



## **REQUEST FOR PROPOSALS**

**Title:                   Asset Tracking and Management System Solution for Law Enforcement**

**Reference No.:    1220-030-2014-015**

**FOR PROFESSIONAL SERVICES (CONTRACTOR – GOODS AND SERVICES)**

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## REQUEST FOR PROPOSALS

### 1. INTRODUCTION

#### 1.1 Purpose

The City of Surrey (the "**City**") invites proponents to provide a proposal in response to this Request for Proposals (the "**RFP**") on the form attached as Schedule C (the "**Proposal**") for the supply of the goods (if any) and services described in Schedule A (the "**Goods and Services**"). The description of the Goods and Services sets out the minimum requirements of the City. A person that submits a Proposal (the "**Proponent**") should prepare a Proposal that meets the minimum requirements, and may as it may choose, in addition, also include goods, services or terms that exceed the minimum requirements.

#### 1.2 Definitions

In this RFP the following definitions shall apply:

"**BC Bid Website**" means [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca);

"**City**" means the City of Surrey;

"**City Representative**" has the meaning set out in section 2.5;

"**City Website**" means [www.surrey.ca](http://www.surrey.ca);

"**Closing Time**" has the meaning set out in section 2.1;

"**Contract**" means a formal written contract between the City and a Preferred Proponent to undertake the Services, the preferred form of which is attached as Schedule B;

"**Evaluation Team**" means the team appointed by the City;

"**Goods**" has the meaning set out in Schedule A;

"**Information Meeting**" has the meaning set out in section 2.2;

"**Preferred Proponent(s)**" means the Proponent(s) selected by the Evaluation Team to enter into negotiations for a Contract;

"**Proponent**" means an entity that submits a Proposal;

"**Proposal**" means a proposal submitted in response to this RFP;

"**RFP**" means this Request for Proposals;

"**Services**" has the meaning set out in Schedule A;

"**Site**" means the place or places where the Goods are to be delivered and the Services are to be performed; and

**“Statement of Departures”** means Schedule C-1 to the form of Proposal attached as Schedule C.

## **2. INSTRUCTIONS TO PROPONENTS**

### **2.1 Closing Time and Address for Proposal Delivery**

A Proposal should be labelled with the Proponent’s name, RFP title and number. A Proposal should be submitted in the form attached to this RFP as Schedule C – Form of Proposal.

The Proponent may submit a Proposal either by email or in a hard copy, as follows:

#### **(a) Email**

If the Proponent chooses to submit by email, the Proponent must submit the Proposal electronically in a single pdf file to the City by email at: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

**on or before the following date and time**

**Time: 3:00 p.m., local time**  
**Date: October 03, 2014**

**(the “Closing Time”).**

PDF emailed Proposals are preferred and the City will confirm receipt of emails. Note that the maximum file size the City can receive is 10Mb. If sending large email attachments, Proponents should phone to confirm receipt. A Proponent bears all risk that the City’s equipment functions properly so that the City receives the Proposal on time.

#### **(b) Hard Copy**

If the Proponent chooses NOT to submit by email, the Proponent should submit one original unbound Proposal and four (4) copies (five (5) in total) which must be delivered to the City at the office of:

Name: Richard D. Oppelt, Purchasing Manager  
at the following location:

Address: Surrey City Hall  
Finance & Technology Department – Purchasing Section  
Reception Counter, 5<sup>th</sup> Floor West  
13450 – 104 Avenue, Surrey, B.C., Canada V3T 1V8

### **2.2 Information Meeting**

An information meeting may be hosted by the City Representative to discuss the City’s requirements under this RFP (the “Information Meeting”). While attendance is at the discretion of Proponents, Proponents who do not attend will be deemed to have attended the Information Meeting and to have received all of the information given at the Information Meeting. At the time of issuance of this RFP a meeting has not been scheduled.

### **2.3 Late Proposals**

Proposals received after the Closing Time will not be accepted or considered. Delays caused by any delivery, courier or mail service(s) may not be grounds for an extension of the Closing Time.

### **2.4 Amendments to Proposals**

Proposals may be revised by written amendment, delivered to the location set out in section 2.1, at any time before the Closing Time but not after. An amendment must be signed by an authorized signatory of the Proponent in the same manner as provided by section 3.3.

### **2.5 Inquiries**

All inquiries related to this RFP should be directed in writing to the person named below (the "**City Representative**"). Information obtained from any person or source other than the City Representative may not be relied upon.

Name: Richard D. Oppelt, Purchasing Manager  
E-mail: purchasing@surrey.ca  
Reference: 1220-030-2014-015

Inquiries should be made no later than 7 business days before Closing Time. The City reserves the right not to respond to inquiries made within 7 business days of the Closing Time. Inquiries and responses will be recorded and may be distributed to all Proponents at the discretion of the City.

Proponents finding discrepancies or omissions in the Contract or RFP, or having doubts as to the meaning or intent of any provision, should immediately notify the City Representative. If the City determines that an amendment is required to this RFP, the City Representative will issue an addendum in accordance with section 2.6. No oral conversation will affect or modify the terms of this RFP or may be relied upon by any Proponent.

### **2.6 Addenda**

If the City determines that an amendment is required to this RFP, the City Representative will issue a written addendum by posting it on the BC Bid Website at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca) (the "BC Bid Website") and the City Website at [www.surrey.ca](http://www.surrey.ca) (the "City Website") that will form part of this RFP. It is the responsibility of Proponents to check the BC Bid Website and the City Website for addenda. The only way this RFP may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFP or may be relied upon by any Proponent. By delivery of a Proposal, Proponent is deemed to have received, accepted and understood the entire RFP, including any and all addenda.

## **2.7 Examination of Contract Documents and Site**

Proponents will be deemed to have carefully examined the RFP, including all attached Schedules, the Contract and the Site (as applicable) prior to preparing and submitting a Proposal with respect to any and all facts which may influence a Proposal.

## **2.8 Opening of Proposals**

The City intends to open Proposals in private but reserves the right to open Proposals in public at its sole discretion.

## **2.9 Status Inquiries**

All inquiries related to the status of this RFP, including whether or not a Contract has been awarded, should be directed to the City Website and not to the City Representative.

## **3. PROPOSAL SUBMISSION FORM AND CONTENTS**

### **3.1 Package (Hard Copy)**

If the Proponent chooses NOT to submit by email, the Proponent should submit a Submission in a particular submittal format, to reduce paper, encourage our recycled product expectations, and reduce package bulk. Bulk from binders and large packages are unwanted. Vinyl plastic products are unwanted. The City also has an environmentally-preferable purchasing commitment, and seeks a package format to support the green expectations and initiatives of the City.

Please do not use any plastic or vinyl binders or folders. The City prefers simple, stapled paper copies. If a binder or folder is essential due to the size of your Submission, they should be fully 100% recycled stock.

The City seeks and prefers submittals on 100% Post Consumer Fibre (PCF) paper, consistent with the City's policy and the City environmental practices.

Please double-side your Submission.

### **3.2 Form of Proposal**

Proponents should complete the form of Proposal attached as Schedule C, including Schedules C-1 to C-5. Proponents are encouraged to respond to the items listed in Schedules C-1 to C-5 in the order listed. Proponents are encouraged to use the forms provided and attach additional pages as necessary.

### **3.3 Signature**

The legal name of the person or firm submitting the Proposal should be inserted in Schedule C. The Proposal should be signed by a person authorized to sign on behalf of the Proponent and include the following:

- (a) If the Proponent is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Proposal should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Proposal on behalf of the corporation is submitted;
- (b) If the Proponent is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venturer should be included, and each partner or joint venturer should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the City that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above; or
- (c) If the Proponent is an individual, including a sole proprietorship, the name of the individual should be included.

#### **4. EVALUATION AND SELECTION**

##### **4.1 Evaluation Team**

The evaluation of Proposals will be undertaken on behalf of the City by the Evaluation Team. The Evaluation Team may consult with others including City staff members, third party contractors and references, as the Evaluation Team may in its discretion decide is required. The Evaluation Team will give a written recommendation for the selection of a Preferred Proponent or Preferred Proponents to the City.

##### **4.2 Evaluation Criteria**

The Evaluation Team will compare and evaluate all Proposals to determine the Proponent's strength and ability to provide the Goods and Services in order to determine the Proposal which is most advantageous to the City, generally using the following criteria:

- (a) Experience, Reputation and Resources**  
The Evaluation Team will consider the Proponent's responses to items (i) to (viii) in Schedule C-2.
- (b) Technical**  
The Evaluation Team will consider the Proponent's responses to Schedule C-4 and items (i) to (x) in Schedule C-3.
- (c) Financial**  
The Evaluation Team will consider the Proponent's response to Schedule C-5.
- (d) Statement of Departures**  
The Evaluation Team will consider the Proponent's response to Schedule C-1.

The Evaluation Team will not be limited to the criteria referred to above, and the Evaluation Team may consider other criteria that the team identifies as relevant during the evaluation process. The Evaluation Team may apply the evaluation criteria on a comparative basis,

evaluating the Proposals by comparing one Proponent's Proposal to another Proponent's Proposal. All criteria considered will be applied evenly and fairly to all Proposals.

