



REQUEST FOR EXPRESSIONS OF INTEREST NO. PS20172407 (the "RFEOI")
Provision of a Records and Archives Location Management System Using Barcodes

Expressions of Interest are to be addressed to the Purchasing Services Office, City of Vancouver, 453 West 12th Avenue, Vancouver, British Columbia, Canada, V5Y 1V4, and should be received prior to 3:00 p.m., Vancouver Time (as defined in Note 3 below), on Friday, March 13, 2018 (the "Closing Time").

EXPRESSIONS OF INTEREST WILL NOT BE PUBLICLY OPENED.

NOTES:

1. An Expression of Interest may be sent to the address specified above by mail or delivered by courier or otherwise in person at the Main Floor Rotunda Information Desk at the address specified above, prior to the Closing Time.
2. Each Expression of Interest must be marked with the vendor's name and the RFEOI title and number.
3. "Vancouver Time" will be conclusively deemed to be the time shown on the computer clock at the Main Floor Rotunda Information Desk at Vancouver City Hall.
4. The City of Vancouver is open on business days from 8:30 a.m. to 4:30 p.m., Vancouver Time, and is closed Saturdays, Sundays, and holidays.
5. DO NOT SUBMIT EXPRESSIONS OF INTEREST BY FAX OR EMAIL.
6. All queries related to this RFEOI should be submitted in writing to the attention of:

Diana Chan, Contracting Specialist

Email: diana.chan@vancouver.ca

(the "Contact Person")

RFEOI No. PS20172407
PROVISION OF A RECORDS AND ARCHIVES LOCATION MANAGEMENT SYSTEM USING BARCODES
TABLE OF CONTENTS

SECTION 1	GENERAL INFORMATION	1
1.1	Introduction	1
1.2	Background	1
1.3	Scope of Work	2
1.4	Sustainability	3
1.5	RFEOI Process	3
1.6	RFEOI Documents	3
SECTION 2	QUALIFICATION CRITERIA	4
2.1	General	4
2.2	Key Personnel and Subcontractors	4
SECTION 3	COMMUNICATIONS	4
SECTION 4	SUBMISSION OF EXPRESSIONS OF INTEREST	5
4.1	Delivery	5
4.2	Late Expressions of Interest	5
4.3	Form of Expression of Interest	5
4.4	Lack of Information	5
4.5	Material Changes	5
SECTION 5	REVIEW OF EXPRESSIONS OF INTEREST	5
5.1	Evaluation by the City of Vancouver	5
5.2	Inquiries	6
5.3	Non-Conforming Expressions of Interest	6
SECTION 6	NOTIFICATION AND RFP PROCESS	6
6.1	Notification of Prequalification	6
6.2	Changes after Pre-Qualification	6
6.3	The City of Vancouver Rights	6
6.4	Information Disclaimer	7
6.5	Security Requirements	7
SECTION 7	CONFLICTS/COLLUSION/LOBBYING	8
7.1	Conflicts of Interest Generally	8
7.2	Former City Employees	8
7.3	Other Clients	8
7.4	Collusion	8
7.5	Lobbying	8
SCHEDULE 1 – DESCRIPTION OF REQUIREMENTS		1-1
SCHEDULE 2 – LETTER OF EXPRESSION OF INTEREST		2-1
SCHEDULE 3 – FORMAT FOR EXPRESSIONS OF INTEREST		3-1
SCHEDULE 4 - CERTIFICATE OF EXISTING INSURANCE		4-1
SCHEDULE 5 - DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE		5-1

SECTION 1 GENERAL INFORMATION

1.1 Introduction

The City of Vancouver (the “City”) is seeking expressions of interest (“Expressions of Interest”) from vendors with expertise in providing a Records and Archives Location Management System using barcodes for the City’s Archives Relocation Project.

The purpose of this RFEOI is for the City to obtain information on the functionality and suitability of a demonstrated off-the-shelf solution. The demonstrated off-the-shelf solution should, without major enhancements and/or customizations, meet most of the City’s requirements. In responding to this RFEOI, therefore, vendors should describe not only how closely their recommended out-of-the-box solution will meet the City’s requirements, but also what enhancements and/or customizations, if any, would be necessary to adapt their recommended solution to fully meet the City’s requirements. The recommended solution should be inclusive of software, hardware, and related services.

1.2 Background

The City of Vancouver Archives will be moving from its current location at Vanier Park to level 7 of the Central Library in 2020. The Archives’ holdings consist of records physically stored in containers. These records are currently indexed in AtoM, an open source system used for the arrangement, description and management of the Archives’ holdings. The SQL and PHP-based system has a web-based interface to allow researchers and Archives staff to search and browse the index. AtoM users search for records of interest and ask for records to be retrieved from storage based on the container’s alpha-numeric identifiers indicated by AtoM. The current system has a ‘many-to-many’ relationship between record descriptions and record containers.

