



BID COMMITTEE REPORT

Meeting Date: September 22, 2022
 Contact: Alexander Ralph
 Contact No.: 604 829 2092

TO: Bid Committee
 FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into three Standing Offer Agreements, in relation to Request for Applications (“RFA”) PS20220062-REFM-RFA – Snow Removal & Ice Control Services.

The pre-qualified vendors are as follows:

- (a) G. Trasolini Contractors Ltd., Coquitlam, BC;
- (b) Yeomen Property Maintenance & Renovation Ltd., Burnaby, BC; and
- (c) EcoPlanet Cleaning & Building Maintenance Corp., Burnaby, BC.

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:	PS20220062-REFM-RFA – Request for Applications for Snow Removal & Ice Control Services.
Description of the Goods or Service:	Pre-qualified contractors to provide snow removal services and de-icing services at City owned or operated buildings for Real Estate and Facilities Management (“REFM”) department each year from November to March during the term of the contract.
Recommended Vendor:	(a) G. Trasolini Contractors Ltd., Coquitlam, BC (“Trasolini”); (b) Yeomen Property Maintenance & Renovation Ltd., Burnaby, BC (“Yeomen”); and (c) EcoPlanet Cleaning & Building Maintenance Corp., Burnaby, BC (“EcoPlanet”).
Contract Term and Estimated Contract Value:	The recommended term of the contract is three years. The estimated contract price is \$1,800,000.00, plus applicable taxes, over the three-year term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of RFA:	July 27, 2022
Notices Sent:	Supply Chain Management (“SCM”) sent notices to six vendors
Closing Date:	August 26, 2022
Responses Received:	G. Trasolini Contractors Ltd., Coquitlam, BC
	Yeomen Property Maintenance & Renovation Ltd., Burnaby, BC
	EcoPlanet Cleaning & Building Maintenance Corp., Burbaby, BC

Evaluation Criteria	Evaluation Weighting
Technical	33%
Financial	52%
Sustainability & Social Value	15%
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 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, Real Estate & Facilities Management are 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 PS20220062-REFM-RFA – Snow Removal & Ice Control Services with the three recommended vendors under the authority of the City’s Procurement Policy ADMIN-008.