



COUNCIL REPORT

Report Date: February 11, 2025
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Meeting Date: March 12, 2025
[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 Personal Protective Equipment (“PPE”)

Recommendations

- A. THAT Council authorize City staff to negotiate an agreement for the Supply and Delivery of Personal Protective Equipment with Weber Supply Company Inc. for an estimated total contract value of \$3,136,476 plus applicable taxes over the initial three-year term, with the City holding three two-year options to extend the contract for an estimated total value of \$9,409,430 plus applicable taxes over the potential nine-year term (the “Agreement”), which will be funded from user department’s operating and capital budget.
- 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 PS20230445-ENG-RFP on October 1, 2024 for Supply and Delivery of Personal Protective Equipment (“PPE”).

The scope of this RFP includes the supply and delivery of head, eye/face, hearing, respiratory, hand/foot and fall protection items and protective and high visibility clothing that meet the regulatory requirements as well as the related services required to ensure the safety of City staff while conducting the work required for the City’s operations.

The City advertised the RFP on the City of Vancouver e-sourcing system and BC Bid in accordance with the City’s Procurement Policy (ADMIN-008). City staff on the RFP evaluation committee and the Bid Committee have considered the responses received and recommended that the City negotiate an agreement with Weber Supply Company Inc.

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 Weber Supply Company Inc. as the successful proponent.

There is no applicable Council authority or previous decisions related to this report.

City Manager's Comments

The City Manager concurs with the foregoing recommendations.

Context and Background

Various departments at the City require personal protective equipment (PPE).

PPE supplies and equipment are used by staff to protect against specific hazards in the workplace. As an employer, the City holds the responsibility of supplying its employees with appropriate PPE supplies and equipment necessary to do their work safely. It is critical that the City ensures the availability of a variety of safety supplies tailored to meet the regulatory and specific operational requirements for the various departments, including Engineering Services (ENG), Park Board (PB), Vancouver Fire and Rescue Services (VFRS), and other business units.

The City has identified a consolidated and standardized product list of PPE, consisting of 194 core items, to efficiently address the diverse safety and operational needs across its departments.

The purpose of the RFP was to identify a supplier with the capability to meet the City's requirements for supply and delivery PPE while offering a competitive price and satisfactory service. Specific technical requirements, including product types and compliance with applicable industry codes and standards, together with detailed service requirements related to product ordering process, delivery lead-time, vendor's inventory management, warranty and account management were specified and evaluated as part of the RFP.

Discussion

The RFP was issued in accordance with the City's Procurement Policy (ADMIN-008). The City received responses from seven (7) potential suppliers:

- Acklands-Grainger Inc. ("Acklands")
- Brogan Fire & Safety ("Brogan")
- HTT Safety N More Inc. ("HTT")
- Hazmasters Inc ("Hazmasters")
- Western Equipment Ltd ("Western")
- Weber Supply Company Inc. ("Weber")
- Young Wave Holdings Ltd ("Young Wave").

The responses were evaluated, using both quantitative and qualitative factors, by an evaluation team comprised of representatives from the Finance and Supply Chain Management Warehouse Operations, Engineering Fleet and Manufacturing Services, Engineering Sanitation 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 supplying and delivering PPE
- 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 Weber Supply Company Inc. met the City's requirements and provided the best overall value to the City.

Financial Implications

Finance has reviewed and confirmed that funding is available from each user department's operating and capital budget. 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.