



**City of Grand Forks**

**Request for Quotation**

**Security System Panel Upgrades**

**RFQ # IT2019-01-RFQ**

**Date of Issue:** March 22, 2019

#### Overview of the Requirements

The intent of this *Request for Quotation* ("RFQ") is to provide quotations for supply and installation of security system panels.

All Quotations marked "City of Grand Forks, IT2019-01-RFQ Security Panels will be received by 2:00 PM, local time on or before April 19, 2019 at:

City of Grand Forks,  
7217 4<sup>th</sup> Street  
Grand Forks, BC  
V0H 1H0  
Attention: Corporate Officer

Or emailed to: [corporate@grandforks.ca](mailto:corporate@grandforks.ca)

## Designated Contact Person

**Attention:** Daniel Drexler, Corporate Officer and Manager of Information Technology

City of Grand Forks

Phone: 250.442.8266

E-mail: [ddrexler@grandforks.ca](mailto:ddrexler@grandforks.ca)

## Description

Supply of all labour, materials, supervision, machines, tools, and any incidentals necessary to provide installation and programming of upgraded alarm panels as described herein.

The municipal buildings listed in Table 1 are planned to receive alarm panel upgrades. Where possible, existing sensors (motion, magnetic contact, etc.) may be re-used. The main logic boards are currently aging DSC units configured on-site. Last year, the City began upgrading to Bosch G-series equipment to facilitate IP-based remote management. A Bosch RPS provisioning system is currently in place, and quoted hardware must be compatible with this platform.

Based on the current DSC configuration, the modules required for this installation are anticipated to be:

		City Hall	Public Library	Art Gallery	Fire Hall	Waste-Water Treatment Plant	Public Works Yard	TOTAL
DS-B8512G	Main Panel	1	1	1	1	1	1	6
DS-B8103	Can	1	1	1	1	1	1	6
DS-D101	Lock Set	1	1	1	1	1	2	7
DS-ICPEZTS	Tamper Sw	1	1	1	1	1	2	7
IM-1270	Battery	1	1	1	1	1	1	6
DS-B208	8 I/P Mod	3	1	2	1	-	2	9
DS-B930	AN Keypad	3	2	1	2	1	5	14
DS-B308	8 O/P Mod	-	-	-	-	-	1	1

Table 1

Budget permitting, the scope of this project may be extended by adding additional components to one or more sites; proponents may add per-item costs for sensors and additional keypads.

Proponents who wish to tour some or all of the specified facilities may contact the Designated Contact Person to make arrangements. The City reserves the right to schedule multiple proponents on the same tour.

The City works closely with School District No. 51 (SD51) on their technology initiatives. The Fiber Optic backbone that connects all facilities is a joint venture between both organizations. The Bosch RPS infrastructure will be co-hosted with SD51. Due to this partnership, it is preferred that the proponent has a proven history of working within Education and Local Government environments. A proponent that specializes in Avigilon Video Surveillance would also be an asset as the organizations are looking to integrate such technology with the Bosch systems in the future.

## Timeline

Please see Appendix A for the RFQ timeline of activities.

## Submission Requirements

### Format And Sequence

Step 1: Read the RFQ to learn the requirements and instructions for completing the appendices.

Step 2: Fill out and submit **all** of the appendices.

### General

Sealed submissions, clearly marked on the outside of the envelope with the words "IT2019-01-RFQ", will be received at City Hall on or before the deadline in Appendix A.

- Submissions will not be opened publicly.
- Email submissions will be accepted.
- Faxed Quotations **WILL NOT** be accepted.
- Late submissions will not be accepted.
- Proponents may submit more than one set of options in a Quotation.
- One (1) bound or stapled copy of the Quotation should be submitted.
- A complete Quotation includes all appendices.

### Email Submissions

Proponents must accept the following risks if submitting via email:

- Delays in delivery, as the email travels from server to server between the sender and the recipient;
- Rejection of the email (e.g. for reasons such as executable files, zip files, files over 20 MB, etc.);
- Emails may be erroneously delayed or rejected as suspected spam, virus or malware.

### Authorized Signatory

The Quotation must be signed by the person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in the RFQ.

## Evaluation

### Evaluation Process

**Incomplete Quotations will be rejected without further consideration.** A complete Quotation means filling out and submitting **all** of the appendices. Complete Quotations will be evaluated and scored as outlined in the Scorecard.

### Desirable Criteria

As per the objectives of the City's Contracting Authority and Purchasing policy, the City encourages, as a preference, contracting agreements and purchasing criteria that promote reduction of greenhouse gases (GHG) and considers the life cycle costs of an acquisition rather than just the initial purchase price. The City shall give preference to contracts, equipment, machinery, vehicles and supplies that incorporate green or sustainable business practices or technology.

