

Memorandum

Date: March 7, 2023

To: Members of Council

From: Amedeo Valentino, Manager, Purchasing and Risk Management, Finance

Subject: Purchasing Bi-annual Report for July 2022 to December 2022

As outlined in Purchasing By-law 2019-024, the Manager, Purchasing and Risk Management shall prepare a report summarizing all formal acquisitions of goods and services over \$50,000 and all single source, sole source and co-operative awards twice annually.

All procurements and awards under \$50,000 are decentralized and are managed and overseen by individual department Directors for their respective departments.

In addition to the standard bi-annual reporting required under the Purchasing By-law, this report also contains additional reporting related to:

- the procurement awards approved by the Chief Administrative Officer, (CAO), in accordance to the Delegated Powers and Authority (Bylaw 2016-106) provided to the CAO during the lame duck period of Council related to the 2022 municipal election; and
- the emergency acquisitions made in accordance to the by-law during the reporting period, June 2022 to December 2022.

Procurements Overseen by the Purchasing & Risk Management Division (June 2022 - December 2022)

Reference Number	Department	Procurement Title	Award Amount (including non-recoverable HST)	Awarded Vendor
2022-01	Engineering Services	Enhanced Roads Program	\$2,486,010	IPAC Paving Limited
2022-36	Engineering Services	Reconstruction on Castlederg Side Road	\$1,823,470	Pacific Paving Limited
2022-73	Engineering Services	Norton Boulevard and Haines Drive Drainage Improvements	\$1,377,741	Dig-Con International Limited
2022-88	Corporate Strategy and Innovation	air handling unit for the Caledon Centre for Recreation and Wellness Centre	\$529,297	LCD Mechanical Ltd.
2022-117	Planning	OP consultant - Growth Management/Phasing Plan and	\$407,040	Watson & Associates

Reference Number	Department	Procurement Title	Award Amount (including non-recoverable HST)	Awarded Vendor
		Financial Impact Assessment Consulting Services		Economists Ltd.
2022-03	Engineering Services	The Grange - Road Reconstruction	\$392,570	Serve Construction Ltd.
2022-86	Engineering Services	Installation of Steel Beam Guide Rail	\$383,890	Richmond Hill Contracting Limited
2021-106	People Services	Time Entry Management System and Human Resources Information System (TEMS & HRIS)	\$333,366	Ultimate Kronos Group, Inc.
2022-70	Engineering Services	Contract Administration/Inspection services for Castlederg Sideroad and Mississauga Road reconstruction	\$323,835	McIntosh Perry Consulting Engineers Ltd.
2022-105	Community Services	Electric Vehicle Charging Station	\$312,907	Hogg and Neville Electric
2022-130	Engineering Services	Environmental and Transportation Network Feasibility Study	\$217,202	HDR Corporation
2022-66	Operations	Concrete sidewalk repairs and replacement	\$213,158	Serve Construction Ltd.
2022-10	Library	Design/Build of Renovations to Margaret Dunn Valleywood Branch Library	\$195,146	RiteStart Limited
2022-123	Corporate Strategy and Innovation	Supply and delivery of A.V. equipment for expanded Caledon Seniors' Centre	\$188,550	Nationwide Electronics Limited
2022-09	Community Services	Parks and Recreation Master Plan	\$182,159	Tocher Heyblom Design Inc. o/a Thinc Design
2022-107	Operations	Operations master plan	\$151,195	Municipal VU Consulting Inc.
2022-98	Engineering Services	Alton Retaining Wall Construction	\$149,130	Roubos Farm Services Ltd.
2022-47	Community Services	Albion Bolton Union Community Centre- Arena flooring replacement	\$144,738	Gym-Con Ltd.

Reference Number	Department	Procurement Title	Award Amount (including non-recoverable HST)	Awarded Vendor
2022-108	Community Services	fitness equipment supply and delivery	\$136,324	VO2 Fitness Inc.
2022-68	Community Services	Roof Replacement Caledon Village Fire Station 309	\$80,040	Atlas-Apex Roofing Inc.
2022-97	Community Services	fencing and gates at Fire Training Centre	\$75,029	Roma Fence Ltd.
2021-59	Corporate Strategy and Innovation	AMANDA Portal for citizens	\$64,628	Random Access
2022-23	Fire	Safety boots for fire staff	\$61,056	Mister Safety Shoes Inc.
2022-82	Community Services	Design, Supply, and Installation of Outdoor Fitness Equipment	\$57,799	New World Park Solutions Inc.

As noted earlier in this memo, in addition to the required information to be reported on bi-annually, this memo also includes reporting of exercise of the CAO's delegated authority during the lame duck period due to the 2022 municipal election and emergency procurements made in accordance with the Purchasing By-law:

Lame Duck

During the lame duck period related to the 2022 municipal election, the CAO approved the following single source procurement awards on behalf of Council:

Short Description	Department	Awarded Vendor	Award Amount (incl. non-recoverable HST)
Development process review	Corporate Strategy and Innovation	Dillon Consulting Limited	\$225,864 ¹

1. \$87,642.25 was funded from the Provincial Municipal Modernization Program

Emergency Acquisitions

Emergency acquisitions are permitted under the Purchasing Bylaw where it has been determined that a threat to the public or property exists, and an immediate remedy is required to restore or maintain essential Town serviced.

