

City of Coquitlam

Request for Quotation
RFQ No. 21-051

Supply and Installation of Storage Area Network Hardware

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QUOTATION SUBMISSION FORM

SUMMARY OF KEY INFORMATION

RFQ Reference	RFQ No. 21-051 Supply and Installation of Storage Area Network Hardware
Overview of the Opportunity	The purpose of this RFQ is to invite Quotations from Authorized Resellers of Dell for Supply and Installation of Storage Area Network Hardware
Closing Date and Time	2:00 pm local time Thursday, May 27, 2021
Instructions for Quotation Submission	<p>Quotations are to be consolidated into one PDF file and uploaded electronically through Qfile, the City's file transfer service accessed at qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> In the "Subject Field" enter: RFQ Number and Name Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.) <p>Phone 604-927-3037 should assistance be required.</p> <p>The City also reserves the right to accept Quotations received after the Closing Date and Time.</p>
Obtaining RFQ Documents	<p>RFQ Documents are available for download from the City of Coquitlam's website: http://www.coquitlam.ca/BidOpportunities</p> <p>Printing of RFQ documents is the sole responsibility of the Respondents.</p>
Instructions to Respondents	The guidelines for participation that will apply to this RFQ are posted on the City's website: Instructions to Proponents
Questions	<p>Questions are to be submitted in writing quoting the RFQ number and name up to 3 business days before the CLOSING DATE sent to email: bid@coquitlam.ca</p>
Addenda	<p>Respondents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: http://www.coquitlam.ca/BidOpportunities</p>
Withdrawal of Submission	<p>Quotations may be withdrawn by written notice only, made by an authorized representative of the Respondent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.</p>
Terms and Conditions of Contract	<p>City of Coquitlam Standard Terms and Conditions - Purchase of Goods and Services are posted on the City's website and will apply to the purchase awarded as a result of this RFQ.</p>

DEFINITIONS

In this Request for Quotation, the following terms will have the meaning set out below:

“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 outlined in this Request for Quotation and all associated documentation, which also includes mutually agreed revisions and submission of a subsequent Quotation. Both “Consultant” and “Contractor” are complementary in terms of duties, obligations and responsibilities contemplated at the RFQ stage, through evaluation process, execution and performance of the services and works.

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

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

“Quote” “Quotation” means the submission by the Respondent.

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

“Respondent” “Proponent” means a company who has submitted a Quotation in response to this Request for Quotation and are complementary in meaning;

“Services” “Work” “Works” means and includes the provision by the successful Respondent of all services, duties, and expectations as further described in this RFQ. 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.

“Submission” means information and qualifications submitted for evaluation in response to this RFQ.

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

1. INSTRUCTIONS TO RESPONDENTS

1.1. Purpose

The City Requests Quotations from Authorized Dell resellers to provide labour, equipment, materials, fuel, transportation, overhead and all that is necessary for the **Supply and Installation of Storage Area Network Hardware** as outlined in **Section 3**.

1.2. Completion Date

Completion Date - The Work shall be completed not later than **June 30, 2021**.

1.3. Quotation Submission

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

By submission of a Quotation in response to this RFQ, the Respondent agrees and accepts the rules by which the RFQ process will be conducted.

Respondents should complete and submit the information requested in this RFQ document on the [Quotation Submission Form](#) or in a format that has been approved and is acceptable to the City.

1.4. Examination of RFQ Documents

The Respondent must carefully examine the RFQ Documents. The Respondent may not claim, after the submission of a Quotation, that there was any misunderstanding with respect to the requirements and conditions imposed by the City.

There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Quotation price submitted, unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional work requirements due to unforeseen circumstances.

All information in this RFQ Document, Drawings, Specifications and Investigation, and any resulting Addenda will be incorporated into the Contract between the City and the successful Respondent, and therefore must be considered by the Respondent in preparing their Quotation.

1.5. Prices

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

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, transportation, 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.

1.6. Eligibility

For eligibility, and as a condition of award, the successful Respondent would be required to meet or provide the equivalent:

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the City's [Certificate of Insurance - Contractor Form](#)
- b) Be registered and provide WorkSafeBC clearance
- c) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- d) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

These items are not required as part of this Proposal Submission but will be required prior to entering into an agreement with the City for Services.

