

INFORMATION REPORT

TO: Chair and Members Audit, Finance and Administration Committee	WARD(S) AFFECTED: CITY WIDE
COMMITTEE DATE: September 9, 2013	
SUBJECT/REPORT NO: 2013 Second Quarter Emergency and Non-competitive Procurements Report (FCS13014(a)) (City Wide)	
SUBMITTED BY: Mike Zegarac Acting General Manager Finance & Corporate Services	PREPARED BY: Rick Male (905) 546-2424 ext. 4157
SIGNATURE:	

Council Direction:

Council has directed staff 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. This 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 2013.

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 “Request to Use the Non-competitive Procurements/Emergency Reporting Form” is completed by the Client Department and approved by the General Manager.

During the second quarter of 2013, there were 65 purchases totalling \$3,483,046 which were processed through the use of approved Policy 10 and 11. These are summarized in Appendix ‘A’ to report FCS13014(a).

The breakdown is as follows:

- Six purchases totalling \$216,643 were issued under Policy 10, as “Emergency” purchases, whereby goods and services were acquired by the most expedient and economical means. The following purchase represents the largest dollar amount in this category:
 - Purchase order 70411 for \$110,892 was issued to McCanical Inc. Plant Operations discovered that the discharge forcemain from HC058 Binbrook pumping station had developed a leak. The emergency repair work was undertaken to prevent wastewater being discharged into the valve chamber and possibly overflowing into the environment causing a wastewater spill.

- Seven purchases totalling \$695,000 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 amount in this category:
 - Contract C12-05-10 Heavy Duty Truck and Equipment Services was extended until October 1, 2013 to Barton Truck Centre Ltd. for \$200,000. Recent staff retirements have contributed to additional workload. This contract extension will provide sufficient time to prepare the specifications and issue a Request for Proposals.
 - Contract C11-43-06 Supply of Tires and Tire Maintenance Services was extended until December 10, 2013 to Goodyear Canada Inc. for \$165,000. Recent staff retirements have contributed to additional workload. This contract extension will provide sufficient time to prepare the specifications and issue a Request for Proposals.

- 52 purchases totalling \$2,571,404 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 amount in this category:
 - Purchase order 69921 for \$249,754 was issued to Oracle Canada ULC for the Accounts Payable WebCentre Software for the PeopleSoft Financial System. Oracle’s WebCentre is a cost effective solution that reduces the manual handling of invoices, allows for automated approvals and is fully integrated with the current PeopleSoft Accounts Payable 9.1 module. Other systems are not fully integrated with PeopleSoft and would require additional work. This solution also includes a document repository that will be available for all PeopleSoft modules including Payroll and HR. The

current document repository used in Accounts Payable is no longer supported by the vendor and would require an investment of \$200,000 to upgrade and would not provide any of the efficiencies recommend by KPMG following the Accounts Payable Service Review, such as reduced manual handling and automated invoice approvals.

- Purchase order 69932 for \$230,000 was issued to Fishbowl Solutions Inc. for installation and training for the Oracle WebCentre imaging solution. Information Technology does not have the expertise in-house, but will have the knowledge once training has been received through this Policy 11. Fishbowl Solutions Inc. is an Oracle Gold and Public Pillar Partner that has extensive experience in WebCentre implementations as they were formally employed by the developer of the system, Optika and Stellant. Fishbowl Solutions Inc. offers a turnkey solution that can be executed within four to six months which meets the project deadline of November 2013. Fishbowl Solutions Inc. will provide training, knowledge transfer and documentation for Information Technology and Business Applications staff at a much lower cost than Oracle's classroom cost.

Requests for Quotations, Tenders and Proposals are issued to encourage the competitive bidding process with objective and equitable treatment of all vendors, in accordance with the Procurement Policy approved by Council.

PO No.	Type	Amount	Name	Department/Division
Corporate Services				
70444	SGLE	\$ 14,700.00	ATFOCUS INC.	Finance Corporate Management Service
69933	SGLE	\$ 25,000.00	THE VCAN GROUP	Finance
70266	SGLE	\$ 70,500.00	ATFOCUS INC.	Finance Corporate Management Service
70136	SGLE	\$ 75,000.00	HAMILTON PHYSICIANS	Finance Corporate Management Service
Manual3	SGLE	\$ 150,000.00	CORPORATE EXPRESS CANADA INC. O/A STAPLES ADVANTAGE CANADA	Corporate Services
69920	SGLE	\$ 153,134.06	ORACLE CANADA ULC	Finance
69932	SGLE	\$ 230,000.00	FISHBOWL SOLUTIONS INC	Finance
69921	SGLE	\$ 249,754.24	ORACLE CANADA ULC	Finance
Community and Emergency Services				
70358	SGLE	\$ 10,000.00	STARFIELD LION COMPANY	Fire Department
70084	SGLE	\$ 11,645.04	HAPPY JET CUSTOM CLEAN	Paramedic Services
70756	SGLE	\$ 12,500.00	NAALIUM CONSULTING SERVICES INC.	Recreation
70800	SGLE	\$ 15,000.00	HAMILTON COUNCIL ON AGING	Social Development & Early Childhood Services
68811	SGLE	\$ 20,000.00	J AND D FOODS	Wentworth Lodge
70075	SGLE	\$ 40,000.00	C-MAX FIRE SOLUTIONS	Fire Department
71030	SGLE	\$ 41,450.00	ALLIED MEDICAL INSTRUMENTS INC	Paramedic Services
70186	SGLE	\$ 45,855.68	ACKLANDS-GRAINGER INC.	Fire Department
68813	EXTN	\$ 55,000.00	CARDINAL HEALTH CANADA INC	Wentworth Lodge
62698	SGLE	\$ 65,000.00	ROWLAND EMERGENCY VEHICLE PRODUCTS INC	Paramedic Services
68442	EXTN	\$ 70,000.00	CARDINAL HEALTH CANADA INC	Macassa Lodge
Hamilton Public Library				
70287	SGLE	\$ 31,500.00	INDENTIVE CANADA	Hamilton Public Library

