

Date: March 31, 2025

To: **Mayor and Council.**

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

Subject: 2025 Q1 Procurement Quarterly Report

Attachment(s): None

Recommendation(s):

That Council RECEIVES FOR INFORMATION the report dated March 31, 2025, from the Director of Finance and IT Services titled “2025 Q1 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 January 1, 2025, to March 31, 2025. 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

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

ITT	Product/Services	Contract Dollar Amount	Supplier
T23-016*	Supply and Application of Dust Palliative Material	\$29,750.00	Tiger Calcium Services Inc.
T21-002*	Supply and Delivery of Street Signs	\$148,130.15	Sherine Industries

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

Rotational	Product/Services	Contract Dollar Amount	Supplier
R25-038	Consulting Services - Assessment of Library Mechanical Room Hoist	\$6,900.00	McElhanney Ltd
R24-123	Connaught Youth Centre HVAC Assessment	\$13,500.00	Clean Energy Consulting Inc.
R25-042	Consulting Services - Electrical Shop Mezzanine Replacement Design	\$14,560.00	Scouten Engineering
R24-120	Structural Condition Assessments	\$25,800.00	McElhanney Ltd

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

IRFQ	Product/Services	Contract Dollar Amount	Supplier
IRFQ25-025	Fire Hall #2 Training Tower Demolition	\$38,300.00	Snaring Riber Holdings Ltd dba Western Thermal and Demolition
IRFQ25-016	Secret Server Cloud Migration	\$74,362.68	The Wolfstrata Group
IRFQ25-026	18th Avenue City Yard Security Renewal	\$117,818.30	Paladin Technologies Inc.
IRFQ24-110	Studio 2880 Building Improvements - Exterior Door and Window Replacements	\$133,000.00	IQ Builders Ltd.

*Extension

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

RFP	Product/Services	Contract Dollar Amount	Supplier
P25-006	Community Wildfire Resiliency Plan & Fuel Management Prescription	\$42,680.00	Strategic Natural Resource Consultants Inc
P24-105	Annual Maintenance - Standby Generators and Diesel Direct Drive Pumps	\$75,557.50	Simson Maxwell Ltd
P24-035*	Civic Facilities Condition Assessment 2024	\$94,639.89	AECOM Canada Ltd.

*Extension

EXEMPTION: Public solicitation not necessary due to permitted exemption.

Exemption	Product/Services	Contract Dollar Amount	Supplier
X25-019	CN Centre Boiler Repair	\$81,320.00	CANNEPP Boiler Room Technologies
X25-002	eScribe Services Renewal 2025	\$94,674.41	eScribe Software Ltd.
X25-024	Software Maintenance Renewal – OpenText™	\$109,913.89	Open Text Corporation

*Extension

B) APPROVALS BY THE DIRECTOR OF FINANCE AND IT SERVICES

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

RFP	Product/Services	Contract Dollar Amount	Supplier
P21-078*	Operating Lease for One(1) New Grader - Lease Renewal	\$227,405.76	Brandt Tractor Ltd
P24-086	Consulting Services - Wastewater Treatment Centre Master Plan	\$242,966.40	Associated Engineering (B.C.) Ltd
P25-007	Custodial Services - Parks and Outdoor Facilities	\$265,534.60	Acme Janitor Services Ltd
P24-106	Consulting Services - Migration eDocs to SharePoint	\$269,067.80	Elantis Solutions Inc

*Extension

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

ITT	Product/Services	Contract Dollar Amount	Supplier
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T25-005	Trail Rehabilitation Program (2025)	\$254,000.00	Nahanni Construction Ltd
T25-020	Supply of Winter Road Maintenance Materials (Winter Crush / Winter Sand)	\$271,225.00	Kode Contracting Ltd

*Extension

C) APPROVALS BY THE CITY MANAGER

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

RFP	Product/Services	Contract Dollar Amount	Supplier
P24-085A	Supply & Installation of Wastewater Treatment Centre Biosolids Cover	\$572,500.57	SpanMaster Structures Ltd
P24-006*	Asphaltic Concrete and Rehabilitation and Related Works Optional Five (5) Months	\$5,798,882.23	Lafarge Canada Inc
P23-022*	Flagging and Traffic Control Services	Non-Exclusive / As Required	ATS Traffic Lafarge Canada Inc The Universal Group

*Extension

EXEMPTION: Public solicitation not necessary due to permitted exemption.

Exemption	Product/Services	Contract Dollar Amount	Supplier
X25-010	Cityworks and Cityworks PLL Renewal	\$844,660.00	Esri Canada Ltd.

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

ITT	Product/Services	Contract Dollar Amount	Supplier
T23-003*	Street Marking Services - Line and Handworks Painting Opt Yr 1	\$511,679.23	Yellowhead Pavement Marking Inc
T25-027	Wastewater Treatment Centre Re-Roofing Phase 2	\$533,333.00	Admiral Roofing Ltd

T24-102	Replacement of Elksentre Arena Refrigeration System and Electrical Upgrades	\$1,429,271.41	Yeti Refrigeration
T23-001*	Sanitary and Storm Relining	\$1,040,363.90	Insituform Technologies Ltd.
T25-021	Supply and Deliver Redi Mix Concrete	Non-Exclusive / As Required	Rolling Mix Concrete BC Ltd 0867363 BC Ltd dba Proc Concrete Prince George Ready Mix
T25-022	Supply Road Patching Material and Aggregate	Non-Exclusive / As Required	*Terus Construction, A Division of Colas Western Canada Inc. * Lafarge Canada Inc.

*Extension

Summary and Conclusion:

Administration has provided this report for Council's information to summarize the contracts issued by Procurement from January 1, 2025, to March 31, 2025.

Respectfully submitted:

Kris Dalio, Director of Finance and IT Services

Approved:

Walter Babicz, City Manager

Meeting Date: 2025/05/05