



Contract 3465Q

Supply and Delivery of Desktop Computers

Bidders are requested to respond to this Quotation call as instructed subject to the provisions contained herein.

Name of Bidder: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Telephone No: _____ Fax No.: _____

E-mail: _____

Contact Person: _____

Title: _____

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Instructions to Bidders

1. Four (4) copies of sealed quotation, plainly marked on the envelope:

CONTRACT 3465Q - SUPPLY AND DELIVERY OF DESKTOP COMPUTERS

will be received at the Information Counter, Main Floor, Richmond City Hall, addressed to the Purchasing Section, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, until 12:00 noon, Local time:

Thursday, February 19th, 2009

2. Quotations received in the office of the Purchasing Section after the above-mentioned time and date will be returned unopened.
3. Quotations must be submitted on the attached Forms and be authorized by a signing officer of the Bidder's company. The entire Request for Quotation must be returned to the City.
4. This Document with completed Forms will become part of the Contract Documents between the City and the successful Bidder.
5. The City reserves the right to accept all or any part of a quotation or to waive irregularities at their own discretion. The lowest or any quotation will not necessarily be accepted.
6. In accordance with the City's Procurement Policy 3104, award of bids shall be based on:
 - (i) The lowest total cost of acquisition,
 - (ii) Experience of the bidder,
 - (iii) Bidder's references of performance on previous similar contracts,
 - (iv) The bidder's financial resources,
 - (v) Bidder's capability of supervision, staffing and use of subcontractors,
 - (vi) Bidder's ability to meet City specifications and performance criteria,
 - (vii) Any additional evaluation criteria stated in the contract document.
7. Proprietary names, unless otherwise stated, are used solely to establish standards of materials and finish. Items of other manufacture may be accepted as equal to those specified, at the discretion of the City.
8. The City of Richmond estimates that this contract will be awarded within 2 weeks of the closing date. All bidders submitting Quotations for the Project will be advised as to the outcome. Please note that Bid results for those contracts posted on the City Web Site and/or BC Bid will be listed on BC Bid within two (2) weeks of the award of Contract.

Instructions to Bidders (Cont'd)

9. Prices, in Canadian currency, shall be shown for the work specified and shall include all wages and benefits for those personnel engaged on this contract, expenditures for materials, equipment, travel expenses, assessments for Workers' Compensation, Unemployment Insurance, Canada Pension Plan or any similar statute, costs of subcontracts, insurance premiums, bonds, royalties, permits and licences, taxes, tariffs and duties, overhead, profit, and all other expenditures in connection with the work.
10. The contractor will be required to Indemnify and Insure the City as shown in the General Conditions of the Contract.

Bidders shall have the Undertaking of Liability Insurance Form Letter L1-1 (attached) completed and submitted with their Quotation.

All policies and certificates shall be submitted to the Purchasing Section before a contract is issued to carry out the work.

11. Each Bidder shall state on the lists provided to be submitted as part of his quotation, information regarding their previous contracts, subcontractors and equipment that he proposes to use to carry out this contract to completion. It is the intention of the City not to award the contract to any Bidder who does not furnish satisfactory evidence that he has the ability and experience to perform the various works covered under this Contract, and that he has sufficient capital and plant to enable him to execute the said works successfully, and to the satisfaction of the City, and to complete and deliver said works as quoted in his Quotation.
12. Inquires during submission of Quotation should be directed as follows:

Purchasing

Sumita Dosanjh
Buyer II – Contracting Specialist
Purchasing Section
City of Richmond

Telephone: 604- 276-4097
E-mail: purchasing@richmond.ca

Technical

Grant Bateman
IT Asset Coordinator
Information Technology Division
City of Richmond

Telephone: 604-276-4151
E-mail: gbateman@richmond.ca

13. Quotations may be withdrawn by written notice only, provided such notice is received at the office of the City's Purchasing Section prior to the time / date set as the closing time for receiving Quotations.

