



BID COMMITTEE REPORT

Meeting Date: February 22, 2024.
 Contact: Alexander Ralph
 Contact No.: 604 829 2092

TO: Bid Committee
 FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with Commercial Truck Equipment Corp. DBA Commercial Emergency Equipment for Supply and Delivery of Aerial Fire Apparatus (Aerial Fire Trucks and Related Equipment)

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| Solicitation Number: | PS20230593-ENG-RFP – Supply and Delivery of Aerial Fire Apparatus |
| Description of the Goods or Services: | Supply and Delivery of Aerial Fire Apparatus, including immediate placement of a three (3) aerial fire apparatus order, for VFRS use for fire fighting in an urban environment and providing emergency and rescue response services. |
| Recommended Vendor: | Commercial Truck Equipment Corp. DBA Commercial Emergency Equipment |
| Contract Term and Estimated Contract Value: | <p>The recommended term of the contract is five (5) years, with the City's unilateral option to extend for two (2) additional two-year terms, for a maximum total term of nine (9) years.</p> <p>The estimated contract value is \$6,716,871.93 USD, plus applicable taxes, over the initial five (5)-year term of the contract.</p> |

PROCUREMENT SUMMARY

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| Date of Issuance of RFP: | November 22, 2023 |
| Notices Sent: | Supply Chain Management (SCM) sent notices to 4 prospective proponents |
| Closing Date: | January 24, 2024 |
| Responses Received: | Commercial Truck Equipment Corp. Safetek Emergency Vehicles Ltd. |

| Evaluation Criteria | Evaluation Weighting |
|---------------------|----------------------|
| Technical | 65% |
| Financial | 30% |
| 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 offers the best value and scored the highest 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 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 Commercial Truck Equipment Corp. for the supply and delivery of three (3) aerial fire apparatus under PS20230593-ENG-RFP – Supply and Delivery of Aerial Fire Apparatus. The contract will not be completed until after Council approval.