



TO: **GENERAL COMMITTEE**

SUBJECT: **2020 ANNUAL PROCUREMENT ACTIVITY REPORT**

WARD: **ALL**

PREPARED BY AND KEY CONTACT: **S. JONES, PURCHASING MANAGER AND CPO, EXT. 4456**

SUBMITTED BY: **C. MILLAR, DIRECTOR OF FINANCE AND TREASURER**

GENERAL MANAGER APPROVAL: **D. MCALPINE, GENERAL MANAGER OF COMMUNITY AND CORPORATE SERVICES**

CHIEF ADMINISTRATIVE OFFICER APPROVAL: **M. PROWSE, CHIEF ADMINISTRATIVE OFFICER**

RECOMMENDED MOTION

1. That Staff Report FIN002-21 representing the 2020 Annual Procurement Activity Report, be received for information.

PURPOSE & BACKGROUND

2. The 2020 Annual Purchasing Activity Report reflects the procurement activity for the 2020 budget year, and the report is completed in accordance with the Procurement By-law that was in place during the purchasing activity period, being Procurement By-law 2019-015.
3. The Procurement By-law requires the Chief Procurement Officer to provide the following information:
 - a) An annual information report with the circumstances and details of any emergency purchases, with a procurement value equal to or greater than \$10,000 (see Appendix "A").
 - b) An annual information report with the circumstances and details of any non-standard procurements, with a procurement value equal to or greater than \$10,000 (see Appendix "B").

ANALYSIS

4. In 2020, the Purchasing Branch awarded 161 contracts amounting to \$100,570,042 plus revenue generating contracts in the amount of \$1,674,000. Of this, Non-Standard Procurements and Emergency Purchases accounted for 10.2% of awards for a total of \$10,449,323.01.
5. The Procurement Activity Reports are provided in Appendices 'A' and 'B' as follows:
 - a) Appendix 'A' reports the circumstances and details of any emergency purchases with a procurement value equal to or greater than \$10,000; and,
 - b) Appendix 'B' reports the circumstances and details of any non-standard purchases with a procurement value equal to, or greater than \$10,000.

Procurement Service Modernization

6. To align and move Barrie's mission, vision, and strategic priorities forward, including significant growth in the near future, Purchasing continues to undergo the next stage in its transformation. This includes the following:

Activity Description	Status	Additional Comments
Tools: Implementation of automated, controlled purchase requisition, orders and payments using SAP and implementing e-Tendering to improve source to contract activities	In Progress	- Implemented Contracts Module of bidding system to facilitate efficient administration of contracts and vendor documentation (total of 625 contracts with 400 active contracts).
Processes: Timely and compliant By-law and other new regulatory changes using centralized purchasing templates and processes.	In Progress	- Updating bid templates and associated documents to ensure aligned with best practices and most recent version of standard contracts (e.g. CCDC).
Resources & Planning: Proactive, strategic procurement planning; ensure Purchasing staff have the right skills by providing training and targeted recruitment.	In Progress	- 2021 Annual Purchasing Plan developed with in-year refreshes.
P-Card: Policy and procedure update to maximize effectiveness of the program and ensure effective controls.	In Progress	- Revised P-card reminder emails to increase compliance with account coding and approval requirements.
Community Engagement: Working collaboratively with the vendor community to promote doing business with the City.	On Hold	- Due to COVID, community engagement activities on hold.
Staff Training: Providing staff with information, tools and resources.	In Progress	- Provided virtual Procurement Training Modules to specific departments.

ENVIRONMENTAL AND CLIMATE CHANGE MATTERS

7. There are no environmental or climate change matters directly related to the recommendations.

ALTERNATIVES

8. As this Report is being presented for information purposes only, no alternatives are presented:

FINANCIAL

9. There are no financial implications for the Corporation resulting from the proposed recommendations.

LINKAGE TO 2018-2022 STRATEGIC PLAN

10. The recommendations included in this Staff Report are not specifically related to the goals contained in 2018-2022 Strategic Plan.

