



# Supply and Delivery of Desktop and Laptop Computers for the Capital Regional District

**Request For Quotation (RFQ) No. 2021-010**  
**Issue date: February 10, 2021**

Capital Regional District RFQ Contact	RFQ Closing time and location:
<p>All enquiries related to this Request for Quotation are to be directed, in writing, to the following person who will respond if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and Responses will be recorded and may be posted on the CRD public website.</p> <p style="text-align: center;"><a href="https://www.crd.bc.ca/about/contracts-rfps">https://www.crd.bc.ca/about/contracts-rfps</a></p> <p style="text-align: center;">Scott Bennett Capital Regional District 625 Fisgard Street Victoria, BC V8W 2S6 FAX : 250-360-3243</p> <p>Email: <a href="mailto:sbennett@crd.bc.ca">sbennett@crd.bc.ca</a></p>	<p>Quotes must <u>not</u> be sent by e-mail or FAX. Quotes are to be submitted in a sealed envelope clearly marked with the name and address of the Supplier, the Request for Quotation number and <b><u>Attention: Scott Bennett</u></b>.</p> <p>Each quote must be received <b>no later than: 2:00 PM Pacific Time on February 24, 2021</b> at the following location:</p> <p style="text-align: center;">Capital Regional District 625 Fisgard Street Victoria, BC V8W 2S6</p>

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# 1. Administrative Requirements

## 1. Terms and Conditions

The following terms and conditions will apply to this Request for Quotation. Submission of a quote in response to this Request for Quotation indicates acceptance of all the terms that follow and that are included in any addenda issued by Capital Regional District. Provisions in quotes that contradict any of the terms of this Request for Quotation will be as if not written and do not exist.

<https://www.crd.bc.ca/about/contracts-rfps>

Subsequent information regarding Requests for Quotation, including changes made to this Request for Quotation, will be posted on the CRD Website at the url noted above. It is the responsibility of Suppliers to check this website regularly for any further information about this RFQ.

## 2. Late Submissions

Late submissions of quotes will not be accepted.

## 3. Evaluation

Evaluation of quotes will be by a committee formed by Capital Regional District and will include employees of Capital Regional District. Capital Regional District's intent is to enter into a contract with the Supplier whose quote meets all requirements and offers the lowest price.

## 4. Negotiation Delay

If a written Contract cannot be negotiated within thirty days of notification of the successful Supplier, Capital Regional District may, at its sole discretion at any time thereafter, terminate negotiations with that Supplier and either negotiate a Contract with the next qualified Supplier or choose to terminate the Request for Quotation process and not enter into a Contract with any of the Suppliers.

## 5. Debriefing

At the conclusion of the Request for Quotation process, all Suppliers will be notified. Unsuccessful Suppliers may request a debriefing meeting with Capital Regional District.

## 6. Changes to Quotes

By submission of a clear and detailed written notice, the Supplier may amend or withdraw its quote prior to the closing date and time. Upon closing time, all quotes become irrevocable. The Supplier will not change the wording of its quote after closing and no words or comments will be added to the quote unless requested by Capital Regional District for purposes of clarification.

## 7. Suppliers' Expenses

Suppliers are solely responsible for their own expenses in preparing a quote and for subsequent negotiations with Capital Regional District, if any. If the Capital Regional District elects to reject all quotes, the Capital Regional District will not be liable to any Supplier for any claims, whether for costs or damages incurred by the Supplier in preparing the quote, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

## 8. Limitation of Damages

Further to the preceding paragraph, the Supplier, by submitting a quote, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Supplier in preparing its quote and the Supplier, by submitting a quote, waives any claim for loss of profits if no Contract is made with the Supplier.

## 9. Quote Validity

Quotes must be open for acceptance for at least 30 days after the closing date of this Request for Quotation.

## 10. Firm Pricing

Prices will be firm for the entire Contract period unless this Request for Quotation specifically states otherwise.

## 11. Currency and Taxes

Prices quoted are to be:

- a) in Canadian dollars;
- b) inclusive of duty, where applicable; FOB destination, delivery charges included where applicable, and exclusive of GST/PST.

