



BID COMMITTEE REPORT

Meeting Date: July 30, 2020
Contact: Alexander Ralph
Contact No.: 604 829 2092

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into contracts with West Coast Electric (“WCE”) and Valid Manufacturing Ltd (“Valid”), addresses provided herewith respectively, 8040 River Road, Richmond BC V6X 1X7 and 5320 B48th Avenue, SE, Salmon Arm, BC V1# 1X2, in relation to RFQ-PS20200767 – Supply and Delivery of Electrical Distribution Kiosks .

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.

Solicitation Number:	PS20200767 Request for Quotation
Description of the Goods or Service:	Supply and Delivery of Electrical Distribution Kiosks
Recommended Vendors:	1) West Coast Electric Ltd. 2) Valid Manufacturing Ltd.
Contract Term and Estimated Contract Value:	The recommended term of the contract is 3 years, with the option to extend for 3 additional one-year terms. The estimated contract price is \$1,105,286, plus applicable taxes, over the initial three (3) - year term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of RFQ:	June 12, 2020
Notices Sent:	Supply Chain Management sent notices to three (3) proponents
Closing Date:	June 26, 2020
Responses Received	Valid Manufacturing Ltd.
	West Coast Electric Ltd.
	Fox Fab Power Solutions Inc.
	Deva Solutions Inc.
Department:	Supply Chain Management; and Traffic, Electrical Operations and Design Department (TEOD) of Engineering Services,

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, 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 of Engineering Services 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 PS20200767 – Supply and Delivery of Electrical Distribution Kiosks with WCE and Valid, under the authority of the City's Procurement Policy ADMIN-008.