



BID COMMITTEE REPORT

Meeting Date: December 14, 2023
Contact: Alexander Ralph
Contact No.: 604 829 2092

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

The Chief Procurement Officer recommends that the Bid Committee approve, under the authority of the City's Procurement Policy ADMIN-008, the execution of standing offer agreements for Vehicle Rental Services with the following five (5) companies that submitted responses to the City's **Request for Applications ("RFA") PS20230369-ENG-RFA - VEHICLE RENTAL SERVICES.**

#	Vendor	Address
1	Enterprise Rent-A-Car Canada Company	13160 - 88 Avenue, Surrey, BC V3W 3K3
2	Hertz Canada Limited	# 2 Convoir Drive East Etobicoke, Ontario, CA M9W 7A1
3	The Driving Force Inc (TDFI)	9522-200 St., Langley, BC V1M 3A6
4	United Rentals of Canada, Inc.	305 Fraser Way S. Abbotsford BC, V2T 6L4
5	Zeemac Vehicle Lease Ltd.	2293 Douglas Rd, Burnaby, BC V5C 5A9

Solicitation Number:	PS20230369-ENG-RFA - Request for Applications
Description of the Goods or Service:	Vehicle Rental Services
Recommended Vendor:	<ol style="list-style-type: none"> 1) Enterprise Rent-A-Car Canada Company 2) Hertz Canada Limited, 3) The Driving Force Inc (TDFI) 4) United Rentals of Canada, Inc, 5) Zeemac Vehicle Lease Ltd.
Contract Term and Estimated Contract Value:	<p>The recommended term for each of the five (5) agreements is three (3) years.</p> <p>The estimated value of all the agreements is \$1,200,000, plus applicable taxes, over the three (3) year term of the contracts.</p>

PROCUREMENT SUMMARY

Date of Issuance of RFP:	September 8, 2023
Notices Sent:	Supply Chain Management sent notices to 21 vendors
Closing Date:	October 17, 2023
Responses Received:	<ol style="list-style-type: none"> 1) Enterprise Rent-A-Car Canada Company 2) Hertz Canada Limited, 3) The Driving Force Inc (TDFI) 4) United Rentals of Canada, Inc, 5) Zeemac Vehicle Lease Ltd. 6) VanSet Holdings Ltd.

Applications received were evaluated using qualitative tools and assessments as appropriate, to determine which applications offer overall best value to the City. The City's evaluation of applications considered criteria including, but not limited to:

- Applicant's knowledge and experiences of vehicle rentals, including experiences with municipal accounts, fleet size and composition;
- Organizational structure and account management;
- Rental procurement processes;

- Reporting and invoicing;
- Warranty, maintenance & service support; and
- Innovation & alternative solutions.

Evaluation Criteria	Evaluation Weighting
Technical	95%
Sustainability	5%
Total	100%

COMMENTS

For the recommended contract, the following requirements have been met:

- The solicitation documents were publicly advertised in accordance with the City's Procurement Policy ADMIN-008;
- 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;
- Financial Planning & Analysis and the applicable business unit have reviewed and concur on the budget and recommendation;
- 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;
- 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,
- 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, under the authority of the City's Procurement Policy ADMIN-008, the execution of standing offer agreements for the Vehicle Rental with the following five (5) companies:

- 1) Enterprise Rent-A-Car Canada Company
- 2) Hertz Canada Limited,
- 3) The Driving Force Inc (TDFI)
- 4) United Rentals of Canada, Inc,
- 5) Zeemac Vehicle Lease Ltd.