



PUBLIC WORKS

REQUEST FOR QUOTATIONS

**SUPPLY & INSTALL TWO WAY RADIO'S
AND
SUPPLY HANDHELD RADIOS**

FEBRUARY 2024

File 2024-009

SUMMARY OF PROJECT GENERAL INFORMATION

RFQ TITLE	<p>Supply & Install Two Way Radio’s and Supply Handheld Radios</p> <p>Please use this title on all correspondence.</p>
CONTACT PERSON	<p>The contact person for this RFQ is:</p> <p>Connie McGaugh, Purchasing Officer</p> <p>Email:</p> <p>tenders@charlottetown.ca</p>
INQUIRIES	<p>Please direct all inquiries within 3 business days before closing via email to the contact person named above. No telephone enquiries accepted.</p>
ADDENDA	<p>Any addenda will be posted on the City of Charlottetown webpage: www.charlottetown.ca/tenders</p>
CLOSING DATE/TIME	<p>The closing time is:</p> <p>Friday, February 23, 2024, at 2:00:00 pm local time</p>
AWARDS	<p>Results of this RFQ will be posted on the City Awards website: www.charlottetown.ca/tenders</p>
DELIVERY ADDRESS	<p>Responses are to be submitted to:</p> <p>tenders@charlottetown.ca</p>

Quotations shall be submitted by email with the subject, "**Supply and Install Two-Way Radios and Supply Handheld Radios;**" and must be received by the Purchasing Officer before **2:00:00 pm local time on Friday, February 23, 2024**. It is the responsibility of the bidder to email the quotation before the closing date and time noted above. Late submissions will not be accepted and will be returned to the Bidder unopened.

Any addenda will be posted on the City of Charlottetown website www.charlottetown.ca/tenders. Bidders are responsible for checking the website for bid documents and addenda. The City is not responsible for ensuring bidders have obtained addenda.

Email submissions will be accepted as the sole method of submission. There will be a public opening of submissions received immediately after closing. The awarding of a contract, if any, resulting from this Request for Quotations (RFQ) shall be done upon approval by City Council as soon as practical after bid evaluations have been completed. Results of this RFQ will be posted on the City's awards webpage at the following address: www.charlottetown.ca/tenders.

This RFQ creates no obligation on the part of the City of Charlottetown to award the contract or to reimburse bidders for RFQ preparation expenses. The City of Charlottetown reserves the right to accept or reject any and all quotations, in whole or in part, received as a result of this request, and to negotiate in any manner necessary to best serve the interest of the City. The decision as to which submission best satisfies the needs of the City rests solely with the City, and any decision is not open to appeal. Submissions will not be evaluated if the Bidder's current or past corporate or other interests may, in the City's opinion, give rise to a conflict in connection with this project. The City specifically reserves the right to reject all RFQs if none is considered to be satisfactory and, in that event, at its option, to call for additional RFQs. No term or condition shall be implied, based upon any industry or trade practice or custom, any practice or policy of the City or otherwise, which is inconsistent or conflicts with the provisions contained in these conditions.

At the election of the City, whether or not a bid or bidder otherwise satisfies the requirements of the RFQ, the City may reject summarily any bid received from a corporation or other person which has been anywise involved in litigation, arbitration or alternative dispute resolution with the City within the five (5) year period immediately preceding the date on which the RFQ was published.

The City's evaluation may include information provided by the bidder's references and may also consider the bidder's past performance on previous contracts with the City or other institutions.

The City may prohibit a bidder from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to the following: (a) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information; (b) the refusal of the bidder to honour its pricing or other commitments made in its submission; or (c) any other conduct, situation or circumstance, as solely determined by the City.

A Bidder who has already submitted a bid may submit a further bid at any time up to the official closing time. The last submission received shall supersede and invalidate all submissions previously submitted by that bidder for this RFQ. Any bidder may withdraw or qualify his/her submission at any time up to the official closing time by re-submitting a new bid to the City. The new submission shall be marked by the Bidder as "Resubmission #" along with the name of the RFQ, as noted above in the RFQ. Bids may be withdrawn at any time prior to opening upon written request from the bidder. Negligence on the part of the bidder in preparing his/her bid shall not constitute a right to withdraw a bid subsequent to the bid opening.

