



BID COMMITTEE REPORT

Meeting Date: June 30, 2022
Contact: Alexander Ralph
Contact No.: 604 829 2092

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with Direct Equipment West Ltd., 9747 199A Street, Langley, BC in relation to Request for Proposal - PS No.20210389 – Supply and Services of Shoring Equipment.

The Chief Procurement Officer recommends that the Bid Committee approve the entry into the following contracts, under the authority of the City's Procurement Policy ADMIN-008, provided that such contract shall not be entered into until it is also approved by Council, as required by such policy (subject to final negotiations).

Solicitation Number:	PS20210389 - Request for Proposal
Description of the Goods or Service:	Supply and Services of Shoring Equipment
Recommended Vendors:	Direct Equipment West Ltd.
Contract Term and Estimated Contract Value:	The recommended term of the contract is three years with the option to extend for six additional one-year terms. The estimated contract price is \$2,237,057.01 plus applicable taxes, over the initial three-year term of the contract.

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PROCUREMENT SUMMARY

Date of Issuance of RFP:	April 26, 2021
Notices Sent:	Supply Chain Management sent notices to three (3) vendors
Closing Date:	May 25, 2021
Responses Received:	Direct Equipment West Ltd. United Rentals of Canada Inc.

Evaluation Criteria	Evaluation Score
Technical, Operational, and Sustainability	55
Financial	45
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 and Council approval is required under the City's Procurement Policy ADMIN-008, due to the value being in excess of \$2 million;
- e) The Director of Legal Services, Chief Procurement Officer and General Manager, Engineering Services 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 PS20210389 – Supply and Services of Shoring Equipment with Direct Equipment West Ltd. under the authority of the City's Procurement Policy ADMIN-008, provided that such contract shall not be entered into until it is also approved by Council, as required by such policy.