Currently, the holdings are organized such that the unique identifier for the container is equivalent to the location identifier of the storage location in the vault (e.g. Bay 12, Shelf C, Box 4, represented as “012-C-04”). Each container is labelled with this identifier (which identifies both the container and the physical location). In the case where a researcher requests material by the container identifier, the same identifier allows Archives staff to locate the requested container in the vault. This, however, poses a problem when the Archives are relocated to a new site. Because shelves may be of different sizes, and bays will be configured differently in the new site, the location identifiers used in the current site will no longer match. There is therefore a need to decouple the unique identifier of the container from the location identifier. The planned use of barcoding will minimize human errors and facilitate a more efficient move. The anticipated plan is to barcode each container and each storage location so that as containers are moved, the associated location can be updated via barcode scanning. For this first phase of the move, the Archives intends to apply barcodes only to the containers, not the specific contents inside the containers. Ideally, the system should allow such expansion of capabilities should there be a need for upgrades in the future.

In addition to decoupling the location identifier from the container identifier, the Archives also expects the location management system to address improvement opportunities related to location that will be useful in future Archives processes. For example, when a container is checked out for use in the research room or an Archives staff member needs to work on the material (e.g. at the staff member’s desk, or when being repaired by the conservator), the current location of the container is tracked using only manual processes (i.e. not recorded in the current AtoM system). The Archives intends to improve the tracking of the holdings such that the history of location changes will be recorded and the data available for staff members to use for performance metric tracking and analysis. The full list of expected requirements of the location management system can be found in Schedule 1 of this RFEOI.

PROVISION OF A RECORDS AND ARCHIVES LOCATION MANAGEMENT SYSTEM USING BARCODES

The City intends to continue to use AtoM for its current functions. The records and archives location management system being sought through this RFEOI is expected to replace only the location management capabilities that are currently managed via AtoM. The City may, upon further requirements and design analysis, need to implement some form of integration that allows AtoM and the location management system to communicate with each other.

Size of Archives holdings:

The volume of Archives holdings is approximately 8,900 linear metres of records housed in approximately 40,000 containers. It is anticipated that after move preparation, which includes the boxing of currently unboxed holdings, the total number of containers will be approximately 60,000.

1.3 Scope of Work

The details of system capabilities of the desired location management system are described in Schedule 1 of the RFEOI. This section describes the scope of activities that the successful vendor is required to perform:

- a) Create a design document that details how the requirements can be satisfied, including:
 - o High-level system design, including network, cybersecurity and disaster recovery. Include Cloud architecture, if applicable.
 - o Recommendations on the software and hardware (e.g. barcode scanners) and any consumables (e.g. barcode labels)
 - o Describe any facility changes that are required (e.g. wireless networking, door scanners, etc.)
 - o Identity and Access Management: describe how the system manages the lifecycle of user accounts, access, and privileges
 - o Implementation Options: indicate on-premise, cloud "as a service", or hybrid options
 - o Indicate standards compliance to the following: BC Privacy Act, PCI-DSS payment card standard, Data Centre standards (for hosted solutions), etc. Provide proof of compliance.
- b) Provide a detailed statement of work for the project, including effort estimates for vendor and City resources, inclusive of:
 - o initial setup
 - o licenses (number of licenses, type of license)
 - o testing
 - o training
 - o any sustainment/maintenance services
- c) Provide a detailed implementation plan including, but not limited to:
 - o A testing plan
 - o A training plan
 - o Any conversion activities needed
 - o Key Personnel, responsibilities
 - o Milestones and timelines
 - o Service level requirements/agreement (e.g. % uptime, issues severities, response times, resolution times)
- d) Provide on-going post-implementation support on user inquiries, trouble-shooting, maintenance, and product roadmap

1.4 Sustainability

- 1.4.1 The City's Procurement Policy, Ethical Purchasing Policy and related Supplier Code of Conduct found at <http://vancouver.ca/doing-business/selling-to-and-buying-from-the-city.aspx> align the City's approach to procurement with its corporate social, environmental and economic sustainability values and goals. They evidence the City's commitment to maximize benefits to the environment through product and service selection, and to ensure safe and healthy workplaces, where human and civil rights are respected. Each City vendor is expected to adhere to the supplier performance standards set forth in the Supplier Code of Conduct. The Ethical Purchasing Policy shall be referred to in the evaluation of Expressions of Interest, to the extent applicable.
- 1.4.2 Vendors are to provide environmentally sensitive products or services wherever possible. Where there is a requirement that a vendor supply materials, and where such materials may cause adverse environmental effects, the vendor should indicate the nature of the hazard(s) in its Expression of Interest. Furthermore, each vendor is asked to advise the City of any known alternatives or substitutes for such materials that would mitigate such adverse effects.