1.7. Evaluation

The City reserves the right to accept or reject any or all Quotations, based on:

- The overall value that the Quotation represents to the City, based on quality, service and price;
- Track record and performance characteristics of the quoted items;
- Track record of the Respondent;
- Conformance to specifications;
- Value added offerings;
- Environmental considerations;
- References

In its sole discretion, the City may reject or retain for its consideration, Quotations which are nonconforming because they do not contain the content or form required by the instructions to Respondents or for failure to comply with the process for submission set out in the [Instructions to Proponents](#).

1.8. Cancellation of RFQ

The City reserves the right to cancel any RFQ at any time without recourse by the Respondent. The City has the right to not award this work for any reason including choosing to complete the work with the City's own forces.

1.9. Results of RFQ

Quotations will not be opened in public. The unevaluated results will not be posted on City Website.

2. GENERAL CONDITIONS OF PURCHASE

2.1. Terms and Conditions

Award will be confirmed by issue of a City Purchase Order incorporating the information contained in this RFQ. The City's [Standard Terms and Conditions - Purchase of Goods and Services](#) will apply to this Purchase as a result of this RFQ and are published on the City's website.

The City's [Standard Terms and Conditions - Purchase of Goods and Services](#), , this RFQ, the accepted Quotation, addenda and any subsequent clarifications, correspondence the totality of which will constitute the Contract.

2.2. COVID 19

*****COVID - 19 Site Safety Requirements*****

Contractor is responsible for following all COVID - 19 site safety requirements which are posted by WorkSafeBC and subject to change as the situation evolves:

<https://www.worksafebc.com/en/covid-19/industry-specific-information/construction>

<http://www.bccassn.com/media/Guidance%20to%20Construction%20Sites%20Operating%20During%20COVID19.pdf>

[Contractor COVID-19 Info Sheet](#)

3. SCOPE OF SERVICES

3.1. General Requirements

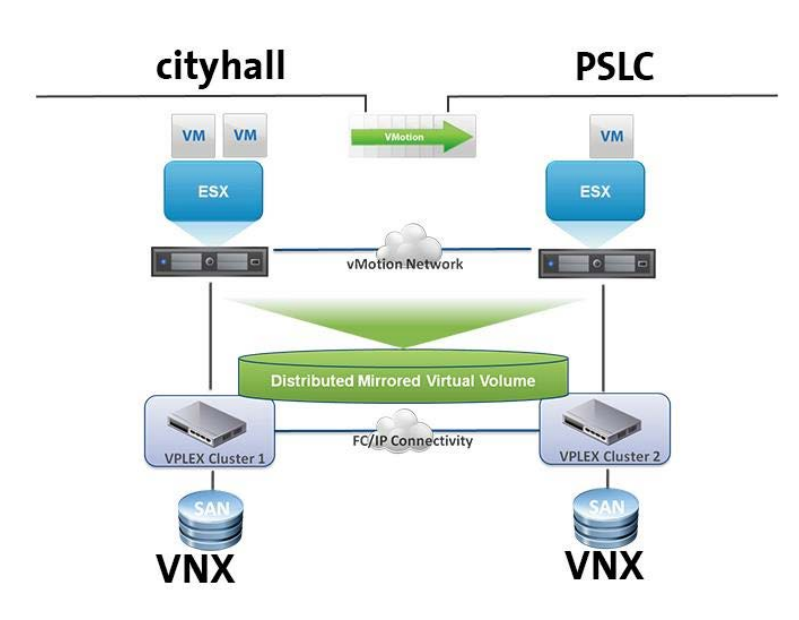
The City requires authorized resellers of Dell to provide labour, equipment, materials, fuel, transportation, overhead and all that is necessary for the Supply and Installation of Storage Area Network Hardware.

