INFORMATION TECHNOLOGY
REQUEST FOR QUOTATIONS
UPGRADE NETWORK CABLING AT CHARLOTTETOWN POLICE SERVICES

November 2019

File: 2019-152
Quotes shall be submitted by completing this document and placing it in a sealed, opaque envelope, clearly marked on the outside, “Upgrade Network Cabling at Charlottetown Police Services; Controller; 3rd Floor City Hall, 199 Queen Street, Charlottetown PE, C1A 4B7”, and must be received by the Controller before 2:00:00 pm local time on November 27, 2019. It is the responsibility of the bidder to deliver the sealed bid to the 3rd floor of City Hall before the time indicated. Late submissions will not be accepted and will be returned to the Bidder unopened.

Any addenda will be posted on the City of Charlottetown website www.charlottetown.ca/tenders. Bidders are responsible for checking the website for submission/quote/tender notices, documents, and addenda. The City is not responsible for ensuring bidders have obtained addenda.

Two (2) copies of the submission document is required. No fax, email or electronic submissions will be accepted as the sole method of submission although an electronic copy (PDF or Microsoft WORD) of the submission would be appreciated either included in the envelope noted above or emailed following the closing date and time. It is the bidder’s responsibility to ensure that their submission is received prior to the closing date and time noted above. There will be a public opening of submissions received immediately after closing. The awarding of a contract, if any, resulting from this Request for Quotations, shall be done, upon approval by City Council, as soon as practical after bid evaluations have been completed. Results of this Request for Quotations will be posted on the City’s awards webpage at the following address: www.charlottetown.ca/tenders.

This Request for Quotations (RFQ) creates no obligation on the part of the City of Charlottetown to award the contract or to reimburse bidders for RFQ preparation expenses. The City of Charlottetown reserves the right to accept or reject any and all quotes, in whole or in part, received as a result of this request, and to negotiate in any manner necessary to best serve the interest of the City. The decision as to which submission best satisfies the needs of the City rests solely with the City and any decision is not open to appeal. Submissions will not be evaluated if the Bidder’s current or past corporate or other interests may, in the City’s opinion, give rise to a conflict in connection with this project. The City specifically reserves the right to reject all quotes if none is considered to be satisfactory and, in that event, at its option, to call for additional quotes. No term or condition shall be implied, based upon any industry or trade practice or custom, any practice or policy of the City or otherwise, which is inconsistent or conflicts with the provisions contained in these conditions.

At the election of the City, whether or not a bid or bidder otherwise satisfies the requirements of the tender, the City may reject summarily any bid received from a corporation or other person which has been anywise involved in litigation, arbitration or alternative dispute resolution with the City within the five (5) year period immediately preceding the date on which the request for quotations was published.

The City’s evaluation may include information provided by the bidder’s references and may also consider the bidder’s past performance on previous contracts with the City or other institutions.

The City may prohibit a bidder from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to the following: (a) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete...
information; (b) the refusal of the bidder to honour its pricing or other commitments made in its submission; or (c) any other conduct, situation or circumstance, as solely determined by the City.

A Bidder who has already submitted a bid may submit a further bid at any time up to the official closing time. The last submission received shall supersede and invalidate all submissions previously submitted by that bidder for this RFQ. Any bidder may withdraw or qualify his/her submission at any time up to the official closing time by re-submitting a new bid to the City. The time and date of receipt will be marked thereon and the new submission will be placed in the tender box. The new submission shall be marked on the sealed envelope by the Bidder as “Resubmission #” along with the name of the RFQ and to the attention of the Controller, as noted above in the RFQ. Bids may be withdrawn at any time prior to opening upon written request from the bidder. Negligence on the part of the bidder in preparing his/her bid shall not constitute a right to withdraw a bid subsequent to the bid opening.

Any potential conflict of interest must be disclosed to the City in writing. Any conflict of interest identified will be considered and evaluated by the City. The City has the sole discretion to take the steps they deem necessary to resolve the conflict. If, during the term of the Contract, a conflict or risk of conflict of interest arises, the Contractor will notify the City immediately in writing of that conflict or risk and take any steps that the City reasonably requires to resolve the conflict or deal with the risk.

The City will pay the successful proponent via Electronic Funds Transfer. The successful proponent will be required to provide the necessary information for registration on the City’s payment system.

The City reserves the right to cancel any request for quotations at any time without recourse by the contractor. The City has the right to not award this work for any reason including choosing to complete the work with the Owners’ own forces.

All questions in respect of this RFQ must be addressed, in writing, by email to Stephen Wedlock, Controller (swedlock@charlottetown.ca). Questions must be received no less than three (3) business days before the closing date of this Request for Quotations.

Introduction:

Quotations are requested for the upgrade of network cabling at Charlottetown Police Services located at 10 Kirkwood Drive, Charlottetown, PE. The facility is currently wired with CAT5 network wiring and requires an upgrade to CAT6 along with a new location for termination. The Request for Quotations must include all of the following components:

1. Complete network rewiring of the facility located at 10 Kirkwood Drive, Charlottetown, PE with termination on either end. Number of required lines is estimated at 225.
2. Supply and installation of patch panels into the rack in the termination room.
3. Installation of risers from several key locations to the termination room.
4. Testing of each circuit of proper termination.
5. Clear labeling of all drops at each end of installed cables to facilitate easy activation.
6. Proposed timeline to complete the work including start and end dates.
Site Visit – MANDATORY

All vendors submitting a response to this Request for Quotes are required to attend a mandatory site visit on November 20, 2019 at 1:30pm. The site visit shall be held at the Charlottetown Police Services facility located at 10 Kirkwood Drive, Charlottetown, PE. All attendees will be required to sign an attendance sheet at the time of the visit. Any submission from a vendor who does not attend the site visit will NOT be considered during the evaluation.