Instructions to Bidders (Cont'd)

14. Quotations shall be open for acceptance for 60 days following the submission closing date.
15. Bidders are advised that submissions of quotes shall be in compliance to the Freedom of Information and Privacy Act.
16. Any interpretation of, additions to, deletions from, or any other corrections to the Contract documents, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential bidders to check with the City of Richmond's Website and/or BC Bid to ensure that all available information has been received prior to submitting a bid.
17. The City, it's agents and employer shall not be responsible for any information given by way of verbal communication.

Quotation Form

Purchasing Section
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

The undersigned Bidder, having carefully read and examined the Instructions to Bidders, Quotation Form, Schedule of Quantities and Prices, General Conditions of Contract, Specifications, and having full knowledge of the work required, does hereby offer to provide all necessary materials in strict accordance with the Specifications and to do all therein called for on the terms and conditions and under the provisions therein set forth at the:

TOTAL QUOTED PRICE (for 150 units) \$ _____

The above price includes and covers duties, Federal, (including G.S.T.), Provincial Taxes, BC Environmental Fees, handling and transportation charges, and all other charges incidental to and forming part of this Quotation.

The undersigned Bidder agrees to complete the whole of the works within _____ weeks of acceptance.

Name of Bidder: _____

Address: _____

Telephone No: _____

Name, Signature, and
Title of Signing Officer: _____

Date: _____

E-mail: _____

Web Address: _____

Schedule of Quantities and Prices

The City shall pay in Lawful money of Canada the amount shown for the following items subject to the conditions of the Contract Documents.

| ITEM | DESCRIPTION | QUANTITY | UNIT PRICE | EXTENSION |
|------|---|----------|------------|-----------|
| 1 | HP Compaq dc7900 Small Form Factor Model # FS486AW#ABA | 150 | \$ | \$ |
| 2 | Kingston 2GB PC2 – 6400 CL5 240-Pin DIMM Kit (2 x 1GB) Model #: KVR800D2N5K2/2G | 150 | \$ | \$ |
| 3 | BC Environmental Fee | 150 | \$ | \$ |

Subtotal \$ _____

Provincial Sales Tax \$ _____

Goods and Services Tax \$ _____

TOTAL QUOTED AMOUNT \$ _____
(carried forward to Quotation Form)

List of Previous Contracts

The Bidder has recently undertaken and completed the Contracts described following and authorizes the City of Richmond to inquire as to the nature of the Bidders performance on these contracts.

| YEAR | PROJECT TITLE | OWNER PHONE # CONTACT | SCOPE | BUDGET | | SCHEDULE | | ROLE OF KEY STAFF MEMBERS | OTHER RELEVANT INFO |
|------|---------------|-----------------------|-------|----------|--------|----------|--------|---------------------------|---------------------|
| | | | | Original | Actual | Proposed | Actual | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

(If additional space is required, attach additional)

Specifications

The City of Richmond requires desktop computers (the “Computers”) with the following specifications:

1. HP Compaq dc7900 Small Form Factor Model # FS486AW#ABA.
2. Three (3) years on-site warranty from date of purchase.

The successful bidder will:

1. Copy/image the City standard image onto the computers. The City standard image will be made available on a hard drive.
2. Install two (2) 1GB DIMM per computer. Note: 4GB must be detected by system BIOS, if not corrective action to be taken.
3. Asset tag the computers. This consists of affixing the City provided asset tags to the computers, updating a City supplied MS Excel spreadsheet with the manufacturer’s serial number and corresponding the asset tag number.
4. Delivery of all computers and memory to City of Richmond loading bay located at 6911 No. 3 Rd, Richmond, BC.
5. Unpack the computers and dispose of all packaging. This will be performed at the loading bay in the City Hall building located at 6911 No. 3 Rd, Richmond, BC. This will be completed within 2 days from time of delivery of computers to the City.

