

# ***Fredericton***

**CITY OF FREDERICTON**

**REQUEST FOR QUOTATION**

**Q16-46**

**WYSE THIN CLIENTS FOR VDI DEPLOYMENTS**

**CLOSING DATE & TIME:**

**TUESDAY, NOVEMBER 29, 2016  
AT 3:00:00 P.M. LOCAL TIME**

**GENERAL TERMS**

Quotation submissions must be dated and signed by an authorized signing authority.

Only one copy of these documents shall be submitted on the forms supplied by the City of Fredericton.

Only the names of the Suppliers submitting a quotation will be read out at the closing time and date.

**DEFINITIONS**

In this Request for Quotation, except where otherwise qualified, these terms will be defined as follows:

"Business Day" means any day other than a Saturday, Sunday or statutory holiday in New Brunswick.

"City" and "COF" means The City of Fredericton.

"Closing Date" means 3:00:00 p.m., Tuesday, November 29, 2016 - Local (Fredericton, NB, Canada) Time.

"NBON" means the New Brunswick Opportunities Network.

"Project Manager" means Mike Conrad, phone (506) 460-2223, email: [mike.conrad@fredericton.ca](mailto:mike.conrad@fredericton.ca)

"Purchasing Manager" means Jihad Elzamer, phone (506) 460-2169, email: [jihad.elzamer@fredericton.ca](mailto:jihad.elzamer@fredericton.ca)

"Purchasing Agent" means Dale Curtis, phone (506) 460-2040, email: [dale.curtis@fredericton.ca](mailto:dale.curtis@fredericton.ca)

"RFQ" means this Request for Quotation, including all schedules attached hereto and any addendum or clarifications issued hereafter by the City.

"Supplier" means the vendor or bidder or company or person submitting a quotation under this RFQ.

**INTRODUCTION**

The COF is requesting a quotation for the supply and delivery of Wyse Thin Clients for VDI Deployments.

**QUOTATION SUBMISSION**

1. Quotation submission may be forwarded to the City of Fredericton Purchasing Division via email to [bids@fredericton.ca](mailto:bids@fredericton.ca). This is the COF preferred method for submissions. **THIS E-MAIL ADDRESS IS FOR BID SUBMISSIONS AND SIGNED ADDENDUM SUBMISSIONS ONLY.** Suppliers should receive an automatic reply confirming receipt of their submission. If the supplier does not receive the automatic reply, the Purchasing Division should be contacted by phone at (506) 460-2040. Limit the submission email size to a maximum of 10MB or send the bid in multiple pieces. Files that are larger than 10 MB will bounce back. The City shall not be liable for any loss or damage of any nature whatsoever if an email submission is not received by the City prior to the designated time and date due to malfunctioning equipment, the inability to complete the transmission of a document, or for any other reason.

**OR**

Quotation submission shall be in a sealed envelope clearly showing the RFQ Title and Number, RFQ Closing Date and Time, and the Company's Name on the front of the envelope and addressed as follows:

Purchasing Division  
City of Fredericton  
397 Queen Street, 1st Floor  
Fredericton, N.B.  
E3B 1B5

2. The RFQ must be forwarded to the City of Fredericton Purchasing Division no later than the closing date.
3. Suppliers shall be solely responsible for the delivery of their submissions in the manner and time prescribed. The City recommends that suppliers send their submissions well ahead of the closing date and get confirmation of receipt. Last hour submissions are not recommended.
4. All quotation submissions delivered to the office of the Purchasing Division will be dated and recorded on the Registrar of Replies. It is the responsibility of the Supplier to ensure that his/her quotation is in possession of the Purchasing Division or delegated staff member on or before the closing date defined in this document. A hand delivered quotation shall be deemed to have been received when the envelope has been stamped with the date of receipt.
5. Submissions must be in English only or in English and French.

**FOLLOW UP AFTER SUBMISSION**

No information pertaining to quotation contents or the number of quotations received will be provided to suppliers prior to the award being made.

RFQ results will be posted on the NBON website after the award.

If Suppliers have an inquiry after the results are posted on NBON, questions must be directed to the Purchasing Manager via email within a period of fifteen (15) business days after the results are posted. The City will have an initial response in writing within a period of ten (10) business days.

**CITY RIGHTS**

A quotation is binding and irrevocable on the Supplier(s) submitting the quotation until such time as he/she receives formal notification by mail or e-mail of the acceptance or rejection of his/her quotation.

