



**REGIONAL DISTRICT
of Fraser-Fort George**

REQUEST FOR PROPOSALS CS-20-03

**SUPPLY AND INSTALLATION OF FIRE OPERATIONS
COMMUNICATIONS CENTER WORKSTATIONS**



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1.0 INTRODUCTION

The Regional District of Fraser-Fort George (the “Regional District”) invites proposals from qualified suppliers for the supply and installation of four (4) new workstations for the Fire Operations Communications Center (FOCC) for the Regional District’s new primary fire dispatch center located in Prince George BC. The proponent will be competent and capable of performing the work. The proponent may be required to provide evidence of previous experience and financial responsibility before a contract is awarded.

Proponents, for all or any part, must base their proposal on furnishing everything including all labour, materials, tools, equipment and all necessary supplies and incidentals required to fulfill the requirements of this Request for Proposal (“RFP”). The proponent in their proposal must state any deviation from these specifications.

RFP documents may be obtained on, or after, Wednesday, March 11, 2020.

- a) in public document format (PDF) from the Regional District’s website www.rdffg.bc.ca; or
- b) on the *BC Bid*[®] website www.bcbid.gov.bc.ca.

All subsequent information regarding this RFP, including amendments, addenda and answers to questions will also be available as above.

It is the sole responsibility of the proponent to ascertain that they have received a full set of the RFP documents, amendments and/or addenda. Upon submission of their proposal, the proponent will be deemed conclusively to have been in possession of a full set of the RFP documents.

All questions relating to this project must be submitted by email to the Project Manager:

Melanie Perrin, Manager of Public Safety Operations
Regional District of Fraser-Fort George
155 George Street, Prince George BC V2L 1P8
Email: mperrin@rdffg.bc.ca

1.1 RFP Schedule:

- Release Date: Wednesday, March 11, 2020
- Deadline for Inquiries: 4:00pm PST: Thursday, April 2, 2020
- **RFP Closing: 2:00pm PST: Thursday, April 16, 2020**
- Proposal Evaluations: April 17 to May 28, 2020

1.2 Proposal Submissions

Sealed proposals will be received by the General Manager of Financial Services, at the Regional District of Fraser-Fort George, up to **2:00 p.m. PST on Thursday, April 16, 2020**. Proposals submitted by fax, electronically, or not in the original Regional District format will NOT be accepted. Any proposal received after the closing date and time on **Thursday, April 16 at 2:00 p.m.** will be considered disqualified and will be returned to the proponent.

Proponents will complete and submit three (3) copies of their proposal, formatted as described in Section 2.0 PROPOSAL FORMAT, in a sealed envelope. Each copy must be complete and unabridged and must not refer to any other copy for additional information, clarification, or details.

One of the three (3) copies, the original (containing original signatures), is to be clearly identified as the original proposal. In the event of discrepancy between the original submission and the remaining two (2) paper copies, the original document will prevail. Should it be in question which submitted version is to be taken as the original, the Regional District’s determination will be final and binding on all parties.



The following information **must be written on the outside of the sealed envelope containing the proposal submission, as well as on the outside of the courier envelope (if sending by courier):**

1. Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George BC V2L 1P8
2. Request for Proposal CS-20-03
Supply and Installation of Fire Operations Communications Center Workstations
3. Responding proponent's name and address.

To be considered, the proposal must contain the original signature of an authorized signatory of the proponent. By signing the proposal, the proponent is bound to statements made in response to this. Any proposal received by the Regional District that is unsigned will be rejected.

Proposals not submitted in strict accordance with these instructions or not complying with the requirements in this RFP may be rejected.

The Regional District will not be responsible for any costs incurred by proponents which result from the preparation or submission of documents pertaining to this RFP. The accuracy and completeness of the proposal is the proponent's responsibility. Should errors be discovered they will be corrected by the proponent at their expense.

1.3 Errors, Omissions, Clarifications

Proponents finding discrepancies, errors, or omissions in this RFP, or requiring clarification on the meaning or intent of any part therein, should immediately request in written form **by email**, clarification from the Project Manager, Melanie Perrin, mperrin@rdffg.bc.ca. The Regional District will not accept responsibility for any damages, costs or expenses incurred by a proponent in reliance on oral instructions. Any work done in preparation of a proposal after discovery of discrepancies, errors, or omissions in the RFP will be done at the proponent's risk unless the discrepancy, error, or omission is reported to Ms. Perrin in accordance with this provision.

Any requests for explanations, interpretations, or clarifications made by proponents must be submitted in writing by email to the Project Manager **no later than 4:00 p.m. on Thursday, April 2, 2020** in order that addenda or amendments, if necessary, are available to all proponents in time to be considered for the preparation of their submission.