The City of Surrey is under no obligation to accept the lowest or any Proposal submitted. The City of Surrey reserves, without restriction, sole discretion in determining best value and whether or not any Proposal received provides the necessary level of value to the City of Surrey to result in the award of a Contract.

#### **4.3 Discrepancies in Proponent's Financial Proposal**

If there are any obvious discrepancies, errors or omissions in Schedule C-5 of a Proposal (Proponent's Financial Proposal), then the City shall be entitled to make obvious corrections, but only if, and to the extent, the corrections are apparent from the Proposal as submitted, and in particular:

- (a) if there is a discrepancy between a unit price and the extended total, then the unit prices shall be deemed to be correct, and corresponding corrections will be made to the extended totals;
- (b) if a unit price has been given but the corresponding extended total has been omitted, then the extended total will be calculated from the unit price and the estimated quantity;
- (c) if an extended total has been given but the corresponding unit price has been omitted, then the unit price will be calculated from the extended total and the estimated quantity.

#### **4.4 Litigation**

In addition to any other provision of this RFP, the City may, in its absolute discretion, reject a Proposal if the Proponent, or any officer or director of the Proponent submitting the Proposal, is or has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter, or if the City has initiated legal action against any officers or directors of the Proponent.

In determining whether or not to reject a Proposal under this section, the City will consider whether the litigation is likely to affect the Proponent's ability to work with the City, its contractors and representatives and whether the City's experience with the Proponent indicates that there is a risk the City will incur increased staff and legal costs in the administration of the Contract if it is awarded to the Proponent.

#### **4.5 Additional Information**

The Evaluation Team may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Team may make such requests to only selected Proponents. The Evaluation Team may consider such clarifications or additional information in evaluating a Proposal.



#### **4.6 Interviews**

The Evaluation Team may, at its discretion, invite some or all of the Proponents to appear before the Evaluation Team to provide clarifications of their Proposals. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating Proposals.

#### **4.7 Multiple Preferred Proponents**

The City reserves the right and discretion to divide up the Goods and Services, either by scope, geographic area, quality, price or other basis as the City may decide, and to select one or more Preferred Proponents to enter into discussions with the City for one or more Contracts to perform a portion or portions of the Services and/or provide a portion or portions of the Goods. If the City exercises its discretion to divide up the Goods and Services, the City will do so reasonably having regard for the RFP and the basis of Proposals.

In addition to any other provision of this RFP, Proposals may be evaluated on the basis of advantages and disadvantages to the City that might result or be achieved from the City dividing up the Goods and Services and entering into one or more Contracts with one or more Proponents.

#### **4.8 Negotiation of Contract and Award**

If the City selects a Preferred Proponent or Preferred Proponents, then it may:

- (a) enter into a Contract with the Preferred Proponent(s); or
- (b) enter into discussions with the Preferred Proponent(s) to attempt to finalize the terms of the Contract(s) including financial terms, and such discussions may include:
  - (1) clarification of any outstanding issues arising from the Preferred Proponent's Proposal;
  - (2) negotiation of amendments to the departures to the draft Contract, if any, proposed by the Preferred Proponent as set in Schedule C-1 to the Preferred Proponent's Proposal; and
  - (3) negotiation of amendments to the Preferred Proponent's price(s) as set out in Schedule C-5 to the Preferred Proponent's Proposal and/or scope of Services if:
    - (A) the Preferred Proponent's financial Proposal exceeds the City's approved budget, or
    - (B) the City reasonably concludes the Preferred Proponent's financial proposal includes a price(s) that is unbalanced, or
    - (C) a knowledgeable third party would judge that the Preferred Proponent's price(s) materially exceed a fair market price(s) for services similar to the Goods and Services offered by the

Preferred Proponent as described in the Preferred Proponent's Proposal; or

- (c) if at any time the City reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, give the Preferred Proponent(s) written notice to terminate discussions, in which event the City may then either open discussions with another Proponent or terminate this RFP and retain or obtain the Goods and Services in some other manner.

## **5. GENERAL CONDITIONS**

### **5.1 No City Obligation**

This RFP is not a tender and does not commit the City in any way to select a Preferred Proponent, or to proceed to negotiations for a Contract, or to award any Contract and the City reserves the complete right to at any time reject all Proposals, and to terminate this RFP process.

### **5.2 Proponent's Expenses**

Proponents are solely responsible for their own expenses in preparing, and submitting Proposals, and for any meetings, negotiations or discussions with the City or its representatives and contractors, relating to or arising from this RFP. The City and its representatives, agents, contractors and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP.

### **5.3 No Contract**

By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contract of any kind is formed under, or arises from, this RFP, prior to the signing of a formal written Contract.

### **5.4 Conflict of Interest**

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

### **5.5 Solicitation of Council Members, City Staff and City Contractors**

Proponents and their agents will not contact any member of the City Council, City staff or City contractors with respect to this RFP, other than the City Representative named in section 2.5, at any time prior to the award of a contract or the cancellation of this RFP.

### **5.6 Confidentiality**

All submissions become the property of the City and will not be returned to the Proponent. All submissions will be held in confidence by the City unless otherwise required by law.

Proponents should be aware the City is a “public body” defined by and subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

#### **5.7 Anticipated Quantities of Services or Goods**

The respective amounts of Services to be performed and carried out and Goods to be supplied as listed in Schedule A and/or Schedule C of quantities and scope are an estimate for purpose of comparing Proposals only. The City does not expressly nor by implication agree that the actual amounts of Services or Goods of any class will correspond even approximately to this estimate, but reserves the right to increase or decrease the amounts of any class or portion of the Services or Goods, or to omit portions of the Services or Goods that may be deemed necessary or expedient by the City. A Proponent shall make no claim for anticipated profits, for loss of profit, for damages, or for any extra payment whatsoever, except as provided for herein, because of any difference between the amount of actual Services performed and carried out and Goods actually supplied and the quantities stated in Schedule A and/or Schedule C.

## **SCHEDULE A SPECIFICATIONS OF GOODS AND SCOPE OF SERVICES**

The City of Surrey is requesting Proposals from qualified and experienced suppliers of RFID (radio frequency identification) inventory management system solutions. From the responses received, it is the City's intent to purchase and implement an RFID system solution (software, hardware/equipment, and tags) that leverages the latest RFID asset tracking technology and provides a cost effective and efficient solution for tracking capital assets deployed across the organization.

The Goods and Services include without limitation the supply and delivery of material, the provision of skilled labour, and equipment to perform the implementation of an RFID asset management system solution and any other requirements.

### **1. PROJECT OBJECTIVES**

The City of Surrey is looking to acquire and implement a comprehensive inventory and asset management system (i.e., an integrated software and hardware solution) for its police department. The system is intended to provide for the day-to-day (real time) asset tracking and management in support of effective resource stewardship. The system will assist the department in tracking and managing usage of its capital assets and material resources (e.g. computer and communication technologies, operational equipment and inventory, police vehicles, etc), regardless of whether they are personal issue or shared resources. The system will help track and record, in real time, the deployment (e.g., assignment, movement and location) of mobile and fixed police assets within and outside of the Detachment, as well as capture statistics on usage, utilization rates and provide alerts regarding equipment service and replacement needs.

### **2. BACKGROUND OF PROJECT**

The Surrey RCMP has a fleet of nearly 300 vehicles, approximately 10,000 inventoried assets, roughly 900 personnel and multiple office locations. Inventory and Fleet assets are currently being tracked and managed to varying degrees in disparate (stand alone) systems through labour intensive (paper based) processes. Systems rely heavily on manual data entry; often times duplicate entries are required across systems. As a result, issues surface with respect to data quality, accuracy and timeliness. Data systems tend not to be very robust and lack query and report functionality critical to timely operational decision-making.

A need was identified for a single, centralized system that would support a more effective and efficient stewardship of corporate assets. Such a system would help maintain records of asset assignment, location, usage, condition and servicing/maintenance. The system would support automation of data capture through Barcode scanning, Radio Frequency Identification (RFID) tagging and wireless transmission technology to minimize manual data entry requirements. It would also support the sharing of information (i.e., importing and exporting of data) with other systems and provide rich, detailed business intelligence reports. Information from the system would help inform decisions around resource procurement and allocation, proper maintenance scheduling, resource utilization, cost containment and sustainability.

### 3. SCOPE OF SERVICES

The City of Surrey is looking to solicit proposals from contractors/vendors to provide:

- Integrated software and hardware solution to support inventory and asset management objectives;
- Software system configuration, implementation, and ongoing maintenance and support;
- Systems training to ensure effective use/operation of software application; and
- Barcode, RFID and OBDII telematics hardware (e.g., handheld and fixed readers/receivers, gateway scanners, antennas, transponder tags).

Contractors/vendors can submit proposals to provide all or a portion of the goods and services (e.g., hardware components only). Further details on the specifications and/or functional requirements for the various components are summarized below. The quantities listed are approximate numbers and provided to assist vendors with establishing costs (i.e., pricing options). The City will work with the successful vendor(s) to determine the actual quantities required.

