



## **REQUEST FOR QUOTATIONS**

**Title:** Computer Equipment (Desktops, Laptops, Tablets, Monitors, and Ruggedized Devices, including Related Peripherals & Services)

**Reference No.:** 1220-040-2017-066

**FOR THE SUPPLY OF GOODS AND SERVICES**

(General Services)

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## **REQUEST FOR QUOTATIONS**

### **1. INTRODUCTION**

The City of Surrey (the "City") invites contractors to provide a quotation on the form attached as Schedule B to Attachment 1 (the "Quotation") for the supply of the goods (if any) and/or services described in Schedule A to Attachment 1 (the "Goods and Services"). The description of the Goods and Services sets out the minimum requirements of the City. A person that submits a Quotation (the "Contractor") should prepare a Quotation that meets the minimum requirements, and may as it may choose, in addition, also include goods, services or terms that exceed the minimum requirements.

### **2. SUMMARY OF THE REQUIREMENT**

Under the direction of City's Information Technology section the City is seeking competitive proposals and wish to manage a multi-year contract for the supply and delivery of computer equipment (desktops, laptops, tablets, monitors, and ruggedized devices, including related peripherals and services).

There are a total of approximately 1,953 desktops, 412 laptops, 53 tablets, 4,933 monitors, 182 workstations, 282 ruggedized devices and 11 all in ones used in offices throughout various City facilities.

The objectives of this request for quotations (the "RFQ") are to:

- (a) obtain greater volume-based price discounts by leveraging a multi-year contract;
- (b) obtain competitive pricing for specific standard configurations through a premium saving package (as presented by the Contractor);
- (c) reduce contracting costs through a web-based procurement process; and
- (d) maintain compatibility with current hardware and software within the product solutions and should be easily upgradeable to meet the changing needs of the City.

A two (2) week testing period may be required for our Information Technology section to review product offering prior to Contractor award for Desktops, Monitors, Tablets, etc. and all costs including product and delivery to be paid for by Contractor.

### **3. NATURE OF A STANDING OFFER AGREEMENT**

It is understood and agreed by the Contractor that should an Quotation be selected by the City, it will result in a standing offer agreement ("Standing Offer") only and the Goods and Services will be ordered by the City solely on an "as and when required" basis. The aggregate value of Goods and Services which may be ordered is conditional upon the needs of the City. No compensation will be accrued, owed or paid to any Contractor in the event that the Goods and Services are not ordered. If a Standing Offer is executed by the City, at the sole option of the City, the City may place a purchase order ("Order"),

for the Goods and Services specified in the Order and the Applicant agrees to provide those Goods and Services. The parties agree that the City may not place any orders for Goods and Services with the Contractor for the duration of the term of the Standing Offer. The parties agree that the City may purchase identical or similar Goods and Services from any other source.

#### **4. ADDRESS FOR DELIVERY**

A Quotation should be labelled with the Contractor's name, RFQ title and number. A Quotation should be submitted in the form attached to this RFQ as Schedule B – Quotation.

The Contractor may submit a Quotation either by email or in a hard copy, as follows:

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

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

PDF emailed Quotations 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, Contractors should phone to confirm receipt. A Contractor bears all risk that the City's equipment functions properly so that the City receives the Quotation.

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

If the Contractor chooses NOT to submit by email, the Contractor should submit one original unbound Quotation and two (2) copies three (3) in total) which should 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

#### **5. DATE**

The City would prefer to receive Quotations on or before **July 19, 2017**. The City's office hours are 8:30 a.m. to 4:00 p.m., Monday to Friday, except statutory holidays.

#### **6. INQUIRIES**

All inquiries related to this RFQ 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](mailto:purchasing@surrey.ca)

Reference: 1220-040-2017-066

## **7. ADDENDA**

If the City determines that an amendment is required to this RFQ, the City's 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 a part of this RFQ. It is the responsibility of Contractor to check the BC Bid Website and the City Website for addenda. The only way this RFQ 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 RFQ or may be relied upon by any Contractor. By delivery of a Quotation, the Contractor is deemed to have received, accepted and understood the entire RFQ, including any and all addenda.

## **8. NO CONTRACT**

This RFQ is simply an invitation for quotations (including prices and terms) for the convenience of all parties. It is not a tender and no obligations of any kind will arise from this RFQ or the submission of Quotations. The City may negotiate changes to any terms of a Quotation, including terms in Attachment 1 and Schedules A and B and including prices, and may negotiate with one or more Contractors or may at any time invite or permit the submission of quotations (including prices and terms) from other parties who have not submitted Quotations.

## **9. ACCEPTANCE**

A Quotation will be an offer to the City which the City may accept at any time by signing the copy of the Quotation and delivering it to the Contractor. A Quotation is not accepted by the City unless and until both the authorized signatory of the Contractor and the authorized signatory of the City have signed. Delivery of the signed Agreement by the City may be by fax or pdf e-mail or hard copy. In that event, the contract will be comprised of the documents included in the definition of Agreement in Attachment No. 1 – Quotation Agreement – Goods and Services.

## **10. CONTRACTOR'S EXPENSES**

Contractors are solely responsible for their own expenses in preparing and submitting Quotations, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to or arising from the RFQ. The City will not be liable to any Contractor for any claims, whether for costs, expenses, losses or damages,

or loss of anticipated profits, incurred by the Contractor in preparing and submitting a Quotation, or participating in negotiations for a contract, or other activity related to or arising out of this RFQ.

