



**City of Hamilton**  
**AUDIT, FINANCE AND ADMINISTRATION COMMITTEE**  
**AGENDA**

**Meeting #:** 20-008  
**Date:** October 8, 2020  
**Time:** 9:30 a.m.  
**Location:** Due to the COVID-19 and the Closure of City Hall

All electronic meetings can be viewed at:

City's Website:  
<https://www.hamilton.ca/council-committee/council-committee-meetings/meetings-and-agendas>

City's YouTube Channel:  
<https://www.youtube.com/user/InsideCityofHamilton> or Cable 14

Angela McRae, Legislative Coordinator (905) 546-2424 ext. 5987

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**1. APPROVAL OF AGENDA**

(Added Items, if applicable, will be noted with \*)

**2. DECLARATIONS OF INTEREST**

**3. APPROVAL OF MINUTES OF PREVIOUS MEETING**

3.1. September 24, 2020

**4. COMMUNICATIONS**

4.1. Correspondence from MPAC, respecting Municipal Levy Letter

Recommendation: Be received

**5. DELEGATION REQUESTS**

5.1. Kevin Rachman, SmartCentres REIT, respecting an Extension to Development Charges Credit (for a future meeting)

**6. CONSENT ITEMS**

- 6.1. 2020 Second Quarter Request for Tenders and Proposals Report (FCS20033(a))  
(City Wide)
- 6.2. 2020 Second Quarter Emergency and Non-competitive Procurements Report  
(FCS20034(a)) (City Wide)
- 6.3. Second Quarter Non-compliance with the Procurement Policy Report (FCS20035(a))  
(City Wide)

**7. PUBLIC HEARINGS / WRITTEN DELEGATIONS / VIRTUAL DELEGATIONS**

**8. STAFF PRESENTATIONS**

**9. DISCUSSION ITEMS**

**10. MOTIONS**

**11. NOTICES OF MOTION**

**12. GENERAL INFORMATION / OTHER BUSINESS**

**13. PRIVATE AND CONFIDENTIAL**

**14. ADJOURNMENT**



## AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 20-007

9:30 a.m.  
September 24, 2020  
Council Chambers  
Hamilton City Hall

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**Present:** Councillors M. Wilson (Chair), B. Clark, C. Collins, L. Ferguson, B. Johnson, J. Partridge, M. Pearson, and A. VanderBeek

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### THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

1. **Procurement Sub-Committee Report 20-001 - August 27, 2020 (Item 9.1)**

**(Clark/Pearson)**

**(a) Appointment of Chair and Vice-Chair (Item 1.1)**

- (i) That Councillor L. Ferguson be appointed as Chair of the Procurement Sub-Committee for the remainder of the 2018-2022 term.
- (ii) That Councillor J.P. Danko be appointed as Vice-Chair of the Procurement Sub-Committee for the remainder of the 2018-2022 term.

**(b) 2020 Proposed Procurement Policy Review and Proposed Amendments (FCS20022) (City Wide) (Item 9.1)**

- (i) That Appendix "A" to the Procurement Sub-Committee Report 20-001, be **further amended to reflect the current wording in the Procurement Policy**, as follows:

**POLICY # 17 - Conflicts of Interest**

- (4) Any Contract **with the City** may be voided at the discretion of the City where **in which** a member of Council or any employee of the City has **an undeclared** direct or indirect pecuniary interest.
- (ii) That staff be directed to review Sub-Section (4), of Policy #17 – Conflicts of Interest, of the Procurement Policy and report back to the Procurement Sub-Committee at a future meeting; and
- (iii) That a By-Law to adopt and maintain a Procurement Policy for the City of Hamilton, in substantially the form set out in Appendix "A" as **further** amended, to Procurement Sub-Committee Report 20-001, be enacted.

**Result: Main Motion, As Amended, CARRIED by a vote of 7 to 0, as follows:**

YES - Chair - Ward 1 Councillor Maureen Wilson  
YES - Ward 15 Councillor Judi Partridge  
YES - Ward 13 Councillor Arlene VanderBeek  
NOT PRESENT - Ward 12 Councillor Lloyd Ferguson  
YES - Ward 11 Councillor Brenda Johnson  
YES - Ward 10 Councillor Maria Pearson  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 5 Councillor Chad Collins

**2. Water and Wastewater / Storm Back-billing Policy (FCS20070) (City Wide) (Item 9.2)**

**(Collins/Partridge)**

That the Water and Wastewater / Storm Back-billing Policy, attached as Appendix "A" to Report FCS20070, be approved for implementation effective upon Council approval.

**Result: Motion CARRIED by a vote of 7 to 0, as follows:**

YES - Chair - Ward 1 Councillor Maureen Wilson  
YES - Ward 15 Councillor Judi Partridge  
YES - Ward 13 Councillor Arlene VanderBeek  
NOT PRESENT - Ward 12 Councillor Lloyd Ferguson  
YES - Ward 11 Councillor Brenda Johnson  
YES - Ward 10 Councillor Maria Pearson  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 5 Councillor Chad Collins

**3. 2020 City Enrichment Funding Recommendations (GRA20003(c)) (City Wide) (Item 9.3)**

**(Johnson/Partridge)**

- (a) That, the 2020 City Enrichment Fund recommended funding allocation in the amount of \$154,943 (as outlined in the attached Appendix "A" to Report GRA20003(c)), be approved;
- (b) That, the 2020 City Enrichment Fund recommended funding allocation in the amount of \$11,908 (as outlined in the attached Appendix "B" to Report GRA20003(c)), be approved pending the submission of additional information;
- (c) That, Appendix "C" to Report GRA20003(c), being the 2020 City Enrichment Fund Application Summary, be received; and,
- (d) That any funds not required in 2020 by organizations, as a result of programs or events being cancelled, reduced, or redesigned, be transferred to the City Enrichment Fund Reserve # 112230

**Result: Motion CARRIED by a vote of 7 to 0, as follows:**

YES - Chair - Ward 1 Councillor Maureen Wilson  
YES - Ward 15 Councillor Judi Partridge  
YES - Ward 13 Councillor Arlene VanderBeek  
NOT PRESENT - Ward 12 Councillor Lloyd Ferguson  
YES - Ward 11 Councillor Brenda Johnson  
YES - Ward 10 Councillor Maria Pearson  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 5 Councillor Chad Collins

**4. 2019 Freedom of Information Quarterly Report - Quarter 4 (October 1 to December 31) (FCS20076) (City Wide) (Item 9.4)**

**(Clark/Johnson)**

- (a) That Report FCS20076 entitled 2019 Freedom of Information Quarterly Report - Quarter 4 (October 1 to December 31), be received; and,
- (b) That the Clerk be directed to actively disseminate all future Freedom of Information reporting according to the City's Routine Disclosure and Active Dissemination Policy through the City's Website ***and discontinue the quarterly report.***

**Result: Main Motion, As Amended, CARRIED by a vote of 7 to 0, as follows:**

YES - Chair - Ward 1 Councillor Maureen Wilson  
YES - Ward 15 Councillor Judi Partridge  
YES - Ward 13 Councillor Arlene VanderBeek  
NOT PRESENT - Ward 12 Councillor Lloyd Ferguson  
YES - Ward 11 Councillor Brenda Johnson  
YES - Ward 10 Councillor Maria Pearson  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 5 Councillor Chad Collins

**5. Hamilton Anti-Racism Resource Centre Update (CM20007) (City Wide) (Item 9.5)**

**(Partridge/Pearson)**

That Report CM20007, respecting the Hamilton Anti-Racism Resource Centre Update, be received.

