

# INFORMATION REPORT

<b>TO:</b> Chair and Members Audit, Finance & Administration Committee	<b>WARD(S) AFFECTED:</b> CITY WIDE
<b>COMMITTEE DATE:</b> February 2, 2011	
<b>SUBJECT/REPORT NO:</b> Delegated Authority to Award Corporate Contracts (FCS10085(a)) (City Wide)	
<b>SUBMITTED BY:</b> Antonio D. Tollis Treasurer Corporate Services Department	<b>PREPARED BY:</b> Rick Male (905) 546 2424 ext. 4157
<b>SIGNATURE:</b>	

## Council Direction:

At its meeting of October 13, 2010, Council approved Item 9 of the Audit & Administration Committee Report 10-011, which reads as follows:

- (a) That the City Treasurer be delegated the authority to award corporate contracts until Council reconvenes in 2011;
- (b) Corporate contracts awarded by the City Treasurer through the delegated authority will be reported back to the Audit, Finance and Administration Committee in January 2011.

## Information:

The City Treasurer awarded the following corporate contracts to the lowest compliant bidder, in accordance with the Purchasing Policy, where the value of the award did not exceed the budgetary funding previously approved by Council and no other conditions existed that required Council approval.

### **C12-08-10 Supply, Delivery and/or Pick Up of Light Bulbs to Various Departments in the City of Hamilton:**

The award of corporate contract C12-08-10 Supply, Delivery and/or Pick-Up of Light Bulbs to Various Departments in the City of Hamilton, was approved by Council on

**SUBJECT: Delegated Authority to Award Corporate Contracts (FCS10085(a)) (City Wide) – Page 2 of 3**

---

September 29, 2010, (Audit & Administration Committee Report 10-010, Item 10). On October 5, 2010, the award was made to HD Supply Litemor for an estimated annual total of \$54,605.35.

Since the time of award, HD Supply Litemor confirmed that they could not comply with the terms of contract. The City went to the next compliant bidder, Gerrie Electric Wholesale Limited, who was the previous incumbent.

On November 4, 2010, the City Treasurer awarded the contract to Gerrie Electric Wholesale Limited at an estimated annual total of \$55,502.82.

**C12-07-10 Environmental Clean up Services:**

Environmental Clean up Services is a corporate contract primarily used by sections of the Public Works Department – Operations, Compliance & Regulations, and Transit (HSR).

Bid Submission Results: Three compliant submissions were received and the bid results are as follows:

<b>Bidders Name</b>	<b>First Year Estimated Total</b>
<b>Quantum Murray L.P.</b>	<b>\$72,384.00</b>
Hazco Environmental Services	\$166,172.50
Itech Precision Cleaning Inc	\$132,420.00

The total contract price was based on estimated quantities as determined from previous history by the City. Bidders were required to provide fixed unit pricing for various equipment, tasks and consumables required for these services.

On October 18, 2010, the City Treasurer awarded the contract to Quantum Murray L.P. for \$72,384.00. The contract term is for one year, with the option to renew for four additional one year terms.

The City Treasurer awarded the following corporate contract, which was established through the Ontario Shared Services as set out in Purchasing Policy 12 – Policy for Co-operative Purchasing.

**Courier Services:**

Corporate Courier Services have been provided by Purolator for the last five years using an Ontario Shared Services contract issued by the Provincial Government for the Broad Public Sector entities. This contract expired on August 31, 2010.

The new contract was awarded to Canpar Transport L.P. using a Request for Proposal process. The contract term is September 1, 2010, to August 31, 2013. There is an option for two additional, two year terms.

It was recommended that the City continue to receive Corporate Courier Services through the Ontario Shared Services, as set out in Purchasing Policy 12 – Policy for Co-operative Purchasing, to benefit from the pricing provided for the Province. The City would not be able to acquire competitive rates on this contract on their own.

On November 3, 2010, the City Treasurer awarded the corporate contract, which was established through the Ontario Shared Services as set out in Purchasing Policy 12 – Policy for Co-operative Purchasing.