## 12. Acceptance of Quotes

a) This Request for Quotation should not be construed as an agreement to purchase goods or services. The Capital Regional District is not bound to enter into a Contract with the Supplier who submits the lowest priced quote or with any Supplier. Quotes will be assessed in light of the evaluation criteria. The Capital Regional District will be under no obligation to receive further information, whether written or oral, from any Supplier.

b) Neither acceptance of a quote nor execution of a Contract will constitute approval of any activity or development contemplated in any quote that requires any approval, permit or license pursuant

to any federal, provincial, regional district or municipal statute, regulation or by-law.

### **13. Definition of Contract**

Notice in writing to a Supplier that it has been identified as the successful Supplier and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Supplier will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

### **14. Liability for Errors**

While the Capital Regional District has used considerable efforts to ensure information in this Request for Quotation is accurate, the information contained in this Request for Quotation is supplied solely as a guideline for Suppliers. The information is not guaranteed or warranted to be accurate by the Capital Regional District, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Quotation is intended to relieve Suppliers from forming their own opinions and conclusions with respect to the matters addressed in this Request for Quotation.

### **15. Modification of Terms**

The Capital Regional District reserves the right to modify the terms of this Request for Quotation at any time in at its sole discretion. This includes the right to cancel this Request for Quotation at any time prior to entering into a contract with the successful Supplier.

### **16. Ownership of Quotes**

All quotes submitted to the Capital Regional District and opened become the property of the Capital Regional District. They will be received

and held in confidence by the Capital Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this Request for Quotation

### **17. Use of Request for Quotation**

Any portion of this document, or any information supplied by the Capital Regional District in relation to this Request for Quotation may not be used or disclosed, for any purpose other than for the submission of quotes.

### **18. Reciprocity**

The Capital Regional District may consider and evaluate any quotes from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar quote from a British Columbia supplier.

### **22. No Lobbying**

Suppliers must not attempt to communicate directly or indirectly with any employee, contractor or representative of the Capital Regional District, including the evaluation committee and any elected officials of the Province, or with members of the public or the media, about the project described in this Request for Quotation or otherwise in respect of the Request for Quotation, other than as expressly directed or permitted by the Capital Regional District.

### **23. Electrical Safety Act and Regulation**

Prior to delivery, electrical equipment must bear evidence of approval for use within the Province of British Columbia as required by the Electrical Safety Act and Regulation. All approval costs to be at vendor's expense. Contact the British Columbia Safety Authority if more information is needed.

## 2. Summary of RFQ Requirements

The Capital Regional District requires the supply and delivery of Microsoft Surface Pro computers, Hewlett Packard (HP) Desktop and Laptop computers, Panasonic Toughbook computers and Hewlett Packard monitors as described below.

In addition to supplying the computers the supplier will also be required to:

- a) pre-load desktop and laptop computers with Microsoft Windows 10 Enterprise operating system and the Capital Regional District supplied software prior to delivery. The Capital Regional District will provide software images on suitable media to the successful bidder
- b) apply CRD supplied asset tags to each computer, ensuring that the asset ID # and serial # are cross referenced on invoicing

## 3. RFQ Product Details

Supply and delivery of the following, including pre-loading of Microsoft Windows 10 Enterprise operating system, the Capital Regional District supplied software and application of CRD supplied asset tags.

### Item #1 – Standard Desktop Computers

175 unit(s): HP EliteDesk 800 G6 Mini – see Appendix D for computer specifications

### Item #2 – Advanced Desktop Computers

20 unit(s): HP EliteDesk 800 G6 SFF – see Appendix D for computer specifications

### Item # 3 – Standard Laptop Computers

40 unit(s): HP EliteBook 840 G7 Notebook – see Appendix D for computer specifications

### Item # 4 – Ultra-Portable Laptop Computers

5 unit(s): Microsoft Surface Pro 7 – see Appendix D for computer specifications

### Item # 5 – Panasonic ToughBook FZ-55 Series ‘Semi-Rugged’ Laptop Computers

10 unit(s): Panasonic Toughbook FZ-55 MK1 – see Appendix D for computer specifications