#### **11. CONTRACTOR'S QUALIFICATIONS**

By submitting a Quotation, a Contractor represents that it has the expertise, qualifications, resources, and relevant experience to supply the Goods and Services.

#### **12. CONFLICT OF INTEREST**

A Contractor must disclose in its Quotation 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.

#### **13. SOLICITATION OF COUNCIL MEMBERS, CITY STAFF AND CITY CONSULTANTS**

Contractors and their agents will not contact any member of the City Council, City staff or City consultants with respect to this RFQ, other than the contact person named in Section 4, at any time prior to the award of a contract or the cancellation of this RFQ.

#### **14. CONFIDENTIALITY**

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

#### **15. SIGNATURE**

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

- (a) If the Contractor is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Quotation 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 Quotation on behalf of the corporation is submitted;
- (b) If the Contractor 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 Contractor is an individual, including a sole proprietorship, the name of the individual should be included.

## **16. BRAND NAMES**

Wherever the specifications state a brand name, make, name of manufacturer, trade name, or Contractor catalogue number, it is for the purpose of establishing a grade or standard. It is not intended to rule out competition from equal brands or makes. If vehicles or equipment other than that specified is offered, it is the Contractor's responsibility to provide information in its Quotation that enables the City to confirm equivalency and acceptance.

Except where stated otherwise, the specifications described in **Schedule A** describe what is considered necessary to meet the performance requirements of the City and Contractors should consider this in its Quotation. If the Contractor cannot meet specifications, the Contractor may identify and offer an alternative which it believes to be an equal or better alternative.

Proponents shall clearly indicate any variances from the City's specifications or conditions and attach descriptive literature.

The City is not obligated to accept any alternatives. The City will determine what constitutes acceptable deviations and overall best value.

## **17. MULTIPLE CONTRACTORS**

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

In addition to any other provision of this RFQ, Quotations 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 Contractors.

## ATTACHMENT 1 - DRAFT QUOTATION AGREEMENT

**Computer Equipment (Desktops, Laptops, Tablets, Monitors, and Ruggedized Devices, including Related Peripherals & Services)**

**AGREEMENT No.: 1220-040-2017-066**

**THIS AGREEMENT** dated the \_\_\_\_ day of \_\_\_\_\_, 2017.

**BETWEEN:**

**CITY OF SURREY**

14245 – 56<sup>th</sup> Avenue  
Surrey, B.C. V3X 3A2

(the "**City**")

**OF THE FIRST PART**

**AND:**

(the "**Contractor**")

**OF THE SECOND PART**

**WHEREAS:**

- A.** In \_\_\_\_, 2017, the City of Surrey (the "City") released Request For Quotations No. 1220-040-2017-066 (the "RFQ") for the supply and delivery of computer equipment (desktops, laptops, tablets, monitors, and ruggedized devices, including related peripherals and services) on an 'as and when required' basis;
- B.** The Contractor submitted a proposal in response to the RFQ;
- C.** The City selected the Contractor's Quotation;
- D.** The City and the Contractor agreed that the pricing, terms and conditions of the Contractor's proposal would be made available to regional municipalities;
- E.** The City wishes to engage the Contractor to provide the Goods and Services (as hereinafter defined), and the Contractor has agreed to provide the Goods and Services;

**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. DEFINITIONS AND INTERPRETATION**

### **1.1 DEFINITIONS**

In these General Terms and Conditions the following definitions apply:

- (a) "Agreement" means this agreement and all schedules attached hereto;
- (b) "City" means the City of Surrey;
- (c) "Contractor" means a contractor whose Quotation has been accepted by the City and who is supplying the Goods under this Agreement;
- (d) "Goods" means the equipment or materials that are the subject of this Agreement;
- (e) "Purchase Price" means the price quoted by the Contractor and accepted by the City, unless otherwise agreed by the parties in writing, and includes all taxes, duties, freight charges and other charges except PST and GST; and
- (f) "RFQ" means the Request for Quotations.

### **1.2 INTERPRETATION**

This Agreement may be modified only by express and specific written agreement. In the event of a conflict between the provisions of any documents listed below, then the documents shall govern and take precedence in the following order:

- (a) these General Terms and Conditions;
- (b) the specifications set out in Schedule A of the Request for Quotations ("RFQ");
- (c) the RFQ;
- (d) the Quotation; and
- (e) other terms, if any, that are agreed to by the parties in writing.

## **2. NATURE OF THE STANDING OFFER AGREEMENT**

- 2.1 It is understood and agreed by the Contractor that should an Quotation be selected by the City, it will result in a standing offer agreement ("Standing Offer") only and the Goods and Services will be ordered by the City solely on an "as and when required" basis. The aggregate value of Goods and Services which may be ordered is conditional upon the needs of the City. No compensation will be accrued, owed or paid to any Contractor in the event that the Goods and Services are not ordered. If a Standing Offer is executed by the City, at the sole option of the City, the City may place a purchase order ("Order"), for the Goods and Services specified in the Order and the Applicant agrees to provide those Goods and Services. The parties agree that the City may not place any orders for Goods and Services with the Contractor for the duration of the term of the Standing Offer. The parties agree that the City may purchase identical or similar Goods and Services from any other source.

### **3. GOODS**

- 3.1 The Contractor will supply the Goods in accordance with this Agreement. The Goods supplied will meet the specifications set out in Schedule A of the RFQ and as described in the Quotation set out in Schedule C of the RFQ.
- 3.2 The Contractor will deliver the Goods free and clear of all liens and encumbrances in the manner and to the destination stipulated. In the event of the Contractor's failure to meet this condition, the Contractor will, on written notice from the City, forthwith return all monies paid by the City on account of the Goods and in addition the City may by written notice terminate this Agreement without liability, and in such event, in addition to the above, the Contractor will be liable for any and all expenses or losses incurred by the City resulting from such failure.

