

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**800 Burrard Street, Room 219  
800, rue Burrard, pièce 219  
Vancouver, BC V6Z 0B9**  
**Bid Fax: (604) 775-7526**

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Computer Lease - Kamloops City	
<b>Solicitation No. - N° de l'invitation</b> M2989-151124/A	<b>Date</b> 2014-08-29
<b>Client Reference No. - N° de référence du client</b> M2989-151124	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VAN-584-7312	
<b>File No. - N° de dossier</b> VAN-4-37066 (584)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-09-17</b>	<b>Time Zone Fuseau horaire</b> Pacific Daylight Saving Time PDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Perez, Elizabeth	<b>Buyer Id - Id de l'acheteur</b> van584
<b>Telephone No. - N° de téléphone</b> (604) 775-7690 ( )	<b>FAX No. - N° de FAX</b> (604) 775-7526
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> ROYAL CANADIAN MOUNTED POLICE KAMLOOPS DETACHMENT 560 BATTLE ST KAMLOOPS British Columbia V2C 6N4 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Pacific  
Region  
219 - 800 Burrard Street  
800, rue Burrard, pièce 219  
Vancouver, BC V6Z 0B9

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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**TITLE: Computer Lease for RCMP Kamloops Detachment****PART 1 - GENERAL INFORMATION****1. Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Requirement, Other Requirements, the Basis of Payment, Delivery and Pickup and Technical and Financial Proposal and Selection Method.

**2. Summary**

The Royal Canadian Mounted Police (RCMP) requires the provision to lease a total of 106 desktop computers and 212 Widescreen 22" LCD or LED monitors for a period of 48 months. The equipment will be used in Kamloops Detachments, BC Canada and must provide a 4 year on-site warranty for all equipment.

Third party leasing must be approved by the Crown. Note that the Bidder must apply to the Crown to assign the Crown debt to a third party leasing company.

For reasons of security, the hard drives may not be released to the resulting Contractor during or at the end of, the lease of the computer.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

The requirement is subject to a preference for Canadian goods and/or services.

**3. Debriefings**

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Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-06-26) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

### **2. Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than Fourteen (14) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### **4. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

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## **5. Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid ( 2 hard copies)  
Section II: Financial Bid ( 1 hard copies)  
Section III: Certifications ( 1 hard copies)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex C. The total amount of Applicable Taxes must be shown separately.

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### **1.1 Exchange Rate Fluctuation (C3011T, 2013-11-06)**

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.



## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are three (3) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

See Annex E

#### **1.2 Financial Evaluation**

##### **1.2.1 Mandatory Financial Criteria**

See Annex E

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price

### **2. Basis of Selection**

#### **2.1 Basis of Selection - Mandatory Technical Criteria**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

### **1. Certifications Required Precedent to Contract Award and Certifications Required with the Bid**

#### **1.1 Certifications Required Precedent to Contract Award**

##### **1.1.1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

##### **1.1.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada (ESDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

### **1.2 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **1.2.1 Canadian Content Certification (A3063T, 2010-01-11)**

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

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**The Bidder certifies that:**

( ) a minimum of 80 percent of the total bid price consist of Canadian goods as defined in paragraph 1 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

**1.2.1.1 SACC Manual clause A3050T (2010-01-11), Canadian Content Definition**

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## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **1. Financial Capability**

SACC Manual clause A9033T (2012-07-16) Financial Capability

## **PART 7 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to an form part of any contract resulting from the bid solicitation. (at contract award, delete this title)

### **1. Statement of Work**

The Royal Canadian Mounted Police (RCMP) requires the provision to lease a total of 106 desktop computers, including associated peripherals and 212 Widescreen 22" LCD or LED monitors for a period of forty-eight (48) months.

The lease shall include the supply, delivery, documentation and a four (4) year on-site warranty as defined herein. There will also be an option to purchase the desktops at the end of the 48 month lease.

The requirement is identified at Annex "A".

#### **1.1 Optional Goods and/or Services (A0070C, 2007-11-30)**

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex C of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

### **2. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual  
(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)  
issued by Public Works and Government Services Canada.

#### **2.1 General Conditions**

2030 (2014-06-26), General Conditions - (Higher Complexity) Goods, apply to and form part of the Contract.

2035 (2014-06-26), General Conditions - (Higer Complexity) Services, apply to and form part of the Contract.

