



A Natural Attraction

**STAFF REPORT
22-012CFS**

DATE: February 2, 2022

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

FROM: Melanie Maser, Purchasing Coordinator
Lisa Brooker, Insurance and Risk Management Coordinator
Caleb DenOuden, Director of Finance

SUBJECT: Non-Standard Procurement - 2021 Report 3

RECOMMENDATION:

That Committee received the Non-Standard Procurement - 2021 Report 3 as presented for information.

BACKGROUND:

When spending City funds, those delegated authority to do so must refer to the City's Purchasing policy By-law 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 expenditure 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 were 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 third such report to the Committee for 2021, year-end and covers transactions since the last report in September 2021.

EXISTING POLICY/BY-LAW:

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

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 manufacturer 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.

STRATEGIC PLAN IMPACT:

N/A

Infrastructure:

N/A

Economic Prosperity:

N/A

Environmental Stewardship:

N/A

Operational Excellence:

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

FINANCIAL IMPACT:

N/A

PUBLIC INPUT:

N/A

INTERNAL/EXTERNAL CONSULTATION:

N/A

COMMENTS/ANALYSIS:

Provided for Committee information.

Line #	Invoice Date	Source Form	Vendor Name	Inv. #	Single	Sole	Other	Dollar Value -	Dollar Value	Authorization Level	Description	Exception	Note
1	1-Jan-21	quotes in place of	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	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 -	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	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		
10	26-Jan-21	24-Feb-21	Cancoppas Limited	121010035391	x			\$ 7,049.76	\$ 6,999.76	Director - Chris Angelo	Stonecrest STP Analyzer	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	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	10.4g & h	transferred to council preapproved for
18	25-Mar-21	8-Apr-21	Met-Scan	5587	x			\$ 12,048.30	\$ 13,614.58	Acting Director - Brian Johnston	Software upgrade	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	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		
21	15-Mar-21	piggyback	NE&S Networks	2021-132	x			\$ 28,000.00	unknown	Acting Director - Brian Johnston	Development of broadband		
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 -	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	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	Director - Chris Angelo	Accessories for single		tractor + accessories - net spend
27	26-May-21	15-Jun-21	Cole-Parmer	677975	x			\$ 5,628.82	\$ 5,700.00	Director - Chris Angelo	replacement pump for c12	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 -	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		This company is sub-contractor to
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	10.4k	
32	1-Aug-21	11-Aug-21	Keenline Innovation Technology	1188	x			\$ 25,795.00	no upset -	Director - Chris Angelo	Pavement marking	13.2l (revised)	Additional services by original
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	10.4b & g	compatibility & immediate
34	9-Apr-21	31-Mar-21	Trojan UV	10306975		x		\$ 49,440.00	\$ 49,440.00	Director - Chris Angelo	Annual UV Lamp	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	Transfer of material from		
Report 2 Total								\$ 621,823.16					
2021 Total To Date								\$ 1,595,213.25					
2021 - Report 3 - START													
36	multi June thru Sept	n/a	QBT Excavating Service Ltd	21475, 21373, 21417, 21538				\$ 93,252.12		Director Chris Angleo	Vac truck rental		looking to include this service in 2022
37	15-Sept-21	06-Oct-21	H2 Flow	19443	X			\$ 22,150.26		Director Chris Angleo	Replacement Task Master	10.4 b)	Heavy equipment list compatibility with existing equipment
38		Not provided	Commerical Emergency Equipment Co.		X			\$ 431,410.92		Committee/Council	2022 Pierce Freightline Tanker		
39	25-Aug-21	28-Oct-21	Cimco	90782319	X			\$ 137,713.10		Committee/Council	Condenser replacement	10.4 b)	compatibility with existing equipment
40	08-Nov-21	08-Nov-21	R.W. Electric	39763	X			\$ 16,950.00		Director Chris Angleo	Traffic Light wiring	13.2 k)	extension to existing contract
Report 2 Total								\$ 701,476.40					
2021 Total to Date								\$ 2,296,689.65					

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)	CFS- Report 3 (Feb 2022)	Total	
Jacobs 9CH2M Hill	\$52,320.31	\$ 146,984.23	\$ 51,572.05	\$ 250,876.59	
Kemira	\$83,196.52	\$ 21,838.07	\$ 36,714.85	\$ 141,749.44	
Quinte Sewer	\$105,761.25	\$ -	\$ -	\$ 105,761.25	
WSP Canada	\$56,371.18	\$ 9,740.00	\$ -	\$ 66,111.18	
Terrapur Organics	\$169,950.87	\$ 93,035.50	\$ 103,423.30	\$ 366,409.67	
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	\$ -	\$ 14,604.12	\$ 28,863.87	
Hatfield Electric	\$5,085.00	\$ -	\$ -	\$ 5,085.00	
Iconix Waterworks	\$97,558.23	\$ -	\$ -	\$ 97,558.23	
Promark Telecom		\$ 19,360.01	\$0.00	\$ 19,360.01	
Planview Utility Services		\$ 10,733.11	\$0.00	\$ 10,733.11	
KTI Limited		\$ 31,318.56	\$0.00	\$ 31,318.56	
Emsco Ltd.		\$ 6,556.00	\$17,143.84	\$ 23,699.84	
Xylem Canada		\$ 11,151.75	\$0.00	\$ 11,151.75	
	\$693,109.37	\$ 350,717.23	\$ 223,458.16	\$1,267,284.76	