If the Regional District, in the Regional District's sole discretion, determines that a clarification, addition, deletion, or revision of this RFP is required then the Regional District will issue an addendum and the addendum will be posted on the Regional District website and BC Bid (see S. 1.0). **It is the sole responsibility of the proponent to check for addendums.**

All amendments and addenda, if any, issued for this RFP must be signed by the proponent and included with the proposal submission and will form part of the Contract documents.

1.4 Regional District's Right to Reject Proposal

The Regional District reserves the right, in its sole discretion, to waive informalities in proposals, reject any and all proposals, or accept the proposal deemed most favorable in the interests of the Regional District. The lowest, or any proposal, will not necessarily be awarded.

Proposals which contain qualifying conditions or otherwise fail to conform to the instructions contained in this RFP may be disqualified or rejected. The Regional District may, however, in its sole discretion, reject



or retain for its consideration proposals which are non-conforming because they do not contain the content or form required by this RFP, or for failure to comply with the process for submission set out in this RFP, whether or not such non-compliance is material.

The Regional District reserves the right to reject a proposal based on potential or perceived conflict of interest on the part of a proponent. Without limitation, the Regional District reserves the discretion to reject any proposal where:

- a) one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the proponent, is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District; or
- b) in the case of a proposal submitted by a proponent who is an individual person, where that individual is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

When submitting a proposal, the proponent is required to complete, sign, and include with their proposal a Conflict of Interest Disclosure Statement (Appendix A).

The Regional District reserves the right to reject any proposal submitted by a proponent who is, or whose principals are, at the time of proposal, engaged in a lawsuit against the Regional District in relation to work similar to that being proposed.

1.5 Waiver of Claims for Compensation

Except for a claim for the reasonable cost of preparation of its proposal, by submitting a proposal, each proponent irrevocably waives any claim, action, or proceeding against the Regional District including, without limitation, any judicial review or injunction application, and any claim against the Regional District and its elected officials, officers and employees for damages, expenses or costs, loss of profits, loss of opportunity or any consequential loss for any reason, including any such claim, action or proceeding arising from:

- 1) any actual or alleged unfairness on the part of the Regional District at any stage of the proposal process, including without limitation, any alleged unfairness in the evaluation of a proposal or award of a contract;
- 2) a decision by the Regional District not to award a contract to that proponent; or
- 3) the Regional District's award of a contract to a proponent whose proposal does not conform to the requirements of this RFP.

1.6 Ownership of Proposals and Freedom of Information

Proposals will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this RFP. Each proposal should clearly identify any information that is considered to be confidential or propriety information. Proponents are responsible to review the *Freedom of Information and Protection of Privacy Act* for further information.

All documents, including proposals, submitted to the Regional District become the property of the Regional District. The Regional District will provide a debriefing for proponents, upon request by a proponent, subject to the *Freedom of Information and Protection of Privacy Act*.

1.7 Sub-Contractors

The List of Sub-Contractors is to be completed by the Proponent and will form part of the contract documents. The sub-contractors named in the List of Sub-Contractors will not be changed nor will additional sub-contractors be employed except with the written approval of the Regional District.



2.0 PROPOSAL FORMAT

Proponents are to respond in a similar manner. Appendices A, C, D and E must be submitted on the same forms included in this RFP, no exceptions. The following format and sequence should be followed in order to provide consistency in responses and to ensure each proposal receives full and complete consideration. All pages should be consecutively numbered.

- a) title page including RFP title and number, proponent's name and address, telephone number, email address, and contact representative
- b) one-page Letter of Introduction **SIGNED** by the authorized signatory of the proponent which will bind the proposed statement(s) made in the proposal
- c) **table of contents including page numbers and sections divided by tabs**
- d) an Executive Summary of the key features of the proposal
- e) completed List of Sub-Contractors form
- f) completed and signed Appendix A – Conflict of Interest Disclosure Statement
- g) completed Appendix C – Minimum Specifications
- h) completed Appendix D - Schedule of Prices
- i) completed Appendix E – Optional Features
- j) complete contact information for three (3) references (see 3.6)
- k) amendments or addenda, if any, issued for this RFP. **Each amendment and addenda must be signed by the proponent and be included with their proposal submission and will form part of the Contract documents.**

3.0 PROPOSAL EVALUATION AND SELECTION PROCESS

3.1 Proposal Evaluation

All proposals will be initially evaluated by the Regional District to assess the qualifications and capabilities of proponents to meet the minimum standards specified in this RFP.

The proposal evaluation through to proponent selection will be based on the following process as deemed appropriate by the Regional District:

1. Initial proposal evaluation by the Regional District.
2. Follow up question(s) from the Regional District to proponent(s). (Optional at discretion of the Regional District.)
3. Further question(s) from the Regional District to proponent(s). (Optional at discretion of the Regional District.)
4. Interview(s) of selected proponent(s) by the Regional District. (Optional at discretion of the Regional District.)
5. Follow-up interview of selected finalist(s). (Optional at discretion of the Regional District.)
6. Site visits of select finalist(s) for product demonstrations, to be done between April 20th and May 28th, 2020. (Optional at discretion of the Regional District.)
7. Proposal scoring by the Regional District as per RFP criteria and Section 4.2 Evaluation Criteria.
8. Recommendations to Board.

