




Hamilton

INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	December 01, 2022
SUBJECT/REPORT NO:	2022 Third Quarter Emergency and Non-competitive Procurements Report (FCS22046(b)) (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 third 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.

During the third quarter of 2022, there were 83 purchases totalling \$6,358,531.32 (Canadian dollars) and \$226,146.75 (US dollars), which were processed through the

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SUBJECT: 2022 Third Quarter Emergency and Non-competitive Procurements Report (FCS22046(b)) (City Wide) - Page 2 of 3

use of an approved Policy 10 or 11. These are summarized in Appendix “A” to Report FCS22046(b).

The breakdown are as follows:

- 7 purchases totalling \$2,495,679.84 (Canadian dollars) 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 100048 for \$1,433,133.51 was issued to Wessuc Inc. for emergency works including clean up and removal of sludge from digester 3 and the removal of foam insulation from the roof to allow inspection and repair of the steel structure at Woodward Avenue Wastewater Treatment Plant. This Policy 10 was required for the immediate clean-up required as a result of 50,000 litres of primary sludge escaping from the digester through a damaged roof cover. This emergency procurement has been reported to the Public Works Committee and Council on May 16, 2022 (Report PW22034).
 - Purchase Order 97465 for \$816,144.19 was issued to Wood Canada Ltd. for emergency engineering services required for the clean-up of Chedoke Creek and the remediation and mitigation works to offset the impacts associated with the added nutrient loading to Cootes Paradise and the Western Hamilton Harbour as ordered by the Ministry of the Environment, Conservation and Parks. This Policy 10 was required to complete the work within the tight timelines in order to remain compliant with the Ministry Order. This emergency procurement has been reported to the General Issues Committee and Council on August 8, 2022 (Report PW19008)(p)).
- 20 purchases totalling \$1,284,724.19 (Canadian dollars) 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 Orders 100310 for \$400,000.00 was issued to SNF Canada Ltd. for the supply, delivery and inventory management of digested sludge dewatering polymer at Woodward Avenue Waste Water Treatment Plant. This extension was required in order to maintain services and provide sufficient time to complete the Request for Proposals evaluation process and award a new contract.
 - Purchase Orders 100375 for \$380,000.00 was issued to Hamilton Fire Control Ltd. for the supply and delivery of fire safety equipment inspections, testing and repair services. This extension was required in order to maintain services and

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SUBJECT: 2022 Third Quarter Emergency and Non-competitive Procurements Report (FCS22046(b)) (City Wide) - Page 3 of 3

provide sufficient time to complete the procurement process and award a new corporate contract in place for September 1, 2023.

- \$245,000.00 was issued to Moneris Solutions Corp. for merchant payment processing services and devices. This extension was required in order to maintain services until February 28, 2023. It is the intention to prepare a report to Council in Q4 2022 to request a further three year single source extension to allow for sufficient time to complete the procurement process and award a new contract.
- 56 purchases totalling \$2,578,127.29 (Canadian dollars) and \$226,146.75 (US dollars) 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 100109 for \$240,300.00 was issued to SNC Lavalin Inc. (SNC) for the provision of detailed design engineering services for the replacement of Bridge 451 Grindstone Creek Bridge over CP Rail and Grindstone Creek in Waterdown and the relocation of existing utilities. It was in the best interest of the City to have SNC complete the additional scope since they have the expertise and knowledge given they were involved in the preliminary/functional design.
 - Purchase Order 100518 for \$240,000.00 was issued to Mohawk Ford Sales (1996) Ltd. for the supply and delivery of three (3) Ford F150 Lightning Pro Electric Trucks that is a fit for purpose fleet unit. This will allow the Fleet division to secure a place in the 2023 build schedule for the 2023 electric trucks given the order window was allocated on a first come first serve basis.
 - Purchase Order 100283 for \$160,000.00 was issued to CDW Canada Corp. (CDW) for the planning, design, deployment and migration of FirstClass email system to Microsoft Office 365 and Outlook. It was in the best interest of the City to have CDW complete the work since they have knowledge of the City’s current Microsoft Office 365 configuration and had assisted with the set up of the environment when Outlook for eWarrant users was first deployed in 2019.

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report FCS22046(b) – Third Quarter Emergency and Non-Competitive Procurements Report.

PV/dw