

DATE: April 2, 2024

TO: MAYOR AND COUNCIL

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

SUBJECT: 2024 Q1 Procurement Report

ATTACHMENT(S): N/A

**RECOMMENDATION:**

That Council RECEIVES FOR INFORMATION the report dated April 2, 2024, from the Director of Finance & IT Services, titled “2024 Q1 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 January 1, 2024 to March 31, 2024. 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
R23-151	Ball Diamond & Sport Field Renewal – Ron Wiley Field Sanitary Connection	\$24,900.00	WSP Canada Inc
R24-042	Architectural Consulting – Connaught Youth Wall Finishes Replacement	\$23,000.00	Chernoff Thompson Architects North
R24-048	Consulting Services – Closure of Guay Road Snow Disposal Facility	\$17,748.00	McElhanney Ltd

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

<b>RFP</b>	<b>Product/Services</b>	<b>Contract Dollar Amount</b>	<b>Supplier</b>
P23-057*	Marketing Content Development	\$45,000.00	Setsail Interactive Inc
P23-142	Central BC Hydrogen Hub Opportunity Assessment	\$70,170.00	Deloitte LLP

\*Extension

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

<b>ITT</b>	<b>Product/Services</b>	<b>Contract Dollar Amount</b>	<b>Supplier</b>
T24-019	Parks Maintenance Forests of the World	\$70,902.00	Robert Slavik dba White-Water Washing Services

\*Extension

**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.

<b>IRFQ</b>	<b>Product/Services</b>	<b>Contract Dollar Amount</b>	<b>Supplier</b>
IRFQ24-005A	Flooring Refurbishment PG Conference & Civic Centre	\$74,533.18	Caliber Sports Systems
IRFQ24-014	Supply & Install New Bleachers – Prince George Aquatic Centre	\$82,724.68	Royal Stewart Ltd
IRFQ24-020	Water Sample Analysis Services	~\$76,640.00	CARO Analytical Services
IRFQ24-026	Council Chambers AV System Upgrade (Phase 1)	\$22,980.00	MC² Systems Design Group
IRFQ24-027	Rigging Repairs & Upgrades – Prince George Playhouse	\$130,037.00	Riggitt Services Inc

## **B) APPROVALS BY THE DIRECTOR OF FINANCE AND IT SERVICES**

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

<b>RFP</b>	<b>Product/Services</b>	<b>Contract Dollar Amount</b>	<b>Supplier</b>
P23-140	Digital Voice Radio Upgrade	\$276,198.90	Prairie Communications Ltd o/a Prairie Mobile Communications
P24-012	Consulting Services – Carrie Jane Gray Park Upgrades	\$224,377.40	R.F. Binnie & Associates Ltd

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

<b>ITT</b>	<b>Product/Services</b>	<b>Contract Dollar Amount</b>	<b>Supplier</b>
T23-042*	Supply of Winter Road Maintenance Materials (Winter Sand & Winter Crush)	\$268,035.00	Kode Contracting Ltd
T24-009	Mould Remediation – Kin Centre #1	\$208,101.00	NAPP Enterprises
T24-015	Kopar Memorial Arena Chiller Upgrade	\$220,717.00	Yeti Refrigeration Inc
T24-003	Wastewater Treatment Centre Re- Roofing	\$409,980.00	Admiral Roofing Ltd

~ Approximate

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

<b>Exemption</b>	<b>Product/Services</b>	<b>Contract Dollar Amount</b>	<b>Supplier</b>
X24-024	Wildfire Mitigation – Fuel Removal Activities Broddy Treatment Area	\$223,050.00	Seneca Enterprises Ltd

### **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
P21-097*	Capital Watermain Program	~\$285,710.00 – As Required	Onsite Engineering Ltd R.F. Binnie & Associates Ltd Stantec Consulting Ltd
P23-095	Transit Bus Shelter Program	\$665,320.27	Pattison Outdoor Advertising
P23-133	Lansdowne Wastewater Treatment Centre Biosolids Program	\$1,894,950.00	SYLVIS Environmental Services Inc

\* Extension

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

RFQ	Product/Services	Contract Dollar Amount	Supplier
Q23-150	Electrical Contractor Program 2024	Non-Exclusive – As Required	K2 Electric Ltd. Northern Electrical Contractors (1981) Ltd. Frontline Industries Ltd. Westcana Electric Inc. Remedy Electric Inc. Lally Electric Ltd. NW Electrical Solutions Ltd.

**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
T23-093	Cleaning Services – Open Lots, Parkades & Facility Surrounding Areas	\$509,822.28	Acme Janitor Services Ltd
T23-138	City Hall Transformer Replacement	\$596,153.00	Datoff Bros Construction Ltd
T24-007	Concrete & Related Works	\$1,059,970.37	IDL Projects Inc
T24-013	CN Centre Audio Replacement	\$549,094.50	Sapphire Sound Inc

## SUMMARY AND CONCLUSION:

Administration has provided this report for Council's information to summarize the contracts issued by Procurement from January 1, 2024 to March 31, 2024.

**RESPECTFULLY SUBMITTED:**

Kris Dalio, Director, Finance & IT Services

**PREPARED BY:** Caroline Jansons, Administrative Coordinator

**APPROVED:**

Walter Babicz, City Manager

Meeting Date: 2024/04/22