3.2 Initial Proponent Selection Process

As a result of the initial written proposal evaluation, the Regional District may, at its sole discretion, request oral presentations and enter into detailed discussions with initially selected proponents prior to preparing a short-list of qualified proponents.



The Regional District may, at its sole discretion, prepare a “short-list” of proponents which initially appear to have the necessary qualifications, based solely on the information contained in the written proposals and/or additional information that may be obtained by the Regional District. The Regional District will be under no obligation to obtain additional clarification from any proponent(s) prior to preparing an initial “short-list” or before entering into detailed discussions, or negotiations, with any proponent.

3.3 Selected Proponent Negotiations

The Regional District, at its sole discretion, reserves the right to enter into contract negotiations with a selected proponent, or proponents, based only on the evaluation of the written proposal(s), and/or an evaluation of the combination of the written proposals, oral presentations, product demonstrations, and/or detailed discussions.

The Regional District reserves the right to enter into negotiations with any proponent without requiring any other proponents to make a presentation or to enter into detailed discussions with the Regional District.

3.4 Termination of Negotiations and/or RFP Process

The Regional District reserves the right to terminate contract negotiations with any proponent, and to enter into contract negotiations with any other proponent(s) if, in the opinion of the Regional District at any time, the contract negotiations with the initially selected proponent(s) will not be satisfactorily completed in the best interests of the Regional District.

The Regional District may, at its sole discretion, reject any or all proposals at any time throughout the proposal evaluation, proponent selection, or contract negotiation process.

3.5 Non-Compliance with RFP Specifications

Unless explicitly stated in a proposal, all proposals are assumed by the Regional District to be in full compliance with the RFP specifications without exception.

All items in the proposal that are **not** in full compliance, or that vary from the specific RFP specifications, must be clearly identified in the proposal as non-compliant and/or variant, and must include specific reference to the relevant section in the RFP and the precise nature of the variance or non-compliance.

Non-compliance or variances with the specific RFP specifications will not necessarily result in rejection of a proposal.

The acceptance or rejection of all non-compliant items, and/or variances to the RFP specifications, must be at the sole discretion of the Regional District, without any obligation by the Regional District to either request clarifications, enter into detailed discussions, or negotiations with the proponent.

All bids must be submitted with completed Appendices A, C, D and E as contained within this RFP in order to be eligible for consideration.

3.6 References and Experience

Please include three (3) references of the workstations included in this RFP that may be contacted for purposes of confirming your company’s experience in supplying and delivering this type of workstation. For each reference please provide company name; contact name; phone number; email address, and type of workstation the reference is for.



4.0 MANUFACTURER SELECTION

4.1 Selection Criteria

The following are the criteria and the percentage of the total score for each criterion that will be used by the Regional District to select a proponent. The list of criteria is not in any particular order of priority. The Regional District, in its sole judgment, will base the selection of a successful proponent on a combination of the following criteria:

4.2 Evaluation Criteria:

Proponent's Qualifications, Experience and References	20%
Compliance with RFP Specifications	40%
Delivery Date	10%
Price	30%
Total	100%

5.0 CONTRACT

5.1 Award of Contract

The Award of Contract is anticipated to be made not later than **Thursday, June 18th, 2020**. All proponents will be advised in writing of the final results of the RFP evaluation process.

The Regional District, in its sole judgment, may delay the Award of Contract date as deemed appropriate by the Regional District.

5.2 Form of Contract

The Contract for supply and installation of the FOCC workstations will be in the form of:

- the complete CS-20-03 RFP document, including appendices, and any amendments or addenda;
- Contractor's proposal submission; and
- a Contract Agreement similar to the sample provided in Appendix B of this RFP.

6.0 FIRE OPERATIONS COMMUNICATIONS CENTER WORKSTATION SPECIFICATIONS

6.1 Minimum Specifications

The minimum specifications for the Supply and Installation of FOCC Workstations are as detailed in Appendix C attached to and forming part of this RFP. Proponents may recommend changes or adjustments to the specifications outlined where the proponent believes that such changes or adjustments will result in a better-quality product in terms of efficiency, tractability, serviceability, or general operation. In all cases, the proponent should provide reasons for the recommended changes or adjustments to the RFP specifications in the initial proposal response documents. State the page number and reference section in the proposal where necessary.

6.2 Specifications Not Outlined

In terms of any of the workstation specifications not detailed in this RFP, proponents are free to bid on the proposal as they choose, provided that the proponent's relevant specifications are detailed in the proposal response.

