

 <p data-bbox="282 386 597 422">A Natural Attraction</p>		<p data-bbox="1097 226 1385 306">STAFF REPORT 21-077-CFS</p>

DATE: June 2, 2021

TO: Karen Sharpe, Chair and Members
Corporate & Financial Services Committee

FROM: Janet Powers
Manager of Purchasing & Risk/Deputy Clerk

SUBJECT: Non-Competitive Purchases (Single or Sole Source Purchases)

Recommendation:

That this report be received as presented for information.

Background:

When spending city funds, those delegated authority to do so must refer to the city's Purchasing policy bylaw and associated schedules (16-058) established to ensure that the City obtains the best value in goods and services at the most economical cost and in a fair, open and transparent manner. When adherence to the policy is not seen as advantageous or possible, approval through a "Single or Sole Source Request" may be sought. This report is presented to keep the Committee up to date with regard to the details surrounding each spend when a non-competitive process was utilized.

For each exception, a single/sole source form is to be completed and approved unless the vendor has been pre-approved through the report presented by Director Angelo to the Public Works Committee and further approved by Council in which case that requirement is waived.

For purposes of this report, I have provided details of those single/sole source purchases where the vendor is not included in the list of pre-approved single sources at committee level and simply a summary of the dollars spent to date as

they relate to the pre-approved listing of vendors. A copy of the Public Works pre-approved list is included for your convenience.

This report covers primarily 2021 transactions unless 2020 paperwork was not available for the last report to this committee, February 2021.

Existing Policy/By-law:

By-Law Number 16-058 being a By-Law to Adopt A Purchasing Policy for the City of Quinte West.

Financial Impact:

Not Applicable.

Public Input:

Not Applicable.

Internal/External Consultation:

Not Applicable.

Comments/Analysis:

