



BID COMMITTEE REPORT

Meeting Date: May 5, 2021
 Contact: Alexander Ralph
 Contact No.: 604 829 2092

TO: Bid Committee
 FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into contracts in relation to Request for Quotation (“RFQ”) PS20200601 - Supply and Delivery of Sign Making Materials with the following three vendors:

- 3M Canada Company, 300 Tartan Drive London, ON N5V 4M9
- ND Graphics, #103-1090 Cliveden Ave, Delta, BC, V3M 6E6
- Sherine Industries Ltd., #113 – 19433 96th Ave, Surrey, BC V4N 4C4

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:	PS20200601 Request For Quotation
Description of the Goods or Service:	Supply and Delivery of Sign Making Materials
Recommended Vendor:	1. 3M Canada Company 2. ND Graphics 3. Sherine Industries Ltd
Contract Term and Estimated Contract Value:	The recommended term of the contract is three years, with the option to extend for 3 additional two-year terms. The estimated initial 3-year term contract value are as follows: 3M Canada Company \$407,507.30 ND Graphics \$265,591.85 Sherine Industries Ltd. \$128,912.00 Total estimated contract value with 3 recommended vendors is \$802,011 plus applicable taxes, over the initial 3-year term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of RFQ:	November 30 th , 2020
Notices Sent:	Supply Chain Management sent notices to 8 proponents.
Closing Date:	January 12 th , 2021
Responses Received:	3M Canada Company
	ND Graphics
	Sherine Industries Ltd
	EM Plastic

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 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 due to the value being in excess of \$750,000;
- e) The Chief Procurement Officer and General Manager of Engineering to be authorized to execute and deliver all legal documents on behalf of the City; and
- f) The Bid Committee approval is prior to contract award, the final contract information may vary subject to final negotiations and award.

DECISION

The Bid Committee approved the entry into contracts in relation to RFQ PS20200601 Supply and Delivery of Sign Making Materials with 3M Canada Company, ND Graphics and Sherine Industries Ltd., under the authority of the City's Procurement Policy ADMIN-008.