



**REGIONAL DISTRICT  
of Fraser-Fort George**

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**1967-2017** 50 years of  
building strong communities

**REQUEST FOR PROPOSALS CS-17-10**

**SUPPLY AND DELIVERY OF A  
PORTABLE SPECTRUM ANALYZER**

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## 1.0 INVITATION AND INSTRUCTIONS

The Regional District of Fraser-Fort George (the "Regional District") invites proposals for the supply and delivery of a Portable Spectrum Analyzer to 155 George St., Prince George, B.C.

The Regional District's objective is to award a contract to the successful proponent who can demonstrate the ability to deliver a high quality product.

Two (2) complete copies of your proposal must be submitted in a sealed package marked:

RFP CS-17-10 Supply and Delivery of a Portable Spectrum Analyzer

to be received by: General Manager of Financial Services  
Regional District of Fraser-Fort George  
3<sup>rd</sup> Floor, 155 George Street  
Prince George, BC V2L 1P8

up to **2:00 p.m. on Wednesday, November 1, 2017**. Responding proponents must have their name and full mailing address clearly marked on the outside of the proposal envelope and on the outside of the courier envelope (if sending by courier).

To be considered, proposals must be signed by an authorized signatory of the proponent. By signing the proposal, the proponent is bound to statements made in response to this Request for Proposals (this "RFP"). Any proposal received by the Regional District that is unsigned will be rejected.

**All questions relating to this project must be in writing, directed to the Project Manager:**

Tony Fry, Public Safety Coordinator  
Regional District of Fraser-Fort George  
155 George Street  
Prince George, BC V2L 1P8  
Telephone: 250-960-4400  
Fax: 250-562-8676  
Email: [tfry@rdffg.bc.ca](mailto:tfry@rdffg.bc.ca)

### 1.1 Proposal Documents

Proposal documents may be obtained on, or after Friday, October 13, 2017:

- a) in a PDF (public document format) file format from the Regional District's website at [www.rdffg.bc.ca](http://www.rdffg.bc.ca);
- b) on the BC Bid@ website at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca);
- c) in hard copy from the Regional District Service Centre, 155 George Street, Prince George, BC between 8:00 a.m. and 5:00 p.m., Monday to Friday, excluding statutory holidays.

All subsequent information regarding this RFP, including amendments and addenda 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. Upon submission of their proposal, the proponent will be deemed conclusively to have been in possession of a full set of the RFP documents.

### 1.2 Acknowledgement Letter

Upon receipt of this RFP, a potential proponent will complete and sign the Acknowledgement Letter, and email the signed Acknowledgement Letter to the Tony Fry, [tfry@rdffg.bc.ca](mailto:tfry@rdffg.bc.ca).

A proponent who signs and returns the Acknowledgement Letter is not obligated to submit a proposal.

**Any proponent who does not submit the Acknowledgement Letter will not be sent any amendments, addenda, or answers to questions and may be disqualified.**

### 1.3 Errors, Omissions, Clarifications

All questions and requests for clarification relating to the RFP process, and/or identification of any errors or omissions in the RFP documents, shall be made by email to: Tony Fry, Public Safety Coordinator, [tfry@rdffg.bc.ca](mailto:tfry@rdffg.bc.ca).

**Questions and requests for clarifications will not be accepted over the phone** and must be received no later than Wednesday, October 25, 2017 in order that, if necessary, an addendum may be released in sufficient time for all proponents to consider the content before submitting their proposal.

### 1.4 Closing Date and Opening of Proposals

Sealed proposals will be received by the General Manager of Financial Services, at the Regional District of Fraser-Fort George, 3<sup>rd</sup> Floor, 155 George Street, Prince George, BC, not later than 2:00 p.m. local time on Wednesday, November 1, 2017

### 1.5 Proposal Submissions

Proponents will complete and submit two (2) copies of their proposal, formatted as described in Section 2. PROPOSAL FORMAT, in a **sealed envelope**. The following information **must be written on the outside of the sealed envelope containing the proposal submission, as well as the outside of the courier envelope (if sending by courier)** :

1. Attention: General Manager of Financial Services  
Regional District of Fraser-Fort George  
3<sup>rd</sup> Floor, 155 George Street  
Prince George, BC V2L 1P8
2. REQUEST FOR PROPOSALS CS-17-10  
PORTABLE SPECTRUM ANALYZER
3. Responding Proponent's name and address.

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 (Wednesday, November 1, 2017 @ 2:00 p.m.) will be considered disqualified and will be returned unopened to the proponent.

**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 as a result of the preparation or submission of a proposal 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.

## 1.6 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 favourable in the interests of the Regional District. The lowest, or any proposal, will not necessarily be awarded.

If a proposal contains a defect, or fails in some way to comply with the requirements of this RFP, which, in the sole discretion of the Regional District, is not material, the Regional District may waive the defect or accept the proposal.

The Regional District reserves the right to reject a proposal based on potential or perceived conflict of interest.