#### **2.2 Supplemental General Conditions**

4001 (2013-01-28), Hardware Purchase, Lease and Maintenance; and

4003 (2010-08-16), Licensed Software; and

4004 (2013-04-25), Maintenance and Support Services for Licensed Software; apply to and forms part of the Contract.

### **3. Security Requirement**

There is no security requirement applicable to this Contract.

#### 4. Term of Contract

##### 4.1 Delivery Date

All deliverables must be received on or before October 31, 2014.

##### 4.2. Period of the Contract

The period of the Contract is from date of Contract to September 30, 2018 inclusive.

#### 5. Authorities

##### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Elizabeth Perez  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch, Pacific Region  
219 - 800 Burrard Street, Vancouver, BC V6Z 0B9

Telephone: 604-775-7690

Facsimile: 604-775-7526

Email Address: elizabeth.perez@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

##### 5.2 Project Authority

The Project Authority for the Contract is: **(To be inserted at Contract award)**

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

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_  
E-mail: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the

Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 5.3 Contractor's Representative (Bidder to complete)

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Facsimile: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment - Firm Unit Price(s) (C0207C, 2013-04-25)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex "C" for a cost of \$ \_\_\_\_\_ (amount to be inserted at contract award). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

### 6.3 Method of Payment - Multiple Payment

SACC Manual clause H1001C (2008-05-12) Multiple Payment

## 7. Invoicing Instructions (H5001C, 2008-12-12)

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on Annex "D", Article D.2 of the Contract for certification and payment.

## 8. Certifications

### 8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (Insert the name of the province or territory as specified by the bidder in its bid, if applicable.)

## 10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4001 (2013-01-28), Hardware Purchase, Lease and Maintenance; 4003 (2010-08-16), Licensed Software; and 4004 (2013-04-25), Maintenance and Support Services for Licensed Software;
- (c) the general conditions 2030 (2014-06-26), General Conditions - Goods (Higher Complexity) and the general conditions 2035 (2014-06-26), General Conditions - Services (Higher Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Other Requirements;
- (f) Annex C, Basis of Payment;
- (g) Annex D, Delivery and Pickup;
- (h) the Contractor's bid dated \_\_\_\_\_ (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award: " , as clarified on \_\_\_\_\_ " or " , as amended on \_\_\_\_\_ " and insert date(s) of clarification(s) or amendment(s)).

## 11. Insurance

Sacc Manual clause G1005C (2008-05-12) Insurance



## ANNEX A STATEMENT OF WORK

### A.1 Kamloops City Detachment

#### A.1.1 Mandatory Technical Specifications

Table A.1.1		
The system must meet (or exceed) the following specifications:		COMPLY Yes/No
Case:	Mid or Full Sized Tower	
Operating Sys:	Windows 7 Professional, 64 bit	
CPU:	86 x systems with Intel Core i5 20 x systems with Intel Core i7	
Chipset:	Intel Q87 or equivalent	
Memory:	8.0 GB DDR3 SDRAM	
Hard Drive Interfaces:	Serial ATA: SATA3.x Interface	
Hard Drive(s):	1.0 TB (Minimum), 7200 rpm SATA	
Floppy Drives:	None	
First Optical Drive:	DVD +/- RW Drive (minimum 16X)	
Second Optical Drive:	DVD +/- RW Drive (minimum 16X)	
PCI Slots:	1 - PCIe 3.0/2.0 x 16 1 - PCIe 2.0 x 16 (Minimum) 1 - PCI (Minimum)	
I/O:	USB: 3.0 and USB 2.0 available. Minimum four USB ports on front panel.	
Network Interface:	10/100/1000 Base-T Ethernet Adaptor (onboard or expansion card) - RJ45 connector	
Video:	Multiple monitor support (minimum 2 x DVI or 2 X display port outputs)	
Audio:	Onboard stereo sound, or expansion card, with line out and microphone ports	
Speakers:	Multimedia stereo speaker system or integrated with monitor	
Keyboard:	104 key USB keyboard	
Mouse:	USB Wheel Mouse	
Warranty:	4 years, onsite, parts and labour for all components including Base Unit, Mouse, Keyboard, Monitor and Speakers	

