



THE MUNICIPALITY OF CASSELMAN

REQUEST FOR PROPOSAL

Council Chambers Audio and Visual Virtual and Streaming Solutions

ADM-005-2025

RFP CLOSING DATE AND TIME: 3:00 P.M. FRIDAY MARCH 28th, 2025

ONLINE SUBMISSIONS ONLY

**THE MUNICIPALITY OF CASSELMAN REQUEST FOR PROPOSAL -
Council Chambers Audio and Visual Virtual and Streaming Solutions**

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OVERVIEW

1. BACKGROUND

The Municipality of Casselman is constructing a new City Hall, which will feature a dedicated Council Chamber equipped with audio and video technology to facilitate virtual meetings. The new City Hall will be located on the second floor of the existing building at 1 Industriel, Casselman.

For general information on the Municipality's mandate, programs, and services, please visit: <https://en.casselman.ca/>.

Language Proficiency

All final documentation and deliverables must be provided in English or French, as preferred by the proponent.

2. PROJECT SCHEDULE

The Municipality of Casselman intends to review and evaluate Proposals for the **Council Chambers Audio and Visual Virtual and Streaming Solutions project** prior to Tuesday March 31, 2025. The Municipality will make every effort to complete this process in a timely manner. Notice of acceptance of the Proposal will be issued via the Bids & Tender portal.

Proponents are advised there will not be any public discussion regarding this RFP. The following schedule outlines the proposed timeline for selecting the successful proponent and the project activities. The Municipality reserves the right to modify any or all dates at its sole discretion:

Activity	Date
Request for Proposal Issued	March 6, 2025
Deadline for inquiries from proponents	March 17, 2025, at 10:00 a.m.
Response to inquiries	March 20, 2025
Request for Proposal Closed	March 31, 2025, at 3:00 p.m.
Presentation of RFP recommendations to Council for approval	April 8, 2025
Selection of Successful Proponent and Award of Consulting Assignment by contract	April 9, 2025
Project Kick Off Meeting	End of April 2025
Final Deliverables	December 2025

Note: Proponents should submit all inquiries regarding this RFP exclusively through the Bids & Tender portal. Municipal staff and other representatives of the Municipality shall not be contacted directly or indirectly.

All responses or clarifications will be provided in written addenda/addendum, published on the

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Portal. It is the proponent's responsibility to ensure that they have received and understood all published addenda/addendum before submitting their Proposal.

The contract for this project is expected to be concluded by December 31, 2025. The Municipality does not intend to extend this agreement.

3. REQUIREMENTS

3.1 CONTRACT TEMPLATE

A contract template is provided in Appendix 1 of this RFP. The successful Proposal shall be advised that the attached contract template forms part of this Request for Proposals and will be used in the contract award. The successful Proposal will be expected to provide all required documentation included in the template. Failure to provide required documentation may result in the cancellation of the award and/or the Proposal. The Municipality may conduct modifications to the template at its sole and absolute discretion.

A Proposal containing conditions or variation or contingent statements that are contrary to or inconsistent with the terms set out in the RFP may be disqualified.

3.2 CONFLICT OF INTEREST

Each proponent must declare and warrant in Appendix 5 that it has no conflict of interest. The Municipality reserves the right to disqualify a Proposal where the Municipality believes a conflict of interest, or perceived or potential conflict of interest exists in regard to the proponent and the intended project. If at the sole and absolute discretion of the Municipality the proponent is found to be in Conflict of Interest, the Municipality may, in addition to any other remedies available at law or in equity, disqualify the Proposal submitted by the proponent and/or terminate any agreement it has entered with the proponent without penalty.

The Municipality also defines any entity who has outstanding litigation with the Municipality is in a conflict of interest. The proponent is completely responsible for ensuring that any individual representing the proponent who may have contact with Municipality staff or premises does not have a conflict of interest with the Municipality.

3.4 TECHNICAL PROPOSAL CONTENT REQUIREMENTS

The proponent's Proposal shall, at a minimum, include and cover the following items:

Section A – Cover Letter

A proponent will provide information to support their qualifications. Without limiting the generality of the foregoing, a proponent will need to provide the following information:

- State the length of time your firm has been in business and briefly describe its history.
- Provide a brief description of the firm, name, address of consultant, telephone number, and email of principal contact person.

Section B - Consultant's Understanding of the Mandate

Please provide an Executive summary of the highlights of the Proposal, not to exceed

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one page in length, and conveying the proponent's understanding of the purpose and expected outcomes of the project.

Section C - Proponent's Organization Summary

Please provide a corporate profile describing your company and/or professional consulting services.

Section D - Proponent's Relevant Experience

Please provide at least three examples of similar relevant experiences and qualifications. The successful firm and/or professional consulting services. Similar and relevant work experience for the lead consultant team member(s) of the company and/or professional consulting services shall be noted. The Municipality will also consider the local expertise when reviewing the proponent's Relevant Experience.

Section E – Proposed Client Team

Please provide brief biographies and roles of key proposed team members, and describe each associate or employee's education, experience, professional qualifications, and responsibilities in the proponent's organization and in this proposed mandate, and relevant experience. Leading consultation and writing reports in French will be considered an asset in Proposal evaluations.

Section F - Work Plan and Proposed Methodology

Please provide a work plan that includes a description of the methodology, tasks, timeline and estimated total amount of time that would be spent on the project. Responses that fail to include a timeline will not be considered. Note any parts of the Proposal that is beyond the expertise of the proponent or would be better handled by municipal staff.

Section G - Required Forms (Appendix 2, 4 and 5)

Appendix 2 – Proposal Form

Please complete the Proposal Form and upload it as an attachment in the corresponding section in Bids & Tenders portal.

Appendix 4 – Reference Form

Provide at least three (3) references of similar work experience completed by the proponent's organization. Complete the Reference Form and include it in your Technical Proposal. At least two (2) of the three (3) references must be municipalities. THE MUNICIPALITY RESERVES THE RIGHT TO CONTACT THESE MUNICIPALITIES AND ORGANIZATIONS TO CONDUCT REFERENCE CHECKS.

Appendix 5 – Declaration of No Conflict of Interest

Please complete the Declaration of No Conflict-of-Interest form and include it in your Technical Proposal.

3.5 FINANCIAL PROPOSAL CONTENT REQUIREMENTS

A-Schedule of Costs (Appendix 6)

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Proponents must submit their **Financial Proposal separately**, using the **Schedule of Costs (Appendix 6)** and the **Pricing Breakdown within the Bids and Tender Portal**.

- Prices must be quoted in Canadian dollars, with applicable taxes (e.g., HST) and duties disclosed separately.
- Proposed pricing must be all-inclusive, covering professional fees, labour, materials, travel, insurance, and any other costs necessary to complete the project.
- A proposed payment schedule based on defined milestones or deliverables must be provided.

4. SCOPE OF WORK

4.1 OBJECTIVE AND PROJECT DESCRIPTION

The Municipality of Casselman is constructing a new City Hall, which will feature a dedicated Council Chamber of approximately 1,000 square feet, equipped with audio and video technology to facilitate virtual meetings. The new City Hall will be located on the second floor of the existing building at 1 Industriel, Casselman. The second floor currently has a concrete floor, and construction of the new offices will begin soon.

Audio from the discussion system and presentation computer will need to be amplified and distributed within the room. Video from the presentation computer will need to be distributed to a wall mounted Television of approx. 100- within the room, a 45 to 55-inch mobile single or double-sided monitor screen below the Council's desk and the streaming service of choice (Microsoft Teams or Zoom, streamed to Youtube).

The proponent must ensure all equipment fits within the available space and does not interfere with existing construction elements.

Power and network connections are installed by the Municipality (as per electrical layouts provided), but proponents must specify any additional requirements.

Work will be carried out during regular business hours or outside of those hours, based on the proponent's preference. The schedule will be reviewed with the administration, considering the building's ongoing construction under the control of a general contractor, with an expected handover to the Municipality in December 2025.

Configuration

Casselman's Council is comprised of 4 Councilors and 1 Mayor. In the configuration of the Council desk, the mayor sits in the center, with two councilors on each side. There is also a designated seat next to the mayor for a staff member, as well as behind the mayor for another staff member.

4.2 TECHNICAL SPECIFICATIONS FOR HARDWARE AND EQUIPMENTS

1. Unified Camera System:

- One unified camera system capable of capturing all meeting participants (Council, Staff and Podium) and integrating the video feed into a streaming service.

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- Ceiling-mounted cameras are preferred. The ceiling consists of a 96" Ebbs & Flows blades hanging kit from Armstrong Ceiling, installed 9' AFF within the reception area, and a suspended ceiling with 4" clearance below new 2' x 4' ACT tiles within the Council Chamber.

2. Discussion System:

- Must support at least 14 delegate microphones for council members and staff, plus:
 - 1 Chairman microphone for the mayor
 - 1 wireless microphone for podium use (public presentations). The podium is owner-furnished.
- Each microphone should have a built-in speaker.
- Must be compatible with Microsoft Teams and Zoom audio integration.
- Vendors may propose wired, wireless or hybrid solutions.
- No voting capabilities are necessary.

3. Audio System (Amplifier & Speakers:

- The system must distribute audio from the discussion system and presentation computer within the room.
- Ceiling-mounted speakers are preferred.

4. Display System (represented in Figure 1 in red):

- One-Wall-mount television (minimum 95", but ideally 100",
 - Must support HDMI input from the presentation computer.
 - Must be internet-capable (ability to browse and run applications such as Youtube.
 - Consumer-grade displays are accepted, but warranty and support limitations will be evaluated.
 - Wall to Wall distance is approx. 28 feet. The display system must be adapted to ensure clear visibility and readability for viewers seated at this distance.
- One mobile floor-mounted single- or double-sided monitor (minimum 45", up to 55' acceptable depending on space constraints) below the Council Desk.
 - Mounted on a mobile stand for flexibility.
 - This display is to provide the council with the ability to view presentations without the need to turn away from the public. A double-sided monitor would allow the front-row audience to view the presentation as well.
- All necessary cables, mounts, and hardware must be included.

5. Connectivity & Wiring

- The proponent is responsible for all connectivity and wiring components.
- Two HDMI required (represented in Figure 1 in Blue):
 - One from the main presentation computer located in the *IT/AV Space* identified in Figure 1 to the *HDMI 1* mark identified in Figure 1 (staff-controlled).
 - One at the Council Table identified as *HDMI 2* in Figure 1.
- Proponents may include pricing for wireless HDMI solutions to minimize cable pathways.

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- Raceways should be minimized where possible, with a preference for cables to be routed within walls, ceilings, or existing infrastructure. Where cables must be placed on the floor, appropriate cable covers should be installed for safety and must be included in the pricing.
- No cable path available.
- Sufficient electrical outlets are in place (see attached Electrical plans).

6. Control & Integration

- Meeting control will be managed by a staff member seated at the Broadcaster 1 or alternatively at the Broadcaster 2 mark identified in figure 1..
- The AV rack will be housed in the IT/AV Space of the Large Meeting Room identified in figure 1 (represented in light blue in figure 1).
- No Centralized lighting control required.
- No AV system integration needed for window blinds.

7. Power & Data Access

- The Council table have a 4 inches privacy panels, allowing for discreet mounting of equipment underneath if needed.

8. Streaming & Computer System

- A Municipality-supplied Microsoft Windows 11 computer will be used for streaming located in the IT/AV space identified in figure 1 as the Main Presentation Computer.
- Only one streaming platform will be used at a time (no need for dual PC setup).

9. Additional Notes

- No hearing assistance system is required.
- No access to the ceiling below this floor (concrete slab).
- No cabling is to be added within the concrete slab.
- The proponents should confirm whether their proposed system supports closed captioning, language interpretation or other assistive technologies for enhanced accessibility. (If applicable, describe any features that improve accessibility for people with hearing or visual impairments).

4.3 SYSTEM PERFORMANCE & RELIABILITY STANDARDS

Proponents must ensure that all proposed equipment meets industry standards for performance and reliability. The Municipality expects:

- Audio quality: Clear, distortion-free sound with appropriate noise cancellation.
- Video quality: Minimum 1080p resolution, with low latency for real-time interaction.
- Warranty & Support: Minimum one-year warranty on all equipment. Proponents should outline available support plans, response times, and extended warranty options.

4.4 INSTALLATION REQUIREMENTS & SITE COORDINATION

- The Proponent must coordinate with the Municipality's Clerk to schedule installations.
- Any Structural modifications, electrical work or IT Network setup must be discussed in advance.
- The Municipality will provide access to the site as needed but expects proponents to comply with all safety and scheduling requirements.

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4.5 ONGOING SUPPORT & MAINTENANCE

- The Proponent must outline post-installations support services, including response times for technical issues.
- Pricing should include options for a one-year support period after project completion, ongoing maintenance, including software updates, system checks and troubleshooting.

4.6 TESTING & ACCEPTANCE CRITERIA

- A final acceptance test must be conducted in the presence of Municipal Staff.
- Proponents must submit a performance validation report, confirming that all equipment meets the agreed specifications.

4.7 SCALABILITY & PER-UNIT PRICING

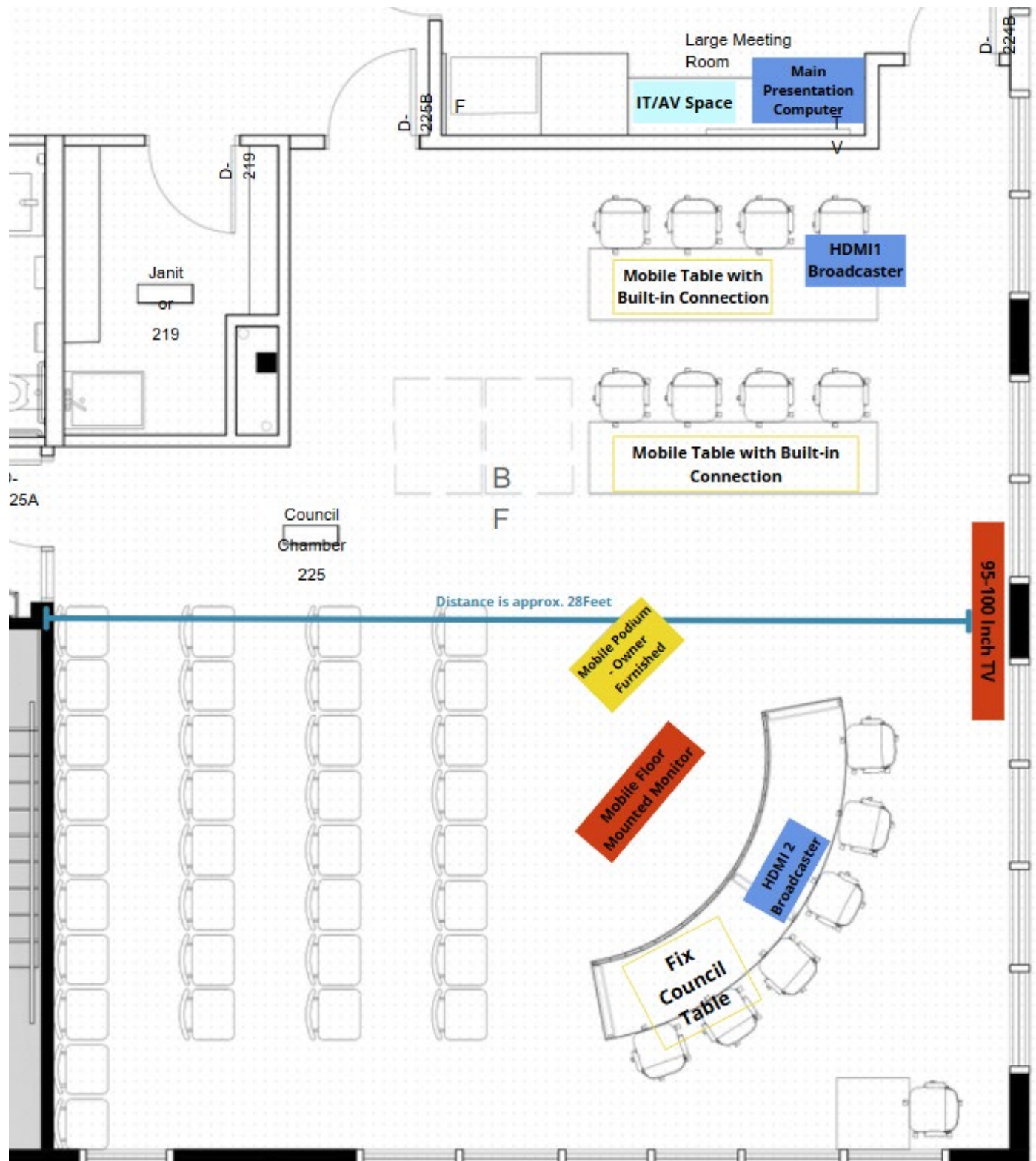
The Municipality requires an understanding of the scalability of the proposed solution. Proponents must specify:

- Whether additional equipment (e.g., microphones, speakers, displays) can be integrated into the proposed system in the future.
- Any limitations or compatibility considerations for expanding the system.
- Per-Unit pricing for key components, such as:
 - o Additional wired and wireless microphones
 - o Additional speakers
 - o Additional displays or video outputs.
- Any associated costs for labor, configuration, or additional hardware required to integrate new components.

