



A Natural Attraction

**STAFF REPORT
21-014CFS**

DATE: February 3, 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. Once approved, the buyer may proceed to place the order. Please note, the approval hierarchy in place for "exceptions" from the policy is at the Senior Staff or Committee/Council level. The function of the Manager of Purchasing & Risk is to acknowledge and report on those activities, not to verify or confirm accuracy of statements made therein.

The requirement to complete a single/source form is waived for approx. fifty (50) vendors as recommended in staff report 20-017 PWES to the Public Works and



Environmental Services Committee and approved at Committee and Council levels. Those transactions are captured on the attached spreadsheet simply to update committee on the cumulative dollars spent by the city without benefit of a competitive process.

Invoices for single/sole source purchases made outside of that Committee/Council blanket approval make up the remainder of the items shown on this report and provided for your information.

This report concludes the reporting and total dollar spent utilizing the single/source procurement method in 2020. Any invoices straddling 2021 will be added to the first report of that year.

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

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.

Line	Invoice	Source Form	Vendor Name	Inv. #	Single	Sole	Dollar Value -	Dollar Value	Authorization Level	Description	Exception
START - REPORT 3											
114	31-May-20	Combination of 2019/2020 Staff Reports	Triland Environmental	105231	x		\$14,407.50	No maximum stated in report	Committee/Council per Staff report PWES 19-06	Grind Yard & leaf Waste - Frankford Landfill	10.4 a
115	24-Sept-20	Staff Report PWES 20-17	KTI Limited	128261	x		\$37,431.30	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	meters	10.4 b
116	14-Nov-20	Staff Report PWES 20-17	Willowlee Sod Farms Limited	51524	x		\$41,090.87	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	Centennial Park soccer field restoration	10.4 a
117	30-Sept-20	n/a		20 434	x		\$12,648.09				
118	30-Sept-20	n/a		20 418	x		\$13,793.91				
119	09-Oct-20	n/a		20 436	x		\$18,333.12				
120	26-Oct-20	n/a		20 433	x		\$10,973.43				
121	19-Oct-20	n/a		20 438	x		\$12,780.30				
122	30-Oct-20	n/a	QBT Excavating Services Ltd.	20 490	x		\$24,194.43	no report provided	Director Chris Angelo	catch basin cleaning	-
123	14-Nov-20	n/a	Dundee Marine	1095		x	\$9,435.50	no report provided	Director Chris Angelo	Raw water intake inspections	10.4 a
124	13-Oct-20	Staff Report PWES 20-17	Gin-Cor Industries	63327	x		\$9,717.28	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	tarp roller assembly & misc parts	10.4 b
125	09-Oct-20	Staff Report PWES 20-17	Triland Environmental	105719	x		\$16,385.00	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	Grinding - Frankford Landfill	10.4 a
126	15-Oct-20	Staff Report PWES 20-17	Cambium	2020-31424	x		\$16,781.87	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	Soil Characterization Carrying Place Industrial Park	10.4 k
127	23-Oct-20	Staff Report PWES 20-17	KTI Limited	129066	x		\$6,710.30	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	meters	10.4 b
128	04-Nov-20	Staff Report PWES 20-17	Kemira	9019191669	x		\$11,992.87	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	ALS bulk	10.4 b
129	27-Oct-20	Staff Report PWES 20-17	Evoqua	904658776	x		\$15,616.60	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	chlorine analyzers	10.4 b
130	10-Nov-20	Staff Report PWES 20-17	Rotork Controls	PINV00025027	x		\$31,432.90	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	Actuators	10.4 b
131	31-Oct-20	Staff Report PWES 20-17	Terrapure Organics Solution	14995	x		\$38,917.20	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	biosolids haulage	10.4 k
132	12-Oct-20	Staff Report PWES 20-17	Hatfield Electric	1-4057	x		\$5,035.04	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	TWWTP troubleshooting	10.4 b
133	15-Oct-20	08-Jan-21	Drager	907051285	x		\$6,328.00	\$5,600.00	Director Chris Angelo	hazardous gas controller Dundas Pump Station	10.4 b
134	11-Nov-20	Staff Report PWES 20-17	SNF Canada	12003	x		\$8,672.98	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	polymer	10.4 b
135	06-Nov-20	Staff Report PWES 20-17	Kemira	9019191919	x		\$11,557.80	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	ALS Bulk	10.4 b
136	02-Nov-20	Staff Report PWES 20-17	Xylem Water Solutions	3558344748	x		\$8,063.44	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	TWWTP pump assemblies	10.4 b
137	30-Nov-20	Staff Report PWES 20-17	Kerr Sprinkler Systems Inc.	9755	x		\$76,342.80	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	New pump station and remodel zone configuration Centennial Park	10.4 b

