



BID COMMITTEE DECISION REPORT

Meeting Date: May 17, 2018
Contact: Nick Kassam
Contact No.: 604 829 2097

TO: Bid Committee
FROM: Chief Procurement Officer

Entry into a contract in relation to Request for Proposal PS20171423 Design-Build Gas Flare Replacement at the Vancouver Landfill with:

Mitchell Installations Ltd.
5298 Still Creek Avenue
Burnaby, British Columbia V5C 4E4

This item was considered by Bid Committee on May 17, 2018 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 ADMIN-008.

Solicitation Number:	PS20171423 Design-Build Landfill Gas Flare Replacement at the Vancouver Landfill
Description of the Goods or Service:	Engineering and construction services for the installation of two gas flare stacks.
Recommended Vendor:	Mitchell Installations Ltd.
Contract Term and Estimated Contract Value:	<p>The recommended term of the contract is one (1) year or until project completion.</p> <p>The estimated contract price is \$1,393,348.00, plus applicable taxes, over the term of the contract.</p>

PROCUREMENT SUMMARY

Date of Issuance of RFP:	February 16, 2018	
Notices Sent:	Supply Chain Management sent notices to six (6) potential proponents.	
Closing Date:	April 5, 2018	
Responses Received:	<u>Vendor Name:</u>	<u>Price:</u>
	Mitchell Installations Ltd.	\$1,393,348.00
	Tritech Group Ltd.	
	TWD Technologies Ltd.	
Departments:	Supply Chain Management; and the Engineering Services Department, with the assistance of Legal Services.	

Evaluation Criteria	Evaluation Weighting
Technical	60%
Financial	35%
Sustainability	5%
Total	100%

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 ADMIN-008;
- b) The contract is proposed to be entered into with the vendor offering the best value, which is also the highest-scoring 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 ADMIN-008 due to the value being in excess of \$750 thousand;
- e) The Director of Legal Services, Chief Procurement Officer and the Engineering Services Department General Manager are recommended to be authorized to execute and deliver all legal documents on behalf of the City; and
- 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 PS20171423 Design-Build Landfill Gas Flare Replacement at the Vancouver Landfill with Mitchell Installations Ltd., under the authority of the City's Procurement Policy ADMIN-008.