

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF SEPTEMBER 26, 2017

Item 7, Report No. 8, of the Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on September 26, 2017.

7 PROCUREMENT ACTIVITY REPORT – Q2, ENDING JUNE 30, 2017

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 September 20, 2017:

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 ensures that goods, services and construction are acquired at the best value-for-money in an open, fair and transparent manner 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 the second quarter, ending June 30, 2017.

Background

This report has been prepared under the Revised Corporate Procurement Policy, effective April 1, 2017

The Policy is aligned with the Procurement Services Strategy Map's principles of openness, fairness and transparency, while considering the increasing presence of technology and leading practices from other jurisdictions. It will help to streamline the procurement process and provide more departmental accountability and governance, while driving value for money spent by the City in the delivery of the Term of Council Priorities and other Service Excellence initiatives.

The Council approved revised Corporate Procurement Policy will enable the City to procure its goods, services and construction within shorter timeframes. The reduction in time to award contract should improve project delivery time up to 18 weeks. The following table provides a summary of the Delegation of Award Authority per the revised [policy](#):

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF SEPTEMBER 26, 2017

Item 7, Finance Report No. 8 – Page 2

Table 1: Delegation of Authority to Award per the Corporate Procurement Policy

	Competitive Procurement	Non-Competitive Procurement		
	Tenders/RFP/RFQ	Sole Source	Single Source	Emergency
Manager	≤\$25,000	Nil	Nil	≤\$10,000
Director	\$25,001-\$100,000	≤\$25,000	≤\$25,000	≤\$25,000
Deputy City Manager/ Chief	\$100,001-\$500,000	\$25,001-\$50,000	\$25,001-\$50,000	\$25,001-\$50,000
City Manager	>\$500,000	>\$50,000	\$50,001-\$100,000	>\$100,000
Council	Quarterly Reporting		>\$100,000	

Staff have the authority to award contracts as long as they are within the budget approved by Council and follow the procurement processes defined in the Corporate Procurement Policy.

New Report Format

The format of the Procurement Activity Report has been updated to present the quarter's procurement activity aligned with the new Delegation of Award Authority (Section 5) in the Corporate Procurement Policy.

The report has been simplified and streamlined through Summary Tables and Attachments

Table: Summary of Procurement Activity by Delegated Authority

This table summarizes the number and value of transactions by procurement type and aligned by delegated authority for procurement transactions in the reporting quarter. Attachments 1 and 2 provide further detail.

Attachment 1

Procurement Activity by Portfolio/Office had previously been reported on separate tables throughout the body of the Procurement Activity Report. This information has been consolidated in Attachment 1, providing the procurement activity for the reporting period by Portfolio/Office with Department information aligned with the procurement type.

Attachment 2

A requirement of the revised Corporate Procurement Policy is to provide Council with a report of the procurement contracts awarded during the quarter. The summary table provided in the body of the report is further supported by Attachment 2, which provides the detail of the contracts that have been awarded during the quarter.

Attachments 3 and 4 are consistent with previous Procurement Activity Report, providing a year-to-date summary of the City's procurement transactions.

Procurement Activities – Quarter 2, ending June 30, 2017

Procurement transactions worth \$22.6 million were processed in the second quarter

In accordance with the new Corporate Procurement Policy, Procurement Services processed 73 competitive bids valued at \$21.5 million and 31 non-competitive bids valued at \$1.1 million, equating to 104 procurements valued at \$22.6 million. Non-competitive bids comprise 4.9 per cent of the total approved award value.

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EXTRACT FROM COUNCIL MEETING MINUTES OF SEPTEMBER 26, 2017

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Year-to-date, Procurement Services has processed 135 competitive bids valued at \$40.5 million and 74 non-competitive bids valued at \$3.5 million, equating to 209 bids valued at \$44.0 million.

The table below provides a breakdown of the 104 procurements by type and delegated authority that were awarded during the second quarter.