#### 3.1 Functional Requirements & Performance Standards

- Detail standard and optional hardware and software licensing and support agreement(s).
- Fixed and mobile RFID (Radio Frequency Identification) reader/receiver options (e.g., mounted or permanent reader stations as well as portable hand held devices).
- RFID technology must be able to scan/read multiple assets (i.e., tags) concurrently, including those located on personnel, inside duty bags or within police vehicles (e.g., trunks).
- A variety of RFID tags and bar code labels (i.e., different formats and tag adhesion methods to support different assets and equipment), customizable to local asset classification systems and coding standards.
- Software Solution must be Microsoft SQL Server database complaint and allow for User Account (& Role) Management:
  - The Software Solution must include a customizable role based access control (RBAC) to control access.
  - The Software Solution must allow administrators to create user accounts.
  - The Software Solution must allow administrators to create and assign roles to Users.
  - The Software Solution must allow administrators to create groups.
  - The Software Solution must allow roles to be assigned to a single user or groups based on their functionality.
- Software solution must be fully scalable and compatible with leading Palm and PocketPC (handheld) portable bar code scanners and wireless transmission (radio frequency) technology.
- Software Solution must allow for web-based inventory scheduling interface (to permit users to search and view availability and request/reserve asset items through a web browser).
- Software solution must support automated electronic alerts/notifications.
- Software Solution must not have configuration limitations with respect to number of terminal locations, number of assets to be managed or the number of (user-defined) data fields.
- Software system must support comprehensive asset tracking, including but not limited to asset description details, warranty information, equipment preventative maintenance records and schedules, estimated equipment replacement time lines and life cycle analysis, usage rates, vehicle diagnostics, as well as expense tracking (e.g., fuel costs).

- Software Solution must support up to 10 (concurrent) users of software at any one time, including managers, inventory staff, systems support personnel, etc.
- Software Solution must have extensive query and reporting capabilities.
- Software Solution must have ability to accept open data source formats from other databases and record management systems, to allow for importing of data to minimize manual (double) entry and facilitate inventory reconciliation.
- Software Solution must not require or involve Cloud storage options or any remote hosting of information; all data will be stored and managed on local devices/servers.
- All applications must be compliant and compatible with City of Surrey Technical Architecture & Software Standards (See Schedule A-1 - attached). The City of Surrey's preference is to run virtual servers. Contractor should indicate if there are any limitations for their software applications and VMWare infrastructure.

### 3.2 Fleet Management

- Onboard diagnostic (OBDII) telematic devices must communicate directly with the vehicle engine's onboard computers to record critical fleet management information on an ongoing and continuing basis.
- Automated wireless transfer of vehicle telematic data to Access Point Base stations based on vehicle proximity to receiver modules (telematics wireless connection must cover area of parking lot(s) and/or a distance of 100-200 meters).
- Exterior Wireless WIFI antennas and amplifiers to connect to OBDII wireless receiver and transfer data to the MS SQL Server application.
- Ability to track and record vehicle usage/utilization and trip tracking (i.e., engine operating hours and odometer readings), vehicle performance diagnostics (i.e., trouble codes/service alerts, battery voltage, fuel system status, tire monitor), and driver performance and safety (e.g., idling times, vehicle speeds, aggressive breaking and rapid acceleration, tamper codes).
- Data collected to be configurable, and must provide a minimum of 5 data sets (diagnostic readings) from the vehicle onboard computer.

### 3.3 Anticipated Hardware Requirements

<b>Asset Management (Inventory)</b>	<b>Approximate Qty Required</b>
RFID 8 Port Reader (e.g., FX9500)	1
RFID 4 Port Reader (e.g., FX7500)	24
Antennas (e.g., AN480, AN720, AN400)	100
Handheld RFID reader (e.g., MC9190Z)	7
Various RFID Tags and Barcode Labels	TBD
<b>Asset Management (Fleet Services)</b>	<b>Approximate Qty Required</b>
OBDII devices/hardware (for vehicle OBD Port)	300
OBDII access points (receiving modules)	7
Wireless WIFI antennas and amplifiers	14

### **3.4 Nature of Relationship Between the City and Contractor (what each will bring to the agreement)**

- The Project Authority (City of Surrey/Surrey RCMP) will provide servers, computers, operating system and SQL database application, as well as all required network switches, wiring and network access ports.
- Contractor will provide, install, configure and provide maintenance support for asset and fleet management software.
- Contractor (s) will provide required hardware, including:
  - RFID tags compatible with inventory application and specified requirements and characteristics of various assets;
  - Wired and/or wireless RFID readers;
  - OBDII devices;
  - Splitter to provide a maintenance connection to the OBDII port without removing the telematics device;
  - Wi-Fi transmitters/receivers to receive data from OBDII devices.
- Contractor(s) of Licensed Software will develop training and supporting material, provide instructor(s), and deliver training in English on the Licensed Software on an "as and when requested basis" tailored to the following user groups (and their corresponding responsibilities): System Administrators (installation, configuration, system monitoring and troubleshooting); System Users (data entry, maintenance, operation, query and report generation); and View Only Users (query capabilities).
  - The Project Authority (City of Surrey/Surrey RCMP) will be responsible for approving training and course content, including initial training (preceding implementation) and refresher sessions (post implementation). The Contractor must submit the course syllabus, schedule, all training related resources and handout/supplementary materials (in electronic format), and the names and qualifications of the instructors to the Project Authority, for approval, at least 10 working days in advance of the first training session. The Project Authority will notify the Contractor at least fifteen (15) working days prior to the date the training is required.
  - These courses will cover all the information and instruction necessary to permit System Administrators, System Users and View Only Users, to perform designated operational and maintenance activities safely and efficiently over the course of the contract. The Contractor must provide the training courses for the type of audience below with a maximum class size of twelve (12) students per course. Preceding implementation, the Contractor will be required to deliver two instances of System Administrator training (separate session days), two instances of System User training (separate session days), and three instances of View Only User training (separate session days).

### **3.5 Contractor qualifications requirements**

- Minimum of 5 years of operation
- Experience with asset management projects of similar size and scope (preferred: experience with law enforcement/ police environment)
- Provide client references
- Security Requirements - All contractors requiring facility access to install equipment will require an RCMP Security Clearance - Facilities Access 1 (FA1) (form attached – see Schedule A-2)

### 3.6 Proposed Time lines / schedule\*

- RFP - September 2014
- Evaluation and awarding of contract - October 2014
- Delivery and installation - November 2014
- Training - December 2014

\*Note: some of the above dates may change subject to availability and as the needs of the project dictate.

**USE OF BRAND NAMES:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict (Proponents) to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the City, in its sole discretion, determines to be the equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The (Proponent) is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalogue cuts and technical detail to enable the City to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive solicitation process only the information furnished with the Proposal will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a Proposal as nonresponsive. Unless the (Proponent) clearly indicates in its (Proposal) that the product offered is an equivalent product, such (Proposal) will be considered to offer the brand name product referenced in the solicitation.



**SCHEDULE A-1  
CITY OF SURREY TECHNICAL ARCHITECTURE & SOFTWARE STANDARDS**

**1. Introduction**

The City of Surrey strives to maintain standards and consistency for hardware and software in order to provide an agile and supportable environment. This provides a known platform to test changes or additions to this environment enabling the delivery of business outcomes faster and more cost effectively. The City's current technical architecture and software standards are outlined below. This information is used in the process of identifying the impact a new product or change may have on the environment.

**2. General Information**

The City of Surrey has:

3,300 employees of which 2,100 are FTEs

173 Line of Business Applications

325 Personal Desktop Applications

70 sites

1900 desktops

40 Blackberries

142 Colour Multi-function

295 virtual servers

95 workstations

365 iPhones

110 B&W laser printers

21 ESX Hosts

350 notebooks

62 iPads

5 colour laser printers

75 physical servers

50 rugged notebooks

210 Rugged Tablets

20 inkjet printers

(15 file servers)

11 colour plotters / Wide format printer

**3. Core Client Software**

Internet Explorer 9 and 11

McAfee Anti-Virus 8

Altiris Client Management

Quicktime Viewer 7

Adobe Reader X

Asset Management Suite

Adobe Shockwave/Flash 10

Sun Java 6 Update 26

Cisco NAC Agent

**4. Technical Architecture & Software**

Hardware	
Desktops	Dell Optiplex – 4 GB RAM
Workstations	Dell Precision – 16 GB RAM
Notebooks	Dell Latitude – 4 GB RAM
	Panasonic Toughbook – 4 GB RAM
Printers	Xerox
	HP Colour Laserjet
	HP
Servers	Dell PowerEdge

Hardware	
PBX	NEC Univerge 3C
Voicemail	NEC UM8700
Collaboration Meeting Manager	NEC CMM

Storage & Backups	
Storage Area Network (SAN)	NetApp FAS6210A NetApp FAS3270A NetApp FAS3140A NetApp FAS2040A NetApp FAS3210
Data Backups	Disk to Disk Backups <ul style="list-style-type: none"> <li>• NetApp Snapvault</li> <li>• Oracle RMAN</li> </ul> Tape Backups <ul style="list-style-type: none"> <li>• LTO4</li> <li>• Backup Exec</li> </ul>