Line	Invoice	Source Form	Vendor Name	Inv. #	Single	Sole	Dollar Value -	Dollar Value	Authorization Level	Description	Exception
138	30-Nov-20	Staff Report PWES 20-17	Kerr Sprinkler Systems Inc.	9756	x		\$6,780.00	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	renovation to soccer field #4	10.4 b
139	30-Nov-20	Staff Report PWES 20-17	Terrapure Organics Solution	27989	x		\$8,305.50	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	cleaning pumping stations	10.4 k
140	30-Nov-30	Staff Report PWES 20-17	Terrapure Organics Solution	15040	x		\$35,737.38	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	biosolids haulage	10.4 k
141	16-Nov-20	Staff Report PWES 20-17	Xylem Water Solutions	3558345454	x		\$32,058.10	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	submersible pumps	10.4 b
142	16-Nov-20	Staff Report PWES 20-17	Xylem Water Solutions	3558345455	x		\$4,635.37	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	wet end assembly	10.4 b
143	15-Dec-20	Staff Report PWES 20-17	SNF Canada	12309	x		\$8,672.98	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	polymer	10.4 b
144	04-Nov-20	Staff Report PWES 20-17	KTI Limited	129357	x		\$39,177.28	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	meters	10.4 b
145	04-Nov-20	Staff Report PWES 20-17	KTI Limited	129356	x		\$39,177.28	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	meters	10.4 b
146	20-Dec-20	Staff Report PWES 20-17	Kemira	9019193333	x		\$10,407.06	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	ALS Bulk	10.4 b
147	04-Nov-20	Staff Report PWES 20-17	KTI Limited	129355	x		\$39,177.28	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	meters	10.4 b
148	30-Nov-20	Staff Report PWES 20-17	Bearcom	5116383	x		\$200,767.10	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	Radio Base Station-licencing-installation	10.4 a
149	17-Nov-20	26-Nov-20	Poirier Telecommunications Corporation	9629.3	x		\$9,629.30	\$8,521.50	Acting .. Brian Johnson	288 count loose tube fiber optic cable	10.4 a
150	30-Nov-20	___-Dec-20	Devries Site Services	483	x		\$9,831.00	-	Director Chris Angelo	install hydrant, valve & lateral Hospice Quinte	non stated
151	24-Nov-20	08-Jan-21	Greer Galloway Consulting Eng.	23935	x		\$14,152.04	\$20,000.00	Director Chris Angelo	Engineering design Anderson Island Bridge	10.4 k
152	17-Nov-20	08-Dec-20	Trenton Paving Co.	4541	x		\$11,300.00	\$10,000.00	Director Chris Angelo	paving - Telephone Rd booster station	10.4 a
153	01-Dec-20	Staff Report PWES 20-17	Willowlee Sod Farms Limited	51739	x		\$10,928.80	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	Grading & GPS Grademan	10.4 a
154	02-Dec-20	Staff Report PWES 20-17	Kemira	9019192702	x		\$11,510.51	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	ALS Bulk	10.4 b
155	04-Dec-20	Staff Report PWES 20-17	Quinte Sewer Service	10926	x		\$7,593.60	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	flush sanitary sewers in Trenton	-
156	10-Dec-20	Staff Report PWES 20-17	Iconix Waterworks	C2016136544	x		\$6,590.14	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	meters, tracing wire etc	10.4 b
157	01-Dec-20	Staff Report PWES 20-17	Jacobs (CH2M Hill)	665990CH015	x		\$36,857.27	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	Sanitary collection system hydraulic model development	10.4 k
158	01-Dec-20	Staff Report PWES 20-17	Jacobs (CH2M Hill)	665990CH016	x		\$32,615.70	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	Storm collection system hydraulic model development	10.4 k

