



**BID COMMITTEE
DECISION REPORT**

Meeting Date: 02/16/2017
Contact: Nick Kassam
Contact No.: 604 829 2097

TO: Bid Committee
FROM: Chief Purchasing Official

Entry into a contract in relation to Request for Proposal PS20161295 – Supply of a Fleet Management Information System with AssetWorks LLC, located at 998 Old Eagle School Road, Suite 1215, Wayne, Pennsylvania, USA 19087.

This item was considered by Bid Committee on February 16, 2017 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, provided that such contract shall not be entered into until it is also approved by Council, as required by such policy.

Solicitation Number:	PS20161295 Request for Proposal
Description of the Goods or Service:	Supply of a Fleet Management Information System
Recommended Vendor:	AssetWorks LLC
Contract Term and Estimated Contract Value:	The recommended term of the contract is five (5) years, with the option to extend for five (5) additional one-year terms. The estimated contract price is \$1,855,274 plus applicable taxes, over the initial five-year term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of RFA:	August 4, 2016	
Notices Sent:	Supply Chain Management sent notices to four (4) proponents.	
Closing Date:	September 19, 2016	
Responses Received:	Vendor Name	Price ¹ :
	AssetWorks LLC	\$1,855,274
	BPD Zenith (Canada) Limited	
	BrightOrder, Inc.	
	Chevin Fleet Solutions LLC	
	FASTER Asset Solutions	
Department:	Supply Chain Management; Engineering Services, Vancouver Fire & Rescue Services, Vancouver Board of Parks and Recreation, Equipment Services, Finance, IT Services, and FP&A, with the assistance of Legal Services.	

¹Price reflects the cost of the Fleet Management Information Solution Implementation, inclusive of software maintenance costs during the initial five-year term, Capital Asset Management, and Motor Pool/Rentals module.

Evaluation Criteria	Evaluation Weighting
Technical	52%
Financial	19%
Demo	20%
Sustainability	4%
Value Added Services	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 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 \$500,000;
- e) Council approval authority exists, as outlined in the City's Procurement Policy AF-015-01 and Council approval is sought due to the maximum contract term of ten (10) years, which exceeds the maximum contract term of five (5) years as outlined in the City's Procurement Policy AF-015-01;

- f) The Director of Legal Services, Chief Purchasing Official and City Clerk's General Manager are recommended to be authorized to execute and deliver all legal documents on behalf of the City; and
- g) The Bid Committee's approval is pre-contract execution, the final contract terms may vary subject to final negotiations and contract execution.

DECISION

The Bid Committee approved the entry into a contract in relation to Supply of a Fleet Management Information System with AssetWorks LLC, 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.