Operating System	
Desktops	Windows Vista Enterprise / Windows 7 Enterprise
Workstations	Windows Vista Enterprise / Windows 7 Enterprise
Notebooks	Windows Vista Enterprise / Windows 7 Enterprise
Tablets	Windows Vista Enterprise / Windows 7 Enterprise
	iPad IOS
Smartphones	Blackberry
	Apple IOS
Servers	Windows 2003 Standard
	Windows 2008 64 and 32 bit
	Windows 2008 R2
	VMWare ESX Server

Office Automation		
Office Pro Plus 2010	Microsoft	Word
		Excel
		Powerpoint
		Outlook
		Publisher
		Access
		InfoPath

<b>Communications</b>	
Routers	Cisco Nexus 70000
DHCP	IP address distribution method
E-mail	Exchange 2010
Local Area Network	100 Mbps to 1000 Mbps
Network operating system	Windows 2003
Network protocol	TCP/IP
Network topology	Ethernet
Network management	SNMP
Fibre Channel Fabric	Cisco MDS
Switches	Cisco 3560X, Cisco 3850X
	Cisco Nexus 7000
	Cisco Nexus 5000
	Cisco 3850X
	Wireless 802.11 – Cisco 3502
Wide Area Network	Two 100 Mbps Internet Services load balanced <ul style="list-style-type: none"> <li>• 100 Mbps full duplex</li> </ul>
	Wireless point to point <ul style="list-style-type: none"> <li>• 36 – 108 Mbps using Redline AN50 &amp; AN80</li> </ul>
	Small Remote Sites <ul style="list-style-type: none"> <li>• Shaw Server Connect</li> <li>• Shaw SOHO or Telus ADSL</li> </ul>
Wins/DNS	Name resolution
Cabling	Local Area Networks <ul style="list-style-type: none"> <li>• New Facilities - CAT6A using 1000 Base-T</li> <li>• Existing Facilities - CAT5E using 100 Base-T</li> </ul>

<b>Database Management System</b>	
Oracle	11g R2
Oracle Networking Client	10 (Windows Vista clients)
	11 (Windows 7 clients)
	11 (Server clients)
MS SQL Server	2008
ESRI Spatial Database Engine	10
Sybase	12.5
MS Access	2007
MDAC	2.8

Business Application Portfolio Area	Vendors	Products
Financials	Unit 4	Agresso Business World
Human Resource & Payroll Mgmt	Oracle	PeopleSoft
Land Management	CSDC	Amanda
Tax, Utility and Cash Mgmt	Tempest	Tempest
Recreation Mgmt & Facilities Booking	Active Network	Class
Work and Asset Management	Azteca	CityWorks
Content Management System Corporate Website	OpenText	RedDot
Content Management System Corporate Intranet	Microsoft	Sharepoint
Geographic Information System	ESRI	ArcGIS
Licensing and Enforcement	Computronix	Posse
Library Management System	SirisiDynix	Horizon
Public Safety Fire Dispatch and Records Management System	FDM	FDM CAD & RMS
Web Application Deployment	Microsoft	IIS, .NET Framework
	Apache Foundation	Tomcat, JSP
Enterprise Directory Services	Microsoft	Active Directory

**SCHEDULE A-2  
RCMP SECURITY CLEARANCE - FACILITIES ACCESS 1 (FA1)**

Security requirements - all Contractor(s) and sub-contractor(s) requiring facility access to install equipment will require an RCMP Security Clearance - Facilities Access 1 (FA1). A copy of this document may be viewed and/or obtained at the City's File Transfer Protocol (FTP) link noted below. Printing will be the sole responsibility of the Proponent.

To view this FTP site in Windows Explorer, click Page, and then Open FTP Site in Windows Explorer.

Hostname:               ftp://ftp.surrey.ca/  
Log on:                 pur  
Password:              welcome  
Locate folder #:       1220-030-2014-015 Asset Tracking and Management System Solution

**Note: this form is NOT required as part of Proposal submission.**

**Schedule B – DRAFT CONTRACT**



**PROFESSIONAL SERVICES AGREEMENT**

**Title:** Asset Tracking and Management System Solution for Law Enforcement

**Reference No.:** 1220-030-2014-015

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**APPENDIX 1 – SPECIFICATIONS OF GOODS AND SCOPE OF SERVICES**

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**APPENDIX 3 – TIME SCHEDULE**

**APPENDIX 4 – PERSONNEL AND SUB-CONTRACTORS**

**APPENDIX 5 – ADDITIONAL SERVICES**

**Title:** Asset Tracking and Management System Solution for Law Enforcement

**AGREEMENT No.: 1220-030-2014-015**

**THIS AGREEMENT** is dated for reference this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**BETWEEN:**

**CITY OF SURREY**  
13450 - 104 Avenue  
Surrey, B.C. Canada V3T 1V8  
(the "**City**")

**AND:**

\_\_\_\_\_  
*(Insert Full Legal Name and Address of Contractor)*

(the "**Contractor**")

**WHEREAS** the City and the Contractor wish to undertake this agreement with the Contractor providing the following Goods and Services:

Asset Tracking and Management System Solution for Law Enforcement

**THEREFORE** in consideration of the payment of one (\$1.00) dollar and other good and valuable consideration paid by each of the parties to the other (the receipt and sufficiency of which is hereby acknowledged) the City and the Contractor agree as follows:

**1. INTERPRETATION**

**1.1 Definitions**

In this agreement the following definitions apply:

"**Disbursements**" has the meaning set out in section 5.3;

"**Dispute**" has the meaning set out in section 14.1;

"**Fees**" has the meaning set out in section 5.1;

"**Goods**" has the meaning set out in section 5.2(a)

"**Indemnitees**" has the meaning set out in section 7.1;

"**Invoice**" has the meaning set out in section 5.2(a)

"**Services**" has the meaning set out in section 2.1;

"**Term**" has the meaning set out in section 2.5; and

**“Time Schedule”** has the meaning set out in section 2.6.

## **1.2 Appendices**

The following attached Appendices are a part of this agreement:

Appendix 1 – Specifications of Goods and Scope of Services;

Appendix 2 – Fees and Payment;

Appendix 3 – Time Schedule;

Appendix 4 – Personnel and Sub-Contractors; and

Appendix 5 – Additional Services.

## **2. GOODS AND SERVICES**

### **2.1 Goods and Services**

The City hereby retains the Contractor to provide the Goods and Services as described generally in Appendix 1, including anything and everything required to be done for the fulfillment and completion of this agreement (the **“Goods and Services”**).

### **2.2 Amendment of Goods and Services**

The City may from time to time, by written notice to the Contractor, make changes to the Goods and Services. The Fees will be increased or decreased by written agreement of the City and the Contractor according to the rates set out in Appendix 2.

### **2.3 Additional Goods and Services**

The Contractor will, if requested in writing by the City, provide additional goods and perform additional services as may be listed in Appendix 5. The terms of this agreement will apply to any additional goods and services, and the fees for additional goods and services, and the time for the Contractor’s performance, will generally correspond to the fees and time of performance as described in Appendices 2 and 3. The Contractor will not provide any additional goods and services in excess of the scope of services requested in writing by the City.

### **2.4 Standard of Care**

The Contractor will provide the Goods and perform the Services with that degree of care, skill and diligence normally provided by a qualified and experienced practitioner. The Contractor represents that it has the expertise, qualifications, resources and relevant experience to provide the Goods and Services.

## **2.5 Term**

The Contractor will provide the Goods and Services for the period commencing on (START DATE) and terminating on (END DATE) (the "Term").

The parties may extend the Term by mutual agreement. If the Term is extended, the provisions of this agreement will remain in force except where amended in writing by the parties.

## **2.6 Time**

The Contractor acknowledges that time is of the essence with respect to the provision of the Goods and performance of the Services and accordingly the Contractor will provide Goods and Services within the performance or completion dates or time periods (the "Time Schedule") as set out in Appendix 3, or as otherwise agreed to in writing by the City and the Contractor. If at any time the Contractor discovers that the Time Schedule cannot be met it will immediately advise the City in writing and provide a revised Time Schedule.

## **2.7 Warranty of Goods**

The Contractor warrants that the Goods supplied by the Contractor shall be free from defects in design, materials, workmanship and title, shall conform in all respects to the terms of this agreement, shall be fit and suitable and perform satisfactorily for the purposes and under the conditions made known to the Contractor by the City. The Goods shall be of the best quality, if no quality is specified. This general warranty is independent of and without prejudice to any specific warranty or service guarantee offered by the Contractor or third party manufacturer or supplier of the Goods in connection with the purpose for which the Goods were purchased.

The Contractor shall assign to the City any warranty or service guarantee offered by a third party manufacturer or supplier of the Goods. Notwithstanding this assignment, if at any time up to one year from the date of delivery or installation (if applicable) the City determines the Goods or any part do not conform to these warranties, the City shall notify the Contractor within a reasonable time after such discovery, and the Contractor shall then promptly correct such nonconformity at the Contractor's expense. Goods used to correct a nonconformity shall be similarly warranted for one year from the date of installation. The Contractor's liability shall extend to all liabilities, losses, damages, claims and expenses incurred by the City caused by any breach of any of the above warranties.

Goods supplied by the City and installed by the Contractor that require Services during a product warranty period shall be serviced by the Contractor at the City's expense.

