



Corporation of the City of NEW WESTMINSTER

REQUEST FOR PROPOSAL

NWRFP-13-35

Laptop/Tablet Convertible Devices

Closing Time:

Tuesday, October 8, 2013
3:00 PM, Local Time, Vancouver BC

Closing Location:

Main Reception Desk
City of New Westminster
511 Royal Avenue,
New Westminster, BC, V3L 1H9

Further requests for information :

Purchasing: Heather Rossi

Intermediate Buyer
Telephone: 604-515-3781
Facsimile: 604-527-4509
Email: hrossi@newwestcity.ca

COMPANY NAME			
Address:			
(including Postal Code)			
Contact Name:			
Telephone number:			
Facsimile number:		Email:	
<u>Signature:</u> by officer with express authority to enter into contract		Dated	

CORPORATION OF THE CITY OF NEW WESTMINSTER

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1.0 DEFINITIONS

“**Services Agreement**” “**Agreement**” “**Contract**” means the contract for services 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, any addenda issued, the Proponent’s response and acceptance by the City.

“**City**” “**Owner**” means City of New Westminster.

“**Proponent**” means responder to this Request for Proposals.

“**Proposal**” means the submission by the Proponent.

“**RFP**” “**Request for Proposals**” shall mean and include the complete set of documents, specifications, drawings, 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.

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

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

“**Vendor**” means the successful Proponent (if any) for this Request for Proposals.

2.0 INTRODUCTION

The City of New Westminster (the “City”), is seeking proposals from qualified Proponents to provide laptop/tablet convertible devices. The City is seeking the most appropriate equipment and warranty for the best value.

3.0 PROPOSAL INSTRUCTIONS

One (1) electronic and three (3) hard copies of the Proposal, including one signed and initialled copy of this Request for Proposal, are to be submitted and clearly marked on the outside envelope or box as follows:

NWRFP-13-35
Laptop/Tablet Convertible Devices
Attention: Purchasing Manager

The City of New Westminster will receive Proposals at the location and time indicated on the title page of this Request for Proposal. The clock at the MAIN RECEPTION DESK is the official clock.

It is the Proponent's responsibility to ensure that the City receives its Proposal **prior** to the stated Closing Time. The City does not accept facsimile, electronic mail, or other unsealed submissions. The City **will not consider** late proposals.

It is the responsibility of each proponent to seek clarification on any matter relating to this proposal. Requests for clarification must be made in writing to Heather Rossi, Intermediate Buyer, City of New Westminster, email: hrossi@newwestcity.ca

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The City will respond to enquiries that it considers relevant to this RFP, which the City will determine in its sole discretion. The City or Purchasing Manager will only respond to those written queries received at least ninety-six (96) hours prior to the Closing Date and Time.

The City's representative will not answer enquiries directly. The City will record enquiries and post replies on the City's website at [City of New Westminster | Bid Opportunities | Business | Request for Bids & Proposals - Open](#) along with any additional information and addenda to this RFP.

It is solely the responsibility of the Proponent to check the City's [website](#) regularly for all information related to this RFP. The Proponent shall acknowledge any Addenda in its Proposal. Failure to acknowledge any Addenda may result in disqualification of the Proponent.

The City accepts no responsibility for any information provided by its employees or agents that is not in writing in accordance with this section. The City cautions Proponents that information obtained from any other source is not official and may be inaccurate.

Proposals shall be irrevocable for a period of ninety (90) from date of closing. Successful Proposals submitted may become part of contracts for services. The Proponent has not nor will not copyright the Proposal and offers it for any purposes of the City.

4.0 ADDENDA

- 4.1** Should addenda to the Request for Proposal documents be required for any reason, it is the City's intention not to issue addenda during a period three (3) days prior to the Proposal Closing date and time.
- 4.2** Proponents are responsible for checking the City's website for any addenda or other information relating to this Request for Proposal.
- 4.3** All Addenda become part of the Proposal documents. Proponents are responsible for including any adjustment costs in their Proposal. The Proponent must acknowledge receipt of any Addenda in their Proposal.
- 4.4** Failure to acknowledge any Addenda may result in disqualification of the Proponent.

5.0 GENERAL CONDITIONS

5.1 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

All documents submitted to the City in response to this RFP or as part of any subsequent negotiation will become the property of the City, and will not be returned. Proponents should also be aware that the City is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). A proponent may stipulate in their proposal that portion of the proposal contain confidential information and are supplied to the City in confidence. However, under FOIPPA, the City may nevertheless be obligated to disclose all or part of a response pursuant to a request made under the Act, even if the proponent has stipulated that part of the proposal is supplied in confidence. The proponent should review section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under the Act.

