



**BID COMMITTEE REPORT**

Meeting Date: July 9, 2020  
 Contact: Alexander Ralph  
 Contact No.: 604 829 2092

TO: Bid Committee  
 FROM: Chief Procurement Officer

**RECOMMENDATION**

Recommendation to enter into contracts with 5 vendors, in relation to Request for Applications (RFA) PS20191847 – Civil/Electrical Contractor Services.

The Chief Procurement Officer recommends that the Bid Committee approve the entry into the following contracts, under the authority of the City’s Procurement Policy ADMIN-008 provided that such contract shall not be entered into until it is also approved by Council, as required by such policy (subject to final negotiations).

Solicitation Number:	Request for Applications (RFA) PS20191847
Description of the Service:	Civil/Electrical Contractor Services
Recommended Vendor(s):	Bay Hill Contracting Ltd. Complete Utility Contractors Ltd. Crown Contracting Ltd. Orion Electrical System Ltd. Pedre Contractors Ltd.
Contract Term and Estimated Contract Value:	The recommended term of the contract is 3 years.  The estimated total contract price will be approximately \$4,000,000, plus applicable taxes, over the initial 3-year term of the contracts subject to the approval of the annual operating and capital budgets.

## PROCUREMENT SUMMARY

Date of Issuance of RFA:	March 2, 2020
Notices Sent:	Supply Chain Management sent notices to 11 vendors.
Closing Date:	April 24, 2020
Responses Received:	Bay Hill Contracting Ltd.
	Complete Utility Contractors Ltd.
	Crown Contracting Ltd.
	Orion Electrical System Ltd.
	Pedre Contractors Ltd.

Evaluation Criteria	Evaluation Weighting
Technical	60%
Financial	35%
Sustainability	5%
Total	100%

## 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 contracts are proposed to be entered into with the vendors 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 and Council approval is required under the City's Procurement Policy ADMIN-008, due to the value being in excess of \$2 million;
- e) The Director of Legal Services, Chief Procurement Officer and General Manager, Engineering to be authorized to execute and deliver all legal documents on behalf of the City; and
- f) The Bid Committee approval is pre-contracts award, the final contract information may vary subject to final negotiations and award.

## DECISION

The Bid Committee approved the entry into 5 separate contracts in relation to Request of Applications PS20191847 – Civil/Electrical Contractor Services with the 5 above-noted vendors, under the authority of the City's Procurement Policy ADMIN-008, provided that such contracts shall not be entered into until it is also approved by Council, as required by such policy.