



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

**Request for Quotation (RFQ) No. 2020-010**  
**Issue date: January 24, 2020**

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</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 14, 2020</b> at the following location:</p> <p style="text-align: center;">Capital Regional District 625 Fisgard Street Victoria, BC V8W 2S6</p>

## Table of Contents

1.	ADMINISTRATIVE REQUIREMENTS .....	3
2.	SUMMARY OF RFQ REQUIREMENTS .....	5
3.	RFQ PRODUCT DETAILS .....	5
4.	DELIVERY .....	6
5.	PRICING .....	6
6.	SUPPLIER RESPONSE .....	6
7.	EVALUATION .....	8
	APPENDIX A SUPPLIER RESPONSE & REFERENCES.....	9
	APPENDIX B DELIVERY SCHEDULE .....	11
	APPENDIX C DELIVERY & INVOICING.....	12
	APPENDIX D HARDWARE DESCRIPTIONS .....	13

## 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 and will be returned to the Suppliers.

### 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

120 unit(s): HP EliteDesk 800 G5 Desktop Mini Computer – see Appendix D for computer specifications

### Item #2 – Advanced Desktop Computers

20 unit(s): HP EliteDesk 800 G5 Small Form Factor – see Appendix D for computer specifications

### Item # 3 – Standard Laptop Computers

40 unit(s): HP EliteBook 840 G6 Notebook – see Appendix D for computer specifications

### Item # 4 – Ultra-Portable i5 Laptop Computers

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

### Item # 5 – Ultra-Portable i7 Laptop Computers

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

### Item # 6 – Panasonic ToughBook FZ-55 Series 'Semi-Rugged' Laptop Computers

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

---

### Item # 7 – Panasonic ToughBook CF33 Series ‘Fully-Rugged’ Laptop Computers

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

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

### Item # 8 – 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 2020.

## 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.

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	120 units
+	Advanced Desktop Computer Price	x	20 units
+	Standard Laptop Computer Price	x	30 units
+	Ultra-Portable i5 Laptop Computer Price	x	10 units
+	Ultra-Portable i7 Laptop Computer Price	x	5 units
+	Semi-Rugged Laptop Computer Price	x	5 units
+	Fully-Rugged Laptop Computer Price	x	5 units
+	Monitors	x	100 units

---

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



## Appendix A Supplier Response & References

### Request for Quotation No. 2020-010 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	120	\$ _____ each	\$ _____
Item # 2 Advanced Desktop Computer, as specified on page 5 of this RFQ	20	\$ _____ each	\$ _____
Item # 3 Laptop Computer, as specified on page 5 of this RFQ	30	\$ _____ each	\$ _____
Item # 4 Ultra-portable i5 Laptop Computer, as specified on page 5 of this RFQ	10	\$ _____ each	\$ _____
Item # 5 Ultra-portable i7 Laptop Computer, as specified on page 5 of this RFQ	5	\$ _____ each	\$ _____
Item # 6 Semi-Ruggedized Laptop, as specified on page 5 of this RFQ	5	\$ _____ each	\$ _____
Item # 7 Fully-Ruggedized Laptop, as specified on page 5 of this RFQ	5	\$ _____ each	\$ _____
Item # 8 Monitors, as specified on page 6 of this RFQ	100	\$ _____ 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 will be listed.

Month	Standard Desktop Computer	Advanced Desktop Computer	Standard Laptop	Ultra-Portable Laptop (i5)	Ultra-Portable Laptop (i7)	Semi - Rugged Laptop	Fully - Rugged Laptop	Monitors
February 2020								TBD
March 2020	40		15					TBD
April 2020	30	10	15	5				TBD
May 2020	30	10		5		5	5	TBD
June 2020	20				5			TBD
July 2020								TBD
August 2020								TBD
<b>Total</b>	<b>120</b>	<b>20</b>	<b>30</b>	<b>10</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>100</b>