The City reserves the right, in the event that the successful Supplier fails to comply with the conditions as listed, to cancel any agreement in place regarding this quotation and award it to another Supplier without penalty or action against the City.

The City reserves the right to not award due to budgetary or other considerations.

The City reserves the right to award in its best interest. Quotation with the lowest price or any need not necessarily be accepted.

The City reserves the right to award in whole to one Supplier.

The City reserves the right to award Option A, or Option B, or not to award.

Quantities stated are estimated quantities. The City reserves the right to purchase more or less quantities from the successful Supplier(s) within 90 days from the date of close of the quotation at the quoted unit prices, HST extra (FOB Destination, Freight Prepaid and Included) Delivered to the City of Fredericton IT Division .

**PROPRIETARY INFORMATION**

The COF may reproduce any of the Supplier's quotation and supporting documents for internal use or for any other purposes required by law.

If the Supplier includes proprietary information in the quotation response, it must be marked as such. The COF will take all reasonable steps to prevent disclosure of this information prior to the award of the contract. However please be advised that the successful quotation may be disclosed and treated as a public document at a regular meeting of City Council if required.

Information about the COF obtained by a Supplier through this RFQ process must not be disclosed unless authorized by the COF. It is agreed that this obligation of confidentiality will survive to the termination of the RFQ process and any contract that might arise between the parties.

This RFQ is the property of the COF and is not to be copied or distributed without the prior written approval of the COF.

The COF falls under the Right to Information and Protection of Privacy Legislation and the Supplier would be subject to the provisions of the legislation.

### **QUERIES**

All questions relating to the terms and conditions or the technical specifications of this RFQ shall be directed to Purchasing Agent. If required, the Purchasing Agent will provide the contact information for the right person(s) who can provide the answers.

### **ADDENDA**

1. Addenda may be issued during the bid period. All addenda become part of the agreement documents. Include associated costs with respect to requirements of addenda in Bid Price.
2. Clarifications requested by Suppliers must be in writing, not less than five (5) days before date set for receipt of Bids. The reply will be made in the form of an Addendum. In the event that the RFQ document is advertised on NBON website, a copy of the addendum will be posted on NBON. If the RFQ document was issued by the City's Purchasing Division, a copy of the addendum will be forwarded to each supplier registered as having RFQ Documents. No other interpretation or explanation shall be valid.
3. Suppliers must sign Addenda and include copy in their quotation submission.
4. It is the supplier's responsibility to ensure they inquire about and submit all the addenda issued.

### **AMENDMENTS TO QUOTATION**

1. Suppliers submitting a quotation may amend their submission subsequent to its deposit and prior to the closing date and time by sending amendment via email to [bids@fredericton.ca](mailto:bids@fredericton.ca)
2. An amendment of quotation shall not disclose the amended total tender price but shall show:
  - (a) the revised bid price for items to be amended in the case of a unit price quotation;
  - (b) the amount to be added for items to or subtracted from the bid price in the case of a lump sum quotation; or
  - (c) information that is missing from the quotation on deposit.
3. An amendment must clearly indicate and reference to this RFQ title and number.
4. It is recommended that the intention to submit an amendment to the quotation be conveyed to the Purchasing Manager prior to making the submission.

### **REJECTIONS**

1. A Quotation submitted shall be rejected if:
  - (a) it is received after the closing date;
  - (b) it is illegible or not properly dated and signed by the Supplier;
  - (c) it contains any form of qualification of, or any unsolicited alternative to the RFQ, except that an unsolicited alternative may be considered provided the Supplier submitting such alternative has submitted a valid quotation for the proposed contract as called;

- (d) it does not contain all addenda issued to prospective Supplier, each signed by the Supplier;
  - (e) a supplier submits more than one Quotation and the Quotations are not alternate bids, all the Quotations that are not alternate bids shall be rejected, except the last Quotation received. An alternate bid will only be considered if Supplier has also submitted a Quotation as per specification; or
  - (f) it contains a change in a written bid price not initialled by the Supplier.
2. Subject to item 1, a submission may be accepted notwithstanding that it:
- (a) contains errors in mathematics, in which case the proper computation will be carried out and the resultant total used in determining the quotation value;
  - (b) has a conflict between the written bid price and the bid price in numbers, in which case the bid is corrected to reflect the written bid price;
  - (c) does not contain a "provisional sum" in a unit price bid, in which case the required "provisional sum" will be inserted and the bid price corrected to reflect its inclusion; or
  - (d) contains minor irregularities. The COF will be the sole judge as to what constitutes a minor irregularity or what is considered a major irregularity which constitutes a rejection of Supplier Quotation.

