



BRANDON SCHOOL DIVISION

Request for Proposal (“RFP”) for Alarm Monitoring Services

RFP Issue Date: May 22, 2026

Proposal Response Due: 2:00 p.m. on Wednesday, June 10, 2026

Vendors wishing to participate must submit 1 copy of their proposal response on or before the above date.

“Accepting the Challenge”

SCOPE OF WORK

Brandon School Division (“BSD”) is requesting proposals from experienced qualified building fire and intrusion alarm monitoring companies with the required resources and expertise to provide 24hr alarm monitoring services, year-round for appropriately 25 sites across the City of Brandon and surrounding area, and any future buildings as they may arise. Please see attached Schedule “A” for location information.

The main goal of BSD is to secure building alarm monitoring services for its owned and leased division schools and buildings, ensuring effective alarm monitoring and the proper application of division protocols for each alarm at various school and building sites, in compliance with all relevant federal, provincial, and municipal laws and regulations.

BSD plans to select the most qualified firm that offers the best value to deliver these building alarm monitoring and maintenance services.

The qualified proponent shall have demonstrated experience in similar successful building alarm monitoring and maintenance services. The BSD is looking for a vendor whose solution meets or exceeds the BSD’s requirements.

1. Proponent Minimum Qualifications and Requirements:

- The proponent will be responsible for providing all resources, labour, supervision, and equipment for security alarm monitoring, maintenance, and new installations.
- A proponent must provide alarm monitoring services, which involve receiving alarm signals generated by various alarm conditions through the on-site security alarm system.
- The proponent will ensure that alarm conditions can be triggered by the building's fire alarm system, sprinkler system, mechanical system, flood detection, burglar alarm system, high carbon monoxide levels, work-alone pendant system, late-to-close or early open conditions, insecure auto-arming, emergency elevator communication, communication failures in the security system, personal safety concerns, and other related situations.
- Proponents must adhere to all provincial, and municipal regulations regarding building alarm monitoring, and maintenance services.
- The proponent is required to provide copies of all relevant documents, including accreditation, certificates, and licenses, as mandated by applicable provincial regulations.
- Must have trained personnel located permanently in Brandon to provide for an average four (4) hour service response for high priority service calls. Efforts will be made to provide immediate response during critical service issues. Failure to do so may result in the termination of the lease.
- The proponent shall respond within a twenty-four (24) hour period for non-emergency service calls unless a different timeline is negotiated with BSD Facility Services staff for the respective project.

- A normal work crew consists of one (1) technician. Any additional work crew members shall be approved by BSD Facility Services personnel.
- The proponent may require monthly and annual reports, with the capability to sort and categorize information. This includes monthly alarm activity reports and an annual report for process improvement.
- All BSD locations perform various drills on a regular basis which impact alarm monitoring. All RFP submissions must include an outline of the process for scheduling and performing tests as and when directed by BSD. This would include how BSD would initiate a drill (phone in, web form, email, etc...), lead time required to initiate a test, and confirmation that the test has completed.

2. Alarm Monitoring:

The minimum requirements for building alarm monitoring services are as follow:

- Intrusion/burglar alarm
- General fire alarm
- Fire panel trouble/Fire supervisor troubles – where applicable
- Mechanical alarm/BMS alarm
- Temperature
- Fire sprinkler
- Regulated Testing
- Open/close building – where applicable
- Fail to communicate or communication fault
- Elevator alarm-elevator entrapment – where applicable
- Water flow/flood detection
- Other alarm situation that may trigger a triage

3. Materials and Workmanship:

Unless otherwise specified, all equipment and materials for new installs must be new and of the highest suitable grade for their intended purpose. The awarded contractor may propose substitutions for any equipment, material, or process, provided that BSD determines the substitute is equal to the original or as specified in the project plans. To seek approval for a substitute, the contractor must submit the manufacturer's name, model number, and relevant details about the capacity, nature, rating, and performance of the proposed substitute to the BSD Facility Services. If requested, the contractor must provide samples for approval at their own expense. Substituted materials or processes that have not been approved may be rejected.

All work must be performed in a skillful and workmanlike manner. The BSD Facility Services may in writing, require the successful proponent to remove from the work any employee the BSD Facility Services deems incompetent, careless, or otherwise objectionable.

