

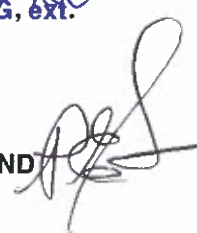


TO: GENERAL COMMITTEE

SUBJECT: 2013 PURCHASING ACTIVITY REPORT

PREPARED BY AND KEY CONTACT: D. ALLAN, CPPO, CSCMP, CPM, MANAGER OF PURCHASING, EXT. 

SUBMITTED BY: D. MCKINNON, CPA, CGA, DIRECTOR OF FINANCE 

COMMISSIONER APPROVAL: P. ELLIOTT-SPENCER, MBA, CPA, CMA, GM, COMMUNITY AND CORPORATE SERVICES 

CHIEF ADMINISTRATIVE OFFICER APPROVAL: C. LADD, CHIEF ADMINISTRATIVE OFFICER 

RECOMMENDED MOTION

1. That the following schedules, collectively representing the 2013 Purchasing Activity Report, be received for information:
 - a) Awards under delegated authority and contracted goods and services (renewals and amendments) exceeding \$1,000,000 attached as Appendices A and B;
 - b) Professional Services that have received payments with a total cumulative value exceeding \$250,000 within each calendar year attached as Appendix C;
 - c) 2013 Single and Sole Source purchases exceeding the \$10,000 threshold awarded under delegated authority attached as Appendix D.
 - d) An assessment of the degree of compliance with the Procurement By-law.

PURPOSE & BACKGROUND

2. The purpose of this report is to demonstrate an appropriate level of transparency and accountability with respect to procurement renewals and amendments made based on delegated authority, professional service awards and awards where the competitive process required by Procurement By-Law 2013-073 was not utilized in 2013. This report also provides an assessment of the degree of overall compliance with the Procurement By-law. The report is prepared in accordance with the reporting requirements established in Procurement By-Law 2013-073.
3. The Procurement By-law requires the Manager of Purchasing to provide the following information:
 - a) An annual information report summarizing the details for contracts, amendments and renewals awarded with delegated authority that exceed \$1,000,000, including amendments and renewals.
 - b) An annual information report identifying professional services providers that have received payments from the Corporation with a cumulative total value of \$250,000 or more within the calendar year.
 - c) A report on the Single and Sole Source purchases exceeding \$10,000; ensuring transparency with these contract awards.

- d) An assessment regarding the level of compliance with the Procurement By-law 2013-073. This report also provides information on performance reporting, other services provided by the Purchasing Branch and service improvements that are currently underway.

ANALYSIS

4. The 2013 Procurement Activity Report is provided in Appendices A, B, C and D as follows:
- a) Appendix A reports the 2013 awards made under delegated authority exceeding \$1,000,000. There were 10 awards with a combined value of \$25,066,449.
 - b) Appendix B reports the 2013 Standing Agreements that were issued, amended or renewed for goods and services exceeding \$1,000,000 per year. The two (2) Standing Agreements reflected include contract renewals and awards with a combined value of \$5,000,000.
 - c) Appendix C reports the payments made for professional service engagements in 2013 that exceeded the \$250,000. This is to provide transparency to consultant engagements and demonstrate fairness in the awarding of consultant related contracts. Payments reflected in many instances are part of a multi-year contract and the amount reported represents the amounts spent in 2013 only. There were 7 firms that received such payments with a combined payment value of \$5,301,971.
 - d) Appendix D reports the Single and Sole Source purchases for 2013. There were 36 purchases with a combined award value of \$6,982,870. This is the first reporting year for Single and Sole Source awards since the 2013 update to the Procurement By-Law. Prior to 2013, all Single Sole Source procurement (excluding emergencies) required Council approval. In comparison there were 92 SS purchases in 2010 and 21 in 2012. The single source activity was significantly higher in 2010 to allow for payments to be made where contracts were not in place, following the implementation of the Purchasing System.
5. Procurement By-Law effectiveness and degree of compliance: Reviewing the degree of compliance with the by-law is important as any significant and/or recurring instances of non-compliance could compromise the City's ability to defend its actions if legally challenged. Reviewing for compliance can also create the opportunity to assess the effectiveness of the by-law, identify training opportunities and opportunities to make recommendations to individuals/departments that meet their needs without increasing the level of risk the City is exposed to.
6. It was anticipated that a portion of the Purchasing Analysts time would be allocated to analyzing the degree of compliance with the by-law; however, this position has been focused on process improvement projects and addressing workload challenges within the branch to increase capacity to assist departments with their procurement activities.