<b>Table A.1.1</b>		
<b>The system must meet (or exceed) the following specifications:</b>		<b>COMPLY Yes/No</b>
Technical Support:	<p><b>Web Site:</b> Web site must be available with easily accessible "support" page that includes the following items specific to the product delivered:</p> <ul style="list-style-type: none"> <li>Technical Documentation</li> <li>Troubleshooting Procedures</li> <li>Download Page with <u>up-to-date</u> drivers and support files.</li> </ul> <p>The supplier must be committed to maintaining this site, with up-to-date information, drivers, and support files, for the duration of the warranty period.</p> <p><b>Phone Support:</b> A toll free number must be available, from 8:00 AM to 4:00 PM <u>Pacific Standard Time</u>, for the reporting of problems covered under the warranty.</p>	
Monitor:	<p>22" (Minimum) LED Widescreen Monitors:</p> <p>Screen Size: 22" (Minimum)</p> <p>Input Connector: DVI and 15 pin D-sub VGA Connector</p>	
Lease	<p><b>The Lease must meet the following conditions:</b></p> <p>Duration: 4 years, with the option to purchase at the end of the lease.</p> <p>Delivery: FOB Kamloops City Detachment on or before October 31, 2014.</p> <p><b>Delivery Destination:</b>  Kamloops RCMP Detachment  560 Battle Street  Kamloops, B.C. V2C 6N4  Attn: David Montpetit Phone: 250-828-3000</p> <p>Pickup (End of Lease): It is the responsibility of the supplier to arrange packing and pickup of returned computers, and pay for any associated shipping costs.</p>	

## **A.2 Documentation and Technical Manuals**

- A.2.1 The Contractor must deliver a complete set of documentation with the equipment. This documentation must include all publications pertaining to technical specifications, software facilities, installation requirements and operating instructions.
- A.2.2 During the term of this Contract the Contractor must, at no additional cost to Canada, maintain the manuals specified above at the most current release level consistent with the installed System.
- A.2.3 Canada must have the right to translate the documentation delivered herein into the second of the two Official Languages of Canada. This right must include the right to make, or to have made, copies for Canada's internal purposes only and to ultimately destroy those copies. The Contractor acknowledges that Canada owns the translated version of any such translated document and that it is under no obligation to provide any translated document to the Contractor. Any document which is translated by Canada must include any copyright and any proprietary right notice which was part of the original document. Canada acknowledges that the Contractor is not responsible for technical errors which arise as a result of any translation performed by Canada.

## **A.3 On-site Warranty/Maintenance**

- A.3.1 The system(s)/system component(s) as detailed herein must be provided with ON-SITE warranty/maintenance services for a period of four (4) years commencing after the Designated User has accepted the equipment and for a period of up to one(1) year commencing after the Designated User has exercised the option to purchase or lease the systems(s) /system component(s) as detailed herein.
- A.3.2 On-Site Warranty/Maintenance Service includes as a minimum the provision of all parts and labour, transportation costs, travel, living and any other related charges incurred to fulfill the On-Site Warranty/Maintenance Service requirement for all System(s), System Upgrades or System Components. No additional charges for time, materiel, travel and other related costs must be made during the warranty/maintenance period.
- A.3.3 All parts supplied by the Contractor in performing any warranty/maintenance services must be new. The cost for provision of parts and labour associated with maintenance of the System(s), System Upgrades or System Components are included in the price of the System(s), System Upgrade or System Component. To maintain the confidentiality of information which may be recorded on magnetic media incorporated into a System or System Component requiring service, the magnetic media in all components requiring replacement - or the entire System Component if the media is not removable, must remain in the possession of the Crown.
- A.3.4 Software items to the extent they are included in the List of Deliverables and acquired under this Contract must be to the latest version released, unless otherwise specified, and must be

subject to the warranty/maintenance periods, services and response times specified in this article.

A.3.5 The Contractor guarantees that parts and technical materials required for maintenance of the proposed System(s), System Upgrade or System Component must be made available for a period of three years from issuance of the Contract.

A.3.6 Warranty/maintenance must be provided during the Principal Period of Maintenance (the consecutive hour period per day between the hours of 08:00 to 17:00 local time, Monday through Friday, excluding statutory holidays).

A.3.7 Service Response Time must not exceed twenty-four (24) hours from the time the Contractor has been notified by any designated user. Service Response Time measurements do not include Saturdays, Sundays or statutory holidays. Response time is calculated from the time the Contractor has been notified by the designated user to the time of arrival ON-SITE by the Contractor.

A.3.8 Upon commencing any maintenance services, the Contractor must work continuously in performing the maintenance until the system(s)/system component(s) being serviced is operative or until the end-user notifies the Contractor to suspend work. These services include, but are not restricted to: remedial maintenance, OS restoration, preventive maintenance, defective part(s) replacement and predictive diagnosis.

