

SCHEDULE B – QUOTATION

RFQ Title: Surrey Libraries Books Sorting Machine Replacement Program (AMH)

RFQ No: 1220-040-2024-011

**CONTRACTOR**

**Legal Name:**

**Contact Person and Title:**

**Business Address:**

**Business Telephone:**

**Business Fax:**

**Business E-Mail Address:**

**CITY OF SURREY**

City Representative: Sunny Kaila, Manager, Procurement Services

E-mail for PDF Files: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

1. If this Quotation is accepted by the City, a contract will be created as described in:

(a) the Agreement;

(b) the RFQ; and

(c) other terms, if any, that are agreed to by the parties in writing.

1. Capitalized terms used and not defined in this Quotation will have the meanings given to them in the RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the RFQ will remain in full force and effect.

I/We have reviewed the RFQ Attachment 1 – Draft Agreement – Goods and Services. If requested by the City, I/we would be prepared to enter into that Agreement, amended by the following departures (list, if any):

**Section Requested Departure(s)**

**Please State Reason for the Departure(s):**

1. The City requires that the successful Contractor have the following in place **before providing the Goods and Services**:
2. Workers’ Compensation Board coverage in good standing and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided,

Workers’' Compensation Registration Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Prime Contractor qualified coordinator is Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Insurance coverage for the amounts required in the proposed Agreement as a minimum, naming the City as additional insured and generally in compliance with the City’s sample insurance certificate form available on the City’s Website at [www.surrey.ca](http://www.surrey.ca) search [Standard Certificate of Insurance](http://www.surrey.ca/files/DCT_Standard_Certificate_of_Insurance_2014.docx);

(d) City of Surrey or Intermunicipal Business License: Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

(e) If the Contractor’s Goods and Services are subject to GST, the Contractor’s GST Number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and

(f) If the Contractor is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

As of the date of this Quotation, we advise that we have the ability to meet all of the above requirements **except as follows** (list, if any):

**Requested Departure(s):**

**Please State Reason for the Departure(s):**

1. The Contractor acknowledges that the departures it has requested in Sections 3 and 4 of this Quotation will not form part of the Agreement unless and until the City agrees to them in writing by initialing or otherwise specifically consenting in writing to be bound by any of them.

**Changes and Additions to Specifications:**

1. In addition to the warranties provided in the Agreement, this Quotation includes the following warranties:

1. I/We have reviewed the RFQ Attachment 1, Schedule A – Specifications of Goods and Scope of Services. If requested by the City, I/we would be prepared to meet those requirements, amended by the following departures and additions (list, if any)

**Requested Departure(s)**

**Please State Reason for the Departure(s):**

**Description of the Proposed Solution**

1. The Contractor should provide a complete description of the proposed solution and illustrate the components and systems comparing the Contractor’s proposed AMH solution to the preferred requirements, include a timeline with key milestones for product delivery, installation, and staff training.

**Fees and Payments**

1. The Contractor offers to supply to the City of Surrey the Goods and Services for the prices plus applicable taxes as follows:

Prices reflected in the Quotation should include any discounts extended. Unit prices should be quoted for all components and costs for hardware, software, installation and service. Contractor price(s) include and covers all duties, taxes, handling and transportation charges, and all other charges incidental to and forming part of this Quotation. The Contractor shall be responsible for customs clearance and payment of any duties and/or taxes owing at the time of importation into CANADA, as applicable.

**Schedule B - Fees & Payment [Sample Pricing Spreadsheet] may be viewed and/or downloaded from the City of Surrey’s Managed File Transfer Service (MFT):**

Hostname: <https://mft.surrey.ca>

Logon ID surreybid

Password: Welcome

Locate Folder 1220-040-2024-011

**Experience, Reputation and Resources:**

1. Contractor's relevant experience and qualifications in delivering Goods and Services similar to those required by the Agreement (use the spaces provided and/or attach additional pages, if necessary):

1. Contractor's references (name and telephone number) (use the spaces provided and/or attach additional pages, if necessary). The City's preference is to have a minimum of three references. Previous clients of the Contractor may be contacted at the City’s discretion.

Contractors should identify and provide the background and experience of all key personnel proposed to provide the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

**Key Personnel**

|  |  |
| --- | --- |
| Name: |  |
| Experience: |  |
| Dates: |  |
| Project Name: |  |
| Responsibility: |  |

1. Contractors should identify and provide the background and experience of all sub‑contractors and material suppliers proposed to undertake a portion of the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

|  |  |  |  |
| --- | --- | --- | --- |
| *Description of Goods & Services* | *Sub-Contractors & Material Suppliers Names* | *Years of Working with Contractor* | *Telephone Number and Email* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Describe the equipment, technologies, and other resources you will utilize for the Goods and perform the Services efficiently and effectively and meet the City’s preferred timelines.

a) Measurements of the hardware components

b) Options to expand/reconfigure sorting system

c) Compatibility with SirsiDynix Horizon ILS

d) Compatibility with other ILS.

e) Handling of materials that only have barcode and/or RFID.

f) Handling of materials that have neither barcode nor RFID tags.

g) Scope and methodology for staff training in the use of all hardware and software.

1. Responding to hardware and software malfunctions e.g. service hours, guaranteed response times for on-site diagnosis & repair, local service technicians, etc.

1. **Buy Back**: At the end of the purchased Goods’s life cycle, the City may replace the Goods. Provide information on your company’s buy-back program and the value that the City would receive on further replacement purchases.

1. Removal and Disposal of existing Goods: Provide how the Contractor will handle disposal of existing equipment, if applicable.

1. **Upgrades**: The City may request upgrades for Goods with the manufacturer recommended change. Provide information on your company’s system upgrades (i.e. firmware releases, software upgrades and security hot fixes, etc.)

1. **Conceptual Drawings**: Based on the information provided in Schedule A, the Contractor should provide a conceptual drawings of how the sorting machines will be laid out.

1. **Refurbish**: Describe your company’s refurbishment program, if any, that the Contractor may offer the City.

1. **Training**: Describe the proposed training (remote and on-site) that the Contractor would provide the City staff in maintaining hardware and software, etc., at no additional cost to the City.

1. **Warranty**: Describe the Contractor’s warranty policy including what is covered under this policy. How long the warranty period lasts and how the Contractor will resolve issues that will arise during this warranty period.

1. **Service and Maintenance Agreement**: Provide a copy of the software license agreement and maintenance service agreement, as applicable.

1. I/We the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFQ and the Agreement, submit this Quotation in response to the RFQ.

**This Quotation** is offered by the Contractor this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 202\_.

**CONTRACTOR**

**I/We have the authority to bind the Contractor.**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Legal Name of Contractor)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature of Authorized Signatory)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Print Name and Position of Authorized Signatory) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature of Authorized Signatory)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Print Name and Position of Authorized Signatory) |