



A Natural Attraction

**STAFF REPORT
21-100CFS**

DATE: September 1, 2021

TO: Karen Sharpe, Chair
And Members of the Corporate and Financial Services Committee

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

SUBJECT: Non-Standard Procurement - 2021 Report 2

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 (21-073) 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 standard procedures are not seen as advantageous or possible, approval must be obtained in accordance with the dollar thresholds and approval hierarchy established in the purchasing policy. This report is presented to keep the Committee up to date with regard to the details surrounding each spend when a non-standard process was utilized.

As we transition from the previous purchasing policy and numbering system to the current version, I have noted the new exception code where applicable in the spreadsheet report with a brief explanation. As item numbering has shifted and exceptions added, an excerpt of Section 13 of the current purchasing policy is attached for your convenience and reference.

It is noteworthy that revisions to the purchasing policy updated and approved June 2021, also provides for utilization of the Heavy Equipment call-out list

established through an RFPQ up to a maximum of \$100,000. per project. Those items are also reported herein.

This report is limited to details of non-standard purchases where the vendor is not included in a pre-approved 'blanket' list. For those related to a pre-approved blanket list, a condensed summary showing only dollars spent has been provided. Detailed supporting documentation can be provided upon request.

This is the second such report to the committee in 2021 and covers transactions since the last report in June 2021.

Existing Policy/By-law:

By-Law Number 21-073 being a By-Law to Adopt A Purchasing Policy for the City of Quinte West.

Strategic Plan Impact:

Not Applicable

Infrastructure:

Not Applicable

Economic Prosperity:

Not Applicable

Environmental Stewardship:

Not Applicable

Operational Excellence:

Ensure operational excellence through open communication and exceptional customer service. Full accountability.

Financial Impact:

Not Applicable

Public Input:

Not Applicable

Internal/External Consultation:

Not Applicable

Comments/Analysis:

Provided for information only.

Except from Purchasing Policy By-law 21-073 for reference.

13. NON STANDARD PURCHASES

13.1 When a Department Head or their designate intends to select a supplier to provide goods, services, or construction pursuant to this section, the process to be followed is dictated by the amount of the spend. In all cases, the report (either staff report to committee or single/sole source form) will include the compelling rationale that warrants a non-competitive selection. Valid exemptions are as provided herein (Sch. "A" - Section 13.2 and 13.3)

Approval to initiate a single or sole source procurement must be given PRIOR TO deviation from this policy. In the event that Council and/or committee are at recess, the Chief Administrative Officer is authorized to act on their behalf.

In the event that a project has direct relevance to a previous project, it must be determined if the previous supplier has a clear advantage in bidding on the next phase. The department head in consultation with the Mgr. of Purchasing & Risk Management may declare that a formal competition is not appropriate, and they would proceed under the terms of a "single" source project providing appropriate backup material.

Thresholds:

- **\$10,000. - \$40,000.** – requires completion of a single/sole source form (Appendix A) signed by the Director of the user department must accompany the invoice when submitted to finance for payment.
- **\$40,001. - \$75,000.** – requires completion of a single/sole source form (Appendix A) signed by the Director of the user department and the CAO. The form must accompany the invoice when submitted to finance for payment.
- **\$75,001+** - requires Council approval, either direct or through approval of Committee minutes. A detailed staff report is to be prepared utilizing the City's standard Staff Report template for single/sole purchases. Prior to presentation to Committee/Council, a copy of the report must be provided to the Manager of Purchasing & Risk or their designate for circulation, comment, and acknowledgment within the Finance Dept. If the application to single/sole source is successful, a copy of the Committee Report and Council minutes where the Committee Report was approved must be included in the Invoice Payment Package when submitted for payment.

13.2 SINGLE Sourcing – The procurement of a good or service from a particular vendor rather than through the solicitation of bids from other vendors who can provide the same or equivalent item.

Purchases may be made from a Single source without quotation or competitive process where:

- a) Due to market conditions goods are in short supply. Evidence of failed attempts at sourcing must be provided.
- 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 circumstances 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. The existing contract must be identified.
- l) The procurement is for additional deliveries by the original supplier of goods or services that were not included in the initial procurement if a change of supplier for such additional goods or services cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, services or installations procured under the initial procurement and would cause significant inconvenience or substantial duplication of costs for the city.
- m) Software (annual renewal) may be authorized by the department director without a formal procedure if the annual increase on renewed items is less than 5% from the previous year. All Software licences must be reviewed every five (5) years with a report to Committee to justify a change or continue with the current vendor.

13.3 SOLE Sourcing – The procurement of a good or service that is unique to a particular vendor and cannot be obtained from another source.

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. Supporting documentation from the manufacture to indicate that a particular item cannot be obtained from any other source must be provided by the user department and accompany the Invoice Payment Package when submitted to finance.

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.