### **4. TERM**

- 4.1 The Contractor will provide the Goods and Services for a period of three (3) years commencing on the date of execution of the Agreement, subject to earlier termination according to the provisions of the Agreement (the "Term").
- 4.2 The City may at any time prior to ninety (90) days before the end of the Term, by written notice to the Contractor, extend the Term for a period of time not to exceed two (2) additional one-year periods or portion thereof. If the City elects to extend the Term, the provisions of this Agreement will remain in force, including all Fees. Additionally, the City may extend the final Agreement Term on a month-to-month basis for up to six (6) months, at the sole discretion of the City.

### **5. PURCHASE PRICE AND DISCOUNTS**

- 5.1 The City will pay the Purchase Price to the Contractor in accordance with this Agreement. The Purchase Price shall also include without limitation all costs of boxing, packing, crating, and loading and unloading the Goods at the prescribed destination.

### **6. PAYMENT**

- 6.1 Subject to any contrary provisions set out in this Agreement, the Contractor will submit a monthly invoice to the City requesting payment of the portion of the Fees relating to the Goods and Services provided in the previous month. Invoices must include the Contractor's name, address and telephone number, the City's purchase order number, the Contractor's invoice number; taxes (if any); and grand total of the invoice. Invoices will be submitted by the Contractor by mail to:

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

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

- 
- 
- 6.2 If the City reasonably determines that any portion of an invoice is not payable, then the City will so advise the Contractor.
- 6.3 The City will pay the invoice, in the amount as the City determines is correct less any deductions for setoffs or holdbacks permitted by this Contract within 30 days of the receipt of the invoice, unless the parties have agreed in writing to other payment terms. The payment by the City of any invoice will not bind the City with respect to any subsequent payment or final payment and will not mean that the City has accepted Goods and Services that are not in accordance with the requirements of this Agreement, or that the Contractor is in any manner released from its obligation to comply with this Agreement.
- 6.4 Unless otherwise provided, all dollar amounts referred to in this Contract are in lawful money of Canada.
- 6.5 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.

## **7. PERSONNEL AND SUBCONTRACTORS**

- 7.1 The Contractor will provide only personnel who have the qualifications, experience and capabilities to provide the Goods and perform the Services.
- 7.2 The Contractor will provide the Goods and perform the Services using the personnel and sub-contractors as may be listed in the Agreement, and the Contractor will not remove any such listed personnel or sub-contractors from the Services without the prior written approval of the City.
- 7.3 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.
- 7.4 Except as provided for in this Agreement, 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.
- 7.5 The Contractor will preserve and protect the rights of the City with respect to Goods provided and Services performed under sub-contract and incorporate the General 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.

## **8. LIMITED AUTHORITY**

- 8.1 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.
- 8.2 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 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 Services and may not delegate or assign any Services to any other person except as provided for in this Agreement. The Contractor will be solely liable for the wages, fringe benefits, work schedules and work conditions of any partners, employees or sub-contractors.

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

- 9.1 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 provision of the Goods or performance of the 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 provide the Goods or complete the Services.
- 9.2 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. DEFICIENCIES**

- 10.1 The City shall have a reasonable time to inspect and to accept the Goods. The City may reject any Goods not in accordance with this Agreement, whether due to damage resulting from improper packing, loading, unloading or otherwise. The City shall notify the

Contractor of rejection of the Goods whereupon the Goods will be held subject to the disposition by the Contractor. Any costs or expenses incurred by the City as a result of the rejection of the Goods are, immediately upon written demand by the City, payable by the Contractor, and may be set off against any payments owing by the City to the Contractor.

- 10.2 The City may hold back from payments otherwise due to the Contractor up to 150% of a reasonable estimate, as determined by the City, on account of deficient or defective materials. This holdback may be held, without interest, until replacement Goods are received or such deficiency or defect is remedied.

## **11. DEFAULT AND TERMINATION**

- 11.1 In the event the Contractor does not ship the Goods by the shipping date specified in this Agreement, or does not deliver the Goods by the delivery date specified in this Agreement, or otherwise fails to comply with the requirements of this Agreement, then:

- (a) the City reserves the right to terminate this Agreement, in whole or in part, and in the event of such termination no payment will be owing by the City on account of this Agreement and the Contractor will be liable for any and all expenses or loss resulting from such failure or delay and will return all monies paid by the City; or
- (b) if the City does not terminate this Agreement for late shipping or delivery, the City may deduct and setoff from any payments owing to the Contractor all additional costs the City reasonably incurs on account of the late shipping or delivery.

- 11.2 The City may by written notice at any time cancel this Agreement with respect to Goods which, as of the date of cancellation, have not been shipped.

- 11.3 If the Contractor becomes insolvent or makes an assignment for the benefit of creditors or a receiver or trustee is appointed for the property of the Contractor, then the City may, at its election, and without prejudice to its rights at law or in equity, terminate this Agreement.

- 11.4 The City will not accept nor be responsible for any restocking charges for any Goods shipped to the City and then, for whatever reason, returned to the Contractor pursuant to this Agreement. The Contractor is to bear all costs including shipping and handling of returned Goods.

## **12. WARRANTIES AND INDEMNITIES**

- 12.1 The Contractor warrants that the Goods 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 or which were reasonably inferable. The Goods shall be at least equal to the higher of national standards or codes (such as, by way of illustration, CSA or ASTM), or standards and codes customarily applicable at the place where the City will use the Goods. 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.

