

Date: October 24, 2025

To: **Mayor and Council.**

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

Subject: 2025 Q3 Procurement Quarterly Report

Attachment(s): None

Recommendation(s):

That Council RECEIVES FOR INFORMATION the report dated October 24, 2025, from the Director of Finance and IT Services titled “2025 Q3 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 July 1, 2025, to September 30, 2025. 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

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
R25-075	Consulting Services – Legal Survey (1040 Ahbau Street)	\$6,500.00	Kent Land Surveying

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
P25-090	Supply and Deliver Six (6) New Mobile Column Hoists	\$111,627.72	B-Line Tire and Auto Supply

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
IRFQ25-065	Supply and Install Security Gate - WWTC	\$42,500.00	Superior Fencing Ltd.
IRFQ25-078	Office Renovation – Information Technology Services	\$67,800.00	IQ Builders Ltd.
IRFQ25-101	Drone and LiDAR Equipment and Software	\$50,085.00	CartoCanada

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
T25-073	Council Chambers Audio Visual (AV) System Upgrades	\$261,782.50	Sapphire Sound Inc.

EXEMPTION: Public solicitation not necessary due to permitted exemption.

Exemption	Product/Services	Contract Dollar Amount	Supplier
X25-108	Supply & Delivery of Make-up Air Unit	\$253,349.25	EMCO Corporation

CANOE: Acquisition of goods and/or services through a purchasing group, specifically the Canoe Procurement Group, to leverage the buying power of a larger collective.

Canoe	Product/Services	Contract Dollar Amount	Supplier
C25-083	Supply and Deliver One (1) New Three-Wheeled Sweeper	\$425,800.00	Kendrick Equipment Ltd.
C25-084	Supply and Deliver One (1) new Grader	\$497,500.00	Brandt Tractor Ltd.

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
P25-001	Food & Beverage Services - CN Centre & Prince George Civic & Conference Centre	Revenue Generating	Compas Groups Canada Ltd.
*P22-069	Consulting Services - Storm Assets - Opt Yr 1	As Required	McElhanney Ltd. Onsite Engineering Ltd. R.F. Binnie and Associates

* Contract Extension

REQUEST FOR STANDING OFFER: Formal solicitation to establish a list of pre-qualified contractors who can provide services on a non-exclusive, as-required basis..

ITT	Product/Services	Contract Dollar Amount	Supplier
SO25-008	Equipment for Hire – Snow Removal Program	\$345,000.00	Formula Contractors Ltd. IDL Projects Inc. Nahanni Construction Ltd. Twin Rivers Developments 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
T25-049	15th Avenue Street Lighting Upgrades	\$549,983.54	K2 Electric Ltd.

EXPRESSION OF INTEREST: A formal solicitation that is intended to identify interested parties who may be invited to participate in a subsequent competitive solicitation process or, where appropriate and in the best interests of the City, be considered for direct award.

EOI	Product/Services	Contract Dollar Amount	Supplier
I25-056	Skating Programs and Services	\$15,000.00 & Revenue Generating	YMCA BC

CANOE: Acquisition of goods and/or services through a purchasing group, specifically the Canoe Procurement Group, to leverage the buying power of a larger collective.

Canoe	Product/Services	Contract Dollar Amount	Supplier
C25-047	Mobile Replacement - Solid Waste Garbage Truck Accident Replacement	\$609,739.50	Rollins Machinery Ltd.

Summary and Conclusion:

Administration has provided this report for Council's information to summarize the contracts issued by Procurement from July 1, 2025, to September 30, 2025.

Respectfully submitted:

Kris Dalio, Director of Finance and IT Services

Approved:

Walter Babicz, City Manager

Meeting Date: 2025/11/03