



BID COMMITTEE REPORT

Meeting Date: December 2, 2021
 Contact: Alexander Ralph
 Contact No.: 604 829 2092

TO: Bid Committee
 FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with Nutrien Ag Solution (Canada) Inc., 7430 Hopcott Road, Delta, BC, in relation to Request for Proposals PS20210875 – Supply and Delivery of Fertilizers.

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:	PS20210556 – RFP – Supply and Delivery of Fertilizers
Description of the Goods or Service:	Supply and Delivery of Fertilizers for Parks & Recreation.
Recommended Vendor:	Nutrien Ag Solution (Canada) Inc.
Contract Term and Estimated Contract Value:	The recommended term of the contract is 3 years, with the option to extend for 2 additional one-year terms, to a maximum of five (5) years. The estimated contract price is \$1,089,303, plus applicable taxes, over the initial three-year term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of RFP:	September 22, 2021
Notices Sent:	Supply Chain Management sent notices to 5 proponents.
Closing Date:	October 19, 2021
Responses Received:	Nutrien Ag Solution (Canada) Inc.

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 incumbent vendor which is also the sole bidder and 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, Parks & Recreation 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 RFP 20210875 – Supply and Delivery of Fertilizers with Nutrien Ag Solution (Canada) Inc., under the authority of the City's Procurement Policy ADMIN-008.