



QUOTATION

Item #L-33/20

Panasonic Arbitrator 360 Hardware Update

Panasonic Arbitrator 360 Hardware Update

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PART A. - INSTRUCTIONS TO BIDDERS

1. DEFINITIONS

Where in the Quotation Documents where the singular or masculine are used, the same shall be construed as meaning the plural or the feminine or the neuter as the context may reasonably require, and where the following terms are used, the intent and meaning shall be, unless the context otherwise requires, as follows: "Bidder" means any person submitting a Bid Submission for work, which includes but is not limited to vendor, supplier, firm, contractor, architect, consultant, proponent, or tenderer.

"City" means the Municipal Corporation of the City of Brandon.

"Bid Submission" means an offer from a Bidder in response to a Bid Solicitation.

"Quotation Documents" means the Invitation to Bid, these Instructions to Bidders, Supplemental Conditions, the Bid Form, Specifications, and all Addenda.

2. ENQUIRIES

Administrative enquiries and requests for clarification of the Quotation process shall be made to Lindsay Loree, either by Fax at 204-726-8546 or Email purchasing@brandon.ca and must be received not less than seven (7) days prior to the date for closing of Quotations.

3. PRICING

Prices shall be in Canadian Funds and shall be the total cost to the City of Brandon, including all applicable Federal and Provincial Taxes, duties, license costs, fees, insurance, workers compensation, vacation pay and all other charges, costs and assessments with all items being F.O.B. 410 – 9th Street, Brandon, Manitoba. It is the Bidder's sole responsibility to determine whether or not taxes are applicable.

4. RECEIPT OF QUOTATIONS

The Quotation shall be mailed or delivered in a sealed envelope clearly and legibly identified on the outside as: "**CONFIDENTIAL: ITEM #L-33/20 – Panasonic Arbitrator 360 Hardware Update**" and must be received by either methods specified below before 5:00:00 p.m., local Brandon time, **Monday, July 20, 2020** to be accepted.

5. SUBMISSION OF QUOTATIONS

The Bidder shall submit his Quotation on original or unaltered copies of the Bid Form provided herein. Any information provided by the City on any form must not be altered by the Bidder unless instructed so by written Addenda. The Bidder shall initial and date each and every correction, change, erasure on the Form and shall be clearly signed by the Bidder, and shall clearly show the address of the Bidder, the Bidder's telephone number, and the date on which the Bid Form was signed by the Bidder.

Bids submitted by a partnership shall be signed and sealed in the name of the partnership by the authorized signing and sealing officers of the company. The name of the company and the names of the company along with titles of the signing officers shall be clearly printed in the spaces provided on the Bid Form.

Note: In response to the COVID-19 pandemic, the City has implemented safety protocols for all individuals attending City Hall. Bidders are advised, in the case of delivery by hand or courier, the Bidder or courier personnel must comply with protocols currently in place at City Hall, which may include but are not limited to mandatory hand washing/sanitizing and following physical distancing standards. Bidders are advised adherence to the building protocols may result in a Bid Submission delivery delay. Failure to comply with the City's protocols may result in a Bid Submission not being accepted prior to the Bid Submission deadline. The City shall not be held responsible for any delivery delay caused by adherence to COVID-19 building protocols.

The Bid shall be delivered to the City by ONE of the following methods:

a) **By MAIL/COURIER DELIVERY**

Addressed to the City of Brandon as follows:

Lindsay Loree, SCMP
Procurement Manager
City of Brandon – Finance Department
410-9th St., Brandon, Manitoba R7A 6A2

b) **By HAND DELIVERY**

Lindsay Loree, SCMP
Procurement Manager
Finance Department (Main level) City Hall, 410 9th Street
Brandon, Manitoba

c) **By ELECTRONIC (e-mail) DELIVERY**

The City has an e-mail submission platform where Bids may be received electronically until the date set herein for the receipt of Quotations.

The City of Brandon agrees to accept Bids Submissions by e-mail as a convenience to Bidder who agrees to and does accept the level of risk associated with submitting Bids by e-mail, and any failure or delay in the transmission or storage of an e-mailed Quotation is the sole responsibility of the Bidder and not of the City. Click [here](#) to refer to the procedure and associated risks.