**AWARD OF RFQ**

The City shall notify the successful Supplier(s) by telephone and/or mail or email that he/she is the successful Supplier at which time a purchase order will be issued.

**PAYMENT TERMS**

Payment Terms will be considered as Net 30 days from the receipt of the invoice provided that the equipment is delivered in compliance with the Terms and Conditions, Instructions to Suppliers, and Specifications of this RFQ. The City offers direct deposit payments; the successful Supplier will receive the form for direct deposit after awarding.

**INVOICING**

Invoices shall be sent electronically to [AP@fredericton.ca](mailto:AP@fredericton.ca). If invoices cannot be sent electronically, they shall be mailed to the attention of Accounts Payable; The City of Fredericton, 397 Queen Street, Fredericton, N.B. E3B 1B5. In addition to the G.S.T. / H.S.T. Registration Number, Suppliers are required to provide the amount of G.S.T. /H.S.T. separately on all invoices. All GST registrants across Canada who make taxable supplies, including supplies shipped or mailed from outside NB to recipients in NB, are required to collect and remit 15% H.S.T. All non-Canadian GST registrants who make taxable supplies, including supplies shipped or mailed from outside of NB to recipients in NB, are required to collect and remit 5% G.S.T. GST must not be collected on zero-rated supplies.

The City of Fredericton does not pay by cheque any more. The payment is done via Electronic Funds Transfer (EFT). Suppliers are required to send in their banking information prior to award.

**COST OF PREPARATION OF QUOTATIONS**

All expenses incurred by the Supplier in connection with the preparation of his/her quotation are to be borne by the Supplier, and the City shall not incur any obligation whatsoever towards the Supplier whether their quotation is accepted or rejected.

**OTHER MUNICIPALITIES**

Upon mutual agreement with the successful Supplier(s), other New Brunswick municipalities shall have the advantage of this quotation price(s) as accepted by the City of Fredericton. This in no way binds the municipalities or the supplier to accepting this condition but provides them with the opportunity to take advantage of the City of Fredericton's pricing.

- (a) The City of Fredericton is not responsible for payment of any goods and services supplied to other regional municipalities.
- (b) The Supplier shall invoice the individual municipalities directly for any goods and services supplied to them under this RFQ.
- (c) In the event that other municipalities procure goods and services under this RFQ, the COF reserves the right to negotiate with the successful supplier for potential credit which may be applicable.

**DELIVERY**

Delivery is to the City of Fredericton IT Division, 335 Queen Street, Sutton House, 2<sup>nd</sup> Floor, Fredericton, NB, E3B 1B1. Delivery to include all duties, excise taxes, fuel charges, freight and shipping, FOB to this address.

**SPECIFICATIONS**

**The proposed equipment must meet or exceed the following specifications in order for the quotation to be accepted by the COF:**

**Item #1: Wyse 5040 AIO Thin Client CTO**

Wyse 5040 AIO thin Client (210-AEPY) 1  
Dell MS116 Wired Mouse, Black (275-BBBW) 1  
Shipping Material for System with Stand (328-BBQK) 1  
Wyse 5040 AIO thin Client, with WIFI (329-BCOS) 1  
Energy Star Compliant (340-AAPZ) 1  
Directship Info Mod (340-AINJ) 1  
Tech Sheet (English, French, Spanish, Brazilian, Portuguese) (340-APOB) 1  
English and French, Shipping Docs (340-APZS) 1  
2GB (1x2GB) 1600MHz DDR3L Memory (370-ACDQ) 1  
No UPC Label (389-BCGW) 1  
Regulatory Label (389-BGWY) 1  
8GB SATA FLASH (400-AHNW) 1  
US Power Cord (450-ACSP) 1  
90W AC Adapter (450-ADXP) 1  
5212 AIO Height Adjustable Stand (575-BBCZ) 1  
Dell KB216 Wired Multi-Media Keyboard English, Black (580-ADJC) 1  
Wyse ThinOS +PCOIP English (619-ALHQ) 1  
NO FGA (817-BBBB) 1  
Dell Limited Hardware Warranty (805-0860) 1  
ProSupport: Rapid Mail In Service, 1 Year (805-0868) 1  
ProSupport: 7x24 Technical Support, Initial Year (805-0878) 1  
Dell Limited Hardware Warranty Extended Year(s) (805-0859) 1  
ProSupport: Rapid Mail In Service, 2 Years Extended (805-0863) 1  
ProSupport: 7x24 Technical Support, 2 Years Extended (805-0873) 1