- 12.2. The Contractor warrants and guarantees that Goods delivered under this Agreement do not infringe any valid patent, copyright or trademark, foreign or domestic, owned or controlled by any other corporation, firm or person, and agrees to 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 any and all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) by reason of any claim, action or litigation arising out of any alleged or actual infringement of any patent, copyright or trademark, foreign or domestic, relating to the Goods supplied under this Agreement.
- 12.3 The Contractor represents and warrants that all Goods delivered under this Agreement shall comply with all applicable codes, statutes, by-laws, rules and regulations, or any federal, provincial, municipal or other competent authority for the time being in force, including any environmental laws and that the Goods are not dangerous to the environment or to person or health.
- 12.4 The Contractor will indemnify and save harmless 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.

### **13. CUSTOMS**

- 13.1 Documentation for shipments of Goods from outside Canada shall include all documents as required by law or customary practice. The Contractor shall always be the importer of record and shall retain all customs documentation.

### **14. INSPECTIONS**

- 14.1 If this Agreement pertains to the fabrication, assembly or other processing of the Goods, representatives of the City shall be permitted free access at all reasonable times for the purpose of inspection, testing or obtaining information as to the progress of the fabrication, assembly or processing.

### **15. SAFETY**

- 15.1 If this Agreement includes any inspection, installation or other work on the City's premises by the Contractor, or representative or sub-contractor of the Contractor, all such activity shall be performed and undertaken in strict compliance with all applicable health and safety laws and regulations, including, without limitation, the *Workers Compensation Act*, the Occupational Health & Safety Regulation and the *Hazardous Products Act*, and also in strict compliance with any published and issued by the City for use at the City's premises. The Contractor shall provide the City with the Contractor's Workers' Compensation Board registration number and a letter from the Workers' Compensation Board confirming the Contractor is registered in good standing with the Workers' Compensation Board and that all assessments have been paid to the date thereof prior to the City having any obligation to pay monies under this Agreement.

### **16. WAIVER**

- 16.1 Any failure of the City at any time or from time to time to enforce or require the strict keeping or performance of any of the terms and conditions contained in this Agreement shall not constitute a waiver of the terms and conditions and shall not affect or impair the terms or conditions in any way or the City's right at any time to avail itself of any remedies as the City may have for any breach or breaches of the terms and conditions.

### **17. APPLICABLE LAW**

- 17.1 This Agreement shall 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 shall be brought in such courts.



## **18. NOTICES**

18.1 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 expressly provided for, and will be deemed to be validly given to and received by the addressee:

- (a) by hand, on delivery;
- (b) by facsimile, on transmission; or
- (c) by mail, five calendar days after posting.

The addresses for delivery will be as follows:

- (a) The City:

City of Surrey

<<insert department/division/section name>>

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

Attention: <<insert City contact name>>

<<insert title>>

Fax No.: <<insert>

Email: <<insert>

- (b) The Contractor

<<insert name and address>>

Attention: <<insert City contact name>>

<<insert title>>

Fax No.: <<insert>>

Email: <<insert>>

## **19. MERGER AND SURVIVAL**

19.1 The representations, agreements, covenants and obligations set out in this Agreement shall survive the delivery of the Goods and payment of the Purchase Price.



## **20. ENTIRE AGREEMENT**

- 20.1 This Agreement, including any other documents expressly included by reference in this Agreement, contains the entire agreement of the parties regarding the provision of the Goods, 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 Goods.
- 20.2 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.

## **21. SIGNATURE**

- 21.1 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 transmission or as a PDF file.

## **22. ENUREMENT**

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

## **CITY OF SURREY**

by its authorized signatory(ies):

---

(Signature of Authorized Signatory)

---

(Print Name and Position of Authorized Signatory)

## **[CONTRACTOR]**

by its authorized signatory(ies):

---

(Signature of Authorized Signatory)

---

(Print Name and Position of Authorized Signatory)

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

### **1. GENERAL REQUIREMENTS**

The Contractor is to provide enterprise business grade (i.e., not consumer grade) computer equipment (Desktops, Laptops, Tablets, Monitors, and Ruggedized Devices, including related Peripherals & Services to the City on an “as and when required” basis (the “Goods and Services”). The Contractor must supply enterprise business grade computer equipment from a single computer manufacturer for desktops, laptops and. Contractors must be either **a)** a manufacturer which supplies desktops, laptops, etc. or **b)** an authorized reseller for a single manufacturer.

As part of the IT strategy, the City's mission is to come up with industry standard solutions from computer manufacturer leaders to lower risks and costs associated with running computers in an enterprise environment. The asset replacement program is designed to refresh the workstations on a 4 to 5 year cycle based on business requirements.

The City is going to the marketplace to select a Contractor to supply workstations, laptop manufacturer based on product quality and the ability to assist the City in reducing the total cost of ownership of its hardware through the next few years.

### **2. SPECIFICATIONS OF GOODS AND SCOPE OF SERVICES**

The Contractor shall deliver enterprise business grade Goods and Services to the City in containing the following:

- Life expectation – enterprise business grade computer equipment and peripherals should have a planned life cycle that take the supportability of the computer equipment into consideration beyond their production timeframe. This means that the drivers for each of the Goods will be updated and maintained over the Term of the Agreement.
- Consistency of parts – enterprise business grade computer equipment and peripherals are expected to be constructed of high quality to ensure stable performance.
- Quality of construction – enterprise business grade computer equipment and peripherals should be designed so internal parts will work together through the life of the Goods and support future operating systems and applications as they evolve.