Proponent should outline how future upgrades or expansions would be implemented and whether they require proprietary components or if third-party equipment is compatible.

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Figure 1 – Room Drawing



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Figure 2 – Current Space



4.8 PROJECT PHASES AND DELIVERABLES

The project will be completed in three (3) phases, with specific deliverables at each stage:

Phase 1: Project Initiation

- Kick-off meeting with the Municipality's working group.
- Development of a comprehensive Work Plan.
- Review of key requirements, expectations, schedule and coordination with other ongoing construction activities.
- Identification of any additional power, data or infrastructure needs.

Phase 2: System Installation & Integration

- Delivery and installation of all hardware components.
- Configuration of audio distribution and microphone integration with Microsoft Teams/Zoom.
- Network and connectivity setup for streaming capabilities.

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- Routing and securing cables, ensuring compliance with safety and accessibility standards.
- Initial system calibration and testing to verify functionality.

Phase 3: System validation, Training & Handover

- Full System testing and validation, ensuring compliance with performance and reliability standards.
- Troubleshooting and final adjustments to optimize system performance.
- Training sessions for municipal staff, including:
 - System operation and control functions.
 - Basic troubleshooting procedures.
- Submission of a performance validation report confirming that all equipment meets agreed specifications.
- Final acceptance testing with municipal staff to confirm successful implementation.
- Delivery of all system documentation, including user manuals, warranty details, and support contact information.

Progress invoice is permitted, please submit your Proposed Payment Schedule

4.9 RELEVANT DOCUMENTS

The following documents are attached to this RFP

- Electrical plan: outlines the power and wiring layout for the AV equipment installation (99% completed)
- Mock-up image of the room: Visual representation of Council Chambers.
- Plans for Council Desk: Detailed drawings showing the configuration for the Council Desk.
- Room Layout Plan:

It is important to note that only documents provided by the Municipality or found on the Municipality's official website are considered the "official" documents for the purposes of this project. The Municipality accepts no responsibility for the accuracy of information found on other websites or from any other sources outside the official Municipal channels.

5. EVALUATION OF PROPOSALS

STAGES OF PROPOSAL EVALUATION

Stage I

Stage I will consist of a review to determine which proposals comply with all the mandatory requirements (as per section 3 above). Proposals which do not comply with all the mandatory requirements will be disqualified and not evaluated further.

Stage II

The maximum possible score awarded by evaluating the Technical Proposal and checking references is 70 points. Stage II will consist of scoring the Technical Proposal based on the requested information as outlined in Section 3.4 above.

Stage III

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The maximum possible score for pricing is 30 points. Stage III will consist of a scoring of the Financial Proposal submitted based on the following formula:

Each qualifying proponent will receive a percentage of the total possible points allocated to Stage III by dividing that proponent's price into the lowest bid.

For example, if the lowest bid price is \$500, that proponent receives 100% of the possible points ($500/500=100\%$), a proponent who bids \$750 receives 67% of the possible points ($500/750=67\%$) and a proponent who bids \$1,000 receives 50% of the possible points ($500/1,000=50\%$).

CUMULATIVE SCORE

After Stage III, scores from Stage II and Stage III will be combined into a cumulative score. The highest scoring proponent will be recommended to the Municipal Council. Upon selection by the Council, the proponent will enter into the Form of Agreement attached as Appendix 1 to this RFP.

EVALUATION CRITERIA

Each response to this Request for Proposal will be evaluated by the Municipality to determine the degree to which it responds to the requirements as set out. Because this is a Request for Proposal, other factors in addition to price will be considered when submissions are evaluated. Factors to be considered will include, but not necessarily be limited to:

1. Cohesiveness and Completeness of Submission 20%

- Responsiveness to the Request for Proposal requirements as demonstrated by the proponent's ability to provide all the elements specified in this Proposal Document.
- Demonstrated understanding of the mandate.

2. Experience and References 50%

- Relevant experience.
- Client Team.
- Methodology.
- References.

3. Price 30%

The maximum possible score for pricing is 30 points. The pricing component will consist of a scoring based on the methodology described in Stage III.

PROPOSAL SUBMISSION

SUBMISSION DEADLINE

To be considered for this project, Proposals must be received **on or before 3:00 p.m. on Monday, March 31th, 2025.**

Notwithstanding any other provisions in this Request for Services:

Proposals shall remain open to acceptance and irrevocable for a period of ninety (90) days after the Proposal closing date.

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There is no obligation on the part of the Municipality to proceed with this RFP process and the Municipality may at any time for any reason terminate the RFP process.

Lowest or any Proposal will not necessarily be accepted, including sole Proposals.

The Proponent acknowledges that the Municipality reserves the right to reject any, or all Proposals for any reason, or to accept any Proposal which the Municipality in its sole unfettered discretion deems most advantageous to itself. The lowest, or any, Proposal will not necessarily be accepted, and the Municipality shall have the unfettered right to:

- a) Accept a non-compliant Proposal.
- b) Accept a Proposal which is not the lowest Proposal; and
- c) Reject a Proposal that is the lowest Proposal even if it is the only Proposal received.

All expenses incurred in the preparation and submission of Proposals shall be borne by the proponents. The Municipality will not reimburse any costs associated with the preparation of the Proposal. Under no circumstances shall the Municipality be responsible for any costs incurred by the proponent during the submission process.

Without limiting the generality of the foregoing, the Municipality reserves the right, in its sole and absolute discretion, to accept or reject any Proposal which in the view of the Municipality is incomplete, obscure, or irregular, which has erasures or corrections in the documents, which contains exceptions, variations or qualifications, which omits one or more prices, which contains prices the Municipality considers unbalanced or which is accompanied by a Proposal deposit not acceptable to the Municipality, or which otherwise fails to comply with the requirements of the RFP documents.

Criteria used by the Municipality in evaluating the Proposals and awarding the contract are in the Municipality's sole and absolute discretion. The Municipality reserves the right to consider, during the evaluation of submitted Proposals, all or some of the following criteria in assessing a Proposal, none of which shall be binding on the Municipality:

- Information provided in the RFP document itself.
- information received in response to inquiries made by the Municipality of third parties apart from those disclosed in the submitted Proposals in relation to the reputation, reliability, experience, and capabilities of the Proposal.
- The manner in which the Proposal provides services to others.
- The compliance of the Proposal with the Municipality's requirements and specifications.
- The Municipality's policies relating to the RFP and issuing contracts to third parties.

The Municipality reserves the right, in its sole and absolute discretion, at any time to re-submit or cancel the RFP, or negotiate a contract for the whole or any part of the work with anyone or more persons whatsoever, including one of more of the Proposals.

The Municipality reserves the right to communicate with one or more Proposals following the

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RFP close to clarify elements of the Proposals submitted.

WITHDRAWAL OF PROPOSAL

A proponent may withdraw a submitted Proposal at any time up to the official closing time through the Bids & Tenders portal. Withdrawal requests received after the closing time will not be permitted.

ERRORS AND OMISSIONS

It is understood, acknowledged, and agreed that while this RFP includes specific requirements and specifications for the work, the Municipality shall not be held liable for any errors or omissions in any part of the Proposal Documents. While the Municipality has used considerable effort to ensure an accurate representation of information in the Proposal Documents, the information contained in the Proposal Documents is supplied solely as a guideline for Proponents. This information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive. Nothing in the Proposal Documents is intended to relieve the proponents from forming their own opinions and conclusions with respect to the matters addressed in the Proposal Documents.

There will be no consideration of any claim, after submission of offers, that there is a misunderstanding with respect to the conditions imposed by the contract.

If a proponent finds discrepancies in, or omissions from the contract documents, or is in doubt as to their meaning, the proponent shall immediately notify the Municipality, who reserves the right for any reason to issue a written addenda/addendum to all proponents at any time prior to the RFP closing. Addenda/addendum issued during the RFP period must be considered by the proponent when submitting their offer.

The Municipality will assume no responsibility for oral instructions or changes.

6. LEGAL AND CONTRACTUAL TERMS

INTELLECTUAL AND PROPRIATERY RIGHTS

All intellectual or other proprietary rights of any type provided by the Municipality to the proponents in relation to this RFP shall always remain the respective property of the Municipality.

In the case of intellectual property owned by the proponent prior to the Proposal submission or created by the proponent during the term of this Proposal, the proponent shall grant to the Municipality, a perpetual right and licence to use, modify and reproduce in any form, those parts of the Proposal and/or related contracted services.

GOVERNING LAWS

This Request for Proposal and any of its subsequent arrangements will be interpreted and governed by the laws and statutes of the Province of Ontario.

INSURANCE

The successful proponent shall provide the Municipality of Casselman, upon request, with proof of insurability for the following types of coverages:

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Commercial General Liability

The proponent shall, at its expense obtain and keep in force during the term of the Agreement, Commercial General Liability Insurance satisfactory to the Municipality of Casselman and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- A limit of liability of not less than \$2,000,000 /occurrence with an aggregate of not less than \$2,000,000.
- Add the Municipality of Casselman as an additional insured with respect to the operations of the Named Insured.
- The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured.
- Non-owned automobile coverage with a limit of not less than \$2,000,000 and shall include contractual non-owned coverage (SEF 96).
- Products and completed operations coverage.
- Broad Form Property Damage.
- Contractual Liability.
- Owners and Proponents Protective.
- The policy shall provide 30 days prior notice of cancellation.

Professional Liability Insurance

The proponent shall take out and keep in force Professional Liability insurance in the amount of \$2,000,000 providing coverage for acts, errors and omissions arising from their professional services performed under this Agreement. The policy SIR/deductible shall not exceed \$100,000 per claim and if the policy has an aggregate limit, the amount of the aggregate shall be double the required per claim limit. The policy shall be underwritten by an insurer licensed to conduct business in the Province of Ontario and acceptable to the Municipality of Casselman. The policy shall be renewed for 3 years after contract termination. A certificate of insurance evidencing renewal is to be provided each and every year. If the policy is to be cancelled or non-renewed for any reason, 90-day notice of said cancellation or non-renewal must be provided to the Municipality of Casselman. The Municipality of Casselman has the right to request that an Extended Reporting Endorsement be purchased by the proponent at the proponent's sole expense.

Primary Coverage

The proponent's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the municipality.

Certificate of Insurance

The proponent shall provide upon request a Certificate of Insurance evidencing coverage in force at least 10 days prior to contract commencement.

INDEMNITY

The successful proponent shall defend, indemnify and save harmless The Municipality of Casselman its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal

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costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Supplier, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

The Supplier agrees to defend, indemnify, and save harmless The Municipality of Casselman from and against all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Supplier's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

7. MUNICIPAL AND ADMINISTRATIVE TERMS

HEALTH & SAFETY

The Supplier assumes full responsibility for conforming with all legislation regarding the safety of his/her employees and the public in this contract and all notices required to comply with the legislation.

Accordingly, the Supplier shall, upon the request of the Municipality, provide a copy of the applicable WSIB Certificate of Clearance, before starting the project and upon completion.

MUNICIPAL FREEDOM OF INFORMATION

Any personal information collected by or on behalf of the Municipality under this Request for Proposals is subject to the Municipal Freedom of Information and Protection of Privacy Act, 1989, RSO, 1990. The information provided to the Municipality may be used to confirm certain information provided in the submissions for this project. The person submitting this Proposal consents to such collection and use of the information. The person submitting this Proposal acknowledges the Proposal is a public document and that the information contained in the Proposal may become public and consents to the release of that information. By responding to this Request for Proposal, respondents waive any challenge to the Municipality decision in this regard. Any questions regarding the collection, use, or disclosure of the information should be directed to the Clerk of the Municipality.

ACCEPTANCE AND TERMS

This RFP is not a tender and does not constitute a contract. By submitting a proposal, the proponent and any entities involved acknowledge that they have read, understood, and agree to be bound by the terms and conditions set forth in this RFP. The Submission of a proposal does not create a binding agreement between the Municipality and the proponent.

AWARD OF WORK

If a contract is to be awarded as a result of this RFP, it will be awarded to the proponent whose Proposal, in the Municipality's opinion, provided the best potential value to the Municipality

**THE MUNICIPALITY OF CASSELMAN REQUEST FOR PROPOSAL -
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and is capable in all respects to fully perform the contract requirements and the integrity to assure performance of the contract obligations.

The successful proponent will be notified of the intent to award in writing or by phone, and the subsequent execution of a written agreement shall constitute the making of a contract. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is executed by both parties.

COMMUNICATION, LANGUAGE PROFICIENCY AND ACCESSIBILITY

Communication

All inquiries regarding this RFP must be submitted through the Bids & Tenders portal. Inquiries submitted by any other means (e.g., email, phone) will not be considered. Inquiries must be received no later than **March 17th, 2025, at 10:00 a.m.** Responses to all inquiries will be provided through the Bids & Tenders portal and shared with all proponents who have not withdrawn their proposals, via written addenda/addendum, no later than **March 20th, 2025**. The source of the inquiry will not be disclosed.

No oral explanation or interpretation will modify the requirements or provisions of the RFP documents. Should the Municipality deem it necessary to clarify or interpret any aspect of the RFP, an addenda/addendum will be issued in writing. It is the proponent's responsibility to regularly check the Bids & Tender portal for any addenda/addendum and ensure they have downloaded all relevant documents.

Language Proficiency

All final documentation and deliverables, including reports, plans, and summaries, must be provided in **English or French**, as preferred by the proponent. The Municipality of Casselman values bilingual communication and will expect service providers to meet these language requirements.

Accessibility and Compliance

The Municipality of Casselman is committed to inclusive communication and accessibility. To align with this commitment, consulting service providers must adhere to the **Web Content Accessibility Guidelines (WCAG)** by the World Wide Web Consortium (W3C), ensuring that all digital assets are accessible to individuals with disabilities.

The delivery of goods and services by the proponent on behalf of the Municipality must comply with **Ontario Regulation 429/07** under the **Accessibility for Ontarians with Disabilities Act (AODA)**. The proponent agrees to meet all AODA requirements, ensuring full compliance with these accessibility standards throughout the project.

APPENDIX 1 – CONTRACT TEMPLATE

BETWEEN THE MUNICIPALITY OF CASSELMAN
(Hereinafter called “municipality”)

OF THE FIRST PART

AND _____
(Hereinafter called "Proponent")

OF THE SECOND PART

NOW THEREFORE THIS CONTRACT WITNESSETH that in consideration of the terms and conditions hereinafter set forth, the parties hereto agree as follows:

- this Agreement,
- any addenda issued in respect of the Request for Proposal (RFP) by most recent date of issue.
- the Request for Proposal (RFP), and
- the Proponent's Proposal.

PAYMENT

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The total contract price shall not exceed the total amount of \$_____. The Municipality shall pay compensation to the Proponent for the performance of the work specified in the Contract Documents. All financial transactions involving the parties of this agreement will take place in Canadian Dollars (CAD). The payment schedule for services involving this agreement will be as follows:

Payment shall occur within 30 days of receipt of the Proponent's invoice. Invoicing shall be prepared by the Proponent and delivered to the Accounting Department of the Municipality (monthly or quarterly), not in advance of providing the services described in this agreement.

4. TERMINATION

The Municipality shall have the right to terminate the Contract forthwith and without penalty, upon written notice to the Proponent, in the event that:

- a) The Proponent fails to provide the services contained in the Agreement;
- b) The Proponent makes an assignment for the benefit of creditors or becomes bankrupt or insolvent, or an order is made for the winding-up of the Proponent, or if a receiver is appointed on account of the Proponent's insolvency;
- c) The Proponent or its employees providing service to the Municipality are convicted of an offence which results in negative publicity or, in the sole opinion of the Municipality, may adversely impact the reputation of the Municipality in the community;
- d) The Proponent refuses or fails to supply sufficient properly skilled employees at all times to perform the work in the manner and to the standards required under this Contract, or they fail to observe and comply with any provisions of law, including, without limiting the generality of the foregoing, all requirements of all governmental authorities, including federal, provincial and municipal legislative enactments, by-laws and other regulations now or hereafter in force which pertain to or affect the Contract or the conduct of the Proponent's business;
- e) The Proponent fails to institute appropriate corrective action forthwith after verbal notification by the Municipality (which shall be confirmed subsequently in writing) of any failure on the part of the Proponent to comply with the terms and specifications of the Contract;
- f) If the work performed is not satisfactory;
- g) If delivery requirements are not met; or
- h) If the invoiced amounts do not match the quoted prices.

In assessing the performance of the Proponent in relation to the matters referred to above the Proponent agrees that the decision of the Municipality's Council shall be final and unequivocal.

Forthwith, upon the termination of this Contract, for any reason, the parties shall take the following steps:

- a) All collections or unfulfilled service shall be appropriately adjusted, and all steps shall be taken to perform all uncompleted work and collect all outstanding accounts; and
- b) The Proponent shall provide to the Municipality all their financial records specific to this Contract, concerning the conduct of the operations and a statement of all outstanding accounts.

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5. *LEGAL REQUIREMENTS*

The Contactor warrants that it possesses and will maintain in good standing all permits and licenses necessary to provide the service to the Municipality describe herein. The Proponent agrees that all services will be conducted in a manner which complies with all statutes, ordinances, and laws.

