

2021 Fourth Quarter Non-Compliance with the Procurement Policy Report

PO No.	Amount	Name	Division	Comments
Corporate Services				
98350	\$15,025.00	Compugen Inc.	Information Technology	Contract C17-09-17 Supply and delivery of Compugen Installation and Deployment Services for HP Servers. The vendor provided professional services for the installation and deployment of servers. These services are not included in the scope of work within the current vendor agreement C17-09-17. The procurement of these services was made without the proper procurement authority (i.e. competitive process or an approved Policy 11).
No PO	\$479.99	Canada Computers and Electronics	Strategic Partnerships and Communications	Procurement of an ultra wide monitor was made from a retail store rather than through the approved corporate contract for End user Computing Devices C17-01-17. The procurement of this good was made without the proper procurement authority.
Healthy and Safe Communities				
93492	\$50,000.00	Maggas Medical Inc.	Hamilton Paramedic Service	Contract C5-21-15 Supply and Delivery of Medical Oxygen for Fire and Paramedics expired Sept. 30, 2021. Although these goods are required to ensure continuous operations, the procurement was made without a new contract in place or without the proper procurement authority. A new contract has been recently awarded.
96279	\$30,000.00	S.T.O.P. Restaurant Supply	Lodges/Procurement	Current Policy #11 for the procurement of disposable products and kitchen supplies and equipment expired. Although these goods are required to ensure continuous operations at the Lodges, the procurement was made without a new contract in place or without the proper procurement authority.
98504	\$4,865.00	Hamilton Physiotherapy Clinic	Lodges	Contract C5-21-14 Supply and Delivery of Onsite Physiotherapy Services for Macassa Lodge expired and Policy 11s were issued to extend the contract through the pandemic. Although these services were required to ensure continuous service to Lodge residents, the procurement was made without a new contract in place or without the proper procurement authority. Council approval is now in place to continue with these services.
98503	\$2,884.00	Hamilton Physiotherapy Clinic	Lodges	Contract C5-21-14 Supply and Delivery of Onsite Physiotherapy Services for Wentworth Lodge expired and Policy 11s were issued to extend the contract through the pandemic. Although these services were required to ensure continuous service to the Lodge residents, the procurement was made without a new contract in place or without the proper procurement authority. Council approval is now in place to continue with these services.
98178	\$800.09	Stericycle, ULC	Hamilton Fire Department	The total cost of services to provide the supply, delivery and pick-up of biohazard waste containers and bags exceeded the amount allowable for Low Dollar Valued Procurements. Although these services were required to ensure continuous safe operations, the procurement of this service was made without a new contract or without the proper procurement authority. A new contract is now in place for this service.

Planning and Economic Development				
98151	\$52,700.00	ASI Group Ltd.	Tourism and Culture	The provision of Engineering Services at 240 Burlington Street East, including the procurement of radar monitoring services, had been provided by this vendor for a number of years and the cumulative value spent to 2020 exceeded the allowable amount for a Policy #11 Non-competitive Procurement single source (\$250,000). These services were conducted from May to October 2021 and were procured without a contract in place or without the proper procurement authority.
98063	\$18,700.00	East Mountain Animal Hospital	Licensing and By-law Services	Contract for the supply and delivery of after hours veterinary services. Due to shortages of veterinarians on duty with the City's current vendor, Animal Services officers have had to resort to procuring after hour veterinary services for injured and distressed domestic animals from other veterinary vendors. Although these animal services are regulated and must be provided to injured animals, the procurement of the services were made without a new contract in place or without the proper procurement authority. Animal Services Management is working with Procurement regarding the vendor's performance and considering alternatives.
97629	\$15,000.00	Sustainability Solutions Group Workers	Planning	The original scope of services to provide an update of the City's Net Zero Greenhouse Gas (GHG) Emissions model to reflect different growth options as part of the GRIDS 2 Project was amended to include additional services. The procurement of these additional services were made without the proper procurement authority.
Public Works				
No PO	\$32,400.00	Finesse Contracting Ltd.	Energy, Fleet and Facilities Management	Supply and delivery of concrete works at King Forest Golf Course #1. Expansion of the original scope of work was made prior to without the proper procurement authority.
98562	\$22,555.52	Merlo Electric Inc.	Environmental Services	Provision of power supply work for new LED Lighting at Mohawk Sports Park Diamond No. 3. The corporate contract for electrical services expired. These electrical services required for this project were procured without a new contract in place or without the proper procurement authority.
98266	\$15,760.00	KQM Manufacturing Inc. o/a TM Steel	Energy, Fleet and Facilities Management	Supply and installation of a new handrail at the Fire Training Centre Complex. A request for quotations was issued and awarded without utilizing the City's templated RFQ document as required under the Procurement Policy.
97975	\$13,026.00	Crozier Enterprises Ltd.	Energy, Fleet and Facilities Management	Supply and delivery of new water fountains at Kinsmen Park and the Rail Trail Beach Hut. The supply and installation of wall mounted fountains were procured through a single source and without the proper procurement authority.
97977	\$12,642.10	Anco Chemicals Inc.	Energy, Fleet and Facilities Management	Supply and delivery of glycol to First Ontario Centre. The total cost for the supply and delivery of glycol for use at the First Ontario Centre ice plant exceeded the amount allowable for Low Dollar Valued Procurements. Although this good was required for the ice plant to be operational, the purchase of this good was made without a contract or without the proper procurement authority.
No PO	\$3,400.00	Finesse Contracting Ltd.	Energy, Fleet and Facilities Management	Supply and delivery of concrete works at King Forest Golf Course #2. The processing of invoices for work completed was incorrectly processed as a Low Dollar Value Procurement rather than an expansion of the original scope of work. Payment for the work was made without the proper procurement authority.