



Report to: General Committee

Meeting Date: April 19, 2022

---

<b>SUBJECT:</b>	Staff awarded contracts for the month of March 2022
<b>PREPARED BY:</b>	Alex Moore, Ext 4711

---

**RECOMMENDATION:**

1. THAT the report entitled “Staff Awarded Contracts for the Month of March 2022” be received; and
2. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**PURPOSE:**

Pursuant to Part III section 15 of the Procurement Bylaw (No. 2017-8), passed by Council on March 21, 2017, a report shall be submitted to Council on a monthly basis to advise of awarded contracts greater than \$50,000.

**Key Points:**

- All purchases were in compliance with Procurement Bylaw 2017-8
- 7 contract awards totaling \$2,111,891.31 were approved during March 2022

**BACKGROUND:**

On a monthly basis, Procurement advises Council of all contracts awarded by the Chief Administrative Officer, Commissioners, or Directors with a total cost exceeding \$50,000.

In order to streamline the reporting process, Procurement has revised the monthly report to provide information pertinent to the contract award. The Procurement Bylaw delegates authority to staff to award contracts if the contract award meets specific criteria. The following chart outlines the award limits under the Procurement Bylaw:

Dollar threshold	Within Criteria	Outside Criteria*
\$50,000 or greater, but less than \$100,000	Director	Commissioner
\$100,000 or greater, but less than \$350,000	Commissioner	CAO
\$350,000 or greater	CAO	Council

\* If one (1) of the below noted criteria is not met then the contract award is identified as outside criteria and the approval authority is changed to either the Commissioner, CAO or Council.

- The Contract Award is to the lowest priced or highest ranked (as applicable), compliant Bidder
- The expenses relating to the goods/services being procured are included in the budget (Operating/Capital)
- The Contract Award is within the approved budget
- The term of the Contract is for a maximum of four (4) years
- There is no litigation between the Successful Bidder and the City at the time of Contract Award
- There is no disqualified Bidder (which disqualified Bidder is also the lowest priced or highest ranked Bidder (as applicable) pursuant to the Quotation process) at the time of Contract Award

The following table provides a synopsis of the procurement activities during March 2022.

<b>Procurement Activity</b>	<b>Number of Awards</b>	<b>Total Award Value</b>
Request for Tender (T)	6	\$ 2,015,616.81
Request for Quotation (Q)	0	n/a
Request for Proposal (R)	0	n/a
Non-Competitive Procurement (S)	1	\$ 96,274.50
<b>Total Procurement Activity</b>	<b>7</b>	<b>\$ 2,111,891.31</b>

The following table provides a synopsis of the procurement award amounts by Commission during March 2022.

<b>Procurement by Commission</b>	<b>Number of Awards</b>	<b>Total Award Value</b>
Development Services	1	\$ 646,626.11
Corporate Services	3	\$ 186,106.39
Community Services	3	\$ 1,279,158.81
Chief Administrative Office	0	n/a
<b>Total Procurement Activity</b>	<b>7</b>	<b>\$ 2,111,891.31</b>

**Request for Tender (T)** – is a method of procurement that is used when the exact specifications for the deliverables are known, there are two or more sources of supply and the vendors are only required to submit pricing information. Requests for Tenders are awarded to the low bidder unless reference checks or past performance warrants rationale for not awarding the contract.

**Request for Quotation (Q)** – is a method of procurement similar to a request for tender except the procurement is of a low dollar value (less than \$100,000) and may be issued to a limited number of bidders who are invited to submit bids. Requests for Quotations are awarded to the low bidder unless reference checks or past performance warrants rationale for not awarding the contract.

**Request for Proposal (R)** – is a method of procurement that is used where the deliverables are not clearly specified and it is anticipated that proponents may propose a variety of alternatives to fulfill the requirements. The evaluation of proposals includes both technical (70%) and financial (30%) evaluation and the award is made to the highest scoring proponent.

**Non-Competitive Procurement (S)** – is a method of procurement whereby the Treasurer and/or the Senior Manager, Procurement may, in consultation with the applicable Director negotiate a contract for the supply of goods and services without a competitive process. These awards are generally required under circumstances where: there is only one source of supply; extension of existing contract would be beneficial to the City; specialized equipment or vehicles are being acquired; or it is deemed to be in the City's best interest to not to solicit a competitive bid.

## # 1 Development Services Commission

<b>Contract # 027-T-22</b> <b>Traffic Signal Construction at Two Intersections and PXO Implementation at Supervised School Crossings</b>	Department	Engineering
	No. of Bids	5
	Vendor	ON-TEK Electric
	Budget	\$832,100.00
	Award Amount	\$646,626.11
	Variance	\$185,473.89

The project is for the construction of new traffic signals at Bur Oak & Hammersly and Bur Oak & Alfred Paterson. The scope of work also includes upgrading 25 school crossings to pedestrian Crossovers (PXO's) that are located at mid-block crossings and are not traffic controlled when a guard is not present. Term: All work must start in April 2022 and be completed by July 31, 2022.