For Information Only

Line #	Invoice Date	Source Form Approval Date	Vendor Name	Inv. #	Single	Sole	Dollar Value - per invoice/tax out	Dollar Value Approved	Authorization Level	Description	Exception
1	1-Jan-21	quotes in place of formal tender	Jeffrey G Wallans Construction	11/1/2020			\$ 46,870.00		Manager - Sean Beemer	Trenton OPP Storage Shed	
2	5-Jan-21	8-Dec-20	Alertus Technologies	134991	x		\$ 7,991.74	\$ 7,991.74	Acting Director - Brian Johnston	hard wired lockdown buttons - City Hall	10.4b
	22-Jan-21	9-Jan-21	Pro Aqua	2021-127		x	\$ 11,116.14	\$ 12,561.24	Director - Chris Angelo	TWTP pump rebuild - needed OEM parts	10.5a
3	6-Jan-21	8-Feb-21	Promark	24212		x	\$ 1,380.10	\$150,000. cumulative	Committee/Council	Locate Services	not stated
4	6-Jan-21			24210		x	\$ 652.98				
5	6-Jan-21			24211		x	\$ 513.00				
	5-Apr-21			24945		x	\$ 3,309.44				
	5-Apr-21			24944		x	\$ 6,656.78				
	5-Apr-21			24946		x	\$ 4,738.47				
6	28-Jan-21	28-Jan-21	Ovivo Inc.	155673		x	\$ 5,871.95	\$ 5,871.95	Director - Chris Angelo	Specialty OEM parts required	10.5a
7	5-Jan-21	6-Apr-21	Love's Tree Removal	791	x		\$ 33,900.00	\$ 33,900.00	Director - Brian Jardine	clearing industrial Park - Carrying Place	10.4k
9	1-Feb-21	5-Jan-21	Love's Tree Removal	790	x		\$ 16,500.00	\$ 16,500.00			
10	2-Feb-21	9-Jan-21	Clark-Kavanagh Homes Inc.	7679	x		\$ 17,210.00	incomplete	Director - Chris Angelo	Thompson Steamer for Culverts	
11	26-Jan-21	24-Feb-21	Cancoppas Limited	121010035391	x		\$ 7,049.76	\$ 6,999.76	Director - Chris Angelo	Stonecrest STP Analyzer replacement	10.4b
12	17-Feb-21	11-Dec-20	K.G. Reid Trenching	40074	x		\$ 26,827.30	\$ 26,827.30	CAO - David Clazie	unforeseen electrical shortage for new sign	10.4g
13	8-Feb-21	not provided	Colvoy Equipment	47460	x		\$ 120,000.00		Committee/Council	John Deere tractor (demo)	
14	16-Feb-21	not provided	Joe Johnson Equipment	U00595	x		\$ 143,628.00		Committee/Council	Trackless sidewalk plow	
15	22-Mar-21	10-Dec-20	Urbanscape Planters	32521	x		\$ 16,732.00	\$ 16,732.00	Director Chris Angelo	Self Watering Planters	10.4b
16	22-Mar-21	10-Dec-20		32521FD			\$ 534.00	add on	Chief John Whelan	Self Watering Planters	
17	23-Mar-21	10-Dec-20	Simplistic Lines Inc.	2100032321	x		\$ 29,599.75	\$ 29,599.75	Director - Chris Angelo	GPS line marking machine	10.5a & b
18	29-Mar-21	4-May-21	Planview Utility Services	21-7-0331-01	x		\$ 6,304.24	\$ 15,000.00	Acting Director - Brian Johnston	Inspection & design service for fibre infrastructure projects	10.4g & h
19	25-Mar-21	8-Apr-21	Met-Scan	5587	x		\$ 12,048.30	\$ 13,614.58	Acting Director - Brian Johnston	Software upgrade engineering OPP	10.4b
20	1-Apr-21	13-Apr-21	Pro Aqua	2021-191	x		\$ 13,708.03	\$ 13,708.03	Director - Chris Angelo	Pump Assembly replacement TWWTP	10.4b
21	30-Nov-20	18-Jan-21	Al White Landscaping	11014	x		\$ 5,940.00	\$ 5,940.00	Director - Chris Angelo	Remove surplus material from river crossing project	
22	15-Mar-21	piggyback	NE&S Networks	2021-132	x		\$ 28,000.00	unknown	Acting Director - Brian Johnston	Development of broadband network plan	
23	30-Apr-21	14-Dec-20	Commercial Truck Equipment	EM - 04435094-0	x		\$ 404,612.35	\$ 404,612.35	Committee/Council	Pierce stock pumper - Demo	10.4b&g
24	14-Jan-21	21-Jan-21	Digital Boundary Group	8614	x		\$ 8,000.00	\$ 8,000.00	Acting Director - Brian Johnston	external penetration testing - satisfy cyber insurance requirements	10.4b&k
25											
26				2021 Total To Date			\$ 979,694.33				

Pre-Approved by Committee Report 20-017 PWES June 2020

SUMMARY

Jacobs 9CH2M Hill	\$ 52,320.31
Kemira	\$ 83,196.52
Quinte Sewer	\$ 105,761.25
WSP Canada	\$ 56,371.18
Terrapur Organics	\$ 169,950.87
Rotork Controls	\$ 30,122.75
Brenntag Canada	\$ 37,880.19
Joe Johnson Equipment	\$ -
SNF Canada	\$ 25,021.16
Evoqua Water	\$ 9,017.40
Gincor Industries	\$ 6,564.76
Carmichael Eng.	\$ 14,259.75
Hatfield Electric	\$ 5,085.00
Iconix Waterworks	\$ 97,558.23
Jan-May 2021	\$ 693,109.37

The following is the legend to assist in defining the article number stated as the reason for the exception.

- 10.4 Purchases may be made from a **Single source** without quotation or competitive process where:
- a) Due to market conditions goods are in short supply.
 - b) The compatibility of a purchase with existing equipment, facilities or services is of paramount consideration and that purchase must be made from a Single source.
 - c) An item or service is purchased for testing or trial use.
 - d) The City purchases supplies for resale.
 - e) A product is leased or rented by the City with or without a credit purchase option, and such purchase option would be beneficial to the City.
 - f) The consideration for a purchase is to be paid by a third party and that third party agrees to or designates the contractor.
 - g) A situation creates immediate and serious need, which may not be reasonably met by any other procedure.
 - h) Lack of supplies or services may adversely affect the functioning of the City, threaten public or private property or the environment, or jeopardize the health or safety of the public.
 - i) It is necessary to arrange interim contractual arrangements following the expiration or breach of a contract, or the receipt of unacceptable or non-competitive bids.
 - j) When no bids are received in a competitive process and timelines or circumstance are not conducive to review and reissue of the bid document.
 - k) The extension of an existing Contract would prove more cost effective or beneficial.
- 10.5 Purchases may be made from a **Sole source** without quotation or competitive process where:
- a) There is only one source of supply for the goods or service
 - b) When the required item is covered by an exclusive right such as a patent, copyright or exclusion license
 - c) Where supplies are offered for sale by tender, auction or negotiation, such purchase shall be deemed to be a sole source purchase.



