



# BRANDON SCHOOL DIVISION

Request for Proposal (“RFP”)

for

The Supply and Installation of an IP (Internet Protocol) Paging  
Solution – Earl Oxford School

RFP Issue Date: April 15, 2026

Proposal Response Due: May 1, 2026

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

Brandon School Division  
Supply and Install IP Paging Solution

## NOTICE OF INFORMATION

The information provided by Brandon School Division (BSD) in this Request for Proposal (RFP), is intended for the use of the contractor's submitting a Proposal for the supply and installation of an IP Paging Solution.

Contractor's submitting Proposals in response to BSD Request for Proposal understand that all materials submitted become the property of BSD, and may, at the discretion of BSD form part of the final agreement.

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## 1. Scope of Work

The work under this contract includes the supply and installation of an IP Paging System within Earl Oxford School, 540 18<sup>th</sup> Street Brandon, MB R7A5B2

A mandatory site visit is required. All contractors are asked to attend a site visit of Earl Oxford School on **April 22, 2026 at 4:00 p.m** No arrangements outside the mandatory site visit can be made.

The work to be completed will consist of the supply and installation of equipment throughout the school to replace existing communications system (intercom/paging system) with an IP based system that communicates cohesively with the existing Cisco IP based telephone system and will be 100% compatible with Singlewire InformaCast software.

## 2. Submissions Procedures

### 2.1. Completion of Tender

Bid responses submitted must be correctly completed in all respects. Bid responses submitted are to be enclosed in a sealed envelope and marked “**Supply and Install IP Paging Solution Proposal – Earl Oxford**”. The name and address of the contractor must be clearly printed on the tender envelope and addressed to the issuing office:

**Brandon School Division  
1031-6<sup>th</sup> Street  
Brandon, MB R7A 4K5  
Attention: Denis Labossiere**

Bid responses received by facsimile will not be considered or accepted.

Contractors submitting a bid response are to ensure that all requirement of all governing authorities as to the legal conditions, laws, statutes, regulations and/or standards are adhered to.

### 2.2. Closing Date

All bid responses must be received at the office on or before May 1, 2026 at 2:00 p.m.

## 3. Amendments of Tender

BSD has made every attempt to ensure all information provided in this tender is correct; it is the responsibility of the contractor to report any errors or omissions in this specification with their bid submissions.

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#### 4. Submissions of Tender

All bid responses must be received on or before the closing date and time set for this tender.

Late bid responses will not be accepted and will be returned, unopened.

Any costs incurred in the preparation and submission of a bid response will be borne entirely by each contractor submitting a response.

All materials submitted in response to this tender become the property of BSD and may, at the discretion of BSD, become or form part of the final agreement.

#### 5. General Terms and Conditions

All questions pertaining to this tender must be received prior to the closing date and directed, via email to:

Andrew Kean,  
Director of Learning & Business Technologies  
1031-6<sup>th</sup> Street  
Brandon, MB R7A 4K5  
Email: [kean.andrew@bsd.ca](mailto:kean.andrew@bsd.ca)

To ensure equal access to information, any responses made by BSD to any contractor inquiry will be provided by email to all contractors responding to this tender. The identity of the inquiring contractor will remain confidential.

Bid forms for Atlas equipment and installation must be completed for each site.

BSD reserves the right to select Atlas equipment at their discretion. The contractor will be installing only Atlas equipment at the site.

Bid responses submitted must be irrevocable and must be open for acceptance by BSD for a period of 90 days from the closing date of this tender.

All bid responses received are confidential and are not open for discussion with other contractors.

Each contractor is responsible for the accuracy of their bid response.

BSD reserves the right to cancel this tender if, contractors submitting bid responses do not meet BSD requirements, or if BSD's business strategies change.

The lowest priced bid will not necessarily be accepted, and BSD reserves the right to reject any and all bids submitted.

All bid responses received must be signed and dated by an authorized representative or officer of the contractor.

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The contractor 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.

The contractor shall be in good standing with The Canada Revenue Agency.

The contractor shall be in good standing with The Workers Compensation Board (Manitoba).

