

COMMITTEE OF THE WHOLE – APRIL 22ND, 2002

**AWARD OF REQUEST FOR PROPOSAL (RFP01-227)
TO ESTABLISH PREFERRED VENDORS
FOR THE SUPPLY, DELIVERY, INSTALLATION AND SUPPORT
OF MICROCOMPUTER EQUIPMENT**

Recommendation

The Commissioner of Development Services and Public Works, in consultation with the Director of Information Technology (IT) Services, and the Director of Purchasing Services, recommends:

1. That the following three (3) companies be established as the City's Preferred Vendors for the supply, delivery, installation and support of microcomputer equipment, as outlined in the Request For Proposal (RFP01-227), in the amount not to exceed Council-approved Capital and Operating budgets for such goods and services:

Albert White, Markham, ON
Infiniti Technology Ltd., Mississauga, ON
Nexinnovations, Toronto, ON

- and -

2. That the Mayor and the City Clerk be authorized to execute related contracts.

Purpose

To award Request For Proposal (RFP01-227) to establish three (3) Preferred Vendors for the supply, delivery, installation and support of microcomputer equipment. This will be a one (1) year contract, with option to renew for two (2) additional one (1) year periods. Renewal of the contract will be subject to satisfactory pricing and performance reviews.

Background - Analysis and Options

The term of an existing contract with RAM Computers for the supply, delivery, installation and support of microcomputer equipment expired on November 27th, 2001.

A new RFP to establish three (3) Preferred Vendors for the supply, delivery, installation and support of microcomputer equipment was issued on November 29th, 2001, and closed on December 13th, 2001. The RFP was advertised on the City of Vaughan Web Site, as well as the Electronic Tendering Network (ETN).

Twenty-two (22) copies of the RFP were picked-up, and seven (7) responses were received. One (1) submission (from N2END Connectivity) was received late. An evaluation team, comprising of staff from the Information Technology (IT) Services Department and the Purchasing Services Department evaluated the received proposals in accordance with the established evaluation criteria in the RFP.

As outlined in the RFP, the top three (3) proponents would be established as the City's Preferred Vendors for the supply, delivery, installation and support of microcomputer equipment. A cycling method between Preferred Vendors will be used to purchase equipment under \$20,000. A bidding process between the Preferred Vendors will be used for equipment above \$20,000. The bids will be awarded to the best-buy vendor based on price and availability at the time of orders. The total value of all orders will not exceed Council-approved annual Capital and Operating budgets.

This approach, of using three (3) Preferred Vendors, will ensure that the City receives the following benefits:

- a) Most competitive pricing available at the time of purchase,
- b) Accelerated procurement process,
- c) Continual “value added” services from multiple vendors,
- d) Better and broader customer/vendor relations.

Conclusion

Based on the results of the RFP evaluation team, it is recommended that Albert White, Markham, ON, Infiniti Technology Ltd., Mississauga, ON, and Nexinnovations, Toronto, ON be established as Preferred Vendors for the supply, delivery, installation, and support of microcomputer equipment.

Attachments

None

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Respectfully submitted,

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