



**BID COMMITTEE
DECISION REPORT**

Meeting Date: 06/22/2017
Contact: Nick Kassam
Contact No.: 604 829 2097

TO: Bid Committee
FROM: Chief Purchasing Official

Entry into a contract in relation to Request for Applications PS20161796 – Supply of Computing Equipment, Supplies and Related Services for Municipal Elections and By-Elections with 341234 BC Ltd. (dba Microserve Business Computer Services), located at 4295 Dawson Street, Burnaby, BC.

In addition to the above-recommended contract, the Chief Purchasing Official recommends entry into additional Standing Offer Agreements with the following potential backup and/or auxiliary suppliers on an “as-if-and-when” requested basis: Vernon Technology Solutions; and Compugen Inc.

This item was considered by Bid Committee on June 22, 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.

| | |
|---|---|
| Solicitation Number: | PS20161796 Request for Applications |
| Description of the Goods or Service: | Supply of Computing Equipment, Supplies and Related Services for Municipal Elections and By-Elections |
| Recommended Vendor: | 341234 BC Ltd. (dba Microserve Business Computer Services) |
| 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 \$520,000 plus applicable taxes, over the initial three-year term of the contract. |

PROCUREMENT SUMMARY

| | | |
|--------------------------|--|-----------|
| Date of Issuance of RFA: | February 20, 2017 | |
| Notices Sent: | Supply Chain Management sent notices to three (3) proponents. | |
| Closing Date: | April 4, 2017 | |
| Responses Received: | Vendor Name | Price: |
| | 341234 BC Ltd. (dba Microserve Business Computer Services) | \$519,824 |
| | Vernon Technology Solutions | |
| | Compugen Inc. | |
| | Softchoice LP | |
| Department: | Supply Chain Management; Information Technology; and City Clerk's Department, with the assistance of Legal Services. | |

| Evaluation Criteria | Evaluation Weighting |
|---------------------|----------------------|
| Technical | 75% |
| Financial | 20% |
| 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 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) 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
- f) 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 Computing Equipment, Supplies and Related Services for Municipal Elections and By-Elections with 341234 BC Ltd. (dba Microserve Business Computer Services), under the authority of the City's Procurement Policy AF-015-01.