be considered.

Proposal submissions must be submitted with the *Proposal Bid Form*.

Upon closing, the Town will review all Proposals for completeness requirements of this Proposal. The Town will consider the Bidder meeting all the specifications required and providing the lowest bid, taking into consideration of such factors as suitability, price, availability, parts availability, warranty and ongoing service and historical relationship with the Town of La Ronge.

3 Schedule

Because of funding requirements this project must be completed by March 15th, 2022. The proposal closing date of January 24th is intended to provide ample time for the proposal to be awarded and completed on time.

The following is the projected timeline of this Proposal. The awarded proposal is expected to have it delivered by the final date.

Proposal Release Date: January 14th, 2022

Proposal Closing Date: 8:59am CST, January 24th, 2022

Project Completion Date: March 15th, 2022

4 Additional Information

Evaluation Criteria:

- Ability to meet all specifications
- Price*
- Warranty
- Vendor and warranty location

* **Local Preference** – As per our current procurement policy, Municipal employees will maximize the use of local businesses in the acquisition of goods and services. Generally, the following criteria will apply to support local and regional businesses

- (1) within 10% of the lowest price for businesses located within the Town;
- (2) within 5% of the lowest price for businesses located within the La Ronge region (Air Ronge, LLIB, and Norther Saskatchewan Administrative District (NSAD)).

Detailed Specifications Sheet

Proposals are to be based on the following drawing and provide:

1. A comprehensive system with indoor and outdoor cameras to provide "situational awareness" of parking and pick-up/drop-off, Airside and Lobby area of the inside the terminal building (Lobby Area only – 1500 sq ft)
2. No live viewing of cameras but web browser and remote access required
3. No analytics required for live alerts. (Quick search functions would be useful)
4. Sufficient video retention to allow review of incidents after the fact (30 days)
5. Complete supply and installation of all components

For the Lobby area the type of cameras should be suitable to cover the entire Lobby with high quality video.

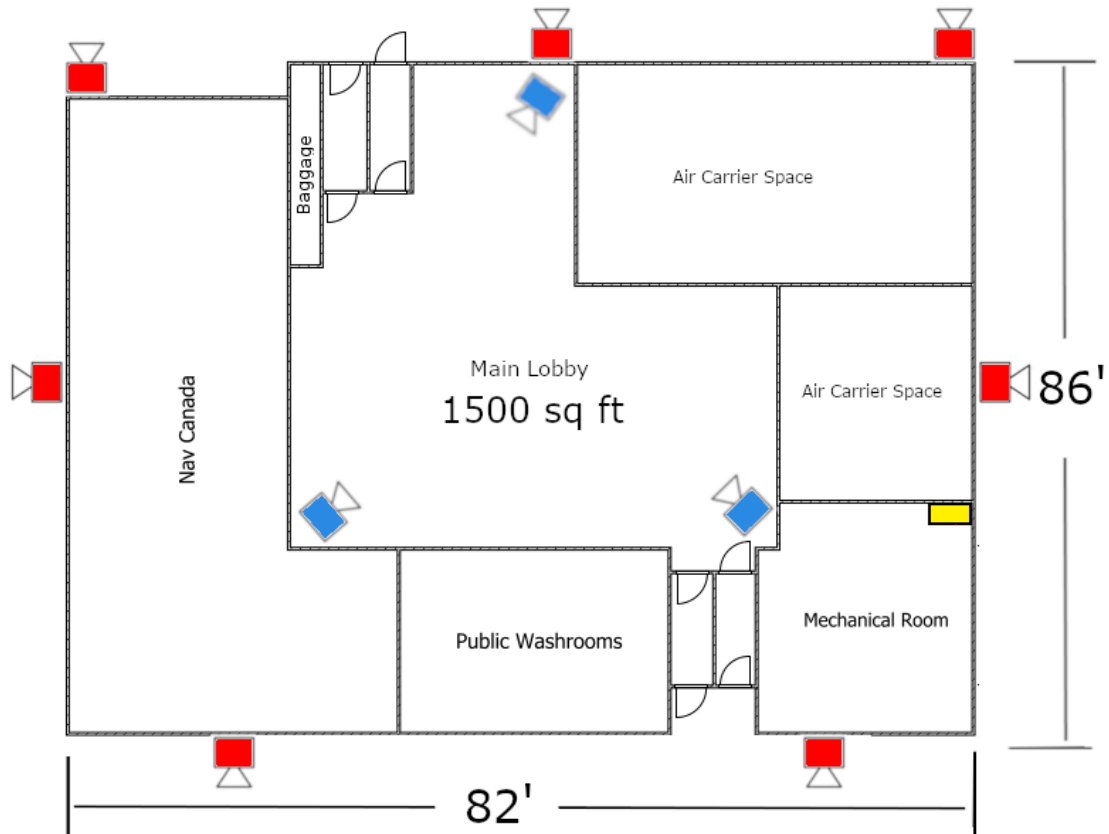
The exterior cameras on Groundside are expected to provide coverage of as much of the surrounding groundside areas as possible with high quality video.

The exterior cameras on Airside are expected to provide coverage of the aircraft manoeuvring areas with high quality video.




The internet connection and a table/workstation are in the mechanical room as indicated on the Terminal Building-Site Plan. The total number of camera's and locations are to be determined by the supplier in order to provide coverage required.



Airside



Groundside

-  Exterior Camera
-  Interior Camera
-  Computer Table

Terminal Building - Site Plan





Town of La Ronge

Proposal Bid Form

Proposal # La Ronge Airport-2022- 05

Description: Proposal of Security Camera System

From: Jim Burr – Airport Manager

Town of La Ronge
701 Hildebrand Drive
Box 5680
La Ronge, SK S0J 1L0
Phone: 306-425-6992
Fax: 306-425-4885
Email: airport.manager@laronge.ca

Quantity	Description	Total Price
1	Proposal of Security Camera System as per Proposal # La Ronge Airport-2022- 05	\$ _____
	Extra Features Total (if applicable)	\$ _____
State Delivery: _____ days. (After Receipt of Order - ARO)		Sub-Total \$ _____
		GST (5%) \$ _____
		PST (6%) \$ _____
NOTE: Proposal via Email, Fax or In-person will be accepted.		
Grand Total		\$ _____

Conditions of the Proposal: <ul style="list-style-type: none"> Delivery time (ARO) must be stated in the space provided. Any goods or services found to be defective or fail to meet the specifications herein, by reason of poor material or workmanship will be replaced at NO CHARGE. The Town reserves the right to accept or reject all or any part of this Proposal. The Proposal prices shall be open and irrevocable for Thirty (30) calendar days from the Proposal closing time and date. Unit prices must be extended and totaled accordingly. All pricing provided to be quoted in Canadian Funds inclusive of all applicable taxes, duties and fees at the time of closing, where applicable. The Town reserves the right to give preference to the Bidder whose Proposal includes any material, specifications or methods of execution that are deemed by the Town to be superior to those of the lowest bidder. Lowest bidder isn't necessarily awarded the Proposal. The Grand Total shall include all direct and indirect costs to complete this project. 	<hr/> Full Name of Company (please print)		
	<hr/> Address		
	<hr/> City	<hr/> Province	<hr/> Postal Code
	<hr/> Name and Title (please print)		
	<hr/> Signature of Authorized Officer		<hr/> Date: (mm/dd/year)
	<hr/> Phone		<hr/> Email