



# INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	June 6, 2016
<b>SUBJECT/REPORT NO:</b>	2016 First Quarter Request for Tenders and Proposals Report (FCS16044) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
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<b>SUBMITTED BY:</b>	Mike Zegarac General Manager Finance and 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 first quarter of 2016.

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 were 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.

Co-operative procurements benefit the City in achieving economies of scale by leveraging purchasing power and reducing time and administrative costs of contract development. The City entered into the following Co-operative Contracts:

- C17-01-16 – Supply and Delivery of Provincial Offenses Court Notices - The City entered into this contract through the Regional Municipality of York (York

Region). The contract was issued by the York Region on behalf of 54 Ontario Court of Justice Provincial Offences Offices. By participating in the contract, the City is able to leverage the purchasing power resulting from the combined purchase volume of the 54 organizations involved in the contract.

- C17-02-16 – Fine Paper Supplies - The City entered into this contract through the Co-operative Purchasing Group of Waterloo Region. In joining the contract, the City had retained the same provider resulting in no transition costs; and, online ordering accounts for City staff remained active requiring no additional setup. Cost savings on core items purchased by the City is approximately \$15,468, annually.
- C17-04-16 – Supply, Warehouse and Delivery of PRESTO Paper Rolls - The City entered into this contract through Metrolinx. This contract enhances the City's existing GTA Fare System Project which was approved by Council in 2004 for the joint procurement between the City, Province, GO Transit and 8 other GTA municipalities. Purchasing power was also leveraged through combining the purchase volume of the numerous organizations involved in the contract.
- C17-05-15 – Operation, Maintenance, Removal and Disposal Services for Three City of Hamilton and One Halton Region Household Hazardous Waste (HHW) Depots - The contract was issued by the Regional Municipality of Halton (Halton Region) on behalf of both Halton Region and the City. Previously, Halton Region had a contract in place for these services which the City joined in 2008 through a piggy-back provision. At the expiration of the previous contract, the City worked collaboratively with Halton Region to establish requirements and quantities that satisfied the needs of both organizations through one contract.

Appendix "A" to Report FCS16044 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 April 1, 2016.

MM/dw