



Municipality of North Grenville

Request for Tender

PRC 25-14 – North Grenville Municipal Centre
Audio-visual Upgrades

Vendor: _____

Address: _____

Telephone: _____ Email: _____

Attn: _____

Return Tender to: prctenders@northgrenville.on.ca

Tender Opening Location:

Municipality of North Grenville, 285 County Rd. #44, Kemptville, ON K0G 1J0

Buyers Name: Joe Petschenig for the Municipality of North Grenville

FOB: N/A

Date Issued: March 28, 2025

Payment Terms: 30 days

Freight Terms: N/A

Tender/Quote via: Emailed PDF

Closing Date/Time: April 29, 2025 11:00 a.m.

Quote Effective Date: 60 Days

Description:

The Municipality of North Grenville is seeking proposals from qualified vendors for supply and installation of audio-visual equipment in the North Grenville Municipal Centre suites per the specifications below.

Delivery Date: _____ Unit Price: _____

Sub-Total: _____ Delivery Charge: _____

Warranty: _____ HST: _____

Grand Total: _____

PROJECT INFORMATION:

Project Location/Address: **North Grenville Municipal Centre, 285 County Road 44, Kemptville, ON K0G 1J0.**

Entire Budget

Bidders are requested to submit one or more proposals based on the scope of work. Indicate HST separately. Bidders must include an hourly rate for any additional work.

Project Completion: August 2025

Site Meeting

A site meeting will take place on **April 4, 2025 at 11:00 a.m.** at the **285 County Road 44, Kemptville, ON**. Proponents wishing to attend the site meeting can email prctenders@northgrenville.on.ca.

All questions must be submitted prctenders@northgrenville.on.ca by **end of day April 7, 2025**. All answers will be shared via addenda by end of day **April 8, 2025**.

Tender submissions must be submitted to Joe Petschenig by emailed pdf prctenders@northgrenville.on.ca by **April 29, 2025 11:00 a.m.**

SCOPE OF WORK

The scope of work includes but is not limited to:

PRODUCTS

Conduit and Electrical Power

An existing conduit network will be used for cabling.

AV contractor shall coordinate exact requirements with the Owner, providing all documentation necessary to implement the final system.

Removal of Existing Equipment

Portions of the existing AV system are to be removed. Equipment to be removed will be identified by the Owner. For clarify, new equipment (whether supplied by AV Contractor or Owner) will replace existing equipment. All removed equipment is to be turned over to the Owner.

Substitutions

Equipment specified in terms of representative manufacturers or models that shall meet the functional and technical requirements of the project. Substitutions for different models will be considered. Sufficient documentation is required to show proposed substitution is equivalent (or better) in terms of function and performance. Owner has sole discretion as to whether the substitution shall be accepted. If the substitution is not accepted, the original specified item shall be provided at no additional cost to Owner.

Where the term “No Substitution” is used, no deviation from specified manufacturer or model shall be accepted.

Existing System

The existing system is used by the public to provide audio-visuals services to the room. The systems are ageing and need to be replaced.

Sound Reinforcement

Each hall has an input panel that allows for the connection of audio sources using RCA (phono) inputs and an XLR for a wired microphone. A pair of XLR outputs allows for the connection of a portable loudspeaker system. Another panel has two XLR connectors for wired microphones.

A grid of ceiling loudspeakers is used for sound reinforcement. Each of the halls can be used independently or joined.

Six wireless microphone receivers are included in the rack room.

The as-built drawings also indicate that the building paging system is to page into the halls.

Visual Displays

Hall A and Hall B each have a projector and projection screen. An HDMI connection is provided to plug into the projector. There is no audio breakout – a separate connection for sound is required.

The Hall B projection system has been recently replaced.

System Control

System control consists of Crestron button panels and a screen control (in a locked box).

Central Equipment

Central equipment is in a dedicated room adjacent to the halls. The central equipment consists of six wireless microphone receivers, two amplifiers, Lectrosonics DSP, Crestron controller, and a Middle Atlantic power conditioner.

Implementation

The recommendations herein have been considered to re-use as much of the conduit network as possible to ensure that even if new cables are required, they can be pulled into the existing conduit network with minimal effort and will not require significant renovations.

Further, the recommendations have been tailored to make best use of the town's existing Audio-visual infrastructure and procedures.

AUDIO

Inputs

The three input panels with two XLR connections for portable microphones are to be maintained. These are to be connected to the DSP.

