



**BID COMMITTEE
DECISION REPORT**

Meeting Date: April 13, 2017
Contact: Nick Kassam
Contact No.: 604 829 2097

TO: Bid Committee
FROM: Chief Purchasing Official

Entry into a contract in relation to Invitation to Tender PS20162048 - Kitsilano Community Center Energy Retrofit Construction ("ITT") with ESC Automation Incorporated ("ESC").

This item was considered by Bid Committee on April 13, 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:	Invitation to Tender PS20162048.
Description of the Service:	Contractor for Kitsilano Community Center Energy Retrofit
Recommended Vendor:	ESC Automation Incorporated.
Contract Term and Contract Value:	Substantial completion of the work will be by September 30, 2017. The contract price is \$1,395,047.62 plus applicable taxes, to complete the work by September 30, 2017.

PROCUREMENT SUMMARY

Date of Issuance of ITT:	February 17, 2017	
Notices Sent:	Supply Chain Management (“SCM”) sent notices to twelve known vendors.	
Closing Date:	March 16, 2017	
Responses Received:		
<u>Vendor Name:</u>	<u>City:</u>	<u>Price before GST:</u>
ESC Automation Inc	Surrey, BC	\$1,395,047.61
Davidson Bros Mechanical Contractors Ltd	Burnaby, BC	\$1,718,651.12
Omega Mechanical Ltd	Burnaby, BC	\$2,002,484.00
Departments:	Supply Chain Management; and Real Estate & Facilities Management (“REFM”).	

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 \$500,000.00;
- e) The Chief Purchasing Official and the General Manager of Real Estate and Facilities Management are recommended to be authorized to execute and deliver all legal documents on behalf of the City; and
- f) The Bid Committee’s approval is pre-contract execution, and the final contract terms may vary subject to final negotiations and contract execution.

DECISION

The Bid Committee approved the entry into a contract in relation to the Kitsilano Community Center Energy Retrofit Construction with ESC Automation Incorporated, under the authority of the City's Procurement Policy AF-015-01.