E-mail Bid Submissions shall be submitted via the "Online Document Submission" for the associated Bid Opportunity on the City of Brandon Purchasing & Tenders website: <https://purchasing.brandon.ca>.

d) **By FAX DELIVERY**

Fax submissions are not accepted.

6. ADDENDA

The City shall have the right to amend the Quotation Documents prior to the date set for receipt of Bids. Revisions or clarifications will be issued in the form of Addenda forwarded to all registered recipients of the Documents. Verbal and other interpretations or clarifications will be binding only when confirmed by written Addenda. Bidders shall acknowledge receipt of all Addenda to the Quotation Documents in the space provided on the Bid Form. Failure to acknowledge all Addenda may cause the Quotation to be rejected.

7. ALTERNATE BIDS

Alternate Bid Submissions are not accepted.

8. WITHDRAWAL OF QUOTATIONS

A Bidder shall be permitted to withdraw his Quotation, without penalty, if such request is received in writing by the Procurement Manager, prior to the time specified herein for receipt of Bids:

The City of Brandon
410 - 9th Street
Brandon, MB R7A 6A2

Ph: 204-729-2252
FX: 204-726-8546
E: purchasing@brandon.ca

The City shall retain the Quotation until after the time specified herein for the receipt of Quotations. The submission will be opened to verify that the name and signature of the person requesting the Quotation be withdrawn is the same as the name and signature of the person who submitted the Quotation. If the information is the same, the Procurement Manager will declare the Bid withdrawn.

9. REJECTION OF QUOTATIONS

The City reserves the right to reject any or all Quotations, the City in its sole discretion may reject as non-compliant any Quotation which contains omissions, erasures; is ambiguous or unclear as to meaning or intent; is incomplete, illegible, conditional or contains a qualifier; contains any non-requested alterations or additions to the information provided by the City; is obviously unbalanced; or fails to comply sufficiently with the Instructions to Bidders. The City may, in its sole discretion, waive any and all defects, informalities, and accept any Quotation, as compliant, which it considers is in the best interest of the City of Brandon.

10. AWARD AND EXECUTION OF QUOTATIONS

The City reserves the right to cancel this Quotation at any time. The Award of the Quotation, if it is to be awarded, shall be made within sixty (60) calendar days of the date on which the Quotations were opened, unless an extension of the said sixty (60) days is mutually agreed upon in writing between one or more Bidders and the City. Should no award be made within the said sixty (60) days or within any mutually agreeable extension thereof, then all Bidders shall be relieved of any obligation to enter into a Contract.

The award of the Quotation will not be binding until the successful Bidder has received written notification of the award of the Quotation from the Procurement Manager of the City of Brandon. No other act of the City shall constitute an award of the Quotation. The award of the Quotation shall fall under the governing laws of the Province of Manitoba.

The lowest or any Quotation will not necessarily be accepted.

PART B. – SUPPLEMENTAL CONDITIONS

**The City of Brandon
For
Panasonic Arbitrator 360 Hardware Update**

A) Application

- A.1** All equipment must be new and provided by an authorized Panasonic dealer.
- A.2** The City of Brandon has standardized equipment and bids will only be accepted for Panasonic equipment. It is the intent to source the units from the successful Bidder for 2021 and 2022 as well, subject to receipt of satisfactory product, support services, and continued technological competitiveness. Indicate percentage increase/decrease for Years 2 and 3 on the Bid Form.
- A.3** This unit must meet all Canadian Federal, Provincial, Municipal Safety Regulations and Standards.
- A.4** Appendix 1 indicates the minimum specifications.

B) Local License Requirements

Any persons conducting business within the City of Brandon from a Brandon residential address, must have a valid Business License. This includes agents from companies that are not based in Brandon but where the agent is conducting his/her business from a Brandon address. Non-compliance will result in rejection of a bid.

All successful bidders of construction or service work for the City of Brandon, whether Brandon-based or otherwise, must obtain a City of Brandon License. This is not applicable to suppliers from outside of the City who supply the City of Brandon with goods for the sole use of the City.

Any inquiries on the above should be directed to Municipal Licensing at 204-729-2230.

C) Schedule

The City of Brandon intends to evaluate the Quotations and provide recommendations to Procurement Services within four (4) weeks of Quotations closing.

Pending City Council's approval of the 2021 and 2022 Financial Plans, the subsequent year's orders will be placed.

D) Selection Process/Criteria

- a)** Cost; and
- b)** Delivery date.

