



**BID COMMITTEE  
DECISION REPORT**

Meeting Date: August 10, 2017  
Contact: Nick Kassam  
Contact No.: 604 829 2097

TO: Bid Committee  
FROM: Chief Purchasing Official

Entry into a contract in relation to the Request for Proposals, PS20160800 for the Supply and Delivery of Grinders with Foreman Equipment Ltd. 31244 South Fraser Way, Abbotsford, BC.

This item was considered by Bid Committee on August 10, 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.

Solicitation Number:	PS20160800 -- Request for Proposal
Description of the Goods or Service:	Supply and Delivery of Grinders
Recommended Vendor:	Foreman Equipment Ltd.
Contract Term and Estimated Contract Value:	The recommended term of the contract is three years, with the option to extend for two additional one-year terms. The estimated contract price is \$787,485 plus applicable taxes, over the initial three year term of the contract.

## PROCUREMENT SUMMARY

Date of Issuance of RFP	March 1, 2017	
Notices Sent:	Supply Chain Management sent notices to six (6) proponents.	
Closing Date:	March 30, 2017	
Responses Received:	Foreman Equipment Ltd.	\$787,485.00
	Frontline	
	Great West	
	Shred-Tech	
	Westerra	
Woodland		
Department:	Supply Chain Management; Engineering Services with the assistance of Legal Services.	

Evaluation Criteria	Evaluation Weighting
Technical	65%
Financial	30%
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 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 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 AF-015-01 due to the value being in excess of \$500 thousand; and
- e) The Director of Legal Services, Chief Purchasing Official and General Manager Engineering Services 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 PS20160800 – Supply and Delivery of Grinders with Foreman Equipment Ltd., under the authority of the City's Procurement Policy AF-015-01.