

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF NOVEMBER 15, 2016

Item 1, Report No. 11, of the Finance, Administration and Audit Committee, which was adopted, as amended, by the Council of the City of Vaughan on November 15, 2016, as follows:

By approving that the Audit Department review all of the emergency purchases and all sole and single source purchases, and provide Council with their findings and recommendations on what can be done to minimize these totals in the future.

1 PROCUREMENT ACTIVITY REPORT - YEAR TO DATE FOR PERIOD ENDING SEPTEMBER 30, 2016

The Finance, Administration and Audit Committee recommends approval of the recommendation contained in the following report of the Chief Financial Officer & City Treasurer and the Director of Procurement Services, dated October 31, 2016:

Recommendation

The Chief Financial Officer & City Treasurer and the Director of Procurement Services, in consultation with the City Manager and Director of Financial Planning and Development Finance & Deputy City Treasurer recommend:

1. That the Procurement Activity Report be received.

Contribution to Sustainability

This report contributes to Service Excellence. Procurement Services supports improving the City of Vaughan's operational performance to enable the delivery of Term of Council priorities while meeting Council's tax rate increase target of no greater than three per cent each year.

Procurement Services strives to ensure that the way we acquire goods, services and construction, help ensure value-for-money and contributes to the City's long-term financial sustainability.

Economic Impact

There is no economic impact resulting from receipt of this report.

Communications Plan

The report and all attachments are available publicly on the Agenda, Minutes & Extract page of the City's website (www.vaughan.ca).

Purpose

This report provides details of the procurement activity undertaken in 2016 year-to-date for the period ending September 30, 2016. This includes details of contracts authorized by the City Manager during the Hiatus period, and tenders awarded as per Section 6.4 of the Consolidated Purchasing Policy during the second and third quarters of 2016.

Background

The City's Consolidated Purchasing Policy ("Policy") outlines the authorization levels for all purchases of goods, services and construction based on specific criteria and thresholds. This includes contract awards that require Council authorization as well as contracts that can be authorized through delegated authorities if the specific criteria is met. Furthermore, By-law 332-98 (as amended By-law 151-2010) provides authority to the City Manager or designate to award contracts during Council Hiatus, given that there is an approved budget for the contractual works.

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The Tenders Award Report Under Policy for the first quarter of 2016 was submitted to Special Finance, Administration and Audit Committee on June 21, 2016. As of the first quarter, 101 procurement transactions with a total value of \$11.0 million were completed. Given the construction cycle, and budget approval timing, majority of the procurement activity was completed in the second and third quarter. 266 procurement transactions for a total value of \$70.8 million were completed in the second and third quarters. This brings the total number of procurement transactions for 2016 to 367 accounting for a year-to-date procurement value of \$81.8 million as illustrated in Attachment 1.

In addition, for the nine months ended September 30, 2016, the City procured low value purchases of approximately \$5.1 million. Of these, approximately 3,800 transactions with a total value of \$1.2 million were processed through the use of Purchasing Cards. The remaining value of \$3.9 million was processed through approximately 5,700 transactions for Low Value Purchase Orders. As of now, there are 143 Purchasing Card holders throughout the corporation. The implementation of Purchasing Card Program has reduced administrative effort and improved flexibility and control over lower dollar value payments

The total value of the 75 contracts awarded by the Deputy City Managers and Chiefs during the second and third quarters equalled \$1,346,022.

Purchases for Consulting and Professional Services

Section 6.2.1 and 6.2.2 of the Policy provides the Deputy City Managers and Chiefs with the authority award contracts for consulting and professional services up to a maximum of \$35,000 without the need of a call for bids.

In the second and third quarter, 54 contracts with a total value of \$971,611 were awarded.

- 18 contracts for Public Works in the amount of \$410,468
- 21 contracts for Planning and Growth Management in the amount of \$282,555
- 4 contracts for Community Services in the amount of \$74,650
- 3 contracts for Legal and Human Resources in the amount of \$49,944
- 2 contracts for the Office of the Chief Financial Officer and City Treasurer in the amount of \$50,370
- 3 contracts for the Office of the Chief Information Officer in the amount of \$63,125
- 2 contracts for the Office of the City Manager in the amount of \$15,500
- 1 contract for the Office of Transformation & Strategy in the amount of \$25,000

Emergency Purchases

Section 10 of the Policy provides the Deputy City Managers and Chiefs with the authority to make emergency purchases up to \$100,000 without issuing a call of bids. If the purchase is over \$100,000, the initiating Deputy City Manager or Chief must provide a report to Council within 60 days of the purchase.

In the second and third quarter, 21 emergency purchases with a total value of \$374,411 were made.

- 8 purchases for Public Works in the amount of \$112,528
- 12 purchases for Community Services in the amount of \$121,883
- 1 purchase for the Office of the Chief Corporate Initiatives and Intergovernmental Relations in the amount of \$140,000

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An emergency purchase was made for electrical services related to the installation of the City's digital signs for a total value of \$140,000. As per the policy, the requirement to report to Council was identified at the time the invoice was received in May 2016, however, given this timing, the reporting date would have occurred during Summer Hiatus. The emergency purchase has therefore been included in this report to satisfy the reporting requirement of this purchase to Council.

During the installation of the City's digital signs, the installation company advised Staff that the electrical services required to connect the power supply to the signs was insufficient. The Chief Corporate Initiatives and Intergovernmental Relations working with the Facility Maintenance Services Department determined that the continuation of this work was critical and emergency in nature at that time because the signs were in the process of being installed at each of the 10 locations and the electrical work was mandatory to make the network operational. Facilities staff obtained quotes for the electrical work required, with the lowest bid quoted by the sign installation company's electrical contractor.

