



**BID COMMITTEE
DECISION REPORT**

Meeting Date: October 2, 2015
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 PS20150946 – Supply and Delivery of Fertilizer with Crop Production Services (Canada) Inc. (“CPS”), located at 7430 Hopcott Road, Delta, BC, V4G 1B6.

This item was considered by Bid Committee on October 2, 2015 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:	Request for Proposal PS20150946 – Supply and Delivery of Fertilizer
Description of the Goods or Service:	Supply and Delivery of Fertilizer for the Park Board
Recommended Vendor:	Crop Production Services (Canada) Inc.
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 \$738,824, plus applicable taxes, over the initial three-year term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of RFP:	July 31, 2015	
Notices Sent:	Supply Chain Management sent notices to four (4) known vendors.	
Closing Date:	August 25, 2015	
Responses Received:	Vendor name:	City:
	Crop Production Services (Canada) Inc.	Delta, BC
Department:	Supply Chain Management and the Park Board.	

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, 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 Chief Purchasing Official and the park Board 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 PS20150946 - Supply and Delivery of Fertilizer with Crop Production Services (Canada) Inc., under the authority of the City's Procurement Policy AF-015-01.