

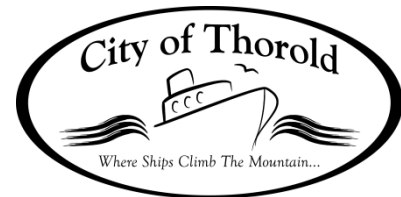
Network Switch

Request for
Quotes

2019-COMP-01

A project for

**The Corporation of
The City of Thorold**



SUBMISSION DUE DATE:

2:00 pm June 28, 2019

ALL INQUIRIES TO BE DIRECTED TO:

Matt Watson
IT Manager

<mailto:matt.watson@thorold.ca>

**THE CORPORATION OF THE CITY OF THOROLD
P.O. BOX 1044, 3540 SCHMON PARKWAY, THOROLD, ONTARIO, L2V 4A7**

REQUEST FOR QUOTES (RFQ) FORM

NUMBER: **2019-COMP-01**

COLOUR PLOTTER/SCANNER

CLOSING DATE: 2:00 P.M. June 28, 2019

THIS RFQ FORM MUST BE COMPLETED, PROPERLY EXECUTED BY THE BIDDER AND RECEIVED AT THE OFFICE OF THE CITY CLERK AT THE ABOVE ADDRESS NO LATER THAN **2:00 P.M.** LOCAL TIME ON THE CLOSING DATE IN A SEALED ENVELOPE. THERE WILL BE NO PUBLIC OPENING OF THE BIDS

DESCRIPTION

The Corporation of the City of Thorold is currently accepting quotes for a CAD and GIS plotting device/scanner with minimum requirements as listed in the specification section of this document. The quote must contain a breakdown of prices including delivery, set-up and warrantee options. Additional optional costs and details for training, after market expansion options and ink are requested and should be itemized and separated from the items in the primary quote.

Quotations will be received at the Office of the City Clerk, City Hall, and 3540 Schmon Parkway, Thorold, Ontario up until **2:00** p.m. local time on **June 28, 2019**.

Bidders are to complete and sign this front Request for Quotations Form and to complete the attached Specifications, attach their own Price Schedules and to provide all necessary information, specifications and pricing where indicated on the attached sheets. This Form is to be signed by an authorized officer of the company. Quotations will only be received in a sealed envelope properly marked **2019-COMP-01 – Network Switch**.

Definition: The terms Municipality, owner and City, shall be understood to mean “The Corporation of The City of Thorold”

PLEASE NOTE:

The quantities listed herein are for the guidance of the bidders only. The Corporation of the City of Thorold reserves the right to increase or decrease these quantities at time of placement of any order that may result from this RFQ invitation. The City reserves the right to cancel this RFQ outright.

A. GENERAL INSTRUCTIONS

1. It is the responsibility of the Bidder to clarify any question and to be familiar with all the requirements of the RFQ before submitting a bid prior to the closing date and time listed herein. Any questions must be submitted via email ONLY to matt.watson@thorold.ca
2. All equipment offered on this RFQ is to be new only, never used, and free of known defects. Equipment supplied by the successful vendor that is found to be used will be returned at the vendor's expense. The Corporation of the City of Thorold reserves the right to cancel the contract immediately if used parts are found to be supplied with the delivered equipment. Such cancellation may include the removal of all equipment supplied to the Corporation at the vendor's expense.
3. The Bidder should itemize their quotation as much as possible.
4. Where indicated, Bidders are to bid on the stipulated specifications only. Any deviations from the specifications for any reason whatsoever is to be clearly stated by the Bidder. Bidders who submit bids that do not meet the required specifications may have their bids rejected.
5. The Corporation of the City of Thorold reserves the right to discuss any and all proposals, to request additional information or demonstrations from proposers and to accept or reject any or all proposals or to accept any proposal or combination of proposals whichever is in the best interest of the City.
6. The lowest total quoted price for the proposed solution will not necessarily be accepted.

B. CONDITIONS

1. Unless otherwise stated, the goods, materials, articles, equipment, work or services, specified or called for in or under this RFQ shall be delivered or completely performed, as the case may be, by the Vendor as soon as possible and in any event within the period set out herein as the guaranteed period of delivery or completion.
2. Unless otherwise indicated herein, the prices stated are payable in Canadian Funds at the City of Thorold, Canada, and include any Goods and Services Tax, Provincial Sales Tax or any other applicable taxes.
3. The prices stated in the RFQ should cover the goods, materials, articles or equipment, referred to herein, being delivered F.O.B. destination, freight, express, duty and all other charges prepaid, unless otherwise indicated herein. A detailed delivery ticket or piece tally, showing the exact quantity of goods, materials, articles or equipment, shall accompany each delivery thereof.
4. The Municipality shall have the right to cancel at any time any contract or any part of any contract resulting from this RFQ in respect to the goods, materials, articles, equipment, work or services, covered thereby, not delivered or performed by the specified time in the written document, without incurring any liability whatsoever in respect hereto
5. Unless otherwise stated, all goods, materials, articles or equipment supplied, and all work or services, performed, pursuant to this condition shall be subject to inspection by the Municipality at the point of unloading or the site of the work or services. No extra charge shall be made by the Vendor for packaging, packing or containers, unless otherwise indicated herein.