Accordingly, the Contractor shall provide Goods or Services only upon the issuance and acceptance by the Contractor of a valid City purchase order(s). Purchase orders may be issued to purchase the license for Software or to purchase Goods listed on the

Contractor's Website. The City may purchase any quantity of Goods or Services listed in the Contractor's Website at the prices set out.

The Contractor is required to provide and/or agree to take responsibility for the Manufacturer's warranty and maintenance of all proposed Goods, including peripherals. Taking responsibility means the Contractor will provide fulfillment of Manufacturer's warranty and maintenance and will provide warranty and maintenance call numbers, ensure Manufacturer accepts, processes and responds to those calls, and the Contractor shall take responsibility to fulfill warranty as purchased with product. The Contractor shall offer a Takeback Program for all products covered by this Agreement.

### 3. RANGE OF PRODUCTS

The City is looking for a Contractor who has a wide range of enterprise grade products so we can find computing solutions based on business requirements of today and evolve as technology changes in the future.

We are looking for a Contractor who has a full range of products with mainstream solutions and is constantly innovating new technology into its product line.

The City is interested in the following product lines:

- Desktops
- Laptops
- Tablets
- Monitors
- Ruggedized Devices

To enable the City to determine which unit of equipment represents best value, the Contractor should provide detailed specifications of the unit(s) proposed and should describe, based on its knowledge and experience with the respective manufacturer's specifications and commitments, the features which distinguish each model from its competitors. Features which the City considers significant contributors to the total cost of ownership include:

- **Availability** - quality/reliability of the system and its components, warranty terms, availability of parts and service;
- **Support** - quality of technical support available through the manufacturer's website, directly through the manufacturer, and through the Proponent. The City needs to be assured that any significant technical issue arising during deployment, or at any time during the equipment lifecycle, will be resolved promptly;
- **Systems Management Features and Tools** - hardware features and software tools included at no charge that can facilitate asset, configuration, security and other systems management tasks;

- **Non-Proprietary Construction** - the City requires that its technical staff be able to add industry-standard boards, memory and other hardware without any special training or tools.

#### 4. PRICING METHODOLOGY

This RFQ will employ a MINIMUM discount-off list price structure with categorized exceptions for each group of computer equipment identified above. It is understood there may be categories within a group which carry a different discount than the minimum stated. For example, the minimum discount for the laptop category could be 50%. The Contractor may name an additional category of laptops "Laptop Brand X" at 45% and "Laptop Brand" Y at 60%. The Contractor may categorize these exceptions by naming as categories and identifying the associated discounts in the price workbook. These discounts must remain firm, or the discount may be increased, during the Term. This minimum discount and categorized exceptions will be applied to all "quantity" procurements. The City should be able to use the Contractor's baseline price list e.g., MSRP, government price list. The price list submitted must be current dated. A discount schedule is to be provided for each category in the price workbook. Contractors may define sub-categories within a category. The sub-category discounts may be higher or lower than the category discount. The Contractor should describe all available options for pricing services in the price workbook such as a discount off list, hourly fees, per unit fees, etc. The table set out in **Schedule B to Attachment 1** allows for up to **five (5) categories**, however the Contractor may edit their Quotation to include additional categories if needed.

The proposed Fees (i.e. the Contractor's published Canadian web price list on the Contractor's website, the minimum percentage discount applied to the Contractor's published Canadian web price list on the Contractor's website.

The Contractor may, at any time during the Term of the Agreement, propose better Fees (i.e., better discounts).

The City's goal is to keep the Fees as low as possible. However, the Contractor may request a pricing refresh of the Contractor's Canadian web price list for device resources and/or the maximum net Fees for service resources twice per year thereafter. Refreshed prices shall be update in April and October annually, if agreed upon by the City, and shall remain firm until the next pricing refresh period.

For certainty, the Contractor's published Canadian web price list Fees for device resources, the minimum percentage discount applied to the Contractor's Canadian web price list on the Contractor's website,

#### 5. SHIPMENT AND RISK OF LOSS

Contact after receipt of Order: If specified in the purchase order, upon receipt of a purchase order, the Contractor must acknowledge receipt and advise the Identified City

of its best delivery date after receipt of the purchase order (which date should be no later than the Delivery Date).

**Contact before Delivery:** If specified in the purchase order, the Contractor should contact the City (or any individual designated as "Delivery Contact" within the purchase order) a minimum of twenty-four (24) hours prior to the delivery of any equipment.

**Packaging, Shipping and Product Delivery:** Packaging and shipping should be in accordance with the industry standard for all items in order to ensure their safe arrival at destination. Packing slips must accompany each shipment. The Contractor is responsible for the safe delivery and installation (if required by the purchase order) and for obtaining acceptance of the Products at destination. The cost of delivery, including all transportation, packaging and shipping costs, is included in the unit price(s). Costs associated with replacement of Products damaged in transit to the final destination are the Contractor's responsibility, and the Products will not be considered delivered on the Delivery Date unless the Products are undamaged and ready for acceptance.

All deliveries shall be F.O.B. destination, freight prepaid, with all transportation and handling charges included in the price of the product and paid by the Contractor. Responsibility and liability for loss or damage shall remain with the Contractor as long as the Contractor designates the carrier, until delivery to the identified ship-to address, when responsibility shall pass to the City except as to latent defects, fraud and Contractor's warranty obligations.

