



**BID COMMITTEE  
DECISION REPORT**

Meeting Date: March 15, 2018  
Contact: Nick Kassam  
Contact No.: 604 829 2097

TO: Bid Committee  
FROM: Chief Purchasing Official

Enter into a contract in relation to Invitation to Tender No. PS20180020 – Contractor for Roof and Skylight Replacement at Champlain Heights Community Centre with Transwest Roofing Ltd., located at 13415 Comber Way, Surrey, BC.

This item was considered by Bid Committee on March 15, 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:	PS20180020 Invitation to Tender
Description of the Goods or Service:	Contractor for Roof and Skylight Replacement at Champlain Heights Community Centre
Recommended Vendor:	Transwest Roofing Ltd.
Contract Term and Contract Value:	The recommended term of the contract is four (4) months, or until services are completed. The contract price is \$776,659.00, plus applicable taxes.

## PROCUREMENT SUMMARY

Date of Issuance of ITT:	January 19, 2018	
Notices Sent:	Supply Chain Management advertised the ITT on the City of Vancouver and the BC Bid websites and email notices were sent to 8 vendors.	
Closing Date:	February 20, 2018	
Responses Received:	<u>Vendor Name:</u>	<u>Price:</u>
	Transwest Roofing Ltd.	\$776,659.00
	All Round Home Improvements and Restorations Ltd.	\$885,000.00
Department:	Supply Chain Management; and Real Estate and Facilities Management, 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 thousand; and
- e) The Director of Legal Services, Chief Purchasing Official and Real Estate and Facilities Management 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 Invitation to Tender No. PS20180020 - Contractor for Roof and Skylight Replacement at Champlain Heights Community Centre with Transwest Roofing Ltd., under the authority of the City's Procurement Policy AF-015-01.