---

## **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

HP EliteDesk 800 65W G5 Desktop Mini Americas PC Chassis  
ENERGY STAR Certified  
OS Localization US  
Windows 10 Pro 64  
Intel Core i5 9500 3.0 2666MHz 9M 6C 65W CPU  
8GB (1x8GB) DDR4 2666 SODIMM Memory  
256GB M.2 2280 PCIe NVMe TLC Solid State Drive  
DM 65W SATA Drive Bracket G4/G5  
Intel Wi-Fi 6 AX200 ax 2x2 vPro +Bluetooth 5 WW  
90-Watt External DM Ext Power Adapter Power Supply  
USB Type-CTM 3.1 Gen 2 port (charge support up to 5V/3A) - Front  
One USB 3.1 Gen 2 Type A - Front  
One USB 3.1 Gen 1 Type A (charging port) - Front  
Headphone Jack - Front  
Universal Audio Jack with CTIA headset support - Front  
Hard Drive activity light - Front  
Dual-state power button - Front  
Two DisplayPort 1.2 – Rear  
HP VGA Port - Rear  
Two USB 3.1 Gen 2 Type A – Rear  
Configurable Option card slot – Rear  
Two USB 3.1 Gen 1 Type A - allows for wake from S4/S5 with keyboard/mouse when connected  
and enabled in BIOS – Rear  
RJ-45 Network connector – Rear  
WLAN External Antenna Punchout – Rear  
Standard lock slot (10mm) – Rear  
Cover Release Thumbscrew  
WLAN Internal Antenna – Rear  
Padlock Loop – Rear  
Internal  
- Internal M.2 2230 connector for WLAN  
- Two Internal M.2 SSD storage (2230 or 2280 connector)  
- 2.5- inch SATA drive Bay (not available on 95W processor)  
Mounting  
Support for  
- VESA Sleeve Standalone  
- Quick Release Bracket  
- B300/B500 Mounting bracket  
- Integrated Work Center  
HP Desktop Mini Vertical Chassis Stand  
USB Business Slim Wired Keyboard  
HP Optical Wired Mouse USB  
HP 800 G5 DM Country Kit  
US - English Localization  
3/3/3 (material/labor/onsite) DM Warranty  
Single Unit (Desktop Mini) Packaging

---

## Item #2 – Advanced Desktop Computers

HP EliteDesk 800 G5 Small Form Factor PC  
ENERGY STAR Certified  
EliteDesk 800PLA SFF G4/G5 250W Chassis  
OS Localization US  
Windows 10 Pro 64  
Intel Core i7 9700 3.0 2666MHz 12M 8C 65W CPU  
16GB (2x8GB) DDR4 2666 DIMM Memory  
256GB M.2 2280 PCIe NVMe TLC Solid State Drive  
AMD Radeon RX 550 4GB Discrete graphics card  
Intel Wi-Fi 6 AX200 ax 2x2 vPro +Bluetooth 5 WW  
9.5mm DVD-Writer 8/6G3SFF 4G4MT/SFF  
USB Type-C™ port (charge support up to 5V/3A) – Front  
Two USB 3.1 Gen2 ports – Front  
USB 2.0 port - Front  
USB 2.0 (charge support up to 5V/1.5A) – Front  
Headphone connector – Front  
Universal Audio Jack with CTIA headset support – Front  
Hard drive activity light – Front  
Dual-state power button – Front  
Audio-in connector – Rear  
Audio-out connector for powered audio devices – Rear  
Standard lock slot – Rear  
Two Dual-Mode DisplayPort 1.2 – Rear  
HP VGA Port - Rear  
RJ-45 (network) jack – Rear  
Two USB 2.0 ports with wake from S4/S5 - Rear  
Two USB 3.1 Gen2 ports – Rear  
Two USB 3.1 Gen1 ports – Rear  
Internal  
- Two PCI Express x16 graphics connectors; one wired as an x4  
- Two PCI Express x1  
- Two internal M.2 SSD storage (2230 or 2280 connector)  
- internal M.2 WLAN (2230 connector)  
- 2.5" internal storage drive bay  
- Two 3.5" internal storage drive bay (convertible to 2.5")  
- 9.5 mm slim optical drive bay  
  
USB Business Slim Wired Keyboard  
HP Optical Wired Mouse USB  
HP 800 G5 SFF Country Kit  
US - English Localization  
3/3/3 (material/labor/onsite) SFF Warranty  
Single Unit (Small Form Factor) G4/G5 Packaging