6.3 Compliance with Laws and Regulations

The successful proponent (the "Contractor") will give all the notices and obtain all the licenses and permits



required to perform the work. The Contractor will comply with all laws applicable to the work or performance of the contract.

Any Contract resulting from this RFP will be governed by and will be construed and interpreted in accordance with all laws in effect for the Province of British Columbia.

7.0 WARRANTY, INSURANCE AND INDEMNITY

7.1 Insurance

The Contractor shall, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the Contract term, the following insurances with insurers licenced in the Province of British Columbia, in forms acceptable to the Regional District. All required insurance (except automobile insurance on vehicles owned by the Contractor) shall be endorsed to show the Regional District as additional insured and provide the Regional District with thirty (30) days' advance written notice of cancellation or material change. The Contractor will provide the Regional District with evidence of the required insurance, in a form acceptable to the Regional District, upon notification of award and prior to the execution and delivery of the Contract:

- i. Commercial General Liability (CGL) in an amount not less than \$2,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The Regional District is to be added as an additional insured. Such CGL coverage shall include the following liability extensions: Contingent Employers Liability, Broad Form Products & Completed Operations, Personal Injury, Blanket Contractual, and Cross Liability.
- ii. Where the Contractor requires the use of automobiles to undertake the work of the Contract, the Contractor will have the following:
 - a. Automobile Liability on all vehicles owned, operated, or licenced in the name of the Contractor in an amount not less than \$2,000,000 per occurrence.
 - b. Non-owned Automobile Liability insurance in an amount not less \$2,000,000 per occurrence.

The Contractor shall ensure that all sub-contractors forming from this Contract meet the insurance requirements outlined above.

It is the sole responsibility of the Contractor to determine if additional limits of liability insurance coverage are required to protect them from risk.

7.2 Workstations Equipment Warranties

Proponents must list the standard warranties applicable to each of the workstations, which are included in the proposal price(s), and document additional or extended warranties that are available together with any special provisions and applicable costs.

7.3 Manufacturer's Insurance

The Contractor will provide evidence satisfactory to the Regional District that sufficient insurance has been obtained to protect the Regional District's direct investment in the event the workstations are damaged or destroyed prior to delivery.

7.4 Indemnity

The Contractor must release, indemnify, defend and save harmless the Regional District, its officers, employees, servants, and agents of and from all claims, costs, losses, damages, actions, classes of action, expenses and costs arising out of or relating to the Contractor's breach of this Contract or the negligent acts or omissions of the Contractor or its employees, Contractors or agents.



8.0 WORKSTATIONS DELIVERY AND PAYMENT

8.1 Workstations Delivery Timetable

The delivery and install for the primary location is anticipated to occur in September 2020, therefore the Contractor must be able to meet this requirement and include this date in the proposal in Appendix C.

8.2 Delivery Terms

The Contractor will be expected to deliver the workstations based on FOB destination delivery terms, with the destination referred to as Prince George, British Columbia. Modification of delivery terms can only occur with pre-approval from the Regional District.

8.3 Contract Price

All prices for the workstations must be stated in Canadian dollars. Any applicable Federal or Provincial taxes or levies must be included in the proposal response and are to be listed separately from the contract price. Appendix D – Schedule of Prices, must be completed and included in the proposal package for each workstation the proponent is submitting a proposal for.

8.4 Payment Schedule

Proponents will outline the proposed payment schedule with sufficient detail so as to allow for evaluation by the Regional District of when progress payments, if applicable, may become due.

8.5 Holdback on Delivery

In the event it is determined that the provided workstations does not meet the specifications outlined in the Contract or that the provided workstations are deficient in any way, the Regional District may, at the time of delivery and installation, hold back sufficient funds to ensure compliance. The amount of the holdback, if any, and the provisions for the release of funds must be subject to discussion between the Regional District and the Contractor. The remedy of any discrepancies and/or deficiencies by the Contractor must occur within a reasonable period of time, to the satisfaction of the Regional District.

8.6 Late Delivery

The Contractor will be required to notify the Regional District if there is any change in the delivery date provided in the Contract and the reason behind the change in delivery date.

LIST OF SUB-CONTRACTORS

The Proponent advises that they will be sub-contracting the following parts of the work to the sub-contractor(s) listed below. In the Proponent's opinion, the sub-contractor(s) named are reliable and competent to perform that part of the work for which each is listed. Please indicate not applicable on this page if sub-contractors are not required and include it with your proposal submission. The sub-contractors named in the List of Sub-Contractors will not be changed nor will additional sub-contractors be employed except with the written approval of the Regional District.

