



BID COMMITTEE REPORT

Meeting Date: July 4, 2024
Contact: Alexander Ralph
Contact No.: 604 829 2092

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with Tall Timber Tree Services & Nursery Ltd. ("Tall Timber") at 5400 72 Street, Delta, BC V4K 3N3 for Litter Removal Services at Vancouver Landfill.

Solicitation Number:	PS20240773 – ENG – Request for Proposal
Description of the Goods or Services:	Litter Removal Services at Vancouver Landfill
Recommended Vendor:	Tall Timber Tree Services & Nursery Ltd.
Contract Term and Estimated Contract Value:	<p>The recommended initial term of the contract is 2 years, with the City's unilateral option to extend for 3 additional 2-year terms.</p> <p>The estimated contract value is \$327,320, plus applicable taxes, over the initial 2-year term of the contract.</p> <p>The estimated contract value for the entire potential term, including all possible extension terms, is \$1,300,000, plus applicable taxes.</p>

PROCUREMENT SUMMARY

Date of Issuance of RFP:	April 18, 2024
Notices Sent:	Supply Chain Management sent notices to 19 proponents.
Closing Date:	May 15, 2024
Responses Received:	Poschner Construction (88) Ltd. Tall Timber Tree Services and Nursery Ltd.

Evaluation Criteria	Evaluation Weighting
Technical	50%
Financial	40%
Sustainability	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 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 have authority to approve the contract because the total price is greater than \$1,000,000;
- e) If Bid Committee approves this report and 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 Tall Timber Tree Services and Nursery Ltd. for litter removal services at the Vancouver Landfill under PS20240773 – ENG - RFP.