



BID COMMITTEE REPORT

Meeting Date: June 16, 2022
 Contact: Alexander Ralph
 Contact No.: 604-829-2092

TO: Bid Committee
 FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into contract in relation to Request for Proposal (“RFP”) PS 20211128 – Supply, Delivery, Maintenance and Care of Structural Firefighting Protective Clothing with Associated Fire Safety Group Inc. located at 205 – 5493 Regent St. Burnaby, BC V5C 4H4.

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 PS20211128
Description of the Goods or Service:	Supply, Delivery, Maintenance and Care of Structural Firefighting Protective Clothing
Recommended Vendor:	Associated Fire Safety Group Inc.
Contract Term and Estimated Contract Value:	The recommended term of the contract is three (3) years, with the option to extend for three (3) additional two-year terms. The estimated contract price is \$1,220,000, plus applicable taxes, over the initial three-year term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of RFP:	December 15, 2021
Notices Sent:	Supply Chain Management sent notices to five (5) proponents.
Closing Date:	January 18, 2022
Responses Received:	Associated Fire Safety Group Inc. Guillevin International Co WFR Wholesale Fire & Rescue Ltd.

Evaluation Criteria	Evaluation Weighting
Technical	45%
Financial	45%
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 and the lowest-priced 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 million;
- e) The Category Manager, Chief Procurement Officer and General Manager of Vancouver Fire and Rescue 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 contract in relation to Request for Proposal PS2021128 Supply, Delivery, Maintenance and Care of Structural Firefighting Protective Clothing with Associated Fire Safety Group Inc., under the authority of the City's Procurement Policy ADMIN-008.

ANALYSIS AND APPROVALS

This section contains commercially sensitive and confidential information.

BACKGROUND

Vancouver Fire and Rescue Services (“VFRS”) is required to provide Personal Protective Equipment (“PPE”) that meets recognized standards to its members. VFRS currently has approximately 800 fire suppression staff currently in its organization. This PPE also must be cleaned, repaired and maintained. With annual turnover of staff as well as Bunker Suits reaching the end of its usable service life, VFRS expects to purchase on average between eighty (80) and one hundred twenty five (125) sets of Bunker Suits annually ensuring that the gear is always meeting or exceeding National Fire Protection Association (NFPA) regulations and standards.

The purpose of the RFP is to select a qualified vendor with the capability and experience to efficiently and cost-effectively supply and deliver structural firefighting protective clothing ensemble (“Bunker Suit”) consisting of pants that meets (“NFPA”) 1971 - 2018 Edition as well as provide cleaning, inspection, disinfection, repair and recordkeeping (“Care Program”) according to NFPA 1851–2020 Edition, on as, if and when required basis, and as per the requirements set out in the RFP.

The contract expired in June 30, 2021 and currently on a month-to-month extension basis. This procurement process will provide an opportunity to secure pricing for the next 3 years ensuring budgetary expectations are met in this area.

FINANCIAL SECTION

Financial Planning & Analysis (FP&A) has reviewed the cost of the goods and/or service and concurs that funding is available from Vancouver Fire and Rescue Services operating budget.

FP&A has reviewed and concurs on the increase shown below:

<u>Three-Year (3) Estimated Contract Value and Increase</u>	
Estimated spend based on current price	\$1,126,209
Estimated contract value for goods and services based on proposed price over the initial three-year term	\$1,219,920 plus applicable taxes.
Estimated increase over the initial three-year term resulting from the procurement process	\$93,712 and 8%

EVALUATION AND SCORES

Three submissions were received. The bid price below presented a three (3) year contract value, based on the estimated annual quantity stated in the RFP.

Responses Received:	Associated Fire Safety Group Inc. ("AFS")	Price:	\$1,219,920
	Guillevin International Co ("Guillevin")		\$1,321,634
	WFR Wholesale Fire & Rescue Ltd. ("WFR")		\$1,501,651

Proposals were evaluated on the basis of best value. The technical evaluation committee included representatives from Vancouver Fire and Rescue Services. Supply Chain Management ("SCM") conducted the financial and sustainability evaluations.

