

DATE: January 2, 2024

TO: MAYOR AND COUNCIL

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

SUBJECT: 2023 Q4 Procurement Report

ATTACHMENT(S): N/A

RECOMMENDATION:

That Council RECEIVES FOR INFORMATION the report dated January 2, 2024, from the Director of Finance & IT Services, titled “2023 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, 2023 to December 31, 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
R23-134	Consulting Services – Kin 1 Media Box Mezzanine Concrete Slab	\$4,557.00	Access Engineering Consultants Ltd.

EXEMPTION: Public solicitation not necessary due to permitted exemption.

Exemption	Product/Services	Contract Dollar Amount	Supplier
X19-015*	Telus Landline Contract	\$94,870.00	TELUS Communications Inc.
X23-120	Software Maintenance Renewal – Tempest Prospero	\$128,359.31	CentralSquare Canada Software Inc.
X23-123	Software Maintenance Renewal – OpenText™	\$97,680.95	Open Text Corporation
X23-124	Software Maintenance Renewal – Oracle	\$195,306.45	Oracle Canada ULC
X23-125	Software Maintenance Renewal – Planview Daptiv	\$73,098.58	Changepoint Canada ULC

* Extension

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
P20-060*	Elevator Maintenance Services – Optional Year 1	\$43,907.18	Venture Elevators Inc.
P21-010*	Lansdowne Wastewater Treatment Centre (WWTC) Receiving Environment Monitoring Plan	\$42,060.26	Associated Environmental Consultants Inc.
P21-101*	Traffic Engineering and Construction Services	Not to exceed \$200,000.00	McElhanney Ltd.
P23-010	Consulting Services – Drywell Confined Space Hazard Mitigation within Sanitary Lift Station	\$106,621.00	Stantec Consulting Ltd.

*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
T21-002*	Supply and Delivery of Street Signs	\$134,963.35	Sherine Industries Ltd.
T23-136	Supply and Deliver Bedding Plants	\$30,858.28	Van Hage Enterprises Ltd.

*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.

IRFQ	Product/Services	Contract Dollar Amount	Supplier
IRFQ23-046	District Energy Controls Renewal	\$58,718.88	Convergint Technologies Ltd.
IRFQ23-110	Vegetation Clearing Queensway Dike	\$78,342.28	Eagle Valley Holdings Ltd.
IRFQ23-116	Washroom Mechanical Renovation – Lheidli T'enneh Memorial Park	\$59,849.00	All Pro Plumbing & Heating Inc.
IRFQ23-126	Software Maintenance Renewal – Check Point	\$68,120.05	Vcura Canada Incorporated
IRFQ23-127	Consulting Services – Re-Roofing Wastewater Treatment Centre	\$17,775.00	Topside Consulting (2004) Ltd.
IRFQ23-128	Construction of Ball Diamond Dugouts	\$103,000.00	CFI Steel Ltd.
IRFQ23-132	Software Maintenance Renewal – Varonis	\$74,608.49	CDW Canada Corp

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

RFSO	Product/Services	Contract Dollar Amount	Supplier
S023-020	Equipment for Hire (2023-2024)	n/a	Various (Recorded by Division)

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
T23-092	Snow Clearing & Sweeping Services – Open Lots and Parkades	~\$398,790.00	Global Roadway Maintenance Inc.

~ Approximate

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
IRFQ23-113	Varsity Creek Renewal	\$247,000.00	InfraStruct Products and Services

EXEMPTION: Public solicitation not necessary due to permitted exemption.

Exemption	Product/Services	Contract Dollar Amount	Supplier
X23-141	BC Hydro – Transformer Replacement	\$208,744.00	BC Hydro
X23-131	Prince George Aquatic Centre Locker Replacement	\$472,000.00	AccessSMT Holdings 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
P20-065*	Benefits Consultant Services	N/A	Aon Hewitt Inc.

* Extension

CORPORATE SUPPLY ARRANGEMENT: An agreement with a qualified supplier to obtain the best value for government entities.

CSA	Product/Services	Contract Dollar Amount	Supplier
CSA18-105	Fuel Supply Contract – BCPPBG	\$2,119,670.22	Suncor Energy Products

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
PQ23-139	CN Centre Audio Replacement	n/a	Aligned Vision Group Inc. Paladin Technologies Inc. Saphire Sound Inc.

SUMMARY AND CONCLUSION:

Administration has provided this report for Council’s information to summarize the contracts issued by Procurement from October 1, 2023 to December 31, 2023.

RESPECTFULLY SUBMITTED:

Kris Dalio, Director, Finance & IT Services

PREPARED BY: Melissa Barnard, Procurement Analyst

APPROVED:

Walter Babicz, City Manager

Meeting Date: 2024/01/08