



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 one (1) primary, one (1) secondary and one (1) tertiary Service Provider (see below) in relation to Request for Proposal – PS20191110 – Provision of General HVAC Services.

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:	Request for Proposal PS20191110
Description of the Goods or Service:	Provision of General HVAC Services
Recommended Vendor:	<ul style="list-style-type: none"> • JUST Mechanical • Somatic HVAC Solutions • ESC Automation
Contract Term and Estimated Contract Value:	<p>The recommended term of the contract is three (3) years, with the option to extend for three (3) additional one-year terms for a maximum total term of six (6) years.</p> <p>The estimated contract price is \$1,600,000 plus applicable taxes, over the initial 3-year term of the contract.</p>

PROCUREMENT SUMMARY

Date of Issuance of RFP:	August 23, 2019
Notices Sent:	Supply Chain Management sent notices to nine potential proponents.
Closing Date:	September 19, 2019
Responses Received:	Ainsworth Inc.
	Broadway Refrigeration & AC Co. Ltd.
	DMS Services Ltd.
	Entity Mechanical Ltd.
	ESC Automation
	JUST Mechanical
	Moore & Russell Heating Ltd.
	Somatic HVAC Solutions Ltd.

Evaluation Criteria	Evaluation Weighting
Technical	50%
Financial	40%
Sustainability	10%
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 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;
- e) The Director of Legal Services, Chief Procurement Officer and General Manager, Real Estate & Facilities Management 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 multiple contracts in relation to PS20191110 - Provision of General HVAC Services with three (3) service providers (subject to final negotiations), under the authority of the City's Procurement Policy ADMIN-008