The total value of the 155 contracts awarded by the Director of Procurement Service, upon recommendation from Deputy City Managers and Chiefs during the second and third quarters equalled \$6,649,731.

Sole and Single Source Purchases

Section 9 of the Policy provides the Director of Procurement Services, upon recommendation from the Deputy City Managers and Chiefs, with the authority to award sole and single source contracts up to a maximum of \$100,000 without the need of a call for bids.

In the second and third quarter, 51 contracts with a total value of \$1,259,757 were awarded.

- 5 purchases for Public Works in the amount of \$169,384
- 2 purchases for Planning and Growth Management in the amount of \$11,086
- 30 purchases for Community Services in the amount of \$632,567
- 5 purchases for the Office of the Chief Financial Officer and City Treasurer in the amount of \$185,000
- 2 purchases for the Office of the Chief Information Officer in the amount of \$160,000
- 1 purchase for the Office of the City Clerk in the amount of \$30,603
- 6 purchases for the Vaughan Public Libraries in the amount of \$71,116

Contracts between \$3,000 and \$100,000

Section 6.2 of the Policy provides the Director of Procurement Services, upon recommendation from the Deputy City Managers and Chiefs, with the authority to award contracts between \$3,000 to \$100,000 provided a competitive process was followed.

In the second and third quarter, 88 contracts with a total value of \$2,412,070 were awarded.

- 23 contracts for Public Works in the amount of \$781,803
- 5 contracts for Planning and Growth Management in the amount of \$256,771
- 37 contracts for Community Services in the amount of \$741,368
- 12 contracts for the Office of the Chief Information Officer in the amount of \$411,011
- 1 contract for the Office of the City Clerk in the amount of \$87,290
- 2 contracts for the Office of Corporate Communications in the amount of \$17,720
- 8 contracts for the Vaughan Public Libraries in the amount of \$116,106

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Tender Awards between \$100,000 and \$350,000

Section 6.4 of the Policy provides the Director of Procurement Services, upon recommendation from the Deputy City Managers and Chiefs, with the authority to award contracts for tenders between \$100,000 to \$350,000 provided a competitive process was followed and the following criteria has been met:

1. The award is to the lowest priced compliant bidder
2. The award of the contract is within the approved budget
3. The award results from the normal tendering process of the City (i.e. open bidding through advertisements)
4. The term of the contract is for a maximum of 4 years
5. There is no litigation between the successful bidder and the City at the time of award and
6. There are no bidder protests at the time of contract award.

In the second and third quarter, 16 contracts with a total value of \$2,977,905 were awarded. The details of these contracts are provided in Attachment 2.

- 7 contracts for Public Works in the amount of \$1,209,231
- 5 contracts for Planning and Growth Management in the amount of \$984,053
- 2 contracts for Community Services in the amount of \$256,568
- 2 contracts for the Office of the Chief Information Officer in the amount of \$528,053

The total value of the 29 contracts awarded by Council, upon recommendation from staff during the second and third quarters equalled \$58,201,160.

Section 17 of the Policy provides that award contracts for RFPs over \$100,000 and tenders over \$350,000. Additionally, contract awards requiring budget amendments must be approved by Council.

In the second and third quarter, 29 contracts with a total value of \$58,201,160 were awarded.

- 17 contracts for Public Works in the amount of \$54,018,814
- 6 contracts for Planning and Growth Management in the amount of \$1,779,741
- 5 contracts for Community Services in the amount of \$2,272,605
- 1 contract for the Office of the Chief Financial Officer and City Treasurer in the amount of \$130,000

The total value of the 7 contracts awarded by the City Manager during the 2016 Summer Hiatus period equalled \$4,578,456.

By-Law 332-98 (as amended By-Law 151-2010) provides the City Manager with the authority to award contracts during a Council Hiatus period, provided that there is an approved budget for the contracted works.

During the 2016 Summer Hiatus period, 7 contracts with a total value of \$4,578,456 were awarded. The details of these contracts are provided in Attachment 3.

- 3 contracts for Public Works in the amount of \$1,354,899
- 1 contracts for Planning and Growth Management in the amount of \$1,649,968
- 3 contracts for Community Services in the amount of \$1,573,589

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Upcoming Procurements

As the City continues to deliver the Term of Council priorities, there will be some upcoming procurements in the fourth quarter of 2016. Some of these include:

- Residential Collection of Solid Waste
- North Maple Regional Park Phase 1
 - Prequalification of General Contractors
 - Prequalification for Supply and Installation of Two (2) Artificial Turf Surfaces
- LED Streetlighting Project
 - Technical Advisor
 - Pre-qualification for Design, Finance, Install, Maintain and Operate

Relationship to Term of Council Service Excellence Strategy Map (2014-2018)

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Regional Implications

Not applicable

Conclusion

The total value of the 367 contracts awarded in 2016 to date is \$81.8 million. Of these, 35 contracts totaling \$66.0 million were approved by the Council and 7 contracts totaling \$4.6 million were approved by the City Manager during 2016 Summer Hiatus. The remaining 325 contracts totaling \$11.2 million were awarded as per the delegated authority outlined in the Policy.

Attachments

Attachment 1: 2016 Procurement Activity for the Period Ending September 30, 2016

Attachment 2: Q2 and Q3, 2016 – Tender Awards between \$100,000 and \$350,000

Attachment 3: 2016 Summer Hiatus – Contract Awards

Report prepared by:

Mishal Ali
Manager of Procurement Services

Asad Chughtai
Director of Procurement Services

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)