**Result: Motion CARRIED by a vote of 7 to 0, as follows:**

YES - Chair - Ward 1 Councillor Maureen Wilson  
YES - Ward 15 Councillor Judi Partridge  
YES - Ward 13 Councillor Arlene VanderBeek  
NOT PRESENT - Ward 12 Councillor Lloyd Ferguson  
YES - Ward 11 Councillor Brenda Johnson  
YES - Ward 10 Councillor Maria Pearson  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 5 Councillor Chad Collins

**FOR INFORMATION:**

**(a) CHANGES TO THE AGENDA (Item 1)**

The Committee Clerk advised of the following change to the agenda:

**9. DISCUSSION ITEMS**

- 9.1 Procurement Sub-Committee Report 20-001 – referenced Report FCS20033. The original report was incorrectly numbered and should have been FCS20022. This has been corrected and references updated.

**12. GENERAL INFORMATION AND OTHER BUSINESS**

- 12.1(a) Amendments to the Outstanding Business List – Item to be Removed: Completed date was listed incorrectly and has now been corrected.

**(Johnson/Clark)**

That the agenda for the September 24, 2020 Audit, Finance and Administration Committee meeting be approved, as amended.

**Result: Motion CARRIED by a vote of 7 to 0, as follows:**

YES - Chair - Ward 1 Councillor Maureen Wilson  
NOT PRESENT - Ward 15 Councillor Judi Partridge  
YES - Ward 13 Councillor Arlene VanderBeek  
YES - Ward 12 Councillor Lloyd Ferguson  
YES - Ward 11 Councillor Brenda Johnson  
YES - Ward 10 Councillor Maria Pearson  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 5 Councillor Chad Collins

**(b) DECLARATIONS OF INTEREST (Item 2)**

There were no declarations of interest.

**(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 3)**

**(i) August 13, 2020 (Item 3.1)**

**(Collins/Pearson)**

That the Minutes of the August 13, 2020 meeting of the Audit, Finance and Administration Committee be approved, as presented.

**Result: Motion CARRIED by a vote of 7 to 0, as follows:**

YES - Chair - Ward 1 Councillor Maureen Wilson  
NOT PRESENT - Ward 15 Councillor Judi Partridge  
YES - Ward 13 Councillor Arlene VanderBeek

YES - Ward 12 Councillor Lloyd Ferguson  
YES - Ward 11 Councillor Brenda Johnson  
YES - Ward 10 Councillor Maria Pearson  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 5 Councillor Chad Collins

**(d) DELEGATION REQUESTS (Item 5)**

**(Johnson/Ferguson)**

That Delegation Requests 5.1 and 5.2, be approved for a future meeting:

- 5.1 Ryan Verkerk, respecting wastewater charges on their water bill
- 5.2 Young Kim, respecting his water and wastewater charges

**Result: Motion DEFEATED by a vote of 4 to 0, as follows:**

NO - Chair - Ward 1 Councillor Maureen Wilson  
YES - Ward 15 Councillor Judi Partridge  
YES - Ward 13 Councillor Arlene VanderBeek  
NO - Ward 12 Councillor Lloyd Ferguson  
YES - Ward 11 Councillor Brenda Johnson  
NO - Ward 10 Councillor Maria Pearson  
YES - Ward 9 Councillor Brad Clark  
NO - Ward 5 Councillor Chad Collins

**(e) DISCUSSION ITEMS (Item 9)**

**(i) Procurement Sub-Committee Report 20-001 - August 27, 2020 (Item 9.1)**

**(Clark/VanderBeek)**

That Appendix "A" to the Procurement Sub-Committee Report 20-001, be ***further amended to reflect the current wording in the Procurement Policy***, as follows:

**POLICY # 17 - Conflicts of Interest**

- (4) Any Contract ***with the City*** may be voided ~~at the discretion of the City~~ ***where in which*** a member of Council or any employee of the City has ***an undeclared*** direct or indirect pecuniary interest.

**Result: Motion CARRIED by a vote of 7 to 0, as follows:**

YES - Chair - Ward 1 Councillor Maureen Wilson  
YES - Ward 15 Councillor Judi Partridge  
YES - Ward 13 Councillor Arlene VanderBeek  
NOT PRESENT - Ward 12 Councillor Lloyd Ferguson  
YES - Ward 11 Councillor Brenda Johnson  
YES - Ward 10 Councillor Maria Pearson  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 5 Councillor Chad Collins

**(Clark/Partridge)**

That staff be directed to review Sub-Section (4), of Policy #17 – Conflicts of Interest, of the Procurement Policy and report back to the Procurement Sub-Committee at a future meeting.

**Result: Motion CARRIED by a vote of 7 to 0, as follows:**

YES - Chair - Ward 1 Councillor Maureen Wilson  
YES - Ward 15 Councillor Judi Partridge  
YES - Ward 13 Councillor Arlene VanderBeek  
NOT PRESENT - Ward 12 Councillor Lloyd Ferguson  
YES - Ward 11 Councillor Brenda Johnson  
YES - Ward 10 Councillor Maria Pearson  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 5 Councillor Chad Collins

For further disposition of this matter, refer to Item 1.

**(ii) 2019 Freedom of Information Quarterly Report - Quarter 4 (October 1 to December 31) (FCS20076) (City Wide) (Item 9.4)**

**(Clark/Johnson)**

That sub-section (b) ***be amended*** as follows:

- (b) That the Clerk be directed to actively disseminate all future Freedom of Information reporting according to the City's Routine Disclosure and Active Dissemination Policy through the City's Website ***and discontinue the quarterly report.***

**Result: Amendment CARRIED by a vote of 7 to 0, as follows:**

YES - Chair - Ward 1 Councillor Maureen Wilson  
YES - Ward 15 Councillor Judi Partridge  
YES - Ward 13 Councillor Arlene VanderBeek  
NOT PRESENT - Ward 12 Councillor Lloyd Ferguson  
YES - Ward 11 Councillor Brenda Johnson  
YES - Ward 10 Councillor Maria Pearson  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 5 Councillor Chad Collins

For further disposition of this matter, refer to Item 4.

**(f) GENERAL INFORMATION / OTHER BUSINESS (Item 12)**

**(i) Amendments to the Outstanding Business List (Added Item 12.1)**

**(Pearson/Johnson)**

That the following amendments to the Outstanding Business List, be approved:

**(a) Items to be Removed (Item 12.1(a)):**

2020 City Enrichment Funding Recommendations (GRA20003)  
(City Wide)  
Report Recommendations  
Added: May 27 and 28, 2020 at Council - Item 5.4(a)  
Completed: September 24, 2020 AF&A - Item 9.3  
OBL Item: 20-E

2017 Q1 Emergency and Non-Competitive Procurements Report  
(FCS17011) – staff report back with recommendations and options  
in order for Councillors to comply with Policy 19 of the Procurement  
By-law (17-064).  
Added: July 14, 2017 at Council  
Completed: September 24, 2020 AF&A - Item 9.1  
OBL Item: I

**Result: Motion CARRIED by a vote of 7 to 0, as follows:**

YES - Chair - Ward 1 Councillor Maureen Wilson  
YES - Ward 15 Councillor Judi Partridge  
YES - Ward 13 Councillor Arlene VanderBeek  
NOT PRESENT - Ward 12 Councillor Lloyd Ferguson  
YES - Ward 11 Councillor Brenda Johnson  
YES - Ward 10 Councillor Maria Pearson  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 5 Councillor Chad Collins

**(g) PRIVATE AND CONFIDENTIAL (Item 13)**

**(i) August 13, 2020 – Closed Minutes**

**(Partridge/Pearson)**

- (a) That the Closed Session Minutes of the August 13, 2020 Audit, Finance and Administration Committee meeting, be approved as presented; and,
- (b) That the Closed Session Minutes of the August 13, 2020 Audit, Finance and Administration Committee meeting, remain confidential.

