



BID COMMITTEE REPORT

Meeting Date: October 5, 2023
Contact: Alexander Ralph
Contact No.: 604-829-2092

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract extension with 3043176 Nova Scotia Limited O/A Northern Business Intelligence, in relation to Notice of Intent to Contract (NOITC) PS20230516 – Fleet GPS/Telematics Solution and Services.

The Chief Procurement Officer recommends that the Bid Committee approve the extension of the term of the following contract, under the authority of the City's Procurement Policy ADMIN-008. (subject to final negotiations).

Solicitation Number:	PS20230516 Notice of Intent to Contract
Description of the Goods or Service:	Fleet GPS/Telematics Solution and Services
Recommended Vendor:	3043176 Nova Scotia Limited O/A Northern Business Intelligence, (GeoTab)
Contract Term and Estimated Contract Value:	The recommended term of the contract extension is five (5) years with 4 possible one-year extensions. The estimated contract extension price is \$2,000,000, plus applicable taxes, over the initial five (5)-year term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of NOITC:	
Notices Sent:	Supply Chain Management NOITC sent notice to one (1) proponent.
Closing Date:	
Response Received:	3043176 Nova Scotia Limited O/A Northern Business Intelligence (in this document referred to as Northern Business Intelligence)

COMMENTS

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

- a) The Chief Procurement Officer has determined that the proposed contract offers best value for this sole source procurement;
- b) An NOITC will publicly be advertised in accordance with the City's Procurement Policy ADMIN-008 before signing the contract;
- 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 and with proposed extension, the Term of the contract will exceed the maximum permitted term (10 years);
- e) 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 extension in relation to Fleet GPS/ Telematics Solution and Services through GeoTab with Northern Business Intelligence, under the authority of the City's Procurement Policy ADMIN-008.