Evaluation Criteria	Weighting%	AFS	Guillevin	WFR
Technical Score	45%	34	20	29
Financial Score	45%	45	37	41
Sustainability Score	10%	6.2	5.7	4.3
Total	100%	85	62	74

After a comprehensive and detailed analysis of the proposal and the financial offering, the evaluation team unanimously recommends award to Associated Fire Safety Group Inc. for the following reasons:

Associated Fire Safety Group

- Ability to supply, deliver required Bunker Suits and care program at fixed pricing throughout the initial three-year contract term;
- Highest overall evaluation score (85%) and most competitive price;
- The services delivered under the care program were exceptional advantageous over the other proponents as AFS is located within 20 minutes of the main fire hall where AFS can offer pick-up and drop-off service promptly; and
- Incumbent vendor with long history of exceptional service, good turnaround time, clear plan in staff measuring and sizing with consist and timely service that meet the safety specifications.

Guillevin and WFR technical and financial scores were not as high as AFS, and the following are the key areas of concern:

Guillevin International Co

- Prices are only fixed until Dec 31st 2022. New pricing based on manufacturer's increases effective Jan 1, 2023; and

- Limited information was provided in their submitted RFP; cleaning capacity and 10 months lead time has caused concerns on accomplishing and meeting the City's tasks and requirements.

WFR Wholesale Fire & Rescue Ltd.

- WFR submitted prices are the highest and will be also subject to exchange rate fluctuation; and
- WFR mainly operates in the United States with a sister company in Alberta so there are concerns on turnaround time. In addition, WFR does not have a facility to provide gear repair and inspection service locally.

SUSTAINABLE / ETHICAL / ENVIRONMENTAL

As part of the RFP process, AFS has demonstrated compliance with the City requirements under the City's Supplier Code of Conduct.

In addition, AFS is committed to the sustainable operation of their business through focusing on various social and environmental commitments such as those identified below:

1. Social sustainability

- AFS works with communities across Western region such as FNESS
- When looking to hire staff, ensure consider advance diversity through the inclusion of minorities
- All staff are given opportunity to train & advance skills to excel internally/externally, partners offer certifications & training - all staff receive this training at no cost

2. Waste Reduction

- Packing of new gear is in high quality custom duffle bag. All repairs are sent in biodegradable plastic bags and re-useable plastic totes.
- Packaging has a minimum of 50% post-consumer waste recycled content in paper products.
- Having an office recycling program that includes office paper, beverage containers, batteries and printer cartridges.

3. Zero Discharge and Zero Pollution Standards for the Turnout Gear Care Program

- AFS confirmed using non harmful substances in cleaning the Bunker Suits
- AFS confirmed no pollution is emitted to the environment for the process of Bunker Suits gear care program
- AFS confirmed turnout gear care program will adhere to the City of Vancouver Sewer and Watercourse By-Law No. 8093 ("Bylaw")

RISKS

Risk	H/M/L	Prevention/Mitigation Plan
Price Certainty	L	AFS has offered three-year price certainty on bunker suit and associated Care Program.
Security of Supply	L	Given the critical nature of the Bunker Suits to the VFRS staff, the suits have to be available within a specified time period. The bunker suits also need to be maintained and cared for in a timely manner as each suit is fitted for each VFRS member and is required to perform their jobs. To mitigate the risk, AFS has defined care programs that meet and exceed established operational targets set out by VFRS and has consistently delivered based on their experience with VFRS.
Transition Risk	L	The risks associated with transition are very minimal as AFS has been working with VFRS for the past 19 years and familiar with City's operation and service requirements.

LEGAL

The solicitation document used for the RFP, including the form of agreement included therein, was based on a template prepared by Legal Services, as required by the City's Procurement Policy ADMIN-008.

APPROVALS

Date:	June 17, 2022	
Prepared by:	Susan Jing Su, Category Manager, SCM Jing Fan, Buyer, SCM	
Chief Procurement Officer Concurrence:	Alexander Ralph	
Finance Budget Office Concurrence:	Hien Chu	Concurred
General Manager Approval:	Karen Fry	
City Manager Approval:	Paul Mochrie	
Director of Finance Approval:	Patrice Impey	