

City of Coquitlam

Request for Proposals

RFP No. 25-021

Desktop, Laptop, and Monitor
Replacement

TABLE OF CONTENTS

1	KEY DATES	3
2	PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS	3
3	DEFINITIONS	4
4	INSTRUCTIONS TO PROPONENTS	5
4.1	Acknowledgement	5
4.2	Purpose.....	5
4.3	Proposal Submission	5
4.4	Prices.....	5
4.5	Requested Departures.....	5
4.6	Evaluation Criteria.....	6
4.7	Specifications and Alternatives.....	8
4.8	Term of Agreement.....	8
4.9	Manufacturer Authorization	8
4.10	Regular Working Hours	9
4.11	Quantities and Specifications Stated	9
4.12	Project Timelines	9
5	SCOPE OF SERVICES	9
5.1	Scope of Work.....	9
5.2	Project Planning and Management	11
5.3	Installation and configuration	11
5.4	Data Migration.....	11
5.5	Existing Equipment	11
5.6	Site Acceptance Test	11
5.7	Clean Up	12
5.8	Standard Model and Preferred Vendor	12
5.9	Warranty and Support	12
5.10	Service and Support Agreement	12
5.11	Invoicing	12

[Schedule 1 – Hardware Class Summary](#)

[Schedule 2 – City Facility Locations with Estimated Count](#)

Appendix A – Minimum Technical Specifications

[PROPOSAL SUBMISSION FORM](#)

1 KEY DATES

RFP Issue Date	Thursday, September 11, 2025
Deadline for Questions Send questions to: bid@coquitlam.ca referencing the RFP name and number.	2:00 PM (local time) Wednesday, October 1, 2025
Submission Deadline	2:00 PM (local time) Tuesday, October 14, 2025

2 PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS

All applicable requirements, guidelines, and terms and conditions for City procurement processes including, but not limited to, RFPs, RFIQs, and RFIs etc. are available on the City's website under [City Purchasing Information](#).

To be eligible for the award, the City requires only the successful Proponent to agree to and have the following in place *before* providing any Goods or Services. The applicable requirements to this process are:

- a) Instructions to Proponents
- b) City Standard Terms and Conditions - Purchase of Goods and Services

Do Not Submit – The items below are not required as part of this RFP Proposal. The City will request this documentation from the successful Proponent prior to entering into an agreement for Services.

- c) Commercial General Liability (CGL) insurance \$5M coverage provided on the City's Certificate of Insurance – Contractor Form
- d) Be registered and provide WorkSafeBC clearance; upon request, the City may request an employer report
- e) A City of Coquitlam or Tri Cities Intermunicipal Business License is required for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services.

3 DEFINITIONS

“Agreement” “Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

“City” “Owner” means City of Coquitlam.

“Contractor” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and works.

“ICT” means City’s Information Communications and Technology department.

“Price” means the amount that will be paid by the City to the Contractor for delivery and acceptance of goods and Services.

“Project Manager” means the City staff member appointed to coordinate the work.

“Proponent” means responder to this Request for Proposals.

“Proposal” means the submission by the Proponent.

“Request for Proposals” “RFP” shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals.

“Services” “Work” “Works” means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor.

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met.

“Supply” “Provide” shall mean supply and pay for and provide and pay for.

4 INSTRUCTIONS TO PROPONENTS

4.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́hǵəmiḱə́h (HUN-kuh-MEE-num) word kwíkʷə́lə́m (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kwíkʷə́lə́m traditional and ancestral lands, including those parts that were historically shared with the ǵícə́y (kat-zee), and other Coast Salish Peoples.

4.2 Purpose

The City of Coquitlam requests Proposals from professional, qualified, experienced companies for the provision of **Desktop, Laptop, and Monitor Replacement**. Refer to **Section 5, Scope of Services** for further details.

4.3 Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form and submit **Appendix A – Minimum Technical Specifications** in Microsoft Excel format.

