

**City of Coquitlam**

**REQUEST FOR PROPOSALS**

**RFP No. 21-070**

**Local Area Network (LAN) / Metropolitan Area Network (MAN) Replacement**

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

**Wednesday, October 13, 2021**

(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 604-927-3037.

**PROPOSAL SUBMISSION FORM**

Submitted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Company Name)

Proponents are to provide as much information as possible when replying to each point throughout the Proposal.

1. **PRICE**

Prices proposed 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). Provide below or provide as an attached:

* 1. Equipment Prices

A full list and description of equipment offered to be stated below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Equipment Type** | **Part Number** | **Model** | **Unit Price** | **Quantity** | **Total Price (Exclude GST)** |
|  |  |  |  | $ |  | $ |
|  |  |  |  | $ |  | $ |
|  |  |  |  | $ |  | $ |
|  |  |  |  | $ |  | $ |
|  |  |  |  | $ |  | $ |
|  |  |  |  | $ |  | $ |
|  |  |  |  | $ |  | $ |
|  |  |  |  | $ |  | $ |
|  |  |  |  | $ |  | $ |
| **Total Price (Excluding GST)** | | | | | | **$** |

* 1. Additional Rates

|  |  |  |
| --- | --- | --- |
| **Description** | **Unit of Measure** | **Price** |
| Rate to assist and teach installation procedures | Hourly | $ |
| Project Management Plan | Each | $ |
| Design (low level design and updated documentation) | Each | $ |
| Documentation and Training Plan | Each | $ |
| Completion criteria: equipment functional and staff trained | Each | $ |

* 1. Maintenance and Support

|  |  |
| --- | --- |
| **Term** | **Price** |
| Equipment 3 year maintenance and support option | $ |
| Equipment 5 year maintenance and support option | $ |

1. **REQUESTED DEPARTURES – CONTRACT**

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The Proponent has reviewed the City’s Contract and the [[Standard Terms and Conditions - Purchase of Goods and Services](https://www.coquitlam.ca/DocumentCenter/View/1446/10-02-2019-Standard-Terms-and-Conditions---Purchase-of-Goods-and-Services-PDF)](https://www.coquitlam.ca/docs/default-source/tender-documents/standard-terms-and-conditions---purchase-of-goods-and-services.pdf). I/We would be prepared to enter into that Contract, amended by the following departures (list, if any):

1. **VALUE ADDED**

Provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City:

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1. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**
   1. Sustainable Benefits

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:

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| --- |
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* 1. Social Responsibility

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

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| --- |
|  |

1. What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises:

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1. **EXPERIENCE, CAPABILITIES AND CAPACITY**
2. Proponent's relevant experience and qualifications in delivering Goods and Services similar to those required by the RFP

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1. Proponent is to provide a narrative as to their experience and capabilities in delivering goods and Services similar to those requested in this RFP:

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1. **EXPERIENCE AND REFERENCES**

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

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

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

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

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

1. **APPROACH & METHODOLOGY**

Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the work.

**Delivery, set-up and execution of the work** – Proposals should address the plan for the delivery, set up and execution of the work; as well as the disposal, recycle or reuse for the surplus materials. Include any safety and pedestrian control measures.

**Support Services** - include an in-depth view of support services including online resources (forums, support groups, etc.) and emphasis on availability of local resources who are highly qualified to support the product.

**Quality Assurance** – Provide the measures the Proponent will use to maintain quality control for the Services being performed.

**Risk Factors** – Describe the risk factors anticipated and how the Proponent intends to mitigate these.

**Safety** – Proposal is to provide how the Proponent would address safety on the work site.

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| **Delivery, set-up and execution** |
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| **Support Services** |
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| **Quality Assurance** |
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| **Risk Factors** |
|  |
| **Safety** |
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1. **MANUFACTURER**

State manufacturer you represent:

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1. **MANUFACTURE AUTHORIZATION**

Provide as an attachment a letter from the manufacturer that you are an authorized dealer for resale.

Yes  No

1. **TRAINING AND MANUALS**
   1. Training

Describe types of training that will be provided by Proponent’s professional Technicians:

|  |  |
| --- | --- |
| **Installation** – State duration of training, training material used/provided. |  |
| **Operators** – stateduration of training, number of attendees. |  |

* 1. Manuals

|  |  |  |
| --- | --- | --- |
|  | **Manuals** (online/web based/DVD/paper manuals) included: | State Format available: |
|  | **Training Materials:**  Access to online/web based or DVD training | Confirm:  State format available: |

1. **CONFLICT OF INTEREST DECLARATION**

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

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1. **NON-COMPLIANCE**

Proponents shall fully disclose any requirements they are unable to comply with:

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1. **ADDENDA**

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

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| --- | --- |
| **Addendum No.** | **Date Issued** |
|  |  |
|  |  |
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1. **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](http://www.coquitlam.ca/DocumentCenter/View/1457/Instructions-to-Proponents-PDF) and should our Proposal be selected, will accept the City’s Contract: [Standard Terms and Conditions - Purchase of Goods and Services](http://www.coquitlam.ca/DocumentCenter/View/1446/10-02-2019-Standard-Terms-and-Conditions---Purchase-of-Goods-and-Services-PDF)

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.

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Address:** |  |
| **Phone:** |  |
| **GST Registration No.:** |  |
| **Project Contact:**  Name and Title of Individual *for communication related to this RFP (*please print**)** |  |
| **Contact Email:** |  |
| **Name & Title of Authorized Signatory:**  (please print) |  |
| **Signature:** |  |
| **Date:** |  |