Sub-Contractor's Legal Name	Work to be Performed by Sub-Contractor

APPENDIX A CONFLICT OF INTEREST DISCLOSURE STATEMENT

RFP CS-20-03
SUPPLY AND INSTALLATION OF FIRE OPERATIONS COMMUNICATION CENTER WORKSTATIONS

Proponent Name: _____

The Proponent, including its officers, employees, and any person or other entity working on behalf of, or in conjunction with, the Proponent on this procurement process:

- is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.

- has not, and will not, participate in any improper procurement practices that can provide the Proponent with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.

- has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reasons(s) for Conflict of Interest:

By signing below, I certify that all statement made on this form are true and correct to the best of my knowledge.

Print Name of Person Signing Disclosure

Authorized Representative of:

Signature of Person Making Disclosure

Date Signed

APPENDIX B SAMPLE CONTRACT CS-20-03
SUPPLY AND INSTALLATION OF FIRE OPERATIONS COMMUNICATION CENTER WORKSTATIONS

BETWEEN:

REGIONAL DISTRICT OF FRASER-FORT GEORGE, a local government incorporated pursuant to the *Local Government Act* and having its business office located at:
155 George Street
Prince George BC V2L 1P8
(hereinafter called "the Regional District")

OF THE FIRST PART

AND:

CONTRACTOR
a company duly incorporated under the laws of British Columbia and having a place of business at:
address
address
(hereinafter called the "Contractor")

OF THE SECOND PART

WITNESSETH that the Contractor and the Regional District undertake and agree as follows:

1. The Contractor will:
 - (a) Provide all necessary labour, equipment, transportation, materials, supervision, and services to perform all of the work, and fulfill everything as set forth in, and in strict accordance with, the contract documents for the supply of new Fire Operations Communications Center Workstations.
 - (b) Commence to actively proceed with the build of the new workstations upon execution of the Contract and complete the work on or before TBD.
2. The Regional District will pay to the Contractor, as full compensation for the performance and fulfillment of this Contract, \$ TBD (plus applicable taxes) in Canadian funds. Payment will be made within 30 days of receipt by the Regional District of a proper invoice for the new workstations in accordance with the Contract, unless other payment terms are specified in the Contractor's proposal and are acceptable to the Regional District. The Regional District may, in its sole discretion hold back payment(s) otherwise due to the Contractor, on account of deficient work. This holdback may be held, without interest, until such deficiency is remedied. The items of deficiency and the amounts of related holdback must be listed by the Regional District and notice given to the Contractor within seven (7) days of receipt of an invoice.
3. The Request for Proposal, including Appendices A, B, C, D and E amendments and addenda if any, Contractor's proposal submission, and any information that the Contractor provides are incorporated herein, to the intent and purpose as though recited in full herein, and the whole will form the Contract and will enure to the benefit of, and be binding upon, the parties hereto and their successors, executors, administrators, and assigns.
4. The Contractor, by signing this Contract and by completing Appendix A, Conflict of Interest Disclosure Statement, further affirms that no conflict of interest exists or prevents their entering into this Contract.
5. In the event of a dispute between the Regional District and the Contractor, this Contract will be governed by, and will be construed and interpreted in accordance with, all the laws of the Province of British Columbia.
6. The Contractor will adhere to the warranty conditions outlined in the Contractor's proposal submission and as outlined in section 7 below.

7. The warranty provisions are as follows:
 - a. *to be completed based on the Contractor's proposal submission.*
8. No implied contract of any kind whatsoever, by or on behalf of the Regional District, will arise or be implied from anything contained in this Contract or from any position or situation of the parties at any time, it being understood and agreed that the express contracts, covenants and agreements made herein by the parties hereto are, and will be, the only contract, covenants and agreements on which any rights against the Regional District may be founded.
9. Subject to Section 8, this Contract will supersede all communications, negotiations, and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to this Contract prior to the execution and delivery thereof.
10. All communications in writing between the parties will be deemed to have been received by the addressee if delivered to the individual, or to a member of a firm, or to the Project Manager of the Regional District for whom they are intended, or if sent by hand delivery, mail or registered mail as follows:

Contractor Name and Address

Melanie Perrin, Manager of Public Safety Operations, Regional District of Fraser-Fort George at 155 George Street, Prince George BC V2L 1P8.
11. Where it is beyond control of the Contractor to meet the completion date as stipulated herein, the Contractor must immediately notify the Regional District in writing. It must be at the Regional District's sole discretion to extend the completion date or waive any part or clause of this Contract.

IN WITNESS WHEREOF the parties have duly executed this Contract.