The locations with the combo panel (RCA, single XLR in, two XLR out) shall be replaced with the following:

Bluetooth receiver with 3.25 mm out, RCA/3.25 mm in

Bi-directional XLR (2 in, 2 out)

The above two modules are each two-gang and will fit into the existing backbox. The modules are PoE and shall use CAT6 cabling instead of analog audio cabling.

Sound Reinforcement

The existing ceiling loudspeaker locations will be re-used. Provide new loudspeakers for each location.

Provide new amplifiers. Provide a new DSP.

Installation

Prior to removal of any equipment, confirm with Owner exact pieces of gear to be removed. All equipment shall be turned over to Owner.

As the new audio modules are PoE devices, remove existing analog cable and replaced with category cable per Owner's cable specification. Install new audio modules in existing backboxes.

Remove existing loudspeakers and install new loudspeakers. The cable is to be reused.

Remove existing DSP system and replace with new DSP. Program DSP to provide same functionality as existing system.

Remove existing amplifiers and replace with new amplifier. Program amplifier to have same functionality as existing ones.

Equipment

Description	Type / Model	Qty.
Wall-Mounted Bi-Directional Line-Level and Bluetooth® Audio Dante Interface	RDL DD-BTN44	3
Wall-Mounted Bi-Directional Mic/Line Dante Interface 2 x 2	RDL DD-BN22	3

Description	Type / Model	Qty.
Ceiling loudspeaker, 6.5"	Q-Sys AC-C6T [Note: priced & sold in pairs]	20 (10 pairs)
Four channel network amplifier	Q-Sys CX-Q 2K2	1
Q-Sys network + analog I/O processor (v2)	Q-Sys Core 110f	1
Miscellaneous (e.g. mounting hardware, connectors, cable)	-	1 Set

VIDEO (Suite A only)

Visual Display

Provide a new projector and projection screen for this room.

The existing locations are to be re-used.

The single video input locations will be re-used. Provide a new HDMI if required to support the new projector. The cable shall be chosen to ensure that it works at the required distance.

Installation

Remove existing projector and projection screen.

Prior to ordering lens, review existing projector and projection screen locations and verify lens type.

Install new projector and projection screen.

Install new HDMI cable if required.

Remove existing screen control and install new screen control into existing locked box.

Equipment

Description	Type / Model	Qty.
Laser projector, 3LCD, 16K lumens	Epson EB-PU2216B	1
Projector lens, confirm throw distance on site. Adjust lens as required.	Epson ELPLW06	1
Tab tensioned screen, wall mounted, 255" diagonal, control switch adapter required	Draper Acumen XL V, 255" diagonal	1
HDMI connection cable (if required)		1
Miscellaneous (e.g. mounting hardware, connectors, cable)	-	1 Set

Control System

Provide a touch interface to control the audio system. An interface is required in each room.

The system is to control the overall volume level in each room. Co-ordinate with the Owner regarding a maximum level that may be set.

The system is to allow room combining such that when rooms are combined, all of the sources are available for both rooms.

The system is able to select individual sources to enable. Co-ordinate with the Owner to determine which of the sources may be selected in each room.

Co-ordinate with the Owner to assign the existing wireless microphones to a specific room and to determine if the mics should be assignable to a different room.

Installation

Remove existing control system hardware, including button panels.

Review existing cabling for the button panels. Replace with category cable if existing cable is not sufficient.

Install new control system hardware.

Install new touch panels in each of the rooms.

Equipment

Description	Type / Model	Qty.
High-definition touch screen controller	QSC TSC-70-G3	3
Ethernet switch, PoE	OSE	(1)
Miscellaneous (e.g. mounting hardware, connectors, cable)	-	1 Set

Equipment Racks and Miscellaneous Hardware

The existing equipment racks will be re-used.

Existing equipment will be removed, and new equipment shall be installed.

Installation

Remove all old equipment from the existing rack and turn over to Owner. The Owner will instruct as to which equipment to remove. For clarity, it will include all devices that are superseded by newer versions.

Install new equipment in the equipment rack.

As part of the reconfiguration of the AV system, ensure that existing cable is not damaged. Cabling may need to be re-labelled.

Equipment

Description	Type / Model	Qty.
Miscellaneous (e.g. mounting hardware, connectors, cable)	-	1 Set

General Specification

The following contains equipment used by many systems and referred to in the previous sections of the specification.

Wiring, terminations, and adapter assemblies related to equipment functions are required whether specified or not.

Audio DSP

Provide DSP devices as required. This may require the use of additional cards and / or additional units to ensure the required quantity of inputs and outputs is available.

