



BID COMMITTEE REPORT

Meeting Date: March 12, 2020
 Contact: Alexander Ralph
 Contact No.: 604 829 2092

TO: Bid Committee
 FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with ZECO Systems Inc. dba Greenlots, in relation to Request for Proposal PS No. 20180339 – Expanding City of Vancouver’s Existing Public Electric Vehicle Charging Network.

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:	PS No. 20180339 – Expanding City of Vancouver’s Existing Public Electric Vehicle Charging Network
Description of the Goods or Service:	Provide a turn-key solution that will expand and renew the City’s existing public electric vehicle charging network. The City is seeking a proponent that will install, operate, maintain, and provide electrical design services for up to 11 new Direct Current Fast Charging stations (DCFCs) and up to 23 new Level 2 (L2) charging stations (35 ports) at various locations across Vancouver between 2020 and 2021, as determined by the City.
Recommended Vendor:	ZECO Systems Inc. dba Greenlots
Contract Term and Estimated Contract Value:	The recommended term of the contract is five (5) years, with the option to extend for four (4) additional one-year terms. The estimated contract price is \$1,402,419, plus applicable taxes, over the initial five-year term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of RFP:	December 10, 2018	
Notices Sent:	Supply Chain Management sent notices to 11 Proponents.	
Closing Date:	February 26, 2019	
Responses Received:	Proponent	Pricing
	ZECO Systems Inc. DBA Greenlots ["Greenlots"]	\$1,402,419
	ChargePoint Canada Inc. ["ChargePoint"]	

Evaluation Criteria	Evaluation Weighting
PCI, Technology Services & Privacy Compliance	Pass / Fail
Technical and Sustainability	20%
Financial	30%
Interview and Site Visit	50%
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 contract is proposed to be entered into with the vendor offering the best value, which is also the highest-scoring 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 ADMIN-008 due to the value being in excess of \$750,000;
- e) The Category Manager, Chief Procurement Officer and General Manager Engineering Services 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 Request for Proposal PS No. 20180339 – Expanding City of Vancouver's Existing Public Electric Vehicle Charging Network with ZECO Systems Inc. dba Greenlots, under the authority of the City's Procurement Policy ADMIN-008.