A.3.9 If after arrival by the Contractor's maintenance personnel on-site, it is determined that the Contractor cannot repair the defective system(s)/system component(s) within two (2) working days, the Contractor must provide a loaner unit, similarly equipped as the system(s)/system component(s) being repaired, at no charge, within twenty-four (24) hours of such determination by the Contractor's maintenance personnel (but not later than forty-eight (48) hours after their arrival on site, excluding Saturdays, Sundays and statutory holidays). The Designated User must keep the loaner unit until the original defective unit is repaired and returned in working condition to the designated user.

A.3.10 At the Designated User's discretion, maintenance and/or upgrades of the equipment and replacement of components may be performed by Designated User technical support staff without voiding the warranty.

#### **A.4 Hot-line Support**

The Contractor must have a Hot-Line Technical Support System during the full period of the Contract where the Designated User can call toll-free from Canada for technical support on all deliverable items. This service must be available from 07:00 to 17:00 PT (Monday-Friday).

**The Contractor's toll-free number is:** \_\_\_\_\_

#### **A.5 Internet-based Support**

The Contractor must have an Internet site providing information specific to the products delivered including but not limited to: technical documentation, troubleshooting procedures, FAQs, and a download page with up-to-date drivers and support files. The Contractor must be committed to

maintaining this site, with up-to-date information, drivers, and support files, for the duration of the Contract period.

**The Contractor's website is found at:** \_\_\_\_\_

#### **A.6 Security Considerations**

During the warranty period it is a requirement for the RCMP to retain possession of any faulty hard drive. Should a failure occur, the Contractor must replace the hard drive with the understanding that the faulty drive WILL NOT be returned.

The RCMP may not release the hard drive with the system at the end of the lease.. The RCMP is currently working on a utility that will "clean" the hard drives prior to release.

## **ANNEX B OTHER REQUIREMENTS**

### **SECURITY CONSIDERATIONS**

During the warranty period it is a requirement, for security reasons, for the RCMP to retain possession of any faulty hard drive. The bidder is to propose a firm fixed price for the replacement of any faulty hard drive under the understanding that the faulty drive will not be returned to the vendor. The firm price is to be treated as a ceiling price for the duration of the warranty period.

Again for security reasons, the RCMP may not be able to release the hard drives with the systems at the end of the warranty period. In the event that the RCMP is unable to release the hard drives at the end of the lease period, bidders are requested to provide a "buyout" cost of the hard drive only at the end of the lease period.

### **INVENTORY CONSIDERATIONS**

It is requested that the serial numbers of the delivered systems/ CPU's be forwarded to the following address:

RCMP IT Core Services  
Mailstop 1503, 14200 Green Timbers Way  
Surrey, B.C. V3T 6P3

### **OTHER CONTRACTING CONSIDERATIONS**

Bidders must state explicitly in their bids if they intend to Assign the Contract(s) resulting from this Request for Proposal, to a Leasing Company. The intended Leasing Company should be named (if known).

### **INVOICING**

These leases will be set up for Automatic Monthly Payments. Therefore, paper invoices are an optional requirement.

Any invoicing issues should be brought to the attention of the Procurement Authority.

The following information is required to set up the lease for Automatic Payment:

- Lease Start Date
- Lease End Date
- Payment Due Date(s)

## ANNEX C BASIS OF PAYMENT

### C.1 Basis of Payment

For the forty-eight (48) month lease of the desktops and monitors, including supply, delivery, documentation and warranty, all as detailed in this Contract, the Contractor will be paid the firm unit price as detailed in Annex "C", FOB destination, including all customs duties, GST extra. Payments will be made on a monthly basis, at the beginning of each period.

### C.2 Pricing:

Item #	Description	Qty	Purchase price	Unit Monthly Lease Price (48 month)	Unit Monthly Lease Price, include on-site warranty (month 49-60 )	Unit Price End of Term (EOT) Purchase Option (48 month)	Unit Price 5th yr on-site warranty
1	Desktop Computer: (a) <b>System with Intel Core i5</b>	86	\$	\$	\$	\$	\$
	Desktop Computer: (b) <b>System with Intel Core i7</b>	20	\$	\$	\$	\$	\$
2	<b>22" LED Monitor</b>	212	\$	\$	\$	\$	\$
			\$		\$	\$	\$

### C.3 Hard Drive price during leasing period

The firm cost for the RCMP to retain the faulty hard drive is a firm ceiling price of \$ \_\_\_\_\_/ea. This ceiling cost must be for the duration of the warranty period.

