



BID COMMITTEE REPORT

Meeting Date: December 9, 2021
Contact: Alexander Ralph
Contact No.: 604 829 2092

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with Open Road Auto Group Limited located at 13100 Smallwood Place, Richmond, British Columbia, V6V 1W8, Ensign Pacific Lease Ltd. located at 216 West 2nd Avenue, Vancouver British Columbia, V5Y 1C6, West Auto Sales Ltd. dba Kia West located at 1881 United Boulevard, Coquitlam, BC V3K 0B6 and Applewood Mitsubishi located at 453 West 12th Avenue, Vancouver, British Columbia, V5Y 1V4 in relation to Request for Application - PS No.20210846 – Supply and Delivery of Passenger Vehicles.

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:	PS20210846 - Request for Application
Description of the Goods or Service:	Supply and Delivery of Passenger Vehicles
Recommended Vendors:	Open Road Auto Group Limited, Ensign Pacific Lease Ltd., West Auto Sales Ltd. dba Kia West and Applewood Mitsubishi
Contract Term and Estimated Contract Value:	The recommended term of the contract is three (3) years. The estimated contract price is \$1,500,000.00, plus applicable taxes, over the three-year term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of RFP:	August 13, 2021
Notices Sent:	Supply Chain Management sent notices to eight (8) proponents.
Closing Date:	September 14, 2021
Responses Received:	Open Road Auto Group Limited
	Ensign Pacific Lease Ltd.
	West Auto Sales Ltd. dba Kia West
	Applewood Mitsubishi

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 vendors offering the vehicles on, an as, if and when required basis, which are also compliant 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 \$750,000;
- e) The Category Manager, 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 PS20210846 – Supply and Delivery of Passenger Vehicles with Open Road Auto Group Limited, Ensign Pacific Lease Ltd., West Auto Sales Ltd. dba Kia West and Applewood Mitsubishi, under the authority of the City's Procurement Policy ADMIN-008.