**Result: Motion CARRIED by a vote of 7 to 0, as follows:**

YES - Chair - Ward 1 Councillor Maureen Wilson  
YES - Ward 15 Councillor Judi Partridge  
YES - Ward 13 Councillor Arlene VanderBeek  
NOT PRESENT - Ward 12 Councillor Lloyd Ferguson  
YES - Ward 11 Councillor Brenda Johnson  
YES - Ward 10 Councillor Maria Pearson  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 5 Councillor Chad Collins

**(h) ADJOURNMENT (Item 14)**

**(Clark/Partridge)**

That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 11:07 a.m.

**Result: Motion CARRIED by a vote of 7 to 0, as follows:**

YES - Chair - Ward 1 Councillor Maureen Wilson  
YES - Ward 15 Councillor Judi Partridge  
NOT PRESENT - Ward 13 Councillor Arlene VanderBeek  
NOT PRESENT - Ward 12 Councillor Lloyd Ferguson  
YES - Ward 11 Councillor Brenda Johnson  
YES - Ward 10 Councillor Maria Pearson  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 5 Councillor Chad Collins

Respectfully submitted,

Councillor Wilson, Chair  
Audit, Finance and Administration  
Committee

Angela McRae  
Legislative Coordinator  
Office of the City Clerk

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**From:** Board Chair <[MPACBoard.Chair@mpac.ca](mailto:MPACBoard.Chair@mpac.ca)>

**Sent:** September 23, 2020 3:45 PM

**To:** Office of the Mayor <[mayor@hamilton.ca](mailto:mayor@hamilton.ca)>

**Subject:** Municipal Levy Letter

Good afternoon Fred,

We want to take this opportunity to thank you for the work you are doing to keep our communities safe and healthy. We recognize the disruptions and challenges the pandemic has caused for our partners and, in consultation with our Municipal Liaison Group, we have continued to review our priorities, strategies and approaches to find new and efficient ways to deliver services and supports to municipalities and property owners.

Our pandemic support plan has three elements: controlling MPAC costs, supporting municipal priorities and finding new ways to deliver services.

#### **Controlling costs: 2021 Provincial Municipal Levy**

In light of the challenges posed by COVID-19, MPAC's Board of Directors has approved the corporation's 2021 operating budget with a total municipal levy increase of 0%. This budget reflects our understanding of the financial challenges faced by municipalities and the need for us to continue to deliver on our service commitments.

Like many businesses, MPAC responded to the uncertainty created by COVID-19 by putting hiring on hold and stopping travel, resulting in cost savings. We have strictly managed our cash flow and have worked to identify efficiencies and cost reductions to maintain our budget at the current level for 2021. That means the total levy amount is the same as 2020, without any reduction to service levels.

Municipal billing partners can expect to receive more details about their individual 2021 levy, which is determined by a formula based on costs, your assessment base and number of properties within each municipality, later this year. Municipalities can contact their Account Manager with inquires in the interim.

#### **Supporting priorities: extended timeline to capture 2020 new construction and additions, renovations**

We know that funding from new construction, additions and renovations are a critical stream of new revenue for municipalities, and more so now than ever as municipalities manage the impacts of the pandemic. In response to a suggestion by our Municipal Liaison Group, we have identified opportunities to speed up our processes in order to deliver approximately \$1-billion in additional new assessment for municipalities this year.

#### **New ways to deliver services: easier, faster access to assessment data**

While the pandemic may have fueled disruptions in our communities and businesses, it has also taught us the importance of flexibility and decisiveness in decision-making. We want to support you with insightful data and analysis as you navigate the future.

We are developing the next iteration of Municipal Connect, our data-sharing tool with municipalities, in-house and have accelerated the project to meet the needs of municipalities. The new system will create the foundation for a highly collaborative, transformational tool that improves the user experience to make

information easier to access. It will also enable the opportunity to expand the ways municipalities can use MPAC's data and support municipal governments into the future.

We know that the challenges we face from the pandemic will not end overnight and we are committed to continuing to look for new ways to serve you better.

Thank you for your dedication and work in our communities.

Alan Spacek  
Chair, MPAC Board of Directors

Nicole McNeill  
President and Chief Administrative Officer, MPAC

## Request to Speak to Committee of Council

Submitted on Tuesday, September 29, 2020 - 11:02 am

==Committee Requested==

**Committee:** Audit, Finance & Administration Committee

==Requestor Information==

**Name of Individual:** Kevin Rachman

**Name of Organization:** SmartCentres REIT

**Contact Number:**

**Email Address:** [krachman@smartcentres.com](mailto:krachman@smartcentres.com)

**Mailing Address:**

3200 Highway 7

Vaughan ON

L4K 5Z5

**Reason(s) for delegation request:** Seeking extension to Development Charges credit.

**Will you be requesting funds from the City?** No

**Will you be submitting a formal presentation?** Yes





## INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	October 08, 2020
<b>SUBJECT/REPORT NO:</b>	2020 Second Quarter Request for Tenders and Proposals Report (FCS20033(a)) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Patricia Vasquez (905) 546-2424 Ext. 5972
<b>SUBMITTED BY:</b>	Rick Male Director, Financial Services and Taxation & Corporate Controller Corporate Services Department
<b>SIGNATURE:</b>	

### COUNCIL DIRECTION

Procurement Policy, Section 4.2 – Approval Authority, Item (6) requires a quarterly status report for Request for Tenders and Request for Proposals be prepared and presented to Council.

### INFORMATION

This Report provides an update on the status of active Request for Tenders and Request for Proposals and Co-operative Contracts for the second quarter of 2020.

Request for Tenders and Request for Proposals have been issued and awarded in accordance with the City of Hamilton Procurement Policy. Those items with a status of “Under Review” will remain on the Report until such time an award is made. Request for Tenders and Request for Proposals listed under the “Co-operative Contracts” section was entered into by the City of Hamilton (City) via a co-operative procurement in accordance with the City’s Procurement Policy, Section 4.12 – Co-operative Procurements.

