



## BID COMMITTEE REPORT

Meeting Date: September 8, 2022  
Contact: Alexander Ralph  
Contact No.: 604 829 2092

TO: Bid Committee  
FROM: Chief Procurement Officer

### RECOMMENDATION

Recommendation to enter into a contract with Rollins Machinery Ltd., 21869 – 56th Avenue, Langley, British Columbia, V2Y 2M9, in relation to Request for Proposal - PS No.20211501 – Supply and Delivery of 6 Yard Rear Loading Refuse Trucks.

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:	PS20211501 - Request for Proposal
Description of the Goods or Service:	Supply and Delivery of 6 Yard Rear Loading Refuse Trucks
Recommended Vendor:	Rollins Machinery Ltd.
Contract Term and Estimated Contract Value:	The recommended term of the contract is five years with the option to extend for two additional one-year terms.  The estimated contract price is \$816,700.00, plus applicable taxes.

## PROCUREMENT SUMMARY

Date of Issuance of RFP:	November 10, 2021
Notices Sent:	Supply Chain Management sent notices to three (3) proponents.
Closing Date:	January 13, 2022
Responses Received:	Rollins Machinery Ltd.

Evaluation Criteria	Evaluation Weighting
Technical	60%
Financial	35%
Sustainability	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 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;
- 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 PS No.20211501 – Supply and Delivery of 6 Yard Rear Loading Refuse Trucks with Rollins Machinery Ltd., under the authority of the City's Procurement Policy ADMIN-008.