Key Performance Indicators

7. A series of performance indicators are used to measure and improve the overall quality of the procurement process and services provided by the Purchasing Branch. These performance measures and results have been reported, either, in the Finance Performance Plan, the Balanced Scorecard or the Ontario Municipal Benchmarking Initiative (OMBI) annual report.

Performance Measures	2011 Target	2011 Actuals	2012 Target	2012 Actuals	2013 Target	2013 Actuals
Average No of Days to Complete Bid Process	87	95	87	88	87	95
Number of Competitive Bid Processes	195	175	200	204	175	176
Number of bids received per bid call	5.2	5.2	5.4	5.03	5.0	5.52
Benefits of the competitive bidding process	15%	8.3%	15%	6.7%	10%	6.4%
% of Goods/Services Purchased Through Procurement Process	65%	43.2%	65%	56.5%	60%	71.3%

8. Below is a description of each of the performance measures and how they can be used:

- a) Average No of Days to Complete Bid Process: This is a measure of the time from the receipt of client department specifications to the issuance of a Purchase Order. This measure allows staff to monitor service levels and cycle times. The increase in cycle time can, in part, be attributed to the complexity and size of the procurement processes facilitated in 2013, such as the Waste Management, PPP Transit, Office Supplies and ERP procurements.

The average number of days reflected above encompasses all procurement types, RFT, RFQ, RFP and RFPQs. RFPs, on average took 113 days to complete given their inherent complexity; whereas RFQs on average took 59 days to complete.

- b) Number of Competitive Bid Processes: This is a measure of procurement activity that assists with the identification of opportunities to consolidate bid calls, balance work plans and identify appropriate resource requirements. The target for this measure is based on previous year's procurement activities and the anticipated requirements for the coming year.
- c) Average Number of Bids per Bid Call: This is a measure of both the competitiveness of the markets for municipal goods and services and the market's perception of the City of Barrie's attractiveness as a customer/client. The favourable result is attributable to a number of factors including a general improvement in relationships with individual vendors and associations. and the continued use of an electronic procurement document distribution system (Biddingo) which has been effective at reaching more prospective bidders.
- d) Benefits of the competitive bidding process: This measure reports the difference between the award amount and the amount of the next lowest bid, expressed as a percentage. It is an indicator of the financial advantage to the City of utilizing a competitive bid process.
- e) % of Goods/Services Purchased Through Procurement Process: This measure reflects the percentage of goods and services purchased through a formal procurement process. The number reported is a three year rolling average. The significant improvement in 2012/2013 reflects systems and procedural improvements; the establishment of a number of Single/Sole Source Contracts and new Standing Agreements. In 2013, **71.3%** of goods and services were purchased through a competitive procurement process.

Corporate Stores Operations:

9. In addition to supporting the City's procurement activities, the Purchasing Branch also provides a Stores operation to support the activities of the Operations Department (Roads and Parks, Traffic, and Wastewater Operations) and the Surface Water Treatment Plant (Water Operations). The Stores operation ensures availability of required materials and equipment to maintain essential services for the City. It also provides opportunities to leverage the City's buying power and take advantage of volume discounts.
10. The total inventory value as of December 2013 was \$405,404; an increase of \$145,000 from 2012. The increase in inventory value is attributable, in part, to the integration of "closet inventories" and further aligning stores inventories to meet the needs of operational clients. The stores group continues to work closely with user groups to establish and regularly review inventory levels to ensure service needs are met and inventory levels are maintained at the appropriate levels.
11. Visibility of these inventories and the resulting usage data will provide an opportunity to better assess the City's inventory needs and implement industry standard and best-in-class practices such as materials planning, economic order quantities, just-in-time, and other added value inventory management strategies.

Georgian Bay Area Public Purchasing Cooperative

12. The City of Barrie is a member of the Georgian Bay Area Public Purchasing Cooperative (GBAPPC). This purchasing cooperative provides opportunities for the City to participate in collaborative procurement processes with neighbouring municipalities, school boards, and other public organisations. The benefits to the City are shared expertise and cost savings as a result of the increased buying power and, greater volumes. Facilitation of procurement processes is shared by all members of the GBAPPC.
13. Some of the Commodities the City of Barrie participates in with the GBAPPC are:

Commodity	Total Contract value (est)	City of Barrie Contract Value(est)	Contract	Potential Annual Cost Savings
Office Supplies	\$1,900,000	\$425,000	Vendor provides 64% Discount on all catalogued items.	\$150,000.00
Highway Salt	\$4,300,000	\$1,400,000	Last Tender resulted in a 12% reduction in unit prices.	\$168,000.00
Toner Cartridge	\$600,000	\$120,000	Vendor provides 15% discount	\$18,000.00

14. There are 12 other commodities/services that the Cooperative currently purchases, of which the City of Barrie does not currently participate. The Purchasing Branch will be reviewing each of these to determine if they will provide an opportunity for cost savings as the term for existing contracts approach expiration. Work is currently underway for three of these commodities; Janitorial Supplies, Paper Supplies and lighting (Lamps & Ballasts).