### C.4 Hard Drive Price at the end of the lease period

In the event that the RCMP is unable to release the hard drive at the end of the lease period, a "buyout" cost of the hard drive at the end of the lease is a firm ceiling price \$ \_\_\_\_\_/ea.

### C.5 Purchase and Lease Options

C.5.1 The Crown reserves and the Contractor hereby irrevocably grants to the Crown, the right to purchase any or all of the System(s), on the terms and conditions detailed in this Contract, at the expiration date of this Contract at the **End Of Term (EOT)** Purchase Option Price.

The Contractor represents and warrants that at the time of title transfer, there will be no liens, attachments, charges, encumbrances, or claims of similar nature affecting the item

or items purchased; and that it has the right and power to transfer the title of the system(s) to the Crown.

The rental of the unit(s) purchased terminates one day prior to the effective date of the purchase without any obligation on the part of the Crown for further rental or termination charges. The effective date of purchase is defined as the date specified in the Contract amendment exercising the purchase option.

- C.5.2 The Crown reserves and the Contractor hereby irrevocably grants to the Crown, for months 49 - 60, the right to lease all or some of the equipment specified in Annex C on a/month to month, 3 months or entire year, under the same terms and conditions, at the prices shown in Annex C. Any cost bid for the forth year option must include the cost of the extension of the same on-site warranty for that option period.
- C.5.3 Should Canada decide to exercise the option, it will do so by notifying the Contractor in writing and by Contract amendment, no later than 30 days prior to the completion of the initial 48 month lease.

## C.6 Termination for Convenience - Lease

- C.6.1 The Crown reserves and the Contractor hereby irrevocably grants to the Crown, the right to terminate any or all of the lease portion of this Contract at any time during the Contract period upon giving the Contractor 60 days written notice of its intent. In the event of termination, the Crown shall be liable for paying the Contractor an amount equal to the **Net Present Value (NPV)** of the remaining lease payments plus the NPV of the EOT Purchase Option, minus the wholesale **Fair Market Value (FMV)** at the end of termination.
- C.6.2 The effective date of termination is defined as the date specified in the Contract amendment exercising this clause.
- C.6.3 The NPV must be calculated using the average of the two (2) and five (5) year Canadian Yields Bond rates in effect at the time of exercising this clause.
- C.6.4 Wholesale FMV for the purposes of termination for convenience must be determined by the average of the most recent Wholesale Residual Values as published by **International Data Corporation (IDC)** and the Gartner Group which are current on the effective date of termination.
- C.6.5 In the event that Wholesale FMV cannot be determined by this process, then the Wholesale FMV will be determined by calculating the average of three firm written quotes obtained from three independent re-sellers. The three re-sellers shall be jointly agreed to by the Department of Public Work and Government Services and the Contractor.

## C.7 Return of the Equipment - Lease (M)

In the event that RCMP returns the leased equipment to the Contractor, RCMP will erase or wipe the hard disk or retain the hard drive prior to returning the equipment. This procedure is required for security reasons. The Contractor is solely responsible for packing and removal. Equipment being returned to the Contractor will be in substantially the same condition as when delivered - normal wear and tear and erased disks excepted.



## ANNEX D DELIVERY AND PICKUP

### D1 Delivery

All Equipment must be delivered no later than October 31, 2014 to addresses specified in Annex "D" - Delivery Information.

D1.1 Packaging and shipping is to be to the industry standard for the applicable items in order to ensure their safe arrival at destination.

D1.2 All items will remain in the responsibility of the Contractor until delivered and accepted by an authorized RCMP representative.

D1.3 All shipments must be annotated as follows:

- a) Contract Number
- b) Shipping Address

### D2 Delivery Destination:

	Address	Computers	Monitors
<b>Deliver to</b>	Kamloops RCMP Detachment, 560 Battle St. Kamloops, B.C., V2C 6N4 Attn: David Montpetit Ph: 250-828-3000	<b>106</b>	<b>212</b>
<b>Invoice to</b>	RCMP IT Core Services Mailstop 1503, 14200 Green Timbers Way Surrey, B.C., V3T 6P3 Attn: Sue Jones Phone: 778-290-3471		

### D.3 Pickup (End of Lease):

The Contractor is responsible for the packing and pickup of returned computers, and for the payment of any associated shipping costs.