The Proponent will, for the duration of this agreement, be responsible for providing Workplace Safety & Insurance Board coverage for their employees, and no extras will be allowed for such items. The Proponent clearly understands and agrees that they are not, nor is anyone hired by them, covered by the Municipality under the *Workplace Safety Insurance Act*, *Employment Insurance Act*, or any other act, whether provincial or federal, in respect of themselves, their employees and operations. The Municipality is not to be deemed the employer of the Proponent or any of their personnel under any circumstance whatsoever.

6. *SERVICES TO BE PROVIDED*

The services to be provided are outlined in Schedule 1 and 2 of this agreement. From time to time the needs of the Municipality may change and such changes shall be accounted for in the manner described in Paragraph 10.

7. *CANCELLATION OF CONTRACT*

The Municipality reserves the right to cancel any resulting Contract, due to non-performance or abandonment of any kind, with thirty (30) days written notice. Should non-performance involve any issues regarding the health and safety of staff on site, the Contract may be cancelled immediately, without notice, in its entirety, and at the sole discretion of the Municipality. The Municipality may also cancel the Contract without cause, by means of a thirty (30) day advance written notice.

Under this provision, the Municipality may seek to mitigate its exposure by engaging the services of another supplier and the Municipality is entitled to recover any loss or damage from the Proponent arising from its efforts to mitigate.

If this Contract is terminated pursuant to this provision, the amount of any loss or damage suffered by the Municipality by reason of the non-completion of the Work shall be payable by the Proponent to the Municipality.

8. *CHANGES TO WORK WHEN CONTRACT UNDERWAY*

No deviation from the specifications shall be made by the Proponent in the execution of the Proponent, without the written approval of the Municipality. The Municipality will not pay the Proponent any amounts over and above the tendered amount unless the Municipality and the Proponent agree to a price change as the result of changes in the Work required, and before the additional Work is undertaken. The Proponent shall provide a complete breakdown of any costs beyond the Tender submission amount to support the additional amount.

No deviation from the specifications as set out in this Contract shall be made by the Proponent in the performance of this Contract, except that the parties hereto may at any time, and from time to time, alter or vary the specifications and the price to be paid by the Municipality for the services to be performed hereunder, but no such change shall be binding on either party hereto unless in writing and executed by the parties.

OBLIGATIONS OF THE PROPONENT

9. *GENERAL*

The Proponent shall:

**THE MUNICIPALITY OF CASSELMAN REQUEST FOR PROPOSAL -
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- a) Provide services as outlined in Schedules 1 and 2;
- b) Invoice the Municipality (monthly or quarterly) as per the payment arrangements.

10. INSURANCE

Without restricting the generality of the section on Indemnification, the Proponent shall obtain, maintain, pay for and provide evidence of insurance coverage, taken out with insurance companies licensed to transact business in the Province of Ontario.

Commercial General Liability

The Proponent shall, at its expense obtain and keep in force during the term of the Agreement, Commercial General Liability Insurance satisfactory to the Municipality of Casselman and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- A limit of liability of not less than \$2,000,000 /occurrence with an aggregate of not less than \$2,000,000.
- Add the Municipality of Casselman as an additional insured with respect to the operations of the Named Insured.
- The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured.
- Non-owned automobile coverage with a limit not less than \$2,000,000 and shall include contractual non-owned coverage (SEF 96).
- Products and completed operations coverage.
- Broad Form Property Damage.
- Contractual Liability.
- Owners and Proponents Protective.
- The policy shall provide 30 days prior notice of cancellation.

Professional Liability Insurance

The proponent shall take out and keep in force Professional Liability insurance in the amount of \$2,000,000 providing coverage for acts, errors and omissions arising from their professional services performed under this Agreement. The policy SIR/deductible shall not exceed \$100,000 per claim and if the policy has an aggregate limit, the amount of the aggregate shall be double the required per claim limit. The policy shall be underwritten by an insurer licensed to conduct business in the Province of Ontario and acceptable to the Municipality of Casselman. The policy shall be renewed for 3 years after contract termination. A certificate of insurance evidencing renewal is to be provided each and every year. If the policy is to be cancelled or non-renewed for any reason, 90-day notice of said cancellation or non-renewal must be provided to the Municipality of Casselman. The Municipality of Casselman has the right to request that an Extended Reporting Endorsement be purchased by the proponent at the proponent's sole expense.

Primary Coverage

The Proponent's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the municipality.

Certificate of Insurance

The Proponent shall provide a Certificate of Insurance evidencing coverage in force at least 10 days prior to contract commencement.

**THE MUNICIPALITY OF CASSELMAN REQUEST FOR PROPOSAL -
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11. INDEMNIFICATION

The successful Proponent shall defend, indemnify and save harmless The Municipality of Casselman its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Supplier, its directors, officers, employees, agents, Proponents and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Supplier in accordance with this Contract and shall survive this Contract. The Supplier agrees to defend, indemnify, and save harmless The Municipality of Casselman from and against all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Supplier's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

12. NO ASSIGNMENT

This Contract shall not be assignable by the Proponent but may be assigned by the Municipality upon written notice to the Proponent.

13. CONFIDENTIALITY

While providing services to the Municipality, the Proponent and those providing services to the Municipality may become aware of information concerning Municipality operations or information regarding clients of the Municipality. All such information, which is not in the public domain, shall be considered confidential both during and after the term of this agreement.

14. CONFLICT OF INTEREST

The Proponent warrants there is no conflict of interest between the Municipality and the Proponent or any of its representatives.

15. PROVIDING DOCUMENTATION

The Proponent will provide the Municipality with all documentation the Proponent is obliged to obtain or maintain under the terms of the contract within 3 business days of receiving a written request from the Municipality. The Municipality is funded by the Government of Ontario (the "Funder").

IN WITNESS WHEREOF the Parties have caused to be affixed their corporate seals attested to by their proper officers.

SIGNED, SEALED AND DELIVERED THE MUNICIPALITY OF CASSELMAN

In the Presence of)

)
) Per: _____
) Name:
) Title: Clerk-Administrator
)
)

**THE MUNICIPALITY OF CASSELMAN REQUEST FOR PROPOSAL -
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)
) Per: _____
) Name: _____
) Title: _____

SIGNED, SEALED AND DELIVERED INSERT PROPONENT NAME

In the Presence of)

)
) Per: _____
) Name: _____
) Title: _____
) I have the authority to bind the Corporation.

SCHEDULE 1 – RFP Request for Proposals – ADM-005-2025 and Addendums

SCHEDULE 2 – Successful Proponent's Proposal

Both Schedule 1 and Schedule 2 form a part of this Agreement.

**THE MUNICIPALITY OF CASSELMAN REQUEST FOR PROPOSAL -
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APPENDIX 2 – PROPOSAL FORM

This proposal is hereby submitted by:

(Name of firm or individual submitting proposal)

(address)

Telephone Number: _____ Email: _____

Name of person(s) signing for firm: _____

Position of person(s) signing for firm: _____

I/we the undersigned, having carefully read, understood and accepted the provisions, specifications and conditions set out in the document entitled "Instructions to proponents", each and all of which form part of this Proposal, hereby offer to furnish all machinery, tools, labour, apparatus; all materials; and to complete the work satisfactorily in a continuous manner and in accordance with the provisions, specifications and conditions hereto attached for the prices shown on the breakdown table provided as part of the proponent's submission.

The prices shown on the breakdown table includes all of the proponent's overhead, markup and profits and is complete in every respect, it being hereby understood and acknowledged that such price provided is based on the provisions, specifications and conditions set out in the "Instructions to proponents". Should unforeseen conditions prevent the satisfactory completion of the required work, then the proponent shall be entitled and required to submit options to The Municipality for successful completion of the Contract. Such options shall include the price of additional work proposed to be undertaken and shall be subject to the approval of The Municipality. Payment shall be made based upon a negotiated and mutually agreeable price before the commencement of any such work in this respect.

I/We hereby agree that notification of the acceptance of this RFP shall be in writing, and may be sent by prepaid post, and if sent by prepaid post, acceptance shall be deemed to have been made on the date of the mailing of such notice.

Signed at _____, this _____ day of _____, 2025.

**THE MUNICIPALITY OF CASSELMAN REQUEST FOR PROPOSAL -
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APPENDIX 3 – TECHNICAL PROPOSAL FORMAT

Name of Proponent: _

Section A – Cover Letter

Section B – Consultant's Understanding of the Mandate

Section C – Proponent's Organization Summary

Section D – Proponent's Relevant Experience

Section E – Proposed Client Team

Section F – Work Plan and Proposed Methodology

Section G – Required Forms (Appendix 2, 4 and 5)

**THE MUNICIPALITY OF CASSELMAN REQUEST FOR PROPOSAL -
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APPENDIX 4 – REFERENCE FORM

Each proponent is requested to provide three references from clients (ideally, municipalities) who have obtained services from the proponent similar to those requested in this RFP.

Reference #1

Client Name:	
Client Address:	
Contact Name:	
Contact Telephone #:	
Date Work Undertaken:	
Nature of Assignment:	

Reference #2

Client Name:	
Client Address:	
Contact Name:	
Contact Telephone #:	
Date Work Undertaken:	
Nature of Assignment:	

Reference #3

Client Name:	
Client Address:	
Contact Name:	
Contact Telephone #:	
Date Work Undertaken:	
Nature of Assignment:	

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APPENDIX 5 - DECLARATION OF NO CONFLICT OF INTEREST

I/WE, the undersigned authorized signing officer of the Proponent, HEREBY DECLARE that no person, firm or corporation other than the one represented by the signature (or signatures) of proper officers as provided below, has any interest in this proposal.

I/WE further declare that all statements, schedules, and other information provided in this proposal submission are true, complete, and accurate in all respects to the best knowledge and belief of the Proponent.

I/WE further declare that this Proposal is made without collusion, connection, knowledge, comparison of figures or arrangement with any other company, firm or persons making a proposal and is in all respects fair and without collusion for fraud. I/we understand that this may result in the rejection of the Proposal.

I/WE further declare that no Town employee/representative is or will become interested, directly, or indirectly as a contracting party or otherwise in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be used therein or in any of the monies to be derived there from.

I/WE further declare that the undersigned is hereby authorized by the Proponent to submit this proposal and is authorized to negotiate all matters with the Municipality of Casselman, on behalf of the Proponent, relative to this RFP.

Proposal Submitted by: _____

Address: _____

City: ____ Postal Code: _

Signature: ____ Title: _

Name (Please Print or Type): _____

Telephone #: _ Email Address: _____

**THE MUNICIPALITY OF CASSELMAN REQUEST FOR PROPOSAL -
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APPENDIX 6 – SCHEDULE OF COSTS

Proponents must provide a detailed cost breakdown for each category listed. Pricing must be all-inclusive, covering hardware, software, installation, configuration and testing. The Municipality is open to exploring options at various price points, depending on the features offered by the available technology solutions.

1. Equipment & Hardware Costs

Items	Section in the RFP document	QTY		Cost (\$)
Unified Camera system	4.2.1	1		
Discussion System	4.2.2	1		
Audio System	4.2.3	1		
Display system	4.2.4	1		
Cables & Connectivity	4.2.5	1		
Sub-total (equipment & Hardware)				TOTAL:

2. Installation & Configuration Costs

Service	Description	QTY		Cost (\$)
Equipment Delivery	Transport and secure handling of AV components	1		
System installation –	Setup of all hardware and peripherals	1		
Integration with Microsoft Teams & Zoom	System connectivity and compatibility testing	1		
Audio & Video Calibration	Optimization of sound and video quality	1		
Cable Routing	Secure cable management (ceiling, walls, or raceways)	1		
Sub-total (Installation & Configuration)				TOTAL:

3. Testing & Training Costs

Service	Description	QTY		Cost (\$)
System Testing	Functionality verification & Troubleshooting	1		
Staff Training –	Training on operation, troubleshooting and maintenance	1		
Final system validation	Performance report and system acceptance testing	1		

**THE MUNICIPALITY OF CASSELMAN REQUEST FOR PROPOSAL -
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Sub-total (Testing & Training)				TOTAL:
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4. Ongoing Support & Maintenance Costs

Service	Description	QTY		Cost (\$)
Warranty	Minimum 1-year warranty (mandatory)	1		
Extended Warranty	Additional coverage (optional)	1		
Post-Installation Support	On-Site or remote technical assistance	1		
Maintenance Package	Routine updates & System checks			
One-year support period after project completion	Ongoing assistance for one year after project completion			
Sub-total (Support & Maintenance)				TOTAL:

5. Scalability & Future Expansion Costs

Item	Description	QTY		Cost (\$)
Additional Wire/Wireless Microphone	Expansion for future needs	1		
Additional Display Monitor	Additional Video Output	1		
Labour Cost for System upgrades	Future reconfigurations or enhancements	1		
Sub-total (Scalability & Future Expansion)				TOTAL:

Hourly Rates for additional work

(For work outside the defined Scope of Work in Section 4 of the RFP)

Service Type	Hourly Rate (\$)
Additional installation & integration work	
Software customization & Additional programming	
On-site technical support (outside of warranty period)	
Training beyond the included sessions	



Addendum #1

**Bid Opportunity: ADM-005-2025 - Council
Chambers Audio and Visual Virtual and Streaming
Solutions**

Closing Date: Monday, March 31, 2025 3:00 PM

Question 1:

1. By unified camera system, does this require an automated camera (4.2.1)? Or will camera controls be addressed by the staff member?

Answer 1:

This means that if multiple cameras are used, they will be integrated into a unified system accessible from a single platform. Staff members will oversee the cameras, but the goal is to ensure continuous coverage of all participants with minimal manual intervention or staff involvement.

Question 2:

2. How does the Municipality intend on ingesting content to the PC for presentations and sharing (4.2.4)?

Answer 2:

By initiating a Teams meeting on the main presentation computer (Figure 1), the content will be projected onto the TVs by the staff member positioned at the HDMI1/2 Broadcaster, as shown in Figure 1.

Question 3:

3. Are all meetings controlled by a staff member (4.2.6)?

Answer 3:

Yes

Question 4 - 1:

Please clarify this statement as you cannot have one HDMI input at 2 different location or have an input going to an input? (5. Connectivity & Wiring) you stated "One from the main presentation computer located in the IT/AV Space identified in Figure 1 to the HDMI 1 mark identified in Figure 1 (staff-controlled).

Answer Question 4-1:

The goal is to allow for projection and broadcasting at two distinct locations, identified as HDMI1 1. Broadcaster and HDMI2 Broadcaster in Figure 1. During a meeting, only one of these locations will handle the task at a time, not both simultaneously.

Question 4-2:

2. Are we to supply the AV Rack?

- a. If we are, is there room for a Floor rack or a desk rack?
- b. If not, what is the size of the rack you are supplying?

Answer 4-2:

2. Yes, you are responsible for supplying the AV rack. A pivoting rack of 25U or more is preferred to allow easy access for maintenance and adjustments. See New Plan A305 - Millwork Elevations, image 1 - Large meeting room 222 -

elevation A for reference as to where the Rack is going to be located and the space available.

Question 4-3:

3. The Streaming PC will require what inputs to ingest content, HDMI, Analog Audio or USB?

Answer 4-3:

3. We will purchase the streaming PC at a later date with the adequate ports.

Question 4-4:

4. How wide is the area where the 95" to 100" display is to be installed?

Answer 4-4:

4. Please refer to Plan A304 – Custom Millwork plans, elevations & Details, Image 4, which provides the Council Chamber Elevation and includes the dimensions of the area designated for the 95" to 100" display.

Question 4-5:

5. Will the wall be re-enforced with plywood to support the 95" to 100" display?

Answer 4-5:

5. Yes, the wall is re-enforced with plywood to support the 95" to 100" display.

Question 4-6:

6. Appendix 6 – Schedule of Costs, table 4 Ongoing Support & Maintenance Costs

- a. Is Warranty (min 1 year mandatory) referring to manufacturer warranty only?
- b. If not, what is the difference between Warranty (min 1 year mandatory) and One-year support period after project completion?
- c. What is the difference between Post-Installation support and One-year support period after project completion?
- d. The first two items (Warranty and extended warranty) are labelled as "mandatory" and "optional". Can you please clarify if Post Installation support,

Maintenance Package and One-year support period after project completion” are mandatory or optional?

Answer 4-6:

6. a) The 1-year warranty is for the items needed and purchased as part of this project.

6. b) The one-year support period covers any difficulties we may encounter with the system. The proponent will be our point of contact for resolving issues related to the items and software purchased through this call for tenders.

6.c) Post-Installation support refers to assistance provided immediately after the system is installed. It is usually short-term and focused on the initial deployment. The One-Year support period extends beyond the immediate post-installation phase. It generally covers ongoing maintenance, troubleshooting, and technical assistance for a full year after the project is completed.

6.d) The post-installation support is mandatory. The maintenance package and one-year support period are optional. To ensure transparency, each item under warranty and Extended Warranty has now been clearly marked as either mandatory or optional. Please note that the Municipality reserves the right to proceed or not with any of these optional items, depending on whether the proponent provides a price or includes them in the proposal.

Question 4-7:

7. Prices are to be submitted directly on one platform, but we also see Appendix 6 for pricing. Also, there is section 3-Testing & Training in Appendix 6 that is not on the platform. Can ou clarify how we should submit prices, please? Is it only on the platform, or do we need to provide them on both the platform and Appendix 6?