4.4 Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the Term of the Contract.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

4.5 Requested Departures

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them. The City may not consider any departures not stated in the Proponent’s Proposal Submission.

4.6 Evaluation Criteria

a) Instructions for Proposal Submission and Attachment Referencing

The City uses Microsoft Word to streamline the transfer of Proponent information into an evaluation document. Responses on the Proposal Submission Form should provide direct answers or concise summaries of any referenced attachments. Where attachments are necessary, each response should summarize the relevant information and clearly indicate where the City can find the corresponding details within the attachments, specifying precisely, for example, "see Section X, subsection Y, paragraph Z, on page N."

b) Submission Format and Content Authenticity

Lower scores may be assigned if Proposal Submission Forms:

I. Non-conforming

- Are not submitted in Microsoft Word format.
- Rely solely on references such as "see section X in the attached document" without providing summaries.
- Do not include **Appendix A – Minimum Technical Specifications**.

II. Authenticity and AI Generated Content

- The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals containing boilerplate, non-specific, or AI-generated content may receive a lower score.
- Proponents must demonstrate a clear understanding of the City's needs by providing detailed, tailored responses, including methodologies. Proposals lacking sufficient detail and originality may result in a lower evaluation score.

c) Evaluation Criteria and Points Allocation

Each proposal will be evaluated based on the following criteria:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	20
Sustainable Benefits and Social Responsibility	5
Technical	40
Financial	35
Total	100

d) The criteria for evaluation of the Proposals may include, but is not limited to:

Corporate Experience, Reputation, Capacity and Resources

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- References
- Suppliers
- Manufacturer's authorization
- Value added benefits

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Technical

- Ability to comply with the stated specifications and requirements
- Quality Assurance
- Warranty
- Product returns
- Lead times
- Completion date

Financial

- Prices

e) Proposal Comparison

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

f) Reference Checks and Interviews

Upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

g) Additional Evaluation Considerations

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such

requests to only Contractors. The City may consider such clarifications or additional information in evaluating a Proposal.

h) Proposal Compliance and Rejection

Incomplete Proposals or Proposals submitted on forms other than the Proposal Submission Form may be rejected.

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the Work outlined in this RFP.

Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.

i) Disclosure of Information

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

4.7 Specifications and Alternatives

Wherever the Specifications state a brand name, make, name or manufacturer, trade name, or supplier catalogue number, it is for the purpose of establishing a grade or standard. It is not intended to rule out competition from equal brands or makes. If goods other than that specified are offered, it is the Proponent's responsibility to provide information in its Proposal that enables the City to confirm equivalency and acceptance.

If the Proponent cannot meet Specifications, the Proponent may identify and offer an alternative which it believes to be an equal or better alternative.

Proponents shall clearly indicate any variances from the City's Specifications or conditions in **Appendix A - Minimum Technical Specifications** and attach descriptive literature if applicable.

4.8 Term of Agreement

The initial term of the Contract is three (3) years with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

4.9 Manufacturer Authorization

The Contractor must be directly authorized by the manufacturer to sell and install equipment, where such authorization is granted. The authorization must be direct and not through a third party.

4.10 Regular Working Hours

The regular working hours shall be 8:00am to 5:00pm, Monday through Friday. No work will be performed outside of regular working hours without the prior approval of the City.

4.11 Quantities and Specifications Stated

Quantities and specifications provided in this RFP or appendices are provided as an estimated guideline of the City's requirements. The City does not guarantee any volume, quantities, or that only stated specifications will be required.

4.12 Project Timelines

The successful Proponent will commence Work approximately November 2025. Work is expected to continue through November 2026, as determined by the City in consultation with the Contractor.

Substantial Completion shall be achieved according to an agreed upon schedule.