## Contract

This RFQ is not an agreement to purchase goods or services. Notice in writing to a Proponent that it has been identified as a successful Proponent will not constitute a Contract. Only if a Proponent and the City enter into a subsequent full written Contract will a Proponent acquire any legal or equitable rights or privileges relative to the goods or services. Any resultant award will be made by means of a Purchase Order.

The City is not under any obligation to award a “contract” and may elect to terminate this RFQ at anytime.

## Scorecard

Meets timeline in Appendix “A”	/5
Previous project history as in Appendix “B”	/20
Fee schedule as in Appendix “C”	/15

## General Information

### Non-Solicitation

Proponents and their agents will not contact any City staff member, officer or Council member with respect to this RFQ at any time prior to the award of a Contract or the termination of the RFQ, and the City may reject the Quotation of any proponent that makes any such contact.

In the case of a Proponent having a dispute with their submission being removed under this clause, a formal appeal letter must be presented to the Designated Contact Person within five working days of notice of removal, stating clearly the reason(s) they feel their submission should be reinstated. Under this process the Chief Administrative Officer, at his/her sole discretion, will make the final decision.

### Changes to Quotation

No changes to any submitted Quotation will be allowed after the due date except anything requested by the City for purposes of clarification.

### Modification of Terms

The City reserves the right to modify the terms of this RFQ at any time in its sole discretion. This includes the right to cancel this RFQ at any time without entering into a Contract.

### Proponent Expenses

Proponents are solely responsible for their own expenses in preparing a Quotation and for any subsequent negotiations with the City. The City will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the Quotation, loss of anticipated profit in connection with any final Contract or any other matter whatsoever.

## **Prices and Delivery Point**

- All prices submitted shall be in Canadian funds.
- Net Unit price shall be shown with GST and PST shown separately.

## **Ownership of Quotations**

All documents, including Quotations, submitted to the City become the property of the City. They will be received and held in confidence by the City and will be subject to the provisions of the Freedom of Information and Protection of Privacy Act.

## **Confidentiality of Information**

All Proponents and any other person who through this RFQ process gains access to confidential financial information of the City are required to keep strictly confidential all information which in any way reveals confidential business, financial or investment details, programs, strategies or plans, learned through this RFQ or subsequent RFQ process. This requirement will continue with respect to such information learned by the successful Proponent, if any, over the course of any Contract for service which arises out of this RFQ process.

Information pertaining to the City obtained by the Proponent as a result of participation in this process is confidential and must not be disclosed without written authorization from the City.

## Appendix A: Timeline of Activities

The following activities and dates are proposed by the City and shall be considered by the Proponents in the preparation of their Proposal.

Activity	Date
Issue RFQ	March 22, 2019
Tour date (if desired) arranged by	March 29, 2019
Tour dates	April 9-12, 2019
Submission of Questions cut-off	April 13, 2019
Addendum posting deadline (if required)	April 16, 2019
RFQ Closing 2pm	April 19, 2019
Select preferred proponent	April 26, 2019
Contract in place with preferred proponent	May 3, 2019
Installation completion	July 26, 2019

## Appendix B: Evaluation Criteria

<b>Previous installation history on similar projects</b> Provide two to four examples of projects that the Proponent and/or proposed subcontractor(s) have completed within the past three years	/20
<b>Example 1</b>	
Project Name:	
Project duration:	
Reference company name and contact information:	
Scope of project:	
Relevance to current project:	
Proponents or Subcontractors role in project:	

**Example 2**

Project Name:

Project duration:

Reference company name and contact information:

Scope of project:

Relevance to current project:

Proponents or Subcontractors role in project:

Use the same format as above for any additional examples of past projects.

## Appendix C – Fee schedule

Item No.	Quantity	Unit of Measurement	Services as in RFQ body	Unit Price CDN \$	Total Price CDN \$
1					
2					
3					
4					
5					
6					
7					
8					
			Estimated Labour		
			Estimated Per diem		
			Total Amount before Taxes		
			Goods & Services Taxes (G.S.T.)		
			Grand Total including G.S.T.		

Please use additional forms or sheets formatted similar to the above in the event that the space provided is not sufficient.

## Appendix D – Proponent Information and Confirmation of Proponent’s Intent to be Bound

This Quotation is submitted in response to the referenced RFQ. By submitting the Quotation, the proponent agrees:

- a) To all of the terms of the RFQ;
- b) That in addition to reviewing the RFQ rules, the proponent has conducted such other investigations as were prudent and reasonable in preparing the Quotation; and
- c) To being bound by the statements and representations made in its Quotation.

Organization name, address, and contact information

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### **I HAVE INCLUDED ALL OF THE APPENDICES**

Signature of Authorized Representative: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_