### Item # 6 – Panasonic ToughBook CF33 Series ‘Fully-Rugged’ Laptop Computers

20 unit(s): Panasonic Toughbook CF33 MK1 – see Appendix D for computer specifications

\*CRD base image is built on Windows 10 Enterprise 64bit OS

### Item # 7 – Monitors

100 unit(s): HP EliteDisplay E243 (1FH47A8#ABA) - LED monitor - 23.8" - 1920 x 1080 Full HD - IPS - 250 cd/m<sup>2</sup> - 1000:1 - 5ms - HDMI, VGA, DisplayPort – black

- All components must be OEM and must be warranted by the manufacturer.
- Equivalents of the stated model and part numbers will not be accepted.
- The Supplier must be authorized to sell these products in Canada.

## 4. Delivery

All computers are to be delivered as per the schedule and instructions as outlined in Appendix B to:

Capital Regional District  
IT&GIS Services  
2<sup>nd</sup> Floor  
625 Fisgard Street  
Victoria, BC  
V8W 2S6

## 5. Pricing

Pricing must include the costs of pre-loading computers with Microsoft Windows 10 Enterprise operating system and the Capital Regional District supplied software image prior to delivery.

Pricing must include the costs for the application of CRD supplied asset number tags.

Pricing must include the costs of cross referencing the CRD supplied asset tag to the associated computer.

The quantities of devices in the RFQ product details section and the supplier response appendix are approximate and for evaluation purposes only. Exact quantities will be provided when the purchase orders are issued.

Pricing must be FOB destination, in Canadian dollars and include all delivery and storage charges but exclude environmental fees and sales taxes.

Pricing must be firm through the final product delivery in 2021.

## 6. Supplier Response

Suppliers **must** complete and sign **Appendix A** Supplier Response Section.

Suppliers **must** provide three BC Public Sector references in **Appendix A** Supplier Response Section.

Supplier must complete the RFQ Pricing table in **Appendix A** Supplier Response Section.

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Quotes must be submitted to 625 Fisgard Street, Victoria BC in a sealed envelope clearly marked with the name and address of the Supplier, the Request for Quotation number and **Attention: Scott Bennett**

## 7. Evaluation

For evaluation purposes the Capital Regional District will calculate the total order price based on the anticipated quantities as follows:

	Standard Desktop Computer Price	x	175 units
+	Advanced Desktop Computer Price	x	20 units
+	Standard Laptop Computer Price	x	40 units
+	Ultra-Portable i5 Laptop Computer Price	x	5 units
+	Semi-Rugged Laptop Computer Price	x	10 units
+	Fully-Rugged Laptop Computer Price	x	20 units
+	Monitors	x	100 units

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= TOTAL PRICE \_\_\_\_\_

## Appendix A Supplier Response & References

### Request for Quotation No. 2021-010 Supply and Delivery of Desktop and Laptop Computers

A person authorized to sign on behalf of the Supplier, and to bind the Supplier to statements made in response to this Request for Quotation, must complete and sign this Supplier Section, leaving the rest otherwise unaltered, and return one original with the quote.

This quote is submitted in response to the above-referenced Request for Quotation, including any addenda. Through submission of this quote we agree to all of the terms and conditions of the Request for Quotation and agree that any inconsistent provisions in our quote will be as if not written and do not exist. We have carefully read and examined the Request for Quotation, including the Administrative Requirements section, and have conducted such other investigations as were prudent and reasonable in preparing the quote. We agree to be bound by statements and representations made in our quote.