5 **SCOPE OF SERVICES**

5.1 Scope of Work

The City requests Proposals from experienced qualified companies to provide **Desktop, Laptop, and Monitor Replacement** services. The Contractor will be responsible for providing all labour, materials, equipment, and services necessary to complete the work as outlined in this RFP. The equipment to be supplied shall correspond to the hardware classes and intended use descriptions in [Schedule 1 – Hardware Class Summary](#) and meet or exceed the detailed minimum technical specifications provided in **Appendix A – Minimum Technical Specifications**. The following subsections outline the specific requirements for supply, delivery, installation, and related services to be provided:

a) Supply and Delivery

- Supply new desktop computers, laptops, and monitors that meet or exceed the minimum technical specifications outlined in **Appendix A - Minimum Technical Specifications**
- Deliver all equipment to designated City facilities as identified in [Schedule 2 - City Facility Locations with Estimated Count](#)

b) Installation and Setup

- Unbox, inspect for damage, install, and fully set up all hardware at each location (including desktops, laptops, monitors, and docks)
- Remove and responsibly dispose of all packaging and shipping materials in compliance with local recycling and waste bylaws
- Coordinate installation to ensure compatibility with monitor arms (100 mm x 100 mm VESA mount compatible) and docks

- Verify that each device powers on, passes functional self-tests, and connects properly to the City's network, as applicable
 - Hand over the device to the user to initiate the City's Intune Autopilot process after verifying basic functionality
 - While Intune Autopilot is running, complete monitor and dock installation and cable management to finalize workstation setup
- c) Rollout Sequencing and Scheduling
- Work with City staff to develop a proposed rollout schedule that identifies lead times for ordering, delivery, installation, and setup of equipment
 - Implement the detailed rollout plan by department and facility, in consultation with City staff, to minimize disruption to City operations
 - Complete the work according to the approved rollout schedule
- d) Product Samples (Demonstration Units)
- On request, shortlisted proponents shall provide product samples (demonstration units) for review and approval by the City prior to final order placement
- e) Standards and Compliance
- Ensure all supplied equipment is CSA approved and complies with all applicable safety and quality standards
- f) Hardware Inventory Management
- Maintain a detailed inventory list, including serial number, make, model, and device type for each deployed device, based on the inventory template provided by the city
 - Provide the updated inventory list (csv format) to the City upon request and at completion of the rollout
- g) Deskside Rollout Checklist and User Acceptance
- Complete a Deskside Rollout Checklist, provided by the City prior to rollout, for each installed device
 - Obtain confirmation of installation from designated City representative of each installed unit as part of the checklist process
 - Submit completed checklists to the City's Project Manager for review and acceptance
- h) Data Security and Disposal
- Ensure secure wiping or destruction of all data storage devices removed under this contract, in accordance with industry standards (e.g., NIST 800-88 or equivalent)
 - Provide certificates of data destruction for all decommissioned storage devices
 - Recycle or dispose of all obsolete hardware in an environmentally responsible manner and provide documented proof to the City

- i) Trade-In and Recycling Program
 - Provide options for trade-in value of decommissioned hardware, where applicable
 - Maximize recovery value and recycling of retired equipment in compliance with applicable regulations
- j) Warranty and Support
 - The Contractor and the equipment manufacturer shall serve as the City's primary point of contact for warranty and technical support for the duration of the contract and any extensions
- k) Reference Materials
 - Refer to [Schedule 1 – Hardware Class Summary](#) and [Schedule 2 – City Facility Locations with Estimated Count](#) to support identification and estimates of hardware needs and rollout planning

5.2 Project Planning and Management

The Contractor will provide a detailed plan outlining the steps it will take to implement the desktop replacement project, including timelines and milestones. This will include a Project Manager and a point of escalation for the City.

5.3 Installation and configuration

Devices must ship with OEM-preloaded Windows 11 Pro, with no third-party trialware/bloatware.

Devices must be Intune-ready (Windows Autopilot capable with TPM 2.0 and Secure Boot). Vendor is expected to register each device in the City's tenant (Windows Autopilot) prior to shipment and provide registration confirmation.