SIGNED ON BEHALF OF THE
REGIONAL DISTRICT OF FRASER-FORT GEORGE

Chair

Date

GM of Legislative and Corporate Services

Date

SIGNED ON BEHALF OF
CONTRACTOR

DO NOT SIGN SAMPLE ONLY

Signature

Date

(Name and Title) (Please print)

DO NOT SIGN SAMPLE ONLY

Signature

Date

(Name and Title) (Please print)

APPENDIX C MINIMUM SPECIFICATIONS

**FIRE OPERATIONS COMMUNICATIONS CENTER WORKSTATIONS
PROPOSAL SPECIFICATIONS**

If the workstation is non-compliant on any of these specifications as outlined in Appendix C, then the third column on this form MUST be completed detailing what the variation being supplied is and the reason for the variation.

APPENDIX C		Compliant	Non-Compliant	State the variation being supplied if line item is non-compliant
1.0 GENERAL				
1.	Workstations, including all components moving and stationary, must be robust and highly reliable.			
2.	How many years will workstations be considered current? This is important to ensure years of access to workstation parts and accessories, as well as the lift mechanism. Provide reference to section and page number where more detail can be found in the proposal. _____			
3.	The design must allow for a 4 workstation 'pod' including a minimum of 36" between the workstations to accommodate two walkthrough paths. See Figure 1.			
4.	Figure 1 shows a conceptual design of the FOCC main dispatch pod and four-desk arrangement. The desks must fit in the 29.6" x 25.6" room, allowing 360° walkable space on the exterior of the workstations. While Figure 1 does show the desks abutting up to the 10" wide structural post, workstation layout can be set wider apart than the 10". Preference is to maintain: <ul style="list-style-type: none"> • 5 feet between the workstations and the east wall, • 2 feet 9 inches between the workstations and the south wall, • 7 feet between the workstations and the west wall, and • 3 feet 3 inches between the workstations and the north wall. 			

APPENDIX C	Compliant	Non-Compliant	State the variation being supplied if line item is non-compliant
<p>In the space provided below, please provide actual dimensions of the desk included in your proposal.</p> <p>See Figure 1.</p> <p>L-1: _____</p> <p>L-2: _____</p> <p>W-1: _____</p> <p>W-2: _____</p> <p>W-3: _____</p> <p>Desk height from floor to table-top: _____</p> <p>Provide reference to section and page number where more detail can be found in the proposal. _____</p>			
<p>5. State if the workstations are able to butt up against a structural post if necessary.</p> <p>See Figure 1.</p>			
<p>6. State if the workstations can expand and 'add on' components, accessories, or additional desk pieces to allow for future changes and enhancements to the workstations.</p>			
<p>7. State if the workstation has a single workstation lift system that allows keyboard and monitor work surface to lift independently of each other. The keyboard is to have its own adjustment and the work surface is to have its own adjustment.</p>			
<p>8. Specify the precise ergonomic adjustments that the workstations lift system will accommodate for the range of person heights from sitting to standing. Must be adjustable for a minimum of 4'11" to 6'4".</p> <p>Provide reference to section and page number where more detail can be found in the proposal. _____</p>			

APPENDIX C		Compliant	Non-Compliant	State the variation being supplied if line item is non-compliant
9.	The workstations must have safety auto stops for the height adjustor lift mechanism on the desk to prevent injury or damage.			
10.	The workstation controls must be placed in a location on the desk that will not interfere with chair arms. The controls must be easily accessible by the operator during busy times. Controls are not to be embedded into the work surface where it would interfere with useable tabletop workspace (ie. where binders and work documents would be used.) Specify if the controls illuminate. _____.			
11.	The workstations must have a drawer for office stationery, such as pens, pencils and other office items.			
12.	State what colors are available to order for the workstations including desk surface. Preference is for dark grey or black with non-shiny surfaces. State what is being provided: _____			
13.	Workstations must have ample clear work surface space for each operator to have binders or reference material open in front of them that is clear of built-in features such as desk controls, etc. Provide reference to section and page number where more detail can be found in the proposal. _____			
14.	Each workstation design is to include an enclosed personal storage cubby, cabinet or drawer large enough to hold an operator's personal duffle bag and personal items.			
2.0 CABLING AND EQUIPMENT				
1.	The workstations must have proper cable management that will eliminate clutter and simplify the appearance of the workstation. Ideally, cables will be out of sight by the operators as much as reasonably possible.			

APPENDIX C		Compliant	Non-Compliant	State the variation being supplied if line item is non-compliant
2.	The workstation must have an available and accessible power dock with USB port(s) and 120-volt auxiliary power outlet.			
3.	The workstation must provide a mouse and keyboard USB ports mounted so operators can easily swap keyboard or mouse.			
4.	The workstation must have compartments that would house/enclose four (4) CPU units. The compartments must be ventilated and must be easily accessible from the front. State if rear accessibility is also being provided _____,			
5.	All cable routing must be enclosed, but easily accessible, to provide for a neat finished appearance.			
3.0 KEYBOARD				
1.	The workstation must have the ability to adjust the keyboard work surface to appropriate ergonomic height for body position, sitting or standing.			
4.0 WORKSTATION WORK SURFACE				
1.	<p>With regards to required sizing of the workstation itself, the workstation work surface space must be adequate to accommodate the following equipment at a minimum:</p> <ul style="list-style-type: none"> • up to eight (8) monitors (some may be stacked; some may be large 34" curved) • phone desk set • possible phone board • at least three to four (3-4) PC's • two to four (2-4) keyboards • two to four (2-4) mice <p>See Figure 2 for current and proposed FOCC equipment layout.</p>			

