



BID COMMITTEE REPORT

Meeting Date: November 24, 2022
 Contact: Alexander Ralph
 Contact No.: 604 829 2092

TO: Bid Committee
 FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with Pacific Mattress Recycling Inc. PO Box 91571 West Vancouver, BC V7V 3P3, in relation to Request for Proposals PS20220042-ENG-RFP.

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 provided that such contract shall not be entered into until it is also approved by Council, as required by such policy (subject to final negotiations).

Solicitation Number:	Request for Proposal PS20220042-ENG-RFP
Description of the Goods or Service:	Supply of Transportation and Recycling Services for Used Mattresses
Recommended Vendor:	Pacific Mattress Recycling Inc.
Contract Term and Estimated Contract Value:	The recommended term of the contract is 3 years, with the option to extend for 2 additional three-year terms. The estimated contract price is \$2,023,260.00, plus applicable taxes, over the initial 3-year term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of RFP:	August 16, 2022
Notices Sent:	Supply Chain Management sent notices to 3 proponents.
Closing Date:	September 19, 2022
Responses Received:	Pacific Mattress Recycling Inc. ("Pacific Mattress")*

*Note: Only proponent that provided a response for mattress recycling. We did receive other vendor proposals but only for the transportation services.

Evaluation Criteria	Evaluation Weighting
Technical	40%
Financial	50%
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 and Council approval is required under the City's Procurement Policy ADMIN-008, due to the value being in excess of \$2 million];
- e) The Category Manager, Director of Legal Services 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 PS20220042-ENG-RFP Supply of Transportation and Recycling Services for Used Mattresses with Pacific Mattress Recycling Inc. for processing the used mattress, under the authority of the City's Procurement Policy ADMIN-008, provided that such contract shall not be entered into until it is also approved by Council, as required by such policy.