The City reserves the right to contact or interview any or all Bidders to clarify their Bid Submission.

The City reserves the right to contact Panasonic Canada prior to making the award.

The City will normally award contracts to the lowest competent Bidder meeting the required specifications. However, the City retains the right to reject any or all Bids and take into consideration past performance of bidders on similar contracts, both in and out of the City and such other factors the City considers relevant including the timing of services to be provided.

E) Submittal Requirements

Reply to this request with one (1) copy of the Bid. Limit the submittal to 8½"x11" pages double sided. Failure to include the following information will render the Bid Submission non-compliant.

Please include the following:

- 1) Bid Form.

APPENDIX 1

**SPECIFICATIONS
ITEM #L-33/20**

Panasonic Arbitrator 360 Hardware Update

The following specifications are the minimum specifications acceptable by the City. Actual specifications may exceed these specifications. If they do, note in the Bid Submission. Should the quoted equipment have additional features that are not in the specifications, include them in the Bid Submission so the submission can be fairly evaluated.

In-Car Camera		
Qty	Part No.	Description and Specifications
6	ARBKITCAN	Arbitrator MK3, HD Camera, 256 GB SSD, Wireless 1 integrated option
6	BUNWVVC31	Super Wide Angle HD 720p Back Seat Camera for Arbitrator Mk3 With Cabling
6	ARBAPWWQS22RPBL	Double-WiFi Antenna Black for Mark 3 only
6	TGS3DP	G-Force Sensor
6	ARBT3YR	3 Year Hardware Warranty Includes Rear Camera (Excludes Wireless Microphone which is covered for 1 year only)
6	ARBSOFICVOPBUN3	In-Car Video, UEMS1, On Prem Storage Bundle Per Device 3 Year (Includes Device License, Helpdesk)
6	License	Server Software License
6	Software	Front and Back End Software including Administrator Software
6	ARBM90	MK3 Arb 900 MHz Wireless Mic Full Kit, TX,RX, Wiring harness, antenna, leather pouch, all accessories-REPLACING ARBHT3GP

Note: The above noted hardware will be replacing six (6) existing Arbitrator MK2 installations and must be compatible to upload to an existing Arbitrator 360 back-end server. It is anticipated another five (5) units will be purchased in 2021 and 2022. Indicate price increase/decrease for 2021 and 2022 on the Bid Form.

Panasonic Arbitrator 360 Hardware Update – 2021/2022

Description	Unit of Measurement	Quantity	Unit Price \$0.00	Extension \$0.00
A) ARBKITCAN Arbitrator MK3, HD Camera, 256 GB SSD, Wireless 1 integrated option	each	6	_____	_____
B) BUNWVVC31 Super Wide Angle HD 720p Back Seat Camera for Arbitrator Mk3	each	6	_____	_____
C) ARBAPWWQS22RPBL Double-WiFi Antenna Black for Mark 3 Only	each	6	_____	_____
D) TGS3DP G-Force Sensor	Each	6	_____	_____
E) ARBT3YR 3 Year Hardware Warranty Includes Rear Camera (Excludes Wireless Microphone which is covered for 1 year only)	each	6	_____	_____
F) ARBSOFICVOPBUN3 In-Car Video, UEMS1, On Prem Storage Bundle Per Device 3 Year (Includes Device License, Helpdesk)	Each	6	_____	_____
G) License Server Software License	each	6	_____	_____
H) Software Front and Back End Software including Administrator Software	each	6	_____	_____
I) ARBM90 MK3 Arb 900 MHz Wireless Mic Full Kit, TX,RX, Wiring harness, antenna, leather pouch, all accessories-REPLACING ARBHT3GP	Each	6	_____	_____

PROJECT SUBTOTAL:

\$ _____
(move Project Subtotal to Page 1 of Bid Form)

Price Increase/Decrease:

Year 2 _____ %

Year 3 _____ %

Estimated delivery in calendar days from receipt of purchase order: _____

Note: Please review Section E Submittal Requirements to ensure all documentation is submitted.

We hereby acknowledge receipt of the following Addenda to the Quotation Documents:

Addendum No. _____ Date Received _____

Addendum No. _____ Date Received _____

Addendum No. _____ Date Received _____

(Signature) (Date) (Witnessed by)*

I am authorized to bind the Corporation

Print Name of Witness

*This document must be witnessed to be compliant.