



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

Request for Quotation (RFQ) No. 2019-010

Issue date: January 30, 2019

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;">https://www.crd.bc.ca/about/contracts-rfps</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: sbennett@crd.bc.ca</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 <u>Attention: Scott Bennett</u>.</p> <p>Each quote must be received no later than: 2:00 PM Pacific Time on February 13, 2019 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 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 Hewlett Packard (HP) Desktop and Laptop computers as well as 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 DVD or other 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 G4 Desktop Mini Computer – Intel Core i5 8500 - RAM 8GB – 256GB SSD - UHD Graphics 630 - GigE LAN - Windows 10*, 3-year manufacturer's warranty (parts and labour)

Item #2 – Advanced Desktop Computers

10 unit(s): HP EliteDesk 800 G4 SFF – Intel Core i7 8500 - RAM 16GB - 256GB SSD - UHD Graphics 630 - GigaE LAN - Windows 10*, 3-year manufacturer's warranty (parts and labour)

Item # 3 – Standard Laptop Computers

25 unit(s): HP EliteBook 840 G5 with touchscreen - Intel - Core i5 - 8350U - RAM 8GB - 256GB SSD - UHD Graphics 630 - 14" - 1920 x 1080 - Bluetooth 4.2; Gigabit; IEEE 802.11 a/b/g/n/ac -Windows 10* - 3-cell battery – 3-year manufacturer's warranty (parts and labour)

Item # 4 – Panasonic ToughBook CF54 Series 'Semi-Rugged' Laptop Computers

3 unit(s): Panasonic Part # CF54J9001VM – Toughbook CF-54 MK3-Intel® Core i5-7300U, 2.6GHz with Turbo Boost up to 3.5GHz, 3MB Cache, 14.0" FHD TOUCH, 8GB Memory, 500GB Hard Drive, HDMI, Bluetooth, USB 3.0 x 3, LAN, Webcam, Red Backlit Keyboard, Windows 10*, 3-year manufacturer's warranty (parts and labour)

Item # 5 – Panasonic ToughBook CF31 Series 'Fully-Rugged' Laptop Computers

5 unit(s): Panasonic Part # CF311A561VM – Toughbook CF-31 MK5-Intel® Core™ i5-5300U vPro™ Processor, 2.3GHz with Turbo Boost up to

2.9GHz, Intel smart cache 3MB, 8GB memory, 13.1" 1024 x 768, XGA sunlight-viewable touch screen LCD, 500GB shock mounted hard drive, 802.11a/b/g/n/ac, Bluetooth V4.0 & EDR, dual connector, wireless antenna, Backlit keyboard, genuine Windows 10*, No Multi Drive, 3-year manufacturer's warranty (parts and labour)

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

Item # 6 – Monitors

100 unit(s): HP EliteDisplay E243 (1FH47A8#ABA) - LED monitor - 23.8" - 1920 x 1080 Full HD - IPS - 250 cd/m² - 1000:1 - 5ms - HDMI, VGA, DisplayPort – black

- All components must be OEM and must be warranted by the manufacturer.
- Equivalent 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
2nd 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 2019.

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	10 units
+	Standard Laptop Computer Price	x	25 units
+	Semi-Rugged Laptop Computer Price	x	3 units
+	Fully-Rugged Laptop Computer Price	x	5 units
+	Monitors	x	100 units

= TOTAL PRICE _____

Appendix A Supplier Response & References

Request for Quotation No. 2019-010 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	10	\$ _____ each	\$ _____
Item # 3 Laptop Computer, as specified on page 5 of this RFQ	25	\$ _____ each	\$ _____
Item # 4 Semi-Ruggedized Laptop, as specified on page 5 of this RFQ	3	\$ _____ each	\$ _____
Item # 5 Fully-Ruggedized Laptop, as specified on page 5 of this RFQ	5	\$ _____ each	\$ _____
Item # 6 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 supply and delivery schedule for desktop, laptop computers and monitors during the first 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	Laptops	Semi-Rugged Laptop	Fully-Rugged Laptop	Monitors
February 2019						TBD
March 2019	40		10			TBD
April 2019	40	10	15	3	5	TBD
May 2019	40					TBD
June 2019						TBD
July 2019						TBD
August 2019						TBD
Total	120	10	25	3	5	100

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