APPENDIX C		Compliant	Non-Compliant	State the variation being supplied if line item is non-compliant
2.	<p>Specify if there will be room to add more monitor mounting arms in the future on the workstation being provided in this proposal to allow for future upgrades or changes.</p> <p>Provide reference to section and page number where more detail can be found in the proposal. _____</p>			
5.0 MONITORS				
1.	The workstation monitor mounts must allow for separate adjustment for monitors allowing them to be adjusted up, down, forward, back and rotate to enable ergonomic adjustments for different operators.			
2.	The workstation is to include adjustable mounts for seven (7) monitors.			
3.	The workstation must have the ability to accommodate for stacked monitors or regular monitor arms.			
4.	The workstation must have roller vision for proper focal depth adjustment to allow the monitor to move forward and backward from the operator to reduce eye strain.			
5.	<p>The workstation must have adequate space to accommodate multiple speakers for:</p> <ul style="list-style-type: none"> • radio select channel - 1 speaker • radio unselect channels - 2 speakers • admin PC – 2 speakers • CAD - 2 speakers • soft phone - 2 speakers <p>Preference is to have the speakers located where they do not encroach on the Operator's useable work surface area.</p>			

APPENDIX C		Compliant	Non-Compliant	State the variation being supplied if line item is non-compliant
6.0 WARRANTY AND SERVICE PLANS				
1.	State the full warranty that is being provided in the proposal. Provide reference to section and page number where more detail can be found in the proposal. _____			
2.	State the full-service plan that is being provided in the proposal. Provide reference to section and page number where more detail can be found in the proposal. _____			
3.	State the availability of parts. Is there a local contractor available so that repairs and replacement parts are readily available? Provide reference to section and page number where more detail can be found in the proposal. _____			

SITE COMMISSIONING AND ACCEPTANCE

The commissioning procedure shall clearly demonstrate that the workstations are constructed and installed in full compliance with the Contract prior to acceptance by the Regional District.

As Built Drawings and Documentation

- a. The Contractor shall supply at least two complete hard copy sets and one electronic copy (format to be determined by the Regional District) of as built construction documentation (drawings, schematics, etc.) of the workstations.
- b. All documentation, drawings, and schematics provided by the Contractor to the Regional District become the property of the Regional District.

APPENDIX D SCHEDULE OF PRICES FOR APPENDIX C

MINIMUM SPECIFICATIONS FOR FIRE OPERATIONS COMMUNICATION CENTER WORKSTATIONS

Price submitted below reflects the full cost, excluding taxes, for the new FOCC Workstations as specified in RFP CS-20-03 Appendix C Minimum Specifications for new FOCC Workstations. This price sheet must accompany the proposal package submitted.

Contract Price Total for Four (4) Workstations (not including taxes)	\$ _____
Price per Workstation (not including taxes)	\$ _____
GST	\$ _____
PST	\$ _____
Other (please specify)	\$ _____
TOTAL	\$ _____

Delivery Preference is August 31, 2020.
State Delivery Date being Submitted: _____

_____ Authorized Signatory Signature	_____ Name of Proponent
_____ Name (Please print)	_____ Address
_____ Title	_____ City, Province, Postal Code
_____ Phone Number	_____ Email
_____ Date	

APPENDIX E OPTIONAL EQUIPMENT
FOR FIRE OPERATIONS COMMUNICATIONS CENTER WORKSTATIONS

APPENDIX F		Price per unit (excluding taxes)
1.	Cost to provide individually controlled personal climate control heating built into each workstation.	
2.	Cost to provide individually controlled personal climate control fan built into each workstation.	
3.	Cost to provide individually controlled task lighting that does not encroach on the work surface real estate for each workstation.	
4.	Cost for workstations to have a status indicator light to indicate that the operator is on the phone or radio. The indicator light must be pole mounted and the light(s) must be visible a minimum of three (3) feet above the workstation work surface.	
5.	Cost to provide different color options for the status indicator light to indicate what type of call the operator is on, phone or radio.	
6.	Cost to provide a cupholder at each workstation.	
7.	Cost to provide a round center console table. Work surface will hold a printer and the body of the console will house binders and reference material. Dimensions required are: Maximum height: 24 inches Diameter: 24 inches Construction must accommodate LAN and power cabling by providing a method for running cables up through it to the printer	
8.	Cost to provide dual height adjustable work surfaces that would allow to have monitors on a separate height adjustable work surface from the tabletop work surface, as well as adjustable monitor arms.	
9.	Cost to provide slide-out trays in the CPU cabinets for easy access to equipment.	
10.	Cost to provide a narrow hutch on one side of the main workstation surface to accommodate binders and other reference material.	
11.	Cost to provide a peninsula workspace that will include a non-adjustable desk surface with drawers underneath to be placed at the north end of the pod between the two workstations. Intent is to have this table fill the void space between the two desks on the north side of Figure 1. The length is to be 6 feet. The width will be determined by the void space left available between the two desk ends on the north side. If possible, the peninsula should be a standard size available and not require custom work.	

