



**BID COMMITTEE
DECISION REPORT**

Meeting Date: February 22, 2018
Contact: Nick Kassam
Contact No.: 604 829 2097

TO: Bid Committee
FROM: Chief Purchasing Official

Entry into a contract in relation to Notice of Intent to Contract (NOITC) PS20170313- Supply and Delivery of Energy and Facilities Management Software for Real Estate and Facilities department) with Ameresco Canada Inc.

This item was considered by Bid Committee on February 22, 2018 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:	Request for Proposals PS20170313
Description of the Service:	Supply and Delivery of Energy and Facilities Management Software for Real Estate and Facilities department
Recommended Vendor:	Ameresco Canada Inc.
Contract Term and Estimated Total Contract Price:	The recommended term of both contracts is 5 years. The estimated total price for the contract is \$1,048,000.00, plus applicable taxes, over the term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of NOITC:	October 25, 2017	
Notices Sent:	N/A	
Closing Date:	November 8, 2017	
Vendor Name:	Ameresco Canada Inc.	\$1 048 000.00
Department:	Supply Chain Management; Real Estate and Facilities Planning, with the assistance of Legal Services.	

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, who are also the highest-scoring vendors 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; and
- e) The Director of Legal Services, Chief Purchasing Official and facilities Management General Manager are recommended to be authorized to execute and deliver all legal documents on behalf of the City.

DECISION

The Bid Committee approved the entry into a contract in relation to Notice of Intent to Contract (NOITC) PS20170313- Supply and Delivery of Energy and Facilities Management Software for Real Estate and Facilities department) with Ameresco Canada Inc. under the authority of the City's Procurement Policy AF-015-01.