1.5 RFEOI Process

- 1.5.1 Interested parties ("**Respondents**") are required to respond to this RFEOI in accordance with the instructions set forth in this RFEOI.
- 1.5.2 Expressions of Interest are being requested in order to afford the City of Vancouver the opportunity to gauge such responses and evaluate Respondents' expertise, so that the City may then conduct a more formal procurement process, tailored (as determined in the City's discretion) to the responses received and limited, should the City so determine, to all or some of the RFEOI Respondents. The City may carry out a Request for Proposals for release to multiple qualified Respondents during the period stated in Schedule 1 – Description of Requirements.
- 1.5.3 Notwithstanding the foregoing, the City may, as a result of the RFEOI, decide to proceed directly to negotiate a contract with an outstanding Respondent (or the sole qualified Respondent, if there is only one).
- 1.5.4 The RFEOI process is aimed at encouraging businesses with the required level of expertise to participate. Respondents should ensure that their Expressions of Interest demonstrate expertise in the Provision of a Records and Archives Location Management System Using Barcodes.
- 1.5.5 Any potential Respondent is requested to refrain from submitting an Expressions of Interest if it is not willing to submit bona fide proposal in relation to the subject matter of the RFEOI if the City invites the Respondent to participate in a request for proposals.
- 1.5.6 If a potential Respondent believes that the City may be unable to select it due to a conflict of interest, but is uncertain about this, the potential Respondent is urged to contact the individual named on the cover page above as soon as possible with the relevant information so that the City may advise the vendor regarding the matter.

1.6 RFEOI Documents

- 1.6.1 This RFEOI consists of:
- (a) the cover page hereof and sections 1 through 6 hereof; and

PROVISION OF A RECORDS AND ARCHIVES LOCATION MANAGEMENT SYSTEM USING BARCODES

- (b) schedules as follows:
 - (i) Schedule 1 – Description of Requirements;
 - (ii) Schedule 2 – Letter of Expression of Interest;
 - (iii) Schedule 3 – Format for Expressions of Interest; and
 - (iv) Schedule 4 – Certificate of Existing Insurance
 - (v) Schedule 5 – Declaration of Supplier Code of Conduct Compliance

(collectively, the “RFEOI Documents”)

- 1.6.2 If the City of Vancouver issues any amendments or addenda to the RFEOI Documents, such amendments or addenda will form part of the RFEOI Documents. It is the sole responsibility of all Proponents to check the City's website at: <http://www.vancouver.ca/fs/bid/bidopp/openbid.htm> regularly for amendments or addenda to the RFEOI Documents, including questions and answers posted by the City in relation to this RFEOI.

SECTION 2 QUALIFICATION CRITERIA

2.1 General

The City may release a request for proposals to qualified Respondents based on (i) whether the statement of qualifications submitted by the Respondent as part of its Expression of Interest (its “**Statement of Qualifications**”) has met, and whether such Statement of Qualifications shows that the Respondent has met, the requirements set out in the RFEOI Documents and (ii) the evaluation criteria set out in Schedule 1 – Description of Requirements.

2.2 Key Personnel and Subcontractors

- 2.2.1 As part of its Statement of Qualifications, a Respondent should submit the names of proposed key personnel and subcontractors. If no subcontractors are to be used, the Respondent should state “no subcontractors”.
- 2.2.2 If the City carries out a request for proposals, qualification to participate in a request for proposals may be conditioned on the use of the key personnel and subcontractors specified in a Statement of Qualifications, or other personnel or subcontractors approved in advance by the City.
- 2.2.3 A Respondent should therefore not change its key personnel or subcontractors without discussing the same with the City.
- 2.2.4 Notwithstanding the following, by submitting an Expression of Interest, each Respondent acknowledges that if selected to participate in a request for proposals, the Respondent may be required to include subcontractors selected by the City.

SECTION 3 COMMUNICATIONS

Respondents may not communicate with the City about the RFEOI except in writing by email to the contact person listed on the cover page of this RFEOI.

SECTION 4 SUBMISSION OF EXPRESSIONS OF INTEREST**4.1 Delivery**

Each Respondent should submit an original of its Expression of Interest and the number of copies of its Expression of Interest specified in Schedule 1 – Description of Requirements, in a sealed envelope, delivered physically as stated on the cover page of the RFEOI. Faxed or emailed responses will not be accepted. It is each Respondent's sole responsibility to ensure delivery of its Expression of Interest by the Closing Time. All submissions should be made at the Respondent's sole cost and expense.

4.2 Late Expressions of Interest

The City of Vancouver may, in its discretion, accept, or reject and return, any Expression of Interest received after the Closing Time.

4.3 Form of Expression of Interest

Each Expression of Interest must consist of a letter in the form set forth in Schedule 2 together with a Statement of Qualifications in the format set forth in Schedule 3, an insurance certificate in the form set forth as Schedule 4 and declaration of Supplier Code of Conduct compliance in the form of Schedule 5.

