

Date: January 28, 2025

To: **Mayor and Council.**

Name and title: Kris Dalio, Director of Finance and IT Services

Subject: 2024 Q4 Procurement Quarterly Report

Attachment(s): None

Recommendation(s):

That Council RECEIVES FOR INFORMATION the report dated January 28, 2025, from the Director of Finance and IT Services titled “2024 Q4 Procurement Quarterly 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, 2024 to December 31, 2024. 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 – 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

INFORMAL REQUEST FOR QUOTATION: Informal solicitation for goods and/or services under \$75,000.00 and construction over \$200,000.00.

IRFQ	Product/Services	Contract Dollar Amount	Supplier
IRFQ22-024*	Corporate Recycling Services - Civic Facilities Opt Yr 2	\$27,180.84	Blue Jewel Curbside Recycling Services

*Extension

INVITATION TO TENDER: Formal solicitation seeking competitive bids for goods and/or services over \$75,000.00 and construction over \$200,000.00 awarded to the lowest compliant bid.

ITT	Product/Services	Contract Dollar Amount	Supplier
T23-136*	Supply and Delivery of Bedding Plants	\$32,320.40	Van Hage Enterprises Ltd. o/a Art Knapp Plantland Home and Garden

*Extension

REQUEST FOR PROPOSAL: Formal solicitation for goods and/or services over \$75,000.00 and construction over \$200,000.00 awarded to the highest scoring proponent.

RFP	Product/Services	Contract Dollar Amount	Supplier
P24-047	Lheidl T'enneh Memorial Park Playground Renewal	\$1.00	Canadian Recreation Solutions
P21-010*	Lansdowne Wastewater Treatment Centre Receiving Environment Monitoring Plan Opt Yr 2	\$43,598.00	Associated Environmental Consultants Inc
P24-108	Internet Services Provider	\$57,600.00	TELUS Communications Inc
P21-071*	Move-Up Prince George Advertising Campaign Opt Yr 1	\$65,000.00	Kimbo Designs Inc
P24-090	Parking Modernization	\$75,732.50	LEA Consulting Ltd
P24-096	Supply and Deliver One (1) New Facility Maintenance Cargo Van	\$83,345.26	Prince George Ford
P24-004*	Consulting Services - Two Rivers Art Gallery & Civic Centre Mechanical System Upgrades Phase 2	\$139,415.00	Rae McLean & Associates Ltd

*Extension

EXEMPTION: Public solicitation not necessary due to permitted exemption.

Exemption	Product/Services	Contract Dollar Amount	Supplier
X24-109	Software Maintenance: Planview Changepoint - Daptiv Renewal	\$70,718.01	Planview Technologies Inc.
X24-112	Central Square Software Renewal	\$128,359.30	Central Square Canada Software Inc.

X21-082*	Rental Program Coveralls, Mats and Lockers	\$88,349.04	Spotless Uniform Ltd.
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*Extension

REQUEST FOR QUOTATION: Formal solicitation seeking competitive quotes for goods and/or services over \$75,000.00 and construction over \$200,000.00 awarded to the lowest compliant quote.

RFQ	Product/Services	Contract Dollar Amount	Supplier
Q24-116	Software License Renewal - VMWare	\$65,465.00	Support Soho Inc

B) APPROVALS BY THE DIRECTOR OF FINANCE AND IT SERVICES

REQUEST FOR PROPOSAL: Formal solicitation for goods and/or services over \$75,000.00 and construction over \$200,000.00 awarded to the highest scoring proponent.

RFP	Product/Services	Contract Dollar Amount	Supplier
P24-098	Architectural & Engineering Services - Prince George City Hall HVAC Replacement	\$232,089.76	McCuaig & Associates Engineering Ltd
P24-044	Supply & Install LED Field Lights for Spruce City Stadium	\$349,180.00	Westcana Electric Inc

EXEMPTION: Public solicitation not necessary due to permitted exemption.

Exemption	Product/Services	Contract Dollar Amount	Supplier
X24-114	ESRI Software Maintenance Renewal	\$228,130.00	Esri Canada Ltd

REQUEST FOR QUOTATION: Formal solicitation seeking competitive quotes for goods and/or services over \$75,000.00 and construction over \$200,000.00 awarded to the lowest compliant quote.

RFQ	Product/Services	Contract Dollar Amount	Supplier
Q24-107	Software License & Maintenance Renewal - Check Point	\$202,507.95	Vcura Canada Incorporated

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

NOI	Product/Services	Contract Dollar Amount	Supplier
I24-118	Satellite Leak Detection Analysis for Water & Sewer Networks	\$398,872.60	Utilis Inc. dba ASTERRA

C) APPROVALS BY THE CITY MANAGER

REQUEST FOR PROPOSAL: Formal solicitation for goods and/or services over \$75,000.00 and construction over \$200,000.00 awarded to the highest scoring proponent.

RFP	Product/Services	Contract Dollar Amount	Supplier
P21-074*	Supply of Microsoft Licensing and Licensing Services Optional Term #1	\$1,131,540.84	Compugen Inc.
P24-049	Animal Shelter Operations	\$1,209,315.00	Prince George Humane Society
P20-065*	Benefits Consultant Services Opt Yr 2	N/A	Aon Hewitt Inc.

*Extension

EXEMPTION: Public solicitation not necessary due to permitted exemption.

Exemption	Product/Services	Contract Dollar Amount	Supplier
X24-121	Supply One(1) New Urban Interface Fire Truck	\$974,887.70	Rocky Mountain Phoenix
X24-074	Supply One (1) New Fire Pumper Truck	\$1,709,084.25	Rocky Mountain Phoenix

CORPORATE SERVICE ARRANGEMENT(BUYING GROUP): 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 Optional Yr 1 Extension	\$529,917.56	Suncor Energy Products

*Extension

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
S024-018	Equipment for Hire 2024-2025 Snow Removal Program	\$345,000.00	"Falcon Contracting Ltd. IDL Projects INC. Nahanni Construction Ltd. 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, 2024, to December 31, 2024.

Respectfully submitted:

Kris Dalio, Director of Finance and IT Services

Approved:

Andy Beesley, Acting City Manager/Director of Civic Facilities and Events

Meeting Date: 2025/02/24