

STAFF REPORT TO COUNCIL

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 | www.princegeorge.ca

DATE: January 20, 2020

TO: MAYOR AND COUNCIL

NAME AND TITLE: Walter Babicz, General Manager of Administrative Services

SUBJECT: Procurement Quarterly Report 2019 – Quarter Four (October – December)

ATTACHMENT(S): None.

RECOMMENDATION:

That Council RECEIVES FOR INFORMATION the Staff Report dated January 20, 2020, from the General Manager of Administration Services, titled “Procurement Quarterly Report 2020 – Quarter Four (October – December)”.

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, 2019 to December 31, 2019. 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;
- B) General Manager of Administrative Services – up to \$250,000;
- C) City Manager – over \$250,000 and all revenue generating contracts.

STRATEGIC PRIORITIES:

The Purchasing Delegation of Authority Bylaw contributes to the City’s financial sustainability.

FINANCIAL CONSIDERATIONS:

A) APPROVALS BY THE MANAGER OF RISK AND PROCUREMENT

EXEMPTION (SOLE SOURCE):

Exemption	Product/Services	Contract Dollar Amount	Supplier
X19-073	Supply Garbage Collection Carts	\$25,285.34	Rehrig Pacific Company
X19-078	Henrey Road Watermain and Upgrades - Construction & Contract Administration Services	\$61,000.00	L & M Engineering Ltd.

X19-081	Project Portfolio Management	\$67,533.05	Changepoint Canada ULC
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ROTATIONAL:

Rotational	Product/Services	Contract Dollar Amount	Supplier
R19-028	Geotechnical Investigation - Proposed Downtown Swimming Pool	\$11,770.00	GeoNorth Engineering Ltd.
R19-047	Confined Space Guidelines	\$64,500.00	McElhanney Ltd.

INFORMAL REQUEST FOR QUOTATION:

IRFQ	Product/Services	Contract Dollar Amount	Supplier
IRFQ19-007	Corporate Recycling Services - Civic Facilities	\$15,705.12	Blue Jewel Curbside Recycling
IRFQ19-008	Air Handler Repairs	\$45,800.00	DevCon Industrial Services o/a Yeti Refrigeration Inc.

REQUEST FOR PROPOSAL:

Proposal	Product/Services	Contract Dollar Amount	Supplier
P19-020	Roof Consulting Services Program 2020-2022	\$36,900.00	Topside Consulting (2004) Ltd.
P19-045	Supply and Deliver New Mid-Size AWD SUVs	\$73,177.30	NLFD Auto Ltd. dba Prince George Ford
P19-051	Watermain Replacement Program	\$63,110.00	Onsite Engineering Ltd.
P19-053 (By Invitation)	CAD Standards	\$66,500.00	APW Engineering Inc.
P19-058	Supply and Deliver One (1) New Lift Truck	\$41,740.09	Integrated Distribution Systems Limited Partnerships o/a WAJAX
P19-067	Levels of Service Development	\$94,190.00	AECOM Canada Ltd.
P19-071 (By Invitation)	Watermain Replacement Program - Lower Patricia Boulevard	\$60,250.00	Onsite Engineering Ltd.

B) APPROVALS BY THE GENERAL MANAGER OF ADMINISTRATIVE SERVICES

EXEMPTION (SOLE SOURCE):

Exemption	Product/Services	Contract Dollar Amount	Supplier
X19-036	Aquatic Centre Equipment Renewal	\$139,474.50	Robert R. Traynor

X19-069	Design and Construction Administration for Ron Brent Park	\$132,620.00	EDS Group Inc.
X19-077	EFAP - Employee Family Assistance Program	\$120,672.00	Homewood Health Inc.

REQUEST FOR PROPOSAL:

Proposal	Product/Services	Contract Dollar Amount	Supplier
P19-060	Supply and Deliver New Tow-Behind Trailer Crack Sealer	\$106,791.35	Sealtec Industries Ltd.
P19-062	Supply and Deliver New Light Duty Truck(s)	\$103,155.49	NLFD Auto Ltd. dba Prince George Ford
P19-074	Watermain Replacement Program - 3rd Avenue (Cassiar St to Victoria St)	\$120,100.00	Onsite Engineering Ltd.

C) APPROVALS BY THE CITY MANAGER

EXEMPTION (SOLE SOURCE):

Exemption	Product/Services	Contract Dollar Amount	Supplier
X19-082	Specific Manufactured Brand: Glass or Marble Front Niches - Carrier Mausoleum Construction (CMC)	n/a	Carrier Mausoleums Construction, Inc (CMC)

INVITATION TO TENDER:

Tender	Product/Services	Contract Dollar Amount	Supplier
T19-030	Standby Power Distribution System Installation (PW602 - Water Pumping Station)	\$1,094,603.36	K2 Electric Ltd.
T19-068	Masich Place Stadium Amenities Refurbish	\$1,162,490.64	Datoff Bros. Construction Ltd.

REQUEST FOR PROPOSAL:

Proposal	Product/Services	Contract Dollar Amount	Supplier
P19-035	Lansdowne WWTC Substation Replacement	\$474,000.00	Clean Energy Consulting Inc.
P19-037	Lansdowne WWTC Pump Station Piping Replacement	\$278,606.00	WSP Canada Group Limited
P19-046(A)	Supply and Deliver 1/2 Ton and 3/4 Ton Trucks	\$389,165.42	NLFD Auto Ltd. dba Prince George Ford
P19-050	Supply and Deliver New Medium Duty Trucks	\$516,988.69	NLFD Auto Ltd. dba Prince George Ford
P19-054	Supply and Deliver New Tandem Axle Refuse Truck	\$457,414.30	Rollins Machinery Ltd.

P19-056	Supply and Deliver One (1) New Pothole Patch Truck	\$339,104.40	Inland Kenworth Ltd.
"P19-059	Supply and Deliver Self Contained Breathing Apparatus – SCBA	\$611,517.40	Guillevin International Co.

SUMMARY AND CONCLUSION:

Administration has provided this report for Council's information to summarize the contracts issued by Procurement from October 1, 2019 to December 31, 2019.

RESPECTFULLY SUBMITTED:

Walter Babicz, General Manager of Administrative Services

PREPARED BY: Selena Nygaard, Procurement Assistant

APPROVED:

Kathleen Soltis, City Manager

Meeting Date: February 3, 2020

Report Approval Details

Document Title:	Procurement Quarterly Report 2019 - Quarter Four (October - December).docx
Attachments:	- 2019 Q4 (Oct-Dec) Procurement STAFF REPORT TO COUNCIL.doc
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

Sheela Sonawane - Jan 20, 2020 - 2:33 PM

Ray Borgia - Jan 20, 2020 - 2:41 PM

A handwritten signature in black ink, appearing to read "W. Babicz". The signature is fluid and cursive, with a large loop at the end.

Walter Babicz - Jan 21, 2020 - 1:58 PM

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Kathleen Soltis - Jan 21, 2020 - 5:15 PM