Any potential conflict of interest must be disclosed to the City in writing. Any conflict of interest identified will be considered and evaluated by the City. The City has the sole discretion to take the steps they deem necessary to resolve the conflict. If, during the term of the Contract, a conflict or risk of conflict of interest arises, the Contractor will notify the City immediately in writing of that conflict or risk and take any steps that the City reasonably requires to resolve the conflict or deal with the risk.

The City reserves the right to cancel any request for quotes at any time without recourse by the contractor. The City has the right to not award this work for any reason including choosing to complete the work with the Owners' own forces.

All questions in respect of this RFQ must be addressed, in writing, by email to tenders@charlottetown.ca. Questions must be received no less than three (3) business days before the closing date of this Request for Quotations.

Sustainability & Supplier Code of Conduct:

The City of Charlottetown is committed to leveraging its procurement to improve the sustainability of its operations and strengthen Charlottetown's environmental, social, and economic prosperity. The City will implement sustainable procurement practices to advance positive sustainable impacts and reduce negative impacts while ensuring fiscal responsibility and respecting trade agreements.

The City expects Proponents and their supplier(s) to have responsible business practices, operations and processes that support protecting the environment and are socially responsible. The Supplier Code of Conduct (Appendix A) sets the minimum expected ethical and human rights standards for vendors and their suppliers. The City's intent is to work with Proponents to promote, grow and implement sustainable business practices.

The City reserves the right to request suppliers provide documentation to support sustainability claims and declarations.

Regarding this RFQ, the City of Charlottetown seeks more detailed information about the Proponent's sustainability practices and features of the specifically in the areas of: Environmental Practices and how you are reducing GHG emissions.

Introduction:

This RFQ is for the – **Supply and Install Two-Way Radios and to Supply Handheld Radios.**

To be supplied and installed by March 31st, 2024

Award will be based upon compliance to the specifications in the RFQ and the lowest bid price submitted on each individual radio or alternatively on any combination thereof. The City reserves the right to decide which manufacturer offers the best value to the City in terms of key specification areas, and lowest price. The specified documents shall be properly completed and must be submitted by the deadline in order to qualify as a valid bid. The City is not bound to accept the lowest or any bid received.

Delivery:

The Bidder's attention is drawn to the delivery deadline date as noted above. Any delays beyond this time will be considered a lack of performance by the Vendor and a failure to provide the tendered equipment. A penalty of \$100.00 per calendar day per unit may be assessed against the Vendor until delivery is completed. Please note that no vendor will be penalized for late delivery as a result of circumstances beyond their control. Documentation must be provided as proof of reason for late delivery. The validity of the reason for late delivery will be determined by the City.

In the event the City agrees to an extension of the delivery date, no penalty will be assessed.

Product Acceptance:

The radios must be properly installed and tested to the satisfaction of the City. The Vendor is responsible for hook up and testing of all radios prior to completing the service.

Warranty:

All warranty work, including shipping, parts delivery charges, all shipments and travel, will be at the expense of the supplier.

The undersigned understands and agrees to the following provisions of this RFQ:**AGREEMENT**

1. This form must be used for tabulation purposes. Specification sheets form part of submission and must not be removed.
2. All submissions must be accompanied by manufacturer's literature describing, in detail, the equipment bid upon.
3. All prices quoted are to be in Canadian funds, including any Canadian customs Duties and Excise Taxes, and are to include all delivery charges (FOB 12 MacAleer Drive, Charlottetown PE). It is the responsibility of the bidder to determine from the appropriate authorities what taxes, rates and charges are applicable to this RFQ. All taxes levied must be included in the net unit price.
4. Quotes submitted for the radios listed above shall include pre-delivery service and installation to 12 MacAleer Drive; HST (15%) must be included in the total submission price.
5. The City of Charlottetown reserves the right to inspect radios supplied as a result of this RFQ, either during or after manufacture and delivery, and shall be the sole judge as to whether equipment supplied meets specifications.
6. The City of Charlottetown reserves the right to accept or reject any or all submissions, to waive any technicality in a submission and to accept any part of a submission as deemed to be in the best interest of the City.
7. The specifications in this RFQ are the minimum acceptable. When specific manufacturer and model numbers are used, it is to establish a design, type of construction, quality, functional capability, and/or performance level desired. When substitutions are bid, they must be identified by manufacturer, stock number, and other descriptive information to establish equivalency. The City shall be the sole judge of equivalency. Failure to comply with the attached specification could result in the RFQ being rejected.
8. Vendors are advised that the City has now moved to electronic payments on goods and services provided to the City. Payment of invoices will be made by way of Electronic Funds Transfer (EFT). The successful bidder will be required to provide the necessary banking information for registration on the City system.
9. Payment terms will be considered as net thirty (30) days from date of receipt of invoice.
10. This bid is valid for acceptance for a period of sixty (60) days from date of closing of the RFQ.

