

City of Coquitlam

Request for Proposals  
RFP No. 20-01-04

Supply and Delivery of  
**Rugged Laptops and Tablets**

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## **PROPOSAL SUBMISSION FORM**

### **APPENDIX A – CURRENT INVENTORY OF RUGGED LAPTOPS AND TABLETS**

### **APPENDIX B – RUGGED LAPTOPS AND TABLETS SUBMISSION FORM**

**SUMMARY OF KEY INFORMATION**

<b>RFP Reference</b>	<p align="center"><b>RFP No. 20-01-04</b></p> <p align="center"><b>Supply and Delivery of Rugged Laptops and Tablets</b></p>
<b>Overview of the Opportunity</b>	The purpose of this RFP is to invite Proposals from qualified firms for the supply and delivery of <b>Rugged Field Laptops and Tablets</b> as specified within this RFP document.
<b>Closing Date and Time</b>	<p><b>2:00 pm local time</b></p> <p><b>Tuesday, September 15, 2020</b></p>
<b>Instructions for Proposal Submission</b>	<p>Proposals are to be consolidated into one PDF file and uploaded electronically through Qfile, the City's file transfer service accessed at <a href="http://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a></p> <ol style="list-style-type: none"> <li><b>In the "Subject Field" enter:</b> RFP Number and Name</li> <li><b>Add files in .pdf format and Send</b> (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.)</li> </ol> <p>Phone 604-927-3037 should assistance be required.</p> <p>The City reserves the right to accept proposals received after the Closing Date and Time.</p>
<b>Obtaining RFP Documents</b>	<p>RFP Documents are available for download from the City of Coquitlam's website: <a href="http://www.coquitlam.ca/BidOpportunities">www.coquitlam.ca/BidOpportunities</a></p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
<b>Instructions to Proponents</b>	The guidelines for participation that will apply to this RFP are posted on the City's website: <a href="#">Instructions to Proponents</a>
<b>Questions</b>	Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the closing date sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a>
<b>Addenda</b>	Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: <a href="http://www.coquitlam.ca/BidOpportunities">www.coquitlam.ca/BidOpportunities</a>
<b>Withdrawal of Submission</b>	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> prior to the Closing Date and Time.
<b>Terms and Conditions of Contract</b>	<a href="#">Standard Terms and Conditions - Purchase of Goods and Services</a> are posted on the City's website and will apply to the contract awarded as a result of this RFP.

## DEFINITIONS

**“Contract”** means the City Purchase Order or City Purchase Contract that will be issued to formalize the Contract with the successful Proponent through negotiation process with the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, the Terms and Conditions of Contract included in this RFP, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

**“City” “Owner”** means City of Coquitlam.

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

**“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”** means and includes the provision by the successful Proponent of all Services, duties, and expectations as further described in this RFP.

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

**“Supplier”** means the successful Proponent awarded the Contract for supply of vehicles, equipment and Services described in this RFP. The Supplier agrees to carry out all duties, obligations, work and Services outlined in this RFP, and include all associated documentation, addenda, and mutually agreed revisions subsequent to submission of a Proposal. “Supplier” and “Proponent” are complementary in terms of duties, obligations and responsibilities requested at the RFP stage through to provision of goods and Services.

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

## 1. INSTRUCTIONS TO PROPONENTS

### 1.1. Purpose

The purpose of this RFP is to invite Proposals from qualified, experienced companies for the supply and delivery of **Rugged Laptops and Tablets** as stated within this RFP.

The City is seeking to identify and select qualified companies that have the knowledge, resources, experience, reputation and capacity to provide the goods and Services.

The City currently has approximately fifty-three (53) end-of-life rugged field laptops and tablets that are due for replacement. See **Appendix A – Current Inventory of Rugged Laptops and Tablets**. The initial purchase will be for rugged laptops or tablets to replace these devices.

The City is interested in Proposals for both Windows and other operating system (e.g. Android OS) rugged devices.

### 1.2. Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are posted on the City's website at: [Instructions to Proponents](#).

By submission of a Proposal in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted.

Proponents should complete and submit the information requested in this RFP document on the **Proposal Submission Form** and **Appendix B – Rugged Laptops and Tablets Submission Form** or in a format that has been approved and is acceptable to the City.

### 1.3. Term of Contract

The successful Proponent will provide the Goods and Services for a five (5) year term.

### 1.4. 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 is 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 and attach descriptive literature.

### 1.5. Evaluation Criteria

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

#### **Corporate Experience, Reputation, Capacity and Resources – 20 points**

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Past performance
- Industry references (on time delivery, support, performance, etc.)

#### **Technical – 40 points**

- Delivery Lead Time
- Compliance with the preferred specifications
- Warranties

#### **Financial and Value Added – 30 points**

- Financial offer including, but not limited to, prices, warranty, and any life cycle considerations
- Social Responsibility, Sustainability and Value Added Services

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.

And, upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted

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

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

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 selected Proponents. The City may consider such clarifications or additional information in evaluating a proposal.

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.

Incomplete Proposals or Proposals submitted on forms other than the Proposal 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.

1.6. Prices

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

1.7. Extension of Offer

The Contractor agrees to allow other local public agencies with similar needs within British Columbia to participate in this contract.

Additional participating agencies may opt to enter into a contract with the successful Proponent for the purchase of the vehicles, equipment and services described in this RFP based on the terms, conditions, prices and percentages offered by the Contractor to the City of Coquitlam with possible minor changes negotiated.

This is intended to be a means of promoting cooperative purchasing efforts with the public sector, and to provide additional value to the Supplier.

