



**BID COMMITTEE REPORT**

Meeting Date: April 11, 2024  
 Contact: Alexander Ralph  
 Contact No.: 604 829 2092

TO: Bid Committee  
 FROM: Chief Procurement Officer

**RECOMMENDATION**

Recommendation to enter into a contract with B. A. Blackwell & Associates Ltd. No. 270 - 18 Gostick Place, North Vancouver, British Columbia V7M 3G3, a consultant with expertise in environmental management, forestry operations, urban forest assessment and project management to plan and deliver critical operational treatment works for trees impacted by the Hemlock Looper moth in Stanley Park.

Solicitation Number:	Request for Proposal and Identification Number – PS20240681VBPR
Description of the Goods or Services:	Tree Removal and Associated Services in Stanley Park for The Board of Parks and Recreation
Recommended Vendor:	B. A. Blackwell & Associates Ltd.
Contract Term and Estimated Contract Value:	<p>The recommended term of the contract is one year.</p> <p>The estimated contract value is \$2,759,045.72, plus applicable taxes, over the initial one-year term of the contract.</p> <p>The estimated contract value for the entire potential term, including all possible extension terms, is \$2,759,045.72, plus applicable taxes.</p>

## PROCUREMENT SUMMARY

Date of Issuance of RFP:	February 15, 2014
Notices Sent:	Supply Chain Management sent notices to one proponent
Closing Date:	March 14, 2024
Responses Received:	B. A. Blackwell & Associates Ltd.

Evaluation Criteria	Evaluation Weighting
Technical	60%
Financial	30%
Sustainability/Environmental	10%
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 was 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 has authority to approve the contract because the total price is greater than \$1,000,000 and less than \$3,000,000;
- e) If Bid Committee approves this report the City's Category Manager, Chief Procurement Officer, and General Manager of the Board of Parks and Recreation 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 B. A. Blackwell & Associates Ltd. for a consultant with expertise in environmental management, forestry operations, urban forest assessment and project management to plan and deliver critical operational treatment works for trees impacted by the Hemlock Looper moth under PS20240681VBPR - Tree Removal and Associated Services - Stanley Park.