Signature:	Legal Name of Supplier, and Doing Business As Name If Applicable:
Printed Name:	Address:
Title:	
Date:	
Phone:	

Will the computers be delivered to the CRD at 625 Fisgard St. as per the delivery schedule outlined below in Appendix B?	YES____NO____
Are you authorized to sell these products in Canada?	YES____NO____
Do the products quoted fully meet the stated specifications?	YES____NO____



Pricing			
Item	Quantity	Unit Price	Extended Price
Item # 1 Standard Desktop Computer, as specified on page 5 of this RFQ		\$ _____ each	\$ _____
Item # 2 Advanced Desktop Computer, as specified on page 5 of this RFQ		\$ _____ each	\$ _____
Item # 3 Laptop Computer, as specified on page 5 of this RFQ		\$ _____ each	\$ _____
Item # 4 Ultra-portable Laptop Computer, as specified on page 5 of this RFQ		\$ _____ each	\$ _____
Item # 5 Semi-Ruggedized Laptop, as specified on page 5 of this RFQ		\$ _____ each	\$ _____
Item # 6 Fully-Ruggedized Laptop, as specified on page 5 of this RFQ		\$ _____ each	\$ _____
Item # 7 Monitors, as specified on page 6 of this RFQ		\$ _____ each	\$ _____

### BC Public Sector References

References		
Reference	Organization	Contact Name
#1		
#2		
#3		

## Appendix B Delivery Schedule

The tentative supply and delivery schedule for computers and monitors during the second week of each month is listed below.

A spreadsheet will be shared with the successful vendor containing a more specific schedule.

Month	Standard Desktop Computer	Advanced Desktop Computer	Standard Laptop	Ultra-Portable Laptop	Semi - Rugged Laptop	Fully - Rugged Laptop	Monitors
February 2021							TBD
March 2021	25						TBD
April 2021	35	5	10	5			TBD
May 2021	40	5	10			10	TBD
June 2021	40	5	10		10	10	TBD
July 2021	35	5	10				TBD
August 2021							TBD
Total	175	20	40	5	10	20	100

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## **Appendix C** Delivery & Invoicing

The following procedure will be used in the invoicing of the delivered items:

- for each bulk delivery of computers, group the items for delivery so it is specific to a department / division
- the vendor will then contact the IT Coordinator to provide the following information:
  - Shipment information including the list of computers being shipped, serial numbers, the (ERF) account code for the department / division
  - Separate totals for each department/division's shipment
- the IT Coordinator will then provide the vendor with PO#s specific to that shipment (note: for each department/division there will be an associated PO#)
- the vendor will update their copy of the spreadsheet with serial numbers as they are shipped and share that with the IT Coordinator

## Appendix D Hardware Descriptions

### Item #1 – Standard Desktop Computers

EliteDesk800 G6 Mini i5-10600/65W 8GB/RAM 256GB/SSD 2xDP+1xVGA NoWLAN Intel/Graphics 3/3/3	
Base Unit	HP EliteDesk 800 G6 Desktop Mini 65W PC
Operating System	Windows 10 Pro 64
Processor	Intel Core i5 10600 3.3GHz 6C 65W CPU VPro
System Memory	8GB (1x8GB) DDR4 2666 SODIMM Memory
Internal M.2 Storage	256GB M.2 2280 PCIe NVMe TLC Solid State Drive
ID/Mechanical	G6 DM SATA drive cage 65W
Keyboard	HP USB Wired Keyboard
Mouse	HP Wired 320M Mouse
Flex Port	VGA Port v2
Flex Port 2	2x Type-A USB 2.0 IO 2
Power Requirements - AC Adapter	90 Watt External DM Ext Power Adapter Power Supply
Warranty	3/3/3 (material/labor/onsite) DM Warranty
Packaging Options	Single Unit (Desktop Mini) Expansion Packaging
Country Kit	HP 800 G6 DM Country Kit
Energy Star Compliance	ENERGY STAR Certified
TCO Compliance	Electronic TCO Certified labeling
System Localization	ABA - US - English Localization
	G1K23AA - DM Stand

### Item #2 – Advanced Desktop Computers

EliteDesk800 G6 SFF i9-10900/10C+VPro 16GB/RAM 512GB/SSD DVDRW RX550(4GB)/Graphics 3/3/3	
Base Unit	HP EliteDesk 800 G6 Small Form Factor Performance PC
Chassis	HP EliteDesk ENT20 SFF HS65W PLA350 Chassis
Operating System	Windows 10 Pro 64 High End
Processor	Intel Core i9 10900 2.8GHz 10C 65W CPU
System Memory	16GB (2x8GB) DDR4 2933 DIMM Memory
Internal M.2 Storage	512GB M.2 2280 PCIe NVMe TLC Solid State Drive
Graphics Card	AMD Radeon RX 550X 4GB LP DP+HDMI PCIe x16
Keyboard	HP USB 320K Keyboard
Mouse	HP Wired 320M Mouse

