



**BID COMMITTEE  
DECISION REPORT**

Meeting Date: November 8, 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 PS20151261 - Vehicle Rentals and Leases with Jim Pattison Industries Ltd. located at 4937 Regent Street, Burnaby, BC V5C 4H4.

This item was considered by Bid Committee on November 8, 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:	PS20151261 - Request for Proposal (RFP)
Description of the Goods or Service:	Vehicle Rentals and Leases
Recommended Vendor:	Jim Pattison Industries Ltd.
Contract Term and	The recommended term of the contract is three (3) years, with the option to extend for two (2) additional one-year terms.
Estimated Contract Value:	The estimated contract price is \$2,400,000, plus applicable taxes, over the initial three (3) year term of the contract.

## PROCUREMENT SUMMARY

Date of Issuance of RFP:	December 15, 2016	
Notices Sent:	Supply Chain Management (SCM sent notices to four (4) Proponents.	
Closing Date:	February 16, 2017	
Responses Received:	<u>Proponent Name:</u>	<u>Proposed Price:</u>
	Discount Car & Truck Rentals* (Discount)	NA
	Ensign Pacific Lease Ltd.** (Ensign)	NA
	Zeemac Vehicle Lease Ltd. (Zeemac)	NA
	Jim Pattison Industries Ltd. (Jim Pattison)	\$721,401
	Driving Force Inc. (Driving Force)	NA
	Enterprise Fleet Management (Enterprise)	NA
Departments:	SCM; Equipment Services (EQS), Parks and Legal Services.	

\*Rental price only

\*\*Lease pricing only

Evaluation Criteria	Evaluation Weighting
Technical	45%
Financial	40%
Sustainability	15%
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 and Council approval is required under the City's Procurement Policy AF-015-01, due to the value being in excess of \$2 million; 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 Request for Proposal PS20151261-Vehicle Rentals and Leases with Jim Pattison Industries Ltd., 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.