



**BID COMMITTEE
DECISION REPORT**

Meeting Date: December 7, 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 PS20170552 –“Renovations at Carnegie Community Centre Kitchen” with Tetherstone Construction Inc of Vancouver, BC.

This item was considered by Bid Committee on December 7, 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 PS20170552
Description of the Goods or Service:	The renovation of the commercial kitchen on the second floor at the Carnegie Community Center building at the corner of Hastings and Main Streets
Recommended Vendor:	Tetherstone Construction Incorporated (“Tetherstone”)
Contract Term and Contract Price:	The contract will be in place until the completion of the services (approximately 6 months). The contract price is \$1,154,181.00 plus applicable taxes

PROCUREMENT SUMMARY

Date of Issuance of ITT:	June 29, 2017
Notices Sent:	Supply Chain Management sent notices to five known vendors.
Closing Date:	August 22, 2017
Responses Received:	No responses were received in response to the Invitation to Tender process.
Department:	Supply Chain Management; and Real Estate and Facilities Management (“REFM”), 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, 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 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 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 Invitation to Tender PS20170552 –“Renovations at Carnegie Community Centre Kitchen” with Tetherstone Construction Inc of Vancouver, BC, under the authority of the City’s Procurement Policy AF-015-01.