



## BID COMMITTEE REPORT

Meeting Date: October 6, 2022  
Contact: Alexander Ralph  
Contact No.: 604 829 2092

TO: Bid Committee  
FROM: Chief Procurement Officer

### RECOMMENDATION

Recommendation to enter into a contract with:

**Neptune Technology Group Canada Co.**  
7275 West Credit Avenue  
Mississauga, Ontario  
L5N 5M9

In relation to Request for Proposal and PS20220506 - Supply and Install Single Family + Laneway Water Meter Installation Program 2022.

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:	Request for Proposal PS20220506 - Supply and Install Single Family + Laneway Water Meter Installation Program 2022
Description of the Goods or Service:	Supply and Install of 497 Single Family + Laneway Water Meters for the Water and Utilities Management Division under Engineering Services.
Recommended Vendor:	Neptune Technology Group Canada Co.
Contract Term and Estimated Contract Value:	The recommended term of the contract is one (1) year, with the option to extend at the City's discretion.  The estimated contract price is \$1,631,328.00, plus applicable taxes, over the term of the contract.

## PROCUREMENT SUMMARY

Date of Issuance of RFP:	May 11, 2022
Notices Sent:	Supply Chain Management sent notices to (4) Proponents.
Closing Date:	June 23, 2022
Responses Received:	KTI Utility Services Neptune Technology Canada Group Canada Co.

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 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 Request for Proposal PS20220506 - Supply and Install Single Family + Laneway Water Meter Installation Program 2022 with Neptune Technology Canada Group Canada Co., under the authority of the City's Procurement Policy ADMIN-008.