



BID COMMITTEE REPORT

Meeting Date: February 17, 2022
 Contact: Alexander Ralph
 Contact No.: 604 829 2092

TO: Bid Committee
 FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with three different vendors, Acuity Brands Lighting, E.B. Horsman & Son, and King Luminaire, in relation to Request for Quotation PS20211423 – Supply and Delivery of Decorative Roadway Lights.

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:	PS20211423 – RFQ – Supply and Delivery of Decorative Roadway Lights
Description of the Goods or Service:	Supply and Delivery of Decorative Roadway Lights for Engineering Services
Recommended Vendors:	Acuity Brands Lighting E.B. Horsman & Son King Luminaire
Contract Term and Estimated Contract Value:	<p>The recommended term of the contract is 3 years, with the option to extend for 3 additional 2-year terms.</p> <p>The estimated contract price with Acuity Brands Lighting is \$570,393.60, plus applicable taxes, over the initial 3-year term of the contract, for 2 of 8 items.</p> <p>The estimated contract price with E.B. Horsman & Son is \$32,502.62, plus applicable taxes, over the initial 3-year term of the contract, for 1 of 8 items.</p> <p>The estimated contract price with King Luminaire is \$757,454.50, plus applicable taxes, over the initial 3-year term of the contract, for 5 of 8 items.</p>

PROCUREMENT SUMMARY

Date of Issuance of RFQ:	November 24, 2021
Notices Sent:	Supply Chain Management sent notices to 5 proponents
Closing Date:	January 6, 2022
Responses Received:	Acuity Brands Lighting
	CDM2 Lightworks
	E.B. Horsman & Son
	King Luminaire
	Wesco Distribution

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 lowest-priced compliant vendor for each category of items 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 RFQ PS20211423 – Supply and Delivery of Decorative Roadway Lights with Acuity Brands Lighting, E.B. Horsman & Son, and King Luminaire, under the authority of the City's Procurement Policy ADMIN-008.