



Hamilton

INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	March 25, 2021
SUBJECT/REPORT NO:	2020 Fourth Quarter Emergency and Non-competitive Procurements Report (FCS20034(c)) (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 & 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 fourth quarter of 2020.

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.

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During the fourth quarter of 2020, there were 75 purchases totalling \$6,619,601.54, which were processed through the use of an approved Policy 10 or 11. These are summarized in Appendix “A” to Report FCS20034(c).

The breakdown are as follows:

- 8 purchases totalling \$2,591,895.40 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 \$2,117,374.13 was issued to Waste Management of Canada Corp. to perform emergency works including overseeing operation of the transfer stations and hauling residue, leaf and yard waste to landfill. Due to a contract breach, the City had to hire a third-party contractor to take over some of the operation of the Transfer Station and Community Recycle Centres.
 - Purchase Order 95886 for \$220,000.00 was issued to Kavin Group KTMR to provide emergency services including hiring temporary bin attendant staff at the Community Recycling Centres and performing cart exchanges/pick-ups in order to keep the sites open to residents. Due to a contract breach, the City had to hire a third-party contractor to take over some of the operation of the Transfer Station and Community Recycle Centres.
 - Purchase Order 95322 for \$158,500.00 was issued to Moffatt Equipment to perform emergency works including digging, erosion protection and restoration near Redhill Creek as a result of a large watermain break.
- 22 purchases totalling \$2,424,039.24 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:
 - Extension to Contract C12-08-13 for \$375,000.00 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.
 - Purchase Order 93728 for \$360,000.00 was issued to Maple Reinders Contractors Ltd. for operation and maintenance of the Central Composting Facility. A Request for Proposal (“RFP”) was issued but was subsequently cancelled as directed by Council. Staff were requested to issue a new RFP with

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additional processing options. This extension was required to provide sufficient time to complete the procurement process and award a new contract.

- Purchase Order 94346 was increased by \$311,790.00 to Ontario Medical Supply for Pharmaceuticals for the Paramedic Services Operations and Patient Care. A joint Request for Tender was issued, and the City is currently completing the award process. Due to some administration issues with PeopleSoft, there was a two-week delay in the workflow approval processes. This extension was required to provide sufficient time to complete the procurement process and award a new contract.
- Purchase Order 83366 was increased by \$240,000.00 to 723318 Ontario Inc. for printing services such as print and copy services, business cards, envelopes, letterheads, and mail services. This extension was required to provide sufficient time to complete the procurement process and award a new contract in Q2 of 2021.
- Purchase Order 90806 was increased by \$168,000.00 to Swiaty Investment Inc. for the supply and delivery of various printing services, copy services, business cards, envelopes, letterheads, and mail services. This extension was required to provide sufficient time to complete the procurement process and award a new contract in Q2 of 2021.
- Purchase Order 95492 for \$143,465.90 was issued to CDW Canada Corp. for Microsoft Desktop and Data Centre licenses. This extension was required to provide sufficient time to complete the procurement process and award a new contract.
- 45 purchases totalling \$1,603,666.90 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 95296 for \$194,996.00 was issued to Raymond Johnston Equipment to supply and deliver a CS7010 Nilfisk-Advance Electric Sweeper Scrubbers to replace the older unit that have reached the end of their life. Fleet Planning held four demonstrations and conducted market research for sweeper-scrubber units available on the market that could provide the same functionality of the existing units with the benefit of being fully battery powered and that had the high-dump configuration since health and safety was a consideration factor. Nilfisk- Advance’s CS7010 is the only fully electric sweeper-scrubber and has more than five hours of run-time which is by far, the longest in its field, and is

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sold through Johnston Equipment, the only approved distributor for Nilfisk-Advance in Canada.

- Purchase Order 95265 for \$154,300.00 was issued to Altec Industries Ltd. to supply and deliver Altec AT37G 2019 Ford F550 4x4 cab and chassis with a fiberglass body. Altec Industries Ltd. is the only bucket truck manufacturer in Ontario and is listed as being an original equipment manufacturer.

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report FCS20034(c) – Fourth Quarter Emergency and Non-Competitive Procurements Report.