




INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	October 07, 2021
SUBJECT/REPORT NO:	2021 Second Quarter Emergency and Non-competitive Procurements Report (FCS21009(a)) (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 second 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.

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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.

During the second quarter of 2021, there were 80 purchases totalling \$6,082,432.62, which were processed through the use of an approved Policy 10 or 11. These are summarized in Appendix "A" to Report FCS21009(a).

The breakdown is as follows:

- 10 purchases totalling \$988,252.83 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 95921 for \$520,000.00 was issued to Waste Management of Canada Corp. for the maintenance and operation of the transfer stations and community recycling centres. Due to a contract breach, the City had to bring in a third-party contractor to take over some of the operation of the transfer stations and community recycling centres. This extension is to pay all remaining outstanding invoices received for this service.
 - Purchase Order 97186 for \$191,628.00 was issued to Siemens Canada Ltd. for the purchase, license and installation of new cameras and two servers. New equipment is required in order to maintain system continuity.
 - Purchase Order 97274 for \$131,520.00 was issued to Moffatt Equipment to perform maintenance on the critical temporary set-up to pump water across the QEW during high lake levels as well as the installation of a new chamber to house piping and valve work. This work is essential to ensure high water levels return and a reliable system is available to drain the Beach Blvd area.
- 21 purchases totalling \$3,088,942.18 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 96918 for \$1,291,934.44 was issued to Super Shine Janitorial Services Ltd. for the supply and delivery of corporate janitorial services. Procurement has been working with all stakeholders throughout the City to revise and update a new Request for Proposals ("RFP") document and ensure the new terms are compliant with the procurement process and health and safety standards. This extension was required to provide sufficient time to complete the procurement process and award a new contract.

- Purchase Order 96798 for \$511,687.87 was issued to Service Master Contract Services for the supply and delivery of corporate janitorial services. Procurement has been working with all stakeholders throughout the City to revise and update a new RFP document and ensure the new terms are compliant with the procurement process and health and safety standards. This extension was required to provide sufficient time to complete the procurement process and award a new contract.
- Purchase Order 96750 for \$450,000.00 was issued to Envirosystems Inc. for the supply and delivery of the operation, maintenance, removal and disposal services for the City of Hamilton and the Halton Region hazardous depots. This extension is required to give the City of Hamilton and Halton Region the time and knowledge required to continue to provide services to residents as the Hazardous Waste Program through Stewardship Ontario is changing and the City is unsure of the changes at this time.
- Purchase Order 94070 for \$105,621.65 was issued to Sunshine Building Maintenance Inc. for the supply and delivery of corporate janitorial services. Procurement has been working with all stakeholders throughout the City to revise and update a new RFP document and ensure the new terms are compliant with the procurement process and health and safety standards. This extension was required to provide sufficient time to complete the procurement process and award a new contract.
- 48 purchases totalling \$1,985,531.61 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 96904 for \$215,933.44 was issued to Bienenstock Natural Playgrounds Inc. for the design and construction of a naturalized playground at the Bernie Morelli Recreation Centre. The Province provided funding to invest in an early ON Centre at the King George School, however the cost of construction became unavailable and the Province approved the reallocation of the funding to Bernie Morelli Recreation Centre. Due to the limited number of contractors and time limitations, only Bienenstock Natural Playgrounds had the capability of installing the natural playground system in the preferred location.
 - Purchase Order 97095 for \$186,272.00 was issued to First Watch Solutions Inc. for the supply and delivery of software that provides immediate COVID-19, Opioid overdose, Public Health and Social emergency information and analytics for the City. This software program is unique and has no other comparable in the

market that can the provincial data stream and provide immediate Hamilton data analytics which is required to support the City's COVID/OPIOD Emergency Response program.

- Purchase Order 96817 for \$147,707.50 was issued to WSP Canada Inc. for the development of a Complete, Liveable, Better (CLB) Streets Design Manual to guide internal and external design staff in the development of street designs. This project was originally planned in two phases and could be awarded to the same or different consultant, however, due to scheduling delays because of COVID-19, it was decided that it would be more efficient and cost-effective to have WSP Canada Inc. continue with Phase 2 since they are familiar with the project having developed a decision support and audit tool, engagement, jurisdiction scan and project management services.
- Purchase Order 96925 for \$120,000.00 was issued to Hamilton Waterfront Trust (HWT) for the reimbursement of services required to maintain building operations and booked events at 47 Discovery Drive. In January 2018, the City assumed the lease for the Discovery Centre and engaged HWT until the EFFM Division has completed the transition of these services.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report FCS21009(a) – Second Quarter Emergency and Non-Competitive Procurements Report.

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