



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	June 3, 2021
SUBJECT/REPORT NO:	2021 First Quarter Emergency and Non-competitive Procurements Report (FCS21009) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Patricia Vasquez (905) 546-2424 Ext. 5972
SUBMITTED BY:	Rick Male Director, Financial Services and Taxation and Corporate Controller Corporate Services Department
SIGNATURE:	

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 first quarter of 2021.

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.

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.

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During the first quarter of 2021, there were 91 purchases totalling \$9,729,541.49, which were processed through the use of an approved Policy 10 or 11. These are summarized in Appendix "A" to Report FCS21009.

The breakdown are as follows:

- 12 purchases totalling \$1,107,061.01 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 96126 for \$327,360.00 was issued to Budget Demolition to perform emergency works at 43 Lloyd Street, including demolition of concrete to basement top slabs, asbestos abatement and protection of monitoring walls due to the basement at the Dom Glass site being inhabited by encampments and homeless individuals.
 - Purchase Order 96325 for \$194,927.00 was issued to Engineered Air to perform emergency works including the supply and delivery of a roof top unit for Dalewood Recreation Center which required a new pool dehumidification unit due to vandalization.
 - Purchase Order 96414 for \$158,145.00 was issued to W.S. Nicholls Construction Inc. to perform emergency works including emergency supply and installation of five odour control units installed at vent locations along the sanitary trunk sewer on Highway 56 between Fall Fair Way and Rymal Rd. due to the extensive amount of resident and councilor complaints on the odour conditions originating from the Binbrook Sewage Pumping Station.
 - Purchase Order 96163 for \$115,622.86 was issued to McCanical Inc. to perform emergency works to restore the operational functionality of the Combined Sewer Overflow tank and avoid environmental discharge and spill into the Hamilton Harbour. Services included mechanical repairs for the discharge headers for submersible pumps 1 and 2, replacement of existing piping restraints, supports, bolts and isolation valves.
- 21 purchases totalling \$6,438,065.74 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 96356 for \$5,029,970.00 was issued to Metro Freightliner Hamilton Inc. for the supply and delivery of eighteen sander trucks. Staff had

been working with the vendor for a number of months to finalize the order before the expiry of the contract however, all of the required information necessary to finalize the contract (configurations, required accounting information and Capital Budget approval for 2021) could not be secured before the expiry of the contract on December 31, 2020. Therefore, the contract was extended to allow staff to complete the procurement within the current contract's terms and conditions.

- Purchase Order 95629 was increased by \$297,465.36 to Homewood Health Inc. for the Employee and Family Assistance Program (EFAP). The current EFAP contract expired on December 31, 2020. Staff had intended on issuing a new Request for Proposals (RFP) in late 2020 however reconsidered this decision in light of the pandemic emergency. Staff felt that it was necessary to have a continuum of services for EFAP program throughout the pandemic thereby avoiding a potential change in service provider. The contract was extended for 12 months to provide sufficient time to complete the procurement process and award a new contract.
- Purchase Order 90687 for \$225,000.00 was issued to Goodyear Canada Inc. for the supply, delivery, installation and service of tires. This extension was required to provide sufficient time to complete the procurement process and award a new contract.
- Purchase Order 96321 for \$166,780.00 was issued to Hamilton Physiotherapy Clinic to perform emergency physiotherapy and rehabilitation services to Macassa and Wentworth Long Term Care homes. As a result of the pandemic, Homes' staff are limited in their capacity and cannot perform the required operational needs for resident care while also developing and evaluating a new Request for Proposals for these services.
- Purchase Order 90440 for \$150,000.00 was issued to Benson Tire Inc. for the supply, delivery, installation and service of Tires. This extension was required to provide sufficient time to complete the procurement process and award a new contract.
- 58 purchases totalling \$2,184,414.74 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 96663 for \$193,325.00 was issued to Workshop Architecture Inc. to update the design and incorporate a façade re-design and replace the rear portable as part of the Children's Museum Expansion project. Workshop

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Architecture Inc. provided the original design as part of the previous Roster C12-07-16 work assignment.

- Purchase Order 96317 for \$186,000.00 was issued to Mobility Cloud Inc. to supply and deliver replacement controllers that allow bikes to lock and unlock, get signed out by users, tracked through GPS and provides bike theft notification as part of the SoBi Station Enhancement Project. Mobility Cloud Inc. is the sole provider of controllers and back-end data connectivity for the SoBi bike share bikes.
- Purchase Order 96520 for \$162,000.00 was issued to USP Technologies Canada ULC to supply and deliver chemical, equipment, logistics, monitoring and program management of an odour and corrosion control system to deal with high levels of Hydrogen Sulfide (H₂S). This interim solution is required to deal with the immediate infrastructure, health and safety and community concerns for residents living along Highway 56 and 20 until a completed and permanent solution can be recommended and implemented. USP Technologies Canada ULC is the only vendor that can provide the complete program (installation, commissioning, monitoring, maintenance, sampling, system adjustments, etc.).
- Purchase Order 96111 for \$128,000.00 was issued to Kronos Canadian Systems Inc. to supply and deliver professional and technical services to support the implementation of Kronos Time, Attendance and Scheduling software for the Public Health division. The need for this software was identified by the volume of work caused by the pandemic. Kronos has assisted with previous implementations and is familiar with City of Hamilton configuration, business rules and technical environment.
- Purchase Order 96090 for \$110,000.00 was issued to Ricoh Canada Inc. to supply and deliver office printing equipment and related services and supplies for the Hamilton Police Service (HPS). HPS were utilizing a vendor of record contract with Ricoh Canada Inc. that has since expired. HPS's current lease for the equipment is in place until September 2021 at which point, a new contract will be awarded.
- Purchase Order 96359 for \$110,000.00 was issued to Hamilton Video and Sound Ltd. to supply and install necessary video equipment to update all courtrooms with Zoom capability in order to have virtual trials, as mandated by Ministry of Attorney General. Hamilton Video and Sound Ltd. is familiar with the City of Hamilton's configuration, business rules and technical environment.

CORRECTION

Committee and Council are advised that there was a reporting error in FCS20034(c) 2020 Fourth Quarter Emergency and Non-competitive Procurements Report.

An extension to Contract C12-08-13 for \$375,000.00 to Benson Tire Inc. for the supply, delivery, installation and service of tires was incorrectly stated and reported in the Fourth Quarter of 2020. The actual extension to this Contract occurred in the First Quarter of 2021 and has been reported correctly in this Report.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report FCS21009 – First Quarter Emergency and Non-Competitive Procurements Report.

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