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5.2 CONFIDENTIALITY OF CITY INFORMATION

Proponents must not disclose any information acquired about the City during this RFP process unless authorized in writing by the City, and this obligation will survive the termination of this RFP process. The awarding of any contract or the reaching of any agreement for the provision of services to the City will not permit any Proponent to advertise a relationship with the City without the City's prior written authorization.

5.3 PROPONENT'S EXPENSES

Proponents shall be solely responsible for their own expenses in preparing a proposal and subsequent negotiations with the City, if any. If the City elects to reject all proposals, the City will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

5.4 COMPLIANCE WITH LAWS AND REGULATIONS

Any successful Proponent must be prepared, at no extra cost, to give all the notices, and obtain all the licenses and permits required to provide the services in the City of New Westminister and to comply with all Federal Provincial and Municipal laws applicable to the services or the performance of the contract, including those of WorkSafe BC.

5.5 CONTACTING CITY REPRESENTATIVES

Proponents shall not contact City elected officials, officers, or employees directly or indirectly regarding this RFP except as indicated in this RFP.

5.6 CONFLICT OF INTEREST

By submitting a proposal, the Proponent warrants that neither it nor any of its officers, directors, employees or subcontractors, has any financial or personal relationship or affiliation with any elected official or employee of the City of New Westminister or their immediate families which might in any way be seen or perceived (in the City's sole and unfettered discretion) to create a conflict of interest.

5.7 LIVING WAGE POLICY

Effective January 1, 2011, the City of New Westminister became a "Living Wage Employer". As such, the City has established a Living Wage Policy that requires all firms that are contracted by the City to provide services on City premises, to pay their employees, who perform said service on City property, a Living Wage as calculated by the Living Wage for Families Campaign. The figure for 2012 for the Lower Mainland is \$19.14, assuming no benefits are provided by the employer.

In order to determine an employee's hourly rate with benefits the Living Wage for Families has created a Living Wage Calculator to assist with this determination. Please access the following website to determine your compatibility. <http://livingwageforfamilies.ca/calculator/>

The City includes in all its competitive bid documents a Declaration referencing the City's expectations with regards to compliance of the Policy. **Completion and submission of the Declaration is required prior to Contract award**

In evaluating submissions, the City intends to rely on the Declaration provided by a Respondent and shall have no obligation or duty to investigate the truthfulness of the Declaration. Please review the City's Living Wage Policy for further information.

http://www.newwestcity.ca/business/living_wage_employer.php

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6.0 BACKGROUND

- 6.1** The City has a requirement for the purchase of approximately sixty (60) new Laptop/tablet convertible devices, for deployment throughout the organization beginning November 2013, and invites proposals for the supply of the required devices including desktop imaging, delivery, support, and warranty service.
- 6.2** The City is seeking pricing on two different models of the Laptop/tablet convertible devices, a standard Wi-Fi model and a high-end Wi-Fi model.
- 6.3** The City intends to purchase forty (40) standard Wi-Fi models and up to twenty (20) high-end Wi-Fi models.

7.0 PROPONENT REQUIREMENTS

- 7.1** The Proponent must have technical support staff and be capable of meeting the City's service requirements as detailed in Section 9.0 of this Request for Proposals.
- 7.2** The Proponent should provide on-site after sales service.

8.0 EQUIPMENT REQUIREMENTS

- 8.1** The City has provided basic specifications for both the standard and high-end models of the required equipment in Appendix B – Hardware Specifications.
- 8.2** The standard specifications are based on the Lenovo ThinkPad Helix 3701 Model# 370132U and the high-end specifications are based on the Lenovo ThinkPad Helix 3701 Model# 370133U. All equipment proposed must **meet or exceed** the listed specifications.

9.0 SERVICE REQUIREMENTS

- 9.1** The Proponent agrees to respond to service requests with a maximum four (4) hour response time.

10.0 WARRANTY

- 10.1** The Warranty service will include full parts and labour on-site and will be a three (3) year warranty extended to include a fourth year with a guaranteed two (2) business day exchange. The City expects that this exchange response time will be met 95% of the time.
- 10.2** This warranty will cover all components of the Laptop/tablet convertible devices and there will be no substitutions of components without prior City approval.
- 10.3** The Proponent, not a third party, must perform warranty services.
- 10.4** If any component of a system delivered to the City fails in the first thirty (30) days after installation, the Proponent will replace the entire unit free of charge with a completely new unit. Refurbished parts are unacceptable.

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11.0 MONITOR PIXEL FAILURE

- 11.1** A monitor will be deemed defective and will be replaced if:
- a) Any module that has three adjacent sub-pixels (whole pixel) failures in any order **OR**
 - b) More than 4 whole sub pixels permanently ON or OFF **OR**
 - c) More than 6 sub-pixel faults **OR**
 - d) More than 1 whole pixel defects (ON or OFF) within a 5x5 pixel area (cluster) **OR**
 - e) More than 2 clusters, each 5x5 pixels, with sub-pixel faults present.