If any Goods are installed by the Contractor, and subsequently recalled by the manufacturer of the Goods, Service costs associated with the replacement of the recalled Goods will be at the Contractor's expense. The Contractor shall notify the City if a recall notice is issued by a Goods manufacturer.

Damage to Goods caused by a third party (i.e. motor vehicle collision) shall not be covered by any Goods warranty, and the Contractor will not be held responsible for any associated damage repair costs.

### **3. PERSONNEL**

#### **3.1 Qualified Personnel**

The Contractor will provide only professional personnel who have the qualifications, experience and capabilities to provide the Goods and perform the Services.

#### **3.2 Listed Personnel and Sub-Contractors**

The Contractor will provide the Goods and Services using the professional personnel and sub-contractors as may be listed in Appendix 4 and identified by the Contractor, and the Contractor will not remove any such listed personnel or sub-contractors from the Services without the prior written approval of the City.

#### **3.3 Replacement of Personnel or Sub-Contractors**

If the City reasonably objects to the performance, qualifications, experience or suitability of any of the Contractor's personnel or sub-contractors then the Contractor will, on written request from the City, replace such personnel or sub-contractors.

#### **3.4 Sub-Contractors and Assignment**

Except as provided for in section 3.2, the Contractor will not engage any personnel or sub-contractors, or sub-contract or assign its obligations under this agreement, in whole or in part, without the prior written approval of the City.

#### **3.5 Agreements with Sub-Contractors**

The Contractor will preserve and protect the rights of the City with respect to any Services performed under sub-contract and incorporate the terms and conditions of this agreement into all sub-contracts as necessary to preserve the rights of the City under this agreement. The Contractor will be as fully responsible to the City for acts and omissions of sub-contractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by the Contractor.

### **4. LIMITED AUTHORITY**

#### **4.1 Agent of City**

The Contractor is not and this agreement does not render the Contractor an agent or employee of the City, and without limiting the above, the Contractor does not have authority to enter into any contract or reach any agreement on behalf of the City, except for the limited purposes as may be expressly set out in this agreement, or as necessary in order to provide the Goods and Services. The Contractor will make such lack of authority clear to all persons with whom the Contractor deals in the course of providing the Goods and Services. Every vehicle used by the Contractor in the course of providing the Goods and Services shall identify the Contractor by name and telephone number.

## 4.2 Independent Contractor

The Contractor is an independent contractor. This agreement does not create the relationship of employer and employee, a partnership, or a joint venture. The City will not control or direct the details, means or process by which the Contractor performs the Goods and Services. The Contractor will determine the number of days and hours of work required to properly and completely perform the Services. The Contractor is primarily responsible for performance of the Goods and Services and may not delegate or assign any Services to any other person except as provided for in section 3.4. The Contractor will be solely liable for the wages, fringe benefits, work schedules and work conditions of any partners, employees or sub-contractors.

## 5. FEES

### 5.1 Payment for Goods and Services

The City will pay to the Contractor the fees as set out in Appendix 2 (the "Fees"). The unit prices and the lump sum prices for Goods and Services listed Appendix 2 of this agreement shall be full compensation for the supply and installation of the Goods and Services including, without limitation, storage, delivery, labour, traffic control, overhead costs and profit (excluding applicable taxes). Payment by the City of the Fees will be full payment for the Goods and Services and the Contractor will not be entitled to receive any additional payment from the City.

Fees, Disbursements, and GST will not exceed the amount of <📄 insert contract price in numbers> without the prior written approval of the City.

### 5.2 Payment

Subject to any contrary provisions set out in Appendix 2:

- (a) the Contractor will submit a monthly invoice (the "**Invoice**") to the City requesting payment of the portion of the Fees and the Disbursements relating to the Goods and Services provided in the previous month, and including the following information:
  - (1) an invoice number;
  - (2) the Contractor's name, address and telephone number;
  - (3) the City's reference number for the Goods and Services; P.O. # (to be advised)
  - (4) the names, charge-out rates and number of hours worked in the previous month of all employees of the Contractor and any sub-contractors that have performed services during the previous month;
  - (5) the percentage of the Goods and Services completed at the end of the previous month;
  - (6) the total budget for the Goods and Services and the amount of the budget expended to the date of the Invoice;

- (7) taxes (if any);
- (8) grand total of the Invoice;
- (b) the Contractor will on request from the City provide receipts and invoices for all Disbursements claimed;
- (c) if the City reasonably determines that any portion of an Invoice is not payable then the City will so advise the Contractor;
- (d) the City will pay the portion of an Invoice which the City determines is payable within 30 days of the receipt of the Invoice, except the City may hold back from payments 10% of the amount the City determines is payable to the Contractor until such time as the Contractor provides its Final Report to the City;
- (e) if the Contractor offers the City a cash discount for early payment, then the City may, at the City's sole discretion, pay the portion of an Invoice which the City determines is payable at any time after receipt of the Invoice;
- (f) the City shall not be liable for interest or overdue charges on any invoices; and
- (g) payments to Contractors can be made through Electronic Funds Transfer (EFT), directly into the Contractor's bank account. An EFT application form will be provided to the successful Contractor for completion.

**Submit Invoices by Email:**

If the Contractor chooses to submit by email, the Contractor must submit the Invoice(s) electronically in a single pdf file (2Mb Maximum) to the City by email at: [surreyinvoices@surrey.ca](mailto:surreyinvoices@surrey.ca)

**Submit Invoices by Hard Copy:**

Invoices will be submitted by the Contractor by mail to:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

**5.3 Disbursements**

In addition to the Fees, the City will reimburse the Contractor for actual out-of-pocket costs and expenses (“**Disbursements**”) as identified in Appendix 2 which the Contractor, and approved sub-contractors, incur in the performance of the Services, plus any additional Disbursements with the prior written approval of the City.

For greater certainty, costs of general management, non-technical supporting services and general overhead are deemed to be covered by the Fees and will not be subject to additional payment by the City.

#### **5.4 Records**

The Contractor will prepare and maintain proper records related to the delivery of the Goods and Services, including records, receipts and invoices relating to Disbursements. On request from the City, the Contractor will make the records available open to audit examination by the City at any time during regular business hours during the time the Contractor is providing the Goods and Services and for a period of six years after the Goods are delivered and the Services are complete.

#### **5.5 Goods not listed in Appendix 2**

All replacement Goods not specifically listed in Appendix 2 but required will be supplied by the Contractor and invoiced to the City at cost plus <📄 insert percentage discount ( \_\_\_ %). > The Contractor shall submit, upon request by the City, actual supplier's invoices to establish the cost of the Goods.

#### **5.6 Units of Goods and Services**

The estimated units of Goods and Services in Appendix 2 are for determination of the price only. The City does not guarantee that the actual amounts of Goods and Services of any unit class will correspond even approximately to the estimated units, but reserves the right to increase or decrease the amounts of any class or portion of the Goods and Services, or to omit portions of the Goods and Services that may be deemed necessary or expedient by the City. The Contractor shall make no claim for anticipated profits, for loss of profit, for damages, or for any extra payment whatsoever, because of any difference between the amount of actual Goods and Services furnished and the quantities stated in Appendix 2.

#### **5.7 Personnel Hourly Rates**

The personnel hourly rates in Appendix 2 shall include all overhead, profit and all small tools and other miscellaneous equipment normally required by tradesmen in their provision of the Goods and Services. No payment will be made for travel time to and from each site and such time shall not be included in the time measured for payment.

#### **5.8 Equipment Hourly Rates**

The equipment hourly rates in Appendix 2 shall include all overhead, profit and shall include operators, fuel, repairs, moving charges, etc. Time required for transportation of equipment to and from work sites within Surrey will be payable at the appropriate equipment hourly rates. Payment for time required to transport equipment into and out of the City's jurisdictional boundaries will not be payable.

#### **5.9 Incidental Goods Supply**

Goods provided to aid or assist in maintenance tasks and/or installation of new or replacement parts shall be considered incidental, and shall not be paid for separately by the City under Appendix 2.

#### **5.10 Non-Residents**

If the Contractor is a non-resident of Canada and does not provide to the City a waiver of regulation letter, the City will withhold and remit to the appropriate governmental authority the greater of:



- (a) 15% of each payment due to the Contractor; or
- (b) the amount required under applicable tax legislation.

## **6. CITY RESPONSIBILITIES**

### **6.1 City Information**

The City will, in co-operation with the Contractor, make efforts to make available to the Contractor information, surveys, reports and records which the City has in its possession that relate to the delivery of the Goods and Services. The Contractor will review any such material upon which the Contractor intends to rely and take reasonable steps to determine if that information is complete or accurate. The Contractor will assume all risks that the information is complete and accurate and the Contractor will advise the City in writing if in the Contractor's judgment the information is deficient or unreliable and undertake such new surveys and investigations as are necessary.

### **6.2 City Decisions**

The City will in a timely manner make all decisions required under this agreement, examine documents submitted by the Contractor and respond to all requests for approval made by the Contractor pursuant to this agreement.

### **6.3 Notice of Defect**

If the City observes or otherwise becomes aware of any fault or defect in the delivery of the Goods or the provision of Services, it may notify the Contractor, but nothing in this agreement will be interpreted as giving the City the obligation to inspect or review the Contractor's performance with regards to delivering Goods or the provision of the Services.

