



**SCHOOL DISTRICT #68 (NANAIMO - LADYSMITH)**

**REQUEST FOR PROPOSAL (RFP)**

RFP #: 2383

For: HP Wireless Access Points and Service

This completed request for offer must be received by the receptionist at the main switchboard of School District #68 (Nanaimo-Ladysmith), 395 Wakesiah Avenue, Nanaimo, B.C., V9R 3K6

Attention Terry Janzen, Buyer  
Sealed proposals will be accepted  
**Not Later Than: 2:00 PM June 15, 2010**

Proposals so received will be opened in public at the School District office 15 minutes after the closing time. Proposals received after the closing time will be returned unopened to the supplier. The lowest or any proposal will not necessarily be accepted.

Date: .....

Provided that this proposal is accepted within 60 calendar days from the date of closing, the undersigned offers and agrees to furnish or supply to School District No. 68 (Nanaimo-Ladysmith) all or any part of the items upon which prices are stated, at the price set opposite each item and to deliver the same at the designated point or points within the time specified, and on the terms and conditions set forth in the Proposal.

Names and Address:	Signature and Title of person authorized to sign proposal: (Print or type name under signature.)
.....	.....
.....	.....
.....	.....
	Signature and Address of Witness:
	.....
	.....
Telephone: .....	.....
Facsimile: .....	.....
	.....

Addenda

Acknowledgment is hereby made of receipt and inclusion of the following addenda to the proposal documents:

Addendum			
No.	dated	:	pages
No.	dated	:	pages

INSTRUCTIONS TO SUPPLIERS
---------------------------

**1. Proposal Closing**

Sealed proposals, in duplicate, made on the proposal form provided, together with all other documents required will be received by the Purchasing Department:

**School District #68 ( Nanaimo-Ladysmith )  
395 Wakesiah Avenue,  
Nanaimo, B.C.  
V9R 3K6**

Proposals shall be submitted in duplicate sealed in an envelope. **Ensure supplier's name and address as well as the proposal number is shown clearly on the outside of the envelope.**

Proposals will be received up to: 2:00 p.m. local time June 15, 2010

Proposals received after the closing time will be returned unopened.

It is the supplier's responsibility to allow sufficient time for their agent to deliver their proposal by the time and date specified above. The supplier should instruct their delivery agent to have the receptionist at the School District time stamp the proposal. The School District will upon receipt of proposals delivered by Canada Post or courier, make every effort to assist the supplier to have the proposal time stamped. However the School District assumes no responsibility for proposals that are not received at the time of the proposal opening.

Proposals will be opened publicly up to fifteen minutes following proposal closing.

**2. Form of Proposal**

All prices and notations will be typewritten or written in ink. No erasures or additions to the proposal documents are permitted. In the case of mistake in extension of price, unit price will govern. In the case of mistake, the mistake will not be erased but crossed out with correction typewritten or written in ink adjacent hereto. Such corrections will be initialed by the authorized signing officer.

Alterations, qualifications or omissions to the proposal forms by the supplier may be cause to reject the proposal.

**3. Prices**

Vendors are invited to propose prices on any or all items contained in this proposal. It is requested however that prices only be proposed on those services that can be guaranteed within the specified delivery date. The School District wants to avoid situations where suppliers proposal on items that they may have difficulty obtaining. Prices shall be in Canadian currency and shall not include the Goods and Services Tax or the Provincial Sales Tax.

**Instructions to Suppliers (continued)**

**4. Oral and Facsimile Proposals**

Oral or facsimile proposals will **not** be accepted. In order to be considered, proposals must be submitted sealed in an envelope and received at the reception desk of School District #68 on or before the closing time and date stated on the face of this proposal.

**5. Signature & Initials Required**

All proposals must be signed in the place provided on the front page by an officer or employee having authority to bind the supplier by his signature.

All other pages of the proposal, Instructions to Suppliers, General Conditions, Special Conditions, Requirements and all documents attached must be initialed by the authorized signatory of the firm in the spaces provided and all pages of the proposal documents must be returned when submitting a proposal to the School District.

**6. Acceptance**

Proposals submitted will be irrevocable and open for 60 (sixty) days following closing date.

The right is reserved, as the interests of the School District may require, to reject any or all proposals and to waive any informality or irregularity in proposals received. The lowest or any proposal will not necessarily be accepted. Proposals which contain qualifying conditions or otherwise fail to conform to these proposal documents may be disqualified or rejected. The School District may waive any non-compliance with the proposal documents, specifications or any conditions, including the timing of delivering of anything required by this proposal and may at its sole discretion elect to retain for considerations proposals which are non-conforming because they do not contain the content or form required by the proposal documents or because they have not complied with the process for submissions set out herein.

The award of any contract shall be based on the evaluation of the proposals by the School District on any basis, including but not limited to the following criteria:

- a) the overall cost impact of the proposal on the operations of the School District;
- b) the reputation and experience of the supplier and of the supplier's staff to be allocated to the supply of the goods and services required by this proposal;
- c) the technical credibility, financial resources, and environmental responsibility of the supplier;
- d) the School District's assessment of the capability of the supplier and the supplier's staff to supply the goods and services within the time frame required by the School District;

**Instructions to Suppliers (continued)**

e) the best value to the School District based on quality, service, price, and any criteria set out herein based solely on the School District's assessment of the proposal.