Short Description	Department	Awarded Vendor	Award Amount (incl. non-recoverable HST)
Freightliner Standard Cab vehicles (2)	Operations	Premier Truck Group	\$539,004
Fire bunker gear	Fire and Emergency Services	Starfield Lion	\$199,500

Short Description	Department	Awarded Vendor	Award Amount (incl. non-recoverable HST)
Inglewood Community Room and Library Emergency Repair	Community Services	1568796 Ontario Inc. o/a Renokrew	\$165,734
Supply and deliver shouldering attachment/ road widener	Operations	Cubex Limited	\$85,060
Hanton Crescent Emergency Storm Sewer Pipe Repairs - contractor	Engineering Services	Sierra Excavating Enterprises Inc.	\$51,838
Hanton Crescent Emergency Storm Sewer Pipe Repairs - consultant	Engineering Services	R.J. Burnside & Associates Limited	\$20,165

Non-Standard Procurements (single and sole source)

Short Description	Department	Awarded Vendor	Contract Award Amount (incl. non-recoverable HST)
Pool heat recovery units (2)	Corporate Strategy and Innovation	Solar Ontario .com Ltd	\$42,532
Automatic Vehicle Location (AVL) and Global Positioning Telematics System	Operations	Tach West Technologies Ltd.	\$50,000
Creative Digital Design Services on an as required basis	Customer Service & Communications	MacMillan Marketing Group o/a Letter M	\$50,000
Single Source for Snow Removal Services at Bus Stops in Bolton	Operations	1943349 Ontario Ltd. o/a Kirbyco General	\$49,946
Town-wide Security Service	Community Services	Argus Security International	\$35,000
Data work in CityWide system	Finance	PSD City Wide Inc.	\$32,900
Illegal Truck Parking in the Town of Caledon - Analysis and Study	Building and Municipal Law Enforcement	David Kriger Consultants Inc.	\$31,184
Street sweeping services	Operations	Cardan Road Cleaners Inc.	\$26,310

Short Description	Department	Awarded Vendor	Contract Award Amount (incl. non-recoverable HST)
Snow Removal Services at Albion Bolton Community Centre	Community Services	Humberview Services Ltd.	\$25,425
VAC Replacement Strategy at Caledon Centre for Recreation and Wellness	Community Services	R.J. Burnside & Associates Limited	\$22,374
Laptop Rentals	Corporate Strategy and Innovation	MCR Rental Solutions	\$21,507
Mower unit	Operations	Colvoy Equipment	\$20,929
Indigenous Crosswalk	Customer Service & Communications	Almon Equipment Ltd.	\$19,355
Tree planting for volunteer event	Engineering Services	Toronto and Region Conservation Authority	\$17,500
Face Shields	Fire and Emergency Services	M&L Supply, Fire & Safety	\$17,000
Secure storage cage solutions for our exterior garage	Community Services	Metric Storage Systems	\$15,160

Public Procurement Overview

Being the first Purchasing Bi-annual reporting for the new Town Council, this Memorandum also includes an introduction to public procurement and definitions of commonly used procurement terms. Government expenditures are subject to public scrutiny and the information provided is designed to provide elected officials with information about key concepts, processes and answers to common questions related to Town's procurements.

Procurement Guiding Principles

The *Municipal Act 2001*, S.O. 2001, c.25 requires that every municipality have a policy with respect to its procurement of goods and services. The Town's Purchasing Bylaw is publicly available and posted in the By-laws section of the Town of Caledon's website.

Procurement processes shall be efficient, effective, objective, and accountable. Transparency and fairness shall be ensured, and competitive value maximized, through full and open procurement processes.

The purchase of goods and services shall be conducted in an unbiased way not influenced by personal preferences, prejudices or interpretations. Efforts shall be made to achieve the best value for the Town.

Town's Purchasing Bylaw Objectives

- 1) Encourage an open and competitive bidding process for the acquisition of goods and services;
- (2) Provide objective and equitable treatment of all suppliers;
- (3) Ensure accountability and transparency while protecting the financial interests of the Town and obtaining the best value when procuring goods and services;
- (4) Protect the integrity of the Town, the public and participants;
- (5) Acquire goods and services which will conserve energy and help to preserve and protect the environment

Reporting to Council

The following scenarios require Council approval prior to an award being made;

1. All procurements that require additional funds over and above the Council approved budget
2. All non-standard (single or sole source) procurements over \$50,000 in value
3. All Contracts not recommending an award to the lowest priced Quote or Tender or not to the highest scoring Proponent in a Request for Proposal process

Procurement Process

Decentralized

Procurements up to \$50,000 are managed in a decentralized manner where each Director is responsible for the procurements in their respective departments utilizing the Town's Corporate Procedure and associated templates. Procurements up to \$10,000 require a minimum of one written quotation to make an award.

Procurements valued between \$10,000 and \$50,000 require a minimum of three written quotations using the Town's quotation templates and purchase order for award to the lowest compliant bidder in accordance with the Town's purchasing corporate procedure.