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.

By submitting a proposal, the proponent confirms that clauses a) and b) above are not applicable.

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.

## 1.7 Claim for Compensation

No proponent shall have any claim for compensation of any kind whatsoever as a result of participating in this RFP.

In the event that the previous paragraph is found to be invalid by a court of competent jurisdiction, then this paragraph will apply. By submitting a proposal, a proponent agrees that they will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the proponent in preparing their proposal for matters relating to this RFP or in respect of the competitive proposal process, and the proponent, by submitting a proposal, waives any claim for loss of profits if a contract is not entered into with the proponent.

## 2.0 **PROPOSAL FORMAT**

Proponents are asked to respond in a similar manner and submit **two (2) complete copies** of their proposal. Appendices "A" and "B" 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, fax 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.
- d) An Executive Summary of the key features of the proposal.

- e) Completed Appendix "A".
- f) Completed Appendix "B".
- g) Three (3) references that may be contacted for purposes of confirming your company's experience in supplying and delivering this type of equipment.
- h) **All amendments and addenda, if any, issued for this RFP. Each amendment and addenda must be signed by the proponent and included with the proposal and will form part of the proposal and contract documents.**

### 3.0 PROPOSAL EVALUATION

#### 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 the 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. Follow-up interview of selected finalist(s). (Optional at discretion of the Regional District.)
4. RFP criteria scoring by the Regional District.
5. Recommendations to Board.

#### 3.2 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 and/or detailed discussions.

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

#### 3.3 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.

#### 3.4 Non-Compliance with RFP Requirements

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

All items in the proposal that are **not** in full compliance, or that vary from the specific RFP requirements, shall be clearly identified in the proposal as non-compliant and/or variant, and shall 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 requirements will not necessarily result in rejection of a proposal.

The acceptance or rejection of all non-compliant items, and/or variances to the RFP requirements, shall 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(s).

All bids must be submitted with completed Appendices “A” and “B” as contained within this RFP in order to be eligible for consideration.

#### **4.0 SUPPLIER 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:

Evaluation criteria:

Compliance with RFP Requirements	5%
Delivery date	5%
Price	25%
How well proposal meets required specifications (Appendix A)	<u>65%</u>
Total	<u>100%</u>

#### **5.0 CONTRACT**

##### **5.1 Form of Contract**

The form of contract will be will be in the form of a letter of proposal acceptance, purchase order, or other format as agreed upon by the Regional District and the successful proponent and will include this RFP, all appendices, amendments and addenda.

##### **5.2 Award of Contract**

A contract for CS-17-10 (the “Contract”) is expected to be awarded no later than Thursday, November 16, 2017. All proponents will be advised, in writing, as to the awarding of the Contract.

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

#### **6.0 WARRANTIES AND INSURANCE**

##### **6.1 Warranty**

Proponents shall list the standard warranty applicable to the portable spectrum analyzer, which is to be listed in the Schedule of Prices, and document additional or extended warranties that may be available together with any special provisions and applicable costs.

## 6.2 Manufacturer's Insurance

Proponents will be expected to satisfy the Regional District that sufficient insurance is provided to protect the Regional District's direct investment in the event the portable spectrum analyzer is damaged or destroyed prior to delivery.

## 7.0 **CONTRACT PRICE**

The Schedule of Prices must be completed and included in the proposal submission. All prices for the work shall be stated in Canadian dollars. Taxes are to be shown as separate line items on the Schedule of Prices. Any applicable Federal or Provincial taxes, or levies, must be included in the Total Contract Price.

## 8.0 **DELIVERY AND PAYMENT**

### 8.1 Manuals and Documentation

All training and maintenance manuals and documentation required to register ownership in the name of the Regional District shall be provided prior to, or upon, delivery.

### 8.2 Delivery

Proponents must indicate the anticipated delivery of the portable spectrum analyzer to the Regional District at 155 George Street, Prince George, B.C.

### 8.3 Contract Price

All prices for the portable spectrum analyzer shall be stated in Canadian dollars. Any applicable Federal or Provincial taxes or levies must be included in the proposal response, but are to be listed separately from the contract price. Appendix "B" – Schedule of Prices must be completed and included in the proposal package.

### 8.4 Payment Schedule

Proponents will outline the proposed payment schedule with sufficient detail so as to allow 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 portable spectrum analyzer does not meet the specifications outlined in the contract documents or that the portable spectrum analyzer is deficient in any way, the Regional District may, at the time of delivery, hold back sufficient funds to ensure compliance. The amount of the holdback, if any and the provisions for the release of funds shall be subject to discussion between the Regional District and the successful proponent. The conclusion of any discrepancies and/or deficiencies must occur within a reasonable period of time.

### 8.6 Late Delivery

The successful proponent will be required to notify the Regional District if, during the construction process, there is any change in the delivery date provided in the contract and the reason behind the change in delivery date.