## **7. INSURANCE AND DAMAGES**

### **7.1 Indemnity**

The Contractor will indemnify and save harmless the City and all of its elected and appointed officials, officers, employees, servants, representatives and agents (collectively the "Indemnitees"), from and against all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) for damage to or destruction or loss of property, including loss of use, and injury to or death of any person or persons which any of the Indemnitees incur, suffer or are put to arising out of or in connection with any failure, breach or non-performance by the Contractor of any obligation of this agreement, or any wrongful or negligent act or omission of the Contractor or any employee or agent of the Contractor.

### **7.2 Survival of Indemnity**

The indemnity described in section 7.1 will survive the termination or completion of this agreement and, notwithstanding such termination or completion, will continue in full force and effect for the benefit of the Indemnitees.

### **7.3 Contractor's Insurance Policies**

The Contractor will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout this agreement the following insurances in forms and amounts acceptable to the City from insurers licensed to conduct business in Canada:

- (a) commercial general liability insurance on an occurrence basis, in an amount not less than five million (\$5,000,000) dollars inclusive per occurrence against death, bodily injury and property damage arising directly or indirectly out of the work or operations of the Contractor, its employees and agents. The insurance will include cross liability and severability of interests such that the coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each insured. The insurance will include, but not be limited to: premises and operators liability, broad form products and completed operations, owners and contractors protective liability, blanket contractual, employees as additional insureds, broad form property damage, non-owned automobile, contingent employers liability, broad form loss of use, personal injury, and incidental medical malpractice. The City will be added as additional insured;
- (b) professional errors and omissions insurance in an amount not less than one million (\$1,000,000) dollars insuring all professionals providing the Services from liability resulting from errors or omissions in the performance of the Services, with a 12 month maintenance period, and
- (c) automobile liability insurance on all vehicles owned, operated or licensed in the name of the Contractor in an amount not less than three million (\$3,000,000) dollars per occurrence for bodily injury, death and damage to property.

### **7.4 Insurance Requirements**

The Contractor will provide the City with evidence of the required insurance prior to the commencement of this agreement. Such evidence will be in the form of a completed certificate of insurance acceptable to the City. The Contractor will, on request from the City, provide certified copies of all of the Contractor's insurance policies providing coverage relating to the Services, including without limitation any professional liability insurance policies. All required insurance will be endorsed to provide the City with thirty (30) days advance written notice of cancellation or material change restricting coverage. To the extent the City has an insurable interest, the builder's risk policy will have the City as first loss payee. The Contractor will be responsible for deductible amounts under the insurance policies. All of the Contractor's insurance policies will be primary and not require the sharing of any loss by the City or any insurer of the City.

### **7.5 Contractor Responsibilities**

The Contractor acknowledges that any requirements by the City as to the amount of coverage under any policy of insurance will not constitute a representation by the City that the amount required is adequate and the Contractor acknowledges and agrees that the Contractor is solely responsible for obtaining and maintaining policies of insurance in adequate amounts. The insurance policy coverage limits shall not be construed as relieving the Contractor from responsibility for any amounts which may exceed these limits, for which the Contractor may be legally liable.

## **7.6 Additional Insurance**

The Contractor shall place and maintain, or cause any of its sub-contractors to place and maintain, such other insurance or amendments to the foregoing policies as the City may reasonably direct.

## **7.7 Waiver of Subrogation**

The Contractor hereby waives all rights of recourse against the City for loss or damage to the Contractor's property.

## **8. TERMINATION**

### **8.1 By the City**

The City may at any time and for any reason by written notice to the Contractor terminate this agreement before the completion of all the Goods and Services, such notice to be determined by the City at its sole discretion. Upon receipt of such notice, the Contractor will perform no further Goods and Services other than the work which is reasonably required to complete the Goods and Services. Despite any other provision of this agreement, if the City terminates this agreement before the completion of all the Goods and Services, the City will pay to the Contractor all amounts owing under this agreement for Goods and Services provided by the Contractor up to and including the date of termination, plus reasonable termination costs in the amount as determined by the City in its sole discretion. Upon payment of such amounts no other or additional payment will be owed by the City to the Contractor, and, for certainty, no amount will be owing on account of lost profits relating to the portion of the Goods and Services not performed or other profit opportunities.

### **8.2 Termination for Cause**

The City may terminate this agreement for cause as follows:

- (a) If the Contractor is adjudged bankrupt, or makes a general assignment for the benefit of creditors because of its insolvency, or if a receiver is appointed because of its insolvency, the City may, without prejudice to any other right or remedy the City may have, terminate this agreement by giving the Contractor or receiver or trustee in bankruptcy written notice; or
- (b) If the Contractor is in breach of any term or condition of this agreement, and such breach is not remedied to the reasonable satisfaction of the City within 5 days after delivery of written notice from the City to the Contractor, then the City may, without prejudice to any other right or remedy the City may have, terminate this agreement by giving the Contractor further written notice.

If the City terminates this agreement as provided by this Section, then the City may:

- (c) enter into contracts, as it in its sole discretion sees fit, with other persons to complete the Goods and Services;
- (d) withhold payment of any amount owing to the Contractor under this agreement for the performance of the Goods and Services;

- (e) set-off the total cost of completing the Goods and Services incurred by the City against any amounts owing to the Contractor under this agreement, and at the completion of the Goods and Services pay to the Contractor any balance remaining; and
- (f) if the total cost to complete the Goods and Services exceeds the amount owing to the Contractor, charge the Contractor the balance, which amount the Contractor will forthwith pay.

### **8.3 Curing Defaults**

If the Contractor is in default of any of its obligations under this agreement, then the City may without terminating this agreement, upon 5 days written notice to the Contractor, remedy the default and set-off all costs and expenses of such remedy against any amounts owing to the Contractor. Nothing in this agreement will be interpreted or construed to mean that the City has any duty or obligation to remedy any default of the Contractor.

## **9. APPLICABLE LAWS, BUILDING CODES AND BY-LAWS**

### **9.1 Applicable Laws**

This agreement will be governed by and construed in accordance with the laws of the Province of British Columbia. The City and the Contractor accept the jurisdiction of the courts of British Columbia and agree that any action under this agreement be brought in such courts.

### **9.2 Codes and By-Laws**

The Contractor will provide the Goods and Services in full compliance with all applicable laws, building codes and regulations.

### **9.3 Interpretation of Codes**

The Contractor will, as a qualified and experienced professional, interpret applicable codes, laws and regulations applicable to the performance of the Goods and Services. If an authority having jurisdiction imposes an interpretation which the Contractor could not reasonably have verified or foreseen prior to entering into this agreement, then the City will pay the additional costs, if any, of making alterations so as to conform to the required interpretation.

## **10. CONFIDENTIALITY AND DISCLOSURE OF INFORMATION**

### **10.1 No Disclosure**

Except as provided for by law or otherwise by this agreement, the Contractor will keep strictly confidential any information supplied to, obtained by, or which comes to the knowledge of the Contractor as a result of the performance of the Goods and Services and this agreement, and will not, without the prior express written consent of the City, publish, release, disclose or permit to be disclosed any such information to any person or corporation, either before, during or after termination of this agreement, except as reasonably required to complete the Goods and Services.

## **10.2 Freedom of Information and Protection of Privacy Act**

The Contractor acknowledges that the City is subject to the Freedom of Information and Protection of Privacy Act of British Columbia and agrees to any disclosure of information by the City required by law.

## **10.3 Return of Property**

The Contractor agrees to return to the City all of the City's property at the completion of this agreement, including any and all copies or originals of reports provided by the City.

## **11. USE OF WORK PRODUCT**

The Contractor hereby sells, assigns and transfers to the City the right, title and interest required for the City to use and receive the benefit of all the reports, drawings, plans, designs, models, specifications, computer software, concepts, products, designs or processes or other such work product produced by or resulting from the Services rendered by the Contractor.

## **12. WORKERS' COMPENSATION BOARD AND OCCUPATIONAL HEALTH AND SAFETY**

12.1 The Contractor will, at its own expense, procure and carry full Workers' Compensation Board coverage for itself and all workers, employees, servants and others engaged in the supply of the Goods and Services. The City has the unfettered right to set off the amount of the unpaid premiums and assessments for the Workers' Compensation Board coverage against any monies owing by the City to the Contractor. The City will have the right to withhold payment under this agreement until the Workers' Compensation Board premiums, assessments or penalties in respect of the Goods and Services have been paid in full.

12.2 The Contractor will provide the City with the Contractor's Workers' Compensation Board registration number and a letter from the Worker's Compensation Board confirming that the Contractor is registered in good standing with the Workers' Compensation Board.

12.3 The Contractor agrees that it is the prime contractor for the Goods and Services for the purposes of the Workers Compensation Act. The Contractor will have a safety program in place that meets the requirements of the Workers' Compensation Board Occupational Health and Safety Regulation and the Workers Compensation Act. As prime contractor, the Contractor will be responsible for appointing a qualified coordinator for insuring the health and safety activities for the location of the Goods and Services. The qualified coordinator is:

Name: **<insert name of qualified coordinator>**  
Contact No. **<insert telephone number>**

The Contractor will advise the City immediately in writing if the name or contact number of the qualified coordinator changes.