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OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

**SUBJECT: 2020 Second Quarter Request for Tenders and Proposals Report  
(FCS20033(a)) (City Wide) - Page 2 of 2**

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Appendix "A" to Report FCS20033(a) details all Request for Tenders and Request for Proposals documents issued by the City or entered into by the City through a co-operative procurement. Award information is current as of July 7, 2020.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" to Report FCS20033(a) – 2020 Second Quarter Request for Tenders and Proposals Report

PV/dw

**CITY OF HAMILTON**  
 Summary of Tenders and Proposals Issued – April 1, 2020 – June 30, 2020

**Contracts Awarded**

<b>Contract Reference</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Vendor</b>	<b>Term</b>	<b>Award Amount</b>
C13-29-19	Tender for Prequalified General Contractors Required for the Old Dundas (HC005) Wastewater Pumping Station Upgrades	01/10/2020	E. S. Fox Limited	Project Specific	\$4,216,719.08
C11-61-19	Proposal for Professional Engineering Consultant Services Required for the Garner Road (HD018) Water Pumping Station Upgrades	01/14/2020	R.V. Anderson Associates Limited	Project Specific	\$595,000.00
C13-26-19	Tender for Prequalified Contractor Required for Promenade Park Construction on Pier 8 West Harbour, Hamilton	01/31/2020	ORIN Contractors Corp.	Project Specific	\$6,555,000.00
C13-28-19	Tender for Prequalified General Contractors Required for the Backflow Prevention and Water Meter Installation at Various Sites	02/04/2020	Rankin Construction Inc.	Project Specific	\$928,080.00
C15-12-20 (BR)	Tender for Bridge 150 Tapleystown Road Girder Repairs	02/13/2020	2220742 Ontario Ltd. o/a Bronte Construction	Project Specific	\$93,755.00

**Contracts Awarded**

<b>Contract Reference</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Vendor</b>	<b>Term</b>	<b>Award Amount</b>
C12-05-20	Tender for Supply and Delivery of Diesel Exhaust Fluid Windshield Washer Fluid and Engine Antifreeze  Section 1  Sections 2 and 3	02/18/2020	MacEwen Petroleum Inc.  Mancuso Chemicals Limited	1 Year + 4 Options	\$316,438.05  \$291,512.00
C11-55-19	Proposal for Waste Collections Services	02/20/2020	GFL Environmental Inc.	1 Year + 7 Options	\$22,628,000.00
C18-03-20	Tender for Replacement of the Fascia, Eavestroughs and Downspouts, and Localized Replacement of the Soffits at the Main Roof Level at 10 St. Andrews Drive, Hamilton	02/20/2020	Danval Construction Company	Project Specific	\$220,496.00
C15-50-19 (HSW)	Tender for Rymal Road East & Regional Road 56 Road Reconstruction and Widening	02/21/2020	Coco Paving Inc.	Project Specific	\$2,250,000.00
C13-01-20	Proposal for Contractors Required for the Cleaning and Structural Lining of Watermains as Required in the City of Hamilton	02/25/2020	Fer-Pal Construction Ltd.	1 Year + 3 Options	\$6,098,365.00

### Contracts Awarded

<b>Contract Reference</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Vendor</b>	<b>Term</b>	<b>Award Amount</b>
C2-01-20	Proposal for Organizational Review of the City Managers Office for the City of Hamilton	02/26/2020	Optimus SBR Inc.	Project Specific	\$48,150.00
C13-06-20	Proposal for Contractor for the Design, Fabrication, Supply and Installation of Bus Wash Rack Equipment	03/02/2020	Westmatic Inc.	Project Specific	\$594,500.00
C3-01-20	Proposal for Glancaster Road, Municipal Class Environmental Assessment Phases 3 and 4	03/10/2020	AECOM Canada Ltd.	Project Specific	\$471,600.00
C9-01-20	Tender for Hamilton Police Services Computer Replacement	03/12/2020	Telecom Computer	1 Year + 2 Options	\$798,682.60
C15-25-20 (P)	Tender for Melissa Tancredi Soccer Field Improvements	03/16/2020	1312772 Ontario Inc. Alpine Green Contracting	Project Specific	\$300,292.50
C11-07-20	Tender for Maintenance and Grass Cutting Services required for the Lincoln Alexander Parkway and the Red Hill Valley Parkway	03/17/2020	ABC Enterprises	1 Year + 4 Options	\$457,521.30
C15-23-20 (H)	Tender for North Service Road Reconstruction	03/17/2020	Associated Paving & Materials Ltd.	Project Specific	\$1,484,747.10
C15-33-20 (TR)	Tender for Queen Street Two Way Conversion	03/18/2020	Coco Paving Inc.	Project Specific	\$607,000.00
C11-10-20	Tender for Installation of City Supplied Engineered Wood Fibre at various Playgrounds	03/24/2020	Three Seasons Landscape Group	1 Year + 4 Options	\$257,600.00

**Contracts Awarded**

<b>Contract Reference</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Vendor</b>	<b>Term</b>	<b>Award Amount</b>
C11-22-20	Tender for Stormwater Management Facility Grass Cutting and Litter Collection at various locations	03/26/2020	CSL Group Ltd.	1 Year + 3 Options	\$414,574.88
C15-41-20 (M)	Tender for Asphalt Speed Cushion Installations	03/27/2020	Decew Construction Inc.	Project Specific	\$340,250.00
C18-02-20	Tender for Site Maintenance Services Required for Various CityHousing Hamilton Corporation Properties (Areas 3, 11 and 16)	03/27/2020		1 Year + 3 Options	
	Area 3		Green Collar		\$108,000.00
	Area 11		Griffs Property and Maintenance		\$102,015.08
	Area 16		Griffs Property and Maintenance		\$97,042.96
C11-15-20	Tender for Supply and Repair of Automotive Radiators and Coolers	03/31/2020	Barton Automotive Parts Company Inc.	1 Year + 4 Options	\$60,251.20
C11-02-20	Proposal for Supply, Delivery, and Inventory Management of Primary Sludge Thickening Polymer	04/06/2020	SNF Canada Ltd.	3 Year + 2 Options	\$593,000.00
C11-16-20	Tender for Supply of Traffic Island Watering Services	04/07/2020	1943349 Ontario Ltd. O/A Kirbyco General	1 Year + 4 Options	\$329,103.14

**Contracts Awarded**

<b>Contract Reference</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Vendor</b>	<b>Term</b>	<b>Award Amount</b>
C11-11-20	Tender for Supply and Delivery of One-Ton Steel and Aluminum Combination Dump Bodies with Options as and when Required	04/08/2020	Ridgehill Ford Sales	1 Year + 4 Options	\$8,529,399.90
C12-02-20	Tender for Supply and Delivery of Personal Protective Equipment Required for Various City Locations	04/16/2020	Lawlor & Co. (Hamilton) Limited	1 Year + 4 Options	\$771,830.30
C15-22-20 (H)	Tender for Rosedale Neighbourhood Resurfacing	04/20/2020	Associated Paving and Materials Ltd.	Project Specific	\$1,785,123.15
C11-23-20	Tender for Supply and Delivery of Electric Ice Resurfacers	04/21/2020	Resurface Corp	Project Specific	\$250,000.00
C15-40-20 (P)	Tender for Spencercreek Estates Park Development	04/21/2020	Ciccarelli Contractors Inc.	Project Specific	\$181,888.88
C11-08-20	Tender for Watering Services Required for Newly Installed Trees	04/23/2020		1 Year + 4 Options	
	Sections 1, 3, 5 and 8		ABC Enterprises		\$1,260,055.20
	Section 2		The Gordon Company		\$238,240.04
	Section 4		1498548 Ontario Inc.		\$172,450.40
	Sections 6 and 7		1877980 Ontario Inc.		\$430,672.62

### Contracts Awarded

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Vendor	Term	Award Amount
C11-28-20	Tender for Supply and Delivery of Articulating Long Reach Wheel Loaders with Quick Attach 2.9 Cubic Yard Buckets	04/23/2020	Strongco Ltd.	Project Specific	\$627,000.00
C11-19-20	Tender for Rental of Various Pieces of Equipment with and without Operators as and when required	04/24/2020	851694 Ontario Inc.  Anthony's Excavating Central Inc.  Battlefield Equipment Rentals  Bercon Rentals Inc.  Finesse Contracting Ltd.  Gedco Excavating Ltd.  KMCR Incorporated ROA Inc.  Skyway Lawn Equipment Limited	1 Year + 4 Options	Unit Price Contract Awarded by Equipment