Centralized

Procurements over \$50,000 in value are overseen by the Purchasing & Risk Management Division and are posted and awarded in accordance with the Town's procurement process, bylaw and protocols as public bid opportunities. Purchasing staff often assist and provide training to staff, regardless of procurement dollar value.

Blackout Period

This period starts when a scope of work and bid document being prepared and ends when the contract is signed, and award details are made public. No Communication with suppliers during Blackout Period is permitted by Town staff or Council. All inquiries are to be directed to the designated Buyer stated in

the bid document. Staff and Council are not to answer any questions or engage in any conversations with suppliers related to procurement or contract award matters during the Blackout Period. Suppliers may be disqualified from bidding on Town contracts if they do not adhere to the Blackout Period.

E- Procurement

The Town utilizes electronic bidding technology (e-bidding) for all competitive procurements over \$50,000 in value. Bidders and the public can view the Town's procurement opportunities at <https://caledon.bidsandtenders.ca> .

Features:

- Free bid document preview
- Free Notification of bidding opportunities that match supplier business categories
- Download bid documents and related documents
- Complete and submit bids on-line

Benefits:

- Eliminates paper bid submission – no need to drive to Town Hall to pick up or submit a bid
- Easy to follow submission process
- System calculates total bid price
- Tender results posted on-line shortly after the closing date and time

Vendor Code of Conduct

The Town has a vendor code of conduct which all suppliers must adhere to including social standards as well as ethical and fair treatment of people and the environment.

The Town's Vendor Code of Conduct can be found here:

<https://www.caledon.ca/en/business/resources/Purchasing/Vendor-Code-of-Conduct.pdf>

Local Preference

Town has conducted numerous seminars on how to do business with the Town of Caledon and offered a seminar on how businesses can find and bid on provincial and federal government procurement opportunities.

Local preference is not permitted under Canadian trade treaty agreements and under the Discriminatory Business Practice Act as local preference is prohibited (preference to suppliers from a specific province, region or area).

The Town's objective is a fair, open and transparent procurement process that achieves the best value for Caledon taxpayers. All local suppliers that have spoken with Purchasing staff during these seminars expressed a desire to understand the procurement process and to have a fair and equal opportunity to bid on Town business.

Supplier Debriefing, Disputes and Protests

Supplier debriefings, disputes and protests are covered in the Town's purchasing policy. Suppliers are to deal directly with the Buyer assigned to the procurement for a response.

Barring Suppliers

The Town takes vendor performance and delivery of work seriously. It is essential to offering good value for work performed and prudent spending of taxpayer funds. Every effort is maintained by the Town to offer suppliers feedback for improvement and correction of defective or inadequate work or performance. If vendors do not improve, they may be barred for up to 3 years from bidding on Town business.

Green Procurement

The Town's Purchasing Bylaw requires that the procurement of goods and services which will minimize the Town's impact on the environment, provide the best value for the Town, and perform efficiently and effectively. Town staff responsibilities include consulting with the Energy and Environment Division prior to initiating an acquisition for goods or services and requesting 3rd party certified environmental standards (EcoLogo, Energy Star, FSC, etc.) from suppliers.

Purchasing Definitions

Emergency - a situation where it has been determined that a threat to public health, life, property or the environment exists such that the immediate acquisition of Goods and/or Services is essential to prevent serious delays, damage to persons or property, to restore or maintain essential Town services.

Formal Acquisition – a purchase of goods and/or services having a value of more than \$50,000.

Request for Proposal (RFP) – A request used to obtain supplier bid submissions. The procurement process is managed by the Purchasing & Risk Management Division. Proposals are evaluated based on evaluation criteria which may include items such as experience, quality, optimal approach and price. Award recommendations are made to the highest overall scoring compliant proponent.

Request for Tender (RFT) – A request used to obtain supplier bid submissions. Typically used for procurements over \$50,000 in value. The procurement process is managed by the Purchasing & Risk Management Division. The Town provides specifications, quantities and requirements. Award recommendations are based on the lowest bid price submitted from a compliant bidder.

Request for Quotation (RFQ) – A request used to obtain bid submissions. Typically used for procurements valued at \$50,000 or less. The procurement process is typically managed by individual Town departments. The Town provides specifications, quantities and requirements. Award recommendations are based on the lowest bid price submitted from a compliant bidder.

Request for Expression of Interest (EOI) – A request used to determine the interest of the marketplace for a contemplated good or service.

Request for Information (RFI) – A request used as a general market research tool to determine what goods and services are available which will meet the Town's business or operational requirements.

Request for Pre-qualification (RFPQ) – A request with specific qualification criteria will be used to preselect suppliers prior to bidding.

Single Source – Purchases are directed to one supplier, even though other competitive sources may be available.

Sole Source – Purchases are directed to one supplier as no other supplier is qualified or capable of providing goods and/or services.

Piggyback Contract / Tag on Contract – The process of entering into an agreement with a vendor based on another public agency's procurement process where the Town is also named and the Town's requirements are included.

Co-operative Purchasing – A procurement process conducted jointly by the Town and one or more public agencies.