4.4 Lack of Information

Following receipt of an Expression of Interest, the City of Vancouver may, in its sole discretion and without having any duty or obligation to do so, request that the Respondent provide the City of Vancouver with additional information to clarify or substantiate the information provided by the Respondent. If a Respondent fails to provide information required for the City's evaluation of the Respondent's qualifications, or fails to provide timely clarification or substantiation of the information supplied, that failure may result in no further consideration being given to the Expression of Interest.

4.5 Material Changes

Respondents should inform the City of Vancouver of any material change in information that might affect their qualification status at any time during the RFEOI process. If the City issues a request for proposals, qualified Respondents will be required to update key qualification information at the time of proposal submission. Prior to the entry into any agreement for goods or services, a successful vendor will be required to confirm its continued status.

SECTION 5 REVIEW OF EXPRESSIONS OF INTEREST**5.1 Evaluation by the City of Vancouver**

The City will review the Expressions of Interest submitted to determine whether, in the City's opinion, each Respondent has demonstrated that it has the required experience and qualifications in order for it to advance in the City's procurement process. In doing so, the City currently expects to base its decision with respect to each Respondent on (i) whether the Statement of Qualifications submitted by the Respondent has met, and whether such Statement of Qualifications shows that the Respondent has met, the requirements set out in the RFEOI Documents and (ii) the evaluation criteria set out in Schedule 1 – Description of Requirements. The City currently expects to select a number of Respondents ("Pre-Qualified Respondents"); provided that:

PROVISION OF A RECORDS AND ARCHIVES LOCATION MANAGEMENT SYSTEM USING BARCODES

- 5.1.1 the determination of which Respondents are designated as Pre-Qualified Respondents will be at the sole discretion of the City;
- 5.1.2 the City reserves the right to limit the number of Respondents designated as Pre-Qualified Respondents;
- 5.1.3 the City may require short-listed Respondents to provide a product demonstration, either on-site or via remote video conference meeting; and
- 5.1.4 the City may require short-listed Respondents to participate in a vendor interview, either on-site or via remote video conference meeting.

5.2 Inquiries

The City, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with an Expression of Interest and may seek clarification from a Respondent's bankers and clients regarding any financial and experience issues.

5.3 Non-Conforming Expressions of Interest

Expressions of Interest which fail to conform to the format requirements set forth in Schedule 3 hereto or which fail to conform to any other requirement of these RFEOI Documents may be rejected by the City of Vancouver, in its discretion. Notwithstanding the foregoing or any other provision of these RFEOI Documents, the City may at its sole discretion elect to retain for consideration Expressions of Interest which deviate either materially or non-materially from the format requirements set out in Schedule 3 hereto or which otherwise fail to conform to any other requirement of these RFEOI Documents.

SECTION 6 NOTIFICATION AND RFP PROCESS**6.1 Notification of Prequalification**

Following the Closing Time, the City of Vancouver will only notify those Respondents which are selected as Pre-Qualified Respondents (or with which the City proposes to proceed to negotiate an agreement). The City of Vancouver thanks all other Respondents for their interest.

6.2 Changes after Pre-Qualification

Any change in the structure or formation of a Pre-Qualified Respondent will be subject to prior written approval of the City prior to the deadline for submission of proposals. The City may deny that approval if the change in the structure or formation of the Pre-Qualified Respondent, from that presented in the Expression of Interest, would have affected whether or not the Respondent would have been short-listed in the first instance.

6.3 The City of Vancouver Rights

6.3.1 The City may, without liability to any Respondent or Pre-Qualified Respondent, may:

- (a) amend the scope and description of the goods and services to be procured under the RFEOI or any subsequent request for proposals process, varying them from those described herein, or amend the qualifications that may be required to meet those requirements;
- (b) reject or accept any or all Expressions of Interest;

- (c) cancel the RFEOI process and reject all Expressions of Interest;
- (d) cancel the RFEOI process and commence a new process in respect of the same request for proposals with the same or an amended set of documents, information or requirements;
- (e) request that any Respondent provide additional information, clarifications or goods samples or demonstrations, without requesting the same from all Respondents; or
- (f) terminate the RFEOI process and enter into direct negotiations with any party whether or not a Respondent.

6.3.2 By submitting an Expression of Interest, a Respondent acknowledges and agrees that these RFEOI Documents are, in no way whatsoever, an offer to enter into an agreement (except on the limited terms and conditions expressly stated in Schedule 2), and that submission of an Expression of Interest by a Respondent does not in any way whatsoever create any obligation on the part of the City to treat the Respondent's or any other Respondent's Expression of Interest in any particular manner or undertake the City's RFEOI process in any particular manner (except as expressly stated in Schedule 2 with respect to confidentiality).

6.3.3 The form of letter set forth in Schedule 2 also contains a release of the City's liability and other important terms and conditions that should be reviewed carefully by each Respondent, and each Respondent should obtain the advice of independent legal counsel in connection therewith.

