



Hamilton

INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	March 24, 2022
SUBJECT/REPORT NO:	2021 Fourth Quarter Emergency and Non-competitive Procurements Report (FCS21009(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 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 fourth 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.

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OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

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During the fourth quarter of 2021, there were 84 purchases totalling \$6,319,363.44 and 2 totalling \$63,326.46 in revenue, which were processed through the use of an approved Policy 10 or 11. These are summarized in Appendix "A" to Report FCS21009(c).

The breakdown are as follows:

- 3 purchases totalling \$860,014.60 were issued under Policy 10, as "Emergency" purchases, whereby goods and services were acquired by the most expedient and economical means. The following purchase represents the largest dollar amount in this category:
 - Purchase Order 98213 for \$779,541.81 was issued to Fairway Electrical Services Inc. for the generator rental, maintenance and generator fuel supply to keep operations going at the Materials Recycling Facility at 1579 Burlington Street East as a result of severe damage to the underground feed cables due to arcing/tracking. Due to the extent of the damage, a temporary generator was installed until the repairs were completed.
- 30 purchases totalling \$2,378,818.01 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 98054 for \$1,250,000.00 was issued to Super Shine Janitorial Services Ltd. for the supply and delivery of corporate Janitorial Services at various Facilities locations. Procurement has been working with all stakeholders throughout the City to revise and update a new Request for Proposals 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 \$216,495.63 was issued to ServiceMaster Contract Services for the supply and delivery of corporate Janitorial Services at various Recreation locations. Procurement has been working with all stakeholders throughout the City to revise and update a new Request for Proposals 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 97988 for \$172,000.00 was issued to Wilcox Door Service Inc. for the supply and delivery of preventative maintenance, demand, emergency and repair services for Overhead Doors and Dock Levers. A Request for

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Proposals was completed and the only submission received did not provide a technical proposal and failed to meet the benchmark. This extension was required to provide sufficient time to complete the procurement process and award a new contract.

- Purchase Order 95245 for \$130,120.00 was issued to Paragon Systems to provide sample testing and reports for Cured in Place Pipe (CIPP) samples from various rehabilitation projects during 2020-2021. A request for tender was supposed to be issued in 2021, however was delayed due to staffing shortages. This extension was required in order to complete sample testing for the remainder of 2021 and to provide enough time to complete the procurement process and award a new contract.
- 53 purchases totalling \$3,080,530.83 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 91268 for \$249,832.50 was issued to R V Anderson Associates (RVA) Ltd. for additional project management, contract administration and resident site inspection services for Kenilworth Reservoir (HDR01) Phase 2 construction activities as a result of contaminated soil being found at the site. RVA is currently designing the soil removal and replacement and East cell concrete repairs and is familiar with the scope and the additional services required during construction.
 - Purchase Order 85215 for \$195,000.00 was issued to DTAH to provide contract administration services for the Confederation Beach Park, Sports Park Phase 2-3 project. DTAH was awarded the consulting services assignment for all phases of the project in 2017 however, the funds for contract administration were used up in phase 1 and there are insufficient funds to complete the rest of the project. As a result, additional funds are required to have DTAH complete the work.
 - Purchase Order 94328 for \$179,950.00 was issued to R V Anderson Associates (RVA) Ltd. for professional engineering consultant services required for the Garner Road Water Pumping Station Upgrades. Additional engineering services are required to support a capital delivery initiative and undertake a pilot to engage pre-qualified general contractors to conduct a constructability review prior to issuing a Request for Tender and for investigative and design services for a temporary bypass system required to facilitate rehabilitation of the water pumping station. To maintain project continuity, keep on schedule and minimize additional costs, it is in the best interest of the City to have RVA continue providing consulting services for the additional scope.

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- Purchase Order 98078 for \$169,531.58 was issued to the Ministry of Transportation (MTO) for the supply and delivery of City of Hamilton’s share of cost for the 2021 Transportation Tomorrow Survey (TTS). The City, MTO, Metrolinx, Toronto Transit Commission and other regional municipalities are partnering for undertaking the 2021 TTS which is conducted every five years by the MTO through a competitive bidding process. The MTO provides for fifty percent of the TTS cost and the rest is shared between partners.
- Purchase Order 98218 for \$165,000.00 was issued to Verto Inc. for the supply and delivery of a digital twin technology software to assist in the scheduling of COVID-19 vaccination appointments which is required due to the urgency of procuring a suitable software solution to support the mass immunization clinics in the City until the end of August 2022. Verto Inc. was previously vetted by the City of Hamilton and met both privacy and security requirements.

APPENDICES AND SCHEDULES ATTACHED

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

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