Provide software programming tools and applications. Provide programming and end-to-end calibration to align the DSP with interconnected devices.

Configure DSP to process microphone and line level inputs, line level and loudspeaker outputs.

Where DSP devices interface with conferencing systems ensure levels and calibration operate constructively with audio conferencing devices.

Equipment Racks

Use spacers between racks to ensure adequate cooling and space for cabling.

Ensure equipment is operating at specified normal operating temperatures and provide active low noise cooling as required at rack locations to maintain manufacturer specified operational temperatures while equipment is operational.

Supplied equipment shall meet the following general specifications:

Projectors and Mounts

Confirm correct lens before purchase and installation of projector.

Provide hardware to affix projector mount to hard point provided.

Projection Screens

Provide projection screens throughout facility as noted. Size of screen is noted herein. Provide mounting hardware to affix to building structure.

Coordinate mounting locations and infrastructure required to support projection screens with Owner. Coordinate delivery and method of the screen to site.

Projection screens shall be installed rigidly to building structure.

EXECUTION

Verification of Conditions

Confirm dimensions, distances, and placement before the installation of equipment. Report discrepancies to Owner.

Evaluation and Assessment

Upon award of contract, review reference drawings and site conditions. Report discrepancies, including conduit routing and sizing, to Owner.

Confirm that dimensions, distances, and site conditions are suitable before the installation of equipment. Report discrepancies to Owner.

Contract to include cleanup of site, effected property and removal of all debris.

All work must meet all Federal, Provincial and Municipal legislation. A list of all subcontractors must be submitted by the successful proponent prior to work starting. The successful proponent must provide minimum \$2 million commercial general liability insurance, WSIB certification, WHMIS and working at heights.

Lowest or any tender not necessarily accepted. Tender may be awarded in whole or in part.

All or Part to be Subcontracted: ☐Yes ☐No

I have read and agree to comply with the terms and conditions of this Tender/Quotation:

(PRINT) Name of Company Representative

Phone #

Signature & Title of Authorized Company Official

Date

Instructions for Tenders/Quotations

- A PDF email submission or sealed envelope clearly labeled with tender number should be used to submit a response to the Request for Tender.
- Carefully read all terms and conditions printed below, plus any supplementary terms and conditions which may be attached
- A completed Quotation/Tender must be received at the designated location prior to closing date and time to be considered valid.
- Late Tender submissions will be returned unopened.
- The successful bidder will be notified by the Municipality by means of a purchase order or other agreement applicable to the requirements being tendered.

General Terms and Conditions

1. Validity of Quotation/Tender

To be considered valid, this Quotation/Tender must be completed, legible and signed (in ink) and be submitted on the forms provided. If lengthy description is necessary, attach separate sheet(s) which will be considered part of the Quotation/Tender. Any attachments must be listed on the main Quotation/Tender document. Any erasure, overwriting or strikeovers must be initialled by the person signing for the bid.

2. Acceptance, Revocation and Rejection of Quotation or Tender

The Bidder agrees that the bid is a firm bid to supply requirements specified in this document at the quoted process, and on the terms and conditions herein contained, which offer may be accepted by the Municipality or its designated officials in whole or in part, as specified. Late Quotations/Tenders will be rejected and returned unopened. Should a Bidder wish to alter after the bid, amendments will be accepted until the designated time of bid closure.

3. Alternatives

Brands are to be as specified or an equivalent approved by the Municipality. When submitting bids on alternatives, supporting literature should accompany your submission wherever possible.

4. The Lowest or any Quotation/Tender not necessarily accepted

- (a) The Bidder acknowledges that the Municipality shall have the right to reject any, or all, Quotation/Tenders for any reason, or to accept any Quotation/Tender which the Municipality in its sole unfettered discretion deems most advantageous to itself. The lowest, or any, Quotation/Tender will not necessarily be accepted, and the Municipality shall have the unfettered right to:
- i. Accept a non-compliant Quotation/Tender
 - ii. Accept a Quotation/Tender which is not the lowest Quotation/Tender; and
 - iii. Reject a Quotation/Tender that is the lowest Quotation/Tender even if it is the only Quotation/Tender received.
- (b) The Municipality reserves the right to consider, during the evaluation of Quotation/Tenders:
- information provided in the Quotation/Tender document itself.
 - information provided in response to enquiries of credit and industry references
 - set out in the Quotation/Tender.
 - information received in response to enquiries made by the Municipality of third parties apart from those disclosed in the Quotation/Tender in relation to the reputation, reliability, experience, and capabilities of the Bidder.
 - the manner in which the Bidder provides services to others.
 - the experience and qualifications of the Bidder's senior management, and project management.
 - the compliance of the Bidder with the Municipality's requirements and
 - specifications; and
 - innovative approaches proposed by the Bidder in the Quotation/Tender.
- (c) The Bidder acknowledges that the Municipality may rely upon the criteria which the Municipality deems relevant, even though such criteria may not have been disclosed to the Bidder. By submitting a Quotation/Tender, the Bidder acknowledges the Municipality's rights under this Section and absolutely waives any right, or cause of action against the Municipality and its consultants, by reason of the Municipality's failure to accept the Quotation/Tender submitted by the Bidder, whether such right or cause of action arises in contract, negligence, or otherwise.