13.4 All non-standard procurement will be reported to the Corporate Finance Committee on a quarterly basis.

Line #	Invoice Date	Source Form Approval Date	Vendor Name	Inv. #	Single	Sole	Other	Dollar Value - per invoice/tax out	Dollar Value Approved	Authorization Level	Description	Exception	Note
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			24212		x		\$ 1,380.10					
4	6-Jan-21			24210		x		\$ 652.98					
5	6-Jan-21	8-Feb-21	Promark	24211		x		\$ 513.00	\$150,000. cumulative	Committee/Council	Locate Services	not stated	
	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	
8	1-Feb-21	5-Jan-21	Love's Tree Removal	790	x			\$ 16,500.00	\$ 16,500.00				
9	2-Feb-21	9-Jan-21	Clark-Kavanagh Homes Inc.	7679	x			\$ 17,210.00	incomplete	Director - Chris Angelo	Thompson Steamer for Culverts		
10	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	
11	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	
12	8-Feb-21	not provided	Colvoy Equipment	47460	x			\$ 120,000.00		Director - Chris Angelo	John Deere tractor (demo)		
13	16-Feb-21	not provided	Joe Johnson Equipment	U00595	x			\$ 143,628.00		Director - Chris Angelo	Trackless sidewalk plow		
14	22-Mar-21	10-Dec-20	Urbanscape Planters	32521	x			\$ 16,732.00	\$ 16,732.00	Director Chris Angelo	Self Watering Planters	10.4b	
15	22-Mar-21	10-Dec-20		32521FD				\$ 534.00	add on	Chief John Whelan	Self Watering Planters		
16	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	
17	29-Mar-21	4-May-21	Planview Utility Services	21-7-0331-01	x			-	\$ 15,000.00	Acting Director - Brian Johnston	Inspection & design service for fibre infrastructure projects	10.4g & h	transferred to council preapproved for duration of project - tab 2
18	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	
19	1-Apr-21	13-Apr-21	Pro Aqua	2021-191	x			\$ 13,708.03	\$ 13,708.03	Director - Chris Angelo	Pump Assembly replacement TWWT	10.4b	
20	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		
21	15-Mar-21	piggyback	NE&S Networks	2021-132	x			\$ 28,000.00	unknown	Acting Director - Brian Johnston	Development of broadband network plan		
22	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	
23	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	
24													
2021 Total To Date Report 1								\$ 973,390.09					
2021 - Report 2 - START													
25	5-Feb-21	14-May-21	Love's Tree Removal	793	x			\$ 30,000.00	\$ 30,000.00	Director - Brian Jardine	Industrial park clearing	10.4k	extension of contract
26	14-May-21	not provided	Colvoy Equipment	48236	x			\$ 149,355.58	add on - no report provided	Director - Chris Angelo	Accessories for single source John Deere tractor (line 12)		tractor + accessories - net spend \$269,355.58
27	26-May-21	15-Jun-21	Cole-Parmer	677975	x			\$ 5,628.82	\$ 5,700.00	Director - Chris Angelo	replacement pump for cl2 analyzer	10.4b	compatibility
28	31-May-21	21-Apr-21	Shoreplan (Draw 1)	7752	x			\$ 6,236.70	\$ 22,000.00	CAO - David Clazie	Breakwater Inspection	10.4k	extension of contract
29	25-Jun-21	not provided - however confirmation from manufacturer that Code 4 is sole authorized dealer	Code 4 Fire & Rescue Inc.	207230		x		\$ 11,995.00		Chief - John Whelan	eDualic Ram/Jaws of Life		
30	2-Jun-21	not provided	Stoneline Ltd.	1511	x			\$ 12,656.00		Director - Chris Angelo	Custom Pride Crosswalk Painting		This company is sub-contractor to existing Line Marking Contractor (McGuinness)

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31	multi	7-Jun-21	Taskforce Engineering (Total 3 Draws)	4537,4496,4521	x			\$ 183,325.00	\$ 184,825.00	Committee/Council	Engineering re Bryan's Auction site - Industrial Park	10.4k	
32	1-Aug-21	11-Aug-21	Keenline Innovation Technology	1188	x			\$ 25,795.00	no upset - hourly rate	Director - Chris Angelo	Pavement marking application inspection services	13.2l (revised purchasing policy list)	Additional services by original provider
33	10-Aug-21	5-May-21	K. G. Reid Trenching	21068	x			\$ 16,243.56	\$ 16,243.56	Acting Director - Brian Johnston	purchase GLB and Pedestals to facilitate infrastructure installation on King St.	10.4b & g	compatibility & immediate need/others could not meet timeline
34	9-Apr-21	31-Mar-21	Trojan UV	10306975		x		\$ 49,440.00	\$ 49,440.00	Director - Chris Angelo	Annual UV Lamp Replacements (previously H2Flow - now buying direct)	10.5a	only one source
35	multi June thru July	n/a	Tim Donaldson Excavating	5323,5331,5352,5336,5337			x	\$ 131,147.50	\$ 100,000.00	As per revision to purchasing policy. Use of Heavy Equipment List for projects not to exceed \$100,000	Transfer of material from Frankford Landfill to Northumberland Landfill		
								Report 2 Total	\$ 621,823.16				
								2021 Total To Date	\$ 1,595,213.25				

Pre-Approved by Committee Report 20-017 PWES June 2020 & some individual staff report to committee		
SUMMARY	CFS Report 1 - June 2021	CFS Report 2 - Sept. 2021
Jacobs 9CH2M Hill	\$52,320.31	\$ 199,304.54
Kemira	\$83,196.52	\$ 105,034.59
Quinte Sewer	\$105,761.25	\$ 105,761.25
WSP Canada	\$56,371.18	\$ 66,111.18
Terrapur Organics	\$169,950.87	\$ 262,986.37
Rotork Controls	\$30,122.75	\$ 30,122.75
Brenntag Canada	\$37,880.19	\$ 37,880.19
Joe Johnson Equipment	\$ -	\$ -
SNF Canada	\$25,021.16	\$ 25,021.16
Evoqua Water	\$9,017.40	\$ 9,017.40
Gincor Industries	\$6,564.76	\$ 6,564.76
Carmichael Eng.	\$14,259.75	\$ 14,259.75
Hatfield Electric	\$5,085.00	\$ 5,085.00
Iconix Waterworks	\$97,558.23	\$ 97,558.23
Promark Telecom		\$ 19,360.01
Planview Ulitility Services		\$ 10,733.11
KTI Limited		\$ 31,318.56
Emsco Ltd.		\$ 6,556.00
Xylem Canada		\$ 11,151.75
	\$693,109.37	\$ 1,043,826.60