

Meeting Date: November 27, 2025
 Contact: Alexander Ralph
 Contact No.: 604 829 2092

TO: Bid Committee
 FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with PDQ Installation Services – Unit 101-1216 Victoria Dr. Vancouver BC, V5L 4G6, in relation to Notice of Intent to Contract (NOITC) and PS20251489-ENG – Operation and Maintenance of Two Comfort Stations.

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

Solicitation Number:	PS20251489-ENG – Notice of Intent to Contract
Description of the Goods or Service:	Operation and Maintenance of Two Comfort Stations for Engineering Services - Strategy and Planning - Public Space and Street Use Division - Street Activities
Recommended Vendor:	PDQ Installation Services
Contract Term and estimated Contract Value:	The recommended term of the contract is for one-year, with the option to extend for one additional one-year term. The estimated contract price is \$1,200,000, plus applicable taxes, over the initial term of the contract. The estimated contract value for the entire potential term, including all possible extension terms, is \$2,400,000 plus applicable taxes.

PROCUREMENT SUMMARY

Date of Issuance of NOITC:	October 14, 2025
Notices Sent:	Supply Chain Management sent notices to one proponent
Closing Date:	October 28, 2025
Responses Received:	PDQ Installation Services

COMMENTS

For the recommended contract, the following requirements have been met:

- a. The solicitation documents were publicly advertised in accordance with the City's Procurement Policy ADMIN-008;
- b. The contract is proposed to be entered into with the vendor offering the best value, which is also determined in accordance with the criteria, factors or methods previously disclosed in the public solicitation documents;
- c. Financial Planning & Analysis and the applicable business unit have reviewed and concur on the budget and recommendation;
- d. Pursuant to the City's Procurement Policy (ADMIN-008), the Bid Committee have authority to approve the contract due to the value being in excess of \$1,000,000;
- e. The City's SCM Manager, General Manager of Engineering Services, and Chief Procurement Officer 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

The Bid Committee approved the entry into a contract in relation to NOITC PS20251489-ENG - Operation and Maintenance of Two Comfort Stations with PDQ Installation Services under the authority of the City's Procurement Policy ADMIN-008