2013 Service Improvement

15. The Purchasing Services continues to evolve. Reporting and analysis improved with the introduction of the purchasing system. It is anticipated that with the new ERP system and corporate procurement training that we will have better tools and data to complete more comprehensive and complete analysis. During 2013, a number of reviews/projects were completed or are currently underway within the Purchasing Branch, including:
- a) **New Standing Agreements:** The objective of this Project was to establish new Standing Offer Agreements (SOA) for frequently used goods and/or services. Through this initiative, a pricing agreement and clear terms and conditions would be established between the City and various suppliers to ensure best value, clear deliverables and provide a mechanism to manage the suppliers performance
 - i) **Some of the benefits of this project:**
 - (1) Reduction in staff time to acquire standard goods and or services
 - (2) More efficient procurement process for low value goods and or services
 - (3) Reduced administration with fewer POs issued
 - (4) Greater clarity with service delivery requirements.
 - (5) Fixed pricing for future years improving forecasting and budgeting
 - (6) Frees staff time up to focus on other initiatives.
 - (7) Potential for cost savings or increased revenue
 - (8) More efficient and timely payment of invoices
 - ii) The benefits achieved in 2013 were 22 new contracts and standing offers providing time and cost savings; including an estimated annual cost savings of \$200,000.
 - b) **Enhanced Procurement Planning:** in the continuing effort to move the procurement function to a more strategic role with the City and to improve the service level provided to the Corporation, the Purchasing Branch continues to facilitate meetings with departments early in the year to help plan their procurement needs for current and future years in order to match the Corporations needs with resource availability. This will include emphasizing the importance of taking time at the beginning of the process to clarify scope, type of tool to use and evaluation approach in order to ensure an outcome that meets the operational needs.
 - c) **Purchasing Card Program:** The Purchasing Card (PCard) Program was reviewed and updated to better meet the City's procurement needs. These included the implementation of electronic reconciliation, review and revisions to merchant categories, new approval hierarchies, and enhanced reporting on purchasing card transactions. In addition, Purchasing successfully negotiates a Rebate Program which based on an estimated \$2 Mil spend on PCards would result in receiving a \$14,000 Rebate early 2015.

- d) **Supplier Relations and Development:** Purchasing Staff have continued interactions, discussions with the Vendor community including ongoing meetings with the Barrie Constructors Association. Participated in the Ontario General Contractors Association/Construction and Design Alliance of Canada "Procurement Day", which is a component of the Construction Procurement Project. The Construction Procurement Project provides an opportunity for experts from the construction, design and buyer sectors to meet to exchange ideas, present problems and find solutions in a collegial and collaborative environment.

City of Barrie hosted a "Doing Business with the Public Sector Supplier Outreach" event in April 2013. The event was attended by 158 vendor representatives from various industries. Survey Results and Feedback are provided at Appendix 1. Staff also provided valuable input for the first annual BCA hosted vendor/buyer event.

This approach and the continued open communications with the vendor community has improved overall relationships with vendors and in particular with the Barrie Construction (and other) Associations. The collaborative, open communication approach has created better mutual understanding of the City's procurement processes and practices.

- e) **Stores Process improvements and Inventory review:** Effective inventory management requires a specialised skill set and level of expertise within the supply chain/inventory management. Over the past 5 years the Stores has improved overall collaboration with the operational groups and have made some improvements in processes, aligned inventories with service needs and improved overall communication with the operational groups supported. We are aware that operational groups are seeking additional support/services from the stores operations; however as stores resources are currently at capacity, the stores operations are unable to expand their services further. Finance will be putting forward a request for an additional resource for Stores to provide the necessary expertise and capacity to enhance and expand this service.

2014 Improvement Objectives

16. **Procurement Service Review:**

- a) During the 2014 Business Plan deliberations, Council requested that a Procurement Service Review be conducted (motion 14-G-017). The objective of this service review is to:
- i) Ensure policies, processes and procedures reflect industry standard and allow for an appropriate level of governance, risk management and efficiencies
 - ii) Engage all stakeholders for feedback and concerns that will be used to determine where improvements are required and how improvements can be made
 - iii) Simplify and increase the degree of flexibility within the City's procurement templates
 - iv) Continue to strengthen the relationship between the City and the vendor/contractor community
 - v) Increase the level of procurement knowledge across the Corporation

- b) The Procurement Office (Paul Emanuelli) has been engaged and will be completing a three stage process that involves a risk assessment, development and implementation of recommendations arising from risk assessment and deployment. This work will also include the development of simplified and more flexible procurement templates that are expected to accelerate the procurement process and increase competition.