The contractor shall be a company registered in Canada for at least 3 years.

The contractor shall be a duly authorized distributor of the equipment supplied with full manufacturer's warranty privileges.

The contractor shall include a sales tax break down in the bid.

## 6. Awarding

All vendors will be notified via email if their bid was successful or unsuccessful.

BSD intends on awarding the contract by May 26, 2026.

## 7. Insurance

The contractor shall, at its own expense, provide and maintain the following insurance coverage to protect BSD's interest throughout the time that the contract between BSD and the contractor remains in force.

For the purpose of this tender, property belonging to BSD, in, about or upon which the contractor is performing operations shall not be considered to be in the care, custody, used and/or control of the contractor.

The contractor's insurance coverage shall include:

- Comprehensive General Liability Insurance in the name of the cable contractor with limits of not less than \$2,000,000.00 inclusive per occurrence for bodily injury, death and damage to property. Such insurance coverage shall include an endorsement adding Brandon School Division, as an Additional Insured and providing BSD with thirty (30) days written notice in advance of cancellation of insurance, change of insurance coverage, or amendment restricting insurance coverage.
- All Risks Property Insurance in the name of the contractor covering property of the contractor during the time that it is located on BSD premise.
- The contractor shall provide such additional insurance as may reasonably be required by BSD.

## 8. Pricing

All prices are to include incidental fees and other fees for items required to successfully install the IP Paging system that may or may not be indicated in this document.

## 9. Specification

### 9.1. General

This tender specifies the use of Atlas IP Paging Equipment.

The contractor is responsible for complete storage, handling, delivery, and installation of all materials used in the performance of the specified work.

The contractor is responsible for keeping their worksite clear, safe and free from debris at all times. All debris must be removed from the site on a daily basis. Any costs incurred for the clean up is the responsibility of the contractor.

Any damages incurred to existing facilities during the installation of any work described in this tender document shall be the responsibility of the contractor. With regards to the ceiling tiles, damages include chipping, breaking or fingerprints. The final decision on the trade responsible for such damages resides with BSD.

### 9.2. Equipment

Classroom Endpoint - PoE+ Indoor wall Mount IP Speaker with LCD Display, LED Flashers, and Talkback Microphone. Unless stated otherwise, at minimum there will be one (1) endpoint in each classroom, staffroom, library, or specialty/resource office. This endpoint shall be an AtlasIED-IP-SDMF. The endpoint shall be installed using the manufactures approved mounting enclosure that is appropriate to the installation.

Classroom Call Switch – Vandal Proof Plate Mounted Call Switch. This call switch shall be an AtlasIED VPB-1A. The switch shall be installed using the manufacturers approved mounting enclosure that is appropriate to the installation.

Hallway Endpoint – PoE+ IP Compliant IP Dual Sided LCD Endpoint with Speakers. Unless specifically stated otherwise, these endpoints shall be placed according to manufacturer's specifications and must be so installed to ensure that at least one can be seen/viewed/heard from any position/location in a hallway or common area. This endpoint shall be in an AtlasIED IP-DDS. The endpoint shall be installed using the manufacturers recommended mounting that is appropriate to the installation.

Gymnasium – PoE+ Indoor Wall Mount IP Horn Speaker with LCD Display. These endpoints must be installed to offer the best possible audible clarity and maintain the ability to view the display from virtually anywhere in the gymnasium. This endpoint will use a horn style speaker but also have the integrated LCD display and LED strobes. The endpoint shall be installed using the manufacturers recommended mounting that is appropriate to the installation. Includes call switch.

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Outside Speakers – PoE+ Vandal and Weather Resistant Wall Mount IP Speaker. This endpoint shall be an AtlasIED IP-HVP. The endpoint shall be installed using the manufacturers recommended mounting that is appropriate to the installation. Drawings to be provided at site visit.

### 9.3. **Cabling/Installation Specifications**

Belden cable (2413-005) and termination ends are to be used. Cables will be terminated at the equipment end with male ends and punched into a traditional termination panel in the computer room.

The BSD will provide rack space and required patch panels and network switches.