**STAFF REPORT
20-017 PWES**

A Natural Attraction

Date: June 09, 2020

To: Chair Allan DeWitt and Members of the Public Works and Environmental Services Committee

From: Chris Angelo, Director of Public Works and Environmental Services

Subject: Sole/Single Source Contractors and Suppliers

Recommendations:

That Committee recommends to Council that the Director of Public Works and Environmental Services Staff Report 20-017 be received as information; and

That Committee recommends to Council to approve the sole/single source contractors and suppliers on the attached list in Staff Report 20-017.

Background:

For Committee information, in 2019 the Public Works and Environmental Services Committee and Council approved Staff Report 19-006. This report is an update of the sole/single source contractors/suppliers that the City of Quinte West Public Works & Environmental Services Department currently uses on an annual basis.

In rare, specific or exceptional circumstances, where only one supplier or consultant may be able to provide a particular good or service needed for the Public Works Department, a single or sole source procurement request is required by the City's Purchasing Department. The Purchasing By-Law requires the Department Head to submit a written request specifying the rationale that warrants a non-competitive selection to either Committee or Council for approval prior to deviation from the policy. Staff are requesting that the single/sole source companies listed below are pre-approved by the Committee, and recommended to Council, to use for maintenance throughout the year to expedite the purchasing process.

The signing authority required on the Single or Sole Source application is dictated by the dollar threshold and is as follows:

\$5,000. - \$15,000. – requires signature of department Director

\$15,001. - \$40,000. – requires the signature of both Director and CAO

\$40,001. + – requires Director and Committee/Council Approval

Sole source purchases may be made from a Sole source without quotation or competitive process where:

- There is only one source of supply for the goods or service
- When the required item is covered by an exclusive right such as a patent, copyright or exclusion license
- Where supplies are offered for sale by tender, auction or negotiation, such purchase shall be deemed to be a sole source purchase.

A single source purchase may be made where:

- Due to market conditions goods are in short supply.
- The compatibility of a purchase with existing equipment, facilities or services is of paramount consideration and that purchase must be made from a single source.
- An item or service is purchased for testing or trial use.
- The City purchases supplies for resale.
- A product is leased or rented by the City with or without a credit purchase option, and such purchase option would be beneficial to the City.
- The consideration for a purchase is to be paid by a third party and that third party agrees to or designates the contractor.
- A situation creates immediate and serious need, which may not be reasonably met by any other procedure.
- Lack of supplies or services may adversely affect the functioning of the City, threaten public or private property or the environment, or jeopardize the health or safety of the public.
- It is necessary to arrange interim contractual arrangements following the expiration or breach of a contract, or the receipt of unacceptable or non-competitive bids.
- When no bids are received in a competitive process and timelines or circumstances are not conducive to review and reissue of the bid document.
- The extension of an existing Contract would prove more cost effective or beneficial.

The compatibility of a purchase with existing equipment, facilities or services is of paramount consideration and that purchase must be made from a single source.

The Public Works and Environmental Services Department utilizes many companies and suppliers throughout the year, and Staff have provided a list for the Committee and the rationale on why these suppliers of services are required. Staff are recommending that the Committee pre-approve the provided list of contractors and suppliers for single/sole sourcing.