APPENDIX "A"

2020 Emergency Purchases over \$10,000

Reference No.	Description	Department	Branch	Vendor Name	Award Amount (\$)
FIN2020-043E	Paving Repairs at Wastewater Treatment Plant	Corporate Facilities	Corporate Facility Services	ITAL Paving Inc.	14,000.00
FIN2020-086E	Building Automation System Repairs at Surface Water Treatment Plant	Corporate Facilities	Corporate Facility Services	Johnson Controls	33,400.00
FIN2020-095EC	Replacement of Two (2) Boilers at Surface Water Treatment Plant	Corporate Facilities	Corporate Facility Services	Murray Mechanical Systems Ltd	148,725.50
FIN2020-098EC	Supply & Delivery of PortaCount Respirator Fit Tester	Human Resources	Employee and Labour Relations	Concept Controls Inc	20,100.00
FIN2020-099EC	Supply & Delivery of Twenty (20) Laptops	Technology Services	Technology Services	Compugen Inc	19,900.00
FIN2020-102E	Boiler Repair for Wastewater Treatment Facility	Environmental Services	Wastewater Operations	Simoneau & Sterling Inc.	20,980.00
FIN2020-106E	Fire Apparatus Frame Replacement	Emergency Services	Operations and Training	Chiefs Heavy Truck Collision	54,736.64
FIN2020-136E	Replacement of Automatic Transfer Switch at John St. #5 Well	Environmental Services	Water Operations	Wallwin Electric Services Ltd	11,857.00
FIN2020-143E	Automatic Transfer Switch and Controller for Anne Street Reservoir and Booster Pumping Station	Environmental Services	Water Operations	Wallwin Electric Services Ltd	25,586.00
FIN2020-162EC	Signage for Waterfront Parking Restrictions	Access Barrie	Transit and Parking Strategy	Signz n Designz	43,600.00
FIN2020-186E	Bat Infestation Control Services at 79 Bell Farm	Corporate Facilities	Corporate Facility Services	Varmint Control	15,000.00



FIN2020-213E	Snow Clearing Services for Downtown Facilities	Corporate Facilities	Corporate Facility Services	Scarlet Oak Landscape Management Inc. / Battlefield Equipment	111,469.00
FIN2020-218E	Sidewalk Repair - Bear Creek Eco Park	Roads, Parks, & Fleet	Roads, Stormwater and Rail Operations	Duivenvoorden Haulage Ltd.	45,000.00
FIN2020-231E	Fire Headquarters Generator Repair	Emergency Services	Fire Prevention	Wallwin Electric Services Ltd.	104,407.00



APPENDIX "B"

2020 Non-Standard Procurements over \$10,000

Reference No.	Description	Term	Department	Branch	Vendor Name	Approved Amount (\$)
FIN2020-058N	Nomex Cloth for New Fire Helmets	One Time	Emergency Services	Operations and Training	A.J. Stone Company Ltd.	18,000.00
FIN2020-061N	SWTP Heat Exchanger Maintenance	One Time	Corporate Facilities	Corporate Facility Services	Valuetch Inc.	13,430.00
FIN2020-063N	By-Election Auditor Services	To Dec. 31, 2020	Legislative & Court Services	City Clerk Office	Deloitte LLP	18,392.07
FIN2020-064N	Fleet GPS/AVL and Webtech511 Software	One Year	Roads, Parks, & Fleet	Fleet Services	DiCAN Inc.	65,000.00
FIN2020-074N	Confidential Investigation Services	One Time	Human Resources	People & Partnerships	HR Strategic Partners	25,000.00
FIN2020-076N	Watermain Construction Tiffin Street ROW Expansion, Hwy 400 Underpass	To Aug. 31, 2022	Engineering	Construction	Dufferin Construction Company	1,428,262.30
FIN2020-137N	Traffic System Cabinets	One Time	Roads, Parks, & Fleet	Traffic and Parking Services	Econolite Canada Inc.	300,000.00
FIN2020-150N	WesTech Mixers Parts and Service	Three Years	Environmental Services	Wastewater Operations	C & M Environmental Technologies Inc.	360,000.00
FIN2020-163N	Cogen Engine and Generator Equipment Supply & Services	Three Years	Environmental Services	Wastewater Operations	Madsen Controls Inc.	300,000.00
FIN2020-166N	Batteries Collection & Recycling Program	One Year	Environmental Services	Environmental Operations	Call2Recycle Canada, Inc.	No cost
FIN2020-168N	Huron Wendat First Nations	Four Months	Corporate	Corporate Facility	Huron Wendat First	38,248.10



