

**DATE:** December 31, 2021

**TO:** MAYOR AND COUNCIL

**NAME AND TITLE:** WALTER BABICZ, CITY MANAGER

**SUBJECT:** Procurement Quarterly Report 2021 – Quarter Four (Oct - Dec)

**ATTACHMENT(S):** None

**RECOMMENDATION:**

That Council RECEIVE FOR INFORMATION the Staff Report dated December 31, 2021, from the City Manager, titled “Procurement Quarterly Report 2021 – Quarter Four (Oct - Dec)”.

**PURPOSE:**

The purpose of this report is to provide City Council with information concerning the contracts issued by Procurement for the time period from October 1, 2021 to December 31, 2021. The Tender, Request for Proposal, Exemption (Sole Source), Corporate Service Arrangement (Buying Groups), Formal Request for Quote and Informal Request for Quotation contracts have been approved pursuant to the limits within the Purchasing Bylaw, applicable financial plan and the Purchasing Procedures shown below:

- A) Manager of Risk and Procurement – up to \$100,000;
- B) General Manager of Administrative Services – up to \$250,000; and
- C) City Manager – over \$250,000 and all revenue generating contracts.

**STRATEGIC PRIORITIES:**

The Purchasing Delegation of Authority Bylaw contributes to the City’s financial sustainability.

**A) APPROVALS BY THE MANAGER OF RISK AND PROCUREMENT**

**ROTATIONAL CONSULTING**

Exemption	Product/Services	Contract Dollar Amount	Supplier
R21-092	North Nechako Extension of Sanitary Sewer and Watermain	\$9,700.00	McElhanney Ltd.
R21-088	WWTC Digester Tank Lid Level Sensors	\$40,000.00	NRS Engineering Ltd.

**EXEMPTION (SOLE SOURCE):**

Exemption	Product/Services	Contract Dollar Amount	Supplier
X21-093	Delta Control System - CN Centre	\$14,895.00	Inland Control & Services Inc.
X21-084	McMaster Storm Mainline CIPP Relining	\$30,360.00	Special T. Cleaning (2021) Ltd.
X21-056	Pro-Fuel (Computrol) Upgrade	\$35,000.00	Williams Petroleum Ltd.
X21-102	District Energy Ramada Hotel Connection - DES Control System	\$37,880.00	Convergint Technologies Ltd.
X21-096	Open Text (eDocs) License Renewal	\$84,526.51	Open Text Corporation

**INFORMAL REQUEST FOR QUOTATION:**

IRFQ	Product/Services	Contract Dollar Amount	Supplier
IRFQ21-013	Supply & Deliver Five (5) ABB Variable Frequency Drives	\$24,833.63	Nedco A Div of Rexel Group
IRFQ21-015	Consulting Services - Cyber Security Maturity Assessment	\$37,175.00	KPMG LLP
IRFQ21-016	Supply & Deliver Two (2) Grit Pump Replacements	\$49,391.20	National Process Equipment
IRFQ20-015*	Supply & Delivery of Bedding Plants	\$55,291.97	Van Hage Enterprises Ltd. dba Art Knapp's Plantland
IRFQ21-020	Varonis Software Maintenance Renewal	\$59,202.37	CDW Canada LLC
IRFQ21-014	Downtown Strategy	\$64,750.00	Resonance Ltd.

\*Extension

**REQUEST FOR QUALIFICATIONS:**

Pre-Qual	Product/Services	Contract Dollar Amount	Supplier
PQ21-070	Design-Build - Sanitary Lagoon Re-Routing Western Acres	Pre-Qualified	- Chandos Construction Ltd (Edmonton) - IDL Projects Inc. - McElhanney Ltd.

**REQUEST FOR PROPOSAL:**

Proposal	Product/Services	Contract Dollar Amount	Supplier
P21-072	Insurance Broker for Autoplan, Garage Policies & User Group Insurances	\$0.00	BFL Canada Insurance Service Inc.
P21-069	Towing & Impound Services	\$30,375.00	Blacksheep Auto Group Ltd.

P21-067	Engineering Services - Sanitary Lagoon Feasibility Review	\$87,643.70	AECOM Canada Ltd.
P21-065	Consulting Services - Systems Change Evaluation Process	\$96,300.00	Watershed Solutions Inc.
P21-063	Design-Build of Malaspina Child Care Facility	\$98,700.00	Datoff Bros Construction Ltd.

## B) APPROVALS BY THE CITY MANAGER

### EXEMPTION (SOLE SOURCE):

Exemption	Product/Services	Contract Dollar Amount	Supplier
X21-091	CentralSquare Renewal	\$118,050.25	CentralSquare
X21-095	Oracle Technical Support Services Renewal	\$156,489.53	Oracle Canada ULC
X21-100	ESRI Software Maintenance Renewal	\$221,490.00	ESRI Canada
X21-082	Coveralls and Mats Rental Program	\$256,698.00	Spotless Uniform Ltd.
X21-090	Cityworks AMS Premium Enterprise License Renewal	\$370,730.00	ESRI Canada

### INVITATION TO TENDER:

Tender	Product/Services	Contract Dollar Amount	Supplier
T21-064	Shane Lake Dam Improvements	\$565,343.36	Twin Rivers Development Ltd.
T21-022	Varsity Creek Erosion and Channel Stabilization	\$1,011,191.59	Twin Rivers Development Ltd.

### REQUEST FOR PROPOSAL:

Proposal	Product/Services	Contract Dollar Amount	Supplier
P21-071	Move-Up Prince George Advertising Campaign	\$195,000.00	KIMBO Design Inc.
P21-078	Operating Lease for One (1) New Grader	\$242,752.50	Brandt Tractor Ltd.
P21-066	Supply & Deliver Extrication Rescue Tools and Equipment	\$297,047.08	KGC Fire Rescue Inc.
P21-074	Supply of Microsoft Licensing and Licensing Services	\$644,550.12	Compugen Inc.

**SUMMARY AND CONCLUSION:**

Administration has provided this report for Council's information to summarize the contracts issued by Procurement from October 1, 2021 to December 31, 2021.

**RESPECTFULLY SUBMITTED:**

Walter Babicz, City Manager

**PREPARED BY:** Selena Nygaard, Procurement Analyst

Meeting Date: 2022/01/10