

DATE: October 10, 2023

TO: MAYOR AND COUNCIL

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

SUBJECT: 2023 Q3 Procurement Report

ATTACHMENT(S): N/A

RECOMMENDATION:

That Council RECEIVES FOR INFORMATION the report dated October 10, 2023, from the Director of Finance & IT Services, titled “2023 Q3 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 July 1, 2023 to September 30, 2023. The Tender, Request for Proposal, Exemption (Sole Source), Corporate Service Arrangement (Buying Group), 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 – not to exceed \$200,000;
- B) Director of Finance and IT Services – not to exceed \$500,000; and
- C) City Manager – over \$500,000 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.

| Rotational | Product/Services | Contract Dollar Amount | Supplier |
|-------------------|---|-------------------------------|-----------------|
| R23-094 | Electrical Consulting – Elksentre Arena Service Upgrade | \$8,400.00 | McElhanney Ltd. |

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

| RFP | Product/Services | Contract Dollar Amount | Supplier |
|------------|--|-------------------------------|---------------------------------------|
| P18-069* | Annual Financial Plan Optional Year 1 (2yrs) | \$143,640.00 | KPMG LLP |
| P23-066 | Supply and Deliver Two (2) New 4WD Mowers with Snowblower Attachments | \$184,496.05 | Oakcreek Golf & Turf LP |
| P23-074 | Supply and Deliver One (1) New Medium Duty Crew Cab with 10' Custom Van Body | \$90,071.53 | NFLD Auto Ltd. dba Prince George Ford |
| P23-075 | Supply and Deliver One (1) New Medium Duty Single Cab with 12' Custom Deck | \$110,016.33 | NFLD Auto Ltd. dba Prince George Ford |
| P23-080 | Prince George Housing Needs Action Plan | \$61,340.00 | Parcel Economics Inc. |

*Extension

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 |
|------------|---|-------------------------------|---|
| T23-090 | Asphalt and Concrete Recycling Services | ~\$199,307.50 | Kode Contracting Ltd. Terus, A Division of Colas Western Canada Inc. |

~Approximate

EXEMPTION: Public solicitation not necessary due to permitted exemption.

| Exemption | Product/Services | Contract Dollar Amount | Supplier |
|------------------|--|-------------------------------|-----------------------|
| X23-097 | Supply & Delivery of Drive-on Lube Bay Hoist | \$61,769.25 | R&R Hoist Repair Ltd. |

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 |
|-------------|--|-------------------------------|-------------------------------|
| IRFQ22-024* | Corporate Recycling Services – Civic Facilities Optional Year 1 | \$23,093.40 | Blue Jewel Curbside Recycling |
| IRFQ23-107 | Removal, Supply and Installation of Rubber Sport Flooring at Kin III Arena | \$74,571.85 | Hi-Pro Sporting Goods Ltd. |

*Extension

B) APPROVALS BY THE DIRECTOR OF FINANCE AND IT SERVICES

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 |
|----------|-------------------------------|------------------------|-------------------------------------|
| T23-088 | Supply & Install Bleachers | \$141,610.88 | Royal Stewart Ltd. |
| T23-100A | Replacement of Overhead Doors | \$401,137.22 | Western Industrial Contractors Ltd. |

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

| RFP | Product/Services | Contract Dollar Amount | Supplier |
|---------|---|------------------------|---------------------------------------|
| P23-067 | New Loader with Snow Bucket Sweeper Attachment | \$422,008.00 | Brandt Tractor Ltd. |
| P23-069 | Supply and Deliver One (1) New Three Wheeled Sweeper | \$394,616.00 | Kendrick Equipment Ltd. |
| P23-070 | Supply and Deliver Two (2) New 4WD Mowers | \$410,640.20 | Oakcreek Golf and Turf LP |
| P23-106 | Supply and Deliver Two (2) New ½ ton 4x4 Crew Cab Light Duty Trucks | \$143,319.00 | NLFD Auto Ltd. dba Prince George Ford |

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 |
|------------|--|------------------------|------------------------------|
| IRFQ23-047 | Supply & Install Building Access Controls – Prince George Aquatic Centre | \$94,727.73 | Paladin Technologies Inc. |
| IRFQ23-113 | Varsity Creek Renewal | \$128,000.00 | Quantum Industrial Solutions |

EXEMPTION: Public solicitation not necessary due to permitted exemption.

| Exemption | Product/Services | Contract Dollar Amount | Supplier |
|-----------|---|------------------------|---------------------------|
| X23-104 | Supply and Deliver One (1) New Zero Turn Mower with Cab and Collection System | \$105,970.62 | Huber Farm Equipment Ltd. |

NOTICE OF INTENT: A publication with the intention of directly awarding a contract with specific details.

| NOI | Product/Services | Contract Dollar Amount | Supplier |
|---------|---|------------------------|-------------------|
| I23-098 | Supply & Deliver One (1) Dehumidifier – Kin 1 Arena | \$253,911.00 | EI Solutions Inc. |

C) APPROVALS BY THE CITY MANAGER

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

| RFP | Product/Services | Contract Dollar Amount | Supplier |
|----------|---|------------------------|--|
| P23-051 | Transit Bus Bench Program | Revenue Generating | The Bench Press dba Creative Outdoor Advertising |
| P23-059 | Consulting Services – Water Utility Network Implementation | \$58,226.00 | Timmons Group, Inc. |
| P23-062 | Consulting Services – Cityworks Permits, Land & Licensing Implementation | \$299,150.00 | Esri Canada Limited |
| P23-068 | Supply and Deliver Three (3) New Backhoes | \$625,843.00 | Brandt Tractor Ltd. |
| P23-076 | Supply & Deliver Two (2) New Refuse Trucks | \$1,025,737.68 | Rollins Machinery Ltd. |
| P23-081 | Architectural & Engineering Services – Prince George Aquatic Center and CN Centre | \$1,630,530.50 | FaulknerBrowns Architecture Inc. |
| P23-096 | Kin Centre Heat Energy Recovery | \$2,629,257.00 | Yeti Refrigeration Inc. |
| P18-070* | Commercial Banking Services | N/A | CIBC (Canadian Imperial Bank of Commerce) |
| P21-012* | Skating Programs & Services | Revenue Generating | Arandem Studio Corporation dba North Edge Ice Sports |

* Extension ~ Approximate

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 |
|---------|---|------------------------|---|
| T23-043 | Supply and Deliver Winter Road De-Icing Materials | \$1,388,880.00 | Kleysen Group Ltd. Tiger Calcium Services Inc. |

REQUEST FOR QUOTATION: Solicitation of quotes from suppliers for the purchase of specific goods and / or services.

| RFQ | Product/Services | Contract Dollar Amount | Supplier |
|---------|---|------------------------|------------------|
| Q23-005 | Electrical Contractor Registration 2023 | ~\$100,000.00 | K2 Electric Ltd. |

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|--|--|--|--|
| | | | Northern Electrical Contractors (1981) Ltd. Westcana Electric Inc. |
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SUMMARY AND CONCLUSION:

Administration has provided this report for Council's information to summarize the contracts issued by Procurement from July 1, 2023, to September 30, 2023.

RESPECTFULLY SUBMITTED:

Kris Dalio, Director of Finance & IT Services

PREPARED BY: Melissa Barnard, Procurement Analyst

APPROVED:

Walter Babicz, City Manager

Meeting Date: 2023/10/30