Reference No.	Description	Term	Department	Branch	Vendor Name	Approved Amount (\$)
	Monitoring for the Allandale Train Station Project		Facilities	Services	Nations	
FIN2020-170N	Official Plan and Zoning By-Law Update	To Dec. 31, 2020	Planning & Building Services	Community Planning	Watson & Associates Economists Ltd.	18,000.00
FIN2020-201N	Benefits Management Consultant	To Dec. 31, 2020	Human Resources	Benefits and Compensation	Buffett Taylor	10,000.00
FIN2020-212N	Wastewater Sludge Thickener Pumps Part & Service	Three Years	Environmental Services	Wastewater Operations	Integrated Distribution Systems LP DBA Wajax	150,000.00
FIN2020-214N	SAP Integrator Services	To Feb. 28, 2021	Finance	Financial System Support & Integration	Kondor Consulting Group	70,000.00
FIN2020-229N	Banking Services	To Jun. 30, 2021	Finance	Accounting	TD Bank	No cost
FIN2020-230N	Custody, Clearing and Settlement of Investment Securities	To Jun. 30, 2021	Finance	Accounting	CIBC Mellon	No cost
FIN2020-237N	SPCA Pound Keeping	Six Years	Legislative & Court Services	Court Services	OSPCA	1,500,000.00
FIN2020-055N	Dig-Smart Software Maintenance	Five Years	Information Technology	Application Services	Dig-Smart LCC	60,000.00
FIN2020-149N	SAP Software Maintenance Licensing & Support	Five Years	Information Technology	Application Services	SAP Canada Inc	850,000.00
FIN2020-238N	Employee Experience Leadership Review & Coaching	One Year	Human Resources	Training & Development	Howatt Strategic HR	120,000.00
FIN2020-205N	Print Advertising Services	Three Years	Marketing & Communications	Marketing & Communications	Metroland Media Group Ltd.	225,000.00



Reference No.	Description	Term	Department	Branch	Vendor Name	Approved Amount (\$)
FIN2020-161N	Employee Sourcing	Three Years	Human Resources	People & Partnerships	LinkedIn Corporation	99,539.40
FIN2020-179N	Agenda Management Software	Three Years	Legislative & Court Services	City Clerk Office	Granicus, Inc.	75,000.00
FIN2020-035N	Engineering Services for Temporary Fire Training Facility Expansion	One Time	Emergency Services	Emergency Management	Avanti Engineering and Design Inc.	25,000.00
FIN2020-079N	Construction Design Assistance for Dunlop St. W. Reconstruction Project	To Dec. 31, 2022	Engineering	Construction	RJ Burnside & Associates Limited	68,940.00
FIN2020-160N	Supply, Delivery, and Maintenance of Liquid Oxygen	Four Years	Environmental Services	Wastewater Operations	Praxair Canada Inc.	3,961,250.00
FIN2020-080N	Sophia Creek Hydrogeological Study	One Time	Engineering	Approvals	McIntosh Perry	15,000.00
FIN2020-236N	Recycling of Electronic Waste (Revenue Generating)	To Dec. 31, 2021	Environmental Services	Environmental Operations	Quantum Lifecycle Partners LP	(34,000.00)