Whenever the City does not accept Products due to missing, damaged, defective, incorrect order and returns them to the Contractor, all related documentation furnished by the Contractor shall be returned also. Unless otherwise agreed to by the City, the Contractor is responsible for the return shipping cost of returned Products. The Contractor shall bear all risk of loss or damage with respect to returned Products due to missing, damaged, defective and incorrect order, except for loss or damage directly attributable to the negligence of the City.

**Product Delivery:** Unless otherwise arranged between the City and the Contractor, all Products shall be shipped within 14 to 30 days after receipt of a purchase order, by a reliable and insured shipping company.

**Products to be New, Off-the-Shelf, and Current:** The Products must be new (unused and including no refurbished equipment); "off-the-shelf" (composed of standard equipment requiring no further research or development); of current manufacture (still in production by the Manufacturer); and conform to the current issue of the applicable specification and/or part number of the Manufacturer.

Contractor must supply the substituted item at the original price provided for in the order (subject to the provisions regarding discount percentages, as outlined in Appendix 2). Substitutions will only be permitted if and when City exercises its option to purchase additional quantities.

## **6. PRODUCT SUBSTITUTIONS**

### **Substitution of Units/Configurations**

The City acknowledges that individual units and configurations may stop being produced during the life of the resulting contracts. Substitution of different units and configurations will be permitted with the prior written approval of the City. This substitution is at the sole discretion of the City.

### **Addition of Units/Configurations**

The City acknowledges that, due to the evolution of technology, new, emerging units and configurations will develop. Addition of these new, emerging units to the PSS may be permitted, with the prior approval of the City. The addition of new, emerging units and configurations is at the sole discretion of the Contractor, subject only to review and approval of the City.

## **7. TECHNICAL SUPPORT**

The Contractor agrees to maintain a toll-free technical support telephone line. The line shall be staffed by qualified personnel who are able to respond to the City's questions and, to the extent possible, resolve the City's problems and provide advice about the Product, including installation, configuration, integration and usage issues relating to the Product. For all end user problems that cannot be resolved over the telephone, the Contractor must issue a trouble ticket for Maintenance Service (regardless of the class of service being provided).

## **8. TAKEBACK AND OTHER ENVIRONMENTAL PROGRAMS**

The Contractor agrees to maintain for the Term of the Agreement, and all renewals and extensions thereof, programs as described in the following paragraphs:

- (a) Takeback/Recycling of workstations, desktops, laptops, printers, monitors, and other related devices;
- (b) Environment: Compliance with the following standards: EcoLogo, Energy Star, Green Guard; and
- (c) Product labeling of compliance with items A & B above, as well as an identification of such information on the Contractor's Website.

## **9. REPLACEMENT PARTS**

Unless otherwise restricted, replacement parts may be manufacturer-certified refurbished parts carrying original equipment manufacturer ("OEM") warranties.

## **10. ACCEPTANCE AND ACCEPTANCE TESTING**

### **A. Acceptance**

The City will determine whether all Goods and Services delivered meet the Contractor's published specifications (a.k.a. "Specifications"). No payment shall be made for any Goods or Services until the City has accepted the Goods or Services. The City will make every effort to notify the Contractor within thirty (30) calendar days following delivery of non-acceptance of a Good or completion of Service. This clause shall not be applicable, if acceptance testing and corresponding terms have been mutually agreed to by both parties in writing.

### **B. Acceptance Testing**

The City and the Contractor shall determine if acceptance testing is applicable and/or required for the purchase. The terms in regards to acceptance testing will be negotiated, in writing, as mutually agreed. If acceptance testing is NOT applicable, the terms regarding acceptance in the Agreement shall prevail.



## SCHEDULE B – FORM OF QUOTATION

**RFQ Title: Computer Equipment (Desktops, Laptops, Tablets, Monitors, and Ruggedized Devices, including Related Peripherals & Services).**

RFQ No: 1220-040-2017-066

### CONTRACTOR

**Legal Name:** \_\_\_\_\_

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

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

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

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

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

### CITY OF SURREY

City Representative: Richard D. Oppelt, 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

E-mail for PDF Files: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

### 1. NATURE OF A STANDING OFFER AGREEMENT

It is understood and agreed by the Contractor that should an Quotation be selected by the City, it will result in a standing offer agreement ("Standing Offer") only and the Goods and Services will be ordered by the City solely on an "as and when required" basis. The aggregate value of Goods and Services which may be ordered is conditional upon the needs of the City. No compensation will be accrued, owed or paid to any Contractor in the event that the Goods and Services are not ordered. If a Standing Offer is executed by the City, at the sole option of the City, the City may place a purchase order ("Order"), for the Goods and Services specified in the Order and the Applicant agrees to provide those Goods and Services. The parties agree that the City may not place any orders for Goods and Services with the Contractor for the duration of the term of the Standing Offer. The parties agree that the City may purchase identical or similar Goods and Services from any other source.



2. If this Quotation is accepted by the City, a contract will be created as described in:
  - (a) the Agreement;
  - (b) the RFQ; and
  - (c) other terms, if any, that are agreed to by the parties in writing.
3. Capitalized terms used and not defined in this Quotation will have the meanings given to them in the Agreement and RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the Agreement and RFQ will remain in full force and effect.
4. I/We have reviewed the RFQ Attachment 1 – Draft Agreement. If requested by the City, I/we would be prepared to enter into that Agreement, amended by the following departures (list, if any):

**Section**

**Requested Departure(s) / Alternative(s)**

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5. The City requires that the successful Contractor have the following in place **before providing the Goods and 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 or Intermunicipal Business License: Number \_\_\_\_\_;
  - (e) If the Contractor's Goods and Services are subject to GST, the Contractor's GST Number is \_\_\_\_\_; and
  - (f) If the Contractor 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 Quotation, we advise that we have the ability to meet all of the above requirements **except as follows** (list, if any):

**Requested Departure(s) / Alternative(s)**

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6. The Contractor acknowledges that the departures it has requested in Sections 3 and 4 of this Quotation will not form part of the Agreement unless and until the City agrees to them in writing by initialing or otherwise specifically consenting in writing to be bound by any of them.

