



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	December 09, 2021
SUBJECT/REPORT NO:	2021 Third Quarter Emergency and Non-competitive Procurements Report (FCS21009(b)) (City Wide)
WARD(S) AFFECTED:	City Wide
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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 third 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 third quarter of 2021, there were 65 purchases totalling \$4,099,449.18, which were processed using an approved Policy 10 or 11. These are summarized in Appendix "A" to Report FCS21009(b).

The breakdown are as follows:

- 6 purchases totalling \$513,894.85 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 97925 for \$213,019.63 was issued to Coco Paving Inc. for traffic control accommodations and complete emergency bridge deck repairs at Bridge 451 Highway 5E due to the east bound lane of the bridge no longer able to safely withstand vehicular traffic due to a large pothole that largely extended into the concrete deck.
 - Purchase Order 97754 for \$130,646.96 was issued to Moffatt Equipment for the emergency supply and installation of two odour control units installed at vent locations along the sanitary trunk sewer on Highway 56 at Greenmount Road due to adverse odour complaints in the area.
- 18 purchases totalling \$491,118.69 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 94070 for \$101,300.40 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 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.
- 48 purchases totalling \$3,125,877.43 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 97791 for \$249,000.00 was issued to GM BluePlan Engineering Ltd. for consulting services to develop the strategic approach and direction for the Flooding and Drainage Master Servicing Study. The study as been on hold as a result of negotiating several issues related to scope disagreement

management. As a result of the delay and in order complete the work in a short time frame, it was decided that it would provide significant value in reducing background review time and would ensure consistent strategy to have GM BluePlan Engineering Ltd. complete work since they participated in the peer review study in February 2020.

- Purchase Order 97726 for \$226,434.00 was issued to Top-Line Roofing and Sheet Metal Inc. for the complete roof replacement of the administrative and workshop areas of the Woodward Avenue Water and Wastewater Treatment Plant's Maintenance Building due to an active leak urgent in nature. Top-Line Roofing and Sheet Metal Inc. has completed multiple roofing repairs and has intimate knowledge of the existing roofing system.
- Purchase Order 97789 for \$159,250.00 was issued to GM BluePlan Engineering Ltd. for engineering services to define strategies and technology requirements to further implement recommendations from the Project Management Office (PMO) Optimization Study. GM BluePlan Engineering Ltd. originally completed the PMO study in 2015 therefore they have the background knowledge and staff experience needed to provide the required update to the 2021 report in the most cost-effective manner.
- Purchase Order 97497 for \$147,911.00 was issued to Streetlight Data Inc. to provide City-wide transportation system data access, advanced analytics and forecasting cloud-based software. Historically, data used for predicting and analysing transportation planning, engineering and roadway safety activities were collected manually and mostly for as needed site-specific applications which is an overly onerous task. As a result, staff investigated industry availability of “big data”/comprehensive transportation capabilities through reviewing a variety of vendors who offer the service. Streetlight Data Inc. provided greater and more accurate accessibility to the data and historical information which are proprietary to this vendor.

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report FCS21009(b) – Third Quarter Emergency and Non-Competitive Procurements Report.

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