



BID COMMITTEE REPORT

Meeting Date: September 1, 2022
Contact: Alexander Ralph
Contact No.: 604 829 2092

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with PDQ Services of Victoria Drive, Vancouver BC, V5L 4G6, in relation to Notice of Intent to Contract (NOITC) and PS20220088-ENG – Operation and Maintenance of Two Comfort Stations.

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:	PS20220088-ENG – Notice of Intent to Contract
Description of the Goods or Service:	Operation and Maintenance of Two Comfort Stations for Engineering Services - Strategy and Planning - Public Space and Street Use Division - Street Activities
Recommended Vendor:	PDQ Services
Contract Term and estimated Contract Value:	The recommended term of the contract is for sixteen months, with the option to extend for two additional one-year terms The estimated contract price is \$1,218,456.22, plus applicable taxes, over the initial term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of NOITC:	August 16, 2022
Notices Sent:	Supply Chain Management sent notices to one proponent
Closing Date:	August 30, 2022
Responses Received:	PDQ Services

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 Manager of Contracts and Administration, 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 NOITC – PS20220088-ENG Operation and Maintenance of Two Comfort Stations with PDQ Services the authority of the City's Procurement Policy ADMIN-008.