The disposal, in an environmental friendly fashion, of packaging includes the removal from the City Hall site by the successful bidder at their expense.

6. Deliver the base units, keyboards, mice and any miscellaneous documentation to the fifth floor, Information Technology Division at City Hall.
7. Ensure that their own staff understand and sign the required and appropriate usage agreements.

Environmental Terms and Conditions of Contract

1.0 Environmental Policy Requirements

1.1 The City of Richmond's Environmental Purchasing Policy

The City of Richmond's Environmental Purchasing Policy states:

In order to increase the development and awareness of environmentally sound products and services, City of Richmond staff will review their contracts and tender specifications for goods and services, to ensure that wherever possible and economically feasible, specifications are amended to provide for consideration of environmental characteristics. Consideration may be given to those environmental products that are certified by an independent accredited organization.

The City of Richmond as a whole will endeavour to increase its use of products and services that are more responsible to the environment in the way they are made, used, transported, stored and packaged and disposed of. It is recognized that analysis is required in order to ensure that the products are made available at competitive prices, and that the environmental benefits provided by a product or service should not significantly affect the intended use of that product or service.

- 1.1.1 The City of Richmond reserves the right to request information from bidders that will demonstrate compliance to this environmental purchasing policy.
- 1.1.2 Bidders are asked to supply information on environmentally preferable products and services that meet all specifications and performance requirements.
- 1.1.3 Placing the City of Richmond in breach of its environmental policy or environmental laws will result in the termination or suspension of an agreement, at the sole discretion of the City.

1.2 Environmental attributes of company

- 1.2.1 It is desirable that suppliers to the City of Richmond have an environmental policy statement approved at the executive level and implemented across the company.
- 1.2.2 Suppliers who have pursued environmental certification such as ISO 14001 should include this information with their bid. The ISO 14000 Series is a set of international standards for voluntary environmental

management for both private and public organizations. It is designed to promote environmental compliance, ensure a commitment to pollution prevention, and foster continual improvement of environmental performance through efficient environmental management.

- 1.2.3 The City of Richmond strictly subscribes to an environmental policy that requires all suppliers to be in compliance with all environmental laws and regulations regarding the manufacture, processing, handling, provision, disposal and waste management of goods and services.

1.3 Environmental purchasing resources

- 1.3.1 The City of Richmond Environmental Purchasing Guide is available from the City of Richmond Web site at:

<http://www.richmond.ca/services/environment/policies/purchasing.htm>

General Conditions of the Contract

1. Definitions

The two parties to the contract/Purchase Order. are the Contractor and the City, defined as follows:

The Contractor: The successful bidder for the work upon receipt of a purchase order and/or written acceptance of his Quotation from the City.

The City: City of Richmond.

Acceptance of the City of Richmond Purchase Order deems acceptance of all conditions of the Supply and Delivery Contract.

2. Responsibility For Supplies

The Contractor shall be responsible for the supplies covered by this contract until they are delivered at the designated delivery point, regardless of the point of inspection; and the contractor shall bear all risks of loss or damage to rejected supplies after notice of rejection.

3 Inspection

All supplies shall be subject to inspection and test by and shall meet the approval of the Manager of Purchasing and Risk and his decision shall be final and binding upon all parties.

In case any supplies or lots of supplies are defective in material or workmanship otherwise not in conformity with the specifications of the contract, the Manager of Purchasing and Risk shall have the right either to reject them or to require their correction.

Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, but failure to inspect and accept or reject supplies shall not relieve the contractor from responsibility for such supplies as are not in accordance with the specifications.

4. Warranty

Unless otherwise specified, the contractor warrants that in the manufacture of the supplies only the best workmanship and materials have been employed and if, within a period of one (1) year from the date of acceptance of the supplies by the City, such supplies or any portion thereof are found by the City to be defective or faulty due to

General Conditions of the Contract (Cont'd)

imperfect or bad workmanship or material, the contractor agrees, to replace such defective supplies forthwith without expense to the City.