**2. GENERAL CONDITIONS OF CONTRACT**

2.1. Terms and Conditions of Contract

Award will be confirmed by issue of a City Purchase Order or Purchase Contract incorporating the information contained in this RFP.

The City's [Standard Terms and Conditions - Purchase of Goods and Services](#) will apply to this Contract as a result of this RFP and are published on the City's website. The City's [Standard Terms and Conditions - Purchase of Goods and Services](#), the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

### 3. SCOPE OF SERVICES

#### 3.1. General Requirements

The Supplier is to provide **Rugged Laptops and Tablets** as specified in **Appendix B – Rugged Laptops and Tablets Submission Form**. The initial award of contract will be for fifty-three (53) units, with an additional fifty (50) units purchased over the 5-year term of the Contract.

**Quantities stated are not a guarantee or commitment of volume and exact quantities will be determined at the time of purchase.**

#### 3.2. Quality and Workmanship

The quality and workmanship of the completed delivered product must meet or exceed that of any sample or any other representation made by the Supplier prior to delivery.

#### 3.3. Warranties

The Supplier agrees to replace any faulty goods and that any defects discovered which occur during the warranty period will be rectified to the satisfaction of the City within a reasonable amount of time at no cost to the City.





City of Coquitlam  
**REQUEST FOR PROPOSALS**  
**RFP No. 20-01-04**

Supply and Delivery of  
**Rugged Field Laptops and Tablets**

Proposals will be received on or before 2:00 pm local time on  
**Tuesday, September 15, 2020**  
(Closing Date and Time)

**INSTRUCTIONS FOR PROPOSAL SUBMISSION**

Proposal submissions 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 in .pdf format and "Send"  
(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 604-927-3060 or fax 604-927-3035.

**PROPOSAL SUBMISSION FORM**

**Complete and return this Proposal Submission Form**  
along with **Appendix B – Rugged Laptops and Tablets Submission Form**

**Submitted by:** \_\_\_\_\_  
(company name)

**1. PRICE**

All prices must be quoted in Canadian currency.

Using the form titled **Appendix B – Rugged Laptops and Tablets Submission Form**, Proponents are to complete and submit this Form for each product that meets the City's needs.

**2. LEAD TIME FOR DELIVERY**

Provide the lead time for delivery for the items on **Appendix B – Rugged Laptops and Tablets Submission Form** as the lead time for delivery of the goods is an important consideration in determining overall best value to the City. Deliveries shall be F.O.B. (freight pre-paid) to:

**City of Coquitlam, City Hall, 3000 Guildford Way, Coquitlam, BC.**

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**3. WARRANTY**

The City is requiring a minimum three (3) year parts and labour warranty, with options for one additional extended warranty. Proposal must include full description of warranty for the equipment proposed and associated accessories.

Please provide a summary of the manufacturer/distributor warranty information for new equipment purchases. (Detailed warranty information by Manufacturer may be provided separately)

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**4. VALUE OF AVAILABLE INVENTORY**

Provide the value of inventory the Proponent can draw from within Canada.

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**5. SOCIAL RESPONSIBILITY, SUSTAINABILITY AND VALUE ADDED SERVICES**

Describe all initiatives, policies, programs and product choices that illustrate your firm's efforts towards sustainable practises and social responsibility in providing the services that would benefit the City. These may include hiring practices and supporting small and medium sized businesses or enterprises.

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## 6. REFERENCES

Provide current references that the City may contact to verify successful performance of the Services.

<b>Annual Contract Value</b>	
<b>Company</b>	
<b>Reference Contact</b>	
<b>Telephone and Email</b>	

<b>Annual Contract Value</b>	
<b>Company</b>	
<b>Reference Contact</b>	
<b>Telephone and Email</b>	

## 7. ADDENDA

We acknowledge the receipt of the following Addenda related to this Request for Proposal and have incorporated the information received in preparing this Proposal:

Addendum No.	Date Issued

## 8. NON-COMPLIANCE

Fully describe any deviations to the City's specifications and requirements outlined in this RFP that your company is unable to comply with.

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## 9. AUTHORIZATION

We hereby submit our Proposal for the supply and services as specified and undertake to carry out the work in accordance with all Regulations and Codes, applicable to this RFP.

We agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our proposal be selected, will accept the City's contract: [Standard Terms and Conditions - Purchase of Goods and Services](#)

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this RFP submission, electronic signatures will be accepted.

<b>Company Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>GST Registration No.:</b>	
<b>Project Contact:</b> Name and Title of Individual <i>for communication related to this RFP</i> (please print)	
<b>Contact Email:</b>	
<b>Name &amp; Title of Authorized Signatory:</b> (please print)  <b>Signature:</b>	
<b>Date:</b>	

#### **APPENDIX A – CURRENT INVENTORY OF RUGGED LAPTOPS AND TABLETS**

The below laptop and tablet inventory is provided as a guide for what devices need to be replaced. It is not the expectation of the City that these be replaced with like-for-like devices, but that the Proponent use this to determine the best new device(s) to propose.

<b>Model</b>	<b>RAM</b>	<b>Hard Drive</b>	<b>OS</b>	<b>Quantity</b>
Panasonic Toughbook CF-31	8 GB	500 GB HD	Windows 7 Pro	11
Panasonic Toughbook CF-53	8 GB	500 GB HD	Windows 7 Pro	5
Panasonic Toughbook CF-54	8 GB	500 GB HD	Windows 7 Pro	3
Panasonic Toughbook CF-19	8 GB	500 GB HD	Windows 7 Pro	5
Panasonic Toughpad FZ-G1	8 GB	500 GB HD	Windows 7 Pro	27
Panasonic Toughpad FZ-G1 with Serial Port	8 GB	500 GB HD	Windows 7 Pro	2