



## BID COMMITTEE REPORT

Meeting Date: July 18<sup>th</sup>, 2019  
Contact: Alexander Ralph  
Contact No.: 604 829 2092

TO: Bid Committee  
FROM: Chief Procurement Officer

### RECOMMENDATION

Recommendation to enter into a contract with **Parking Corporation of Vancouver DBA EasyPark ("EasyPark")**, in relation to Request for Proposal PS No.20181646 - Operator and Management Services for the Vancouver Civic Theatre Parking Facility.

The Chief Procurement Officer recommends that the Bid Committee approve the entry into the following contract, under the authority of the City's Procurement Policy ADMIN-008 (subject to final negotiations).

<b>Solicitation Number:</b>	PS No.20181646 Request for Proposal - Operator and Management Services for the Vancouver Civic Theatre Parking Facility.
<b>Description of the Goods or Service:</b>	Provision of operation and management services for the parking facility at the Vancouver Civic Theatre, which is located at 630 Hamilton Street in Vancouver, British Columbia, and is owned by the City of Vancouver.
<b>Recommended Vendor:</b>	Parking Corporation of Vancouver DBA EasyPark
<b>Contract Term and Estimated Contract Value:</b>	<p>The recommended term of the contract is three years, with the option to extend for two additional one-year term.</p> <p>The estimated contract price is \$595,942.95, plus applicable taxes, over the initial three-year term of the contract.</p>

## PROCUREMENT SUMMARY

<b>Date of Issuance of RFP:</b>	March 12 <sup>th</sup> , 2019
<b>Notices Sent:</b>	Supply Chain Management sent notices to nine proponents.
<b>Closing Date:</b>	April 16 <sup>th</sup> , 2019
<b>Responses Received:</b>	Advanced Parking Systems Ltd. (incumbent)
	Parking Corporation of Vancouver DBA EasyPark
	Diamond Parking Ltd.
	Precise ParkLink Inc.

<b>Evaluation Criteria</b>	<b>Evaluation Weighting</b>
Technical	55%
Financial	45%
<b>Total</b>	<b>100%</b>

## 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 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) The Director of Legal Services, Chief Procurement Officer and General Manager, Arts, Culture and Community Services Department to be authorized to execute and deliver all legal documents on behalf of the City.
- e) 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 PS No.20181646 - Operator and Management Services for the Vancouver Civic Theatre Parking Facility with Parking Corporation of Vancouver DBA EasyPark, under the authority of the City's Procurement Policy ADMIN-008.