

# STAFF REPORT TO COUNCIL

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**DATE:** December 31, 2022

**TO:** MAYOR AND COUNCIL

**NAME AND TITLE:** KRIS DALIO, DIRECTOR OF FINANCE & IT SERVICES

**SUBJECT:** 2022 Q4 Procurement Report

**ATTACHMENT(S):** N/A

**RECOMMENDATION:**

That Council RECEIVES FOR INFORMATION the report dated December 31, 2022, from the Director of Finance & IT Services, titled “2022 Q4 Procurement Report”.

**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, 2022 to December 31, 2022. 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; and
- B) City Manager – over \$100,000 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:** Pre-authorized consultants / engineers are invited to enter into a Contract for less than \$75,000.

<b>Rotational</b>	<b>Product/Services</b>	<b>Contract Dollar Amount</b>	<b>Supplier</b>
R22-077	Trickling Filter Post and Chain Safety Design	\$13,910.00	TDB Consultants Inc.

**REQUEST FOR PROPOSAL:** Formal solicitation for goods and services over \$75,000.00 and construction over \$200,000.00.

Proposal	Product/Services	Contract Dollar Amount	Supplier
P22-062	Consulting Services - Sewage Pump Station Replacement (PW126)	\$61,828.00	McElhanney Ltd.
P22-069	Consulting Services - Storm Assets	\$92,245.00	Initial project awarded to McElhanney Ltd.; as and when services awarded to: McElhanney Ltd. Onsite Engineering Ltd. R.F. Binnie & Associates
P22-082	IT Strategic Plan	\$24,400.00	Tantus Solutions Group Inc.

**EXEMPTION:** Public solicitation not necessary due to permitted exemption.

Exemption	Product/Services	Contract Dollar Amount	Supplier
X22-097	Open Text (eDocs) License Renewal	\$90,865.99	Open Text Corporation
X22-101	PerfectMind Contract Extension	\$85,135.00	PerfectMind Inc.
X22-095	Bunce Road Ditching & 5791 Purdue Road Sanitary Service Install	\$83,884.85	Twin Rivers Developments Ltd.
X22-093	Supply and Deliver Cla-Val Pump Control Valves (PW630)	\$30,229.50	Summit Valve and Controls (BC) Inc.
X22-107	Supply and Deliver Remote Terminal Units	\$38,297.12	SFC Energy Ltd.
X22-112	Software Renewal - Planview Daptiv Maintenance	\$68,303.00	Changepoint Canada ULC

**INFORMAL REQUEST FOR QUOTATION:** Informal solicitation for goods and services between \$25,000.00 to \$75,000.00 and construction up to \$200,000.00.

IRFQ	Product/Services	Contract Dollar Amount	Supplier
IRFQ20-015*	Supply & Delivery of Bedding Plants - Optional Year 2 (2023)	\$38,103.58	Van Hage Enterprises Ltd. dba Art Knapp's Plantland
IRFQ22-026	Supply and Installation of Remote Field Units	\$71,615.10	Flowsystems Distribution Inc.
IRFQ22-031	Varonis Software Maintenance Renewal	\$68,830.29	CDW Canada Inc.
IRFQ22-030	Checkpoint Software Maintenance Renewal	\$61,776.45	Vcura Canada Incorporated
IRFQ22-023	Supply and Deliver Pressure Transducers	\$34,511.96	E.B. Horseman and Son Ltd.
IRFQ22-021	Supply and Deliver Oxygen Measurement Sensors	\$29,997.77	Eecol Electric Corporation

IRFQ22-025	Supply and Deliver Pump Control Valves (PW621/624)	\$42,363.44	Summit Valve and Controls (BC) Inc.
IRFQ22-027	Supply and Deliver Pressure Transducers for Water Pump Stations	\$72,823.19	E.B. Horsman and Son Ltd.

\* Extension

**REQUEST FOR PRE-QUALIFICATION:** Solicitation used for the Pre-Qualification of goods and/or services or for the invitation of suppliers if the qualification criteria is met.

