



**BID COMMITTEE
DECISION REPORT**

Meeting Date: April 24, 2015
 Contact: Nick Kassam
 Contact No.: 604 829 2097

TO: Bid Committee
 FROM: Chief Purchasing Official

Entry into two contracts in relation to Request for Quotation (“RFQ”) PS20150064 – Supply and Delivery of Sign Making Materials with the following two vendors:

1. EM Plastic and Electric Products Ltd, 121 – 1647 Broadway St., Port Coquitlam, BC V3C 6P8, and
2. 3M Canada Company, PO Box 5757, London, Ontario, N6A 4T1

This item was considered by Bid Committee on April 24, 2015 and was approved without amendment.

COMMITTEE DECISION

The Bid Committee approved the entry into the following contracts, under the authority of the City’s Procurement Policy AF-015-01.

Solicitation Number:	Request for Quotation PS20150064 Supply and Delivery of Sign Making Materials.
Description of the Goods or Service:	Supply and delivery of sign making materials.
Recommended Vendors:	EM Plastics and Electric Products Ltd., Port Coquitlam, BC 3M Canada Company, London, Ontario
Contract Term and Estimated Contract Value:	The recommended term of the contracts is 3 years, with an option to extend each for 2 additional one-year terms. The estimated contract prices are as follows: EM Plastic and Electric Products \$ 301,863 3M Canada Company \$ 444,096 plus applicable taxes, over the initial 3 year term of the contract.

PROCUREMENT SUMMARY

RFQ Issue Date:	February 13, 2015
Notices Sent:	Supply Chain Management sent notices to 8 known vendors
Closing Date:	March 10, 2015
Responses Received:	EM Plastic and Electric Products Ltd. ("EM")
	3M Canada Company ("3M")
	ND Graphics Inc ("ND")
Departments:	Supply Chain Management and Engineering Services

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 contracts are proposed to be entered into with the vendor offering the best value, which is also the lowest-priced compliant vendor meeting the City's requirements 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 \$500,000.00;
- e) The General Manager of Engineering and the Chief Purchasing Official are recommended 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 contracts in relation to Request for Quotation PS20150064 Supply and Delivery of Sign Making Materials with 3M Canada Company and EM Plastic and Electric Products Ltd under the authority of the City's Procurement Policy AF-015-01.