

Meeting Date: December 7, 2023
 Contact: Alexander Ralph
 Contact No.: 604 829 2092

TO: Bid Committee
 FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with **Zeemac Vehicle Lease Ltd.**, with address at 2293 Douglas Rd. Burnaby, BC, V5C 5A9, in relation to **PS20230298-ENG-RFP– Vehicle Lease Services.**

The Chief Procurement Officer recommends that the Bid Committee approves the entry into the following contract, under the authority of the City’s Procurement Policy ADMIN-008 subject to final negotiations.

Solicitation Number:	PS20230298-ENG-RFP
Description of the Goods or Service:	Vehicle Lease Services
Recommended Vendor:	Zeemac Vehicle Lease Ltd.
Contract Term and Estimated Contract Value:	<p>The recommended term of the contract is 3 years, with the option to extend for 2 additional one-year terms, a total of 5 years.</p> <p>The annual new lease cost is approximately \$100 - \$200k per year but it varies year-to-year based on operation requirements. Over a 5-year term, this would represent a range of \$500k - \$1M.</p>

PROCUREMENT SUMMARY

Date of Issuance of RFP:	April 24, 2023
Notices Sent:	Supply Chain Management sent notices to 7 known proponents.
Closing Date:	May 3, 2023
Responses Received:	Ensign Pacific Lease Ltd.
	Jim Pattison Lease
	The Driving Force
	Zeemac Vehicle Lease Ltd.

Evaluation Criteria	Evaluation Weighting
Technical	65%
Financial	30%
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 **PS20220298-ENG-RFP- Vehicle Lease Services** with **Zeemac Vehicle Lease Ltd.**, under the authority of the City's Procurement Policy ADMIN-008.