5. Price

Prices quoted by the Bidder shall include packing, packaging, delivery, unloading and installation charges, where applicable, unless otherwise specified in the Quotation/Tender and shall remain unchanged during the period stipulated in the Quotation/Tender.

6. Packaging

All goods shall be packaged in standard commercial packages and/or cartons unless otherwise specified and shall be accompanied by a packing slip. All shipping containers shall carry the names of the item, size or weight, quantity, the name of the vendor, purchase offer number, tagging and shipping instructions specified.

7. Harmonized Sales Tax

Bidders must include the Harmonized Sales Tax (HST) in their bid.

8. Unit Price

All unit prices must be clearly indicated and must be extended and totalled. In the event of any conflict between unit prices and the total sum, the unit prices will be used in evaluating the bid.

9. Cash Discounts

Cash discounts offered for expeditious payment of invoices, if applicable, shall be quoted separately and the time will be measured from the date of which the goods and services are delivered, whichever is the later date.

10. Electrical Equipment

All electrically operated equipment quoted or tendered must be C.S.A and/or Ontario Hydro approved and bear label.

11. Legal Responsible

The Bidder shall indemnify and save harmless the Corporation of the Municipality of North Grenville against all claims, actions, suits and proceeding for the infringement of any patent based upon the use of any inventions protected by such patent or for royalties or other payments which may be payable in conjunction with carrying out the work and in respect of the use of disposal by the Municipality or articles and supplies, furnished pursuant to a contract

All contractors, subcontractors and suppliers to the Municipality shall comply with all legislation and regulations which may be applicable to this Quotation/Tender.

12. Delivery Conditions

Unless otherwise stated in the "Request for Quotation/Tender," all goods ordered in quantities specified from time to time shall be delivered to the specified destination in the Province of Ontario, in good order and free from any extra expense to the Municipality. Unless otherwise specified, all deliveries shall be made on a normal working day. The tenderer shall ensure strict adherence to any specified delivery schedule.

13. Quality Control

Authorized representatives of the Municipality of North Grenville shall during normal working hours, have access to the Bidders plant and premises where any part of the work is being carried out.

The Bidder shall provide assistance, test pieces and samples to carry out any requested inspections and/or appropriate tests of goods or materials.

Representative samples of the goods delivered shall be inspected by the consignee. In the event that the goods supplied do not conform to specifications, they shall be rejected and returned to the bidder, at the bidder's expense.

If latent defects are discovered after the goods have been accepted, such goods will then be rejected, and the Bidder shall replace the defective goods at the Bidder's expense. Rejected goods will be returned to the Bidder, transportation charges 'collect.' The Bidder shall replace rejected goods within a reasonable period not usually exceeding fifteen (15) working days.

14. Supplementary Terms and Conditions

Any articles hereinafter have been numbered as supplementary to the respective articles of the general policies.

These supplementary policies, where used, govern over the general policies. Supplementary policies attached.

Municipal Freedom of Information and protection of Privacy Act

In accordance with MFIPPA, this is to advise that any personal information Proponents provide is being collected under the authority of the Municipal Act and will be used exclusively in the selection process. All proposals submitted become the property of the Municipality. Proponents are reminded to identify in their proposal any specific scientific, technical, commercial proprietary, or similar confidential information, the disclosure of which could cause them injury. Complete proposals are not to be identified as confidential. The information contained in this proposal document may be utilized by the proponent solely for the purpose of preparing a proposal for submission to the Municipality. Any other use of the information for any other purpose is not authorized by the Municipality.

Under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), all information posted to websites and/or accessible to the public must be in accessible format.

All Municipality of North Grenville facilities and properties fall under the Smoke-Free Ontario Act 2017. Any consultants and contractors on Municipal properties or in Municipal facilities must adhere to these laws.