6. Wherever possible, the goods, materials, articles or equipment, specified or called for in or under this RFQ shall be of Canadian origin and manufacture.
7. If patented or proprietary goods, materials, articles or equipment, are mentioned in this RFQ, bids on equivalents will be considered, but the mark or brand thereof must be specified.
8. No verbal arrangement or agreement, relating to the goods, materials, articles, equipment, work or services, specified or called for under this RFQ, will be considered binding, and every notice, advise or other communication pertaining thereto, must be in writing and signed by a duly authorized person.
9. The Vendor shall at all times well and truly save, defend, keep harmless and fully indemnify the Municipality and its servants, employees and agents, from and against all actions, suits, claims, demands, loss, costs, charges, damages and expense, brought or made against or incurred by the Municipality, its servants, employees or agents, in any way relating to goods, materials, articles or equipment, supplied, or the supplying thereof, or work or services, performed, or the performing thereof, pursuant to this RFQ , or relating to inventions, copyrights, trademarks or patents, or rights thereto, used in supplying such goods, materials, articles, equipment, or in performing such works or services or arising out of the subsequent use or operation of such goods, materials, articles, equipment or work.
10. In the event that the Vendor fails or neglects to comply with any of the conditions set out herein, any contract resulting from this RFQ may be unconditionally cancelled by the City of Thorold without notice.
11. Any notice that the City of Thorold may be required or desired to give to the Bidder shall for all purposes be deemed to have been sufficiently and properly given if forwarded by registered mail, courier or fax and addressed to the Bidder at the address shown for the Bidder on this RFQ, and shall irrefutably be presumed to have been received by the Bidder on the third day following such delivery of notice.
12. Any contract with the City of Thorold resulting from an official order based on this RFQ is entered into on the part of the Corporation in full faith that no employee of the Corporation has any interests whatsoever therein.
13. Any person or corporation contracting with the City of Thorold pursuant to an official order based on this RFQ, their representatives and assigns, shall forfeit all claims under the contract, and for all work done, or materials, goods, wares or merchandise, furnished under it, if it shall appear that an employee of the Corporation is at any time given or agreed to be given an interest therein.
14. Under any contract with the Municipality resulting from an official order based on this RFQ, payment shall not be made until a declaration, which may be required by the Treasurer of the person claiming payment or of such other person as the Treasurer or Council deems acceptable, is made to the effect that no employee of the Corporation is, in a private capacity, directly or indirectly interested in such account or in any part of the work or materials goods, wares or merchandise mentioned therein, or of the money thereby claimed and that the amount of the account is correct.
15. Upon acceptance of the Bidder's quotation, or any part thereof, by the Corporation, either by the issuance of an official purchase order or otherwise, the Bidder shall, if requested by the Solicitor for the Municipality so to do, execute and enter into a formal contract that is satisfactory to the Solicitor for the Municipality, to properly secure the contract resulting therefrom and to embody

indemnity and related provisions that in the opinion of such Solicitor are required to protect the Municipality.

16. The Bidder agrees to furnish to the Municipality, in conformity with the conditions set out herein and with any specifications, plans, price schedules, samples, instructions, addenda or other details, provided in connection therewith or referred to therein, the goods, materials, articles, equipment, work or services so specified or called for in this RFQ at the prices quoted herein and upon receipt of an official order therefor.
17. The Bidder warrants that any goods, materials, articles or equipment to be supplied under or pursuant to any official order or contract based on this RFQ, that is or are to be made or used for a particular purpose, will be fit and suitable for that purpose.
18. Unless otherwise stated all goods supplied as a result of the RFQ Form shall be new only, never used, of the latest manufacture and not re-manufactured.
19. The Bidder agrees that the Municipality shall be entitled to the discount stated herein if payment of invoices for the goods, materials, articles or equipment, work or services, specified or called for in or under this RFQ, is made within the period specified herein after acceptance or satisfactory completion thereof, as the case may be, and the receipt by the Municipality of the invoice therefor.
20. The Bidder agrees that the goods, materials, articles, equipment, work or services, specified or called for in or under this RFQ, will be delivered or completed within the period set out herein as the guaranteed period of delivery or completion after receipt of an official order therefor.
21. The Bidder agrees that the Municipality may accept any RFQ in whole or in part, whether the price or prices may be the lowest or not, and may reject any or all Quotations for reasons that are deemed to be in the best interests of the Municipality. The Municipality may issue one or more Blanket Orders to one vendor or several vendors for items or services covered under this RFQ.
22. The Bidder agrees that the price or prices quoted herein are to be firm and irrevocable for a period of not less than 60 (sixty) days, unless otherwise stated, from the closing date of the RFQ as stated herein.
23. The Municipality shall not be responsible for the costs incurred by any Bidder to prepare and submit a RFQ or any subsequent documents relating to a RFQ.

SPECIFICATIONS

The City intends to purchase a single network switch, Juniper EX4600 to maintain conformity with existing network equipment.

Please provide quotes for the following Juniper part numbers:

EX4600-40F-AFO

EX4600-40F-AFI

The City also intends to purchase an extended service agreement. Please provide additional quotes for all extended warranty options available for the part numbers above on a 1-year term.