

**City of Coquitlam**

**PROPOSAL SUBMISSION FORM**

**RFP No. 25-021**

**Desktop, Laptop, and Monitor Replacement**

**Proposals will be received as per the date and time specified in the Key Dates Section of the RFP.**

**INSTRUCTIONS FOR PROPOSAL SUBMISSION**

Proposal submissions and Microsoft Excel appendices should be submitted in the original format (MS Word and MS Excel) and any other supporting documents are to be consolidated into one PDF file and uploaded through QFile, the City’s file transfer service accessed at website: [qfile.coquitlam.ca/bid](http://qfile.coquitlam.ca/bid)

**1. In the “Subject Field” enter:** RFP Number and Name

**2. Add files and “Send files”**

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

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| --- | --- |
| **Legal Name of Proponent** |  |
| **Contact Person and Title** |  |
| **Business Address** |  |
| **Telephone** |  |
| **Email Address** |  |

1. **DEPARTURES AND AWARD**

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| 1. **CONTRACT -** I/We have reviewed the City’s [Standard Terms and Conditions - Purchase of Goods and Services](https://www.coquitlam.ca/DocumentCenter/View/1446/10-02-2019-Standard-Terms-and-Conditions---Purchase-of-Goods-and-Services-PDF) and would be prepared to enter into an agreement that incorporates the City’s Standard Terms and Conditions, amended by the following departures (list, if any): | |
| **Section** | **Requested Departure(s) / Alternative(s)** |
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| 1. **SERVICES -** I/We have reviewed the Scope of Services as described in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any): |
| **Requirements – Requested Departure(s) / Alternate(s) / Addition(s)** |
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1. **CORPORATE**

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| 1. **CAPABILITIES, CAPACITY AND RESOURCES** - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary)**:** |
| 1. Provide an overview of the Proponent’s organizational background, including history, mission, vision, corporate structure, and years in business: |
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| 1. Proponent is to state relevant experience and qualifications as to the Services requested in the RFP: |
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| 1. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details: |
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| 1. Proponent is to describe their current capabilities and capacity to perform the Services, including relevant resources, staffing levels, and the ability to manage this project alongside existing workloads: |
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| 1. **REFERENCES –** Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional pages, if necessary): | |
| **Reference No. 1** | |
| **Description of Contract** |  |
| **Size and Scope** |  |
| **Work Performed** |  |
| **Start Date** |  |
| **End Date** |  |
| **Contract Value** |  |
| **Project completed on budget** |  |
| **Project completed on schedule** |  |
| **Reference Information** | Company |
| Name: |
| Phone Number: |
| Email Address: |

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| **Reference No. 2** | |
| **Description of Contract** |  |
| **Size and Scope** |  |
| **Work Performed** |  |
| **Start Date** |  |
| **End Date** |  |
| **Contract Value** |  |
| **Project completed on budget** |  |
| **Project completed on schedule** |  |
| **Reference Information** | Company |
| Name: |
| Phone Number: |
| Email Address: |

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| **Reference No. 3** | |
| **Description of Contract** |  |
| **Size and Scope** |  |
| **Work Performed** |  |
| **Start Date** |  |
| **End Date** |  |
| **Contract Value** |  |
| **Project completed on budget** |  |
| **Project completed on schedule** |  |
| **Reference Information** | Company |
| Name: |
| Phone Number: |
| Email Address: |

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| 1. **SUPPLIERS**   The Proponent proposes to supply the various products for the Work from the following suppliers: | | | |
| **Line Item** | **Product** | **Manufacturer** | **Supplier** |
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| (use the spaces provided and/or attach additional pages, if necessary) | | | |
| 1. **MANUFACTURER AUTHORIZATION -** Provide as an attachment a letter from manufacturer that you are an authorized dealer for resale**.** | | | |
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| 1. Describe all initiatives, policies, programs and product choices that illustrate your firm’s efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City |
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| 1. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities: |
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| 1. What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses: |
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| 1. What policies does your organization have to support reconciliation with indigenous peoples? |
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1. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