**Contracts Awarded**

<b>Contract Reference</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Vendor</b>	<b>Term</b>	<b>Award Amount</b>
			Stoney Creek Equipment Rentals  United Rental of Canada, Inc.		
C15-07-20 (M)	Tender for Lincoln M. Alexander Parkway Repairs	04/30/2020	Coco Paving Inc.	Project Specific	\$1,052,853.00
C13-05-20	Tender for Prequalified General Contractors Required for the First Street (DC014) Wastewater Pumping Station Upgrades	05/05/2020	Torbear Contracting Inc.	Project Specific	\$4,203,298.00
C13-08-20	Tender for Construction of a New Child Care Centre at Dominic Agostino Riverdale Community	05/05/2020	Icon Builders Inc.	Project Specific	\$1,818,857.00
C13-15-20	Tender for General Contractors Required for the Orchard Drive Wastewater Pumping Station Driveway and Parking Lot Improvements	05/05/2020	Brantco Construction	Project Specific	\$68,950.00
C15-13-20 (H)	Tender for Claremont Access Road Resurfacing and Multi-Use Trail Construction	05/15/2020	Dufferin Construction Company, A division of CRH Canada Group Inc.	Project Specific	\$5,563,245.00

### Contracts Awarded

<b>Contract Reference</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Vendor</b>	<b>Term</b>	<b>Award Amount</b>
C15-05-20 (HSW)	Tender for Haddon Ave. N - Road, Sewer and Water Construction and Westdale South Resurfacing	05/19/2020	Wesroc Construction Ltd.	Project Specific	\$2,766,124.50
C15-09-20 (PED)	Tender for Trinity Road South Hydrant Installations	05/21/2020	1573335 Ont Ltd. O/A Charlton Group	Project Specific	\$103,904.00
C15-46-20 (W)	Tender for Harbour Front Drive Supply & Install Watermain	05/21/2020	1573335 Ont Ltd. O/A Charlton Group	Project Specific	\$127,543.00
C15-17-20 (P)	Tender for Heritage Green Community Sports Park Install Gravel Driveway and Trail Extension	05/28/2020	Urgiles Brothers Excavating	Project Specific	\$309,705.95
C15-30-20 (BR)	Tender for Bridge 055 - Eighth Road East - Rehabilitation	06/03/2020	Anthony's Excavating Central Inc.	Project Specific	\$307,422.00
C11-33-20	Tender for Supply and Delivery of Kubota Original Equipment Manufacturer Parts and Equipment Repair Services	06/11/2020	Galer Farm Equipment Ltd.	1 Year + 4 Options	\$490,462.60
C15-45-20 (M)	Tender for 2020 Surface Treatment and Cross Culvert Replacement Program	06/15/2020	Cornell Construction Limited	Project Specific	\$2,368,633.07
C5-19-19	Proposal for Developers for the New Rental Housing Component of the Ontario Priorities Housing Initiative (OPHI)	09/23/2019	Hamilton East Kiwanis Non-Profit Homes Inc.  Indwell Community Homes	Project Specific	\$2,790,000.00  \$1,590,545.00

### Contracts Awarded

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Vendor	Term	Award Amount
C11-51-19	Tender for Supply & Delivery of Accessible Pedestrian Signal Systems Equipment	10/08/2019	Econolite Canada Inc.	Project Specific	\$223,650.00
C13-46-19	Tender for Hamilton Housing Office Expansion at 350 King Street East	10/08/2019	STF Construction Ltd.	Project Specific	\$553,000.00

### Contracts Cancelled

<b>Contract Number</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Reason for Cancellation</b>
C5-06-20	Tender for Supply & Delivery of Golf Carts for Chedoke and Kings Forest Golf Courses	03/27/2020	The Request for Tender was cancelled due to COVID-19. A new Request for Tender will be issued in 2021.
C13-16-20	Tender for Contractor Required for the Rehabilitation of the Kenilworth Trunk Watermain	05/14/2020	No compliant tenders received. A new Request for Tender will be issued but no timeline has been provided.

### Contracts Pending Award

<b>Contract Number</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Contract Status</b>
C18-07-19	Proposal for Jamesville Redevelopment Opportunity	06/06/2019	Closed and Under Review
C3-04-19	Proposal for Consultant Required to Complete a Parking Master Plan for the City of Hamilton	07/08/2019	Closed and Under Review
C2-06-19	Proposal for Provision of Services of an Integrity Commissioner and Lobbyist Registrar for the City of Hamilton	12/10/2019	Closed and Under Review
C13-07-20	Tender for Elevator Modernization, York Blvd. Parkade	02/05/2020	Closed and Under Review
C11-06-20	Tender for Supply and Delivery of Self Contained Restrooms for HSR Operations	02/11/2020	Closed and Under Review
C2-03-20	Proposal for Development of Enterprise Data Management Strategy	02/26/2020	Closed and Under Review
C13-04-20	Tender for Building Automation System (BAS) & Mechanical (HVAC) Upgrades at Wentworth Lodge	03/02/2020	Closed and Under Review
C12-04-20	Proposal for Plumbing Services for the City of Hamilton	03/03/2020	Closed and Under Review
C3-02-20	Proposal for Fireworks Services for Canada Day Celebration	03/10/2020	Closed and Under Review
C3-03-20	Proposal for Red Hill Valley Parkway & Lincoln Alexander Parkway Feasibility Study	03/20/2020	Closed and Under Review
C11-29-20	Tender for Supply and Delivery of Cab Chassis with Service Body and Minimum 37ft Aerial	04/08/2020	Closed and Under Review

### Contracts Pending Award

<b>Contract Number</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Contract Status</b>
C13-10-20	Proposal for Contractor Required for the Cleaning, Inspection, and Structural Rehabilitation of existing sewer Laterals as required in the City of Hamilton	04/24/2020	Closed and Under Review
C11-24-20	Tender for Supply and Delivery of Ford Original Equipment Manufacturer Parts and Vehicle Repair Services	05/29/2020	Closed and Under Review
C11-21-20	Tender for Supply, Installation and Maintenance of Large Caliper Trees in new Subdivisions	06/04/2020	Closed and Under Review
C13-24-20	Tender for Culvert Replacement Services at Various Locations in the City of Hamilton	06/10/2020	Closed and Under Review
C18-06-20	Tender for Upgrade of Corridor Finishes at two CityHousing Hamilton Apartment Towers	06/10/2020	Closed and Under Review
C11-14-20	Proposal for Rymal Road (Upper James Street to Dartnall Road) Municipal Class Environmental Assessment Phases 1 to 4	06/11/2020	Closed and Under Review
C11-35-20	Tender for Invasive & Noxious Weed Control at various Stormwater Management Facilities within the City of Hamilton	06/11/2020	Closed and Under Review
C13-26-20	Tender for Prequalified General Contractors Required for the Homestead (HC027) Airport Employment Growth District (AEGD) Wastewater Pumping Station Upgrades	06/11/2020	Closed and Under Review

