



**CITY OF HAMILTON**  
**PUBLIC HEALTH SERVICES**  
**Healthy Families Division**

<b>TO:</b>	Mayor and Members Board of Health
<b>COMMITTEE DATE:</b>	April 3, 2023
<b>SUBJECT/REPORT NO:</b>	Dental Program Specification Around Procurement (BOH23013) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Pat Armstrong (905) 546-2424 Ext. 7158
<b>SUBMITTED BY:</b>	Jennifer Vickers-Manzin, CNO Director of Healthy Families Division Public Health Services
<b>SIGNATURE:</b>	

**RECOMMENDATION**

That Public Health Services' Dental Program be authorized to standardize the items and products listed in Appendix "A" to Report BOH23013, with purchases to be in compliance with the policies below, as applicable, for a period of five years:

- (i) Policy # 5.1 – Low Dollar Value Procurements;
- (ii) Policy # 5.2 – Request for Quotations;
- (iii) Policy # 5.3 – Request for Tenders; or,
- (iv) Policy # 5.4 – Requests for Proposals.

**EXECUTIVE SUMMARY**

The Public Health Services Dental Program requires the use of brand specific products to maintain the warranty on certain existing equipment in Public Health Services dental clinics. The items and products listed in Appendix "A" to Report BOH23013 are available from multiple sources in the market, allowing Public Health Services to work with Procurement to issue a competitive document in order to secure the best prices and value for the City. The annual cost for these products is approximately \$43,000. As per the Corporate Procurement Policy By-law 20-205, as amended: Standardization Policy 4.14 (3), where a standardized Good can be procured from more than one vendor that Good shall not be considered a single source purchase.

**Alternatives for Consideration – Not Applicable**

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** If the standardization is approved, the approximately \$43,000 to purchase these products for the Dental Program is already included in the annual budget and funded by the Ministry at 100%, for a zero-dollar net levy impact.

**Staffing:** Not Applicable.

**Legal:** Not Applicable.

**HISTORICAL BACKGROUND**

The Public Health Services Dental Program previously issued a Request for Tender for dental supplies, delivery and maintenance through procurement in 2018, which has now expired. Prior to issuing the Request for Tender, it was noted that the program requires certain brand specific products to maintain the equipment and associated equipment warranties.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

- Corporate Procurement Policy (By-law 22-255) Section 4.14 Policy # 14-Standardization;
- Corporate Procurement Policy (By-law 22-255) Section 4.14 Policy # 14-Standardization, it is recognized that the procurement of the standardized goods would be the result of either a Policy # 5.1 – Low Dollar Value Procurements, Policy # 5.1 – Request for Quotations, Policy # 5.3 – Request for Tenders, or a Policy #5.4 – Requests for Proposals, as applicable;
- Corporate Procurement Policy (By-law 22-255) Section 4.14 Policy # 14-Standardization, it is recognized that the standard is above \$100,000 over the term of a 5-year contract; or,
- Corporate Procurement Policy (By-law 22-255) Section 4.14 Policy # 14-Standardization, it is recognized that approval of the standard is required prior to initiation of a new competitive process for the supply, delivery and maintenance of dental equipment

**RELEVANT CONSULTATION**

City of Hamilton Procurement staff provided consultation with regard to the application of the Procurement Policy and are in support of the recommendation. Finance and Administration staff were consulted with regard to financial implications and are in support of the recommendation.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

The brand specific products required can be purchased through the Request for Tender process to dental vendors in Ontario and does not require a Policy # 11 - Single Source Authority. Prior to initiating a new Request for Tender, Council approval is required to identify brand specific products in the Tender Specifications to maintain equipment and associated warranties.

**ALTERNATIVES FOR CONSIDERATION**

Not Applicable.

**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

**Healthy and Safe Communities**

Hamilton is a safe and supportive City where people are active, healthy, and have a high quality of life.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” to Report BOH23013

Dental Program Procurement Specification:  
Standardized Equipment to Maintain  
Warranties