RFPQ	Product/Services	Contract Dollar Amount	Supplier
PQ22-014	Graphic Designers	n/a	Draw Dot Inc. 2020 Creative Kai Analytics & Survey Research Inc. Leanne Penner Graphic Design KIMBO Design Inc.

## B) APPROVALS BY THE CITY MANAGER

**INVITATION TO TENDER:** Formal solicitation seeking competitive bids for goods and/or services awarded to the lowest compliant bid.

ITT	Product/Services	Contract Dollar Amount	Supplier
T18-096*	Snow Removal Services Open Lots & Parkades Optional Year 2022-2023	\$210,390.00	Global Roadway Maintenance Inc.
T22-020	Supply & Installation of Rainbow Park Irrigation	\$248,734.00	TGK Irrigation Ltd.
T22-103	Supply & Delivery of Pipe & Appurtenances – John Hart Forcemain	\$1,003,394.05	Waterworks. A Division of EMCO Corporation
T22-079	Supply and Deliver Storage Area Network	\$139,890.84	Anisoft Group Inc.

\* Extension

**REQUEST FOR STANDING OFFER:** Offer from potential supplier to provide goods and/or services at pre-arranged prices, under set terms and conditions when required.

RFSO	Product/Services	Contract Dollar Amount	Supplier
S022-013	Equipment for Hire Program (2022-2023) (Snow Removal Program)	\$396,000.00	Capco Construction Ltd. Graders Formula Contractors Ltd. IDL Projects Inc. Nahanni Construction Ltd. Twin Rivers Developments

**REQUEST FOR PROPOSAL:** Formal solicitation for goods and services over \$75,000.00 and construction over \$200,000.00.

Proposal	Product/Services	Contract Dollar Amount	Supplier
P22-048A	Supply & Deliver Four (4) New Mowers	\$207,266.90	Oakcreek Golf & Turf GP Inc. dba Oakcreek Golf & Turf LP

P18-018*	Tire Management Program – Fleet Services (Opt Year 3)	\$177,506.03	Kal Tire Ltd.
P22-081	Vending Machines Services	Revenue Generating	Ryan Company Limited oa Ryan Vending
P22-092	Employee Family Assistance Program (EFAP)	\$149,760.00	Homewood Health Inc.
P22-083	Replacement of Uninterrupted Power Supply (City Hall)	\$113,600.00	Westcana Electric Inc.
P22-007	Engineering Services – Boundary Road Reservoir Development Phase 2 – Detailed Design and Cost	\$188,137.00	Stantec Consulting Ltd.

\* Extension

**EXEMPTION:** Public solicitation not necessary due to permitted exemption.

<b>Exemption</b>	<b>Product/Services</b>	<b>Contract Dollar Amount</b>	<b>Supplier</b>
X22-106	Parkade Security Enhancements - 2nd Avenue and Plaza Parkades	\$350,000.00	Superior Fencing Ltd.
X22-096	CentralSquare License Renewal	\$116,690.25	CentralSquare Canada Software Inc.
X22-098	License Renewal – Oracle	\$169,008.68	Oracle Canada ULC

**VARIANCE:** Contract award procedure not otherwise specified in Purchasing Procedures.

<b>Variance</b>	<b>Product/Services</b>	<b>Contract Dollar Amount</b>	<b>Supplier</b>
V22-084	Shelley Lagoon Berm Repair	\$55,906.20	Twin Rivers Developments Ltd.

**SUMMARY AND CONCLUSION:**

Administration has provided this report for Council's information to summarize the contracts issued by Procurement from October 1, 2022 to December 31, 2022.

**RESPECTFULLY SUBMITTED:**

Kris Dalio, Director of Finance & IT Services

**PREPARED BY:** Melissa Barnard, Administrative Coordinator

**APPROVED:**

Walter Babicz, City Manager

Meeting Date: 2023/01/16