Answer 4-7:

7. The Schedule of Prices in the platform has been modified to include the Testing & Training section, which was previously missing. Please note that Appendix 6 is provided solely as a reference to assist proponents in preparing their bids. Only the Schedule of Prices from the platform should be completed

and submitted with the bid. Submitting pricing on both the platform and Appendix 6 is not required.

Question 4-8:

8. Should we submit Appendix 2 4 and 5 twice? There is space to submit on the platform, but you ask also to submit them in our technical document (page 5 of the main document).

Answer 4-8:

8. Appendix 2 (Proposal form), appendix 4 (Reference form) and appendix 5 should be submitted once through the platform. There is no need to include them separately in the technical document.

Question 5:

Can you clarify the HDMI input/output requirements? There are 3 blue locations on figure 1 and you call out a requirement for 2 HDMI. Is "HDMI 1" an output from the main PC? Is "HDMI 2 " an input for presentation? Are the only required video sources the Main PC and one HDMI input at the "HDMI 2" location?

Answer 5:

The goal is to allow for projection and broadcasting at two distinct locations, identified as HDMI1 Broadcaster and HDMI2 Broadcaster in Figure 1. During a meeting, only one of these locations will handle the task at a time, not both simultaneously.

Question 6:

Is there an HDMI input connection required for HDMI Broadcaster 1 location?

Answer 6:

Yes, an HDMI input connection is required for HDMI Broadcaster 1 location.

Question 7:

Are free air cable paths permitted from field and ceiling devices to AV Rack?

Answer 7:

No, we require some form of conduit or alternative method to ensure a safe and aesthetically pleasing environment.

Question 8:

Can we request conduit cable paths from floor box locations to ceiling space?

Answer 8:

Since the existing floor structure is made of concrete, floor boxes are not a viable option. However, you may request cable paths from the outlets to the ceiling space.

Question 9:

Is there a floor box with power allocated for the mobile floor monitor?

Answer 9:

No, we plan to run an electrical wire from the wall behind the council table (Figure 1) along the floor to the mobile floor monitor.

Question 10:

Do you have preference for a style of equipment rack ? Furniture? Wall mount? Standing?

Answer 10:

A pivoting rack of 25U or more is preferred to allow easy access for maintenance and adjustments. See New Plan A305 - Millwork Elevations, image 1 - Large meeting room 222 - elevation A for reference as to where the Rack is going to be located and the space available.

Question 11:

In a Teams meeting scenario who hosts/controls the meeting and at which location? full room participation?

Answer 11:

The HDMI1 Broadcaster staff. The HDMI2 Broadcaster staff serves as a back-up.

Question 12:

Can we request furniture shop drawings to identify what connectivity if any is part of table manufacture scope?

Answer 12:

Please refer to Plan A304 – Custom Millwork plans, elevations & Details, Images 1, 2, and 3, which provide the Council Desk Shop Drawings. These drawings should help identify any connectivity requirements included in the table manufacturer's scope.

Question 13:

Can we request elevation drawings of the space to coordinate possible mounting height of equipment.

Answer 13:

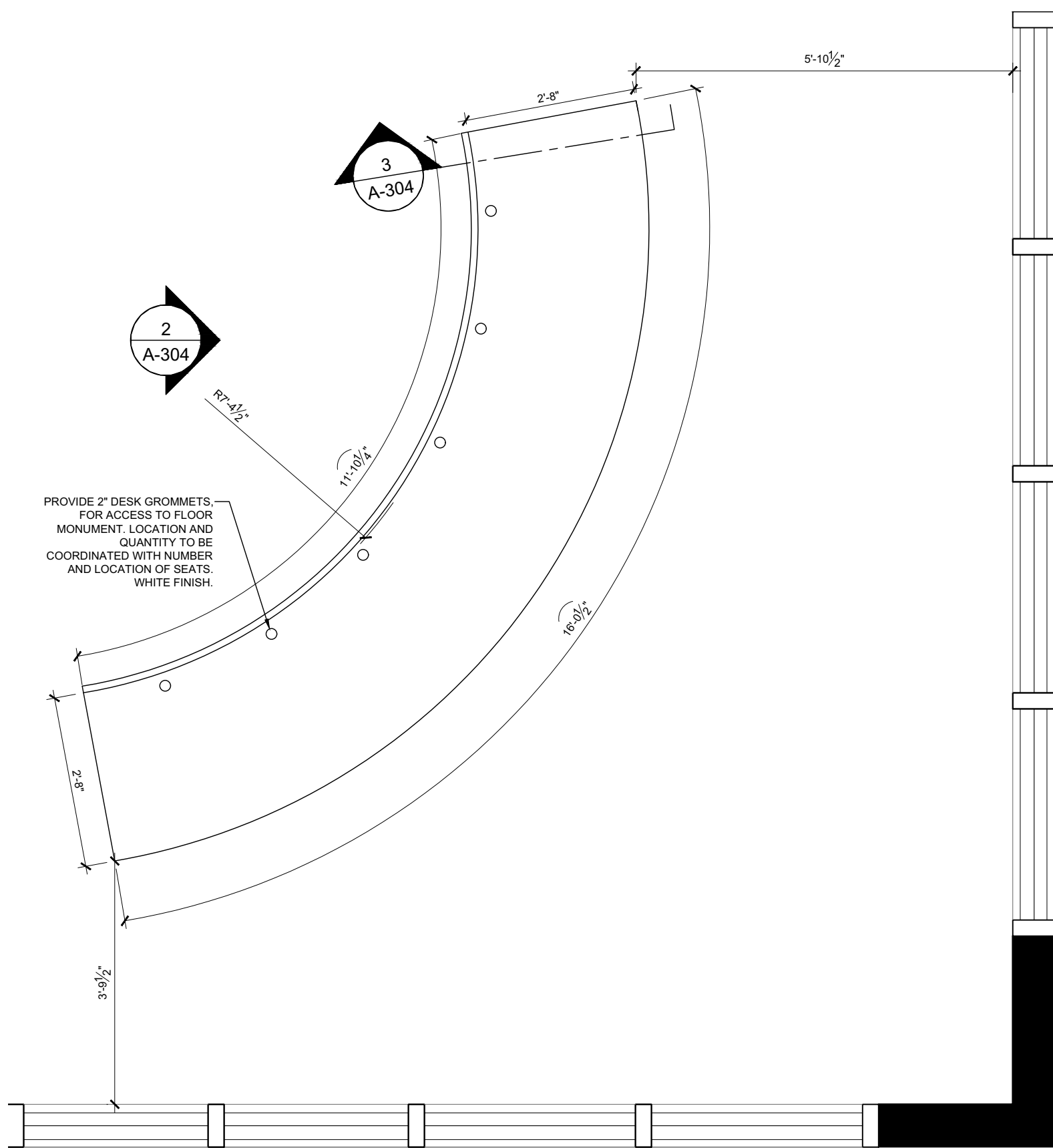
Please refer to Plan A304 – Custom Millwork plans, elevations & Details, Image 4, which provides the Council Chamber Elevation and Plan A305 – Millwork Elevations, Image 1, which provides the Large meeting room 222 Elevation A, which is where the AV equipment will be located, referred as IT/AV – Main presentation computer in Figure 1 – Room Drawing). See note “Base cabinet to conceal Mobile AV rack, provide vents in cabinet doors as required”. This should help in coordinating the possible mounting height of the equipment.

Question 14:

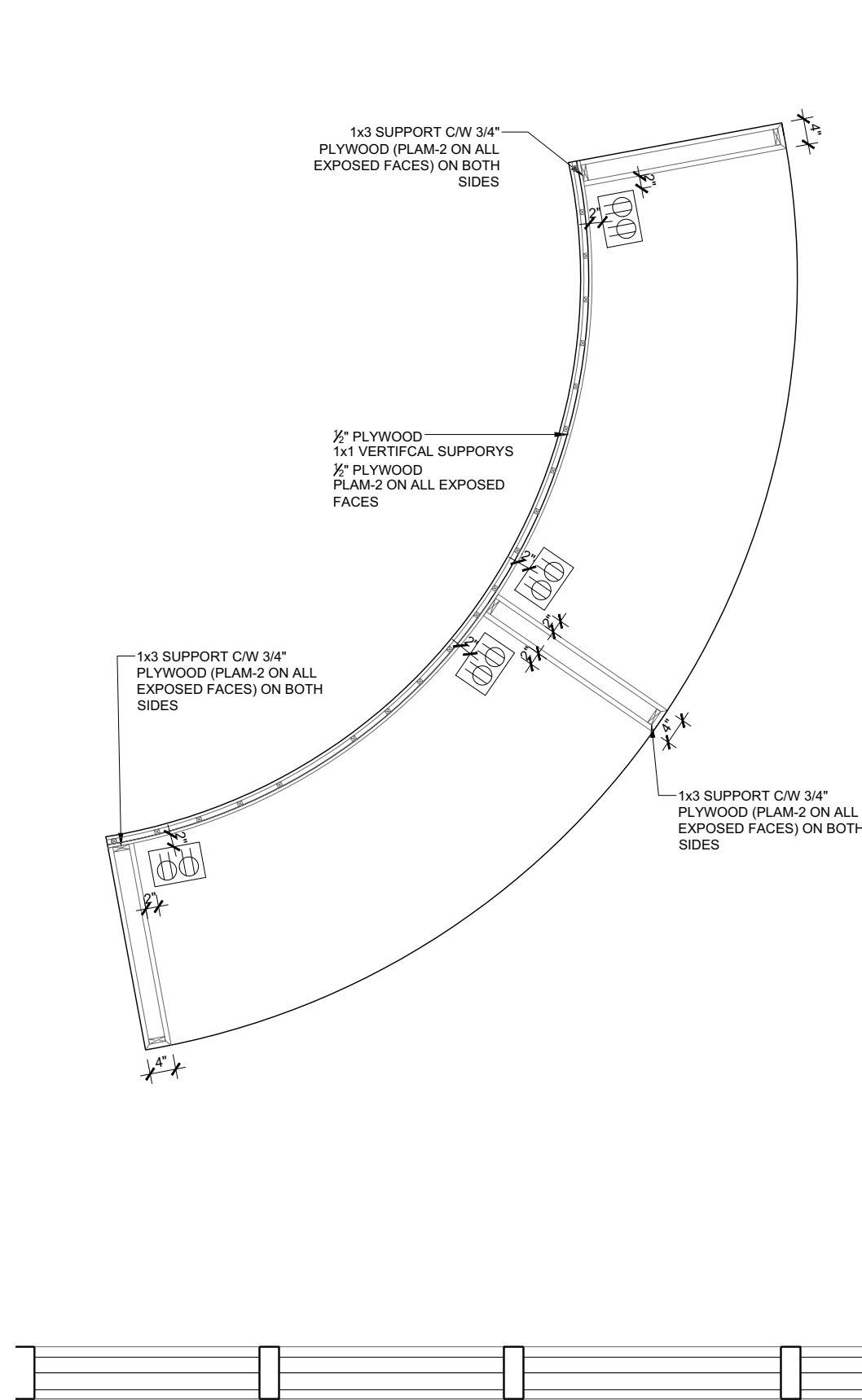
- Section G Appendix 4 - Reference Form appears to be missing from documents, where can we find this form?
- Schedule of Costs Appendix 6 form appears to be missing from documents, where can we find this form?

Answer 14:

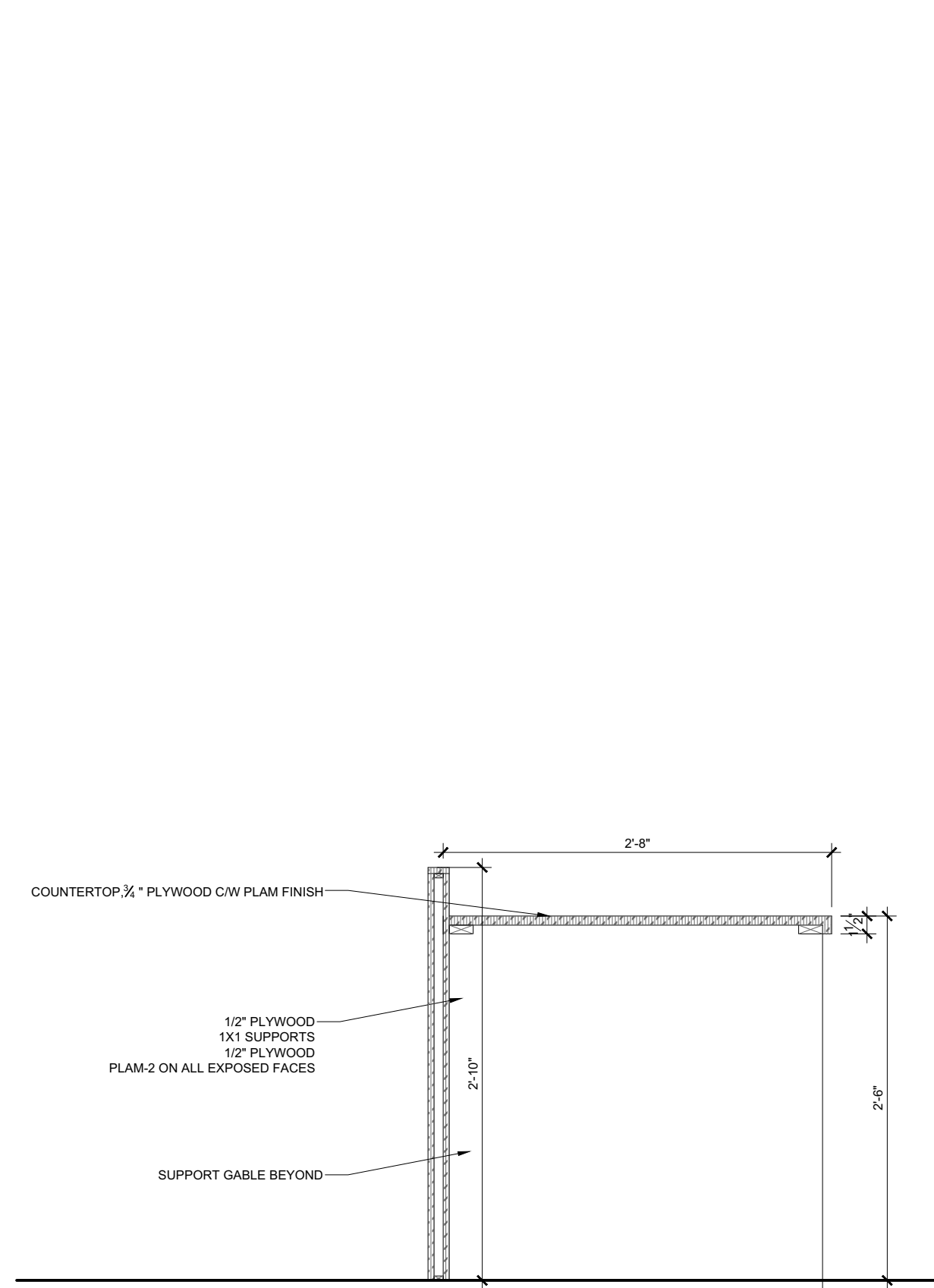
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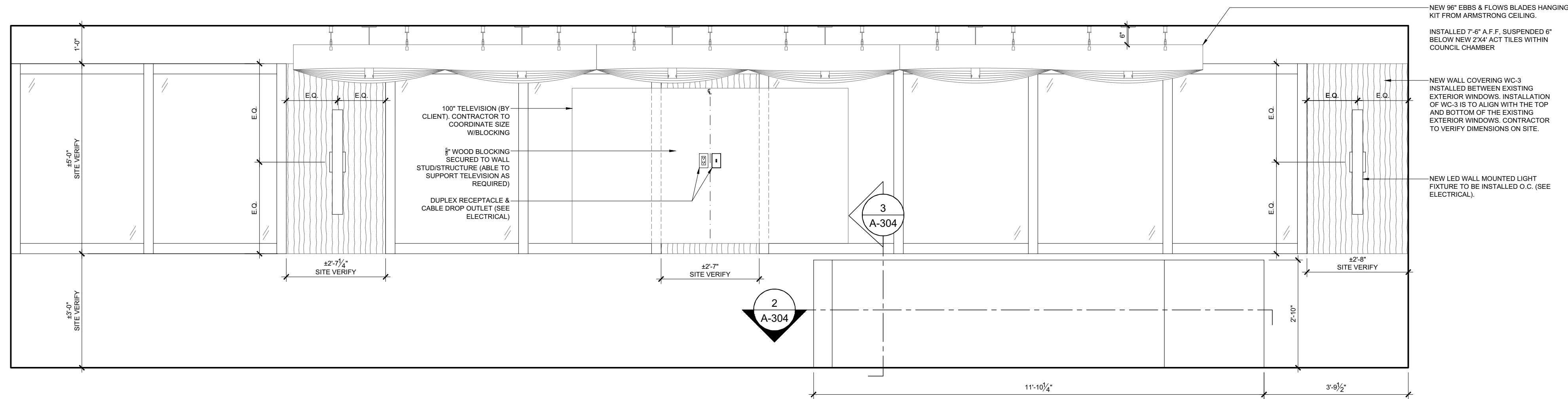
1 COUNCIL CHAMBER 225
ENLARGED FLOOR PLAN
SCALE = 1/2" = 1'-0"