3.2. Site Access

City Hall
3000 Guildford Way, Coquitlam, BC V3B 7N2

PSLC
633 Poirier St, Coquitlam, BC V3J 6A9

3.3. Specifications



Appliance Information

Model	Rack Units	Appliance Type
PowerStore 1000T	2U	Block Only

Storage requirement for each mirrored site – 2 sites (City Hall & PSLC)

Effective Capacity	Disk Type
200 TiB	SSD and above

3.4. Maintenance and Support

Provide maintenance and technical support and provide licensing fees.

3.5. Clean Up

At the end of each day and at the conclusion of work, the Contractor shall promptly remove any of his/her equipment or materials and leave the site(s) in a clean and cleared condition.

3.6. Work Schedule and Work Hours

The Contractor is to submit a schedule to the City for approval, with completion date.

For the Term of this Agreement, the Services are to be performed in compliance with City Bylaws including the City's Noise Bylaw.

3.7. Site Control and Organization

The Contractor shall at all times be responsible for maintaining safety zones around the worksite with safety barricades and signage to protect workers, City Staff and Public.

3.8. Rejected Work

Defective Work, whether the result of poor workmanship, use of defective products or damage through carelessness or other act or omission of the Contractor, shall be rectified at the Contractor's expense.



City of Coquitlam
REQUEST FOR QUOTATIONS
RFQ No. 21-051

Supply and Installation of Storage Area Network Hardware

Quotations will be received on or before 2:00 pm local time on

Thursday May 27, 2021

(Closing Date and Time)

INSTRUCTIONS FOR QUOTATION SUBMISSION

Quotation 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

- 1. In the "Subject Field" enter:** RFQ 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 Quotation Submission process. If assistance is required phone 604-927-3037.

QUOTATION SUBMISSION FORM

Complete and return this Quotation Submission Form

Submitted by: _____
(company name)

Proponents are to provide as much information as possible when replying to each point throughout the Quotation Submission Form.

Proponents **MUST** identify any specific requirements with which they are unwilling or unable to comply.

1. PRICE

Prices shall be stated in Canadian currency and be firm until completion of project.

Having carefully examined the RFP documents, and having carefully read the specifications and the conditions of this RFP, we, the undersigned, state that the Pricing shall include all costs required to complete the Scope of Services in accordance with the RFP Documents for the sum of:

Description	Quantity	Price
Equipment & Installation (please itemize)		\$
State:		\$
State:		\$
State:		\$
State:		\$
State:		\$
State:		\$
State:		\$
Maintenance and Support	1 year	\$
Licensing Fee		\$
Total Lump Sum Price: \$		

2. REQUESTED DEPARTURES – CONTRACT

The Proponent has reviewed the City's Contract and the [Standard Terms and Conditions - Purchase of Goods and Services](#). I/We would be prepared to enter into that Contract, amended by the following departures (list, if any):

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3. NON-COMPLIANCE

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

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4. CONFLICT OF INTEREST DECLARATION

Respondents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the City, their elected or appointed officials or employees:

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5. WORK SCHEDULE

Provide a detailed schedule of all activities, commissioning by task, key deliverable and milestone timelines to complete the inspection work.

The Respondent states that they are available and ready to start this project and confirms the *Work* shall be completed as per the agreed schedule.

Work Schedule Duration From Date of Award	
Activity/Milestone	No. of Days

COMPLETION DATE:

The City requests completion on or before **June 30, 2020**.

We confirm the work will be completed on or before: _____

6. EXPERIENCE AND REFERENCES

Contractors shall be competent and capable of performing the services requested and successfully delivered service contracts of similar size, scope and complexity.

Year Started	
Year Completed	
Description of Contract	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Year Started	
Year Completed	
Description of Contract	
Company	
Contact Person	
Telephone and Email	
Contract Value	

7. SUB-CONTRACTOR

The following Sub-Contractors will be utilized in provision of the services and will comply with all the terms and conditions of this RFQ:

	Type of Service	Company Name	Phone	Email
1.				
2.				
3.				

8. TRAINING AND SAFETY PROGRAM

- a) Does your firm have a training and safety program in place that meets the requirements of WorkSafeBC?
☐ Yes ☐ No

9. ADDENDA

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

Addendum No.	Date Issued

10. AUTHORIZATION

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

We agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Quotation be selected, will accept the City's : [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 RFQ submission, electronic signatures will be accepted.

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