6.4 Information Disclaimer

6.4.1 The City makes no representation, warranty or undertaking with respect to these RFEOI Documents and the City and its directors, officers, employees, agents, consultants and advisors will not be liable or responsible for the accuracy or completeness of the information in these RFEOI Documents or for any other written or oral information made available to any interested person or its advisors, and any similar such liability however arising, is expressly disclaimed by the City.

6.4.2 Each Respondent should conduct its own independent investigations of all relevant matters and must not rely on the City in such regard. The information contained in the RFEOI Documents is provisional and is expected to be superseded by information in a request for proposals and/or other documents.

6.5 Security Requirements

The City reserves the right to require, as a condition of a contract entered into with any successful vendor, or as a condition to participation in a request for proposals, that the vendor or directors or officers of the vendor consent to the City and its security partners conducting at the City's discretion, a security clearance investigation, including without limitation criminal records searches and such other security searches as the City may deem advisable, together with ongoing monitoring of the same.

SECTION 7 CONFLICTS/COLLUSION/LOBBYING**7.1 Conflicts of Interest Generally**

Each Respondent must disclose whether any officer, director, shareholder, partner, employee or contractor of the Respondent or of any of its proposed subcontractors, or any other person related to the Respondent's or any proposed subcontractor's organization (a "person having an interest") or any spouse, business associate, friend or relative of a person having an interest is:

- (a) an elected official or employee of the City; or
- (b) related to or has any business or family relationship with an elected official or employee of the City,

in each case such that there could be any conflict of interest or an appearance of a conflict of interest in the evaluation or consideration of the Respondent's Expression of Interest by the City. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

7.2 Former City Employees

Each Respondent must disclose whether any person having an interest (as defined above) is a former official, former employee or former contractor of the City who has non-public information relevant to the RFEOI obtained during his or her employment or engagement by the City. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

7.3 Other Clients

Each Respondent must disclose whether the Respondent or any of its proposed subcontractors is currently engaged in supplying (or is proposing to supply) goods or services to a third party such that entering into an agreement with the City in relation to the subject matter of the RFEOI would create a conflict of interest or the appearance of a conflict of interest between the Respondent's duties to the City and the Respondent's or its subcontractors' duties to such third party. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

7.4 Collusion

Each Respondent is required to disclose whether the Respondent is competing for purposes of the RFEOI with any entity with which it is legally or financially associated or affiliated. Each Respondent must also disclose whether it is cooperating in any manner in relation to the RFEOI with any other Respondent responding to the RFEOI. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

7.5 Lobbying

Each Respondent is required to disclose whether it or any officer, director, shareholder, partner, employee or agent of the Respondent or any of its proposed subcontractors: (1) is registered as a lobbyist under any lobbyist legislation in any jurisdiction in Canada or in the United States of America; or (2) has engaged in any form of political or other lobbying whatsoever with respect to the RFEOI or sought, other than through the submission of its Expression of Interest, to influence the outcome of the RFEOI process. The City will evaluate

PROVISION OF A RECORDS AND ARCHIVES LOCATION MANAGEMENT SYSTEM USING BARCODES

each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

SCHEDULE 1 – DESCRIPTION OF REQUIREMENTS

RFEOI Section Reference	
1.1 - 1.5	<p>Description of System Capabilities:</p> <p>The City seeks Expressions of Interest from Respondents who can provide a demonstrated off-the-shelf records and archives location management system using barcodes, with the following out-of-the-box functionalities:</p> <ul style="list-style-type: none"> (a) Can associate a container with a container barcode, associate a container barcode to a barcoded storage location, which translates to a mapped location in narrative form (e.g. Bay 12, shelf C, box 3) (b) Can administer a list of check-out locations (e.g., research room, conservation lab, in transit, staff’s possession, etc.) (c) Can access and manage the in/out status of a container by assigning the container a current location different from its default storage location (d) Can access a transaction log of container check in/out (location) history (e) Can create a list of associated storage locations: <ul style="list-style-type: none"> i) from a database search for one or more container IDs ii) from a list of container IDs passed from another application iii) from scanning of one or more container barcode identifiers (f) Can export a list of container IDs and associated locations in comma-separated format (g) Can limit system capabilities based on user role and/or permissions
2.1 & 5.1	<p>Evaluation Criteria</p> <p>Qualifications and relevant corporate experience and capability of the Respondent;</p> <ul style="list-style-type: none"> (a) Product demonstration of system capabilities in RFEOI Section Reference 1.1-1.5, (a) - (g) above (if Respondent is short-listed); (b) Vendor interview (if Respondent is short-listed); (c) Financial capability; (d) Proven track record substantiated by recent and relevant client references; (e) Knowledge of marketplace; (f) Product approach and methodology; (g) Qualifications and relevant experience of the Respondent’s key personnel and sub-contractors to be included in the project team; (h) Experience with similar projects and clients similar in size and complexity to the City; (i) Sustainability; (j) History of any litigation or claims made against the Respondent, or made by the Respondent against the City, during the three years previous to the Closing Time; (k) Ability to meet insurance requirements; and (l) Innovative ideas relating to execution and deliverables;

PROVISION OF A RECORDS AND ARCHIVES LOCATION MANAGEMENT SYSTEM USING BARCODES

	(m) Customer service track record Note: The above evaluation criteria may not necessarily be listed in order of importance and will not necessarily be weighted equally.
4.1	Number of Copies of Each Expression of Interest (in Addition to the Original) to be Submitted: two (2)

SCHEDULE 2 – LETTER OF EXPRESSION OF INTEREST

[Letterhead paper of the Respondent or participant responsible for a joint venture, including full postal address, telephone and facsimile.]

