



BID COMMITTEE REPORT

Meeting Date: November 8, 2018
Contact: Nick Kassam
Contact No.: 604 829 2097

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to award to Contemporary Office Interiors the supply, delivery and installation of office furniture for the Marine Gateway Level 14 and Level 15 tenant improvements project at 450 Southwest Marine Drive (Marine Gateway) for the bid price of \$868,966.00, exclusive of applicable taxes.

The Chief Procurement Officer recommends that the Bid Committee approve the purchase of Office furniture in relation to RFS PS20181697, under the authority of the City's Procurement Policy ADMIN-008.

| | |
|---|---|
| Solicitation Number: | RFS PS20181697 |
| Description of the Goods or Service: | Supply, Delivery and Installation of Office Furniture for Marine Gateway. |
| Recommended Vendor: | Contemporary Office Interiors Ltd. |
| Contract Term and Estimated Total Contract Value: | <p>The term for this engagement is approximately 3 months, not including warranty.</p> <p>The purchase price is \$868,966, plus applicable taxes.</p> |

PROCUREMENT SUMMARY

Invitation to bid was emailed to three furniture vendors on September 19th, 2018. The three vendors are under contract from the previously held RFQ PS20151854, Supply of Office Furniture Systems. The PS20181697 competition closed on October 11, 2018 and the submitted prices are as follows:

| Vendor Name | Bid Price (1 year contract term) |
|----------------------------------|-------------------------------------|
| Brooks Corning | \$888,265.62 |
| Contemporary Office Interiors | \$868,966.00 |
| Heritage Office Furnishings Ltd. | Declined to Bid. |

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 \$750,000; and
- e) The Chief Procurement Officer and General Manager, REFM 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.
- g) Sustainability was considered in the original RFQ PS20151854.

DECISION

The Bid Committee approved the entry into a contract in relation to Contractor for the Supply and Delivery of Office Furniture for Marine Gateway, under the authority of the City's Procurement Policy ADMIN-008.