



# Supply and Delivery of Servers and Storage for the Capital Regional District

**Request for Quotation (RFQ) No. 2020-011**  
**Issue date: February 4, 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 19, 2020</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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## Table of Contents

1.	ADMINISTRATIVE REQUIREMENTS .....	3
2.	SUMMARY OF RFQ REQUIREMENTS .....	5
3.	RFQ PRODUCT DETAILS .....	5
4.	DELIVERY .....	7
5.	PRICING .....	7
6.	SUPPLIER RESPONSE .....	7
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 Hewlett Packard Servers and 3Par Storage components as described below.

- a) apply CRD supplied asset tags to each server, ensuring that the asset ID # and serial # are cross referenced on invoicing

## 3. RFQ Product Details

Supply and delivery of the following, including the application of CRD supplied asset tags.

### Item #1 – Small Office Server

2 unit(s):        HPE ProLiant ML110 Gen10  
                      16GB RAM  
                      2 X 300GB for boot  
                      2 X 600GB for storage  
                      Integrated Lights Out  
                      Dual Power Supply  
                      HPE Smart Array P408i-p SR Gen10 Controller (With Battery module)

### Item #2 – Medium Office Server

3 unit(s):        HPE ProLiant ML350 Gen10  
                      16GB RAM  
                      2 X 300GB for boot  
                      2 X 1TB for storage  
                      Integrated Lights Out  
                      Dual Power Supply  
                      HPE Smart Array P408i-p SR Gen10 Controller (With Battery module)

### Item # 3 – Standard Rack Server

6 unit(s):        HP DL380 Gen10 Server - rack-mountable  
                      2U -2 x Xeon 2.8 GHz 16 Core  
                      RAM 32 GB  
                      SATA - hot-swap 2.5"  
                      2x- 10 GigE, 25 Gigabit LAN

Including the following accessories:

                      Integrated Lights Out  
                      StoreFabric SN1200E 16Gb Dual Port FC HBA  
                      P408i-a w/2GB cache  
                      2 X 600GB SAS 10K SFF SC DS HDD  
                      800W FS Plat Ht Plg LH Pwr Sply Kit  
                      Cable management arm

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**Item # 4 – DB Rack Server**

2 unit(s): HP DL380 Gen10 Server - rack-mountable  
2U -2 x Xeon 2.8 GHz 16 Core  
RAM 128 GB  
SATA - hot-swap 2.5"  
2x- 10 GigE, 25 Gigabit LAN

Including the following accessories:

Integrated Lights Out  
StoreFabric SN1200E 16Gb Dual Port FC HBA  
P408i-a w/2GB cache  
2 X 600GB SAS 10K SFF SC DS HDD  
800W FS Plat Ht Plg LH Pwr Sply Kit  
Cable management arm

**Item # 5 – VM Host Rack Server**

4 unit(s): HP DL380 Gen10 Server - rack-mountable  
2U -2 x Xeon 2.8 GHz 16 Core  
RAM 512 GB  
SATA - hot-swap 2.5"  
2x- 10 GigE, 25 Gigabit LAN

Including the following accessories:

Integrated Lights Out  
StoreFabric SN1200E 16Gb Dual Port FC HBA  
P408i-a w/2GB cache  
2 X 600GB SAS 10K SFF SC DS HDD  
Additional 800W FS Plat Ht Plg LH Pwr Sply Kit  
Cable management arm

**Please note: Serial Number for this specific 3Par 8200: 2M274003LB**

**Item # 6 – HPE 3PAR 8200: 920GB SSD**

16 unit(s): HPE 3PAR 8000 920GB SFF SSD+SW  
HPE 3Y Proactive Care 24x7 Service

**Item # 7 – HPE 3PAR 8200: 1.2TB Hard Drive**

28 unit(s): HPE 3PAR 8000 HARD DRIVE 1.2 TB - 2.5" SFF - SAS - 10000 RPM  
HPE 3Y Proactive Care 24x7 Service

**Item # 8 – HPE 3PAR 8200: Drive Enclosure**

2 unit(s): HPE PAR 8000 SFF DRIVE ENCLOSURE  
HPE 3Y Proactive Care 24x7 Service  
HPE Installation and Startup Services for Drive Enclosure

**Please note: Serial Number for this specific 3Par 8200: 2M274003LB**

## 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 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:

	Small Office Server Price	x	2 units
+	Medium Office Server Price	x	3 units
+	Standard Rack Server Price	x	6 units
+	Database Rack Server Price	x	2 units
+	VM Host Rack Server Price	x	4 units
+	HPE 3PAR: 920GB SSD Price	x	16 units
+	HPE 3PAR: 1.2TB Hard Drive Price	x	28 units
+	HPE 3PAR: Drive Enclosure Price	x	2 units