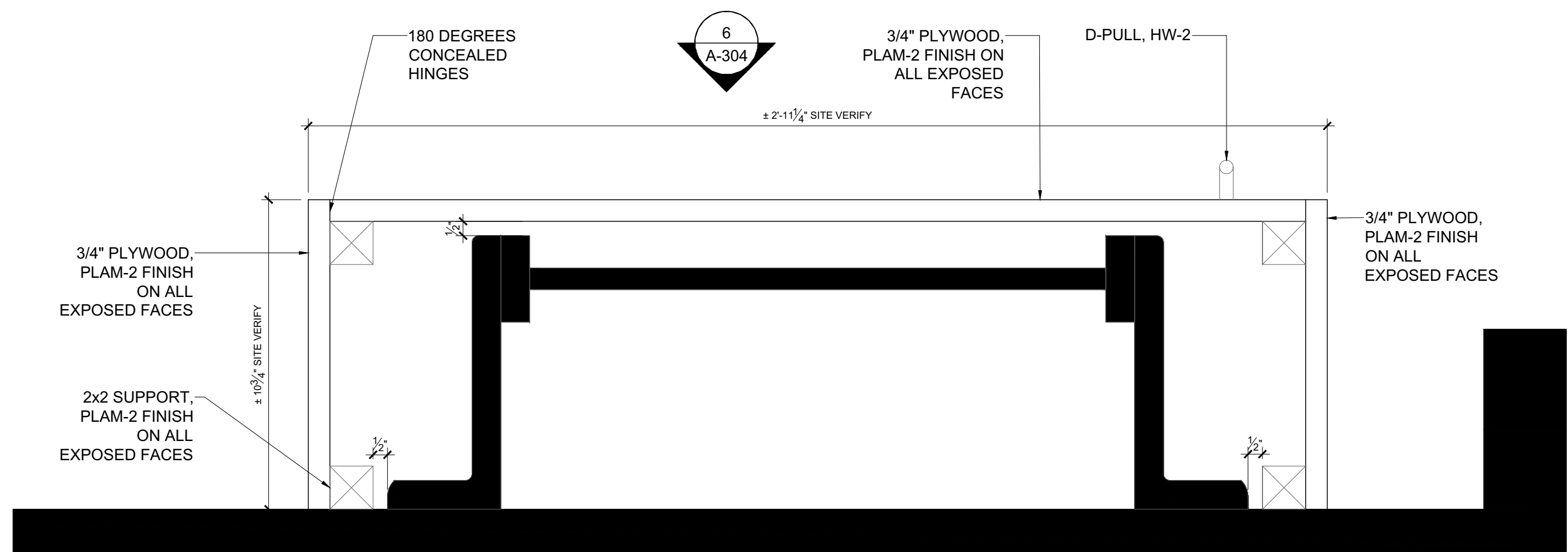
2 COUNCIL CHAMBER 225
COUNCIL DESK SECTION A
SCALE = 1/2" = 1'-0"



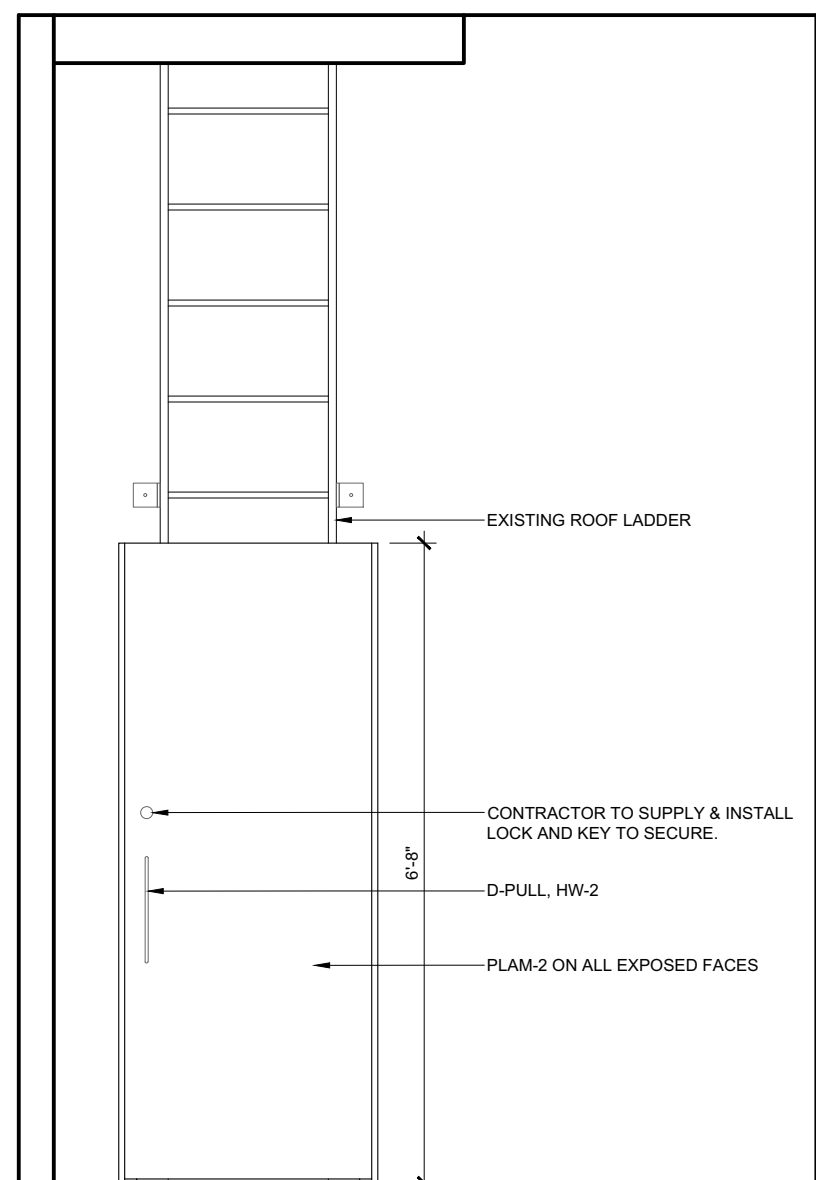
3 COUNCIL CHAMBER 225
COUNCIL DESK SECTION B
SCALE = 1" = 1'-0"



4 COUNCIL CHAMBER 225
ELEVATION
SCALE = 1/2" = 1'-0"



5 ROOFTOP LADDER
ENLARGED PLAN
SCALE = 3" = 1'-0"



6 ROOFTOP LADDER
ELEVATION
SCALE = 1/2" = 1'-0"



03	ISSUED FOR PERMIT	18/MAR/2025
02	ISSUED FOR 99% REVIEW	24/FEB/2025
01	ISSUED FOR 66% REVIEW	12/MAY/2023

REV.	DESCRIPTION	DATE
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PROJECT NORTH

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ARCHITECTS INC.

824 Meath St. Suite 200 613. 724. 7700
Ottawa, ON K1Z 6E8 info@prty.ca

PROJECT

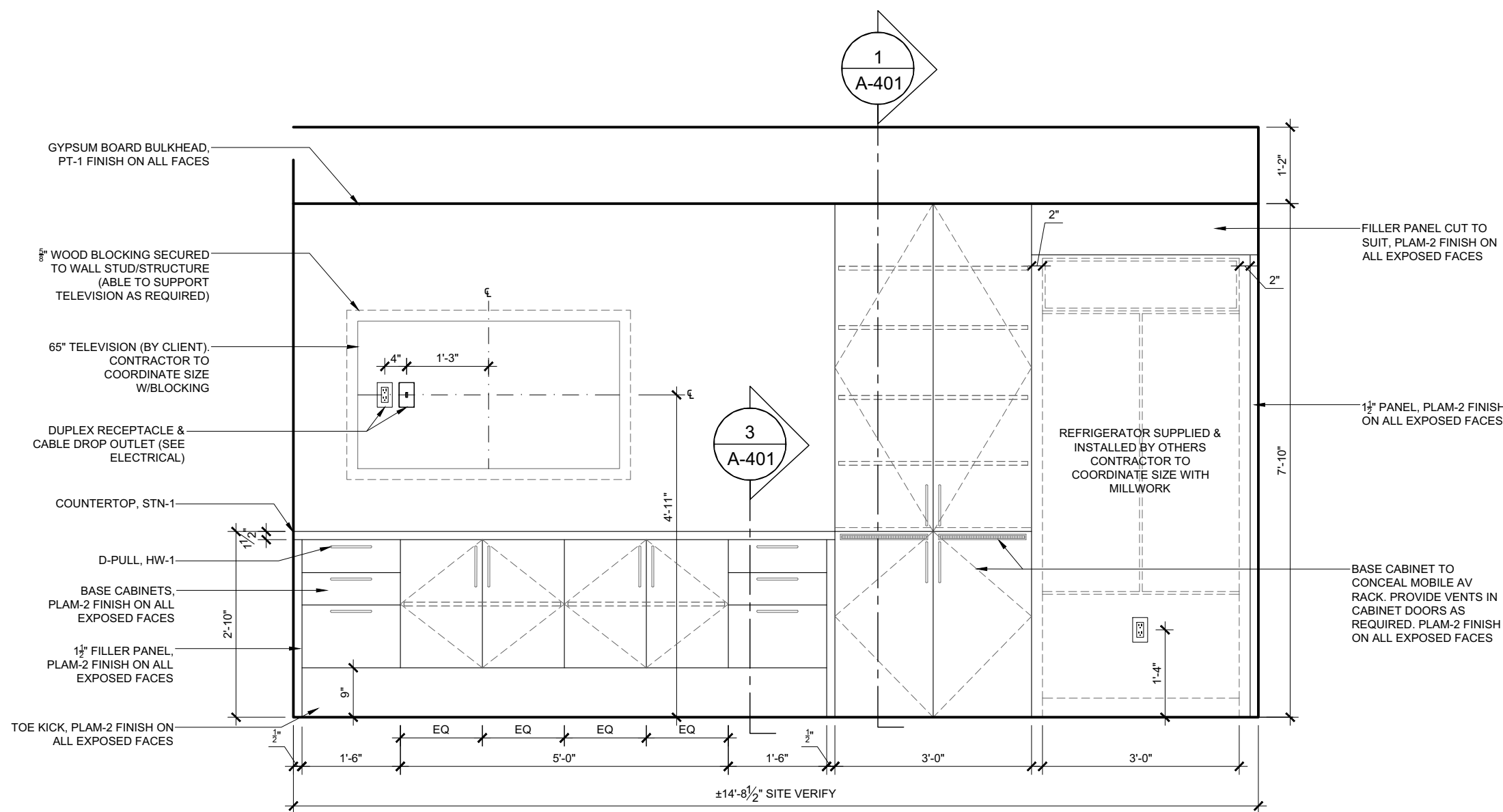
MUNICIPALITY OF CASSELMAN
OFFICE FIT-UP

1 INDUSTRIEL STREET CASSELMAN, ON

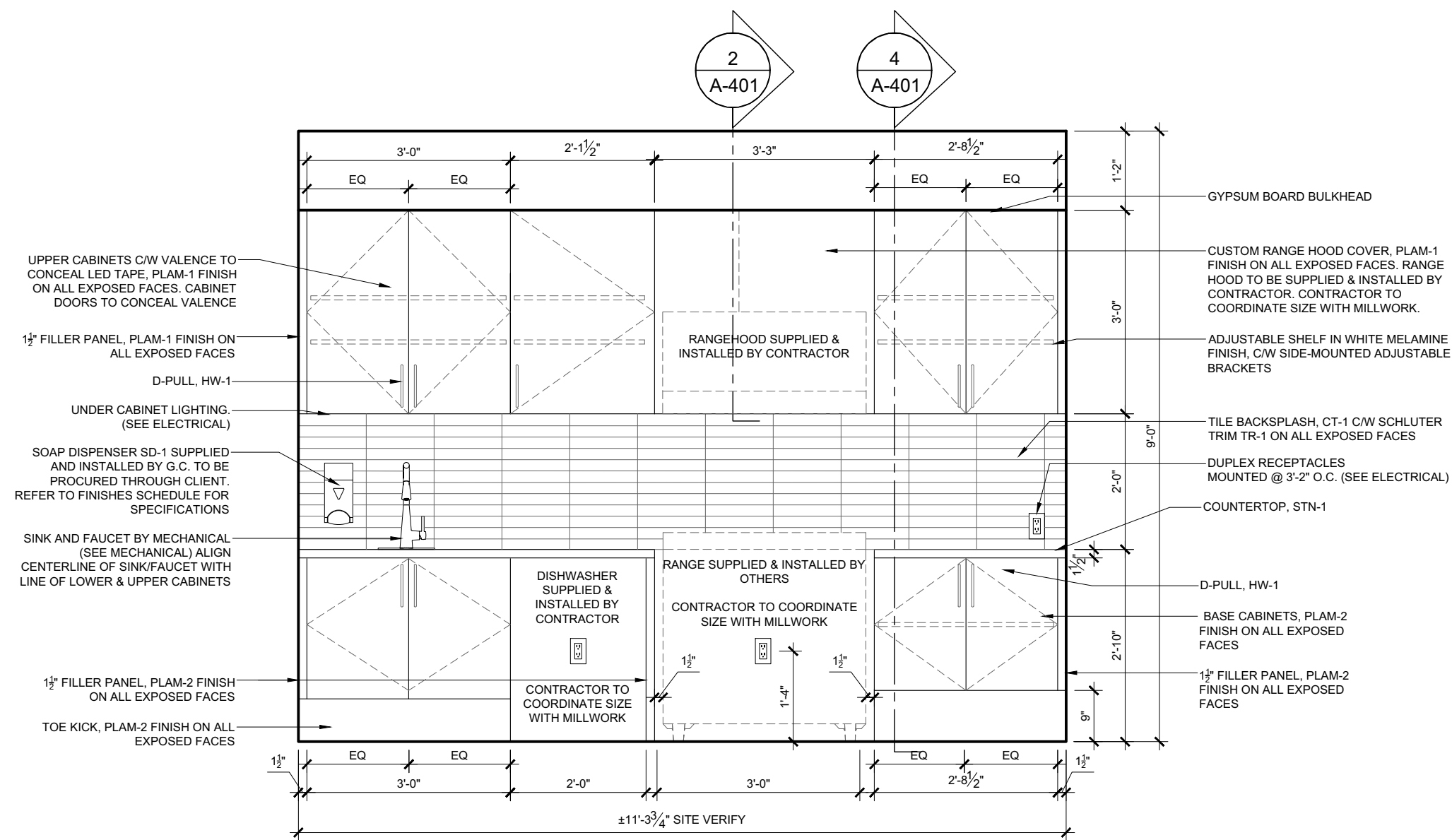
DRAWING

CUSTOM MILLWORK PLANS,
ELEVATIONS & DETAILS

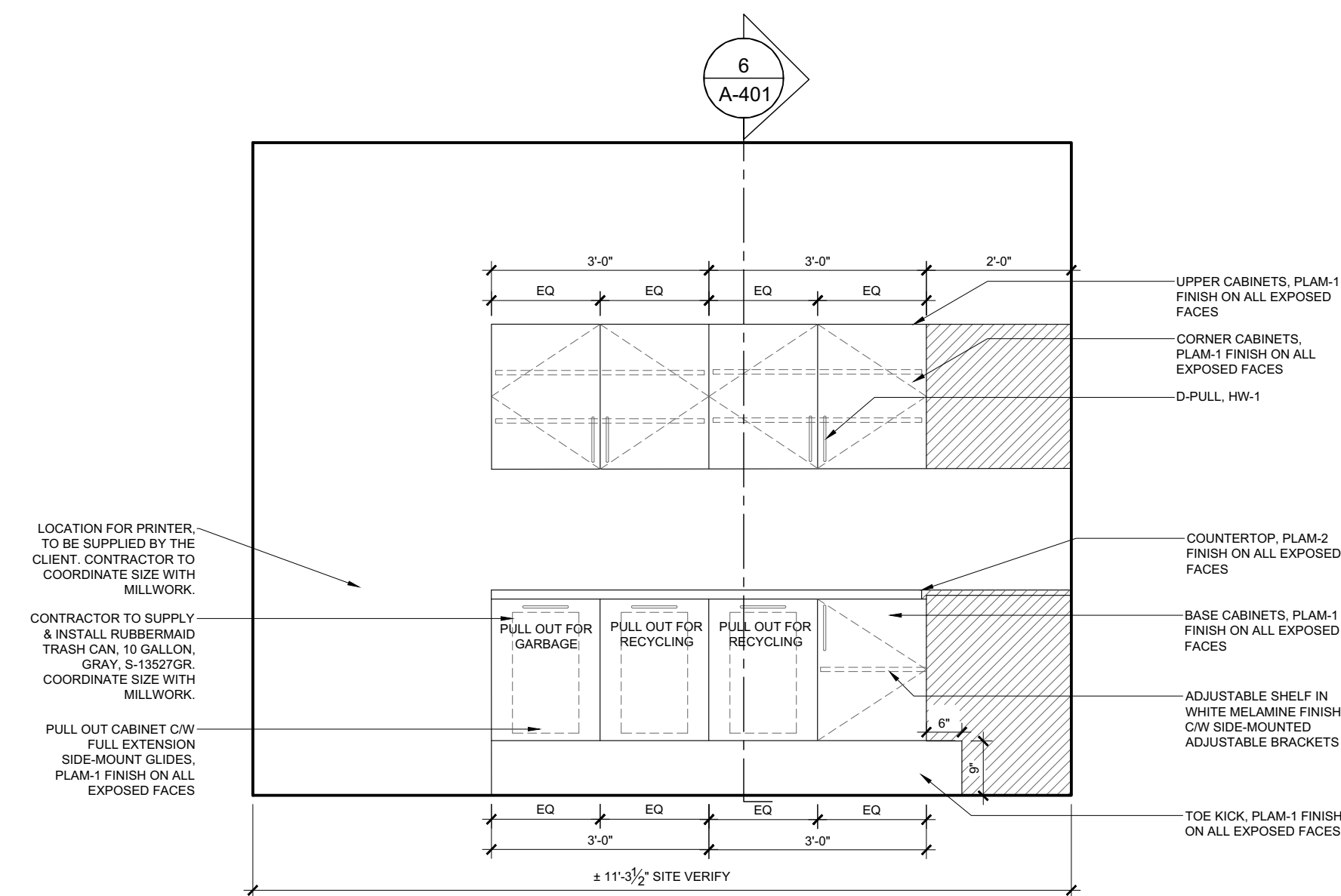
PROJECT NO.	22045	DRAWING NO.
SCALE -	1/8" = 1'-0"	A-304
DRAWN -	MH	
CHECKED -	KB	
PLOT DATE -	19/03/2025	PLOTTED BY:



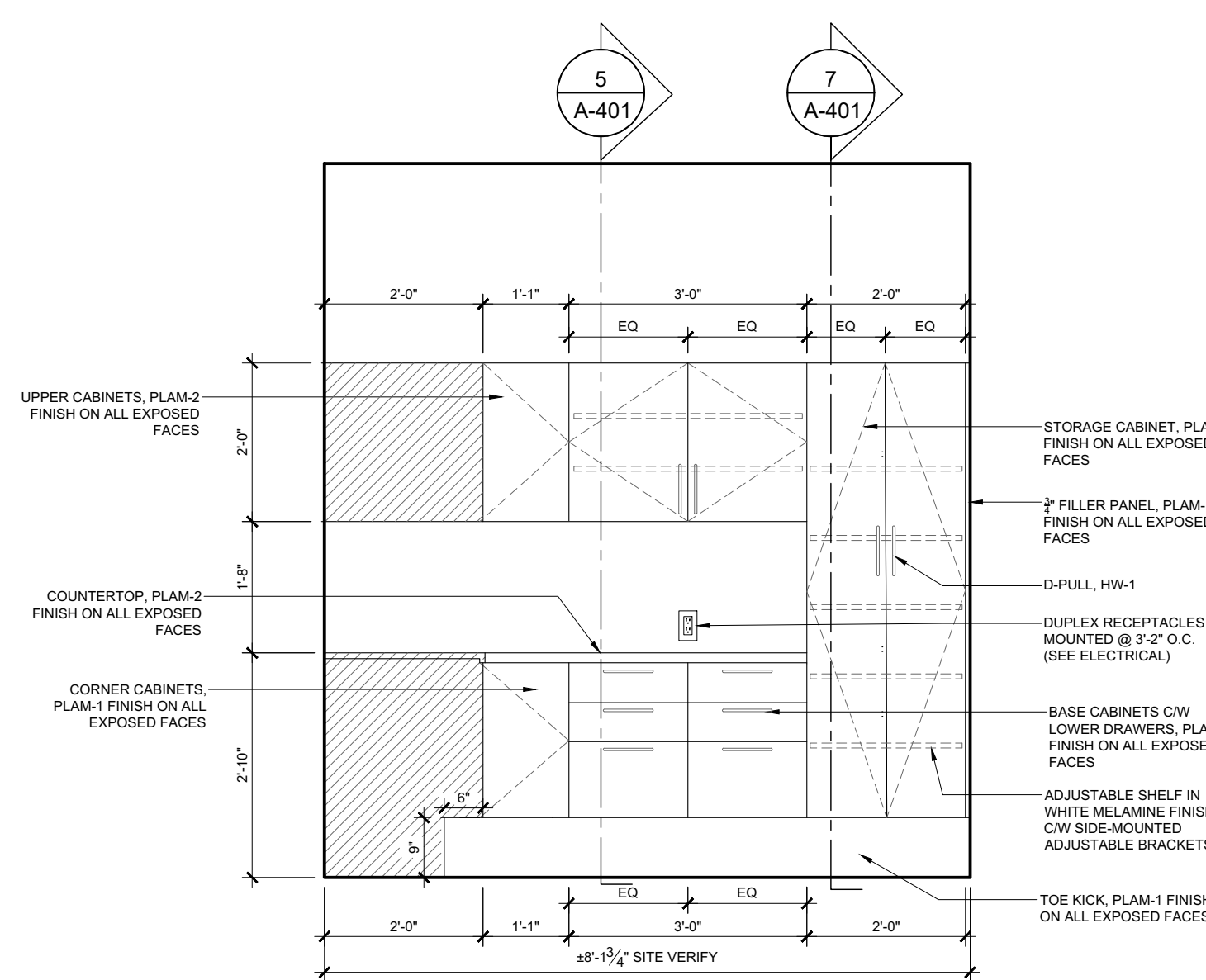
1 LARGE MEETING ROOM 222 - ELEVATION A
A-305 SCALE = 1/2" = 1'-0"



2 LARGE MEETING ROOM 222 - ELEVATION B
A-305 SCALE = 1/2" = 1'-0"



3 PRINT & STORAGE ROOM 202 - ELEVATION A
A-305 SCALE = 1/2" = 1'-0"



4 PRINT & STORAGE ROOM 202 - ELEVATION B
A-305 SCALE = 1/2" = 1'-0"

MILLWORK GENERAL NOTES

- THE CONTRACTOR IS TO REFER TO AND CROSS-REFERENCE NOTES, CONSTRUCTION PLANS AND DETAILS FOR MILLWORK LOCATIONS, INSTALLATION, CONSTRUCTION, AND FINISHING.
- CONTRACTOR TO PROVIDE SHOP DRAWINGS FOR ALL MILLWORK.
- ALL DIMENSIONS ARE TO BE SITE CONFIRMED AND VERIFIED AGAINST THE DRAWINGS.
- THE CONTRACTOR IS TO CONFIRM THE ELEVATOR DOOR WIDTHS AND CAB DIMENSIONS, STAIRWELLS AND RELEVANT DOOR WIDTHS TO ENSURE THAT ALL MILLWORK COMPONENTS MAY BE DELIVERED AND INSTALLED.
- WHERE UPPER UNITS ARE TO BE INSTALLED ENSURE THAT THE NEW OR EXISTING PARTITION CONSTRUCTION ARE ADEQUATELY REINFORCED

MILLWORK CONSTRUCTION QUALITY NOTES

- IT IS INTENDED THAT ALL ARCHITECTURAL WOODWORK SPECIFIED IS TO MEET A.W.M.A.C. QUALITY STANDARDS AND SHALL CONFIRM TO THE GENERALLY ACCEPTED DEFINITIONS OF GOOD WORKMANSHIP, INCLUDING, BUT NOT LIMITED TO THE FOLLOWING:
 - THE WORK SHALL BE FABRICATED AND INSTALLED SQUARE, LEVEL, PLUMB AND STRAIGHT, AND TO THE REQUIRED LINES AND LEVEL.
 - THE WORK SHALL BE NEATLY SCRIBED TO ADJOINING SURFACES, WITH MINIMUM CLEARANCES.
 - EXPOSED JOINTS SHALL BE NEATLY EXECUTED, RIGID, TIGHT AND FLUSH WITH NO TOOL, MACHINE OR CROSS SANDING MARKS.
 - PLASTIC LAMINATE SHALL BE APPLIED TO TOPS ENDS AND OTHER SURFACES SPECIFIED AND STRICTLY IN ACCORDANCE WITH THE MANUFACTURER'S DIRECTIONS. ALL JOINTS SHALL BE TIGHT AND FLUSH; INNER CORNERS LIGHTLY RADIUSSED; EDGES BEVELED AND SMOOTHLY FILED OR SANDED WITH NO CHIPPING OR WEARING THROUGH OF SURFACE FINISH.
 - FASTENINGS SHALL BE CONCEALED WHEREVER POSSIBLE.
 - LAMINATE OR MELAMINE SHELVES ARE TO BE OF SEAMLESS CONSTRUCTION WITH MITRED JOINTS. BALANCE SHEETS AS REQUIRED, AS REQUIRED.

MILLWORK CABINETRY NOTES

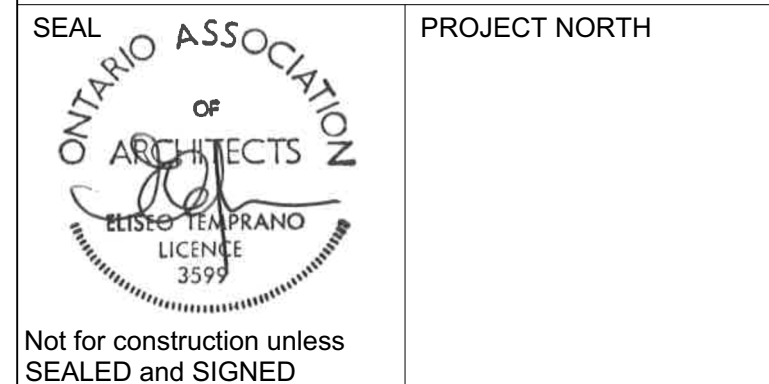
- THE CONTRACTOR IS TO SUBMIT CUTS OF ALL HARDWARE SPECIFIED FOR APPROVAL:
- ALL CABINETRY UNITS ARE TO TAKE QUALITY LEVELERS AND GLIDES TO SUIT.
 - ALL CABINETS TO TAKE SOCKETS AND SUPPORTS AS SPECIFIED; INSTALL FOUR (4) PER SHELF SPACED AT 76.2 MM (3") BEGINNING 152.4 MM (6") FROM THE BASE.
 - DOOR AND DRAWER HARDWARE HINGES AND CATCHES AS SPECIFIED. CABINET DOORS TO HAVE HEAVY DUTY, SELF CLOSING HINGES.
 - ALL MILLWORK TO HAVE CONCEALED FASTENERS.
 - PULLS TO BE EQUIVALENT TO:
- SURFACES TO BE CONSTRUCTED AS NOTED:
 - CABINETRY SHELVING TO BE FIXED OR ADJUSTABLE AS SHOWN ON THE DETAILS.
 - PARTICLE BOARD CONSTRUCTION AND ALL SHELVING TO TAKE A 12.7 MM (1/2") HARDWOOD NOSING ON SUBSTRATE.
 - TOE SPACE: 3/4" - PRE-FINISHED PARTICLE BOARD OR SIMILAR. FINISH AS NOTED. SURFACE MOUNTED BASEBOARD IS TO BE APPLIED TO ALL EXPOSED MILLWORK BASES, UNLESS INDICATED OTHERWISE ON THE DRAWINGS. INSTALL FINISHING BASEBOARD ONLY AFTER INSTALLATION AND LEVELING OF THE MILLWORK UNIT IS COMPLETED.
 - DOOR AND DRAWER FRONTS ARE TO BE CONSTRUCTED OF 15.9 MM (5/8") KILN-DRIED FIR PLYWOOD TO TAKE 1-1/2" SELF- EDGED FRONT APRON (EDGE), PLASTIC LAMINATE FINISH AS SPECIFIED.
 - DOOR AND DRAWER FRONTS ARE TO BE RECESSED A MINIMUM OF 1.6 MM (1/16").
 - COUNTER TOPS, AND SPLASH BACKS AS APPLICABLE, ARE TO BE CONSTRUCTED OF 19.05 MM (3/4") PARTICLE BOARD OR SIMILAR (NO ADDED UREA FORMALDEHYDE), FINISH AS NOTED: 1-1/2" SELF- EDGED FRONT APRON (EDGE), PLASTIC LAMINATE FINISH AS SPECIFIED.
 - ALL CABINET INTERIORS ARE TO BE OF GABLE CONSTRUCTION OF 19.05 MM (3/4") PARTICLE BOARD OR SIMILAR (NO ADDED UREA FORMALDEHYDE), PLASTIC LAMINATE FINISH AS SPECIFIED.
 - CONTRACTOR TO S/I FULL GABLES AT END OF UNIT FOR STABILITY. GABLE FINISH TO MATCH CUPBOARD DOORS.
- CONTRACTOR TO S/I BLOCKING AS REQUIRED.
- REFER TO ENGINEER'S DRAWINGS FOR DETAILS ON PLUMBING FIXTURES & EQUIPMENT AND ELECTRICAL CONNECTIONS.



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T Y TEMPRANO & YOUNG
ARCHITECTS INC.

824 Meath St. Suite 200 613. 724. 7700
Ottawa, ON K1Z 6E8 info@prty.ca

PROJECT

MUNICIPALITY OF CASSELMAN
OFFICE FIT-UP

1 INDUSTRIEL STREET CASSELMAN, ON

DRAWING

MILLWORK ELEVATIONS

PROJECT NO.	22045	DRAWING NO.
SCALE -	1/2" = 1'-0"	A-305
DRAWN -	MH	
CHECKED -	KB	
PLOT DATE -	19/03/2025	PLOTTED BY:



Addendum #1

**Bid Opportunity: ADM-005-2025 - Council
Chambers Audio and Visual Virtual and Streaming
Solutions**

Closing Date: Monday, March 31, 2025 3:00 PM

Question 1:

1. By unified camera system, does this require an automated camera (4.2.1)? Or will camera controls be addressed by the staff member?

Answer 1:

This means that if multiple cameras are used, they will be integrated into a unified system accessible from a single platform. Staff members will oversee the cameras, but the goal is to ensure continuous coverage of all participants with minimal manual intervention or staff involvement.

Question 2:

2. How does the Municipality intend on ingesting content to the PC for presentations and sharing (4.2.4)?

Answer 2:

By initiating a Teams meeting on the main presentation computer (Figure 1), the content will be projected onto the TVs by the staff member positioned at the HDMI1/2 Broadcaster, as shown in Figure 1.

Question 3:

3. Are all meetings controlled by a staff member (4.2.6)?

Answer 3:

Yes

Question 4 - 1:

Please clarify this statement as you cannot have one HDMI input at 2 different locations or have an input going to an input? (5. Connectivity & Wiring) you stated "One from the main presentation computer located in the IT/AV Space identified in Figure 1 to the HDMI 1 mark identified in Figure 1 (staff-controlled).

Answer 4-1:

The goal is to allow for projection and broadcasting at two distinct locations, identified as HDMI1 1. Broadcaster and HDMI2 Broadcaster in Figure 1. During a meeting, only one of these locations will handle the task at a time, not both simultaneously.

Question 4-2:

2. Are we to supply the AV Rack?

- a. If we are, is there room for a Floor rack or a desk rack?
- b. If not, what is the size of the rack you are supplying?

Answer 4-2:

2. Yes, you are responsible for supplying the AV rack. A pivoting rack of 25U or more is preferred to allow easy access for maintenance and adjustments. See New Plan A305 - Millwork Elevations, image 1 - Large meeting room 222 -

elevation A for reference as to where the Rack is going to be located and the space available.

Question 4-3:

3. The Streaming PC will require what inputs to ingest content, HDMI, Analog Audio or USB?

Answer 4-3:

3. We will purchase the streaming PC at a later date with the adequate ports.

Question 4-4:

4. How wide is the area where the 95" to 100" display is to be installed?

Answer 4-4:

4. Please refer to Plan A304 – Custom Millwork plans, elevations & Details, Image 4, which provides the Council Chamber Elevation and includes the dimensions of the area designated for the 95" to 100" display.

Question 4-5:

5. Will the wall be re-enforced with plywood to support the 95" to 100" display?

Answer 4-5:

5. Yes, the wall is re-enforced with plywood to support the 95" to 100" display.

Question 4-6:

6. Appendix 6 – Schedule of Costs, table 4 Ongoing Support & Maintenance Costs

- a. Is Warranty (min 1 year mandatory) referring to manufacturer warranty only?
- b. If not, what is the difference between Warranty (min 1 year mandatory) and One-year support period after project completion?
- c. What is the difference between Post-Installation support and One-year support period after project completion?
- d. The first two items (Warranty and extended warranty) are labelled as "mandatory" and "optional". Can you please clarify if Post Installation support,

Maintenance Package and One-year support period after project completion” are mandatory or optional?

Answer 4-6:

6. a) The 1-year warranty is for the items needed and purchased as part of this project.

6. b) The one-year support period covers any difficulties we may encounter with the system. The proponent will be our point of contact for resolving issues related to the items and software purchased through this call for tenders.

6.c) Post-Installation support refers to assistance provided immediately after the system is installed. It is usually short-term and focused on the initial deployment. The One-Year support period extends beyond the immediate post-installation phase. It generally covers ongoing maintenance, troubleshooting, and technical assistance for a full year after the project is completed.

6.d) The post-installation support is mandatory. The maintenance package and one-year support period are optional. To ensure transparency, each item under warranty and Extended Warranty has now been clearly marked as either mandatory or optional. Please note that the Municipality reserves the right to proceed or not with any of these optional items, depending on whether the proponent provides a price or includes them in the proposal.

