



**BRANDON SCHOOL DIVISION
TENDER
ANNUAL MAINTENANCE & INSPECTION:
FIRE EXTINGUISHERS, FIRE HOSES & FIRST AID KITS**

GENERAL CONDITIONS:

Sealed proposals will be received up to **2:00 p.m. Thursday, May 28, 2026**, at the Brandon School Division at 1031– 6th Street, Brandon, Manitoba, R7A 4K5 in accordance with the following:

- a) The complete tender package is available on the Division's website at www.bsd.ca/tenders-requests-for-proposals
- b) Submit one copy in a sealed envelope marked "**TENDER – ANNUAL MAINTENANCE & INSPECTION: FIRE EXTINGUISHERS, FIRE HOSES & FIRST AID KITS.**"
- c) Tender forms must show the name of the firm and must be signed by a person duly authorized to sign on behalf of the firm. The office held by the person who is signing must be shown on the tender form.
- d) The tender received by the Division shall include the costs associated with fire extinguisher inspections, fire extinguisher recharges and hydrostatic testing and/or replacement, fire cabinet hose inspections and reracks, fire hose hydrostatic tests and reracks, and first aid kit inspections.
- e) The contractor is required to supply the necessary first aid supplies required to stock the kits on an individual basis.
- f) Inspections require hydrostatic testing of fire cabinet hose components and/or replacement of most fire extinguishers.
- g) Eligible contractors shall be certified to perform this work as per NFPA10 and hold a certification in conformance to CAN/ULC-5532, Standard for the Regulation of the Servicing of Portable Fire Extinguishers.
- h) **Tender period to be three years, July 1, 2026, through June 30, 2029.** The Division will retain the right to cancel agreement, in whole or in part, at any time by providing three months' notice to the contractor.
- i) The contractor is required to supply the Division with a complete inspection report (digital format) for each life safety component in our facilities, buses and fleet vehicles following each annual service.
- j) Tenders to include total costs to the Division including all taxes, etc. Taxes are to be shown separately.
- k) The Division reserves the right to reject any or all proposals.
- l) The lowest or any proposal will not necessarily be accepted.
- m) No faxes, emails, or late proposals will be accepted.
- n) The successful bidder shall adhere to the Division's Safeguards for Contractors.
- o) The successful bidder shall adhere to The Workplace Safety and Health Act and all regulations made thereunder and include all amendments that may be separate to said Act and/or Regulations.

Brandon School Division - Annual Maintenance & Inspection of Fire Extinguishers, Fire Hoses, & First Aid Kits

- p) Provide a minimum of three (3) commercial references with contact information.
- q) Contractor is required to update and supply the Division with a complete inventory of fire extinguishers yearly with billing.
- r) The Division reserves the right to extend the agreement for up to two further terms of one year each under the same terms and conditions, subject to satisfactory performance and mutual agreement.
- s) No portion of the work may be subcontracted without prior written approval from the Division.
- t) The contractor shall coordinate the annual inspection schedules with the Director of Facilities & Transportation.

For further information please contact Terence Despiegelaere, Director of Facilities and Transportation, 204-729-3977, Despiegelaere.terence@bsd.ca.

**TENDER FORM
ANNUAL MAINTENANCE & INSPECTION:
FIRE EXTINGUISHERS, FIRE HOSES, & FIRST AID KITS**

To: The Secretary-Treasurer
The Brandon School Division

Currently there are approximately 410 fire extinguishers and 32 fire hoses located in 23 buildings and 45 buses. First aid kits totaling 60 are in fleet vehicles and school buses. Quantities listed may increase or decrease during the contract term.

Tender is hereby made in accordance with the general conditions:

Fire Extinguisher Inspection (approx. 410) Price per Unit	
Fills 5 lb.	
Fills 10 lb.	
Hydrostatic Tests	
PST	
GST	
Total Cost	

ABC Fire Extinguisher Replacements	
5 lb. Extinguisher	
10 lb. Extinguisher	
PST	
GST	
Total Cost	

Fire Cabinet Hose Inspection / Reracks (approx. 32) Price per Hose rack	
Hydrostatic Tests	
PST	
GST	
Total Cost	

First Aid Kit Inspection / Restock (approx. 60)	
PST	
GST	
Total Cost	

TENDER FORM
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Bidder's Incorporated Name: _____

Bidder's Operating Name: _____

Bidder's Mailing Address: _____

Authorized Contact's Name: _____

Authorized Contact's Designation: _____

Authorized Contact's Telephone Number: _____

Authorized Contact's Email Address: _____

Number of Years in Business: _____

Number of Certified Technicians: _____

Certification

The Bidder certifies that all the statements and representations made in this Bid submission are complete, true, and accurate.

This Bid is valid and irrevocable for **sixty (60) days** from the closing Date and Time.

I/We certify that we comply with all federal, provincial, and municipal laws and regulations in performing any services.

I/We have noted no discrepancies, errors, or omissions in the Tender except those previously brought in writing to the attention of the Brandon School Division and which have been clarified by an addendum, if any.

I/We have carefully examined the documents and have a clear and comprehensive knowledge of the requirements including all addendum, all terms, and conditions, and have submitted all relevant data.

I/We certify that the substitute product (s) proposed is fully interchangeable with the item specified.

As authorized signing officer for my company, I hereby submit this Bid to perform the Work requested in this Tender document in accordance with the General conditions, Term and Conditions and detailed specifications of this Tender.

Name/Position (please print): _____

Authorized Signature: _____ Date: _____