12.4 Without limiting the generality of any other indemnities granted by the Contractor in this agreement, the Contractor will indemnify and save harmless the Indemnitees from and against all claims, demands, causes of action, suits, losses, damages, costs, liabilities, expenses, judgments, penalties and proceedings (including all actual legal costs) which

any of the Indemnitees incur, suffer or are put to arising out of or in any way related to unpaid Workers' Compensation Board assessments owing from any person or corporation engaged in the performance of this agreement or arising out of or in any way related to the failure to observe safety rules, regulations and practices of the Workers' Compensation Board, including penalties levied by the Workers' Compensation Board.

- 12.5 The Contractor will ensure compliance with and conform to all health and safety laws, by-laws or regulations of the Province of British Columbia, including without limitation the Workers Compensation Act and Regulations pursuant thereto.
- 12.6 The City may, on twenty-four (24) hours written notice to the Contractor, install devices or rectify any conditions creating an immediate hazard existing that would be likely to result in injury to any person. However, in no case will the City be responsible for ascertaining or discovering, through inspections or review of the operations of the Contractor or otherwise, any deficiency or immediate hazard.
- 12.7 The Contractor understands and undertakes to comply with all the Workers' Compensation Board Occupational Health and Safety Regulations for hazardous materials and substances, and in particular with the "Workplace Hazardous Materials Information System (WHMIS)" Regulations. All "Material Safety Data Sheets (MSDS)" will be shipped along with the Goods and any future MSDS updates will be forwarded.

### **13. BUSINESS LICENSE**

The Contractor will obtain and maintain throughout the term of this agreement a valid City of Surrey business license.

### **14. DISPUTE RESOLUTION**

#### **14.1 Dispute Resolution Procedures**

The parties will make reasonable efforts to resolve any dispute, claim, or controversy arising out of this agreement or related to this agreement ("**Dispute**") using the dispute resolution procedures set out in this section 14.

(a) Negotiation

The parties will make reasonable efforts to resolve any Dispute by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.

(b) Mediation

If all or any portion of a Dispute cannot be resolved by good faith negotiations within 30 days, either party may by notice to the other party refer the matter to mediation. Within 7 days of delivery of the notice, the parties will mutually appoint a mediator. If the parties fail to agree on the appointment of the mediator, then either party may apply to the British Columbia International Commercial Arbitration Centre for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be Surrey, British Columbia. Each party will equally bear the costs of the mediator

and other out-of-pocket costs, and each party will bear its own costs of participating in the mediation.

(c) Litigation

If within 90 days of the request for mediation the Dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice commence litigation.

**15. JURISDICTION AND COUNCIL NON-APPROPRIATION**

15.1 Nothing in this agreement limits or abrogates, or will be deemed to limit or abrogate, the jurisdiction of the Council of the City in the exercise of its powers, rights or obligations under any public or private statute, regulation or by-law or other enactment.

15.2 The Contractor recognizes and agrees that the City cannot make financial commitments beyond the City's current fiscal year. The City will annually make bonafide requests for appropriation of sufficient funds to cover all payments covered by this agreement. If City Council does not appropriate funds, or appropriates insufficient funds, the City will notify the Contractor of its intention to terminate or reduce the services so affected within 30 days after the non-appropriation becomes final. Such termination shall take effect 30 days from the date of notification, shall not constitute an event of default and shall relieve the City, its officers and employees, from any responsibility or liability for the payment of any further amounts under this agreement.

**16. GENERAL**

**16.1 Entire Agreement**

This agreement, including the Appendices and any other documents expressly referred to in this agreement as being a part of this agreement, contains the entire agreement of the parties regarding the provision of the Goods and Services and no understandings or agreements, oral or otherwise, exist between the parties except as expressly set out in this agreement. This agreement supersedes and cancels all previous agreements between the parties relating to the provision of the Goods and Services.

**16.2 Amendment**

This agreement may be amended only by agreement in writing, signed by both parties.

**16.3 Contractor Terms Rejected**

In the event that the Contractor issues an invoice, packing slip, sales receipt, or any like document to the City, the City accepts the document on the express condition that any terms and conditions in it which constitute terms and conditions which are in addition to or which establish conflicting terms and conditions to those set out in this agreement are expressly rejected by the City.

## 16.4 Survival of Obligations

All of the Contractor's obligations to perform the Goods and Services in a professional and proper manner will survive the termination or completion of this agreement.

## 16.5 Cumulative Remedies

The City's remedies under this agreement are cumulative and in addition to any right or remedy which may be available to the City at law or in equity.

## 16.6 Notices

Any notice, report or other document that either party may be required or may wish to give to the other must be in writing, unless otherwise provided for, and will be deemed to be validly given to and received by the addressee, if delivered personally, on the date of such personal delivery, if delivered by facsimile, on transmission, or if by mail, five calendar days after posting. The addresses for delivery will be as follows:

(a) The City:

City of Surrey

<img alt="redaction icon" data-bbox="295 435 325 445"/> **insert department/division/section name>**

13450 – 104 Avenue, Surrey, B.C., Canada V3T 1V8

Attention: <img alt="redaction icon" data-bbox="295 487 325 497"/> **insert City contact name>**

<img alt="redaction icon" data-bbox="295 506 325 516"/> **insert title>**

Fax No.: <img alt="redaction icon" data-bbox="295 523 325 533"/> **insert>**

Email: <img alt="redaction icon" data-bbox="295 540 325 550"/> **insert>**

(b) The Consultant:

<img alt="redaction icon" data-bbox="295 605 325 615"/> **insert name and address>**

Attention: <img alt="redaction icon" data-bbox="295 639 325 649"/> **insert City contact name>**

<img alt="redaction icon" data-bbox="295 657 325 667"/> **insert title>**

Fax No.: <img alt="redaction icon" data-bbox="295 674 325 684"/> **insert>**

Email: <img alt="redaction icon" data-bbox="295 691 325 701"/> **insert>**

## 16.7 Unenforceability

If any provision of this agreement is invalid or unenforceable, it will be severed from the agreement and will not affect the enforceability or validity of the remaining provisions of the agreement.

## 16.8 Headings

The headings in this agreement are inserted for convenience of reference only and will not form part of nor affect the interpretation of this agreement.



**16.9 Singular, Plural and Gender**

Wherever the singular, plural, masculine, feminine or neuter is used throughout this agreement the same will be construed as meaning the singular, plural, masculine, feminine, neuter or body corporate where the context so requires.

**16.10 Waiver**

No waiver by either party of any breach by the other party of any of its covenants, obligations and agreements will be a waiver of any subsequent breach or of any other covenant, obligation or agreement, nor will any forbearance to seek a remedy for any breach be a waiver of any rights and remedies with respect to such or any subsequent breach.

**16.11 Signature**

This agreement may be executed in one or more counterparts all of which when taken together will constitute one and the same agreement, and one or more of the counterparts may be delivered by fax or PDF email transmission.

**16.12 Enurement**

This agreement shall enure to the benefit of and be binding upon the respective successors and permitted assigns of the City and the Contractor.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement on the day and year first above written.

**CITY OF SURREY**

**I/We have the authority to bind the City.**

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

**[INSERT NAME OF CONTRACTOR]**

**I/We have the authority to bind the Contractor.**

\_\_\_\_\_  
(Legal Name of Contractor)

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

**Appendices 1 through 5 will be inserted here if an agreement is assembled for execution including information from the RFP and successful Proposal(s).**

**APPENDIX 1 – SPECIFICATIONS OF GOODS AND SCOPE OF SERVICES**

**APPENDIX 2 – FEES AND PAYMENT**

**APPENDIX 3 – TIME SCHEDULE**

**APPENDIX 4 – PERSONNEL AND SUB-CONTRACTORS**

**APPENDIX 5 – ADDITIONAL SERVICES**

**SCHEDULE C – FORM OF PROPOSAL**

**RFP Project Title:**           **Asset Tracking and Management System Solution for Law Enforcement**

**RFP Reference No.:**       **1220-030-2014-015**

**Legal Name of Proponent:** \_\_\_\_\_

**Contact Person and Title:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

TO:

City Representative: Richard D. Opellet, Purchasing Manager  
Address:               Surrey City Hall  
                          Finance & Technology Department – Purchasing Section  
                          Reception Counter, 5<sup>th</sup> Floor West  
                          13450 – 104 Avenue, Surrey, B.C. Canada V3T 1V8

Email for PDF Files: purchasing@surrey.ca

Dear Sir:

**1.0**    I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City Website and BC Bid Website, and having full knowledge of the Goods and Services required, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Goods and Services, submit this Proposal in response to the RFP.

**2.0**    **I/We confirm** having full knowledge that the City reserves the right to divide up the Goods and Services by type of work, or other basis as the City may decide, and to select one or more Preferred Proponents to enter into discussions with the City for one or more agreements to perform a portion or portions of the Goods and Services.

**3.0**    **I/We confirm** that the following schedules are attached to and form a part of this Proposal:

Schedule C-1 – Statement of Departures;

Schedule C-2 – Proponent’s Experience, Reputation and Resources;  
Schedule C-3 – Proponent’s Technical Proposal (Services);  
Schedule C-4 – Proponent’s Technical Proposal (Time Schedule); and  
Schedule C-5 – Proponent’s Financial Proposal.