Table 2: Summary of Procurement Activity by Delegated Authority

Procurement Type		Council	City Manager	Deputy City Manager /Chief	Director	Manager	Total
Tender	\$	10,185,936	5,080,737	2,864,051	442,516		18,573,240
	#	4	4	12	7		27
Request for Proposal	\$	1,369,933		444,564	425,798		2,240,295
	#	5		2	6		13
Request for Pre-Qualification	\$						0
	#				5		5
Request for Quote	\$				524,533	172,925	697,458
	#				8	20	28
Competitive	\$	11,555,869	5,080,737	3,308,615	1,392,847	172,925	21,510,993
	#	9	4	14	26	20	73
Sole Source	\$		398,650	151,105	46,310		596,065
	#		2	3	4		9
Single Source	\$		95,509	216,180	100,662		412,351
	#		1	7	10		18
Emergency Purchase	\$			29,9160	43,384		73,344
	#			1	3		4
Non-Competitive	\$	0	494,159	397,245	190,356	0	1,081,760
	#		3	11	17	0	31
Grand Total	\$	11,555,869	5,574,896	3,705,860	1,583,203	172,925	22,592,753
	#	9	7	25	43	20	104

There was a short transition period between the previous 2012 Consolidated Purchasing Policy and the revised Corporate Procurement Policy in which 9 procurements fell under the 2012 policy. The remaining 95 procurements were processed under delegated authority outlined in Section 5 of the revised [policy](#).

Under this delegated authority:

- City Manager approved 4 competitive bids valued at \$5.1 million and 3 non-competitive bids valued at \$0.5 million. Non-competitive bids represent 8.9 per cent of the total approved award value.
- Deputy City Managers/Chiefs approved 14 competitive bids valued at \$3.3 million and 11 non-competitive bids valued at \$0.4 million. Non-competitive bids represent 10.7 per cent of the total approved award value.
- Directors approved 26 competitive bids valued at \$1.4 million and 17 non-competitive bids valued at \$0.2 million. Non-competitive bids represent 12.0 per cent of the total approved award value.
- Managers approved 20 competitive bids valued at \$0.2 million.

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EXTRACT FROM COUNCIL MEETING MINUTES OF SEPTEMBER 26, 2017

Item 7, Finance Report No. 8 – Page 4

Attachment 1 provides a summary of the awards by Portfolio. Attachment 2 provides the detail of awards with a value greater than \$100,000.

Departments processed an additional \$2.5 million in Low Value Procurements

To provide the City employees with the flexibility to conduct day-to-day business, departments have the authority to purchase goods and services using Purchasing Cards (P-Cards) and Low Dollar Module (LDM) purchase orders. As of June 30, 2017, there were 252 P-Card holders throughout the corporation, while during the same quarter last year, there were only 137 P-Card Holders.

During the second quarter, departments processed 3,020 P-Card transactions worth \$1.3 million, averaging \$417 per transaction. Analysis shows that P-cards are primarily used for memberships, training, seminars, travel and hotel accommodations. There were 1,374 LDM purchase orders totaling \$1.2 million issued, averaging \$895 per transaction. Preliminary analysis indicates 47 percent of the procurements were for materials and supplies. Procurement Services staff are reviewing these transactions with departments to determine if alternative procurement methods could be used for these procurement.

Overall, the use of LDM Purchase Orders has facilitated the distribution of monthly reports to departments providing information on their LDM purchases. It also provides the ability to Procurement Services to review the types of procurements being made, and have conversations with departments regarding spend patterns seen and alternate procurement methods that could be exercised. Alternate procurement methods could include the creation of Vendors of Record to help facilitate the departments procurement needs while leveraging the City's buying capacity to obtain the best value for the money spent.

Any employee with the appropriate delegated approval authority and authorized to use a Purchasing card may purchase low-value goods and services, in accordance with the rules and guidelines detailed in the Corporate Procurement Policy and Purchasing Card Policy. Single purchases are limited to a maximum of \$5,000, with a monthly maximum accumulation outlined in the Appropriate Delegated Authority Approval, Section 5.1.1.

Effective April 1, 2017, Low Dollar Module Purchase Orders were introduced in JDE, improving visibility, tracking and analysis of low-value spend. Single purchases are also limited to a maximum of \$5,000, with no monthly maximum.