Date: *[Insert]*

TO: THE CITY OF VANCOUVER (the "City")

RE: EXPRESSION OF INTEREST -- REQUEST FOR EXPRESSIONS OF INTEREST NO. PS20172407 (the "RFEOI") IN RESPECT OF PROVISION OF A RECORDS AND ARCHIVES LOCATION MANAGEMENT SYSTEM USING BARCODES

1. Being duly authorized to represent and act on behalf of *[Insert full corporate name and if a joint venture, then state "on behalf of..." and list the full corporate names of the companies forming the joint venture]*, the undersigned hereby submits the attached Statement of Qualifications and supporting materials on behalf thereof.
2. Herein, the term "Respondent" refers to *[insert full corporate name and if a joint venture, then state "...refers to each of" and list the full corporate names of the companies forming the joint venture]*.
3. The City and its representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this Expression of Interest, and to seek clarification from the Respondent's bankers and clients regarding any financial and experience issues, and to do all other things stated in the RFEOI.
4. Capitalized terms used herein have the definitions ascribed thereto in the RFEOI.
5. The City its representatives may contact the following persons for further information:

Diana Chan, diana.chan@vancouver.ca
6. This Expression of Interest is made with the full understanding and agreement that:
 - (a) any information submitted during qualification may be subject to verification by the City of Vancouver, including during evaluation of any subsequent proposal;
 - (b) the Respondent will (and does hereby undertake to) submit a bona fide proposal in relation to the subject matter of the RFEOI (and consistent with this Expression of Interest) if the City invites the Respondent to participate in a request for proposals;
 - (c) the City of Vancouver may:
 - (i) amend the scope and description of the goods and services to be procured under the RFEOI or any subsequent request for proposals process, varying them from those described in the RFEOI, or amend the qualifications that may be required to meet the City's requirements;
 - (ii) reject or accept any or all Expressions of Interest;
 - (iii) cancel the RFEOI process and reject all Expressions of Interest;

PROVISION OF A RECORDS AND ARCHIVES LOCATION MANAGEMENT SYSTEM USING BARCODES

- (iv) cancel the RFEOI process and commence a new process in respect of the same request for proposals with the same or an amended set of documents, information or requirements;
 - (v) request any respondent to provide additional information or clarification or goods samples or demonstrations without requesting such information from all respondents; or
 - (vi) terminate the RFEOI process and enter into direct negotiations with any party whether or not a respondent; and
- (d) the City of Vancouver will not be liable in any way whatsoever for any actions described under 4(c) of this letter.
7. The Respondent acknowledges and agrees that the RFEOI Documents are, in no way whatsoever, an offer to enter into an agreement except on the limited terms and conditions expressly stated in this letter, and submission of this Expression of Interest by the Respondent does not in any way whatsoever create any obligation on the part of the City to treat the Respondent's or any other respondent's Expression of Interest in any particular manner or undertake the City's RFEOI process in any particular manner (except as expressly stated below in this letter with respect to confidentiality).
8. The Respondent acknowledges and agrees to the information disclaimers and other terms and conditions set forth in the RFEOI.
9. Except only and to the extent that the City is in breach of Section 10 of this letter, the Respondent now releases the City, its officials, its agents and its employees from all liability for any costs, damages or losses incurred in connection with the RFEOI, including any cost, damages or losses in connection with:
- (a) any alleged (or judicially determined) breach by the City or its officials, agents or employees any obligation or duty under the RFEOI;
 - (b) any unintentional tort of the City or its officials or employees occurring in the course of conducting the RFEOI; or
 - (c) the manner in which the City: reviews, considers, evaluates or negotiates any Expression of Interest; addresses or fails to address any Expression of Interest; or resolves to enter into any contract or not enter into any contract.
10. Subject to the applicable provisions of the *Freedom of Information and Protection of Privacy Act* (British Columbia) and the City's right to publicly disclose information about or from any Expression of Interest, including without limitation names and prices, in the course of publicly reporting to the Vancouver City Council about the RFEOI, the City will treat the Expression of Interest (and the City's evaluation of it), in confidence in substantially the same manner as it treats its own confidential material and information.
11. The Respondent acknowledges receipt of the following amendments and addenda (if applicable):
- | | |
|-----------------------------------|------------------|
| Amendment/Addendum No. [Complete] | Date: [Complete] |
| Amendment/Addendum No. [Complete] | Date: [Complete] |
| Amendment/Addendum No. [Complete] | Date: [Complete] |