## ANNEX E TECHNICAL AND FINANCIAL PROPOSAL SELECTION METHOD

### E.1 Evaluation and Selection Methodology

- E.1.1 Except for the financial evaluation, proposals will be evaluated separately against the requirements of this RFP and will not be compared against each other.
- E.1.2 Any references to web sites or Internet addresses in a proposal will not be considered by Canada during the evaluation of the proposal.
- E.1.3 During the evaluation, if Canada determines that a mandatory requirement is not complied with, the Proposal will be deemed **non-compliant** and will receive no further consideration.
- E.1.4 The following methodology will be employed in evaluating the proposals received. The evaluation process is subdivided into the following phases for administrative purposes:

#### Phase 1: Contractual and Technical Evaluation of Mandatory Requirements

Each proposal will be reviewed for compliance with all of the mandatory requirements of this RFP by ensuring:

- a) mandatory requirements stated in Annex "A" and, "B" of the RFP are met;
- b) receipt of a signed first page of this RFP;
- c) the Technical Proposal, to the satisfaction of the evaluation team, corroborates the Bidder's assertion that the proposed product(s) meet or exceed the mandatory requirements detailed in Annex "A"; and,
- d) a financial proposal has been completed in accordance with Annex "C". This item will also be verified during the Financial Evaluation phase.

The submission of all mandatory document(s) and mandatory information required in this RFP and SOW is the sole responsibility of the Bidder. **Mandatory elements which are not properly supported by the required documentation will be declared non-compliant.**

#### Phase 2: Financial Evaluation

- a) The financial evaluation will be based on the aggregate total as detailed in Annex "C".
- b) Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing will prevail and the extended pricing will be corrected in the evaluation. Any

errors in quantities in the Bidder's proposal will be changed to reflect the quantities stated in the RFP.

#### **Phase 4: Contractor Selection**

- a) The Bidder of a fully compliant proposal with the lowest evaluated price total as detailed in Annex "C" for the desktop systems and monitors will be recommended for contract award.

### **E.2 Clarifications**

The Bidder may be requested to provide clarifications for any part of the proposal and at any time during the evaluation process. The Bidder will be given up to two (2) working days, or such longer time as may be specified by the Contracting Authority, following the date of written notification by PWGSC to respond in writing to any questions raised by the evaluation committee.

### **E.3 Bidder's Point of Contact**

The Bidder should provide the name, e-mail, phone and fax numbers of the person to contact for any clarifications during the evaluation of the proposal:

NAME: \_\_\_\_\_

TEL: (\_\_\_\_) \_\_\_\_\_

FAX: (\_\_\_\_) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

### **E.4 Negotiation**

Canada reserves the right to negotiate with the selected Bidder on any aspect of the Bidder's proposal.

Solicitation No. - N° de l'invitation

M2989-151124/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

van584

Client Ref. No. - N° de réf. du client

M2989-151124

File No. - N° du dossier

VAN-4-37066

CCC No./N° CCC - FMS No/ N° VME

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**NOTE TO BIDDERS:** Please use ONE of the two mailing labels below and affix it securely to the outside of the envelope or package containing your bid submitted by mail or courier. For bids submitted by facsimile (Bid receiving fax (604) 775-7526), use this sheet as the cover sheet. Always ensure your company name, return address, open bidding solicitation number and closing date appear legibly on the outside of your bid submission.

**AVIS AUX FOURNISSEURS:** Pour le retour par la poste ou par messenger, veuillez utiliser UNE des étiquettes d'envoi ci-dessous et apposez-la à l'extérieur de votre enveloppe ou du colis contenant votre offre. Pour les offres soumises par télécopieur (n° du télécopieur pour la réception des offres: (604) 775-7526), utilisez cette page comme bordereau de télécopie. Assurez-vous que le nom de votre compagnie, l'adresse de retour, le numéro de l'invitation ouverte à soumissionner et la date de clôture soient lisibles à l'extérieur de votre offre.

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**Bid Receiving**  
**Public Works & Government Services Canada**  
**219 - 800 BURRARD STREET**  
**VANCOUVER BC V6Z 0B9**

**Solicitation No. : M2989-151124/A**

**Solicitation Closes at : September 17, 2014**  
**on : 2:00pm PDT**

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**Réception des soumissions**  
**Travaux publics et services gouvernementaux Canada**  
**800 rue Burrard, 219**  
**Vancouver (C.-B) V6Z 0B9**

**N° de l'invitation : M2989-151124/A**

**La réception des soumissions prend fin le : 17 Septembre, 2014**  
**à : 2:00pm PDT**  
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