



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	June 16, 2022
SUBJECT/REPORT NO:	2022 First Quarter Emergency and Non-competitive Procurements Report (FCS22046) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Patricia Vasquez (905) 546-2424 Ext. 5972
SUBMITTED BY:	Shelley Hesmer Acting Director, Financial Services and Taxation Corporate Services
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 first quarter of 2022.

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 first quarter of 2022, there were 110 purchases totalling \$10,363,825.26 and 1 purchase totalling \$65,818.58 in revenue, which were processed through the use of an approved Policy 10 or 11. These are summarized in Appendix “A” to Report FCS22046.

The breakdown are as follows:

- 21 purchases totalling \$1,510,153.78 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 99316 for \$312,986.27 was issued to Anthony's Excavating Central Inc. for the provision of all labour, materials, tools and equipment necessary to implement traffic control accommodations and complete the emergency culvert replacement of FLA 3008 Old Brock Road as a result of significant degradation of the culvert which included collapse of various segments of the structure. Due to the extent of the damage, steel plates were temporarily installed over the voids to ensure pedestrian safety until the repairs were completed.
 - Purchase Order 98684 for \$299,318.11 was issued to Rankin Construction Inc. for the installation of a temporary hydrogen peroxide injection system at the Binbrook Wastewater Pumping Station to mitigate immediate health and safety concerns and system degradation as a result of excessive levels of hydrogen sulphide.
- 37 purchases totalling \$5,035,536.34 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 98559 for \$1,000,000.00 was issued to Teknion Ltd. for the supply and delivery of Panel Systems Furniture and Case Goods. The extension was required due to extenuating circumstances related to COVID-19 including staff shortages and increase workloads and to provide sufficient time to complete the procurement process and award of a new contract.
 - Purchase Orders 98764 for \$751,000.20 and 96750 for \$149,000.00 were issued to Envirosystems Inc. for the provision of the Household Hazardous Waste (“HHW”) Program which included operation, maintenance, removal and disposal services of household hazardous waste depots. The extension was required to cover a budget shortfall due to increased product volume at the HHW depots in

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2021 and to give the City and Halton Region the time and knowledge to enter into agreements with Producer Responsibility Organizations and confirm and communicate the updated program to residents in 2022.

- Purchase Orders 99246 for \$560,000.00 and 98054 for \$99,000.00 were issued to Super Shine Janitorial Services Ltd. for the supply and delivery of corporate Janitorial Services at various Facilities locations. A new Request for Proposals (“RFP”) was issued and closed with nineteen proposals received. This extension was required to provide sufficient time to complete the procurement evaluation process and award a new contract.
- \$500,000.00 was issued to Bell Mobility Inc. for providing cellular services and devices including cell phones, smart phones air card and modems. This extension was required to maintain services. Council has since approved a further extension of this contract.
- Purchase Order 98905 for \$450,000.00 was issued to Starfield Lion Company for the supply and delivery of Personal Protective Clothing (Bunker Gear) for the Hamilton Fire Department as a result of uncontrollable industry challenges due to COVID-19 including global supply chain, materials acquisition, staffing, outbreaks and delays in manufacturing. This extension was required to allow market conditions to stabilize and provide sufficient time to complete the procurement process and award of a new contract.
- Purchase Order 99350 for \$400,000.00 was issued to SNF Canada Ltd. for the supply, delivery and inventory management of Digested Sludge Dewatering Polymer Services at the Woodward Wastewater Treatment Plant. A new RFP was issued and is currently under evaluation. This extension was required to maintain continuous supply of polymer while the required bench scale and full-scale testing evaluation was completed as per the RFP.
- 52 purchases totalling \$3,818,408.14 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:
 - \$330,000.00 was issued to Dependable Emergency Vehicles, a Division of Dependable Truck & Tank Ltd. (“Dependable”) for the following work:
 - Purchase Order 99030 for \$180,000.00 was issued to provide retrofit of an existing fire apparatus into a specialized Hazmat Foam Response for Hamilton Fire Department Unit 300710. Dependable has the expertise

- to complete this specialized work to ensure the new unit is completed to all necessary standards and codes.
- Purchase Order 98908 for \$150,000.00 was issued to provide Emergency Vehicle Repair Services and for the supply and delivery of parts and equipment to the Hamilton Fire Department. Dependable was a council approved standardized vendor in 2021 and council approval is being sought for 2022. To continue services as a result of ongoing requirements, it is in the best interest of the City to have Dependable continue providing services and parts during the interim.

 - Purchase Order 99231 for \$249,999.99 was issued to IBI Group Professional Services (Canada) Inc. ("IBI") for additional work required to complete an addendum to the Birch Avenue Schedule B Municipal Class Environmental Assessment ("EA"). The work included updates to the EA recommendations and final documentation. To maintain project continuity and consistency, it is in the best interest of the City to have IBI complete the additional scope given they led the original EA and is familiar with the project.

 - \$300,500.00 was issued to S.T.F. Construction Ltd. (S.T.F) for the following work:
 - Purchase Order 96491 for \$230,500.00 was issued for the supply and installation of Exterior Window Replacement at the Mountain Transit Centre, 2200 Upper James Street. The contract was awarded to STF in January 2021 and was being funded through the Public Transit Infrastructure Fund ("PTIF"). The delivery of windows for this project was determined to be much later than expected and well past the completion date required in the PTIF agreement. So as not to jeopardize the funding, staff put the project on hold until the City received an extension to the PTIF agreement. Staff received approval for the extension in September 2021 and by this time, the cost of the windows had significantly increased due to supply chain issues in the market. Staff performed a risk assessment and determined that the recommended approach was to negotiate and proceed with S.T.F. rather than retender the project.

 - Purchase Order 96654 for \$70,000.00 was issued for the provision of a Sound Masking System required for an open office environment at 330 Wentworth, a requirement which was not included in the original Request for Tenders. After preliminary testing, it was determined that sound masking would be required and it would be in the best interest of the City to have S.T.F. complete the additional work since they are familiar with the scope.

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- Purchase Order 97540 for \$240,000.00 was issued to GDI Services (Canada) LP (“GDI”) for the supply and delivery of Janitorial Services at various Water and Wastewater facilities. A new RFP was issued and closed with nineteen proposals received. This extension was required to provide sufficient time to complete the procurement evaluation process and award a new contract.

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report FCS22046 – First Quarter Emergency and Non-Competitive Procurements Report.

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