4. Warranty

The warranty period for parts shall be a minimum of one (1) year from the completion of installation or within the manufacturer's warranty period, whichever is longer. The warranty period will begin upon acceptance of the service by the BSD Facility Services. The awarded contractor is required to provide the BSD Facility Services with all relevant manufacturer warranty documents upon completion of installation.

5. Failure to Perform

If the proponent or his representative fails to perform in accordance with the terms and conditions of the agreement, a BSD representative or designate will document the issues requiring correction and forward to the firm either in writing or electronic communication. The date and/or time stamp of the communication serves as the official notice time. This communication will serve as written notice to the firm regarding said deficiencies. Communication will identify corrective action and time in which the issue needs to be resolved. Under this contract, should a firm receive more than two notices within a 30-day time span, a letter of "failure to comply" may be issued. If two letters of "failure to comply" are issued within one hundred eighty (180) (six (6) months) days, BSD may immediately terminate the contract without further notice. In the event of termination, BSD shall be responsible only for payment of those services performed and accepted by BSD prior to the date of termination; and the firm may at BSD option, be held liable and assessed for any and all costs for the re-procurement of the contract services.

6. Intellectual Property

Any information and or materials, finished or unfinished, produced in performance of this agreement, including all rights associated with them, shall be turned over to the BSD upon request.

GENERAL CONDITIONS:

Sealed Proposals will be received at The Brandon School Division Administration Office, 1031 - 6th Street, Brandon, Manitoba, R7A 4K5 up to **2:00 p.m. on Wednesday, June 10, 2026**, for **Alarm Monitoring Services** in the Brandon School Division.

1. Attached are the specifications and proposal form. Please submit in a sealed envelope marked "**PROPOSAL – ALARM MONITORING SERVICES**". Be sure to clearly indicate the firm's name and return address on the envelope.
2. Proposal form must show the name of the firm and must be signed by a person duly authorized to sign on behalf of the proposer. The office held by the person so signing should be shown on the proposal form.
3. Brandon School Division has made every attempt to ensure all information provided in this request is correct; it is the responsibility of the vendor to report any errors or omissions in this specification prior to submitting their bid.
4. The lowest or any tender will not necessarily be accepted.
5. Tenders may be accepted in whole or in part.
6. Faxed, emailed, or late tenders will not be accepted.
7. Proposal to be for a five (5) year period from July 1, 2026 to June 30, 2031, with an option to extend agreement by two (2) years. Start date of service may be modified by mutual agreement between the parties.
8. All prices quoted must be firm for a period of 60 days from the closing date of the Request for Proposal.
9. Completion of the Vendor Submission Form and Costing Form is mandatory. Excel document for Costing Form can be provided upon request.
10. Responses referring to products that do not meet the specifications as indicated in this document will NOT be accepted.
11. The proponent shall be in good standing under The Corporations Act (Manitoba) or properly registered under The Business Names Act (Manitoba) or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba.
12. The proponent shall be in good standing with The Canada Revenue Agency.
13. The proponent shall be in good standing with The Workers Compensation Board (Manitoba). The proponent shall be a company registered in Canada for at least 3 years.
14. The proponent shall be a duly authorized distributor of the equipment supplied with full manufacturer's warranty privileges.
15. It is a condition of the Division entering this Agreement that all employees of the proponent shall be bonded and the proponent shall obtain and maintain public liability and property

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damage insurance in an amount of at least \$2,000,000. Proof of bonding and insurances shall be provided prior to commencement of the Agreement.

16. The proponent will notify the Division of any changes in the Proponent's ownership structure.
17. Provide a minimum of three (3) commercial references (2 of which are school environments) where the proposed monitoring service is currently in service. Manitoba references are preferred.

Brandon School Division - Alarm Monitoring Services

Schedule "A"