DATED: _____**VENDOR:** _____**(Signature)**_____
(Print name)

HANDHELD RADIO SPECIFICATIONS

Twelve (12) Handheld MOTOROLA XPR3500e Radios – **Supply Only**

Two (2) - Six (6) Station Handheld Battery Charge Stations to fit Motorola XPR3500e Radios –
Supply Only

No exceptions to the brand as it's additions to our existing radio network.

TWO-WAY TRUCK MOUNTED RADIO SPECIFICATIONS

Fifty-seven (57) (**Supply and Install**) Motorola MotoTRB0 XPR2500, HHF 25-Watt Mobile Radios. (16 pin accessory key w expandable connector, Broadband halfwave antenna Kit – 2 dbd, ½ wave, 132 -174 MHz, Motorola NMO antenna mounting Kit with mini-UHF and truck gutter brackets for ¾". To be installed in the following units:

- 1) Forty-one (41) ½ Ton to 3500 Series Crew Cabs Trucks (Dodge and Ford)
- 2) One (1) SUV (Honda CRV)
- 3) Two (2) CAT 926 Loaders (24 VDC)
- 4) Seven (7) Trackless Sidewalk Machines (12 VDC)
- 5) Two (2) Grass Tractors (12 VDC)
- 6) One (1) Skid Steer
- 7) One (1) Bucher Street Sweeper
- 8) Two (2) International 3-Ton Trucks

All parts, labour to install, pre-programming and setup of radios. All costs associated with travel included in the total price quoted.

No exceptions to the brand as it's additions to our existing radio network.

Please include availability of radios and potential installation dates with the RFQ submission.

VENDOR’S INFORMATION FORM:

Vendor’s Name: _____

Address: _____

City: _____ Province: _____ PC: _____

Telephone No.: _____ Fax No.: _____

E-mail address: _____

Website: _____

Contact Person: _____

Title: _____

Telephone No.: _____

NAME (Please print)

TITLE (Please print)

AUTHORIZED SIGNATURE

DATE

Affix Corporate Seal
(If Applicable)

QUOTE FORM

The City of Charlottetown is not bound to accept the lowest or any quote received. The full Bid Package must be returned and any additional information may be attached.

ITEM DESCRIPTION	QUANTITY	COST
Supply and Install Two-Way Radios	57	\$ _____
Supply Handheld Radios	12	\$ _____
Subtotal		\$ _____
HST (15%)		\$ _____
Total Submission Price		\$ _____

MAKE & MODEL OF TWO-WAY RADIOS: _____

MAKE & MODEL HANDHELD RADIOS: _____

WARRANTY - Manufacturer's standard warranty.

SPECIFY: _____

MONTHS

BID COMPANY NAME: _____

CONTACT NAME (PRINT): _____

TELEPHONE/CELL PHONE: _____

EMAIL: _____

SIGNATURE _____

Date: _____



Charlottetown Supplier Code of Conduct

Introduction

The City of Charlottetown (“Charlottetown”) is committed to conducting business in an ethical, legal, and socially responsible manner. Charlottetown expects its Suppliers to adhere to equivalent standards.

The Charlottetown Supplier Code of Conduct (SCoC) sets out the minimum ethical standards and business conduct for service providers including subcontractors, consultants, manufacturers, fabricators, distributors, or any entity that provides Charlottetown with goods or services (collectively “Suppliers”).

Charlottetown expects all its suppliers to affirm their compliance with the standards in this SCoC and ensure the standards are being upheld by any of their subcontractors. Stated compliance with all provisions set out in this SCoC will proclaim that the supplier is compliant with the core labour conventions of the International Labour Organization (ILO) and other applicable regulations in the countries in which they operate.