Flex Port	VGA Port v2
Slim Bay	DVD-Writer ODD
Warranty	3/3/3 (material/labor/onsite) SFF Warranty
Packaging Options	Single Unit (Small Form Factor) G6 Packaging
Country Kit	HP 800 G6 SFF Country Kit
Energy Star Compliance	ENERGY STAR Certified
TCO Compliance	Electronic TCO Certified labeling
System Localization	ABA - US - English Localization

Item # 3 – Standard Laptop Computers

14" Elitebook 840 G7 i5-10310U/VPro 8GB/RAM 256GB/SSD Touch NoIRCam NoRJ45 45W/AC Backlit/KB Intel_ax+BT NoLTE FPR+SCR 3/3/0	
Base Unit	HP IDS UMA i5-10310U 840 G7 Base NB PC
OS & Documentation	Windows 10 Pro 64
Integrated Camera	Integrated HD 720p IR DualAryMic Webcam
Display	14 inch FHD (1920x1080) Anti-Glare LED UWVA 250 for WWAN for HD Webcam + IR bent Touchscreen
System Memory	8GB (1x8GB) DDR4 2666
M.2 Storage	256GB PCIe NVMe Value Solid State Drive
Near Field Communication	No Near Field Communication (No NFC)
Communication WLAN and BlueTooth	Intel Wi-Fi 6 AX201 ax 2x2 MU-MIMO 160MHz +Bluetooth 5 WW with 2 Antennas
Wireless WAN	No WWAN
Fingerprint Sensor	Fingerprint Sensor
Smart Card Reader	Active SmartCard
Battery	3 Cell 53 WHr Long Life
AC Adapter	45 Watt Smart nPFC Right Angle AC Adapter
Power Cord	C5 1.0m Sticker Conventional Power Cord
Keyboard	Dual Point Backlit spill-resistant Premium Keyboard
Out-Of-Band Manageability	AMT Enabled
Warranty	3/3/0 Warranty
Packaging	Standard Packaging
System Localization	ABA - US - English Localization

Item # 4 – Ultra-Portable Laptop Computers

## Microsoft Surface Pro 7

PVR-00001	Microsoft Surface Pro 7 Tablet - 12.3" - 8 GB RAM - 256 GB SSD - Windows 10 Pro - Platinum - Intel Core i5 10th Gen microSDXC Supported - 2736 x 1824 - PixelSense Display - 5 Megapixel Front Camera
FMN-00001	Microsoft Type Cover Keyboard/Cover Case Tablet - Black - Bump Resistant, Scratch Resistant - 0.19" (4.83 mm) Height x 11.60" (294.64 mm) Width x 8.50" (215.90 mm) Depth
A9W-00001	Microsoft Warranty/Support - 3 Year Extended Warranty - Warranty - Service Depot - Exchange - Physical Service

Item # 5 – Panasonic ToughBook FZ-55 Series 'Semi-Rugged' Laptop Computers

## Panasonic ToughBook FZ-55

FZ55C0A21VM	Panasonic FZ-55 MK1, TOUCH, 8GB, 512GB SSD, WEBCAM, BKB, VGA, SERIAL, 2ND LAN, SCR UNIVERSAL, WIN10, 64 BIT ENGLISH
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Item # 6 – Panasonic ToughBook CF33 Series 'Fully-Rugged' Laptop Computers

## Panasonic ToughBook CF33

CF33LEHFZVM	MK1, 8GB, 256GB SSD, STANDARD BATTERY, REAR CAMERA, SERIAL, WIN10, 64 BIT, ENGLISH
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Item # 7 – Monitors

## HP EliteDisplay E243

1FH47A8#ABA	LED monitor - 23.8" - 1920 x 1080 Full HD - IPS - 250 cd/m <sup>2</sup> - 1000:1 - 5ms - HDMI, VGA, DisplayPort – black
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