



BID COMMITTEE REPORT

Meeting Date: May 8, 2025
Contact: Alexander Ralph
Contact No.: 604 829 2092

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with Rollins Machinery Ltd., with address at 21869 – 56th Avenue Langley BC V2Y 2M9, in relation to PS20240723-ENG-RFP- Supply and Delivery of Articulating-Oscillating Tractors.

The Chief Procurement Officer recommends that the Bid Committee approves the entry into the following contract, under the authority of the City's Procurement Policy ADMIN-008 subject to final negotiations.

Solicitation Number:	PS20240723-ENG-RFP - Supply and Delivery of Articulating-Oscillating Tractors
Description of the Goods or Services:	The purchase of six (6) Articulating-Oscillating Tractors (AOT) with an option to purchase additional units as, if and when needed during the term of the contract.
Recommended Vendor:	Rollins Machinery Ltd.
Contract Term and Estimated Contract Value:	The recommended term of the contract is 5 years, with the City's unilateral option to extend for 2 additional 1-year term[s]. The estimated contract value is \$1,518,266 over the initial 5-year term of the contract. The estimated contract value for the entire potential term, including all possible extension terms, is \$1,518,266.

PROCUREMENT SUMMARY

Date of Issuance of RFP:	May 16, 2024
Notices Sent:	Five (5) vendors (Cubex Ltd., Rollins Machinery Ltd., Vimar Equipment Ltd., Westerra Equipment LP, and Westvac Industrial Ltd.) were included in the notifications via the Supplier Portal. The RFP was also posted on BC Bid.
Closing Date:	June 18, 2024
Responses Received:	Cubex Ltd.
	Kendrick Equipment
	Rollins Machinery Ltd
	Vimar Equipment Ltd
	Westvac Industrial 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, 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, the City's 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 Rollins Machinery Ltd. for Articulating-Oscillating Tractors (AOTs) under PS20240723-ENG-RFP - Supply and Delivery of Articulating-Oscillating Tractors.