



BID COMMITTEE REPORT

Meeting Date: April 11, 2019
Contact: Alexander Ralph
Contact No.: 604 829 2092

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with the Vancouver Art Gallery Association in relation to Notice of Intent to Contract No. PS20190319 - Provision of Curatorial and Related Services with the Vancouver Art Gallery Association.

The Chief Procurement Officer recommends that the Bid Committee approve the entry into the following contract, under the authority of the City's Procurement Policy ADMIN-008 (subject to final negotiations).

Solicitation Number:	No. PS20190319 and Notice of Intent to Contract - Provision of Curatorial and Related Services with the Vancouver Art Gallery Association
Description of the Goods or Service:	Provision of Curatorial and Related Services to the Arts, Culture and Community Services Department
Recommended Vendor:	Vancouver Art Gallery Association
Contract Term and Contract Value:	The recommended term of the contract is 5 years, with the option to extend for 5 additional one-year terms. The contract price is a maximum of \$800,000.00, inclusive of all applicable taxes, over the initial 5-year term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of NOITC:	February 26, 2019
Notices Sent:	Not Applicable
Closing Date:	March 12, 2019
Responses Received:	Not Applicable

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 ADMIN-008;
- 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 ADMIN-008 due to the value being in excess of \$750,000.
- e) The Director of Legal Services, Chief Procurement Officer and General Manager, Arts, Culture and Community Services 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 NOITC PS20190319 - Provision of Curatorial and Related Services with Vancouver Art Gallery Association under the authority of the City's Procurement Policy ADMIN-008.