



BID COMMITTEE REPORT

Meeting Date: May 23, 2024
 Contact: Alexander Ralph
 Contact No.: 604 829 2092

TO: Bid Committee
 FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with International Truck Body (BC) Inc. for Supply and Delivery of Strip Chassis, Aerial Lift and Body.

Solicitation Number:	PS20230535-ENG-RFP – Supply and Delivery of Strip Chassis, Aerial Lift and Body
Description of the Goods or Services:	Supply and delivery of strip chassis, aerial lift and body including design, construction, and complete build of 3 units.
Recommended Vendor:	International Truck Body (BC) Inc.
Contract Term and Estimated Contract Value:	<p>The recommended term of the contract is three (3) years, with the City’s unilateral option to extend for three (3) additional one-year terms, for a maximum total term of six (6) years.</p> <p>The estimated contract value is \$1,603,432.00, plus applicable taxes, over the initial three (3)-year term of the contract.</p> <p>The estimated contract value for the entire potential term, including all possible extension terms, is \$1,603,432.00, plus applicable taxes.</p>

PROCUREMENT SUMMARY

Date of Issuance of RFP:	December 8, 2023
Notices Sent:	Supply Chain Management sent notices to 2 prospective proponents
Closing Date:	January 31, 2024
Responses Received:	Intercontinental Truck Body (BC) Inc.

Evaluation Criteria	Evaluation Weighting
Technical	60%
Financial	35%
Sustainability	5%
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 was the sole bidder and compliant vendor, 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 has authority to approve the contract because the total price is greater than \$1,000,000;
- e) If Bid Committee approves this report, Category Manager, Chief Procurement Officer, and General Manager of Engineering Services 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 Intercontinental Truck Body (BC) Inc. for supply and delivery of strip chassis, aerial lift and body under PS20230535-ENG-RFP – Supply and Delivery of Strip Chassis, Aerial Lift and Body.