1. **TECHNICAL**

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| 1. **DELIVERY LEAD TIMES** |
| 1. State the lead times from the time of order to the time of delivery for in-stock items. |
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| 1. State the lead times from the time of order to the time of delivery for non-stock items. |
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| 1. **PRODUCT RETURNS -** Specify any product return policies and indicate if a restocking fee would apply. |
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| 1. **WARRANTY**   Proponent is to state: | |
| 1. Response time for non-warranty calls: |  |
| 1. Response time for warranty calls: |  |
| 1. Warranty duration: |  |
| 1. State warranty terms (use space below and/or attach additional information to your Proposal): | |
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| 1. **QUALITY ASSURANCE** |
| 1. Inspection of incoming goods – Provide a brief narrative how the Proponent examines products that they have received to determine conformance to the purchase specifications: |
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| 1. Accuracy of outgoing orders **-** Provide a brief narrative how the Proponent ensures the accuracy of orders placed from time of order placement through to delivery to the City: |
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| 1. **COMPLETION DATE** | |
| 1. The Proponent states that they are available and ready to start this Work in **November 2025** and confirms the Work shall be completed on or before **November 30, 2026**. This date will be an important consideration in the evaluation. | |
| **Yes** | **No** |
| 1. If Proponent has stated NO, please state date and explanation as to proposed completion date: | |
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| 1. **SITE ACCEPTANCE TEST (SAT)**   Describe how you will perform the Site Acceptance Test (SAT) process, including the steps and final sign-off method used to verify that the delivered equipment meets all specifications. The successful Proponent will be required to perform SATs and to document the results using the City’s Desktop Rollout Checklist template, which will be provided to the successful Proponent. |
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1. **FINANCIAL**

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| 1. **PRICE -** Prices proposed for services are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST). | | | | |
| HARDWARE: Present the Total Price for the devices listed below as shown in Appendix A, Column L “Total Price (After Discount)”. | | | | |
| **ITEM** | **SCOPE OF WORK** | **Qty** | **Unit Price** | **Total Price** (exclude GST) |
|  | Computers |  |  |  |
|  | * Standard Desktop | 200 | $ | $ |
|  | * Standard Laptop | 503 | $ | $ |
|  | * Ultralight Laptop | 33 | $ | $ |
|  | * GIS/CAD/CC Laptop (32 GB) | 90 | $ | $ |
|  | Docking Monitor with Camera | 437 | $ | $ |
|  | Monitor Without Camera | 547 | $ | $ |
|  | Monitor Arm | 984 | $ | $ |
|  | KVM | 24 | $ | $ |
|  | Keyboard/Mouse | 826 | $ | $ |
|  | Disposal |  | $ | $ |
|  | Project Management (if applicable) |  | $ | $ |
|  | Configuration and Installation |  | $ | $ |
|  | Warranty and Support |  | $ | $ |
|  | Other (Specify) |  | $ | $ |
| **TOTAL** | | | | **$** |

**Attention Purchasing Manager:**

1. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website [www.coquitlam.ca/Bid-Opportunities](http://www.coquitlam.ca/140/Bid-Opportunities) , and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services~~,~~ submit this Proposal in response to the RFP.
2. **I/We** agree to the rules of participation outlined in the **Instructions to Proponents** (per section 2 of RFP) and should our Proposal be selected, agree to the City’s **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of RFP) and will accept the City’s Contract as defined within this RFP document.
3. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

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| **Addendum No.** | **Date Issued** |
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**This Proposal** is submitted this \_\_\_\_day of \_\_\_\_\_\_\_, 20\_\_\_\_\_\_.

**I/We have the authority to sign on behalf of the Proponent and have duly read all documents.**

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| **Legal Name of Company** |  |
| **Signature(s) of Authorized Signatory(ies)** | **1.** |
| **2.** |
| **Print Name(s) and Position(s) of Authorized Signatory(ies)** | **1.** |
| **2.** |