

# STAFF REPORT TO COUNCIL

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

**DATE:** December 31, 2020

**TO:** MAYOR AND COUNCIL

**NAME AND TITLE:** WALTER BABICZ, ACTING CITY MANAGER

**SUBJECT:** Procurement Quarterly Report 2020 – Quarter Four (October – December)

**ATTACHMENT(S):** None

**RECOMMENDATION(S):**

That Council RECEIVES FOR INFORMATION the staff report dated December 31, 2020, from the Acting City Manager, 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, 2020 to December 31, 2020. The Tender, Request for Proposal, Exemption (Sole Source), Corporate Service Arrangement (Buying Groups), Formal Request for Quote, Rotational 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**

**ROTATIONAL:**

| Exemption | Product/Services              | Contract Dollar Amount | Supplier             |
|-----------|-------------------------------|------------------------|----------------------|
| R20-074   | CN Centre Fire Alarm Upgrades | \$15,700.00            | NRS Engineering Ltd. |

**EXEMPTION (SOLE SOURCE):**

| <b>Exemption</b> | <b>Product/Services</b>                            | <b>Contract Dollar Amount</b> | <b>Supplier</b>                    |
|------------------|--|-------------------------------|------------------------------------|
| X20-073          | Wildfire Mitigation Fuel Treatment and Supervision | \$45,940.00                   | Diamond Head Consulting Ltd.       |
| X20-075          | Plaza Parkade Concrete Column Repairs              | \$90,000.00                   | Vector Corrosion Technologies Ltd. |
| X20-082          | Playhouse Theatre Exterior Wall Repair             | \$100,000.00                  | IDL Projects Inc.                  |
| X20-084          | Recruitment Consultant                             | \$25,000.00                   | JB Consultants Ltd.                |

**INFORMAL REQUEST FOR QUOTATION:**

| <b>IRFQ</b> | <b>Product/Services</b>                             | <b>Contract Dollar Amount</b> | <b>Supplier</b>                             |
|-------------|---|-------------------------------|---|
| IRFQ19-007* | Corporate Recycling Services - Civic Facilities     | \$16,936.80                   | Blue Jewel Curbside Recycling               |
| IRFQ20-012  | Lansdowne WWTC Polymer                              | \$72,675.00                   | Smith Cameron Process Solutions             |
| IRFQ20-015  | Supply & Delivery of Bedding Plants                 | \$39,763.94                   | Van Hage Ent. Ltd o/a Art Knapp's Plantland |
| IRFQ20-017  | Supply and Install Play Equipment at Ron Brent Park | \$47,618.00                   | Green Roots Play Equipment Inc.             |

\*Extension

**REQUEST FOR PROPOSAL:**

| <b>Proposal</b>            | <b>Product/Services</b>   | <b>Contract Dollar Amount</b> | <b>Supplier</b>         |
|----------------------------|---|-------------------------------|-------------------------|
| P20-079<br>(by Invitation) | Watermain Replacement Program - Irwin Street (14th Avenue to 15th Avenue) | \$37,655.00                   | 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>         |
|----------------------------|---|-------------------------------|-------------------------|
| P20-060                    | Elevator Maintenance Services                   | \$161,950.00                  | Venture Elevator Inc.   |
| P20-071<br>(by Invitation) | Watermain Replacement Program - Chief Lake Road | \$108,465.00                  | Onsite Engineering Ltd. |

### **C) APPROVALS BY THE CITY MANAGER**

#### **EXEMPTION (SOLE SOURCE):**

| <b>Exemption</b> | <b>Product/Services</b> | <b>Contract Dollar Amount</b> | <b>Supplier</b>  |
|------------------|-------------------------|-------------------------------|------------------|
| X20-072          | Purchasing Card Program | Revenue Generating            | US Bank (Canada) |

#### **REQUEST FOR PROPOSAL:**

| <b>Proposal</b> | <b>Product/Services</b>  | <b>Contract Dollar Amount</b>                   | <b>Supplier</b>  |
|-----------------|--|---|--|
| P15-96*         | Pine Valley Recreational Complex - Golf Course                           | Revenue Generating 3% in excess of \$290,000.00 | GNR Property Management Ltd.   |
| P20-054         | Supply & Deliver One (1) New Camera Truck                                | \$494,838.62                                    | Kendrick Equipment Ltd.  |
| P20-065         | Benefits Consultant Services   | n/a   | Aon Hewitt Inc.  |
| P20-066         | Equipment for Hire Program 2020 - 2021 (Grader/Dozer)                    | \$396,000.00                                    | Capco Construction Ltd.<br>IDL Projects Inc.<br>Twin Rivers Developments Ltd.<br>Formula Contractors Ltd.<br>Nahanni Construction Ltd. |
| P20-069         | Supply & Deliver One (1) New Combination Dump/Watering Truck             | \$349,229.45                                    | Inland Kenworth Ltd.   |
| P20-070         | Supply & Deliver One (1) New Combination Anti-Ice Watering/Flusher Truck | \$354,793.45                                    | Inland Kenworth Ltd.   |

\*Extension

#### **SUMMARY AND CONCLUSION:**

Administration has provided this report for Council's information to summarize the contracts issued by Procurement from October 1, 2020 to December 31, 2020.

#### **RESPECTFULLY SUBMITTED:**

Ray Borgia, Manager Risk and Procurement

#### **APPROVED:**

Walter Babicz, Acting City Manager

Meeting Date: 2021/01/11