---

**Item # 3 – Standard Laptop Computers**

HP IDS UMA i5-8365U 840 G6 Base NB PC  
Windows 10 Pro 64  
Intel core i5-8365U/(VPro) CPU  
Integrated HD 720p IR TripleMic Webcam  
14 inch FHD (1920x1080) Anti-Glare LED UWVA 250 for WWAN for HD Webcam + IR slim  
Touchscreen  
8GB (1x8GB) DDR4 2400  
256GB PCIe NVMe Value Solid State Drive  
No Near Field Communication (No NFC)  
Intel Wi-Fi 6 AX200 ax 2x2 MU-MIMO 160MHz +Bluetooth 5 WW with 2 Antennas  
No WWAN  
Fingerprint Sensor  
Active SmartCard  
3 Cell 50 WHr Long Life  
45-Watt Smart nPFC Right Angle AC Adapter  
C5 1.0m Sticker Conventional Power Cord  
Dual Point spill-resistant Collaboration  
AMT Enabled  
Internal Microphones  
Camera Shutter  
HD Camera LED  
Pointstick  
Glass Clickpad  
USB 3.1 Gen 1 Charging Port – Side  
Standard Security Lock Slot  
Power Button  
Power Connector  
USB Type-CTM with ThunderboltTM  
Docking Connector  
Ethernet Port  
USB 3.1 Gen 1 Port  
HDMI Port  
Audio Combo Jack  
SIM Card Slot1  
3/3/0 Warranty  
US - English Localization

**Item # 4 – Ultra-Portable Laptop Computers (i5)**

Microsoft Surface Pro 7  
12.3" touchscreen  
Quad-core 10th Gen Intel® Core i5-1035G4 Processor  
8GB RAM  
256GB SSD Storage  
Intel Iris Plus Graphics  
Bluetooth 4.2  
Gigabit; IEEE 802.11 ax  
Surface Pro Type cover  
Windows 10\* - 1 Year manufacturer's warranty (parts and labour) – Add: extended protection warranty to achieve 3 year coverage

**Item # 5 – Ultra-Portable Laptop Computers (i7)**

Microsoft Surface Pro 7  
12.3" touchscreen  
Quad-core 10th Gen Intel® Core i7- 1065G7 Processor  
16GB RAM  
512GB SSD Storage  
Intel Iris Plus Graphics  
Bluetooth 4.2  
Gigabit; IEEE 802.11 ax  
Surface Pro Type cover  
Windows 10\* - 1 Year manufacturer's warranty (parts and labour) – Add: extended protection warranty to achieve 3 year coverage

**Item # 6 – Panasonic ToughBook FZ-55 Series 'Semi-Rugged' Laptop Computers**

5 unit(s):                    Panasonic Toughbook FZ-55 MK1 TOUCH MK1-Intel ® Core i5-8365U, 1.6GHz with Turbo Boost up to 4.1GHz, 6MB Cache, 14.0" FHD TOUCH, 8GB RAM, 256GB SSD, HDMI, VGA, Bluetooth, USB-A x 3, USB-C x 1, Serial, LAN, Webcam, Backlit Keyboard, Windows 10 Professional, English

**Item # 7 – Panasonic ToughBook CF33 Series 'Fully-Rugged' Laptop Computers**

5 unit(s):                    MK1 - Intel® Core™ i5-7300U CPU, 2.6 GHz up to 3.5 GHz with Intel® Turbo Boost Technology, 3 MB cache, 8GB RAM, 256GB SSD, 12.0" QHD (2160 x1440 dots) Anti-reflective Touchscreen Display with digitizer, 1200 NIT, Intel® Dual Band Wireless-AC 8265, 802.11a/b/g/n/ac, Bluetooth® v4.1 + EDR, Webcam with Windows Hello Facial Recognition, 8MP Rear Camera, 2 X Li-ion 11.1 V Standard Batteries, 1,990 mAh, TPM 2.0, Dual Pass Through Connection, Windows 10 Professional, English

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

**Item # 8 – 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