### Contracts Pending Award

<b>Contract Number</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Contract Status</b>
C11-26-20	Tender for Supply and Delivery of Cummins Original Equipment Manufacturer Parts and Vehicle Repair Services	06/12/2020	Closed and Under Review
C13-17-20	Tender for Supply and Install of Energy Efficient LED Lighting at the Material Recycling Facility	06/12/2020	Closed and Under Review
C12-07-20	Proposal for Provision of Collision, Body Repair and Associated Services for City of Hamilton Light and Heavy Duty Vehicles As and When Required	06/17/2020	Closed and Under Review
C13-25-20	Tender for Prequalified General Contractors Required for the English Church (HC019) Airport Employment Growth District (AEGD) Wastewater Pumping Station Upgrades	06/17/2020	Closed and Under Review
C11-01-20	Proposal for Supply and Delivery of Dual-View Inductively Coupled Plasma - Optical Emission Spectrometer (ICP-OES) for the City of Hamilton Environmental Laboratory (CHEL)	06/22/2020	Closed and Under Review
C15-38-20 (H)	Tender for Eastmount Neighbourhood Resurfacing	06/22/2020	Closed and Under Review
C12-01-20	Proposal for Graffiti Removal Services	06/24/2020	Closed and Under Review
C11-34-20	Tender for Supply and Delivery of Fuel Tanks and Installation of Existing Generators with Enclosures	06/26/2020	Closed and Under Review
C13-12-20	Tender for Supply and Installation of Playgrounds at Rosedale School and Ridgemount School	06/26/2020	Closed and Under Review

### Contracts Pending Award

<b>Contract Number</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Contract Status</b>
C15-47-20 (M)	Tender for Roadside Ditching Improvement Program	06/26/2020	Closed and Under Review
C13-30-20	Tender for MTC Perimeter Fencing (Phase 2), 2200 Upper James St.	07/03/2020	Closed and Under Review
C11-30-20	Tender for Grass Cutting and Landscaping Services for Water and Wastewater Treatment Facilities	07/09/2020	Not closed as of July 1, 2020
C15-31-20 (P)	Tender for Stone Church Road Trail	07/09/2020	Not closed as of July 1, 2020

### Co-operative Contracts

City Contract Reference	Contract Title	Cooperative Group	Effective Date (mm/dd/yyyy)	Vendor	Term	Estimated City Spend
C17-01-20	Colour Printer for the Print Shop (OECM-2018-289-04)	Ontario Education Collaborative Marketplace	03/05/2020	Ricoh Canada Inc.	6 Years	\$201,000.00
C17-06-20	RFP - Website Design Project	Ontario Association of Chiefs of Police	04/23/2020	E-Solution Group	Project Specific	\$63,000.00
C17-07-20	Digital Mailroom for Ontario Works (Ontario Shared Services Contract - MCSS OSS_00481950)	Ontario Shared Services	05/06/2020	Nimble Information Strategies Inc.	3 Years	\$120,000.00
C17-05-20	RFT - Rental Vehicles	City of Burlington	05/11/2020	Enterprise Rent-A-Car Canada Company	2 Years	\$124,471.76
C17-08-20	Articulating Loader (Sourcewell Contract # 42815-KBA)	National Joint Powers Alliance	5/21/2020	Galer Equipment Ltd.	Project Specific	\$99,787.60





## INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	October 08, 2020
<b>SUBJECT/REPORT NO:</b>	2020 Second Quarter Emergency and Non-competitive Procurements Report (FCS20034(a)) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Patricia Vasquez (905) 546-2424 Ext. 5972
<b>SUBMITTED BY:</b>	Rick Male Director, Financial Services and Taxation & Corporate Controller Corporate Services Department
<b>SIGNATURE:</b>	

### COUNCIL DIRECTION

Council has directed Procurement to report on the use of Sections 4.10 and 4.11 of the Procurement Policy on a quarterly basis.

### INFORMATION

This Report is issued quarterly in accordance with the Procurement Policy. The report details the procurement of goods and/or services during emergency situations and those detailed in Section 4.11 – Non-Competitive Procurements for the second quarter of 2020.

The Policy for Non-Competitive Procurements is used in narrowly defined circumstances where it is justified that the policies for the general acquisition process could not be followed. The “Emergency Procurement/Non-Competitive Procurement Form” is completed by the Client Department and approved by the General Manager.

Committee and Council are advised that procurements made under a Policy 10 due to COVID-19 have not been reported in this quarterly report. All COVID-19 related procurements will be reported separately by staff.

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OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

**SUBJECT: 2020 Second Quarter Emergency and Non-competitive Procurements  
Report (FCS20034(a)) (City Wide) - Page 2 of 4**

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During the second quarter of 2020, there were 89 purchases totalling \$6,649,512.72, which were processed through the use of an approved Policy 10 or 11. These are summarized in Appendix “A” to Report FCS20034(a).

The breakdown is as follows:

- 10 purchases totalling \$1,340,389.83 were issued under Policy 10, as “Emergency” purchases, whereby goods and services were acquired by the most expedient and economical means. The following purchases represent the largest dollar amount in this category:
  - Purchase Order 94609 for \$486,499.17 was issued to Superior Boiler Works and Welding Ltd. to perform emergency works, replacement of equipment and infrastructure in the Woodward Wastewater Treatment Plant Primary Clarifier Galleries which was damaged due to flooding. Hamilton Water staff are working with the City’s Risk Management Section to recover costs through insurance.
  - Purchase Order 87670 for \$230,000.00 was issued to Force 1 Security, for the provision of security guard services for various facilities managed by EFFM, to cover additional invoices received for work completed in 2019.
  - Purchase Order 94681 for \$172,520.94 was issued to 560789 Ontario Ltd. o/a R&M Construction to perform emergency works to the inlet of the Stormwater Management Facility #0123 at 768 Mountain Brow Boulevard. The inlet and outlet to the stormwater management facility were breached by the adjacent watercourse and without the inlet and outlet, the stormwater management facility is not operational.
  - Purchase Order 94304 for \$148,248.00 was issued to Hamilton Physiotherapy Clinic to perform emergency physiotherapy and rehabilitation services to Macassa and Wentworth Long Term Care homes. Current staff could not operationally complete the work as a result of the pandemic.
- 15 purchases totalling \$2,875,003.12 represent short-term “Extensions” of current contracts which have expired, and unforeseeable circumstances have caused a delay in awarding a new contract. The following purchases represent the largest dollar amounts in this category:
  - Purchase Order 92203 was increased by \$1,830,003.12 to CDW Canada Inc. for Microsoft Desktop and Data Centre Licenses. This extension is required to provide sufficient time to complete the procurement process and award a new contract.