Upcoming Procurement Activities

As the City continues to deliver the Term of Council priorities, there are an estimated 57 projects expected in the third quarter of 2017. Some of these include:

Clean Water and Wastewater Fund (CWWF)

A Government-funded Program that will contribute to the rehabilitation of both water treatment and distribution infrastructure and existing wastewater and storm water treatment systems. The City received confirmation that 34 submitted projects have been approved for funding. Examples of projects that received approval include:

- Citywide Sanitary Sewer System Inflow and Infiltration Monitoring Program
- Replacement of Out of Calibration Residential and ICI Meters with AMI Compatibility Meters
- Update Water Distribution System Hydraulic Model
- Design of Edgely Pond in the Vaughan Metropolitan Centre
- Investigation and Design of culverts in various areas of the City
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Staff are developing a procurement plan for the approved projects, to ensure the timely award of bids. Future procurement activity reports will include status updates of these projects.

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

This report has been prepared under the new Corporate Procurement Policy which came into effect on April 1, 2017. The total value of the 104 contracts awarded in Quarter 2, 2017 is \$22.6 million. Of these, 9 contracts awarded by Council totaling \$11.6 million were finalized under the previous 2012 Consolidated Purchasing Policy. The remaining 95 contracts totaling \$11.0 million were awarded as per the delegated authority outlined in the new Corporate Procurement Policy.

Attachments

- Attachment 1: Procurement Activity – Summary by Portfolio, Quarter 2
- Attachment 2: Procurement Activity – Awards Greater than \$100,000, Quarter 2
- Attachment 3: Procurement Activity – YTD Quarter 2, Ending June 30, 2017
- Attachment 4: Other Procurement Activity – YTD Quarter 2, Ending June 30, 2017

Report prepared by:

Nick LaRocca
Business Analyst

Jackie Macchiusi, CPA, CGA
Procurement Manager, Client Relations and Category Management

(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.)

PROCUREMENT ACTIVITY REPORT – Q2, ENDING JUNE 30, 2017**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.

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

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Regional Implications

Not applicable

Conclusion

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Attachments

Attachment 1: Procurement Activity – Summary by Portfolio, Quarter 2

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Attachment 4: Other Procurement Activity – YTD Quarter 2, Ending June 30, 2017

Report prepared by:

Nick LaRocca
Business Analyst

Jackie Macchiusi, CPA, CGA
Procurement Manager, Client Relations and Category Management

Respectfully submitted,

Laura Mirabella-Siddall, CPA, CA
Chief Financial Officer/City Treasurer

Asad Chughtai
Director of Procurement Services

Attachment 1: Procurement Activity – Summary by Portfolio, Quarter 2

Portfolio/Office	Tender	Request for Proposal	Request for Pre-Qualification	Request for Quote	Sole Source	Single Source	Emergency Purchases	Grand Total
Community Services Portfolio	\$ 869,469		0	472,907	23,900	37,923	25,705	1,429,904
	# 4		1	12	1	2	2	22
Legal & Human Resources Portfolio	\$		0			32,340		32,340
	#		2			1		3
Office of Integrity Commissioner	\$					6,637		6,637
	#					1		1
Office of the CFO & City Treasurer	\$	350,346		16,094	310,050	5,360		681,850
	#	2		3	1	1		7
Office of the Chief Corporate Initiatives & Intergovernmental Relations	\$					28,025		28,025
	#					1		1
Office of the Chief Information Officer	\$ 800,490	79,500		23,444	83,005			986,439
	# 3	1		2	3			9
Office of the City Clerk	\$	285,804		3,200				289,004
	#	1		1				2
Planning & Growth Management Portfolio	\$	6,627,452	713,899	123,208	97,720	137,357	29,960	7,729,596
	# 3	3		3	2	8	1	20
Public Works Portfolio	\$ 10,237,837	740,746	0	51,670	4,890	135,709	17,679	11,188,531
	# 16	5	2	6	1	3	1	34
Vaughan Public Libraries	\$ 37,991			6,935	76,500	29,000		150,426
	# 1			1	1	1		4
Office of Corporate Communications	\$	70,000						70,000
	#	1						1
Grand Total	\$ 18,573,240	2,240,295	0	697,458	596,065	412,351	73,344	22,592,753
	# 27	13	5	28	9	18	4	104

