



## COUNCIL REPORT

Report Date: June 28, 2024  
Contact: Alexander Ralph  
Contact No.: 604-829-2092  
RTS No.: 16415  
VanRIMS No.: 08-2000-20  
Meeting Date: July 24, 2024  
[Submit comments to Council](#)

TO: Standing Committee on City Finance and Services  
FROM: General Manager of Engineering Services and Chief Procurement Officer  
SUBJECT: Contract Award for Supply and Delivery of Junction Boxes and Vaults

### Recommendations

- A. THAT Council authorize City staff to negotiate an agreement for the Supply and Delivery of Junction Box and Vaults with Delta Irrigation Products LTD DBA Delta HD Conduit ("Delta HD Conduit") for an estimated total contract value of \$1,861,347.61 plus applicable taxes over an initial three-year term (the "Agreement"), with the City holding three two-year options to extend the Agreement, for a total value of \$5,584,042.83 plus applicable taxes over the potential nine-year term.
- B. THAT Council delegate its authority to execute the Agreement to the City's Director of Legal Services, Chief Procurement Officer, and General Manager of Engineering Services.

No legal rights or obligations will be created by Council's approval of Recommendations A and B unless and until the City executes and delivers the Agreement.

### Purpose and Executive Summary

The City issued a Request for Proposal "RFP" No. PS20230444-ENG-RFP on December 11, 2023 for Supply and Delivery of Junction Boxes and Vaults. These supplies are required for the construction of underground street lighting conduit. The City advertised the RFP on the City of Vancouver website in accordance with the City's Procurement Policy (ADMIN-008). City staff on the RFP evaluation committee, and subsequently, the Bid Committee have considered the responses received, and on that basis recommended that the City negotiate an agreement with Delta HD Conduit.

### **Council Authority/Previous Decisions**

The City's Procurement Policy (ADMIN-008) requires Council approve contracts with a total value greater \$3,000,000 following review and recommendations by the City's Bid Committee. The Bid Committee has considered the bids and recommends Delta HD Conduit as the successful proponent.

### **City Manager's Comments**

The City Manager concurs with the foregoing recommendations.

### **Context and Background**

The City's Department of Engineering Services (Electrical Design Branch and Traffic and Electrical Operations Branch) requires the electrical junction boxes and vaults on an as if and when needed basis to address their ongoing operational needs for the 2023-2026 underground street lighting conduit replacement program.

The purpose of the RFP was to identify a supplier with the capability to meet the City's requirements for supply and delivery junction boxes and vaults while offering a competitive price and satisfactory service. Specific technical and service requirements including product types and compliance with applicable industry codes and standards, delivery lead-time, warranty and account management were specified in the RFP. This detailed RFP was developed with the aim of securing a long-term supply and delivery of junction boxes and vaults.

### **Discussion**

The RFP was issued in accordance with the City's Procurement Policy (ADMIN-008). The City received responses from

- Delta Irrigation Products LTD DBA Delta HD Conduit
- Wesco Distribution Canada LP

The responses were evaluated, using both quantitative and qualitative factors, by an evaluation team comprised of representatives from Engineering Services (Electrical Design and Electrical Operations), under the stewardship of Supply Chain Management, to assess each response's overall value.

Some of the criteria considered in the overall evaluation process included:

- The proponent's experience, reputation, and history of success;
- Product compliance with applicable industry codes and standards;
- Price;
- Ability to meet the City's service requirements including, but not limited to, delivery lead time, Supplier's inventory level, warranty, account management; and
- Demonstrated ability to adhere to City's values, including sustainability.

The evaluation team concluded that the proposal submitted by Delta HD Conduit met the City's requirements and provided the best overall value to the City.

**Financial Implications**

Funding for the costs associated with the recommended contract awards is available from the Multiyear Approved Capital Budget of the 2023-2026 Underground Street Lighting Conduit Replacement program.

The quantities for this RFP were estimated, thus actual quantities will vary depending on actual needs and approved budget. As a result of the RFP, the City is able to achieve cost certainty for the proposed initial three-year contract term.

**Legal Implications**

The City's Procurement Policy (ADMIN-008) requires the Director of Legal Services to execute all contracts that have been awarded by the Bid Committee and Council.

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