Charlottetown reserves the right to audit suppliers and request additional documentation to ensure compliance with all applicable laws and standards as well as this SCoC.

Charlottetown reserves the right to discontinue business with suppliers who are not responsive to requests to address concerns around workplace practices and instances of non-compliance with these minimum ethical standards and business conduct for suppliers.

SUPPLIER CODE OF CONDUCT

Employee Treatment, Harassment and Abuse

The supplier's employees shall be treated with respect and dignity and the supplier's disciplinary policies and procedures shall be clearly defined and communicated to employees before application. There shall be no harsh and inhumane treatment, including any physical, sexual, psychological, verbal harassment or abuse, or corporal punishment; nor is there to be the threat of any such treatment.

Non-Discrimination

The supplier shall ensure no person is subject to any discrimination in employment, including hiring, compensation, advancement, discipline, termination, or retirement, on the basis of race, colour, age, gender, sexual orientation, ethnicity, nationality, disability, place of origin, ancestry, religion, political affiliation, union membership, family status or marital status.

Forced Labour

There shall be no use of forced labour, including prison labour, indentured labour, bonded labour, or other forms of forced labour. All work shall be voluntary, and workers shall be free to leave upon reasonable notice.

Child Labour

No persons shall be employed under the age of 15 or younger than the age for completing compulsory education in the country of manufacture, whichever is higher. Workers under the age of 18 shall not perform work that is likely to jeopardize the health or safety of young workers.

Health and Safety

The supplier shall provide a safe and healthy working environment to prevent accidents and injury to health arising out of, or linked with, or occurring in the course of work or as a result of the operation of the supplier's facilities.

Freedom of Association and Collective Bargaining

The supplier shall recognize and respect the right of employees to freedom of association and collective bargaining. Workers and employers shall have the right to establish and join labour organizations of their own choosing and elect their representatives, for the purpose of furthering and defending the interests of workers or of employers.

Wages and Benefits

The supplier shall pay all employees at least the minimum wage or the appropriate prevailing wage in its country of origin, whichever is higher, comply with all legal requirements on wages, and provide any benefits required by law or contract. Deductions from wages as a disciplinary manner shall not be permitted and payment shall occur in a timely manner with pay stub or similar documentation.

Hours of Work

The supplier shall not require workers to work more than the regular and overtime hours allowed by the law of the country where the workers are employed. The regular work week shall not exceed 48 hours. Employers shall allow workers at least 24 consecutive hours of rest in every seven-day period.

Overtime Compensation

Every worker has a right to compensation for a regular work week that is sufficient to meet the worker's basic needs and provide some discretionary income. The supplier shall be compensated

for overtime hours at such premium rate as is legally required in the country of manufacture or, in those countries where such laws do not exist, at a rate at least equal to their regular hourly compensation rate.

Anti-Corruption Business Practices and Bribery

The supplier will not, directly, or indirectly, pay, give, offer, or promise anything of value to any local or foreign government official (or to any person for the benefit of a government official) for the purpose of corruptly causing the government official to improperly act or use his or her influence in obtaining or retaining any business or securing any improper advantage for Charlottetown or the Supplier.

Environmental Responsibility

The supplier shall take responsibility to reduce the environmental impact of their products and services as well as their overall operations or ‘in-house’ practices. Suppliers must not be in violation of any national or provincial environmental regulations. Suppliers should be adopting responsible measures to mitigate negative environmental impacts.

Subcontractors and Sources

Charlottetown requires all suppliers that support the City as subcontractors, manufacturers, or sources of goods to comply with all of the same policies stated in Charlottetown’s SCoC. All subcontractors and suppliers are required to comply with all applicable and national laws. Direct suppliers must monitor the subcontractors, manufacturers, or sources of goods for meeting or exceeding the SCoC and supply chains are expected to be transparent and traceable.

Signatories

The person signing this Form (i) certifies that they are a duly authorized representative of the Proponent with the authority to sign this acknowledgment and commit the Proponent to the provisions contained herein and (ii) on behalf of the Proponent and without personal liability, acknowledges and agrees that the Proponent has read and understood, and agrees to abide by, all of the standards set out in the Supplier Code of Conduct above.

Yes, we agree to comply with all of the above expectations.

Name and Title of Authorized Representative

Date (MM-DD-YYYY)

Signature