Attachment 2: Procurement Activity – Awards Greater than \$100,000,

Portfolio/ Office	Bid Number	Description	Department	Project Reference	Tender	Request for Proposal	Sole Source	Grand Total
Community Services Portfolio	T17-111	Phase 1 - FEBCC outdoor rink renovations, replacement/upgrade arena pads and boards	Facility Maintenance Services	BF-8501-16 BF-8462-15 BF-8475-15	575,890			575,890
	T17-130	Print production of multi-year Recreation Guides	Recreation Services		124,547			124,547
	T17-156	2017 Ford Vehicles	Fire and Rescue Services	FR-3616-17	136,092			136,092
Community Services Portfolio Total					836,529			836,529
Office of the CFO & City Treasurer	RFP16-346	Consulting Team to Prepare the 2018 City-Wide Development Charge Background Study and the Long Range Fiscal Model	Financial Planning & Development Finance	DI-0075-15, BU-0011-16		304,246		304,246
	SSA17-172	The Proposed Major Mackenzie Drive and City Hall Driveway Intersection Improvements to be Undertaken	Financial Planning & Development Finance				310,050	310,050
Office of the CFO & City Treasurer Total						304,246	310,050	614,296
Office of the Chief Information Officer	T17-070	Supply, Asset Track & Delivery of HP Desktop, Workstation, Corporate & Mobile Workstation Notet	Office of the Chief Information Officer	IT-3013-16	267,997			267,997
	T17-162	Supply and Delivery of Hardware and Installation for Networking Solutions	Office of the Chief Information Officer	IT-3011-16	420,496			420,496
	T17-180	Firewall Hardware Warranty & Support Renewal	Office of the Chief Information Officer		111,997			111,997
Office of the Chief Information Officer Total					800,490			800,490
Office of the City Clerk	RFP17-041	2018/2022 Election Vote Tabulators and Internet/Telephone Voting	City Clerk			285,804		285,804

Portfolio/ Office	Bid Number	Description	Department	Project Reference	Tender	Request for Proposal	Sole Source	Grand Total
Office of the City Clerk Total						285,804		285,804
Planning & Growth Management Portfolio	RFP17-006	Concord GO Centre Secondary Plan Mobility Hub Study	Policy Planning & Environmental Sustainability	PL-9551-16		194,054		194,054
	RFP17-017	Pedestrian and Cycle Strategy-Develop Comprehensive Strategy	Development Engineering & Infrastructure Planning	DT-7097-14		399,945		399,945
	RFP17-033	Consulting Services to update the 2013 Active Together Master Plan	Parks Development	PK-6433-16		119,900		119,900
	T17-037	Torii Park-Park Improvements	Parks Development	PK-6382-14	317,687			317,687
	T17-038	Construction Expansion at Agostino Park	Parks Development	PK-6357-15	403,652			403,652
	T17-039	North Maple Regional Park - Phase 1	Parks Development	PK-6305-15	5,906,113			5,906,113
Planning & Growth Management Portfolio Total					6,627,452	713,899		7,341,351
Public Works Portfolio	RFP16-432	Part A- Hanlan Rd, Gaudaur Rd, Scholes Rd. and Pearce Rd. Watermain Replacement and Road Rehabilitation Part B- Major Mackenzie Drive Watermain Replacement	Infrastructure Delivery			260,038		260,038
	RFP17-051	Planning Consulting Services for Carrville Community Centre, Library & District Park	Infrastructure Delivery	BF-8378-15		250,510		250,510
	T16-462	Glen Shields Ave Bridge Rehabilitation	Infrastructure Delivery	EN-1888-13	1,452,077			1,452,077
	T16-471	2017 Road Rehabilitation - Various Locations (West Vaughan)	Infrastructure Delivery	CD-2018-15	1,390,520			1,390,520
	T17-014	Willis Road Bridge Rehabilitation	Infrastructure Delivery	EN-1993-14	1,194,694			1,194,694

