




## INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	April 06, 2023
<b>SUBJECT/REPORT NO:</b>	2022 Fourth Quarter Emergency and Non-competitive Procurements Report (FCS22046(c)) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Patricia Vasquez (905) 546-2424 Ext. 5972
<b>SUBMITTED BY:</b>	Shelley Hesmer Acting Director, Financial Services and Taxation Corporate Services
<b>SIGNATURE:</b>	

### 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 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 fourth quarter of 2022, there were 65 purchases totalling \$7,417,827.32 (Canadian dollars) and \$172,800.00 (US dollars), which were processed through the

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

The breakdown are as follows:

- 6 purchases totalling \$3,605,695.91 (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 purchases represent the largest dollar amounts in this category:
  - Purchase Order 100790 for \$3,248,709.00 was issued to Maple Reinders Constructors Ltd. for emergency works to digester 3 at the Woodward Avenue Wastewater Treatment Plant. As a result of 50,000 litres of primary sludge escaping from the digester through a damaged roof cover, emergency repairs were required to return the digester back to service including structural welding repairs, coatings/insulation and Technical Standards and Safety Authority (TSSA) testing and commissioning assistance. An information report to Council will be forthcoming.
  - Purchase Order 100678 for \$251,641.79 was issued to CIMA Canada Inc. for engineering services to digester 3 at the Woodward Avenue Wastewater Treatment Plant. As a result of 50,000 litres of primary sludge escaping from the digester through a damaged roof cover, a structural investigation was required to determine the damage, provide recommendations to repair the digester roof cover and provide contract administrative and site inspection services during construction. An information report to Council will be forthcoming.
- 10 purchases totalling \$1,332,665.97 (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 Order 100310 for \$685,000.00 was issued to SNF Canada Ltd. for the supply, delivery and inventory management of digested sludge dewatering polymer at Woodward Avenue Wastewater Treatment Plant. This extension was required in order to maintain services and provide sufficient time to complete the procurement process and award a new contract.
  - Purchase Order 101024 for \$245,000.00 was issued to Henry Schein Canada Inc. for the supply and delivery of dental equipment, supplies and maintenance services. This extension was required in order to maintain the required supplies while a review of current equipment and warranty requirements are carried out.

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It is the intention to obtain Council approval in Q2 of 2023 to standardize products prior to a new Request for Tenders being issued in the summer of 2023.

- PO 86805 for \$241,456.00 was issued to Power Property Contracting Inc. for property maintenance services for various City of Hamilton properties. This extension was required in order to maintain services until the award of a new contract.
- 49 purchases totalling \$2,479,465.44 (Canadian dollars) and \$172,800.00 (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 100870 for \$240,000.00 was issued to Flycast Partners Inc. (“Flycast”) for the supply, training and professional services of the Ivanti IT Asset Management Module. It was in the best interest of the City to purchase the module from Flycast since they are familiar with the City’s system having provided similar support services including the Ivanti IT Service Management platform.
  - Purchase Order 101148 for \$220,892.00 was issued to Mohawk Ford Sales (1996) Ltd. (“Mohawk”) for the supply and delivery of four 2023 Ford Interceptor Utility Hybrid replacement vehicles for Paramedic Services. Paramedic Services was able to utilize the Police Cooperative Purchasing Group pricing for these emergency response vehicles ordered through Ford dealers. Due to the short timelines to order and receive allocation for the 2023 fleet, it was in the best interest of the City to purchase the vehicles from Mohawk to secure a place in the 2023 build schedule and leverage the best pricing available.
  - Purchase Order 100879 for \$172,800.00 (USD) was issued to Fishbowl Solutions Inc. (“Fishbowl”) to upgrade the WebCenter automated invoice system to the latest version. It was in the best interest of the City to have Fishbowl complete the upgrade since they have knowledge of the system having implemented the original system in 2016 and performed the previous upgrade in 2018.
  - Purchase Order 100330 for \$170,000.00 was issued to 1904452 Ontario Ltd. for the provision of IT consulting services on Active Directory project support, M365 Adoption/Enablement project support and Exchange project review. It was in the best interest of the City to have the vendor provide the service since they have experience on similar projects completed at other organizations and their capabilities are a direct match to the City’s needs.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" to Report FCS22046(c) – Fourth Quarter Emergency and Non-Competitive Procurements Report.

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