Company	Purchased By	Typical Purchases	Frequency	Reason for Single/Sole	Purchasing By-Law Article
Advantage Specialties	Parks & Roads	Garbage cans, benches, calcium chloride, etc	As needed	Provide materials and parts for garbage cans etc.	10.4 b)
BMR or Cedar Signs	PW Department	Signs and Posts	As needed	Signage and posts on an as needed basis.	10.4 b)
Brenntag Canada	Water / Wastewater	Chlorine, sodium hypo	As needed	Various water and wastewater chemicals eg. Chlorine and sodium hypo.	10.4 b)
C&M Environmental Technologies	Wastewater Treatment	WWTP clarifier parts	As needed	Supplier of polychem products, current flight & chain system throughout WWTP plant	10.4 b)
Cambium Environmental	PW Department	Environmental testing, landfill compliance MENA off-site	As needed	Cambium has been providing this service at a very economical cost for the last 13 years	10.4 b)
Can-Am Instruments Ltd	Wastewater Treatment	Automatic samplers	As needed	Preferred equipment quality	10.4 b)
Carmichael	Water & Wastewater Treatment	Boiler Maintenance , Digester Work/ Testing	Annual As needed	Specialized service techs, TSSA requirements	10.4 b)
Coco Paving	Roads	Patching material	As needed	Cold patch material as needed (ie. QPR)	10.4 g)
Diamond Electric	Trenton Wastewater	Electrical Contractor	As needed	Specializing in wastewater process, control, and instrumentation at TRWWTP	10.4 b)

Dundee Marine	Water Treatment	Intake Inspections	Annual	Crew is prequalified, completed all previous inspections	10.4 a)
EMCO Corp	Water Distribution	Spare stock, hydrants	As needed	Ongoing infrastructure repairs, compatibility with existing, excellent delivery	10.4 b)
Emsco Ltd.	Water & Wastewater	Floc tank repairs, blower repairs	As needed	Techs specialized in Hoffman blowers	10.4 b)
Entec Waste Management Inc.	Wastewater Treatment	Clean out waste holding	Annual, Bi-Annual	Preventative maintenance, specializing in confined space cleaning and material dewatering	10.4 k)
Eramosa Engineering	Water & Wastewater	SCADA control and Data support	As needed	Specialized in integration and implementing data technology solutions and reporting for process control	10.4 b)
Evoqua Water Technologies	Water Treatment	PM on Chlorination Equip, Analyzers	As needed	Manufacturers service technicians complete specialized maintenance, extends life and reliability of equipment, Evoqua is the regional distributor of Siemens Depolox analyzers, and chlorine gas equipment (standardized equip)	10.4 b)
Gin-Cor Industries	Roads	Materials for vehicles	As needed	Chains and winter supplies for vehicles	10.4 b)
Gratec Ltd (T.D. Rooke Associates)	Water & Wastewater	Pump repairs	As needed	Technicians specialized in vertical turbine pumps	10.4 b)
H2Flow Equipment Inc.	Wastewater Treatment	Lamp Sleeve, Cartridges, Channel Grinder Parts	As needed	Ontario distributor for Trojan UV lamp sleeves and Franklin parts	10.4 b)
Hatfield Electric	Water & Wastewater	Electrical Contractor	As needed	Specializing in water and wastewater process, control, and instrumentation	10.4 b)
Iconix Waterworks	Water Distribution	Spare stock, hydrants	As needed	Ongoing infrastructure repairs, compatibility with existing, excellent delivery	10.4 b)

