



## BID COMMITTEE REPORT

Meeting Date: October 15, 2020  
Contact: Alexander Ralph  
Contact No.: 604 829 2092

TO: Bid Committee  
FROM: Chief Procurement Officer

Recommendation to enter into a contract with Toter, LLC., in relation to Request for Proposal PS20200669 – Supply and Delivery of Garbage and Green Carts.

### RECOMMENDATION

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 PS20200669   |
| Description of the Goods or Service:        | Supply and Delivery of Garbage and Green Carts  |
| Recommended Vendor:                         | Toter, LLC  |
| Contract Term and Estimated Contract Value: | <p>The recommended term of the contract is 3 years, with the option to extend for three additional two-year terms.</p> <p>The estimated contract price is \$1,621,764, plus applicable taxes, over the initial 3-year term of the contract.</p> |

## PROCUREMENT SUMMARY

|                          |   |             |
|--------------------------|---|-------------|
| Date of Issuance of RFP: | July 24, 2020   |             |
| Notices Sent:            | Supply Chain Management sent notices to 5 proponents.                                   |             |
| Closing Date:            | August 27, 2020   |             |
| Responses Received:      | Vendor Name   | Base Price  |
|                          | Toter, LLC  | \$1,621,764 |
| Department:              | Supply Chain Management (SCM) and Engineering Services (Zero Waste & Resource Recovery) |             |

| Evaluation Criteria | Evaluation Weighting |
|---------------------|----------------------|
| Technical           | 40%                  |
| Financial           | 50%                  |
| 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, 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;
- e) The 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 Supply and Delivery of Garbage and Green Carts with Toter, LLC, under the authority of the City's Procurement Policy ADMIN-008.