



BID COMMITTEE REPORT

Meeting Date: April 24, 2025
Contact: Alexander Ralph
Contact No.: 604 829 2092

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with Sigma Safety Corp., 4825 275 St Unit 140, Langley Twp, BC V4W 0C7 in relation to Request for Proposals – PS No. PS20251113-ENG-RFP Upfitting Services for Ford Explorer Police Interceptor Hybrid SUVs

Solicitation Number:	PS20251113-ENG-RFP – Request for Proposal
Description of the Goods or Services:	Upfitting Services for Ford Explorer Police Interceptor Hybrid SUVs
Recommended Vendor:	Sigma Safety Corp.
Contract Term and [Estimated] Contract Value:	The recommended term of the contract is three (3) years, with the City's unilateral option to extend for two (2) additional one-year (1-year) terms, for a maximum total term of five (5) years The estimated contract value is \$1,390,231.99 plus applicable taxes over the initial 3-year term of the contract. The estimated contract value for the entire potential term, including all possible extension terms, is \$1,930,203.00 plus applicable taxes.

PROCUREMENT SUMMARY

Date of Issuance of RFP:	January 24, 2025
Notices Sent:	Supply Chain Management sent notices to five (5) proponents.
Closing Date:	March 3, 2025
Responses Received:	AVO Vehicle Outfitting Inc.
	Sigma Safety Corp.
	West Coast Meter Service 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, 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;
- 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 Sigma Safety Corp. for Upfitting Services for Ford Explorer Police Interceptor Hybrid SUVs under PS20251113-ENG-RFP.