7. Range of Goods:

The Contractor should describe their full product lines for each of the following categories, including a road map for each category:

The City is interested in the following product lines:

- Desktops
- Laptops
- Tablets
- Monitors
- Ruggedized Devices

**Please explain:** \_\_\_\_\_

\_\_\_\_\_

The Contractor should describe the quality and diversity of their Goods and Services to assure the City of enduring choices, dependability, and low product lifecycle costs.

**Please explain:** \_\_\_\_\_

\_\_\_\_\_

8. Product and Program Details:

(a) Program Details:

- The Contractor should explain the process of how the City will purchase the equipment using one of the following options:
  - (a) Sell directly to the City, or,
  - (b) Sell through an authorized dealer. The Proponent should select one authorized dealer and provide details on that dealer.
- A web site where all products can be viewed and evaluated should be included.

**Please explain:** \_\_\_\_\_

\_\_\_\_\_

(b) Delivery:

- Contractors should describe how their Goods and Services will be supplied to the City, the procedures and systems to be employed to guarantee a steady supply of Goods and Services from the initial Purchase Order until the Goods arrives at the City.
- Describe how the Contractor would commit to a delivery date for each item at the time of order. The City would expect to receive the Goods within 15 business days. This date will be indicated on the purchase order and will be used to measure the elapsed time from order to receipt of the Goods. A Purchase Order will not be considered complete until all backorders are filled. All Goods shipments must be F.O.B. Destination, Freight Prepaid. The City will not be responsible for any delivery or shipping charges.

(c) Sales and Support Services:

Contractor should explain the operations of your sales department and provide your solution for the service support as envisioned (includes a dedicated account and/or project manager); the hours of business; and the level of familiarity of products and experience of personnel.

The Contractor should demonstrate they have an established and effective communication strategy that includes, but is not limited to the following:

- Designated Key Contact – name, contact information, years and range of experience within the industry and within the organization;
- Alternate Key Contact – The Contractor should demonstrate that the company has backup personnel in the event that substitution is necessary;
- Transition of Key Contact – Contractor should detail how a change in personnel could affect the City, and how those effects would be mitigated i.e. outline a transition plan to address key personnel change throughout the duration of the Contract; with the aim to reduce negative impact on the City;

**Please explain:** \_\_\_\_\_

\_\_\_\_\_

If you are a reseller:

Contractor should outline your relationships with the respective manufacturer(s) for the products, or brand of products which you are offering.

**Please explain:** \_\_\_\_\_

\_\_\_\_\_

Contractor should explain your warehousing capability and logistics approach with respect to the ability of handling outgoing deliveries to the City. Describe your supply chain:

**Please explain:** \_\_\_\_\_  
\_\_\_\_\_

(d) Warranty Service Information:

The City prefers a five year minimum, parts and labour warranty for purchased equipment.

Contractor should describe its full description of warranty if a defect in material or workmanship is discovered during the warranty period. This includes length of warranty, authorized service providers, type of coverage offered, etc.

**Please explain:** \_\_\_\_\_  
\_\_\_\_\_

Contractor should provide information on what the Contractor will do to correct the problem.

**Please explain:** \_\_\_\_\_  
\_\_\_\_\_

The Contractor should also describe the process to initiate and track a warranty call.

**Please explain:** \_\_\_\_\_  
\_\_\_\_\_

(e) Replacement Goods and Parts:

Contractor should provide information how the warranty applies to replacement Goods and parts.

**Please explain:** \_\_\_\_\_  
\_\_\_\_\_

**Changes and Additions to Specifications:**

9. In addition to the warranties provided in the Agreement, this Quotation includes the following warranties:

\_\_\_\_\_  
\_\_\_\_\_

10. I/We have reviewed the RFQ Attachment 1, Schedule A – Specifications of Goods and Scope of Services, to Attachment 1. If requested by the City, I/we would be prepared to meet those requirements, amended by the following departures and additions (list, if any):

**Requested Departure(s) / Alternative(s) / Addition(s)**

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**Price and Discount Schedule**

11. The Contractor offers to supply to the City of Surrey the Goods and Services for the prices and discounts plus applicable taxes as follows:

<b>F.O.B.</b> Destination Freight Prepaid	<b>Payment Terms:</b> 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.
---	--

**Contractor should complete the attached SCHEDULE B-1 COMPUTER EQUIPMENT PRICE AND DISCOUNT SCHEDULE**

1. Currency: Canadian

**Business Technology**

The City requires that the Contractor to posse the technical capabilities which would facilitate an efficient acquisition of Goods and Services. Contractors should respond to each of the items listed below.

**Product Catalogue(s)**

Describe if you offer an online product catalogue (preferably web-based) and explain the process for its use. Identify if the catalog can support the City's specific pricing.

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**Web Based Ordering**

Explain if the City would have access to an online (preferably web-based) ordering and order status enquiry screens/reports which would enable it to track the progress of individual orders from inception through fulfillment and delivery.

