

# STAFF REPORT TO COUNCIL

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**DATE:** October 7, 2020

**TO:** MAYOR AND COUNCIL

**NAME AND TITLE:** Walter Babicz, Acting City Manager

**SUBJECT:** Procurement Quarterly Report 2020 – Quarter Three (July - September)

**ATTACHMENT(S):** None

**RECOMMENDATION(S):**

That Council RECEIVES FOR INFORMATION the Staff Report dated October 7, 2020, from the Acting City Manager, titled “Procurement Quarterly Report 2020 – Quarter Three (July – September)”.

**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, 2020 to September 30, 2020. 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.

**A) APPROVALS BY THE MANAGER OF RISK AND PROCUREMENT**

**EXEMPTION (SOLE SOURCE):**

Exemption	Product/Services	Contract Dollar Amount	Supplier
X20-061	Supply and Deliver Garbage Collection Carts	\$37,261.60	Rehrig Pacific Company
X20-064	Utility Task Vehicle	\$48,720.00	Rocky Mountain Phoenix

**INFORMAL REQUEST FOR QUOTATION:**

<b>IRFQ</b>	<b>Product/Services</b>	<b>Contract Dollar Amount</b>	<b>Supplier</b>
IRFQ18-016*	Archaeological Permitting and Investigative Services	\$35,000.00	- Stantec Consulting Ltd. - Archer CRM Partnership - Norcan Consulting Ltd.
IRFQ20-014	Supply & Deliver One (1) Inflatable Rescue Boat	\$40,253.24	NR Motors

\*Extension

**REQUEST FOR PROPOSAL:**

<b>Proposal</b>	<b>Product/Services</b>	<b>Contract Dollar Amount</b>	<b>Supplier</b>
P20-038A	Supply and Deliver Extended Cab 4x4 Pick-ups	\$95,868.26	NLFD Auto Ltd. (dba Prince George Ford)
P20-044 (by Invitation)	Roof Consulting Services Program Phase 2 (2020 - 2022)	\$39,300.00	Topside Consulting (2004) Ltd.
P20-045	Refrigeration Replacement and Upgrades	\$62,100.00	Polar Engineering Ltd.
P20-052	Supply & Deliver One (1) New Asphalt Combination Roller	\$70,299.00	Finning Caterpillar Canada
P20-067 (by Invitation)	Watermain Replacement Program - 7th and Dominion	\$61,425.00	Onsite Engineering Ltd

**B) APPROVALS BY THE GENERAL MANAGER OF ADMINISTRATIVE SERVICES****REQUEST FOR PROPOSAL:**

<b>Proposal</b>	<b>Product/Services</b>	<b>Contract Dollar Amount</b>	<b>Supplier</b>
P20-036A	Supply and Deliver Four (4) Light Duty Vehicles	\$171,471.14	NLFD Auto Ltd. (dba Prince George Ford)
P20-046	Supply & Deliver One (1) New Front Mower 4WD (Cab)	\$156,792.86	Oakcreek Golf & Turf LP
P20-059	Supply & Deliver One (1) New Valve Maintenance Skid System	\$113,474.14	Wachs Canada Ltd.

**C) APPROVALS BY THE CITY MANAGER****INVITATION TO TENDER:**

<b>Tender</b>	<b>Product/Services</b>	<b>Contract Dollar Amount</b>	<b>Supplier</b>
T19-029*	Supply and Delivery of Winter Road De-icing (Road Salt & Liquid Salt) (Opt Yr 1)	\$601,789.50	Kleysen Group Limited (road salt) Tiger Calcium Services (liquid salt)

T19-032*	Supply of Winter Road Maintenance Materials (Winter Sand and Winter Crush) (Opt Yr 1)	\$266,312.50	Kode Contracting Ltd. Prince George Ready Mix
T20-023	Domano Boulevard and St. Lawrence Avenue Signalization	\$342,660.75	IDL Projects Inc.

\*Extension

#### REQUEST FOR PROPOSAL:

Proposal	Product/Services	Contract Dollar Amount	Supplier
P20-043 (by Invitation)	Supply and installation of Fibre Optic Cable	\$1,036,901.71	Lite Access Technologies (Canada) Inc.
P20-047	Supply & Deliver One (1) New Wheel Loader	\$481,355.22	Inland Kenworth Ltd.
P20-048	Supply & Deliver One (1) New Loader Mounted Snow Blower	\$325,566.76	RPM Tech Inc.
P20-040	Lansdowne WWTC Substation Replacement - Electrical Equipment Supply	\$776,187.25	WESCO Distribution Canada LP

#### SUMMARY AND CONCLUSION:

Administration has provided this report for Council's information to summarize the contracts issued by Procurement from July 1, 2020 to September 30, 2020.

#### RESPECTFULLY SUBMITTED:

Walter Babicz, Acting City Manager

PREPARED BY: Selena Nygaard, Procurement Assistant

#### APPROVED:

Walter Babicz, Acting City Manager

Meeting Date: 2020/10/19