**SUBJECT: 2020 Second Quarter Emergency and Non-competitive Procurements  
Report (FCS20034(a)) (City Wide) - Page 3 of 4**

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- Purchase Order 94489 for \$200,000.00 was issued to Star Security Inc. for the provision of security and cashiering at Tim Hortons field and other facilities. An additional extension to the current contract will provide the time required by the EFFM Division within Public Works to research new specifications in order to improve the services associated with events securities and evaluate impacts to services due to the pandemic.
- Purchase Order 94714 was increased by \$130,000.00 to Plumbway Inc. for plumbing services at various facilities. Procurement and Energy, Fleet and Facilities (“EFFM”) staff were able to issue and close a new RFP for the purposes of awarding a new contract however the evaluations and ultimate award could not be completed within the timeline set due to Covid 19 restrictions. This additional extension to the original contract was required to provide sufficient time to complete the procurement process and award the new contract.
- Purchase Order 84147 was increased by \$100,000.00 to Stinson Equipment Limited for the supply and delivery of Traffic Signs Aluminium Blanks. As a result of rapidly changing COVID-19 working situations, this extension is required to provide sufficient time to complete the procurement process and award a new contract.
- Purchase Order 94346 was increased by \$100,000.00 to Ontario Medical Supply for Pharmaceuticals for the Paramedic Services Operations and Patient Care. A joint Request for Tender is being compiled to incorporate the requirements of five other municipalities and there has been some delays in obtaining the required information from the participating municipalities. The COVID-19 pandemic has also stretched staff resources. This extension is required to provide sufficient time to complete the procurement process and award a new contract.
- Purchase Order 94423 was increased by \$100,000.00 to Triple Crown Enterprises Ltd. for carpentry services required at various EFFM managed facilities. A new Request for Proposals has been drafted however, has been delayed due to reconsideration of the City’s requirements in light of COVID-19. This extension is required to provide sufficient time to complete the procurement process and award a new contract.
- Purchase Order 94435 was increased by \$100,000.00 to STF Construction Ltd. for carpentry services required at various EFFM managed facilities. A new Request for Proposals has been drafted however, has been delayed due to reconsideration of the City’s requirements in light of COVID-19. This extension is required to provide sufficient time to complete the procurement process and award a new contract.

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**SUBJECT: 2020 Second Quarter Emergency and Non-competitive Procurements  
Report (FCS20034(a)) (City Wide) - Page 4 of 4**

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- 64 purchases totalling \$2,434,119.77 were identified as “Single Source” purchases whereby a particular vendor was recommended because it was more cost-effective or beneficial to the City. The following purchases represent the largest dollar amounts in this category:
  - Purchase Order 94443 for \$200,000.00 was issued to Strategy Corp Inc. to provide Consulting Services for the Communications team related to management strategies and strategic communication services as a result of COVID-19.
  - Purchase Order 94636 for \$150,000.00 was issued to Ottawa Key Shop, (licensed dealer for the Kaba Peaks system - interior master key system in various EFFM managed facilities) in order to give EFFM staff time to continue their review and subsequent formulation of action plans to move forward with a competitive process for the services.
  - Purchase Order 94200 for \$108,438.00 was issued to Sonic Unyon for future Canada Day and other City of Hamilton events as it relates to event operation including entertainment, production, marketing, permits, staffing, etc. Sonic Unyon was chosen because of an existing partnership with the City of Hamilton’s Revenue Generation. The agreement would commence immediately after signing and will be in effect until December 2020.
  - Purchase Order 94214 for \$100,000.00 was issued to HCE Energy Inc. to operate the Biogas Purification Unit (BPU) located at the Hamilton Water Waste Treatment Facility on 700 Woodward Ave. The BPU takes in methane produced by the water treatment process, treats and conditions it such that it is acceptable to be injected into the Union Gas grid system and classified as Renewable Natural Gas (RNG). HCE Energy Inc. currently operates the cogeneration system at Woodward and this agreement would have HCE Energy Inc. operate the BPU in a similar manner. This service will cover the normal daily operation of the BPU and address maintenance issues as they arise plus respond to operation and maintenance calls. Daily operation of the BPU is achieved through both on site and remote monitoring.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” to Report FCS20034(a) – Second Quarter Emergency and Non-Competitive Procurements Report

PV/dw

2020 Second Quarter Emergency and Non-Competitive Procurements Report

PO No.	Type	Amount	Name	Department/Division
<b>City Manager's Office</b>				
94638	SGLE	\$21,700.00	University of Guelph	Chief Digital Officer
94225	SGLE	\$37,839.00	Odgers Berndtson	Human Resources
81109	EXTN	\$45,000.00	Day Communications Group Inc.	Human Resources
94269	SGLE	\$95,900.00	Bang The Table Canada Ltd.	Strategic Partnerships and Communications
94200	SGLE	\$108,438.00	Sonic Unyon	Strategic Partnerships and Communications
94443	SGLE	\$200,000.00	Strategy Corp Inc.	Strategic Partnerships and Communications
<b>Corporate Services</b>				
94493	SGLE	\$712.50	Softchoice Corporation	Information Technology
94633	SGLE	\$14,983.00	e-Scribe Software Ltd.	City Clerk
92203	EXTN	\$1,830,003.12	CDW Canada Inc.	Information Technology
<b>Healthy and Safe Communities</b>				
94349	SGLE	\$15,000.00	Groupe Bluehawks Inc.	Epidemiology, Wellness, and Communicable Disease Control
94464	EXTN	\$15,000.00	The Uniform Group Inc.	Emergency Services
94704	SGLE	\$18,000.00	Allturn Ltd.	Recreation
94689	SGLE	\$18,407.75	Concept Controls	Emergency Services
94786	SGLE	\$20,000.00	Entomogen Incorporated	Healthy Environments
94188	SGLE	\$25,000.00	Pamco Distributing Inc.	Epidemiology, Wellness, and Communicable Disease Control
94191	SGLE	\$50,000.00	Mckesson Canada	Healthy Environments
94703	EMER	\$95,000.00	Hamilton Arena Partners	Recreation
94346	EXTN	\$100,000.00	Ontario Medical Supply	Emergency Services
94304	EMER	\$148,248.00	Hamilton Physiotherapy Clinic	Wentworth Lodge
<b>Library</b>				
94667	SGLE	\$85,000.00	Long View Systems Inc.	Hamilton Public Library
<b>Planning and Economic Development</b>				
92549	SGLE	\$20,280.00	Marcus J. Buck	Growth Management

2020 Second Quarter Emergency and Non-Competitive Procurements Report

PO No.	Type	Amount	Name	Department/Division
94567	SGLE	\$24,200.00	Daryl W. Cowell and Associates Inc.	Growth Management
94563	SGLE	\$12,500.00	KJA Consultants Inc.	Transportation Planning and Parking
92502	SGLE	\$15,000.00	Clintar Landscape Management	Transportation Planning and Parking
92505	SGLE	\$15,000.00	Harper'S Property Maintenance	Transportation Planning and Parking
94635	SGLE	\$24,374.00	Huyen Dam	Economic Development
94365	EXTN	\$25,000.00	Binbrook Plumbing and Heating (1997) Ltd.	Tourism and Culture
94698	SGLE	\$29,073.00	Lori Lemare Studio Inc.	Tourism and Culture
94690	SGLE	\$35,887.00	University of Toronto	Transportation Planning and Parking
94693				
94157	EXTN	\$45,000.00	Triple Crown Enterprises Ltd.	Tourism and Culture
94442	SGLE	\$70,000.00	Webb Planning Consultants	Economic Development
94502	SGLE	\$81,000.00	Rideshark Corporation	Transportation Planning
<b>Police</b>				
94429	SGLE	\$2,867.93	Chubb Edwards	Police
94518	SGLE	\$3,700.60	Rampart International Corp.	Police
94314	SGLE	\$6,493.62	Colt Canada Corporation	Police
94521	SGLE	\$45,555.10	Cellebrite Usa Inc.	Police
94519				
94610	SGLE	\$68,183.89	Faro Technologies Inc.	Police
<b>Public Works</b>				
93198	SGLE	\$3,100.00	Wood Canada Ltd.	Hamilton Water
94551	EMER	\$8,546.20	V.S.I. Inc.	Energy, Fleet and Facilities Management
94420	SGLE	\$9,500.00	Millgrove Garden Supplies	Environmental Services
88666	SGLE	\$10,000.00	New World Park Solutions Inc.	Environmental Services
94194	SGLE	\$10,000.00	Simplicity Air Ltd.	Transit
94173	EMER	\$10,076.00	Afimac Canada Inc.	Energy, Fleet and Facilities Management
92657	SGLE	\$11,364.00	Jemma Consultants Limited	Hamilton Water
71971	SGLE	\$11,758.75	WSP Canada Inc.	Hamilton Water
87893	SGLE	\$12,728.65	Mccallum Sather Architects Inc.	Energy, Fleet and Facilities Management

