



**BID COMMITTEE
DECISION REPORT**

Meeting Date: December 9, 2016
Contact: Nick Kassam
Contact No.: 604 829 2097

TO: Bid Committee
FROM: Chief Purchasing Official

Entry into a contract in relation to Library Square Elevator Modernization Invitation to tender PS20161595 with **Heatherbrae Builders Co. Ltd.** with office address at 12371 Horseshoe Bay, Richmond, British Columbia.

This item was considered by Bid Committee on December 9, 2016 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:	PS20161595 Invitation to Tender
Description of the Goods or Service:	Modernization of two (2) existing passenger elevators in the Central Library.
Recommended Vendor:	Heatherbrae Builders Co. Ltd.
Contract Term and Total Contract Price:	The contract term is the duration of the project (approximately 9 months). The total contract price is \$622,850.00 plus applicable taxes.

PROCUREMENT SUMMARY

Date of Issuance of ITT:	October 20, 2016	
Notices Sent:	18	
Closing Date:	November 24, 2016	
Responses Received:	<u>Vendor Name:</u>	<u>Base Tender Price:</u>
	Heatherbrae	\$610,000.00
	Jacob Bros.	\$776,484.45
	Parkwood Construction	\$628,762.00
	Scott Special Projects	\$731,643.00
	Smith Bros. & Wilson	\$641,404.00
Departments:	Supply Chain Management and Real Estate and Facilities Management	

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 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 \$500,000; and
- e) The Chief Purchasing Official and Real Estate and Facilities Management 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 Library Square Elevator Modernization with Heatherbrae Builders Co. Ltd., under the authority of the City's Procurement Policy AF-015-01.