Question 4-7:

7. Prices are to be submitted directly on one platform, but we also see Appendix 6 for pricing. Also, there is section 3-Testing & Training in Appendix 6 that is not on the platform. Can ou clarify how we should submit prices, please? Is it only on the platform, or do we need to provide them on both the platform and Appendix 6?

Answer 4-7:

7. The Schedule of Prices in the platform has been modified to include the Testing & Training section, which was previously missing. Please note that Appendix 6 is provided solely as a reference to assist proponents in preparing their bids. Only the Schedule of Prices from the platform should be completed

and submitted with the bid. Submitting pricing on both the platform and Appendix 6 is not required.

Question 4-8:

8. Should we submit Appendix 2 4 and 5 twice? There is space to submit on the platform, but you ask also to submit them in our technical document (page 5 of the main document).

Answer 4-8:

8. Appendix 2 (Proposal form), appendix 4 (Reference form) and appendix 5 should be submitted once through the platform. There is no need to include them separately in the technical document.

Question 5:

Can you clarify the HDMI input/output requirements? There are 3 blue locations on figure 1 and you call out a requirement for 2 HDMI. Is “HDMI 1” an output from the main PC? Is “HDMI 2 “ an input for presentation? Are the only required video sources the Main PC and one HDMI input at the “HDMI 2” location?

Answer 5:

The goal is to allow for projection and broadcasting at two distinct locations, identified as HDMI1 Broadcaster and HDMI2 Broadcaster in Figure 1. During a meeting, only one of these locations will handle the task at a time, not both simultaneously.

Question 6:

Is there an HDMI input connection required for HDMI Broadcaster 1 location?

Answer 6:

Yes, an HDMI input connection is required for HDMI Broadcaster 1 location.

Question 7:

Are free air cable paths permitted from field and ceiling devices to AV Rack?

Answer 7:

No, we require some form of conduit or alternative method to ensure a safe and aesthetically pleasing environment.

Question 8:

Can we request conduit cable paths from floor box locations to ceiling space?

Answer 8:

Since the existing floor structure is made of concrete, floor boxes are not a viable option. However, you may request cable paths from the outlets to the ceiling space.

Question 9:

Is there a floor box with power allocated for the mobile floor monitor?

Answer 9:

No, we plan to run an electrical wire from the wall behind the council table (Figure 1) along the floor to the mobile floor monitor.

Question 10:

Do you have preference for a style of equipment rack ? Furniture? Wall mount? Standing?

Answer 10:

A pivoting rack of 25U or more is preferred to allow easy access for maintenance and adjustments. See New Plan A305 - Millwork Elevations, image 1 - Large meeting room 222 - elevation A for reference as to where the Rack is going to be located and the space available.

Question 11:

In a Teams meeting scenario who hosts/controls the meeting and at which location? full room participation?

Answer 11:

The HDMI1 Broadcaster staff. The HDMI2 Broadcaster staff serves as a back-up.

Question 12:

Can we request furniture shop drawings to identify what connectivity if any is part of table manufacture scope?

Answer 12:

Please refer to Plan A304 – Custom Millwork plans, elevations & Details, Images 1, 2, and 3, which provide the Council Desk Shop Drawings. These drawings should help identify any connectivity requirements included in the table manufacturer's scope.

Question 13:

Can we request elevation drawings of the space to coordinate possible mounting height of equipment.

Answer 13:

Please refer to Plan A304 – Custom Millwork plans, elevations & Details, Image 4, which provides the Council Chamber Elevation and Plan A305 – Millwork Elevations, Image 1, which provides the Large meeting room 222 Elevation A, which is where the AV equipment will be located, referred as IT/AV – Main presentation computer in Figure 1 – Room Drawing). See note “Base cabinet to conceal Mobile AV rack, provide vents in cabinet doors as required”. This should help in coordinating the possible mounting height of the equipment.

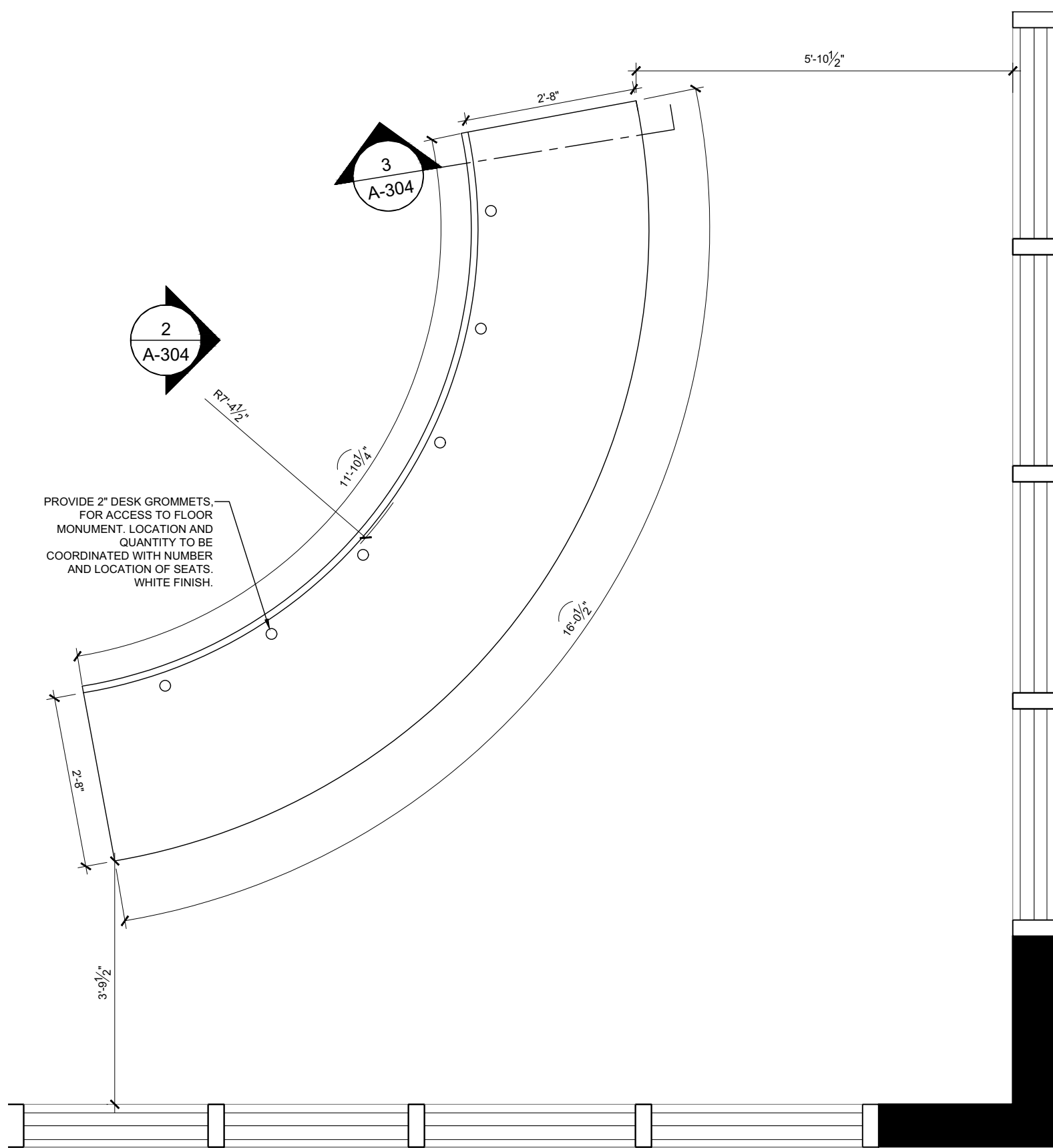
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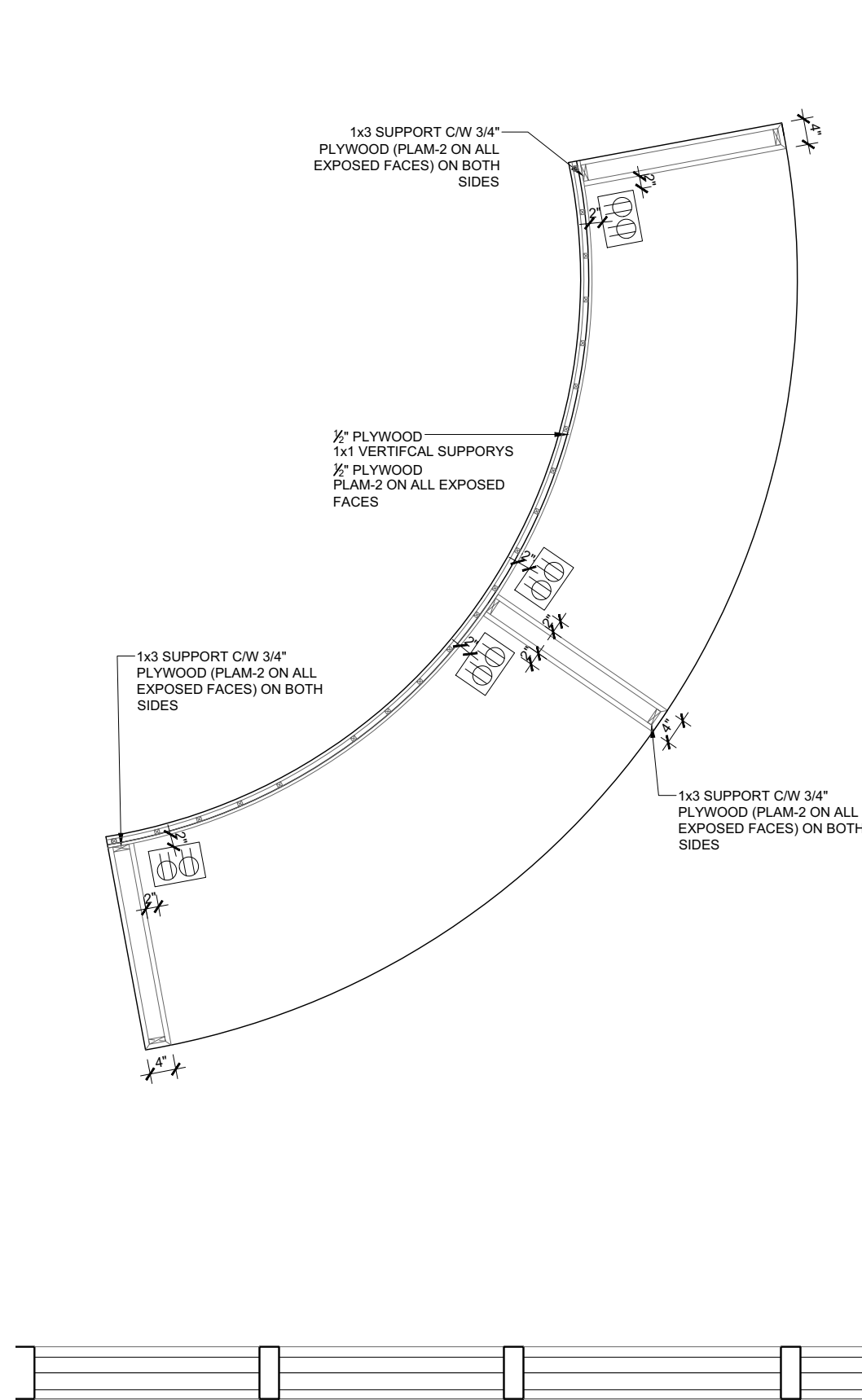
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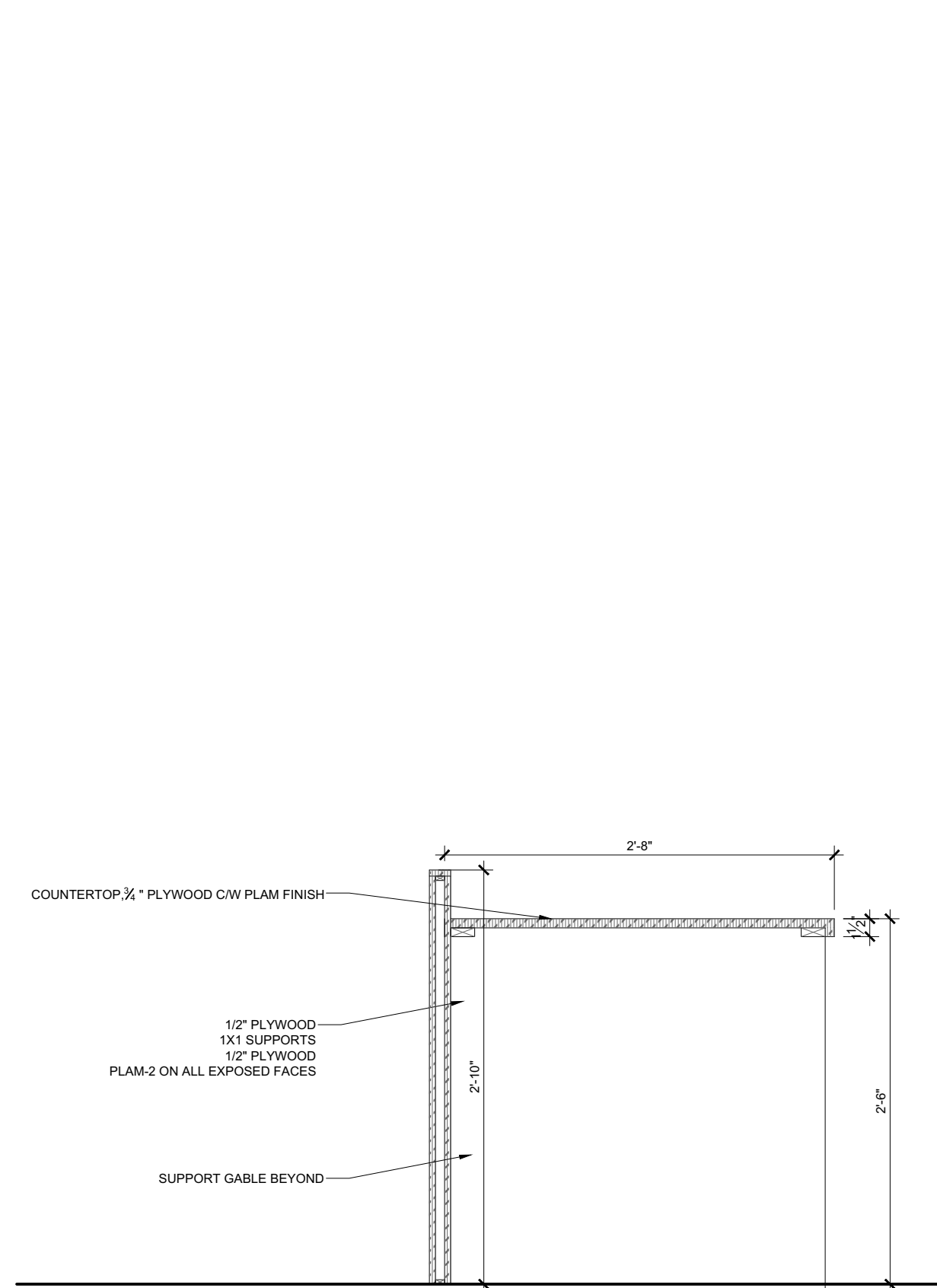
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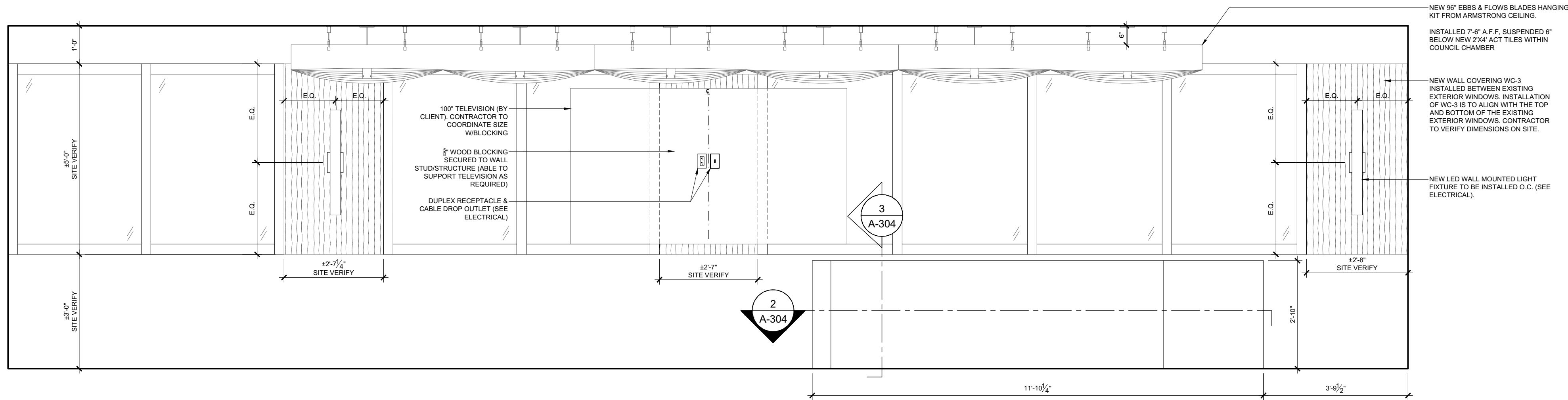
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ENLARGED FLOOR PLAN
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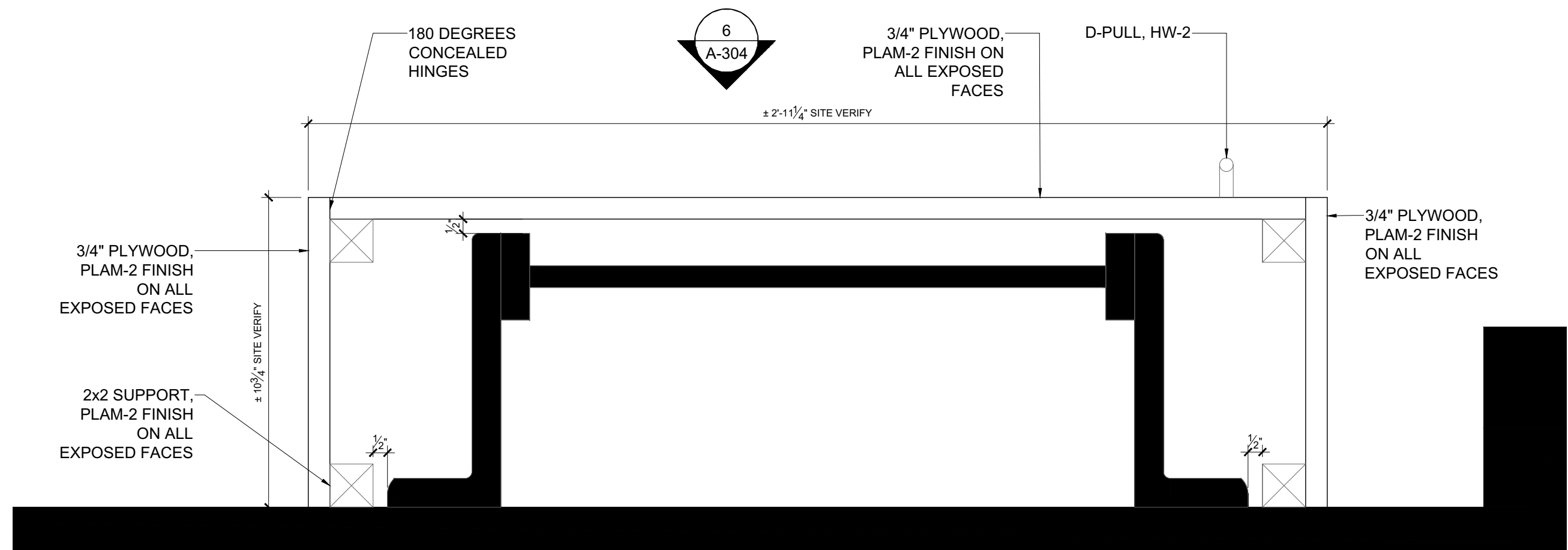
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COUNCIL DESK SECTION A
SCALE = 1/2" = 1'-0"