5.4 Data Migration

The Contractor shall not perform any data or user profile migration. City users will be responsible for backing up and restoring their own data using storage media provided by the City. User profiles, browser bookmarks, and other personal settings will not be transferred to new devices.

5.5 Existing Equipment

All existing surplus equipment must be inventoried, inspected, cleaned, have all data permanently removed in accordance with industry standards (e.g., NIST 800-88). The contractor shall provide Certificates of Data Destruction for all decommissioned storage devices as outlined in Section 5.1 h, and crate the equipment for shipping to auction. Proponents may include alternative sustainable disposal options in their Proposal.

5.6 Site Acceptance Test

The Contractor shall perform all Site Acceptance Tests (SAT) in accordance with the manufacturer's recommendations for the equipment supplied. The Contractor shall record the results of all SAT activities using the City's Deskside Rollout Checklist

template, which will be provided by the City at the time of contract award. This checklist shall also be used to obtain confirmation of installation and user acceptance from the designated City representative for each device. The Contractor shall submit all completed checklists to the City's Project Manager for review and final acceptance.

5.7 Clean Up

At the end of each day, the Contractor shall ensure the site is safe and secure and, at the conclusion of Work, the Contractor shall promptly remove all debris, equipment, and materials, and leave the site of the Work in a clean and tidy condition.

5.8 Standard Model and Preferred Vendor

This RFP will be used to establish a City Standard and a Preferred Vendor for equipment supply for the term of the Contract. The Preferred Vendor may be requested to provide similar equipment on an as needed and when requested basis during this term. The City shall also have the option to purchase computer accessories and peripherals from the Preferred Vendor under this Contract.

5.9 Warranty and Support

The Contractor shall provide the full manufacturer's warranty of the new equipment and support services for a specified period of time, to begin after installation.

5.10 Service and Support Agreement

The Contractor shall enter into a service and support agreement to ensure the long-term viability of the equipment for the duration of the Contract.

5.11 Invoicing

Contractor shall invoice on a monthly basis for Work completed up to the date of the invoice that has not been previously invoiced and paid.

The Contractor is not permitted to request or require deposits for any portion of the Work.

Schedule 1 - Hardware Class Summary

a) Computers

Hardware Class	User Description / Spec Highlights
Standard Desktop (Small Form Factor)	Intended for users performing general office functions, including email, document creation, spreadsheet work, web-based applications, and other standard business software. Often deployed as shared workstations. Spec highlights: 13th Gen Intel i5, 32 GB RAM, 512 GB SSD.
Standard Laptop	Intended for users who may work remotely and perform general office functions—including email, document creation, spreadsheet work, collaboration tools, and access to web-based enterprise systems. Spec highlights: 13th Gen Intel i7, 32 GB RAM, 512 GB SSD, 14" display.
Ultralight Laptop / Hybrid Tablet	Intended for executives and senior leadership who spend time in hybrid meetings while running standard business applications. Spec highlights: Intel Core Ultra 7 258V (or higher), 32 GB RAM, 512 GB SSD, 14" display (touchscreen), ≤ 3 lb., swivel 2-in-1 design minimum, privacy screen.
GIS/CAD/CC Device	Intended for advanced technical users who require high-performance computing for advanced graphical and technical needs such as: GIS analysis, AutoCAD, Esri ArcGIS, and Adobe Creative Cloud. Spec highlights: 13th Gen Intel i7, 32 GB RAM (64 GB option), 512 GB NVMe SSD, dedicated graphics card.

b) Monitors

Dual 24" Monitor Set or one (1) Large Monitor

Provides an extended workspace with two 24" monitors (or one (1) large monitor), one of which functions as a docking monitor with an integrated webcam, built-in USB-C docking, Ethernet, and USB hub.