PO No.	Type	Amount	Name	Department/Division
Planning and Economic Development				
70844	SGLE	\$ 10,450.00	CRAIG SIMS	Culture
70394	SGLE	\$ 10,644.60	CRITICAL CONTROL SOLUTIONS INC	Building
70555	SGLE	\$ 15,700.00	TURN OF THE CENTURY LIGHTING	Culture
69837	SGLE	\$ 19,954.00	FAMILY HEIR-LOOM WEAVERS, INC.	Culture
69720	SGLE	\$ 26,000.00	CTM MEDIA GROUP LTD	Culture
70632	SGLE	\$ 35,000.00	CSDC SYSTEMS INC	Growth Management Division
Police				
70299	SGLE	\$ 18,000.00	TAC WEAR INC	Police
70195	SGLE	\$ 25,000.00	1140490 ONTARIO INC	Police
70608	SGLE	\$ 27,000.00	MEGA-TECH HOLDINGS LTD	Police
70609	SGLE	\$ 40,000.00	MOBILE MARINE SERVICES	Police
68481	SGLE	\$ 60,000.00	M D CHARLTON CO LTD	Police
Public Health				
57799	SGLE	\$ 62,000.00	HEDGEROW SOFTWARE LTD	Health Protection Division
62877	SGLE	\$ 150,000.00	KATHRYN VOGEL ARCHITECT	Public Health Services
Public Works - Corporate Assets & Strategic Planning				
Manual6	EMER	\$ 11,632.15	KENILWORTH SPRING AND SUSPENSION	Corporate Assets and Strategic Planning
43710	SGLE	\$ 25,000.00	ROUNTHWAITE DICK AND HADLEY ARCHITECTS	Corporate Assets and Strategic Planning
Manual4	SGLE	\$ 25,000.00	FASTENAL COMPANY	Corporate Assets and Strategic Planning
70602	SGLE	\$ 25,000.00	AQUALIBRIUM WATER TECHNOLOGIES LTD	Facilities
69832	SGLE	\$ 28,888.00	BLACK & MCDONALD LIMITED	Fleet and Faciities
Manual7	EXTN	\$ 30,000.00	METRO FREIGHTLINER HAMILTON INC.	Corporate Assets and Strategic Planning
69821	SGLE	\$ 40,000.00	ASHLAND CANADA CORP	Fleet and Faciities
70051	EMER	\$ 48,174.58	MOORE ENVIRONMENTAL SYSTEMS LIMITED	Facilities

PO No.	Type	Amount	Name	Department/Division
70458	SGLE	\$ 50,000.00	BRANTFORD HYDRAULICS INC.	Facilities
69972	SGLE	\$ 60,000.00	ESSE ENVIRONMENTAL HEALTH	Facilities
Manual2	EXTN	\$ 80,000.00	BENSON TIRE INC.	Corporate Assets and Strategic Planning
70044	SGLE	\$ 80,000.00	OTTAWA KEY SHOP	Facilities
70580	SGLE	\$ 95,000.00	RENTEKNIK GROUP INC	Fleet and Facilities
Manual5	EXTN	\$ 165,000.00	GOODYEAR CANADA INC.	Corporate Assets and Strategic Planning
Manual1	EXTN	\$ 200,000.00	BARTON TRUCK CENTRE LTD	Corporate Assets and Strategic Planning
Public Works - Environmental Services				
70225	SGLE	\$ 10,000.00	AZIMUTH ENVIRONMENTAL CONSULTING INC.	Environmental Services
69754	EMER	\$ 21,712.97	DUFFERIN CONSTRUCTION CO.	Operations & Waste Management
69944	SGLE	\$ 80,000.00	SHOREPLAN ENGINEERING LIMITED	Environmental Services
Public Works - General Manager's Office				
70114	SGLE	\$ 46,000.00	THE JF GROUP	Environment & Sustainable Infrastructure
64304	EXTN	\$ 95,000.00	PIPEFLO CONTRACTING CORP.	Environment & Sustainable Infrastructure
Public Works - Hamilton Water				
69872	SGLE	\$ 10,000.00	BAY AREA RESTORATION COUNCIL (BARC)	Water and Wastewater
69899	EMER	\$ 10,442.06	TERRATEC ENVIRONMENTAL LTD	Water and Wastewater
70445	EMER	\$ 13,788.75	HAMILTON PORT AUTHORITY	Water and Wastewater
69786	SGLE	\$ 22,044.25	CLEAN AIR ENVIRONMENTAL MONITORING INC	Water and Wastewater
70965	SGLE	\$ 25,000.00	UNIVERSITY OF WATERLOO	Water and Wastewater
70330	SGLE	\$ 49,483.78	SYSTEMS PLUS (598076 ONTARIO INC.)	Water and Wastewater
70411	EMER	\$ 110,892.00	MCCANICAL INC	Water and Wastewater

PO No.	Type	Amount	Name	Department/Division
Public Works - Transportation				
70305	SGLE	\$ 15,000.00	OPEN STREETS HAMILTON	Transit
69722	SGLE	\$ 25,000.00	W.B. O'BRIEN SERVICES	Transit
70331	SGLE	\$ 29,200.00	FINE LINES SIGN CO.	Transit
70921	SGLE	\$ 30,000.00	FERRIER HR CONSULTING	Transit
70306	SGLE	\$ 40,000.00	URBANTRANS CONSULTANTS INC	Transit