Bidder is responsible for providing evidence that all materials and installation practices will meet or exceed BICSI specifications for CAT6 (minimum) materials and installation.

References:

- Design, manufacture, test, and install telecommunications cabling networks per manufacturer's requirements and in accordance with NFPA-70 (2005 edition of the National Electrical Code).
- ANSI/NECA/BICSI-568-2006 – Standard for Installing Commercial Building Telecommunications Cabling ANSI/TIA/EIA Standards:
  - ANSI/TIA/EIA-568-B.1 – Commercial Building Telecommunications Cabling Standard, Part 1: General Requirements.
  - ANSI/TIA/EIA-568-B.2 – Commercial Building Telecommunications Cabling Standard, Part 2: Balanced Twisted Pair Cabling Components.
  - ANSI/TIA/EIA-606-(A) – The Administration Standard for the Telecommunications Infrastructure of Commercial Buildings B.
- Install cabling in accordance with the most recent edition of BICSI publications:
  - BICSI – Telecommunications Distribution Methods Manual.
  - BICSI – Installation Transport Systems Information Manual.
  - BICSI – Network Design Reference Design Manual.
  - BICSI - Outside Plant Design Reference Manual.
  - BICSI – Wireless Design Reference Manual.
  - BICSI – Electronic Safety and Security Design Reference Manual.
  - Infocomm/BICSI – AV Design Reference Manual.

### 9.4. **Installation**

Install equipment/components in accordance with the requirements of the manufacturers.

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Prior to installation, review the drawing with the person(s) in charge on site and walk through to confirm exact locations of all speakers and components, to ensure tender guidelines have been met.

All cables installed are to terminate in accordance with ANSI/EIA/TIA-568A guidelines. Attention must be given to the maintaining of the integrity of the pair twists, bend radius and ensuring proper distance is kept from florescent light fixtures, electrical cables or any other source of EMF.

All UTP Category 6 cables are to be terminated at the workstation and patch panel on a T568A Category "6" outlet.

Ensure that all plenum cabling is kept clear of all power equipment and lighting fixtures as follows:

- Transformers up to 5 KVA 1m
- Power Lines (120V Systems) 300mm
- Fluorescent lighting 300mm
- Power lines (600V Systems) 1m
- Electrical motors 1m

The maximum horizontal run length is not to exceed 90 meters. If this constraint cannot be met, the cable contractor is to notify BSD of any cables that exceed this constraint prior to installation.

Install main cabling runs over corridor areas whenever possible and/or along lines parallel to building structures. Penetrations through full-height wall partitions will be made in compliance with the Manitoba Building Code and Manitoba Fire Code where applicable.

Low-voltage wiring may be run exposed above ceiling areas where they are easily accessible.

Install cabling in ceiling spaces in cable tray or support by means of "B-Line" J-hooks at a maximum of 1.2-meter intervals to ensure that the cable is free from tension over its entire length. Support by cable ties to existing structures will only be approved by written consent of the Project Manager.

The installation, adjustment, testing and final connection of all conduit, wiring, boxes, cabinets, etc., shall conform to local electrical requirements and shall be sized and installed in accordance with manufacturer's approved shop drawings.

Where the use of concealed vertical conduit is required, provide a minimum outlet box size of single gang. For metallic surface conduit, provide single gang FS boxes. For surface conduit, provide plastic latching duct complete with CAT5 fittings and boxes.

Provide a 1-meter loop of cable in the cable before entering wall cavities.

All vertical cables will be secured at each floor level with approved strain relief hardware. Support bundles of cables splitting of the harness with Velcro straps and/or wire wraps.

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Bundle communications cables in transition areas between conduit and tray. Utilize data grade Velcro ties for bunching only, not for supporting weight. Bundles are not to exceed 10 - 4pr. 24 awg copper cables.

During installation, do not suspend data cable coils from the structure by means of nylon ties or equivalent. Properly support these coils to prevent damage. Cables will not rest on the ceiling grid and tiles.

The contractor will be courteous, provide quality workmanship, pay attention to detail and clean up during and after construction.

The contractor is permitted to store job boxes on the site during construction. The tools and the job box are the responsibility of the contractor and BSD is not responsible or liable for any lost or damaged tools or materials.