Portfolio/ Office	Bid Number	Description	Department	Project Reference	Tender	Request for Proposal	Sole Source	Grand Total
	T17-025	2017 Road Resurfacing/Rehabilitation East Side	Infrastructure Delivery	CD-2018-15	1,437,226			1,437,226
	T17-026	Basaltic Rd. & Planchet Rd. Watermain Replacement & Road Rehabilitation	Infrastructure Delivery	CD-2018-15	2,435,220			2,435,220
	T17-040	Interior Renovations to Vellore Village Community Centre	Infrastructure Delivery	BF-8482-16 BF-8476-15	169,000			169,000
	T17-054	Asphalt Milling and Hot Mix Replacement	Transportation Services, Parks & Forestry Operations		216,000			216,000
	T17-062	Culvert Replacement at #6550 King-Vaughan Road	Infrastructure Delivery	CD-2003-15	243,588			243,588
	T17-084	Supply and Delivery of Grass Seed	Transportation Services, Parks & Forestry Operations		114,995			114,995
	T17-090	Training Tower Foundation, Servicing and Construction	Infrastructure Delivery	FR 3628-15	338,000			338,000
	T17-091	Supply & Delivery of Concrete	Environmental Services		117,069			117,069
	T17-103	Coldspring Road and Putting Green Crescent Sanitary Sewer Installation	Infrastructure Delivery	CD-2017-15	874,933			874,933
Public Works Portfolio Total					9,983,321	510,548		10,493,869
Grand Total					18,247,793	1,814,497	310,050	20,372,340

Attachment 3: Procurement Activity – YTD Quarter 2, Ending June 30, 2017

TOTAL PROCUREMENT

Council Approved (Policy PS-003 Section 17)	Q1 2017		Q2 2017		Year-to-Date	
	No. of Awards	Value (\$)	No. of Awards	Value (\$)	No. of Awards	Value (\$)
Tenders	4	6,016,533	4	10,185,936	8	16,202,469
Request for Proposal (RFP)	3	10,186,834	5	1,369,933	8	11,556,767
Request for Pre-Qualification (RFPQ)	1	-	-	-	1	-
Single Source	5	1,615,137	-	-	5	1,615,137
Total	13	17,818,504	9	11,555,869	22	29,374,373

Director Procurement Services (Policy PS-003 Section 6.2 and 6.4)	Q1 2017		Q2 2017		Year-to-Date	
	No. of Awards	Value (\$)	No. of Awards	Value (\$)	No. of Awards	Value (\$)
Tenders	5	968,005	-	-	5	968,005
Request for Proposal (RFP)	2	326,950	-	-	2	326,950
Request for Prequalification (RFPQ)	2	-	-	-	2	-
Request for Quotes (RFQ)	1	72,899	-	-	1	72,899
Total	10	1,367,854	-	-	10	1,367,854

Staff Delegated Authority (As per Policy PS-003)	Q1 2017		Q2 2017		Year-to-Date	
	No. of Awards	Value (\$)	No. of Awards	Value (\$)	No. of Awards	Value (\$)
Tenders	4	307,636	23	8,387,304	27	8,694,940
Request for Proposal (RFPs)	6	330,479	10	870,362	16	1,200,841
Request for Pre-Qualification (RFPQ)	1	-	3	-	4	-
Request for Expression of Interest (RFEI)	1	-	-	-	1	-
Request for Quote (RFQ)	32	765,539	28	697,458	60	1,462,997
Sole Source	3	112,192	9	596,065	12	708,257
Single Source	14	359,522	18	412,351	32	771,873
Professional Services ¹	19	320,849	-	-	19	320,849
Emergency Purchases	2	48,734	4	73,344	6	122,078
Total	82	2,244,951	95	11,036,884	177	13,281,835

Total Procurement	105	21,431,309	104	22,592,753	209	44,024,062
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Note 1: Q1 2017 - Purchases for Consulting and Professional Services under the previous Consolidated Purchasing Policy.
Q2 2017 - Purchases for Consulting and Professional Services will be acquired in accordance with the new Corporate Procurement Policy, and where applicable, via a Vendor of Record.

Attachment 4: Other Procurement Activity – YTD Quarter 2, Ending June 30, 2017

OTHER PROCUREMENT

Type	Q1 2017		Q2 2017		Year-to-Date	
	#	Value (\$)	#	Value (\$)	#	Value (\$)
Co-Op with York Purchasing Co-Operative	3	1,087,065	-	-	3	1,087,065
Purchasing Card Transactions	1,693	620,775	3,020	1,261,519	4,713	1,882,294
Low Value Purchase Orders (LVP)	1,945	1,436,163		-	1,945	1,436,163
Low Dollar Module Purchase Orders (LDM)	-	-	1,374	1,229,644	1,374	1,229,644
Total	3,641	3,144,003	4,394	2,491,163	8,035	5,635,166