**Item #2: Wyse Cloud Client Manager Profession Tier – 3 Year:**

Wyse Cloud Client Manager (210-AIFI) 1  
Subscription for Wyse Cloud Client Manager, 3YR (634-BHCQ) 1  
Digital Fulfillment for Wyse Cloud Client Manager (634-BHQW) 1

ProSupport for Cloud Client Manager, Per Server, 3 Years (809-5967) 1  
 ProSupport for Cloud Client Manager, Contract, 3 Years (809-5934) 1

**Item #3: Wyse ThinOS Maintenance**

Wyse ThinOS Maintenance (210-AEGP) 1  
 Wyse ThinOS Software Maintenance, 3 Year (634-BCYV) 1  
 Digital Fulfillment for ThinOS (634-BHRQ) 1

**OPTION A:**

**ESTIMATED REQUIREMENTS (Quoted Price shall be in Canadian Funds)**

**ITEM #1: As per attached specifications (Supplier should include specifications with Quotation).**

<u>Item #</u>	<u>Estimated Quantity</u>	<u>Description</u>	<u>Unit Price (HST Extra)</u>	<u>Extended Price (HST Extra)</u>
1.	75	Wyse 5040 AIO Thin Client CTO	\$ _____	\$ _____
ITEM #1: SUBTOTAL:				\$ _____
ITEM #1: 15% HST:				\$ _____
ITEM #1: TOTAL (HST INCLUDED):				\$ _____

**ITEM #2: As per attached specifications (Supplier should include specifications with Quotation).**

<u>Item #</u>	<u>Estimated Quantity</u>	<u>Description</u>	<u>Unit Price (HST Extra)</u>	<u>Extended Price (HST Extra)</u>
2.	75	Dell Wyse Cloud Client Manager Profession Tier – 3 Year	\$ _____	\$ _____
ITEM #2: SUBTOTAL:				\$ _____
ITEM #2: 15% HST:				\$ _____
ITEM #2: TOTAL (HST INCLUDED):				\$ _____

**ITEM #3: As per attached specifications (Suppliers should include specifications with Quotation).**

<u>Item #</u>	<u>Estimated Quantity</u>	<u>Description</u>	<u>Unit Price (HST Extra)</u>	<u>Extended Price (HST Extra)</u>
3.	75	Wyse ThinOS Maintenance	\$ _____	\$ _____
ITEM #2: SUBTOTAL:				\$ _____
ITEM #2: 15% HST:				\$ _____
ITEM #2: TOTAL (HST INCLUDED):				\$ _____

**ITEM #1 TOTAL (HST INCLUDED) + ITEM #2 TOTAL (HST INCLUDED) + ITEM #3 (HST INCLUDED) = GRAND TOTAL (HST INCLUDED):**

\$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**OPTION B:**

Does the supplier have a rental program to offer the City for Item 1 and Item 2?

Specify: Item 1 Yes \_\_\_\_\_ No \_\_\_\_\_

Specify: Item 2 Yes \_\_\_\_\_ No \_\_\_\_\_

Specify: Item 3 Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide detailed costing and rental agreement on a separate page.

**EVALUATION CRITERIA**

A joint committee of City of Fredericton staff will evaluate all Quotations.

RFQs submitted for consideration will be evaluated on Suppliers price, specifications, warranty and relevant factors which the City deems appropriate in the determination of the Supplier as a responsive and responsible Supplier and best value to the City.

**SPECIFICATION OF EQUIPMENT AND WARRANTY**

Manufacturer’s literature including specifications and warranty should be included with quotation.

**Specify:**

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

**DELIVERY PERIOD**

A firm delivery period must be specified and will be considered in the award. Please indicate delivery in number of calendar days after receipt of order.

Item #1 Delivery: \_\_\_\_\_  
(Calendar Days)

Item #2 Delivery: \_\_\_\_\_  
(Calendar Days)

Item #3 Delivery: \_\_\_\_\_  
(Calendar Days)



**SUBMITTED TO: The City of Fredericton**

**BUSINESS NAME:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**PLEASE PRINT OR TYPE NAME OF PERSON AUTHORIZING:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **CELL:** \_\_\_\_\_ **DATE:** \_\_\_\_ / \_\_\_\_ /2016  
dd mm