The contractor agrees to use only tradesmen fully trained, qualified and experienced in the installation and testing of the products.

The contractor shall not assign or sub-contract any work without the prior written consent of the owner or a representative. A list of sub-contractors must be submitted with the bid response.

Cables will be labelled with self-laminating vinyl construction labels with white printing area and a clear tail that self laminates the printed area when wrapped around cable. The clear area should be sufficient length to wrap around the cable at least one and one-half times.

All labels must be mechanically printed using a label marker or laser printer.

Hand written labels are not permitted or accepted.

One label should be attached to the front of the workstation faceplate, one to the front of the distribution connector, and one at each end of the cable.

The contractor shall supply a clear intelligible list of MAC address to architectural identification to the MIST department. This list must be provided in a time and fashion acceptable to the MIST department and Project Manager.

The installation contractor will support the above system for a period of one year from the date of acceptance by BSD. If a failure is a result of installation and/or performance of the IP Paging Solution, the failure will be repaired within 24 hours from the time of the report. If the failure is not installation and/or performance of the IP Paging Solution, the contractor will contact the person in charge and /or technical resources prior to repairs (after troubleshooting) to confirm and get approval to proceed. The contractor will make the effort to coordinate and get approval to proceed prior to any site visit.

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All products installed must meet or exceed all local, provincial and federal building, fire, health, safety and electrical codes. The contractor shall comply with all federal, provincial and municipal laws and regulations applicable to the performance of the work any part thereof including, without limitation, all laws concerning health and labour conditions and the protection of the environment, and shall require compliance therewith by all of its subcontractors and suppliers.

Scheduling of install to be approved by BSD prior to starting. Any work that requires noise or other interruptions will need to be completed outside of school hours as agreed upon by BSD.

Installation will be in accordance with the attached school map based on quantities on the map and listed on the attached "EARL OXFORD SCHOOL ATLAS EQUIPMENT LIST"

## 10. Testing

Contractors are to use the Fluke Omni Scanner or equivalent using the latest version of firmware to test the UTP cabling system capable of producing a test report for network lines.

**Testing of the CAT6 cable will consist of the following tests:**

- PSNEXT
- ATTENUATION
- PSACR
- PSELFEXT
- RETURN LOSS
- PROPOGATION DELAY
- DELAY SKEW

At a minimum, the balanced twisted-pair cabling system shall meet the key performance parameters for CAT6 found in ANSI/TIA/568-C.2.0 Category 6 standard over the specified frequency ranges. The balance twisted-pair cabling system shall also meet all the requirements of ISO/IEC 11801 Edition 2.0 2002-09.

The contractor is required to produce and provide a test report indicating when each cable was successfully tested. This report, once complete must be submitted in PDF format and hard copy to BSD.

## 11. Payment

BSD reserves the right to withhold 10% of payment until all testing and corrective action is 100% complete.

## 12. Warranty

The contractor is required to provide a minimum one (1) year manufacturer's warranty for the entire IP Paging system.

### **13. Transition Support**

BSD requests that during the final transition period, the contractor provide one technician upon request to answer questions, test cables and repair any deficiencies that are identified.

### **14. Removals**

It will be BSD's responsibility to perform the removal of all-redundant cabling.

### **15. Asbestos**

Asbestos document to be provided at site visit. Contractor responsible for avoiding or removing asbestos tile and shall be included in price.

#### **PLEASE NOTE:**

- **The following two pages must be completely filled out and submitted. Quantities are pre populated based on the attached map.**
- **Installation to begin at earliest July 1, 2026 and to be completed by August 30, 2026**

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FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

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AUTHORIZED SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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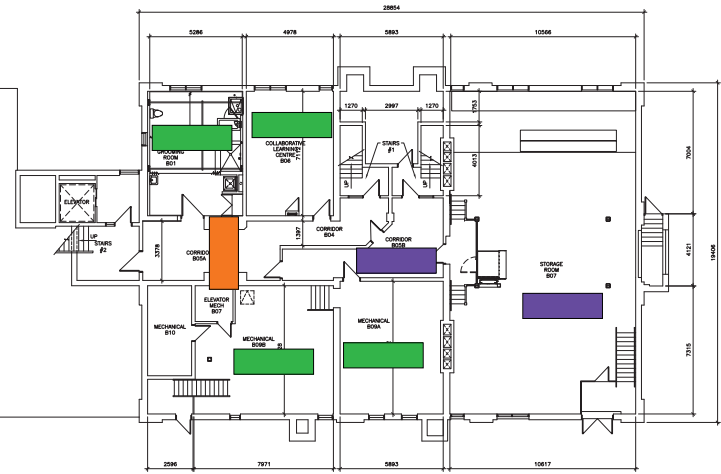
**EARL OXFORD SCHOOL  
ATLAS-IED EQUIPMENT  
LIST**

<b>Item</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>Extended Price</b>	<b>PST</b>	<b>GST</b>	<b>Total</b>
Classroom Endpoint AtlasIED <b>IP-SDMF</b>		41				
Classroom Call Switch AtlasIED <b>VPB-1A</b>		35				
Hallway Endpoint AtlasIED <b>IP-DDS</b>		10				
Gymnasium (Horn Speaker w/ integrated display and strobe and call button)		2				
Outside Speakers AtlasIED <b>IP-HVP</b>		8				
Angled Enclosure for Speakers with Displays AtlasIED <b>IP-SEA-SD</b>		43				
Straight Enclosure for IP-HVP IP Addressable Speaker AtlasIED <b>IP- SEST-HVP</b>		8				
Cabling (includes all parts & materials)						
Installation						
<b>Totals</b>						

**TOTAL SCHOOL COST:** \_\_\_\_\_

# EARL OXFORD SCHOOL

THIS DRAWING HAS BEEN UPDATED TO REFLECT THE AS-BUILT LAYOUT BASED ON INFORMATION PROVIDED BY THE BRANDON SCHOOL DIVISION AND A SITE WALK-THROUGH BY MCM ARCHITECTS, AS OF THE DATE OF THE DRAWING. INFORMATION ON THIS DRAWING MAY NOT REFLECT ACTUAL SITE CONDITIONS. ANY PARTY USING THIS DRAWING ACCEPTS FULL RESPONSIBILITY TO VERIFY THE ACCURACY OF THE DATA HEREON.  
APRIL 17, 2020



 **BASEMENT FLOOR PLAN**  
SCALE: 1/8" = 1'-0"  
SCALE: N.T.S. (WHEN PRINTED ON 30x42)

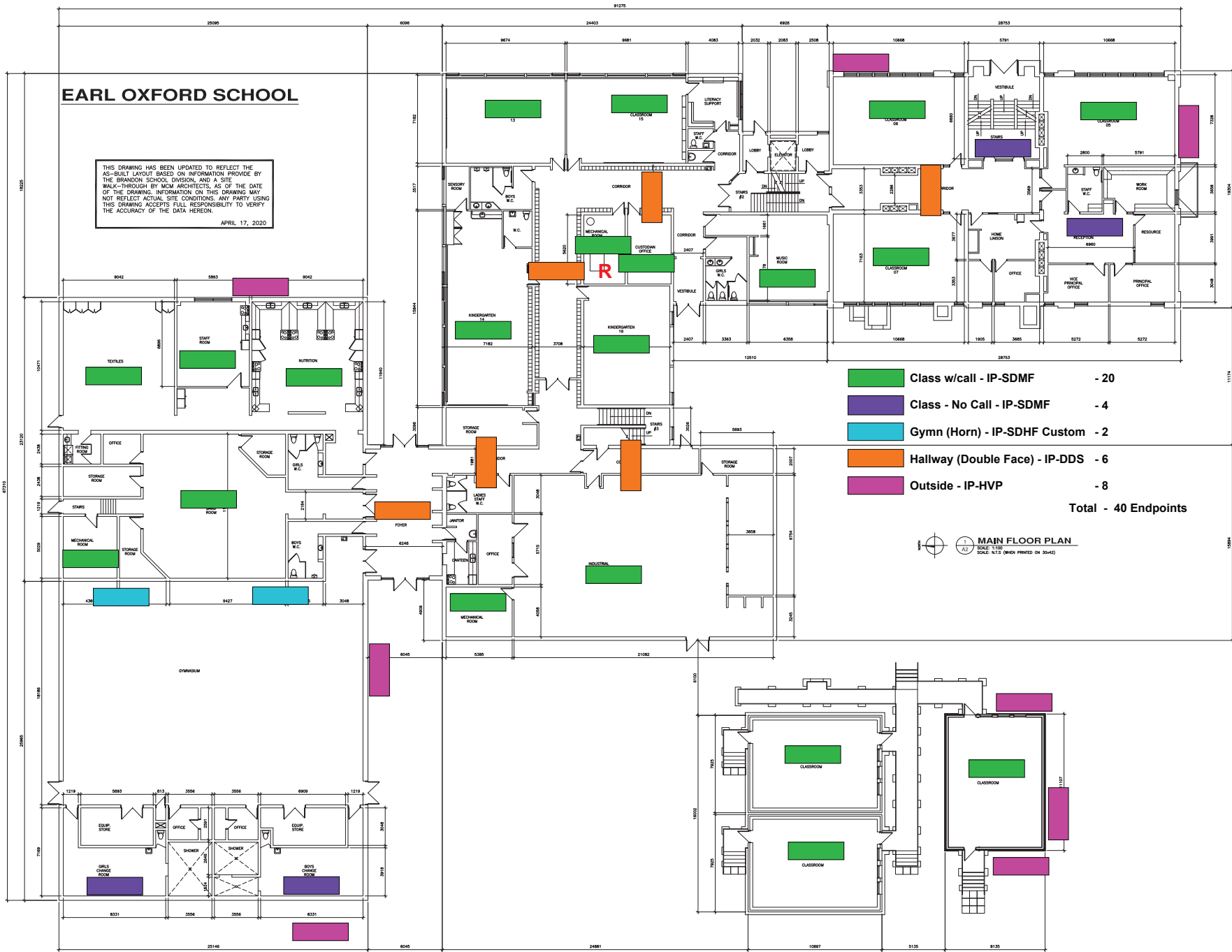
- Class w/call - IP-SDMF - 4
- Class - No Call - IP-SDMF - 2
- Hallway (Double Face) - IP-DDS - 1

**Total - 7 Endpoints**

# EARL OXFORD SCHOOL

THIS DRAWING HAS BEEN UPDATED TO REFLECT THE AS-BUILT LAYOUT BASED ON INFORMATION PROVIDED BY THE BRANSON SCHOOL DIVISION, AND A SITE WALK-THROUGH BY MCM ARCHITECTS, AS OF THE DATE OF THE DRAWING. INFORMATION ON THIS DRAWING MAY NOT REFLECT ACTUAL SITE CONDITIONS. ANY PARTY USING THIS DRAWING ACCEPTS FULL RESPONSIBILITY TO VERIFY THE ACCURACY OF THE DATA HEREON.

