



BID COMMITTEE REPORT

Meeting Date: July 19, 2018
Contact: Nick Kassam
Contact No.: 604 829 2097

TO: Bid Committee
FROM: Chief Procurement Officer

Recommendation to enter into a contract with E.B. Horsman & Son, 19295 – 25th Avenue, Surrey, BC, in relation to Request for Quotations PS 20180503 - Supply and Delivery of Conduit and Associated Accessories

RECOMMENDATION

The Chief Procurement Officer recommends that the Bid Committee approve the entry into the following contract, under the authority of the City's Procurement Policy ADMIN-008 subject to final negotiations.

Solicitation Number:	PS20180503 Request for Quotations
Description of the Goods or Service:	Supply and Delivery of Conduit and Associated Accessories
Recommended Vendor:	E.B.Horsman & Son
Contract Term and Estimated Contract Value:	The recommended term of the contract is three (3) years, with the option to extend for two (2) additional one-year terms. The estimated contract price is \$1,080,664 plus applicable taxes, over the initial three (3) - year term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of RFQ:	April 12, 2018		
Notices Sent:	Supply Chain Management sent notices to seven (7) proponents].		
Closing Date:	May 8, 2018		
Responses Received:	E.B. Horsman & Son	Price for the initial 3 year term of the contract:	\$1,080,664, plus applicable taxes
	Wesco Distribution Canada LP		
Department:	Supply Chain Management and Engineering Services - Streets, Traffic and Electrical Operations Branch.		

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 ADMIN-008;
- b) The contract is proposed to be entered into with the vendor offering the best value, which is also 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 ADMIN-008 due to the value being in excess of \$750,000; and
- e) The Chief Procurement Officer and Engineering Services - 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 Supply and Delivery of Conduit and Associated Accessories with E.B. Horseman & Son, under the authority of the City's Procurement Policy ADMIN-008.