The supplier acknowledges and agrees that the School District will not be responsible for any costs, expenses, losses damage, or liability incurred by the supplier as a result of or arising out of submitting a proposal for the proposed contract, or due to the School District's acceptance or non-acceptance of their proposal.

**7. Amendments**

In the event that a supplier determines that an amendment must be made to a proposal that has been submitted and provided that the closing time and date have not passed, the supplier will be permitted to amend the proposal.

Amendments to a proposal by facsimile or in writing will be accepted provided that only the amendment amount by which the proposal price is amended is shown and not the total price nor the amended total proposal price. Amendments must be received prior to the Closing Date and Time to be considered as part of the Respondent's proposal.

**8. Withdrawal**

Proposals may be withdrawn by written notice only, provided such notice is received by School District #68 prior to the closing time and date set for receiving proposals.

**9. Special Conditions Prevail**

Where "Special Conditions" are attached hereto, they will take precedence over "General Conditions" or "Instructions to Suppliers".

**10. Costs Incurred**

The School District will not assume any responsibility or liability for any costs incurred by the supplier in the preparation of their proposal.

**12. Queries**

Any inquiries regarding this proposal must be made by email prior to 2:00 P.M. June 8, 2010 and should be directed to:

Steve Sproston, Information Systems Manager

Email: [ssproston@sd68.bc.ca](mailto:ssproston@sd68.bc.ca)

Answers to all questions will be provided to all proponents by email by June 9, 2010.

<b>GENERAL CONDITIONS</b>
---------------------------

**1. Conduct of the Contract**

The School District Secretary-Treasurer will have conduct of the contract.

**2. Default**

The School District may by notice of default to the supplier, terminate in whole or in part the contract if the supplier fails to make delivery of the item(s) or to perform any provision of this contract within the time specified, or within a reasonable time if no time is specified.

In the event the School District does terminate the contract in whole or part as specified above, the School District may procure items or services similar to those so terminated and the supplier will be liable to the School District for any excess costs for such similar items or services.

The supplier will not be liable for any excess costs if failure to perform is due to strike, lockout, or acts of God. The School District will not be liable where delivery sites are not available due to strike, lockout, or act of God.

**3. Jurisdiction**

Any legal dispute arising under this contract not resolved by the School District and the supplier will be resolved according to the laws of the Province of British Columbia.

**4. Alternate Products**

The School District expects to receive the item(s) exactly as stated in the proposal document. The School District will be the sole judge as to what constitutes variations.

**5. Assignment**

The vendor will not, without written permission of the Secretary-Treasurer, assign, sublet, or transfer this contract or any part thereof.

**6. Time is of the Essence**

Time shall be of the essence of this contract.

**7. References**

Vendors must provide at least two (2) references of projects recently completed of the same size and scope as stated in the requirements section.

**BACKGROUND**

School District #68 (Nanaimo-Ladysmith) is located on the east coast of Vancouver Island, British Columbia, Canada. The District serves 14,000 students in the communities of Nanaimo, Ladysmith, Lantzville, Gabriola Island, Cedar and surrounding rural areas. The District operates seven secondary schools, 31 elementary schools and two alternate schools offering a full range of programs from Kindergarten to Grade 12, and also has programs for pre-school and adult learners.

**REQUIREMENTS**

School District 68 is seeking a qualified vendor to supply HP ProCurve WiFi equipment and services for the installation of wireless access points in seven (7) Secondary schools and thirty one (31) Elementary schools. The entire project is expected to be completed by June 2011 and will require the delivery of goods and services throughout the project life cycle.

The district plans to purchase approximately 150 ProCurve MSM422-WW access points over the project life cycle for use with wireless laptops and handheld devices and to be integrated with Windows Active Directory. Telephony is not within the scope of this project.

The proponent must provide the following.

1. Provide pricing for 150 HP Pro Curve MSM422-WW wireless access
2. Describe services to train the SD68 technical staff to optimally locate, deploy and manage the access points and to provide design input into centralized versus decentralized design. Vendors are to provide daily rates to perform the above.
3. Have HP certified ProCurve engineers on staff, preferably stationed locally
4. Describe any value added services
5. Describe options for the buyback of approximately 70 legacy HP Pro Curve 420 access points
6. A price change mechanism for price increase/decrease for goods and services during the term of the contract. E.g. Price change based on substantiated manufacturers increase/decrease with thirty (30) days written notice

**EVALUATION CRITERIA**

Item	Description	Weight
1	Pricing	40
2	Services	30
3	Certified Professional	10
4	Value Add	10
5	Buy Back	5
6	Price Change Mechanism	5

**PRICE & DELIVERY SCHEDULE**

Provided that this tender is accepted within 60 calendar days from the date of closing, the undersigned offers and agrees to furnish or supply to School District No. 68 (Nanaimo-Ladysmith) all or any part of the items upon which prices are stated, at the price set opposite each item and to deliver the same at the designated point or points within the time specified, and on the terms and conditions set forth in the Tender.

Wireless Access Points \$ \_\_\_\_\_ ea.

Daily Rate for Services \$ \_\_\_\_\_