



BID COMMITTEE REPORT

Meeting Date: June 13, 2024
Contact: Alexander Ralph
Contact No.: 604 829 2092

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with Delta Irrigation Products LTD DBA Delta HD Conduit ("Delta HD Conduit"), located at 324 Mt. Paul Way Kamloops, BC V2H 1A6, for the Supply and Delivery of Junction Box and Vault.

Solicitation Number:	Request for Proposal PS20230444-ENG-RFP
Description of the Goods or Services:	Supply and Delivery of Junction Boxes and Vaults
Recommended Vendor:	Delta Irrigation Products LTD DBA Delta HD Conduit
Contract Term and Estimated Contract Value:	The recommended term of the contract is three years, with the City's unilateral option to extend for two additional three-year terms. The estimated contract value is \$1,861,347.61, plus applicable taxes, over the initial three-year term of the contract. The estimated contract value for the entire potential nine-year term, including all possible extension terms, is \$5,584,042.83, plus applicable taxes.

PROCUREMENT SUMMARY

Date of Issuance of RFP:	December 11, 2023
Notices Sent:	Supply Chain Management sent notices to 17 proponents.
Closing Date:	January 26, 2024
Responses Received:	Delta Irrigation Products LTD DBA Delta HD Conduit
	Wesco Distribution Canada LP

Evaluation Criteria	Evaluation Weighting
Technical	50%
Financial	47%
Sustainability	3%
Total	100%

COMMENTS

The recommended contract meets the following requirements:

- a) The City advertised the procurement in accordance with the City's Procurement Policy (ADMIN-008);
- b) The proposed vendor offers the best value with the highest technical score and offered the lowest compliant price, which City staff calculated in accordance with the criteria, factors, and methods stated in the City's solicitation documents;
- c) The City's Financial Planning & Analysis department and the client business unit reviewed and concurred on the procurement budget and the selection of the proposed vendor;
- d) Pursuant to the City's Procurement Policy (ADMIN-008), the Bid Committee and Council have authority to approve the contract because the total price is greater than \$3,000,000;
- e) If Bid Committee approves this report and Council subsequently approves a related Council Report, the City's Director of Legal Services, Chief Procurement Officer, and General Manager of Engineering Services Department will have the authority to negotiate, execute, and deliver all legal documents for this procurement on behalf of the City; and
- f) As the Bid Committee approval is a pre-contractual award, the terms and conditions of the final agreement may vary as a result of the negotiation with the proposed vendor.

DECISION

Pursuant to the City's Procurement Policy (ADMIN-008), the Bid Committee approved the contract with Delta HD Conduit for Supply and Delivery of Junction Box and Vault under PS20230444-ENG-RFP. The contract will not be executed until it is approved by Council.