12.0 LAPTOP/TABLET CONVERTIBLE DEVICES PREPARATION AND DELIVERY

- 12.1** Laptop/tablet convertible devices are to be pre-loaded with the City's new image. This new image will be based on Windows 8 Professional 64 bit. The City is currently deploying Microsoft System Center Configuration Manager to aid in this process.
- 12.2** The Proponent must clearly outline the methodology that will be used to deploy the City's new Desktop Image.
- 12.3** Forty (40) standard Laptop/tablet convertible devices must be delivered to City Hall by November 15, 2013. The remainder of approximately twenty (20) Laptop/tablet convertible devices may be a mixture of standard and high-end devices, all standard devices or all high-end devices with actual numbers, device mixture and delivery to be determined in discussions with the City's Information Technology Services Department.

13.0 PROPOSAL FORMAT AND CONTENT

- 13.1** The following are considered key content that should be included as part of the Proponent's submitted Proposal, the City may not consider any Proposal that does not include all of the key content:
- a) Make and model of all equipment proposed;
 - b) Complete technical specifications of the equipment;
 - c) Complete warranty information;
 - d) Copy(ies) of proposed service plan agreement(s);
 - e) Details on how the proposed equipment is 'Green' or able to reduce its 'Carbon Footprint' and is environmentally friendly;
 - f) Guaranteed service response time;
 - g) Details of your process for unresolved or delayed service response;
 - h) Any other pertinent information, not included above, that demonstrates the equipment offered is proven reliable and cost effective.

14.0 PRICING

- 14.1** The Proponent is required to complete Appendix C – Pricing as presented in this Request for Proposal.
- 14.2** The Proponent is to provide pricing for each piece of equipment (FOB Destination), exclusive of federal (GST) or provincial (PST) sales taxes.
- 14.3** The Proponent is required to complete the pricing on Appendix C, and to submit the Appendix with the Proposal.

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15.0 PROPOSAL EVALUATION AND SELECTION

- 15.1** The City of New Westminster will evaluate all submitted valid Proposals. In considering and evaluating Proposals, the City intends to identify the Proposal (if any) that, in the City's opinion, offers the best value for the proposed services and that, in the City's opinion, will be able to achieve the City's objectives.
- 15.2** The City at its discretion, may invite some or all Proponents for an interview to provide clarifications of their Proposals. In such event, the City will be entitled to consider the answers received in evaluating Proposals.
- 15.3** The City is not obligated to accept the lowest or any Proposal, and may reject all submissions.
- 15.4** The City reserves the right to negotiate with any or all of the qualified Proponents.
- 15.5** Proposals will be evaluated based on the following criteria:
- a) Meeting the minimum specification requirements for hardware, software and installation;
 - b) Proposed Approach;
 - c) Meeting the Proponent Requirements and, in the sole judgment of the City, having sufficiently trained and experienced staff to dedicate to the City task;
 - d) Experience in projects of like size and complexity with respect to quality of work, timeliness in meeting deadlines and flexibility in scheduling;
 - e) Ability to meet the specific time requirements for delivery and installation;
 - f) Completeness of Proposal;
 - g) Cost.
- 15.6** Proposed project teams must be capable of completing all identified tasks; the City will not consider partial submissions.

16.0 REFERENCES

16.1 NOTE: Failure To Provide References May Result In Disqualification

- 16.2** Proponents must provide three (3) references from public sector accounts in the lower mainland of BC that maintain a fleet of at least 200 desktop computers supplied by the Proponent within the last 24 months. References should be agreeable to and prepared for reference contact.

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APPENDIX A

Declaration – Living Wage Employer



DECLARATION – LIVING WAGE EMPLOYER

I, _____ as a duly authorized signing officer of

Company: _____

Address: _____

_____, confirm that all employees and sub-contractors under our contract with the City as outlined below, are paid not less than the “Living Wage” as calculated by the Living Wage for Families Campaign.

I understand that this requirement extends only to those employees and sub-contractors’ employees that perform work while on City premises and property for durations in excess of one continuous hour per occasion.

I understand that the City will conduct audits if and when notification of breach of this compliance is received by the City. I understand that in the event any breach of this declaration is found to be true, the City reserves the right to cancel its contract without penalty at any time once said authentication of the breach is made.

