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Date: October 7, 2024

To: **Mayor and Council.**

Name and title: Kris Dalio, Director of Finance and IT Services

Subject: 2024 Q3 Procurement Quarterly Report

Attachment(s): None

#### Recommendation(s):

That Council RECEIVES FOR INFORMATION the report dated October 7, 2024, from the Director of Finance and IT Services titled “2024 Q3 Procurement Quarterly Report”.

#### Purpose:

The purpose of this report is to provide City Council with information concerning the contracts issued by Procurement for the time period from July 1, 2024 to September 30, 2024. The Tender, Request for Proposal, Exemption (Sole Source), Corporate Service Arrangement (Buying Groups), Formal Request for Quote and Informal Request for Quotation contracts have been approved pursuant to the limits within the Purchasing Bylaw, applicable financial plan and the Purchasing Procedures shown below:

- A) Manager of Risk and Procurement – not to exceed \$200,000.
- B) Director of Finance and IT Services – not to exceed \$500,000; and
- C) City Manager – over \$500,000 and all revenue generating contracts.

#### Strategic Priorities:

The Purchasing Delegation of Authority Bylaw contributes to the City’s financial sustainability.

**A) APPROVALS BY THE MANAGER OF RISK AND PROCUREMENT**

**ROTATIONAL CONSULTING:** Pre-authorized consultants / engineers are invited to enter into a Contract for less than \$75,000.

<b>Rotational</b>	<b>Product/Services</b>	<b>Contract Dollar Amount</b>	<b>Supplier</b>
R24-093	Consulting Services - Relocation of Statue	\$40,000.00	Allnorth Consultant Limited
R24-094	Consulting Services - Connaught Hill Park Enhancements	\$7,400.00	McElhanney Ltd
R24-095	Consulting Services - Bob Harkins Library Skylight Design	\$42,866.50	Chernoff Thompson Architects North

**INFORMAL REQUEST FOR QUOTATION:** Informal solicitation for goods and services under \$75,000.00 and construction over \$200,000.00.

<b>IRFQ</b>	<b>Product/Services</b>	<b>Contract Dollar Amount</b>	<b>Supplier</b>
IRFQ24-067	Carrie Jane Gray Park Washroom Refurbishment - Mechanical Room	\$98,480.00	R.H. Jones and Sons Mechanical
IRFQ24-068	Carrie Jane Gray Park Washroom Refurbishment - Electrical Room	\$58,067.30	Remedy Electric Inc
IRFQ24-072	Clean Fuels Conference Event Planner	\$71,370.00	Monogram Communications & Consulting Inc.
IRFQ24-087	Ball Diamond & Sport Field Renewal - Concrete Work	\$123,640.00	Fresno Construction Ltd

**INVITATION TO TENDER:** Formal solicitation seeking competitive bids for goods and/or services awarded to the lowest compliant bid.

<b>ITT</b>	<b>Product/Services</b>	<b>Contract Dollar Amount</b>	<b>Supplier</b>
T24-083	Supply and Deliver One (1) Structure Protection Unit	\$170,449.98	WASP Manufacturing Ltd.
T24-092	Supply and Delivery of Materials for Watermain Installation - Giscome Road Servicing	\$93,155.43	Northlands Water & Sewer Supplies Ltd.

**REQUEST FOR PROPOSAL:** Formal solicitation for goods and services over \$75,000.00 and construction over \$200,000.00 awarded to the highest scoring proponent.

<b>RFP</b>	<b>Product/Services</b>	<b>Contract Dollar Amount</b>	<b>Supplier</b>
P24-060	Roof Consulting Services Program 2025-2027	\$73,927.78	Spratt Emanuel Engineering Ltd
P24-078	Supply and Deliver Three (3) Trailer Sander Spreaders	\$123,338.91	Kendrick Equipment Ltd

**EXEMPTION:** Public solicitation not necessary due to permitted exemption.

<b>Exemption</b>	<b>Product/Services</b>	<b>Contract Dollar Amount</b>	<b>Supplier</b>
X24-099	Ball Diamond & Sports Field Renewal - Dugout Supply and Installation - Steel Only	\$72,000.00	C.F.I. Steel Ltd

**B) APPROVALS BY THE DIRECTOR OF FINANCE AND IT SERVICES**

**INVITATION TO TENDER:** Formal solicitation seeking competitive bids for goods and/or services awarded to the lowest compliant bid.

<b>ITT</b>	<b>Product/Services</b>	<b>Contract Dollar Amount</b>	<b>Supplier</b>
T24-038	Connaught Hill Park Enhancement - Concrete and Landscaping	\$244,250.00	Fresno Construction Ltd
T24-065	Supply and Installation of Prefabricated Modular Structure	\$494,024.00	2249182 Alberta Ltd. o/a Premiere Builders
T24-091	First Avenue Storm Pump Replacement	\$208,005.02	K2 Electric Ltd.

**REQUEST FOR PROPOSAL:** Formal solicitation for goods and services over \$75,000.00 and construction over \$200,000.00 awarded to the highest scoring proponent.

<b>RFP</b>	<b>Product/Services</b>	<b>Contract Dollar Amount</b>	<b>Supplier</b>
P20-060	Elevator Maintenance Services Optional Yr 2	\$45,619.96	Venture Elevators Inc.
P24-077	Supply and Deliver Four (4) Light Duty Trucks	\$274,204.03	Prince George Ford
P24-079	Supply & Deliver One (1) New Three-Wheeled Sweeper	\$410,687.40	Kendrick Equipment Ltd.

**EXEMPTION:** Public solicitation not necessary due to permitted exemption.

<b>Exemption</b>	<b>Product/Services</b>	<b>Contract Dollar Amount</b>	<b>Supplier</b>
X24-075	Supply & Deliver One (1) New Zamboni Model 650AC Lithium Ice Resurface	\$202,636.60	Kendrick Equipment Ltd
X24-104	Emergency Supply & Installation of Ferguson Bridge	\$320,000.00	Formula Contracting Ltd

**C) APPROVALS BY THE CITY MANAGER**

**REQUEST FOR PROPOSAL:** Formal solicitation for goods and services over \$75,000.00 and construction over \$200,000.00 awarded to the highest scoring proponent.

<b>RFP</b>	<b>Product/Services</b>	<b>Contract Dollar Amount</b>	<b>Supplier</b>
P24-031	Consulting Services - Sanitary Sewer Project	Non-Exclusive As Required	"Stantec Consulting Ltd L&M Engineering Limited Onsite Engineering Ltd"
P24-056	"Construction – John Hart Bridge Sanitary Forcemain Replacement"	\$5,497,744.00	IDL Project Inc
P24-076	Supply and Deliver Two (2) New Single Axle Dump Trucks	\$532,218.00	Inland Truck and Equipment Ltd.
P24-080	Supply and Deliver Two (2) New Loaders with Snow Buckets	\$853,860.00	Brandt Tractor Ltd.

**Summary and Conclusion:**

Administration has provided this report for Council's information to summarize the contracts issued by Procurement from July 1, 2024 to September 30, 2024.

**Respectfully submitted:**

Kris Dalio, Director of Finance and IT Services

**Approved:**

Walter Babicz, City Manager

Meeting Date: 2024/10/21