



BID COMMITTEE REPORT

Meeting Date: July 28, 2022
Contact: Alexander Ralph
Contact No.: 604 829 2092

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with:

Canadian Doormaster Electric Ltd.
3115 Underhill Avenue
Burnaby, British Columbia V5A 3C8,

in relation to Request for Proposal No. PS20211394 Service and Maintenance of Overhead Doors and Gates.

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 No. PS20211394 Service and Maintenance of Overhead Doors and Gates
Description of the Goods or Service:	City wide contract for preventative maintenance and repair services for overhead doors and gates.
Recommended Vendor:	Canadian Doormaster Electric Ltd.
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 \$972,000.00, plus applicable taxes, over the initial three -year term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of RFP:	March 17, 2022
Notices Sent:	Supply Chain Management sent notices to four (4) potential proponents.
Closing Date:	April 26, 2022
Responses Received:	Canadian Doormaster Electric Ltd.

Evaluation Criteria	Evaluation Weighting
Technical	50%
Financial	45%
Employment Equity/Workforce Diversity	5%
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 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;
- e) The Category Manager, Chief Procurement Officer and General Manager, Real Estate and Facilities Management 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 Request for Proposal No. PS20211394 Service and Maintenance of Overhead Doors and Gates with Canadian Doormaster Electric Ltd., under the authority of the City's Procurement Policy ADMIN-008.