



BID COMMITTEE DECISION REPORT

Meeting Date: October 19, 2017
Contact: Nick Kassam
Contact No.: 604 829 2097

TO: Bid Committee
FROM: Chief Purchasing Official

Entry into a contract in relation to Request for Proposal PS20170774 – Maintenance & Repairs of Citywide Elevating Devices – 3657 Wayburne Drive, Burnaby BC V5G 3L1.

This item was considered by Bid Committee on October 19, 2017 and was approved without amendment.

COMMITTEE DECISION

The Bid Committee approved the entry into the following contract, under the authority of the City's Procurement Policy AF-015-01.

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| Solicitation Number: | Request for Proposal PS20170774 |
| Description of the Goods or Service: | Maintenance & Repairs of Citywide Elevating Devices |
| Recommended Vendor: | City Elevator Ltd. |
| Contract Term and Estimated Contract Value: | <p>The recommended term of the contract is 3 years, with the option to extend for two (2) additional one-year terms.</p> <p>The estimated contract price is \$1,250,676, plus applicable taxes, over the initial three-year term of the contract.</p> |

PROCUREMENT SUMMARY

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| Date of Issuance of RFP: | June 30, 2017 |
| Notices Sent: | Supply Chain Management sent notices to nine (9) known proponents. |
| Closing Date: | August 3, 2017 |
| Responses Received: | |
| Vendor Name: | City |
| City Elevator Ltd. | Burnaby |
| Kone Inc. | Delta |
| Department: | Supply Chain Management; Real Estate & Facilities Management – Facilities Maintenance and Operations |

COMMENTS

For the recommended contract, the following requirements have been met:

- a) The solicitation documents were publicly advertised in accordance with the City's Procurement Policy AF-015-01;
- b) The contract is proposed to be entered into with the vendor offering the best value, which is also the highest-scoring vendor and the lowest-priced compliant vendor determined in accordance with the criteria, factors or methods previously disclosed in the public solicitation documents;
- c) Financial Planning & Analysis and the applicable business unit have reviewed and concur on the budget and recommendation;
- d) Bid Committee approval authority exists, as outlined in the City's Procurement Policy AF-015-01 due to the value being in excess of \$500 thousand; and
- e) The Chief Purchasing Official and Real Estate & Facilities Management General Manager are recommended to be authorized to execute and deliver all legal documents on behalf of the City.
- f) The Bid Committee approval is pre contract award, the final contract information may vary subject to final negotiations and award.

DECISION

The Bid Committee approved the entry into a contract in relation to Request for Proposal PS20170774 – Maintenance & Repairs of Citywide Elevating Devices with City Elevator Ltd, under the authority of the City's Procurement Policy AF-015-01.