Line	Invoice	Source Form	Vendor Name	Inv. #	Single	Sole	Dollar Value -	Dollar Value	Authorization Level	Description	Exception	
159	11-Dec-20	Staff Report PWES 20-17	WSP Canada Inc	967602	x		\$6,220.50	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	FWTP filter replacementFrankford WTP filter PLC replacement	10.4 b	
160	01-Dec-20	Staff Report PWES 20-17	KTL Limited	130031	x		\$39,177.28	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	meters	10.4 b	
161	16-Dec-20	Staff Report PWES 20-17	Xylem Water Solutions	3558347223	x		\$8,206.58	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	submersible pump pm	10.4 b	
162	20-Dec-20	Staff Report PWES 20-17	Kemira	9019193335	x		\$13,021.57	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	Stempac Bulk	10.4 b	
163	22-Dec-20	Staff Report PWES 20-17	Tacel Ltd.	35391	x		\$7,022.95	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	traffic signal equipment	10.4 b	
164	14-Dec-20	Staff Report PWES 20-17	Tacel Ltd.	35335	x		\$10,952.64	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	sensor syste for trafic signal	10.4 b	
165	22-Dec-20	Staff Report PWES 20-17	Tacel Ltd.	35393	x		\$5,900.86	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	traffic signal parts	10.4 b	
166	17-Dec-20	Staff Report PWES 20-17	Tacel Ltd.	35364	x		\$17,982.82	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	Phase M Base Mt Cab King St project	10.4 b	
167	11-Dec-20	Staff Report PWES 20-17	WSP Canada Inc	967502	x		\$7,304.69	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	Frankford bridge PLC replacement	10.4 b	
168	09-Dec-20	Staff Report PWES 20-17	Kemira	9019193490	x		\$6,299.09	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	ALS Bulk	10.4 b	
169	10-Dec-20	Staff Report PWES 20-17	Kemira	9019192896	x		\$14,888.88	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	SternPac Bulk	10.4 b	
170	21-Dec-20	Staff Report PWES 20-17	KTI Limited	130490	x		\$39,177.28	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	meters	10.4 b	
171	31-Dec-20	Staff Report PWES 20-17	Terrapure Organics Solution	15075	x		\$56,090.04	No maximum stated in report	Committee/Council pre-approved list of vendors for "blanket" single/sole source	December sludge haulage	10.4 k	
172	18-Dec-20	18-Dec-20	Starfield	1016428	x		\$55,034.39	\$50,000.00	Fire Chief Whelan	Fire dept. bunker gear	-	
173	22-Dec-20	17-Dec-20	Bang the Table	919	x		\$20,340.00	\$18,000.00	CAO David Clazie	Community engagement software	10.4 b	
174	08-Dec-20	05-Jan-21	Ovivo Inc.	155652		x	\$6,708.61	\$10,340.00	Director Chris Angelo	TWWTP mixer gear box installation	10.5 a	
175	16-Dec-20	n/a	Code 4 Fire & Rescue Inc.	206841	x		\$33,888.70	-	Fire Chief Whelan	Jaws	10.4 b	
			Sub Total - Non-competitive Procurement Activity Report 3 - 2020					\$1,382,763.10				
			NON-COMPETITIVE PROCUREMENT ACTIVITY - TOTAL 2020					\$4,001,773.69				