Schedule 2 - City Facility Locations with Estimated Count

	Location	Computer Count
1	Austin Fire Hall	7
2	Austin Service Centre – Works Yard West	123
3	Burke Mountain Fire Hall	9
4	City Archives	5
5	City Centre Aquatic Complex (CCAC)	23
6	City Hall	238
7	City Hall Annex	224
8	Dogwood Pavilion	15
9	Glen Pine Pavilion	15
10	Mariner Fire Hall	7
11	Poirier Admin Building	18
12	Poirier Community Centre	27
13	Poirier Sports and Leisure Complex (PSLC)	33
14	RCMP Coquitlam Main Detachment	23
15	Town Centre Fire Hall	45
16	Town Centre Park Community Centre	8
17	Town Centre Works Yard	6
	Total	826

- Supply, delivery and installation at various City locations of approximately:
826 new Workstations
 - 200 Standard SFF Desktops
 - 503 Standard Laptops
 - 33 Ultralight Laptops
 - 90 GIS/CAD/CC Device

A Workstation is defined as a system with single and/or dual monitor(s) with one as a docking monitor, keyboard, and mouse. All systems must support Windows 11.

Note that some workstations will not require new monitors and the exact configuration for each workstation will be determined as part of the device rollout plan.



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

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.

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

1.

DEPARTURES AND AWARD

a) CONTRACT - I/We have reviewed the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) 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)

b) 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)

2.

CORPORATE

a) CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):
i. Provide an overview of the Proponent's organizational background, including history, mission, vision, corporate structure, and years in business:
ii. Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:
iii. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:
iv. 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:

b) 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:

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:

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:

c) SUPPLIERS			
The Proponent proposes to supply the various products for the Work from the following suppliers:			
Line Item	Product	Manufacturer	Supplier
i.			
ii.			
iii.			
iv.			
v.			
vi.			
(use the spaces provided and/or attach additional pages, if necessary)			

d) MANUFACTURER AUTHORIZATION - Provide as an attachment a letter from manufacturer that you are an authorized dealer for resale.

3. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

a) 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

b) What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities:

c) 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:

d) What policies does your organization have to support reconciliation with indigenous peoples?

4. TECHNICAL

a) DELIVERY LEAD TIMES

i. State the lead times from the time of order to the time of delivery for in-stock items.

--

ii. State the lead times from the time of order to the time of delivery for non-stock items.

--

b) PRODUCT RETURNS - Specify any product return policies and indicate if a restocking fee would apply.

--

c) WARRANTY

Proponent is to state:

i. Response time for non-warranty calls:

--

ii. Response time for warranty calls:

--

iii. Warranty duration:

--

iv. State warranty terms (use space below and/or attach additional information to your Proposal):

--

d) QUALITY ASSURANCE

i. Inspection of incoming goods – Provide a brief narrative how the Proponent examines products that they have received to determine conformance to the purchase specifications:

--

ii. 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:

--

e) COMPLETION DATE

- i. 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**

- ii. If Proponent has stated NO, please state date and explanation as to proposed completion date:

f) 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.

5. FINANCIAL

a) 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)
i.	Computers			
ii.	• Standard Desktop	200	\$	\$
iii.	• Standard Laptop	503	\$	\$
iv.	• Ultralight Laptop	33	\$	\$
v.	• GIS/CAD/CC Laptop (32 GB)	90	\$	\$
vi.	Docking Monitor with Camera	437	\$	\$
vii.	Monitor Without Camera	547	\$	\$
viii.	Monitor Arm	984	\$	\$
ix.	KVM	24	\$	\$
x.	Keyboard/Mouse	826	\$	\$
xi.	Disposal		\$	\$
xii.	Project Management (if applicable)		\$	\$
xiii.	Configuration and Installation		\$	\$
xiv.	Warranty and Support		\$	\$
xv.	Other (Specify)		\$	\$
TOTAL				\$

Attention Purchasing Manager:

- 6. 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, 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.
- 7. 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.
- 8. I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

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.

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