



City of
Peterborough

To: **Members of the Committee of the Whole**

From: **Sandra Clancy, Director of Corporate Services**

Meeting Date: **November 2, 2015**

Subject: **Report CPITS15-001**
Award of RFP P-25-15 for Supply and Delivery of Computers, Monitors and Optical Drives

Purpose

A report to award Request for Proposals (RFP) P-25-15 for the Supply and Delivery of Computers, Monitors and Optical Drives.

Recommendation

That Council approve the recommendation outlined in Report CPITS15-001 dated November 2, 2015, of the Director of Corporate Services, as follows:

That RFP P-25-15 for the Supply and Delivery of Computers, Monitors, and Optical Drives be awarded to Zycom Technology Inc, 54 Geddes Street, Belleville, Ontario K8P 2X5 at a total cost of \$140,008.85 plus HST of \$18,201.15 for a total of cost of \$158,210.

Budget and Financial Implications

The total net \$142,473.01 requirement, after applicable HST rebates for 155 computers, 155 monitors and 25 optical drives can be accommodated within the approved \$157,505 allocation within the Social Services 2015 operating budget. This amount is cost shared as follows: the Province (\$71,236.05), City (\$59,127.59) and County (\$12,109.37).

Background

Brief Description of the Work

As part of the City of Peterborough's life cycle management of Information Technology assets, the City attempts to replace computers every four years and monitors on an as needed basis. The computers and optical drives at Social Services were last replaced in 2011 and the monitors were last replaced in 2007. The funds for these computers, monitors and optical drives are included in the 2015 Social Services operating budget and have been approved by Council through the City's budget process.

RFP Details, Closing, Prepared by, Reviewed by

RFP, P-25-15 was prepared by City staff, issued on October 8, 2015 and closed on October 22, 2015. The RFP was reviewed by a Committee that consisted of the Manager of Information Technology, two Systems/Network Support Specialists and the Purchasing Coordinator.

RFP Statement

This solicitation process was an RFP where a number of criteria were used to evaluate submissions. The criteria and their relative weighting were clearly set out in the RFP document. Part 6, Section 6.4.3.i. of the City's Purchasing By-law 14-127 states that "as price is only one of the criteria evaluated, the award report will show the rating summary for each proponent and the total points. The award report will disclose the price of the recommended Supplier but not the price submitted by other proponents."

RFP Evaluation Chart

Chart 1 below provides a summary of the RFP results.

Chart 1 - Supplier Submission Evaluation Chart

RFP P-25-15 Supply and Delivery of Computers, Monitors and Optical Drives

Evaluation Criteria	Maximum Score	Abtron Computer Services Inc	Microage	Zycom Technology Inc
Meets mandatory requirements	Pass/Fail	Pass	Pass	Pass
Service, Support Capabilities and Warranty Item 5.10.3	25	3	20	18
Past experience/success of the Proponent in work of a similar nature – Item 5.10.2 and Appendix D	25	1	22	22
Value Added Services – Item 5.10.4	10	1	8	6
Pricing – Appendix C <u>Cost of lowest Proposal</u> x40 Cost of Proposal being evaluated	40	21	34	40
Total	100	26	84	86

Recommended Supplier

Staff recommends the RFP be awarded to Zycom Technology Inc., 54 Geddes Street, Belleville, Ontario K8P 2X5 based on the evaluation, as they scored the highest number of points. Peterborough Technology Services has used their products and services in the past on behalf of both the City and the Peterborough Utilities with overall good experience.

Council Approval Required

Part 8, Section 8.2.1 of the Purchasing By-law 14-127 states Council must approve an award where the expenditure is greater than \$100,000 and is not a Request for Tenders awarded to the lowest bidder (exception under Section 8.2.2.b.) RFP P-25-15 for the Supply and Delivery of Computers, Monitors and Optical Drives meets this requirement and must be approved by Council.

Timelines

If the recommendation is approved, the purchase will be confirmed via purchase order and the equipment will be delivered by December 23, 2015.

Summary

RFP, P-25-15 for the Supply and Delivery of Computers, Monitors and Optical Drives has been issued in accordance with the City's Purchasing By-law 14-127 and can be awarded within approved budgets as recommended in this report.

Submitted by,

Sandra Clancy
Director of Corporate Services

Contact Name:

Jamie Hagg
Manager Information Technology
Phone: 705-742-7777, Extension 1618
Toll Free: 1-855-738-3755
Fax: 705-742-2390
E-mail: jhagg@peterborough.ca