



**BID COMMITTEE REPORT**

Meeting Date: March 16, 2023  
 Contact: Alexander Ralph  
 Contact No.: 604 829 2092

TO: Bid Committee  
 FROM: Chief Procurement Officer

**RECOMMENDATION**

Recommendation to enter into a contract with Express Custom Trailer Mfg. Inc., PO Box 576, Parksville, British Columbia, V9P 2G6, in relation to Request for Proposal - PS No. PS20220071-ENG-RFP – Supply and Delivery of VPD Inmate Transportation Vans.

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:	PS20220071-ENG-RFP - Request for Proposal
Description of the Goods or Service:	Supply and Delivery of VPD Inmate Transportation Vans
Recommended Vendor:	Express Custom Trailer Mfg. Inc.
Contract Term and Estimated Contract Value:	The recommended term of the contract is three years, with two possible one-year extensions, for a maximum total term of five (5) years.  The estimated contract price is \$1,228,497, plus applicable taxes.

## PROCUREMENT SUMMARY

Date of Issuance of RFP:	August 25, 2022
Notices Sent:	Supply Chain Management sent notices to five (5) proponents.
Closing Date:	October 20, 2022
Responses Received:	Express Custom Trailer Mfg. Inc. Intercontinental Truck Body (BC) Inc.

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 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. PS20220071-ENG-RFP – Supply and Delivery of VPD Inmate Transportation Vans with Express Custom Trailer Mfg. Inc., under the authority of the City's Procurement Policy ADMIN-008.