The remaining budget in the amount of \$185,473.89 will be partially used for contract administration in the amount of \$35,000 and the balance of \$150,473.89 will be returned to the original funding source.

<b>Contract # 006-T-22</b> <b>Elevator Maintenance and Repair Services</b>	Department	S&AM
	No. of Bids	8
	Vendor	CEE Elevator
	Budget	\$88,118.00
	Award Amount	\$40,710.36
	Variance	\$47,407.64

The scope of work includes Quarterly and annual inspections, testing and maintenance, services for 24 elevators at 10 City facilities in conformance with the current Technical Standards and Safety Authority (TSSA) and repair services on an as-required basis (with 24/7 response). Term: One (1) year effective April 1, 2022 with option to renew for an additional three (3) years at submitted prices for each contract year.

The operating expense is expected to be favourable in 2022 mainly due to reduction in frequency of inspections from monthly to quarterly while maintaining TSSA requirements. The 2022 operating budget will be monitored to determine if any additional repairs will be required resulting from the reduced number of inspections. The 2023 operating budget will be adjusted based on 2022 results.

## # 3

<b>Contract # 075-S-22</b> <b>ITS Infrastructure Transformation Advisor</b>  The scope of works includes a consultant to facilitate rapid infrastructure transformation of City IT assets.	Department	ITS
	No. of Bids	Non-competitive
	Vendor	Alshad Damji Consultant
	Budget	\$144,400.00
	Award Amount	\$96,274.50
	Variance	\$48,125.50

Term: The term of this Agreement commence on March 7, 2022 and terminate date of March 6, 2023 unless extended by mutual agreement of the parties. The surplus of \$48,125.50 (\$144,400 - \$96,274.50) will be retained in the operating budget.

## # 4

<b>Contract # 198-T-14</b> <b>Contract Extension - Napkin Disposal, Sanitizing &amp; Air Freshening Service</b>	Department	S&AM
	No. of Bids	Non-competitive
	Vendor	Citron Hygiene LP
	Budget	\$48,205.62
	Award Amount	\$49,121.53
	Variance	\$ 915.91
<p>The scope of work includes napkin disposal, washroom air, diaper disposal and drip sanitizer at 35 facilities. Term: The new contract term will run from April 1, 2022 to March 31, 2023 and the price is a 1.9% increase over 2014 itemized prices.</p> <p>The budget shortfall of \$915.91 will be absorbed in existing operating budget in 2022.</p>		
<b># 5 Community Services Commission</b>		
<b>Contract # 029-T-22</b> <b>CCTV Inspection of Storm and Sanitary Sewers</b>	Department	Environmental Services
	No. of Bids	5
	Vendor	Infrastructure Intelligence
	Budget	\$1,011,674.98
	Award Amount	\$726,632.54
	Variance	\$285,042.44
<p>The scope of work includes the assessment of the storm and sanitary sewers in order to identify the required rehabilitation / replace needs. Over the contract term (4 years), the vendor will address 359 kilometres (km) of storm sewers out of 923 km, 377 km of sanitary sewers out of 918 km owned by the City</p> <p>The term of the Contract is one (1) Year, with an option to renew for three (3) additional years.</p> <p>Remaining budget of \$285,042.44 (\$1,011,674.98 - \$726,632.54) will be returned to original funding sources.</p>		
<b># 6</b>		
<b>Contract # 015-T-22</b> <b>Street Sweeping Services</b>	Department	Operations
	No. of Bids	1
	Vendor	A & G The Road Cleaners Ltd.
	Budget	\$436,410.00
	Award Amount	\$433,467.07
	Variance	\$2,942.93
<p>The scope of work includes the supply of labour, equipment, fuel and operators to sweep approximately 1,854 curb kilometres. In addition, the vendor will screen test and dispose of debris collected from road sweepings. Term: One (1) year (March – December 31, 2022) with an option to renew for three (3) additional years.</p> <p>The remaining budget of \$2,942.93 will be retained in the 2022 operating budgets for other hauling services related to Roads work.</p>		
<b># 7</b>		
	Department	Operations

<b>Contract # 042-T-22</b> <b>City-Wide Crack Sealing Services at Various Locations</b>	<b>No. of Bids</b>	<b>9</b>
	<b>Vendor</b>	<b>Right Seal Inc.</b>
	<b>Budget</b>	<b>\$140,698.00</b>
	<b>Award Amount</b>	<b>\$119,059.20</b>
	<b>Variance</b>	<b>\$21,638.80</b>
<p>The services under this contract are part of the pavement management program where existing cracks in City streets between 7-10 years are sealed to prevent water infiltration into the sub-surface layers which causes further damage to both sub surface and surface layers.</p> <p>Term: The term of the Contract is for one (1) term starting from the date of award to December 31, 2022.</p> <p>The budget remaining in the amount of \$21,638.80 will be retained in the project to be utilized for other services related to the overall road rehabilitation program.</p>		

**RECOMMENDED BY:**

\_\_\_\_\_  
Joel Lustig  
Treasurer

\_\_\_\_\_  
Trinela Cane  
Commissioner, Corporate Services