## 9.0 **LICENSES AND PERMITS**

The Contractor shall, at their expense, obtain all licences, permits, approvals, and insurance required under the laws of the Province of British Columbia with regard to its own activity under the Contract.



## **10.0 OWNERSHIP 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*.

## **11.0 CONFIDENTIALITY**

In accordance with the *Freedom of Information and Protection of Privacy Act*, the proponents will treat as confidential and will not, without prior written consent of the Regional District, publish, release, or disclose, or permit to be published, released, or disclosed, any information supplied to, obtained by, or which comes to the knowledge of the proponents as a result of this Contract except insofar as such publication, release or disclosure is necessary to enable the proponent to fulfil their obligation under this Contract, or by the laws of British Columbia.

## **12.0 RIGHTS OF WAIVER**

A waiver, or any breach of provision of this RFP will not constitute or operate as a waiver, or any other breach, of any other provisions, nor will any failure to enforce any provision herein operate as a waiver of such provisions or of any other provisions.

## **13.0 SEVERABILITY**

All paragraphs of the Contract are severable one from the other. Should a court of competent jurisdiction find that any one or more paragraphs herein are void; the validity of the remaining paragraphs hereof will not be affected.

**ACKNOWLEDGEMENT LETTER**

The undersigned has received a full set of RFP CS-17-10, Supply and Delivery of Portable Spectrum Analyzer.

\_\_\_\_\_  
Authorized Signatory Signature

\_\_\_\_\_  
Name of Tenderer

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, Province, Postal Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date

I/We presently intend  to provide  not to provide a Proposal.

Please return immediately by mail, hand delivery, or by email to:

Tony Fry, Public Safety Coordinator  
Regional District of Fraser-Fort George  
155 George Street  
Prince George, BC V2L 1P8

Email: [tfry@rdffg.bc.ca](mailto:tfry@rdffg.bc.ca)

**APPENDIX A**

**MINIMUM SPECIFICATIONS FOR A NEW PORTABLE SPECTRUM ANALYZER**

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

		Compliant	Non-Compliant	State the variation being supplied if line item is non-compliant
<b>PORTABLE SPECTRUM ANALYZER</b>				
1.	Graphical Spectrum analysis, peak table, channel power			
2.	Visual representation of recorded Spectrogram			
3.	Display of Delta Spectrum selected traces relative to reference trace			
4.	Multi-Channel Power monitoring			
5.	Level Meter			
6.	Audio Demodulation AM,FM,LSB and CW signals with internal speaker or 3.5mm headphone jack			
7.	Audio Streaming Via Ethernet			
8.	I/Q Analyzer, Magnitude, HRS, persistence and streaming via Ethernet			
9.	Minimum Displayed Average Noise Level (DANL) < -167 dBm/Hz noise < 7 dB for frequency's less <3Ghz			
10.	Resolution bandwidth RBW,10 Hz to 20 MHz			
11.	Persistence Spectrum with High Resolution Spectrogram			

		Compliant	Non-Compliant	State the variation being supplied if line item is non-compliant
12.	Direction finding, including Horizon Scan, Tone Search, Localization			
13.	Direction Finding Localization by triangulation from at least two bearings and estimation of the distance to the transmitter displayed on high-resolution street maps pre-loaded for the RDFFG area			
14.	Direction Finding using Manual Bearing with Bar or numerical display of the signal level and indication of direction			
15.	Time domain analyzing of RF power versus time			
16.	10 kHz to 6 GHz handheld Directional Antennas with Handle and Arm Support			
17.	N Male for Antenna Handle Adapter for Handle if required			
18.	Build in GPS and compass			
19.	Max weight of 3Kg			
20.	AC Power supply Input: 100-240VAC and DC Power Supply Vehicle Adapter			
21.	Hot swappable Battery Packs x 2			
22.	Hard case for transport/shipping, carrying strap or harness for analyzer, Soft Carrying Bag and protective cover			
23.	State factory warranty period and if extended warranty is available			
24.	Calibration Report			

**APPENDIX B  
SCHEDULE OF PRICES**

The Total Contract Price submitted below reflects the full cost, taxes shown separately, for the Portable Spectrum Analyzer as specified in RFP CS-17-10. **All prices shown are to be in Canadian Funds.**

Portable Spectrum Analyzer delivered FOB to the Regional District of Fraser-Fort George, 155 George St., Prince George, B.C.	\$	_____
Standard Warranty Period _____, cost:	\$	_____
Extended Warranty Period _____, cost:	\$	_____
GST	\$	_____
PST	\$	_____
<b>TOTAL PRICE</b>	\$	<div style="border: 2px solid black; width: 150px; height: 40px; display: flex; align-items: center; justify-content: center;">\$</div>

Are you a GST Registrant?  Yes  No

If YES, Tax Registration Number: \_\_\_\_\_

If NO, please mark the appropriate box:

Supplier qualifies as a small supplier under s. 148 of the legislation  Yes  No

**Product Delivery Date** \_\_\_\_\_

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