



**BID COMMITTEE  
DECISION REPORT**

Meeting Date: 12/16/2016  
Contact: Nick Kassam  
Contact No.: 604 829 2097

TO: Bid Committee  
FROM: Chief Purchasing Official

Entry into a contract in relation to Request for Proposals PS20160913 – Supply, Delivery, and Support of Parking Meter Equipment with J.J. MacKay Canada Limited (1342 Abercrombie Road, New Glasgow, Nova Scotia B2H 5E3).

This item was considered by Bid Committee on December 16, 2016 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.

Solicitation Number:	PS20160913 Request for Proposals PS20160913
Description of the Goods or Service:	Supply, Delivery, and Support of Parking Meter Equipment
Recommended Vendor:	J.J. MacKay Canada Limited
Contract Term and [Estimated] Contract Value:	The recommended term of the contract is three (3) years, with the option to extend for two (2) additional one-year terms.  The estimated contract price is \$1,418,700, plus applicable taxes, over the initial three-year term of the contract.

## PROCUREMENT SUMMARY

Date of Issuance of RFP:	September 7, 2016			
Notices Sent:	Supply Chain Management sent notices to seven (7) proponents.			
Closing Date:	October 12, 2016			
Responses Received:	Vendor Name:	Price		
		Multi-spaces retrofit	Single-space retrofit	Single-space full install
	J.J. MacKay Canada Limited	\$1,512	\$1,567	\$1,567
	Cale Systems Inc.	\$2,082	\$1,965	n/a
	T2 Systems, Canada	\$2,052	n/a	n/a
	ATS Traffic	\$1,855	n/a	n/a
	RTB Safe Traffic, Inc.	\$1,596	n/a	n/a
Departments:	Supply Chain Management; and Engineering Services, with the assistance of Legal Services.			

Evaluation Criteria	Evaluation Weighting
Technical	70%
Financial	25%
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 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 Director of Legal Services, Chief Purchasing Official and Engineering Services 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 RFP PS20160913 Supply, Delivery, and Support of Parking Meter Equipment with J.J. MacKay Canada Limited, under the authority of the City's Procurement Policy AF-015-01, provided that such contract shall not be entered into until it is also approved by Council, as required by such policy.