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



## Appendix A Supplier Response & References

### Request for Quotation No. 2020-011 Supply and Delivery of Servers and Storage

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 Small Office Server	2	\$ _____ each	\$ _____
Item # 2 Medium Office Server	3	\$ _____ each	\$ _____
Item # 3 Standard Rack Server	6	\$ _____ each	\$ _____
Item # 4 Database Rack Server	2	\$ _____ each	\$ _____
Item # 5 VM Host Rack Server	4	\$ _____ each	\$ _____
Item # 6 HPE 3PAR: 920GB SSD	16	\$ _____ each	\$ _____
Item # 7 HPE 3PAR: 1.2TB Hard Drive	28	\$ _____ each	\$ _____
Item # 8 HPE 3PAR: Drive Enclosure	2	\$ _____ 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	Small Office Server	Medium Office Server	Standard Rack Server	Database Rack Server	VM Host Rack Server	3PAR SSD Disks	3PAR 1.2TB Hard Disks	3PAR Drive Enclosure
February 2020	2	3						
March 2020			1					
April 2020			4		4			
May 2020			1					
June 2020				2				
July 2020								
August 2020						TBD	TBD	TBD
<b>Total</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>16</b>	<b>28</b>	<b>2</b>

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## **Appendix C** Delivery & Invoicing

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

- the vendor will 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 different item 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

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## **Appendix D** Hardware Descriptions

### Item #1 – Small Office Server

2 unit(s):        HPE ProLiant ML110 Gen10  
                      16GB RAM  
                      2 X 300GB for boot  
                      2 X 600GB for storage  
                      Integrated Lights Out  
                      Dual Power Supply  
                      HPE Smart Array P408i-p SR Gen10 Controller (With Battery module)

### Item #2 – Medium Office Server

3 unit(s):        HPE ProLiant ML350 Gen10  
                      16GB RAM  
                      2 X 300GB for boot  
                      2 X 1TB for storage  
                      Integrated Lights Out  
                      Dual Power Supply  
                      HPE Smart Array P408i-p SR Gen10 Controller (With Battery module)

### Item # 3 – Standard Rack Server

6 unit(s):        HP DL380 Gen10 Server - rack-mountable  
                      2U -2 x Xeon 2.8 GHz 16 Core  
                      RAM 32 GB  
                      SATA - hot-swap 2.5"  
                      2x- 10 GigE, 25 Gigabit LAN

Including the following accessories:

                      Integrated Lights Out  
                      StoreFabric SN1200E 16Gb Dual Port FC HBA  
                      P408i-a w/2GB cache  
                      2 X 600GB SAS 10K SFF SC DS HDD  
                      800W FS Plat Ht Plg LH Pwr Sply Kit  
                      Cable management arm

### Item # 4 – DB Rack Server

2 unit(s):        HP DL380 Gen10 Server - rack-mountable  
                      2U -2 x Xeon 2.8 GHz 16 Core  
                      RAM 128 GB  
                      SATA - hot-swap 2.5"  
                      2x- 10 GigE, 25 Gigabit LAN

Including the following accessories:

                      Integrated Lights Out  
                      StoreFabric SN1200E 16Gb Dual Port FC HBA  
                      P408i-a w/2GB cache  
                      2 X 600GB SAS 10K SFF SC DS HDD  
                      800W FS Plat Ht Plg LH Pwr Sply Kit  
                      Cable management arm

**Item # 5 – VM Host Rack Server**

4 unit(s): HP DL380 Gen10 Server - rack-mountable  
2U -2 x Xeon 2.8 GHz 16 Core  
RAM 512 GB  
SATA - hot-swap 2.5"  
2x- 10 GigE, 25 Gigabit LAN

Including the following accessories:  
Integrated Lights Out  
StoreFabric SN1200E 16Gb Dual Port FC HBA  
P408i-a w/2GB cache  
2 X 600GB SAS 10K SFF SC DS HDD  
Additional 800W FS Plat Ht Plg LH Pwr Sply Kit  
Cable management arm

**Please note: Serial Number for this specific 3Par 8200: 2M274003LB. This number might be required to quote these items.**

**Item # 6 – HPE 3PAR 8200: 920GB SSD**

16 unit(s): HPE 3PAR 8000 920GB SFF SSD+SW  
HPE 3Y Proactive Care 24x7 Service

**Item # 7 – HPE 3PAR 8200: 1.2TB Hard Drive**

28 unit(s): HPE 3PAR 8000 HARD DRIVE 1.2 TB - 2.5" SFF - SAS - 10000 RPM  
HPE 3Y Proactive Care 24x7 Service

**Item # 8 – HPE 3PAR 8200: Drive Enclosure**

2 unit(s): HPE PAR 8000 SFF DRIVE ENCLOSURE  
HPE 3Y Proactive Care 24x7 Service  
HPE Installation and Startup Services for Drive Enclosure

**Please note: Serial Number for this specific 3Par 8200: 2M274003LB. This number might be required to quote these items.**