



BID COMMITTEE REPORT

Meeting Date: February 4, 2021
Contact: Alexander Ralph
Contact No.: 604 829 2092

TO: Bid Committee
FROM: Chief Procurement Officer and Director, Supply Chain Management

RECOMMENDATION

Recommendation to enter into a contract with Atira Women's Resource Society ("Atira") to operate a twenty-four (24) room non-market single room occupancy ("SRO") hotel known as Ross House, also known as "Ross-Aoki House" located at 313 Alexander, as well as manage and operate the adjacent parking lot at 309 Alexander Street.

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 provided that such contract shall not be entered into until it is also approved by Council, as required by such policy (subject to final negotiations).

Solicitation Number:	PS20200958 – Selection of Social Housing Operator at Ross House
Description of the Goods or Service:	Selection of a social housing operator for the single room occupancy ("SRO") hotel known as Ross-Aoki House
Recommended Vendor:	Atira Women's Resource Society ("Atira")
Contract Term	The recommended term of the nominal lease and operating agreement contract is 3 years, with the option to extend for up to four (4) additional three (3) year terms, to a maximum of fifteen (15) years in total length.

PROCUREMENT SUMMARY

Date of Issuance of Request for Proposal	July 21, 2020
Notices Sent:	Supply Chain Management sent notices to sixteen potential respondents, as well the RFP was posted on the Supply Chain Management website and BC Bid
Closing Date:	September 9, 2020
Responses Received:	Lookout Housing and Health Society (“Lookout”) (later withdrawn)
	Atira Women’s Resource Society (“Atira”) (late submission, therefore, response considered non-compliant at the close of the posting)*

*Note: Proposal was considered as a Sole Source after the vendor with the only compliant response withdrew from the opportunity.

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 and Council approval is required under the City’s Procurement Policy ADMIN-008, due to the value being in excess of \$750,000;
- e) The Director of Legal Services, Director of Supply Chain Management, Director of Finance and General Manager, Arts, Culture and Community Services are 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 PS20200958 – Selection of Social Housing Operator at Ross House with Atira Women’s Resource Society, under the authority of the City’s Procurement Policy ADMIN-008, provided that such contract shall not be entered into until approved by Council, as required by such policy.