PROVISION OF A RECORDS AND ARCHIVES LOCATION MANAGEMENT SYSTEM USING BARCODES

12. Any dispute relating to the RFEOI (except to the extent that the City breaches Section 10 above) will be resolved by arbitration in accordance with the *Commercial Arbitration Act* (British Columbia), amended as follows:
- (a) The arbitrator will be selected by the City's Director of Legal Services;
 - (b) Section 9 of this letter, and the other provisions hereof, will apply; and
 - (c) The Respondent will bear all costs of the arbitration.
13. The Respondent (a) has read, understands and agrees to the terms and conditions in this letter, (b) has had an opportunity to seek legal counsel and (c) affirms that the statements made in its Expression of Interest are true and correct in every detail.

Respondent Name(s): _____

Signature: _____ Date: _____

Name of Signatory: _____

Title of Signatory: _____

Mailing Address: _____

Cheque Payable/Remit to Address: _____

Telephone No.: _____ Fax No.: _____

Key Contact Person: _____ E-mail: _____

GST Registration No.: _____ Date and Jurisdiction of Incorporation: _____

City of Vancouver
Business License No.
(or, if available, Metro
West Inter-Municipal
Business License No.): _____ WorkSafeBC Registration No.: _____

SCHEDULE 3 – FORMAT FOR EXPRESSIONS OF INTEREST

Expressions of Interest submitted by Respondents should consist of:

1. a completed and duly executed Letter of Expression of Interest (the foregoing Schedule 2);
2. a completed and duly executed insurance certificate and a completed and duly executed declaration of Supplier Code of Conduct Compliance (the following schedules 4 and 5); and
3. a Statement of Qualifications, consisting of and arranged as follows:

(a) **Title Page (1 page)**

The title page should identify the RFEOI number identified on the cover page of this RFEOI, the Closing Time, and the Respondent's name, address, telephone number, fax number and contact person.

(b) **Table of Contents / Index**

(c) **Corporate Experience:**

- Describe the type of entity (for example, individual, corporation, partnership, sole proprietorship) and if a joint venture, clearly state this and state who the joint venture parties are and identify who is acting as the lead.
- Describe the company/entity size, depth, and annual sales volumes (in dollars).
- Provide client references, where possible.
- Provide a history of litigation or claims made against the Respondent during the three years immediately prior to the Closing Time.

(d) **Corporate Capability:**

- Describe the Respondent's capability (financial, experience and workload capacity) to undertake the role of supplier.
- Provide resumes of proposed key personnel.

(e) **Completed and Current Major Projects**

- List three relevant projects, with names of customers, dollar amounts, names of company personnel involved and client/owner references.
- Describe the Respondent's capacity to undertake the project and describe any other projects scheduled during the anticipated time frame.

(f) **Sustainability**

Describe the Respondent's approach in the following areas:

- Offering products/services that are non-toxic and non-hazardous;

PROVISION OF A RECORDS AND ARCHIVES LOCATION MANAGEMENT SYSTEM USING BARCODES

- Provision of solutions for the disposition of obsolete or expired products and equipment, as well as solutions for the environmental impact of local landfills; and
- Offering solutions to reducing carbon emissions resulting from the delivery of products.

(g) Outline of Services to be Provided

1. System Solution:

Provide a detailed description of how your proposed system solution is able to meet the City's requirements as described in Schedule 1, RFEOI Reference Section 1.1-1.5, (a) - (g).

2. Provide a draft:

- a. Statement of Work
- b. Implementation Plan
- c. Milestones & Timelines
- d. Service Level Agreement

3. Provide a list of your Key project personnel, with roles & responsibilities

4. Provide a detailed and comprehensive list of required software, hardware, and services for implementation and initial setup, and for sustainment.

(h) Conflicts/Collusion/Lobbying

Provide information responsive to Section 7.0 of the RFEOI.

SCHEDULE 4 - CERTIFICATE OF EXISTING INSURANCE

Note: the successful vendor will be required to complete the City's form of insurance, providing evidence of:

- Commercial General Liability Insurance (minimum \$2 million per occurrence, \$2 million aggregate); and
- Professional Liability (Errors & Omissions) Insurance (minimum \$2 million per occurrence, \$2 million aggregate)



**SCHEDULE 4 - CERTIFICATE OF EXISTING INSURANCE
TO BE COMPLETED AND APPENDED TO THE EXPRESSION OF
INTEREST**

Section 2 through 8 – to be completed and executed by the Insurer or its Authorized Representative

1. **THIS CERTIFICATE IS ISSUED TO:** City of Vancouver, 453 W 12th Avenue, Vancouver, BC, V5Y 1V4
and certifies that the insurance policy (policies) as listed herein has/have been issued to the Named Insured and is/are in full force and effect.
2. **NAMED INSURED** *(must be the same name as the proponent/bidder and is either an individual or a legally incorporated company)*