**4.0 I/We confirm** that this proposal is accurate and true to best of my/our knowledge.

**5.0** I/We confirm that, if I/we am/are awarded the agreement, I/we will at all times be the “prime contractor” as provided by the Worker’s Compensation Act (British Columbia) with respect to the Goods and Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Goods and Services has been designated as the “prime contractor”, I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.

**This Proposal** is submitted by this \_\_\_\_ day of \_\_\_\_\_, **2014**.

**I/We have the authority to bind the Proponent.**

\_\_\_\_\_  
(Legal Name of Proponent)

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

**SCHEDULE C-1 - STATEMENT OF DEPARTURES**

1. I/We have reviewed the proposed agreement attached to the RFP as Schedule "B". If requested by the City, I/we would be prepared to enter into that agreement, amended by the following departures (list, if any):

<b>Section</b>	<b>Requested Departure(s) / Alternative(s)</b>

2. The City of Surrey requires that the successful Proponent have the following in place **before commencing the Services**:

- a) Workers' Compensation Board coverage in good standing and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided,  
Workers' Compensation Registration Number \_\_\_\_\_;
- b) Prime Contractor qualified coordinator is Name: \_\_\_\_\_ and Contact Number: \_\_\_\_\_;
- c) Insurance coverage for the amounts required in the proposed agreement as a minimum, naming the City as additional insured and generally in compliance with the City's sample insurance certificate form available on the City's Website [Standard Certificate of Insurance](#);
- d) City of Surrey business license;
- e) If the Proponent's Goods and Services are subject to GST, the Proponent's GST Number is \_\_\_\_\_; and
- f) If the Proponent is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number \_\_\_\_\_.

As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements **except as follows** (list, if any):

<b>Section</b>	<b>Requested Departure(s) / Alternative(s)</b>

3. I/We offer the following alternates to improve the Services described in the RFP (list, if any):

<b>Section</b>	<b>Requested Departure(s) / Alternative(s)</b>

4. The Proponent acknowledges that the departures it has requested in Sections 1, 2 and 3 of this Schedule C-1 will not form part of the agreement unless and until the City agrees to them in writing by initialling or otherwise specifically consenting in writing to be bound by any of them.

**SCHEDULE C-2 - PROPONENT'S EXPERIENCE, REPUTATION AND RESOURCES**

Proponents should provide information on the following (use the spaces provided and/or attach additional pages, if necessary):

- (i) Location of primary business, branch locations, background, stability, structure of the Proponent and number of years business has been operational;
- (ii) Proponent's relevant experience and qualifications in delivering asset tracking and management system solutions including approximate total volume of asset tracking and management system solutions work performed for the last five years;
- (iii) Evidence satisfactory to the City that the Proponent's past performance results have been acceptable to third parties such as governmental agencies;
- (iv) Proponent's equipment resources, capability and capacity, as relevant;
- (v) Proponent's references (name and telephone number). The City's preference is to have a minimum of three references;
- (vi) Proponent's financial strength (with evidence such as financial statements, bank references);
- (vii) Proponents should provide information on the background and experience of all key personnel proposed to undertake the Services. Provide the levels of certification (and attach documentation) of personnel to be assigned to perform the services of this RFP (use the spaces provided and/or attach additional pages, if necessary):

**Key Personnel**

Name: \_\_\_\_\_  
Experience: \_\_\_\_\_

Dates: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Responsibility: \_\_\_\_\_

Dates: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Responsibility: \_\_\_\_\_

Dates: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Responsibility: \_\_\_\_\_

**Sub-Contractors**

(viii) Proponents should provide the following information on the background and experience of all sub-contractors proposed to undertake a portion of the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

DESCRIPTION OF SERVICES	SUB-CONTRACTORS NAME	YEARS OF WORKING WITH PROPONENT	TELEPHONE NUMBER AND EMAIL



**SCHEDULE C-3 - PROPONENT'S TECHNICAL PROPOSAL (SERVICES)**

Proponents should provide the following (use the spaces provided and/or attach additional pages, if necessary):

- (i) a narrative that illustrates an understanding of the City's requirements for Goods and Services;
- (ii) a description of the general approach and methodology that the Proponent would take in providing the Goods and Services including specifications and requirements;
- (iii) a narrative that illustrates how the Proponent will complete the Goods and Services, manage the Goods and Services, and accomplish required objectives within the City's schedule;
- (iv) a description of the standards (including quality standards) to be met by the Proponent in providing the Goods and Services;
- (v) a description of solutions that would allow the performance of the complete scope of Services without the City incurring a significant financial expenditure;
- (vi) Proponent's corporate vision for future enhancements, new technologies, or expandable services;
- (vii) sample Service Level Agreement and Software Maintenance Agreement, if applicable;
- (viii) sample reports and queries that are available with your asset management system solution;
- (ix) Value Added Offerings - attach or append any additional information for review; and
- (x) Warranty - specify the warranty that will be provided on all products. Include warranty and maintenance/support costs and options.

#### **SCHEDULE C-4 - PROPONENT'S TECHNICAL PROPOSAL (TIME SCHEDULE)**

Proponents should provide a preliminary Time Schedule for the Goods and Services, including the range of start dates to which your firm is prepared to commit and anticipated completion dates. This Time Schedule should work within the timeframes as may be outlined by the City. Any conflict in the two should be described. The Time Schedule should include a list of all anticipated meetings with the City and their locations.

The City prefers the preliminary schedule to be provided as a Microsoft Project Gantt chart both in paper and electronically.

Include a list of all assumptions used in developing the Time Schedule for the Goods and Services as presented in Schedule A – Specifications of Goods and Scope of Services, but not limited to the following:

- Project Meetings
- Design Milestones
- Installation Milestones
- Equipment and Material Procurement
- Training and Demonstration Periods
- Final Completion of the Goods and Services

Proponent should provide a transition/implementation or changeover plan clearly defining and describing the activities and timelines necessary to complete implementation of the Goods and Services.

Proponents should provide details on the anticipated hardware refresh schedule, if applicable.

The schedule included may be on 11"x17" size sheets.

**SCHEDULE C-5 - PROPONENT'S FINANCIAL PROPOSAL**

The Proponent offers to supply to the City of Surrey the Goods and Services for the prices plus applicable taxes as follows, use the spaces provided and/or attach additional pages, if necessary).

Contractors can submit proposals to provide a portion of the goods and services (e.g., hardware components only). The quantities listed below are approximate numbers and provided to assist Contractors with establishing costs (i.e., pricing options). The City will work with the successful Contractor(s) to determine the actual quantities required.

**1. Table A: Pricing Summary**

F.O.B. Destination Freight Prepaid	Payment Terms: A cash discount of ____% will be allowed if invoices are paid within ____ days, or the ____ day of the month following, or net 30 days, on a best effort basis.	Ship Via:
To provide all labour, materials, plant and equipment and all other services necessary for the provision of an RFID Asset Management System as stated in the specifications		
#	Pricing Summary	Amount
1	RFID Asset Management System (attach information on all initial and ongoing costs associated with the system)	
2	Table B: Labour Summary	
3	Table C: Materials Summary	
		Subtotal:
		GST:
		PST:
		<b>TOTAL PROPOSAL PRICE:</b> \$
CURRENCY: Canadian		

**Note: Overheads, General Conditions and Profit are to be included in the amounts.**

**Additional Expenses:**

The proposed Contract attached as Schedule "B" to the RFP provides that expenses are to be included within the fee, other than the expenses listed in the Contract as disbursements. Details of disbursements are to be shown in the chart above. Please indicate any expenses that would be payable in addition to the proposed fee and proposed disbursements set out above:

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## 2. Table B: Labour Summary

Proponents should include a not to exceed estimate for all labour required to deliver a turnkey solution in the format provided below. Do not include applicable taxes:

Labour Type	Hours (a)	Unit Price Per Hour (\$/hr) (b)	Total Cost (\$) (a) x (b)
Project Management			
Training			
Other:			
Other:			
Other:			
<b>Hours Subtotal:</b>			
<b>Subtotal (carry this subtotal above to Table A – Item #2):</b>			

**3. Table C: Materials Summary (do not include applicable taxes)**

Materials	Part Number	Description	Approximate Quantity (a)	Unit Cost (\$) (b)	Total Cost (\$) (a) x (b)
<b>Asset Management (Inventory)</b>					
RFID 8 Port Reader (e.g. Motorola FX9500)			1		
RFID 4 Port Reader (e.g. Motorola FX7500)			24		
Antennas (e.g. Motorola AN480, AN720, AN400)			100		
Handheld RFID reader (e.g., Motorola MC9190Z)			7		
<b>Asset Management (Fleet Services)</b>					
OBDII devices/hardware (for vehicle OBD Port)			300		
OBDII access points (receiving modules)			7		
Wireless WIFI antennas and amplifiers			14		
<b>Subtotal (carry this subtotal above to Table A – Items #3):</b>					

**4. Table D: RFID Tags and Barcode Labels Unit Pricing (do not include applicable taxes)**

Materials	Part Number	Description	Approximate Quantity	Unit Cost (\$)
RFID Tags			TBD	
Barcode Labels			TBD	