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### ***Asset Management***

Provide details of your ability to provide asset management/order status reports that can be made available that might include:

- equipment brand, model, hardware configuration and serial number(s);
  - purchase order number and order date; and
  - invoice number and invoice amount.

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### **Experience and References:**

12. Contractor's should provide information on their relevant experience and qualifications in delivering Goods and Services similar to those required by the Agreement (use the spaces provided and/or attach additional pages, if necessary):

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13. Contractor's should provide information on their relevant references (name and telephone number). The City's preference is to have a minimum of three references. Previous clients of the Contractor may be contacted at the City's discretion (use the spaces provided and/or attach additional pages, if necessary):

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### **Supplemental Questions:**

Environmentally Preferable Purchasing Commitment. Contractor should explain their commitment to environmentally preferable purchases specifically in the areas below:

14. End of life management: Please provide details regarding takeback, recycling and trade-in programs available:

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15. Environmental Solutions: Contractor should provide details on how additional value is provided regarding environmental solutions, such as selling refurbished/remanufactured

equipment and supplies. Should outline how your company is willing to work with the City to minimize impact on the environment. Should address:

- Materials – declaration to reduction/elimination of hazardous materials (i.e. mercury and lead).
- Goods – Should explain how the Contractor identify Good longevity, percent of packaging and packing materials that are recycled/reusable, availability of replacement parts for life extension, cost and complication to upgrade;
- Corporate – Should explain if your company has in place regarding sell/procurement of refurbished/remanufactured Goods;
- Environmental Certifications – Should describe how certifications/registrations are identified on the website, as well as labels on equipment and/or packing list.

16. **ECOMMERCE.** Contractor should describe their ability or commitment to accept and process purchase orders electronically, as well as online payment via a purchase card, including the ability to accept electronic funds transfer:

**Please explain:** \_\_\_\_\_  
\_\_\_\_\_

17. Do you provide asset tagging such that devices are delivered with asset tags already affixed in one or multiple locations? For example, WS##### for computers, and MON##### for monitors.

**Please explain:** \_\_\_\_\_  
\_\_\_\_\_

18. Do you provide, in a CSV or XLSX file format, asset details that can be imported into the City's IT asset management platform? For example, serial number, service number, asset number, MAC address, make, and model.

**Please explain:** \_\_\_\_\_  
\_\_\_\_\_

19. **ENERGY SAVINGS COMPLIANT PRODUCTS.** Contractor should describe their commitment to various energy savings programs.

**Please explain:** \_\_\_\_\_  
\_\_\_\_\_

20. Before device models reach end of life and are retired from your offering, do you advise the City and provide no-cost evaluation of potential successor model configurations?

**Please explain:** \_\_\_\_\_  
\_\_\_\_\_

21. I/We the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFQ and the Agreement, submit this Quotation in response to the RFQ.

**This Quotation** is offered by the Contractor this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

**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)

**This Quotation** is accepted by the City this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

**CITY OF SURREY**

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

\_\_\_\_\_  
(Signature of Purchasing Representative)

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

\_\_\_\_\_  
(Print Name of Purchasing Representative)

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

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



## SCHEDULE B-1 COMPUTER EQUIPMENT PRICE AND DISCOUNT SCHEDULE

### **\*DESKTOPS, LAPTOPS, TABLETS, MONITORS, AND RUGGEDIZED DEVICES**

(\*Including related peripherals & services)

Based on the contract term while using the format provided below, please detail all costs associated with the three pricing options identified.

#### 1. Schedule of Price and Discounts

CATEGORY	<u>Baseline Pricing</u>	<u>Minimum Category Discount</u>	<u>Optional: 3rd Party Discount</u>	<u>Volume Discounts</u> Per Transaction Multiple Unit Discount
Contractor Instructions --->	Contractor to identify Baseline/Price List to be utilized.	Contractor should provide minimum discount for Category.	Contractor should provide minimum discount for Category.	Contractors may propose a volume discount program or plan based on dollars in a single purchase order, or a combination of purchase orders submitted at one time by the City. Contractor should provide a table indicating the additional discount percentage to be earned by volume purchased at one time.
<b>Desktops</b>		%	%	%
Additional sub-categories --->	1.	%	%	%
	2.	%	%	%
	3.	%	%	%
<b>Laptops</b>		%	%	%
Additional sub-categories --->	1.	%	%	%
	2.	%	%	%
	3.	%	%	%
<b>Tablets</b>		%	%	%
Additional sub-categories --->	1.	%	%	%
	2.	%	%	%
	3.	%	%	%

## SCHEDULE B-1 COMPUTER EQUIPMENT PRICE AND DISCOUNT SCHEDULE (Cont'd)

<b>Monitors</b>		%	%	%
<i>Additional sub-categories ---&gt;</i>	1.	%	%	%
	2.	%	%	%
	3.	%	%	%
<b>Ruggedized Devices</b>		%	%	%
<i>Additional sub-categories ---&gt;</i>	1.	%	%	%
	2.	%	%	%
	3.	%	%	%
<input type="checkbox"/>				
<b>Promotion and Value Items</b>				
<i>Additional sub-categories ---&gt;</i>	1.	%	%	%
	2.	%	%	%
	3.	%	%	%
<input type="checkbox"/>				

2. **Additional Discounts** – Request a quotation for discounts on bulk/volume purchases (Per transaction Multiple Units – discount provided on single or grouped purchase orders:

<b>\$ Volume</b>	<b>Additional Discount (%)</b>
>\$15,000	
>\$25,000	
>\$50,000	
>\$100,000	

Comments: