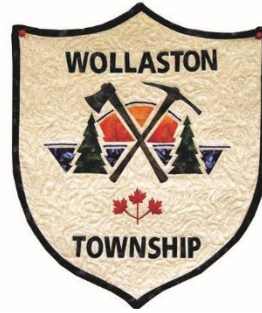


90 Wollaston Lake Road
COE HILL, ON K0L 1P0
clerk@wollaston.ca
www.wollaston.ca



MAYOR: LYNN KRUGER
CLERK: BERNICE CROCKER
613-337-5731 (Phone)
613-337-5789 (Facsimile)

THE CORPORATION OF THE TOWNSHIP OF WOLLASTON

REQUEST FOR QUOTATION

REVIEW OF FIRE SERVICES TO DETERMINE
BEST PRACTICES THAT WILL PROVIDE THE
COMMUNITY WITH EFFICIENT SERVICE DELIVERY
AND COST EFFICIENCIES THROUGH SHARED FIRE SERVICES WITH THE
TOWNSHIP OF WOLLASTON, TOWNSHIP OF LIMERICK AND THE TOWNSHIP OF
TUDOR AND CASHEL

REQUEST FOR QUOTATION #2021-01-FIRE

Will be received at the Township of Wollaston Municipal Office, 90 Wollaston Lake Road, COE HILL, ON K0L 1P0 or email clerk@wollaston.ca until:

WEDNESDAY OCTOBER 20, 2021 AT 3:00 P.M.

Lowest or any RFQ Not Necessarily Accepted

For Further Information Please Contact:
Bernice Crocker, Clerk Administrator (613) 337-5731
Township of Wollaston
90 Wollaston Lake Road
COE HILL, ON K0L 1P0

Township of Wollaston
Request for Quotation # 2021-01-FIRE
Review of Fire Services

REQUEST FOR QUOTATION

TO: Township of Wollaston
90 Wollaston Lake Road
COE HILL, ON K0L 1P0

REFERENCE NO: 2021-01-FIRE

DATE: **SUBMISSION OF THIS QUOTE REQUIRED BY
OCTOBER 20, 2021 AT 3:00 P.M.**

ATTENTION: Bernice Crocker, Clerk Administrator

PROJECT: Review of Fire Services

OBJECTIVE:

The objective of the project is to review the fire services for the Township of Wollaston, Township of Limerick and the Township of Tudor and Cashel with the goal of recommending streamlined, efficient services and operations.

DESCRIPTION:

The Township of Wollaston will retain an independent third party to conduct a service delivery modernization of the fire services of the Township of Wollaston, Township of Limerick and Township of Tudor and Cashel to identify resources required to fill current gaps in service delivery.

The scope of the review will include the following:

- Assess human resources issues including the needs for each role (suppression, prevention, administration) as well as an organizational change, staffing adequacy succession planning, promotional process, and recruitment and retention)
- Assess the Training Program to determine any gaps in meeting the needs including Administration, Prevention, and Suppression in the integration process

Township of Wollaston
Request for Quotation # 2021-01-FIRE
Review of Fire Services

- Assess Community Risk Profile and identify the high-level needs of the fire service in respect to the identified risks in each community;
- Determine the effects of mutual aid/automatic aid agreements and contract services with the neighbouring communities including costs/fees and opportunities;
- Analyze current operations in comparison to the best practices identified in NFPA Professional Standards on Risk Management and Developing a Fire Service, NFPA 1720, accreditation standards, and municipal by-law;
- Developing a Fire Service, NFPA 1720, accreditation standards, and municipal by-laws;
- Assess existing fire stations with a view to coverage optimization including consideration for location, quantity, size, response times, and overall coverage;
- Identify strengths and challenges faced by a consolidated department with regards to the future goals of the service;
- Assess service delivery with regards to firefighter and resident safety, provincial and federal legislation/regulations, and risk assessments.

INDEPENDENT THIRD-PARTY REVIEWER'S REPORT

The Township of Wollaston will retain the independent third-party reviewer to compile the findings and recommendations in a report.

The report will summarize the reviewer's preliminary findings and recommendations for shared services, cost savings and improved efficiencies. The report will be submitted to the Township of Wollaston in PDF format to be published on its website by January 31, 2022.

The report will summarize the reviewer's findings and identify specific, actionable recommendations based on the analysis and findings that aim to identify cost savings and improved efficiencies.

BIDDER'S RESPONSIBILITIES:

1. The successful Bidder shall provide the Township of Wollaston with a Certificate of Insurance indicating coverage for the period working for the municipality for General

Township of Wollaston
Request for Quotation # 2021-01-FIRE
Review of Fire Services

Liability for a sum of at least Two Million Dollars (\$2,000,000.00) with the Township of Wollaston added as an additional insured with a 30-day notice of cancellation.

2. The successful Bidder shall provide the Township of Wollaston with a "Certificate of Clearance" from Workplace Safety and Insurance Board or a Letter of Exemption for independent owner / operators.

The Lowest or any Request for Quotation or Any Part of Any Request For Quotation Not Necessarily Accepted.

The undersigned has read, understands, and acknowledges all terms, conditions, and specifications contained in this Request for Quotation document:

TOTAL COST FOR REVIEW OF SHARED FIRE SERVICES (H.S.T. INCLUDED)

\$ _____

_____dollars _____cents

COMPANY NAME:

ADDRESS:

TELEPHONE: _____ FAX #: _____

E-MAIL: _____

NAME AND POSITION OF PERSON SIGNING:

(Please Print)

SIGNATURE: _____

DATE: _____

"I have the authority to bind the Corporation/Company/Partnership"