



**BID COMMITTEE REPORT**

Meeting Date: November 21, 2019  
 Contact: Alexander Ralph  
 Contact No.: 604 829 2092

TO: Bid Committee  
 FROM: Chief Procurement Officer

**RECOMMENDATION**

Recommendation to enter into a contract with Oakcreek Golf & Turf GP Inc. 18785 96<sup>th</sup> Avenue, Surrey, BC, Prairie Coast Equipment Inc. 22661 Fraser Hwy, Langley City, BC, and Rollins Machinery Ltd. 21869-56<sup>th</sup> Avenue, Langley, BC, in relation to Request for Proposal - PS No.20181766 – Supply and Delivery of Turf Equipment.

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 (subject to final negotiations).

Solicitation Number:	PS20181766 - Request for Proposal	
Description of the Goods or Service:	Supply and Delivery of Turf Equipment	
Recommended Vendors:	Oakcreek Golf & Turf GP Inc., Prairie Coast Equipment Inc., Rollins Machinery Ltd.	
Contract Term and Estimated Contract Value:	The recommended term of the contract is three years with the option to extend for two additional one-year terms.	
	The estimated contract price is \$1,498,593 plus applicable taxes, over the initial three-year term of the contract. The estimated contract price for each vendor is as follows:	
	<b>Vendor</b>	<b>Estimated 3 Year Contract Value</b>
	Oakcreek Golf & Turf GP Inc.	\$1,498,593
	Prairie Coast Equipment Inc.*	\$0
Rollins Machinery Ltd*.	\$0	
*No anticipated purchases over the initial three-year term of the contract.		

## PROCUREMENT SUMMARY

Date of Issuance of RFP:	January 9, 2019	
Notices Sent:	Supply Chain Management (SCM) sent notices to three (3) vendors	
Closing Date:	February 14, 2019	
Responses Received:	Vendor	Proposed Price
	Oakcreek Golf & Turf GP Inc.	\$1,498,593
	Rollins Machinery Ltd.	\$1,144,500
	Prairie Coast Equipment Inc.	\$1,100,900
	A.R. Mower & Supply Ltd.*	\$32,140

*\*Only supplies Sand Trap Rake, the other Proponents price includes all products required.*

Evaluation Criteria	Evaluation Weighting
Technical, Operational, and Sustainability	65%
Financial	35%
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 are also the highest-scoring vendors 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 Director of Legal Services, Chief Procurement Officer and General Manager, Engineering Services 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 PS20181766 – Supply and Delivery of Turf Equipment with Oakcreek Golf & Turf Inc., Prairie Coast Equipment Inc. and Rollins Machinery Ltd. under the authority of the City's Procurement Policy ADMIN-008.