

BID COMMITTEE REPORT

Meeting Date: November 21, 2024
 Contact: Alexander Ralph
 Contact No.: 604 829 2092

TO: Bid Committee
 FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with Arcadis Professional Services (Canada) Inc. for the Provision of Parking Enforcement Platform.

Solicitation Number:	Request for Proposal PS20240810-COV-RFP
Description of the Goods or Services:	Provision of Parking Enforcement Platform
Recommended Vendor:	Arcadis Professional Services (Canada) Inc.
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 four (4) additional one (1)-year terms.</p> <p>The estimated contract value is \$890,000, plus applicable taxes, over the initial five (5)-year term of the contract.</p> <p>The estimated contract value for the entire potential term, including all possible extension terms, is \$1,350,000, plus applicable taxes.</p>

PROCUREMENT SUMMARY

Date of Issuance of RFP:	June 11, 2024
Notices Sent:	Supply Chain Management sent notices to eight (8) proponents.
Closing Date:	July 16, 2024
Responses Received:	Arcadis Professional Services (Canada) Inc.
	Acceo Solutions Inc.
	CivicSmart
	SP Plus Corporation Canada
	T2 Systems Inc

Evaluation Criteria	Evaluation Weighting
Technical	60%
Financial	35%
Sustainability	5%
Total	100%

COMMENTS

The recommended contract meets the following requirements:

- The City advertised the procurement in accordance with the City's Procurement Policy (ADMIN-008);
- 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;
- 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;
- 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;
- If Bid Committee approves this report, the City's Senior 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
- 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 Arcadis Professional Services (Canada) Inc. for the Provision of Parking Enforcement Platform under PS20240810-COV-RFP.