FIGURE 1

Proposed pod configuration for new FOCC building.

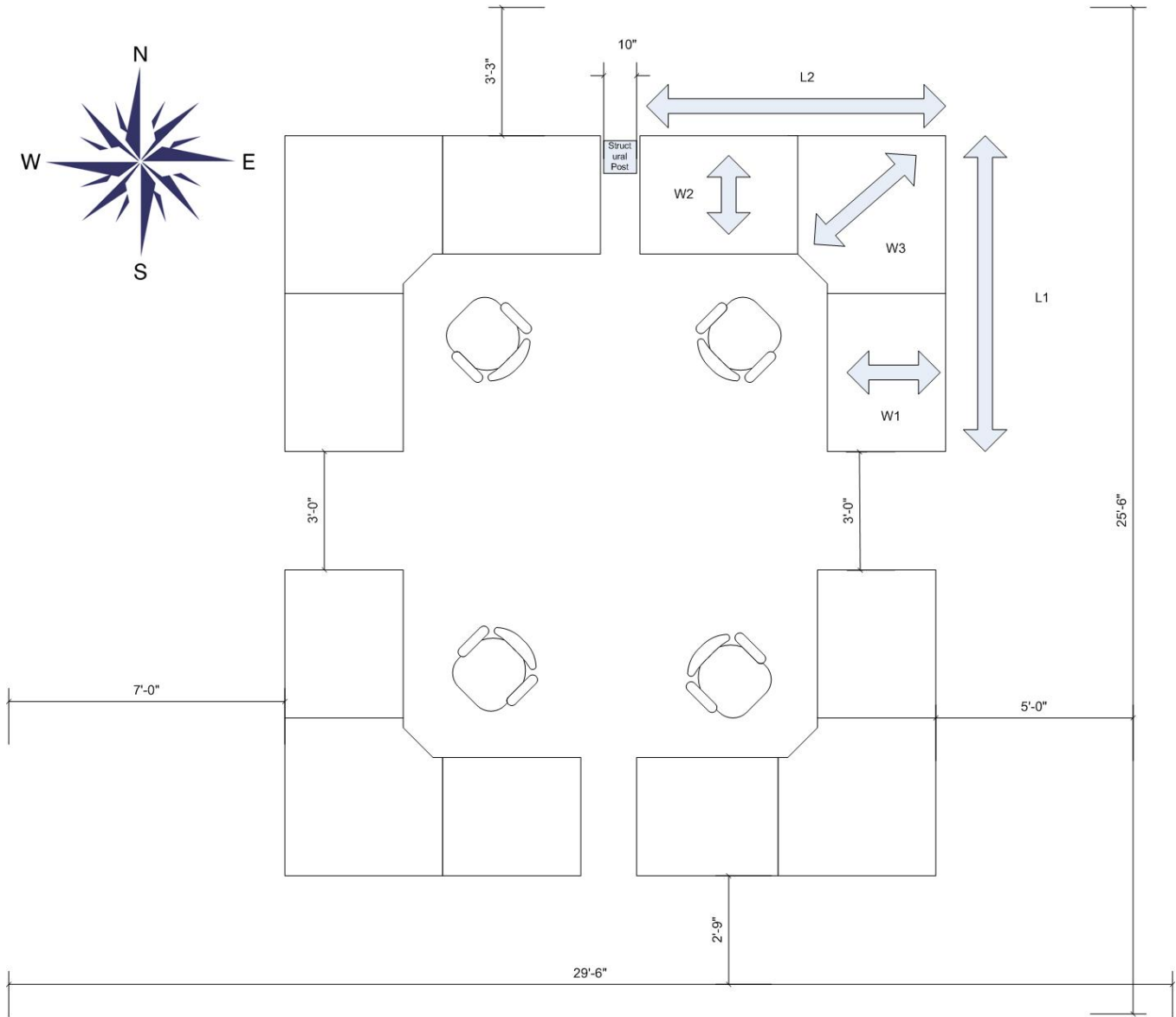


FIGURE 2

Current FOCC equipment layout.



Proposed FOCC equipment layout with curved and stacked monitors.