APRIL 17, 2020

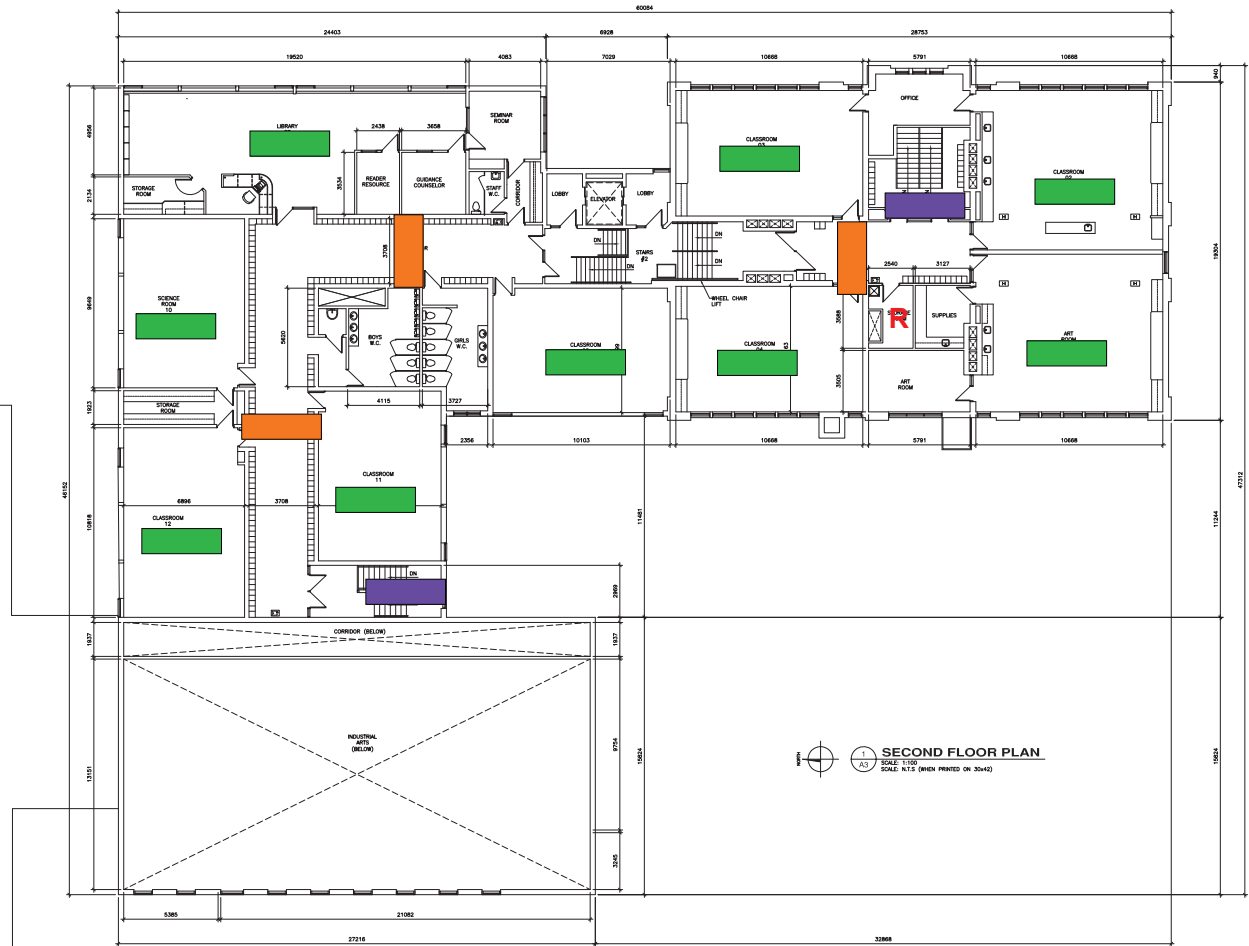


- Class w/call - IP-SDMF - 20
  - Class - No Call - IP-SDMF - 4
  - Gymn (Horn) - IP-SDHF Custom - 2
  - Hallway (Double Face) - IP-DDS - 6
  - Outside - IP-HVP - 8
- Total - 40 Endpoints**

1
20
**MAIN FLOOR PLAN**  
SCALE: 1/8" = 1'-0" (WHEN PRINTED ON 20x42")

# EARL OXFORD SCHOOL

THIS DRAWING HAS BEEN UPDATED TO REFLECT THE AS-BUILT LAYOUT BASED ON INFORMATION PROVIDED BY THE BRANDON SCHOOL DIVISION, AND A SITE WALK-THROUGH BY NCM ARCHITECTS, AS OF THE DATE OF THE DRAWING. INFORMATION ON THIS DRAWING MAY NOT REFLECT ACTUAL SITE CONDITIONS. ANY PARTY USING THIS DRAWING ACCEPTS FULL RESPONSIBILITY TO VERIFY THE ACCURACY OF THE DATA HEREON.  
APRIL 17, 2020



- Class w/call - IP-SDMF - 9
- Class - No Call - IP-SDMF - 2
- Hallway (Double Face) - IP-DDS - 3

**Total - 14 Endpoints**