5. Payments

The contractor shall be paid within 30 Days after the submission by the contractor of properly prepared invoices to the Accounts Payable Section for supplies delivered and accepted or services rendered and accepted. However, the City may withhold an amount equal to two times the value of goods or services not provided by the Contractor from any amounts owing to the Contractor.

6. Indemnification and Insurance

The Contractor will indemnify, hold and save harmless the City from and against all claims, losses, damages, costs, actions and other proceedings, made, sustained, brought or prosecuted in manner, based upon, occasioned by attributable to any injury, including death, property damage, infringement or damage arising from any act or omission of the Contractor, his employees, officers, volunteers, servants or agents or persons from whom the Contractor has assumed responsibility in the performance or purported performance of this agreement.

7. Liens

The Contractor shall fully indemnify the City from and against any and all liability or expenses by way of legal costs or otherwise in respect of any claim which may be made for a lien or charge at law or inequity or to any claim or liability under the Builders Lien Act, or to any attachment for debt, garnishee process, or otherwise.

8. Patent Fees

The Contractor shall pay all royalties and licence fees and shall save the City harmless from loss on account of suits or claims of infringement of patents in the doing of the work.

9. Default

- (a) The City may, by notice of default to the contractor, terminate the whole or any part of this contract if the contractor fails to make delivery of the supplies within the time specified, or to perform any other provisions of this contract.
- (b) In the event the City terminates this contract in whole or in part as provided in clause (a) the City may procure supplies or services similar to those so terminated, and the contractor shall be liable to the City for any excess costs for such similar supplies or services.

General Conditions of the Contract (Cont'd)

- (c) The contractor shall not be liable for any excess costs under clause (b) if failure to perform the contract arises by reason of strikes, lockouts, acts of God or acts of the City.

10. Taxes

Unless otherwise provided herein, the Contractor shall pay all government sales or excise taxes in force at the date of the Contract/Purchase Order, provided that any increase or decrease in such taxes shall increase or decrease the amount due under the Contract accordingly. Invoices must show the appropriate amounts for Goods and Services Taxes and Provincial Sales Taxes separately.

11. Laws

The laws of British Columbia shall govern the work.

12. Time

Time shall be the essence in this Contract.

13. Assignment

Neither party to the Contract shall assign the Contract without the written consent of the other.

14. Changes

The City may make changes to the Contract and time and value shall be adjusted accordingly, except for emergencies all changes shall be made by written order.

15. Notices

Any notice required to be given in this Contract shall be deemed to be duly given to the City if sent by registered mail addressed to the City's Purchasing and Risk Manager at "City Hall, 6911 No. 3 Road, Richmond, BC V6Y 2C1" and to the Contractor if sent by registered mail addressed to the Contractor at the address set forth in the Quotation.



Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form. Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender No. **3465Q**

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|---|---|
| We do not manufacture/supply the required goods/services | Cannot obtain raw materials/goods in time to meet delivery requirements |
| We do not manufacture/supply to stated specifications | Cannot meet delivery requirements |
| Specifications are not sufficiently defined | Cannot quote/tender a firm price at this time |
| Insufficient information to prepare quote/proposal/tender | Insufficient time to prepare quote/tender. |
| Quantity too small | We are unable to competitively quote/tender at this time. |
| Quantity too large | We do not have facilities to handle this requirement |
| Quantity beyond our production capacity | Licensing restrictions (please explain) |
| Cannot meet packaging requirements | Agreements with distributors/dealers do not permit us to sell directly. |
| Cannot handle due to present plant loading | Other reasons or additional comments (please explain below) |

| | | |
|---|---|-------------|
| I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No | Authorized Company Official – Signature and Title | Date |
| This space for City of Richmond Comments | Firm Name | |
| | Address | |
| | | |
| | City | |
| | Province | Postal Code |
| | Telephone Number | |