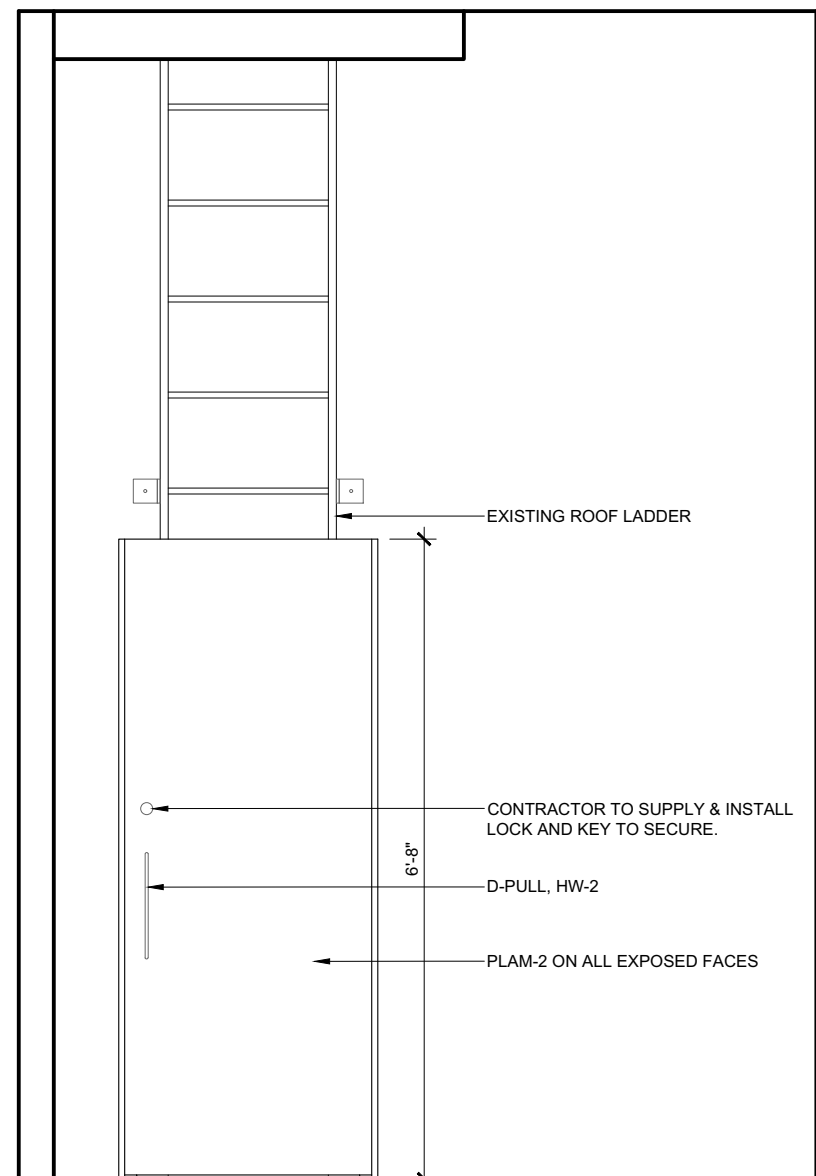
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COUNCIL DESK SECTION B
SCALE = 1" = 1'-0"



4 COUNCIL CHAMBER 225
ELEVATION
SCALE = 1/2" = 1'-0"



5 ROOFTOP LADDER
ENLARGED PLAN
SCALE = 3" = 1'-0"



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ELEVATION
SCALE = 1/2" = 1'-0"

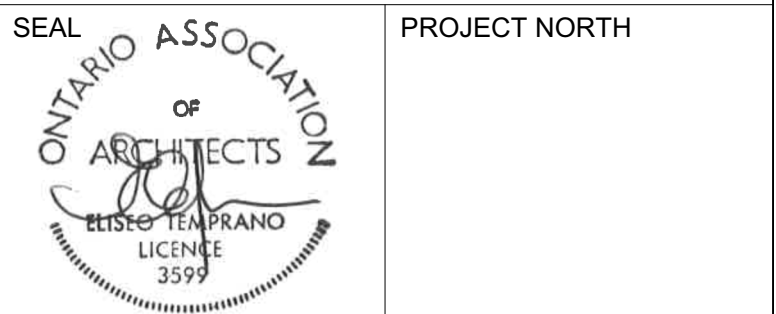


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824 Meath St. Suite 200 613. 724. 7700
Ottawa, ON K1Z 6E8 info@prty.ca

PROJECT

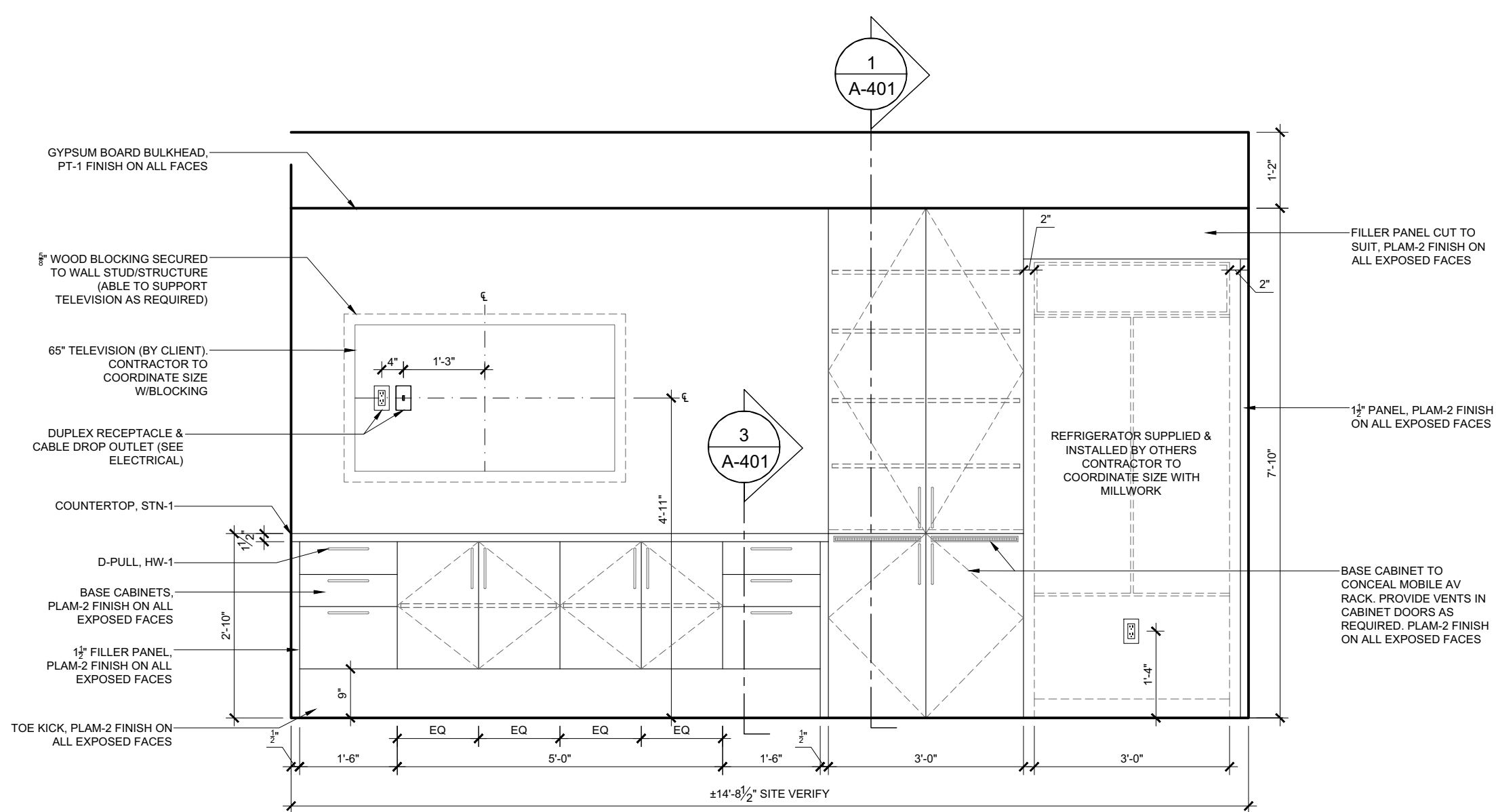
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PROJECT NO.	22045	DRAWING NO.
SCALE -	1/8" = 1'-0"	A-304
DRAWN -	MH	
CHECKED -	KB	
PLOT DATE -	19/03/2025	PLOTTED BY:



2
A-401

4
A-401

3'-0" EQ 2'-1/2" 3'-3" 2'-4 1/2" EQ

1'-2"

GYPSUM BOARD BULKHEAD

CUSTOM RANGE HOOD COVER, PLAM-1 FINISH ON ALL EXPOSED FACES. RANGE HOOD TO BE SUPPLIED & INSTALLED BY CONTRACTOR. CONTRACTOR TO COORDINATE SIZE WITH MILLWORK.

ADJUSTABLE SHELF IN WHITE MELAMINE FINISH. C/W SIDE MOUNTED ADJUSTABLE BRACKETS

TILE BACKSPLASH, CT-1 C/W SLUTTER TRIM TR-1 ON ALL EXPOSED FACES

DUPLEX RECEPTACLES MOUNTED @ 3'-2" O.C. (SEE ELECTRICAL)

COUNTERTOP, STN-1

D-PULL, HW-1

BASE CABINETS, PLAM-2 FINISH ON EXPOSED FACES

1/2" FILLER PANEL, PLAM-2 FINISH ON ALL EXPOSED FACES

1"

EQ 3'-0" EQ 2'-0" 3'-0" 2'-4 1/2" EQ

1'-1"

11'-3 3/4" SITE VERIFY

UPPER CABINETS C/W VALENCE TO CONCEAL LED TAPE, PLAM-1 FINISH ON ALL EXPOSED FACES. CABINET DOORS TO CONCEAL VALENCE

1/2" FILLER PANEL, PLAM-1 FINISH ON ALL EXPOSED FACES

D-PULL, HW-1

UNDER CABINET LIGHTING (SEE ELECTRICAL)

SOAP DISPENSER SD-1 SUPPLIED AND INSTALLED BY G.C. TO BE PROCURED THROUGH CLIENT. REFER TO FINISHES SCHEDULE FOR SPECIFICATIONS

SINK AND FAUCET BY MECHANICAL (SEE MECHANICAL) ALIGN CENTRELINE OF SINK/FAUCET WITH LINE OF LOWER & UPPER CABINETS

DISHWASHER SUPPLIED & INSTALLED BY CONTRACTOR

RANGE HOOD SUPPLIED & INSTALLED BY CONTRACTOR

RANGE SUPPLIED & INSTALLED BY OTHERS

CONTRACTOR TO COORDINATE SIZE WITH MILLWORK

CONTRACTOR TO COORDINATE SIZE WITH MILLWORK

6
A-401

3'-0" 3'-0" 2'-0"

EQ EQ EQ EQ

UPPER CABINETS, PLAM-1 FINISH ON ALL EXPOSED FACES

CORNER CABINETS, PLAM-1 FINISH ON ALL EXPOSED FACES

D-PULL, HW-1

COUNTERTOP, PLAM-2 FINISH ON ALL EXPOSED FACES

BASE CABINETS, PLAM-1 FINISH ON ALL EXPOSED FACES

ADJUSTABLE SHELF IN WHITE MELAMINE FINISH, CW SIDE-MOUNTED ADJUSTABLE BRACKETS

TOE KICK, PLAM-1 FINISH ON ALL EXPOSED FACES

± 11'-3 1/2" SITE VERIFY

LOCATION FOR PRINTER TO BE SUPPLIED BY THE CLIENT. CONTRACTOR TO COORDINATE SIZE WITH MILLWORK.

CONTRACTOR TO SUPPLY & INSTALL RUBBERMAID TRASH CAN, 10 GALLON, GRAY, S-13527GR. COORDINATE SIZE WITH MILLWORK.

PULL OUT CABINET CW FULL EXTENSION SIDE-MOUNT GLIDES. PLAM-1 FINISH ON ALL EXPOSED FACES

PULL OUT FOR GARBAGE

PULL OUT FOR RECYCLING

PULL OUT FOR RECYCLING

6"

5"

5
A-401

7
A-401

UPPER CABINETS, PLAM-2
FINISH ON ALL EXPOSED
FACES

COUNTERTOP, PLAM-2
FINISH ON ALL EXPOSED
FACES

CORNER CABINETS,
PLAM-1 FINISH ON ALL
EXPOSED FACES

2'-0"

1'-10"

2'-0"

2'-0"

1'-1"

3'-0"

EQ

EQ

EQ

EQ

2'-0"

1'-10"

2'-0"

1'-1"

3'-0"

EQ

EQ

2'-0"

16'-10 1/4" SITE VERIFY

STORAGE CABINET, PLAM-1
FINISH ON ALL EXPOSED
FACES

2" FILLER PANEL, PLAM-1
FINISH ON ALL EXPOSED
FACES

D-PULL, HW-1

DUPLEX RECEPTACLES
MOUNTED @ 3'-0" O.C.
(SEE ELECTRICAL)

BASE CABINETS C/W
LOWER DRAWERS, PLAM-1
FINISH ON ALL EXPOSED
FACES

ADJUSTABLE SHELF IN
WHITE MELAMINE FINISH
C/W SIDE-MOUNTED
ADJUSTABLE BRACKETS

TOE KICK, PLAM-1 FINISH
ON ALL EXPOSED FACES

A-305



Addendum #2

**Bid Opportunity: ADM-005-2025 - Council
Chambers Audio and Visual Virtual and Streaming
Solutions**

Closing Date: Thursday April 3rd, 2025 3:00 PM

Question 1:

Given that March 31 marks the federal year-end and many firms are facing multiple contract deadlines, making it difficult to submit a bid today, can the Municipality confirm whether the closing date for the AV system tender can be extended?

Answer 1:

The Municipality has decided to extend the submission deadline for the AV system tender to **Thursday April 3rd 2025 at 3:00 PM** to provide additional time for bidders. The results of the tender will be presented at the Council meeting on April 29, 2025. All other terms and conditions of the tender remain unchanged. All Submitted Bid will be withdrawn and bidders who have had already submitted a bid will be invited to resubmit their bid before the new closing date. We apologize for the inconvenience.