2020 Second Quarter Emergency and Non-Competitive Procurements Report

PO No.	Type	Amount	Name	Department/Division
94325	SGLE	\$13,413.03	Gray Matter Systems	Hamilton Water
94547	SGLE	\$13,468.40	WM Whiteley Ltd.	Energy, Fleet and Facilities Management
94251	SGLE	\$15,816.00	Canadian Bearings Ltd.	Hamilton Water
94552	EMER	\$17,729.86	Mike Kruchka	Energy, Fleet and Facilities Management
94227	SGLE	\$20,000.00	Stephen Harris Business Solutions	Hamilton Water
94467	SGLE	\$24,750.00	G.C. Duke Equipment Ltd.	Energy, Fleet and Facilities Management
94662	SGLE	\$24,950.00	Kone Inc.	Energy, Fleet and Facilities Management
89476	SGLE	\$25,000.00	Secure Solution Ltd.	Energy, Fleet and Facilities Management
94729	EXTN	\$25,000.00	Sparkleen Services Inc.	Hamilton Water
94072	EXTN	\$30,000.00	T & T Power Group Inc.	Energy, Fleet and Facilities Management
86201	SGLE	\$34,270.00	R V Anderson Associates Limited	Hamilton Water
94162	SGLE	\$44,850.00	Jupiter Energy Advisors Inc.	Energy, Fleet and Facilities Management
94413	SGLE	\$45,000.00	Turf Alliance Inc. Db a Turf Consultants	Energy, Fleet and Facilities Management
94555	SGLE	\$47,000.30	Brick and Co Restorations Ltd.	Energy, Fleet and Facilities Management
94410	SGLE	\$49,984.00	GM Blueplan Engineering Ltd.	Strategy, Continuous Improvement and Quality
91311	EXTN	\$50,000.00	T & T Power Group Inc.	Hamilton Water
94317	SGLE	\$50,000.00	The Capital Hill Group	Hamilton Water
94356	SGLE	\$50,000.00	Binns Lock and Key Centre	Energy, Fleet and Facilities Management
94572	SGLE	\$59,775.00	Maclean Media Systems Inc.	Energy, Fleet and Facilities Management
94523	SGLE	\$60,000.00	SPD Sales Limited	Hamilton Water
91853	SGLE	\$60,189.00	Industrial Scientific Canada ULC	Hamilton Water
94671				
86793	SGLE	\$69,218.00	GHD Limited	Hamilton Water
94315				
94213	EMER	\$75,000.00	Binbrook Plumbing and Heating (1997) Ltd.	Energy, Fleet and Facilities Management
94497	SGLE	\$75,000.00	Binns Lock and Key Centre	Hamilton Water
92192	SGLE	\$76,895.00	AECOM Canada Ltd.	Hamilton Water
94727				
94071	EXTN	\$80,000.00	Black & McDonald Limited	Energy, Fleet and Facilities Management

2020 Second Quarter Emergency and Non-Competitive Procurements Report

PO No.	Type	Amount	Name	Department/Division
94161	SGLE	\$90,994.25	DLW Engineering Services Ltd.	Hamilton Water
94496	EMER	\$96,769.66	Eramosa Engineering Inc.	Hamilton Water
84147	EXTN	\$100,000.00	Stinson Equipment Limited	Transportation Operations and Maintenance
94214	SGLE	\$100,000.00	HCE Energy Inc.	Energy, Fleet and Facilities Management
94423	EXTN	\$100,000.00	Triple Crown Enterprises Ltd.	Energy, Fleet and Facilities Management
94435	EXTN	\$100,000.00	S.T.F. Construction Ltd.	Energy, Fleet and Facilities Management
94714	EXTN	\$130,000.00	Plumbway Inc.	Energy, Fleet and Facilities Management
94636	SGLE	\$150,000.00	Ottawa Key Shop	Energy, Fleet and Facilities Management
94681	EMER	\$172,520.94	560789 Ontario Ltd. o/a R&M Construction	Hamilton Water
94489	EXTN	\$200,000.00	Star Security Inc.	Energy, Fleet and Facilities Management
87670	EMER	\$230,000.00	Force 1 Security	Energy, Fleet and Facilities Management
94609	EMER	\$486,499.17	Superior Boiler Works and Welding Ltd.	Hamilton Water



# INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	October 08, 2020
<b>SUBJECT/REPORT NO:</b>	Second Quarter Non-compliance with the Procurement Policy Report (FCS20035(a)) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Patricia Vasquez (905) 546-2424 Ext. 5972
<b>SUBMITTED BY:</b>	Rick Male Director, Financial Services and Taxation & Corporate Controller Corporate Services Department
<b>SIGNATURE:</b>	

## COUNCIL DIRECTION

Procurement Policy, Section 4.19, Item (3) requires a quarterly report be prepared and presented to Council to report the use of all Procurement Policy Non-Compliance Forms.

## INFORMATION

This Report is issued quarterly in accordance with the Procurement Policy. This report details the use of all Procurement Policy Non-Compliance Forms for the second quarter of 2020.

Procurements that are non-compliant with the Procurement Policy can be identified at any time during the procurement process. Procurements are deemed to be non-compliant with the Procurement Policy when the applicable Policy (Policies) and published procedure(s) are not followed. Under Policy 19, the General Manager is responsible for reviewing each incident and determines the appropriate level of disciplinary action to be taken.

During the second quarter of 2020, there were eight (8) instances relating to the use of Policy 19, totalling \$160,975.94. The instances are summarized in Appendix "A" to Report FCS20035(a).

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OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

**SUBJECT: Second Quarter Non-compliance with the Procurement Policy Report  
(FCS20035(a)) (City Wide) - Page 2 of 2**

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**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" to Report FCS20035(a) - Second Quarter Non-compliance with the Procurement Policy Report

PV/dw

## 2020 Second Quarter Non-Compliance with the Procurement Policy Report

PO No.	Amount	Name	Division
<b>City Manager's Office</b>			
94615	\$16,188.58	The Capital Hill Group	Strategic Partnerships & Communications
No PO	\$225.98	Dell Canada	Strategic Partnerships & Communications
No PO	\$25.45	E4U Electricals Uk Ltd.	Strategic Partnerships & Communications
<b>Legislative</b>			
No PO	\$2,300.00	Bob Penner	Councillors Office
No PO	\$950.00	Zing Signs	Councillors Office
<b>Planning and Economic Development</b>			
86121	\$85,600.00	Dillon Consulting Limited	Planning and Economic Development
<b>Public Works</b>			
90270	\$30,000.00	WSP Canada Inc.	Fleet And Facilities
94539	\$25,685.93	Livingston International Inc.	Transportation Operations and Maintenance