



REQUEST FOR QUOTATION
RFQ-2020-01
ONTARIO LIBRARY SERVICE – NORTH

September 2, 2020

Introduction

Ontario Library Service - North is a transfer payment recipient of the Ministry of Heritage, Sport, Tourism and Culture Industries. The organization is a non-profit corporation with charitable status.

The purpose of the Ontario Library Service is to provide programs and services on behalf of the Ministry by:

1. Increasing cooperation and coordination among public library boards and other information providers in order to promote the provision of library services to the public.
2. Assisting public library boards by providing them with services and programs that reflect their needs, including consultation, training and development services.

Purpose of RFQ

To provide all materials, labour, and equipment to replace/renew the fire alarms and smoke detectors at the Ontario Library Service North office located at 334 Regent Street, Sudbury, ON P3C 4E2. The building is 2 levels and approximately 5,900 square feet.

Submission

Quotations should be submitted via e-mail to: Gisèle Montgomery at gmontgomery@olsn.ca by September 25th at 5:00 p.m. Late submissions will not be accepted. Quotations must include:

- Detailed complete pricing including applicable taxes
- Proposed timeline
- Detailed warranty information

Site Visit

Bidders must arrange for a site visit by contacting Gisèle Montgomery at 705-675-6467 X 214. Standard COVID-19 safety protocols are in place, and must be adhered to by all visitors.

Basis of Award

Ontario Library Service North intends to award a contract to the lowest complete quotation based on the total price. Acceptance of a quotation will be conveyed by the issuance of a Purchase Order.

General Terms and Conditions

Your submission of a quote attests that:

- It remains valid to coincide with your proposed schedule.
- You are licensed to do business in Canada, and are registered to collect and remit the Harmonized Sales Tax.
- You understand that OLS-North, at its sole discretion, will determine which quotes will be accepted or rejected.
- You understand that OLS-North assumes no responsibility or liability for costs incurred in replying to this RFQ, or in negotiating an agreement.

Please direct all RFQ enquiries to Karen Reid at kreid@sols.org.