Bid Evaluation:

Evaluation and award will be based upon compliance to the specifications in the RFQ and the lowest bid price submitted. The City reserves the right to decide which manufacturer offers the best value to the City in terms of key specification areas, and lowest price. The specified documents shall be properly completed and must be submitted by the deadline in order to qualify as a valid bid. The City is not bound to accept the lowest or any bid received.

Product Acceptance:

The testing of the new wiring and ancillary components must be documented and signed off by a representative of the Information Technology Department of the City of Charlottetown prior to acceptance.

Warranty:

The new wiring and ancillary components as required under this RFQ must be warrantied for a period of 6 months from the date of acceptance. Any deficiencies in workmanship and associated costs of repair shall be the sole responsibility of the successful vendor. These shall include both materials and labour required to effect repairs and ensure that the system is fully functional.
The undersigned understands and agrees to the following provisions of this request for quotes:

**AGREEMENT**

1. This form must be used for tabulation purposes. Specification sheets form part of submission and must not be removed.

2. All prices quoted are to be in Canadian funds, including any Canadian customs Duties and Excise Taxes, and are to include all delivery charges (if any). It is the responsibility of the bidder to determine from the appropriate authorities what taxes, rates and charges are applicable to this RFQ.

3. The City of Charlottetown reserves the right to inspect all components supplied as a result of this RFQ, either during or after manufacture and delivery, and shall be the sole judge as to whether equipment supplied meets specifications.

4. The City of Charlottetown reserves the right to accept or reject any or all submissions, to waive any technicality in a submission and to accept any part of a submission as deemed to be in the best interest of the City.

5. The specifications in this RFQ are the minimum acceptable. When specific manufacturer and model numbers are used, it is to establish a design, type construction, quality, functional capability, and/or performance level desired. When substitutions are bid, they must be identified by manufacturer, stock number, and other descriptive information to establish equivalency. The City shall be the sole judge of equivalency. Failure to comply with the attached specification could result in the RFQ being rejected.

6. Vendors are advised that the City has now moved to electronic payments on goods and services provided to the City. Payment of invoices will be made by way of Electronic Funds Transfer (EFT). The successful bidder will be required to provide the necessary banking information for registration on the City system.

7. Payment terms will be considered as net thirty (30) days from date of receipt of invoice.

8. This bid is valid for acceptance for a period of sixty (60) days from date of closing of the RFQ.

DATED: ________________________________

VENDOR: ________________________________

______________________________
(Signature)

______________________________
(Print name)
EVALUATION

Submissions must meet the minimum requirements as set out in the introduction section on page 3 of this RFQ to be considered further. Only those meeting the minimum specifications shall be scored on the financial component.

Financial Scoring: Points shall be awarded on the following basis:

- 30 points for the Lowest Evaluated Fee
- 28 points for all Proposed Fees $\leq 110\%$ of the Lowest Evaluated Fee
- 26 points for all Proposed Fees $\leq 115\%$ of the Lowest Evaluated Fee
- 24 points for all Proposed Fees $\leq 120\%$ of the Lowest Evaluated Fee
- 22 points for all Proposed Fees $\leq 125\%$ of the Lowest Evaluated Fee
- 20 points for all Proposed Fees $\leq 130\%$ of the Lowest Evaluated Fee
- 18 points for all Proposed Fees $\leq 135\%$ of the Lowest Evaluated Fee
- 16 points for all Proposed Fees $\leq 140\%$ of the Lowest Evaluated Fee
- 14 points for all Proposed Fees $\leq 145\%$ of the Lowest Evaluated Fee
- 12 points for all Proposed Fees $\leq 150\%$ of the Lowest Evaluated Fee
- 10 points for all Proposed Fees $\leq 160\%$ of the Lowest Evaluated Fee
- 8 points for all Proposed Fees $\leq 170\%$ of the Lowest Evaluated Fee
- 6 points for all Proposed Fees $\leq 180\%$ of the Lowest Evaluated Fee
- 4 points for all Proposed Fees $\leq 190\%$ of the Lowest Evaluated Fee
- 2 points for all Proposed Fees $\leq 200\%$ of the Lowest Evaluated Fee
- 0 points for all Proposed Fees more than twice the Lowest Evaluated Fee
**VENDOR’S INFORMATION FORM:**

Vendor’s Name: ____________________________________________________________

Address: __________________________________________________________________

City: ___________________________ Province: _________________________________

Telephone No.: ____________________ Fax No.: ______________________________

E-mail address: ____________________________________________________________

Website: _________________________________________________________________

Contact Person: ___________________________________________________________

Title: ___________________________ Telephone No.: ____________________________

_____________________________ _______________________________
NAME (Please print) TITLE (Please print)

_____________________________ _______________________________
AUTHORIZED SIGNATURE DATE

**Affix Corporate Seal**
(If Applicable)
QUOTE FORM

The City of Charlottetown is not bound to accept the lowest or any quote received. The full Bid Package (all pages of this document) must be returned and any additional information may be attached.

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply and installation of all wiring and components (as detailed in Introduction section on page 3)</td>
<td>$ _______________</td>
</tr>
<tr>
<td>HST (15%)</td>
<td>$ _______________</td>
</tr>
<tr>
<td>Total Submission Price</td>
<td>$ _______________</td>
</tr>
</tbody>
</table>

BID COMPANY NAME: _____________________________________________________________________________

CONTACT NAME (PRINT): _______________________________________________________________________

TELEPHONE/CELL PHONE: _______________________________________________________________________

EMAIL: ______________________________________________________________________________________

SIGNATURE________________________________________ Date: ______________________