Image Landscaping	PW department	Interlock repairs	As needed	Interlock repairs	10.4 b)
Innovative Control Solutions	Water & Wastewater	Actuators, valves, kits, spare parts	As needed	Original equipment replacement and compatible	10.4 b)
Itron Canada Inc	Water Distribution	Encoders for Water Meters	As needed	Ongoing water meter/ radio upgrades, Itron is our standardized water meter radio and software supplier	10.4 b)
Jacobs <i>eflm</i>	Water & Wastewater	Engineering Consultant	As needed	Hydraulic water, sanitary and storm sewer modelling	10.4 b)
Joe Johnson Equipment	Roads	Materials for vehicles	As needed	Supplies bristles for equipment brooms	10.4 b)
John's Equipment Sales & Service Ltd	PW Department	Repairs to vehicles	As needed	Large and small vehicle parts that need to be done on a as needed basis	10.4 b)
Keenline Innovation Technology & Training Inc	PW Department	Line Painting inspection	As needed	Line painting administration and testing	10.4 b)
Kemira Water Solutions Canada	Water & Wastewater	Chemical Supplier	As needed	Coagulant chemical supplier	10.4 b)
Kerr Sprinkler Systems	Parks	Maintenance on sprinkler system	As needed	Kerr currently has the data and control for the sprinkler systems and can make changes as needed. Ex. Timing	10.4 b)
Killaloe Wood Products	Parks	Playground Material	As Needed	Playground Mulch for base of playground structures (standardization)	10.4 b)
KTI Ltd	Water & wastewater	Water meters	As needed	Ongoing water meter upgrades, KTI distributor for Sensus products, compatibility with existing	10.4 b)
Lower Trent Conservation Authority	Water Admin	Source Protection Education & Outreach	Annually	Partnership with Lower Trent and other municipalities	10.4 k)

MAR-C0 Clay Products Inc.	Parks	Baseball & Sports Clay	As Needed	Sports Clay for Ball Diamonds (standardization)	10.4 b)
Norway Paving	PW department	Asphalt repairs	As needed	Paving for asphalt repairs	10.4 g)
Quinte Sewer Service	PWES	Sewer flushing and CCTV videoing	As Needed	Ongoing flushing and CCTV of sewers throughout the whole city	10.4 b & g)
Redpath Construction Ltd	PWES	Dredging operations at Wellers Bay	As needed	Ongoing maintenance dredging at channel for Wellers Bay	10.4 b)
Rotork Controls (Canada) Ltd	Water & Wastewater	Actuators	As needed	OEM replacements, more compact for tight quarters, only Ontario distributor	10.4 b)
Rush Truck Centres of Canada Ltd. (formerly Tallman Truck)	Roads Water & Wastewater	Generator Repairs, Rental, truck repairs	Annual As needed	Company performs PMs and after hours service, emergency repairs to backup power sources and truck repairs as needed	10.4 g)
SCG Flowmetrix	Water & Wastewater Distribution	Annual Calibration/ Verification of Flow/ Level/ Pressure Instruments	Annual	MOE requirement, consistency in process, extends life and reliability	10.4 b)
Scott's Haulage	Outdoor Operations	Crushing stock-piled asphalt	As needed	Crushing of stock-piled asphalt in accordance w/ Heavy Equipment tender	10.4 k)
Smith's Septic/ Terrapure	Wastewater Treatment	Sludge Hauling	As needed	Ongoing biosolids maintenance	10.4 b)
SNF Canada	Water & Wastewater	Chemical Supplier	As needed	Polymer chemical supplier	10.4 b)
Tacel Ltd	Roads	Traffic Signal Equipment	As needed	Material and supplies needed for traffic signal lights	10.4 b)
Triland Environmental	PWES	Grinding at the landfill	As needed	Maintenance of brush at the landfill	10.4 a)
Troy Ontor Inc.	Water & Wastewater	Auma Valves and actuators	As needed	OEM replacements, only Ontario distributor	10.4 b)
Willowlee Sod	Parks	Lawn	As needed	Maintenance of fertilization	10.4 b)

Farms Ltd		fertilization and ground coverage		programs, small areas needing repair for sod	10.4 k)
WSP	Water & Wastewater	SCADA integration	As needed	Standardization with existing SCADA control system, necessary for MOECC compliance	10.4 b)
Xylem Water Solutions	Wastewater Treatment	Repair Kits, Pumps, PM	Annual As needed	Specialized in Flygt pumps, standardization of equipment with existing systems	10.4 b)

Existing Policy/By-law:

Sole or Single Source Request as per the City of Quinte West's Procurement By-Law

Financial Impact:

N/A

Public Input:

N/A

Internal / External Consultation:

Staff have consulted with the Director of Corporate and Financial Services and CAO.

Comments/Analysis:

The City has requested exemptions to the Purchasing Policy in the past for specific projects. There is a strong business rationale in this instance to support the request for sole or single sources as Public Works and Environmental Services has used these companies in the past and they supply exactly the quality of service and/or product the City requires.

