



**BID COMMITTEE REPORT**

Meeting Date: May 29, 2019.  
 Contact: Alexander Ralph  
 Contact No.: 604 829 2097

TO: Bid Committee  
 FROM: Chief Procurement Officer

**RECOMMENDATION**

Recommendation to enter into a contract with B.A. Robinson Co. Ltd., 11897 103A Avenue, Surrey, BC in relation to Request for Proposal PS No. PS20190453 – Supply and Delivery of Plumbing Supplies.

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 as required by such policy (subject to final negotiations).

Solicitation Number:	Request for Proposal PS20190453
Description of the Goods or Service:	Supply and Delivery of Plumbing Supplies for REFM
Recommended Vendor:	B.A. Robinson Co. Ltd.
Contract Term and [Estimated] Contract Value:	The recommended term of the contract is 3 years, with the option to extend for four (4) additional one-year terms.  The estimated contract price is \$834,681, plus applicable taxes, over the initial 3-year term of the contract.

## PROCUREMENT SUMMARY

Date of Issuance of RFP:	March 15, 2019
Notices Sent:	Supply Chain Management sent notices to six (6) proponents.
Closing Date:	April 11, 2019
Responses Received:	B.A. Robinson Co. Ltd. Bartle & Gibson Co. Ltd. (Non-compliant)

Evaluation Criteria	Evaluation Weighting
Technical	45%
Financial	50%
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 ADMIN-008;
- b) The contract is proposed to be entered into with the vendor offering the best value, which is also the highest-scoring vendor and the lowest-priced compliant 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 ADMIN-008; and
- e) The Director of Legal Services, Chief Procurement Officer and General Manager, Real Estate and Facilities Management 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 Supply and Delivery of Plumbing Supplies with B.A. Robinson Co. Ltd., under the authority of the City's Procurement Policy ADMIN-008.