School & Address	School & Address	School & Address
Alexander School 102 Argyle St. N. Alexander, MB R0K 0A0 T: 204-729-2790	École O'Kelly School 101 St. Barbara St. Shilo, MB R0K 2A0 T: 204-729-0399	Facilities & Transportation Office 800 Richmond Avenue East Brandon, MB R7A 7T8 T: 204-729-3975
Betty Gibson School 701-12 th Street Brandon, MB R7A 6H7 T: 204-729-3965	Riverheights School 32 E. Fotheringham Drive Brandon, MB R7B 3G3 T: 729-3210	
Earl Oxford School 540-18 th Street Brandon, MB R7A 5B2 T: 204-729-3270	Riverview School 1105 Louise Avenue E. Brandon, MB R7A 1Y2 T: 729-0330	
George Fitton School 1129-3 rd Street Brandon, MB R7A 3E7 T: 204-729-3220	St. Augustine School 330-3 rd Street Brandon, MB R7A 3C3 T: 204-729-3285	
Green Acres School 335 Queens Avenue East Brandon, MB R7A 2B9 T: 204-729-3265	Valleyview Centennial School 65 Whillier Drive Brandon, MB R7B 0X8 T: 204-729-3950	
Ecole Harrison 415 Queens Avenue Brandon, MB R7A 1K9 T: 204-729-3200	Waverly Park School 3800 Park Avenue Brandon, MB R7B 3X2 T: 204-729-3250	
J.R. Reid School 813-26 th Street Brandon, MB R7B 2B6 T: 204-729-3955	Maryland Park School 700 Maryland Avenue Brandon, MB R7A 7X9 T: 725-7770	
King George School 535 Park Street Brandon, MB R7A 6M6 T: 204-729-3991	Crocus Plains Regional Secondary School 1930-1 st Street Brandon, MB R7A 6Y6 T: 204-729-3900	
Kirkcaldy Heights School 10 Knowlton Drive Brandon, MB R7A 6N7 T: 720-729-3291	École Secondaire Neelin High School 1020 Brandon Avenue Brandon, MB R7A 1K6 T: 204-729-3180	
Linden Lanes School 49 Silver Birch Drive Brandon, MB R7B 1A8 T: 204-729-3260	Vincent Massey High School 715 McDairmid Drive Brandon, MB R7B 2H7 T: 204-729-3170	
Meadows School 1220-22 nd Street Brandon, MB R7B 1T4 T: 204-729-3988	Prairie Hope High School Unit A, 638 Princess Avenue Brandon, MB R7A 0P3 T: 204-725-2630	
École New Era School 527 Louise Avenue Brandon, MB R7A 0X1 T: 204-729-3161	Division Administration Office 1031-6 th Street Brandon, MB R7A 4K5 T: 204-729-3100	

VENDOR SUBMISSION FORM

****MANDATORY****

**To: Secretary-Treasurer
Brandon School Division**

PART A:

Proposal is hereby made for Alarm Monitoring Services in accordance with the specifications and general conditions. (***This section is mandatory***).

Specifications:

Alarm monitoring of all current and future Brandon School Division buildings using existing panels.

PLEASE NOTE: To obtain a full list of current equipment, please contact:

Terence Despiegelaere, Director of Facilities and Transportation

Phone: 204-729-3977

Email: despiegelaere.terence@bsd.ca

Please include the following two (2) pages (Costing Form and Vendor Submission Form) in your submission.

Brandon School Division - Alarm Monitoring Services

COSTING FORM
Tender - Alarm Monitoring Services
Five (5) Year Term - July 1, 2026 - June 30, 2031

School/Building	Set-up cost for conversion of current system (if required)	Monthly Cost for Monitoring				
		Year 1	Year 2	Year 3	Year 4	Year 5
Alexander School						
Betty Gibson School						
Earl Oxford School						
George Fitton School						
Green Acres School						
École Harrison						
J.R. Reid School						
King George School						
Kirkcaldy Heights School						
Linden Lanes School						
Meadows School						
École New Era School						
École O'Kelly School						
Riverheights School						
Riverview School						
St. Augustine School						
Valleyview Centennial School						
Waverly Park School						
Maryland Park School						
Crocus Plains Regional Secondary School						
École Secondaire Neelin High School						
Vincent Massey High School						
Prairie Hope High School						
Division Administration Office						
Facilities & Transportation Office						
Monthly Subtotal:	-	-	-	-	-	-
# of months in Year:		12	12	12	12	12
Yearly Subtotal:	-	-	-	-	-	-
GST - 5%	-	-	-	-	-	-
PST - 7%	-	-	-	-	-	-
Yearly Total w/taxes:	-	-	-	-	-	-

	Year 1	Year 2	Year 3	Year 4	Year 5
Hourly Rate for On-Demand Service Calls					
Mileage Rate for On-Demand Service Calls (if applicable)					

VENDOR SUBMISSION FORM
****MANDATORY****

Firm Name: _____

Address: _____

City/Province/Postal code: _____

Telephone: _____

Authorized Signature: _____

Name: _____

Position: _____

Email: _____

Date: _____