



BID COMMITTEE REPORT

Date: December 23, 2020
Contact: Alexander Ralph
Contact No.: 604 829 2092

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to award to Contemporary Office Interiors Ltd. (COI) located at 2231 Columbia Street, Vancouver, BC for the supply, delivery and installation of office furniture and PODS as part of the tenant improvement work at 510 West Broadway.

The Chief Procurement Officer recommends that the Bid Committee approve the purchase of Office furniture in relation to the Request for Service (RFS) PS20201598, under the authority of the City's Procurement Policy ADMIN-008 (subject to final negotiations).

Solicitation Number:	RFS PS20201598
Description of the Goods or Service:	Supply, Delivery and Installation of Office Furniture and PODS for 510 West Broadway
Recommended Vendor:	Contemporary Office Interiors Ltd.
Contract Term and Estimated Total Contract Value:	The term for this engagement is approximately five months, not including warranty. The contract price is \$1,412,990, plus applicable taxes.

PROCUREMENT SUMMARY

Date of Issuance of RFS:	October 14, 2020
Notices Sent:	Notices sent to 3 vendors under contract from the previous public procurement and pre-qualification RFQ PS20151854
Closing Date:	November 4, 2020
Responses Received:	Contemporary Office Interiors Ltd.
	Brooks Corning Ltd.
	Heritage Office Furnishings Ltd.
Department:	REFM with the assistance of Supply Chain Management.

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 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 Chief Procurement Officer and General Manager of REFM be authorized to execute and deliver all legal documents on behalf of the City;
- f) The Bid Committee approval is pre-contract award, the final contract information may vary subject to final negotiations and award; and
- g) Sustainability factors considered in the original RFQ PS20151854.

DECISION

The Bid Committee approved the entry into a contract in relation to RFS PS20201598 with Contemporary Office Interiors Ltd. (COI) for the Supply, Delivery and Installation of Office Furniture and PODS for 510 West Broadway, under the authority of the City's Procurement Policy ADMIN-008.