Contract Name: _____

Authorized Signatory:

Dated:

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APPENDIX B

Hardware Specifications

Standard Option

	Basic Specification	Meet Specification (Yes/No)	Alternate Specification
Platform stability	The model must have component consistency (all units must have the same hardware and BIOS software) and have a minimum model lifecycle of 12 months. Preferably with more than 9 months remaining.		
Environmental	Must comply with the following standards: - EPEAT Gold certified - Energy Star 5.2 certified - ULE Gold certified		
CPU	Intel Core i5-3472U Dual Core Processor (3 MB Cache, 1.80 GHz)		
Chipset	Mobile Intel QS77 Express or better		
RAM	4 GB PC3-10600 DDR3L SDRAM 1333 MHz SODIMM Memory (1 DIMM)		
Sound	Dual stereo speakers Noise-cancelling digital microphone		
Wireless	- 802.11n Intel Centrino Advanced-N 6205S (2x2 AGN) - Bluetooth 4.0 - NFC		
Display & Graphics	11.6" 400nit Full HD (1920 x 1080) Active Matrix TFT Colour LCD Digitizer and Pen		
Ports	USB 2.0 x 1 USB 3.0 x 2 (on keyboard dock) Mini DisplayPort x 2 Headphone/microphone combo jack Dock		
Input Devices	- Physical keyboard - ClickPad Pointing Device		
Hard drive	256 GB SSD mini-SATA/600 or better		

	Basic Specification	Meet Specification (Yes/No)	Alternate Specification
Camera	2MP 1080p front camera 5MP 1080p rear camera		
Network & Communication	- Ethernet - Bluetooth 4.0		
Batteries	1 x 3-cell Li-Polymer 1 x 4-cell Li-Polymer		
Operating System	Windows 8 Pro 64-bit OS		

High End Option

	Basic Specification	Meet Specification (Yes/No)	Alternate Specification
Platform stability	The model must have component consistency (all units must have the same hardware and BIOS software) and have a minimum model lifecycle of 12 months. Preferably with more than 9 months remaining.		
Environmental	Must comply with the following standards: - EPEAT Gold certified - Energy Star 5.2 certified - ULE Gold compliant		
CPU	Intel Core i7-3667U Dual Core Processor, (4M Cache, 2.0 GHz)		
Chipset	Mobile Intel QS77 Express or better		
RAM	8 GB PC3-10600 DDR3L SDRAM 1333 MHz SODIMM Memory (1 DIMM)		
Sound	Dual stereo speakers Noise-cancelling digital microphone		
Wireless	- 802.11n Intel Centrino Advanced-N 6205S (2x2 AGN) - Bluetooth 4.0 - NFC		
Display & Graphics	11.6" 400nit Full HD (1920 x 1080) Active Matrix TFT Colour LCD Digitizer and Pen		
Ports	USB 2.0 x 1 USB 3.0 x 2 (on keyboard dock) Mini DisplayPort x 2 Headphone/microphone combo jack Dock		
Input Devices	- Physical keyboard - ClickPad Pointing Device		
Hard drive	256 GB SSD mini-SATA/600 or better		

	Basic Specification	Meet Specification (Yes/No)	Alternate Specification
Camera	2MP 1080p front camera 5MP 1080p rear camera		
Network & Communication	- Ethernet - Bluetooth 4.0		
Batteries	2 x 3-cell Li-Polymer		
Operating System	Windows 8 Pro 64-bit OS		

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APPENDIX C

Pricing

1.0 LAPTOP/TABLET CONVERTIBLE DEVICES

1.1 Provide pricing for a **minimum quantity of forty (40)** standard devices based on the hardware specifications in Appendix B.

Standard Model	Quantity	Unit Price	Extended Price
Model:	40	\$ /each	\$
		Delivery Charge	\$
		PST 7%	\$
		GST 5%	\$
		Environmental Tax	\$
		Total Standard Model Price	\$

1.2 Provide pricing for **up to twenty (20)** high-end devices based on the hardware specifications in Appendix B.

High End Model	Quantity	Unit Price	Extended Price
Model:	20	\$ /each	\$
		Delivery Charge	\$
		PST 7%	\$
		GST 5%	\$
		Environmental Tax	\$
		Total High End Model Price	\$

2.0 LABOUR

- 2.1 Provide the per unit cost to unbox, remove all packaging and pre-load laptop/tablet convertible devices with the City’s Image.
- 2.2 Forty (40) standard Laptop/tablet convertible devices must be delivered to City Hall by November 15, 2013. The remainder of approximately twenty (20) Laptop/tablet convertible devices may be a mixture of standard and high-end devices, all standard devices or all high-end devices with actual numbers, device mixture and delivery to be determined in discussions with the City’s Information Technology Services Department.

Labour	Quantity	Unit Price	Extended Price
	60	\$ /each	\$
		PST 7%	\$
		GST 5%	\$
		Total Labour Price	\$

3.0 DELIVERY

- 3.1 Provide the earliest initial delivery date of forty (40) Standard Laptop/Tablet Convertible Devices based on receiving an award notification by Wednesday, October 16, 2013.
- 3.2 Delivery dates for the remaining twenty (20) Laptop/Tablet Convertible Devices will be determined in discussions with the City’s Information Technology Services department.

Earliest Initial Delivery Date _____