BUSINESS TRADE NAME or DOING BUSINESS AS

BUSINESS ADDRESS

DESCRIPTION OF OPERATION

3. **PROPERTY INSURANCE (All Risks Coverage including Earthquake and Flood)**

INSURER _____	Insured Values (Replacement Cost) -	
TYPE OF COVERAGE _____	Building and Tenants' Improvements	\$ _____
POLICY NUMBER _____	Contents and Equipment	\$ _____
POLICY PERIOD From _____ to _____	Deductible Per Loss	\$ _____

4. **COMMERCIAL GENERAL LIABILITY INSURANCE (Occurrence Form)**
 Including the following extensions:

<input checked="" type="checkbox"/> Personal Injury	INSURER _____	
<input checked="" type="checkbox"/> Property Damage including Loss of Use	POLICY NUMBER _____	
<input checked="" type="checkbox"/> Products and Completed Operations	POLICY PERIOD _____	From _____ to _____
<input checked="" type="checkbox"/> Cross Liability or Severability of Interest	Limits of Liability (Bodily Injury and Property Damage Inclusive) -	
<input checked="" type="checkbox"/> Employees as Additional Insureds	Per Occurrence	\$ _____
<input checked="" type="checkbox"/> Blanket Contractual Liability	Aggregate	\$ _____
<input checked="" type="checkbox"/> Non-Owned Auto Liability	All Risk Tenants' Legal Liability	\$ _____
	Deductible Per Occurrence	\$ _____

5. **AUTOMOBILE LIABILITY INSURANCE** for operation of owned and/or leased vehicles

INSURER _____	Limits of Liability -
POLICY NUMBER _____	Combined Single Limit \$ _____
POLICY PERIOD From _____ to _____	<i>If vehicles are insured by ICBC, complete and provide Form APV-47.</i>

6. **UMBRELLA OR** **EXCESS LIABILITY INSURANCE** **Limits of Liability (Bodily Injury and Property Damage Inclusive) -**

INSURER _____	Per Occurrence \$ _____
POLICY NUMBER _____	Aggregate \$ _____
POLICY PERIOD From _____ to _____	Self-Insured Retention \$ _____

7. **PROFESSIONAL LIABILITY INSURANCE** **Limits of Liability**

INSURER _____	Per Occurrence/Claim \$ _____
POLICY NUMBER _____	Aggregate \$ _____
POLICY PERIOD From _____ to _____	Deductible Per Occurrence/Claim \$ _____

If the policy is in a "CLAIMS MADE" form, please specify the applicable Retroactive Date: _____

8. **OTHER INSURANCE** **Limits of Liability**

TYPE OF INSURANCE _____	Per Occurrence \$ _____
INSURER _____	Aggregate \$ _____
POLICY NUMBER _____	Deductible Per Loss \$ _____
POLICY PERIOD From _____ to _____	
TYPE OF INSURANCE _____	Limits of Liability
INSURER _____	Per Occurrence \$ _____
POLICY NUMBER _____	Aggregate \$ _____
POLICY PERIOD From _____ to _____	Deductible Per Loss \$ _____

SIGNED BY THE INSURER OR ITS AUTHORIZED REPRESENTATIVE

_____ Dated _____
PRINT NAME OF INSURER OR ITS AUTHORIZED REPRESENTATIVE, ADDRESS AND PHONE NUMBER

**SCHEDULE 5 - DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE
DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE**

Purpose: All proposed suppliers are to complete and submit this form to certify compliance with the supplier performance standards set out in the Supplier Code of Conduct.

The City of Vancouver expects each supplier of goods and services to the City to comply with the supplier performance standards set out in the City's Supplier Code of Conduct (SCC) <http://vancouver.ca/policy_pdf/AF01401P1.pdf>. The SCC defines minimum labour and environmental standards for City suppliers and their subcontractors.

Suppliers are expected to comply with the aforementioned standards upon submitting a tender, proposal, application, expression of interest or quotation to the City, or have a plan in place to comply within a specific period of time. The City reserves the right to determine an appropriate timeframe in which suppliers must come into compliance with these standards. To give effect to these requirements, an authorized signatory of each proposed vendor must complete the following declaration and include this declaration with its submission:

As an authorized signatory of _____ (*vendor name*), I declare that I have reviewed the SCC and to the best of my knowledge, _____ (*vendor name*) and its proposed subcontractors have not been and are not currently in violation of the SCC or convicted of an offence under national and other applicable laws referred to in the SCC, other than as noted in the table below (*include all violations/convictions that have occurred in the past three years as well as plans for corrective action*).

Section of SCC / title of law	Date of violation /conviction	Description of violation / conviction	Regulatory / adjudication body and document file number	Corrective action plan

I understand that a false declaration and/or lack of a corrective action plan may result in no further consideration being given to the submission of _____ (*vendor name*).

Signature: _____

Name and Title: _____