ENVIRONMENTAL MATTERS

17. There are no environmental matters related to the recommendation.

ALTERNATIVES

18. As this is a report describing historical purchasing activities and trends, there are no alternatives associated with the information in this report.

FINANCIAL

19. There are no direct financial implications associated with the recommendations as this report is for information purposes only.

LINKAGE TO COUNCIL STRATEGIC PRIORITIES

20. The recommendations in this report are not directly related to Council's Strategic Priorities.

**APPENDIX A TO REPORT # FIN 003-14
CONTRACTS AWARDED IN 2013 EXCEEDING \$1,000,000**

Contract No.	Project Name	Contract Award Amount	Next Highest Bidder
2013-014T	Road Rehabilitation and Right of Way Maintenance 2013	\$1,786,413	\$1,834,540
2013-026P	Lampman Lane Revitalization/Repurposing	\$4,157,289	One Compliant Bid
2013-045T	Bunker's Creek and Dymment's Creek Bridges at Lakeshore Drive	\$6,031,215	\$6,079,390
2012-138T	Landfill Phase 3 Waste Reclamation & Cell 2C/3C Construction	\$10,280,000	\$10,961,000
2012-124P	Vendor of Record for Supply & Delivery of Computers	\$1,000,000	\$1,072,120
2013-073T	Supply & Delivery of SWTP & WwTF Chemicals	\$1,811,532	\$1,950,234
Total Amounts:		\$25,066,449	\$26,054,574

**APPENDIX B TO REPORT # FIN 003-14
2013 RENEWALS AND AMENDMENTS FOR CONTRACTED SERVICES
IN EXCESS OF \$1 MILLION ANNUALLY**

Contract No.	Project Name	Vendor Name	Type	Estimated Annual Value
2007-04T	Biosolids Haulage & Application	Wessuc Inc	Renewal	\$1,000,000
2005-07T	Waste Management Services	BFI Canada	Renewal	\$4,000,000
			Total Renewals:	\$5,000,000

APPENDIX C TO REPORT # FIN 003-14
2013 PAYMENTS TO CONSULTANTS
IN EXCESS OF \$250,000 ANNUALLY

CH2M HILL CANADA LIMITED

Bid Process	Project Name	Comments	Total Invoice Amount (incl HST)
Informal	Operations Process Assistance	Under \$10K purchase facilitated by the department	\$2,146.27
2007-06	Oro Medonte Biosolids Facility	Formal competitive bid process facilitated by Purchasing	\$255,421.09
2007-05	WPCC Expansion	Formal competitive bid process facilitated by Purchasing	\$485,815.45
2011-001P	Consulting Services - Perry St Well #4A	Formal competitive bid process facilitated by Purchasing	\$50,054.24
2010-145P	BioGas Utilization	Formal competitive bid process facilitated by Purchasing	\$21,936.64
Informal	Bayview Park OPC Pre-Design	Informal competitive bid process facilitated by the department	\$3,996.74
2012-047P	Needs Assessment WPCC & ORO BSF	Formal competitive bid process facilitated by Purchasing	\$179,227.10
2013 Total Payments:			\$998,597.53

COLE ENGINEERING GROUP LTD

Bid Process	Project Name	Comments	Total Invoice Amount (incl HST)
2009-126P	Design Services Sunnidale Reservoir & Booster stations	Formal competitive bid process facilitated by Purchasing	\$458,169.13
2010-115P	Consulting Services for various projects at WWTF	Formal competitive bid process facilitated by Purchasing	\$4,151.87
2010-038P	Rain Gauge Monitoring	Formal competitive bid process facilitated by Purchasing	\$12,664.22
Informal	Transport Liqui-nox	Under \$10K purchase issued by the department	\$112.85
2013 Total Payments:			\$475,098.07

Golder Associates

Bid Process	Project Name	Comments	Total Invoice Amount (incl HST)
2008-S001	Landfill Re-engineering (phase 1)	Single Source authorized by Council Motion 12-G-372	\$1,041,665.92
2010-047P	Long Term Waste Management	Formal competitive bid process facilitated by Purchasing	\$11,896.93
2011-059P	Environmental Assessment & Investigation of Historical Waste Sites	Formal competitive bid process facilitated by Purchasing	\$25,756.06
Informal	2013 Historic Waste Disposal Site Monitoring	Informal competitive bid facilitated by the department	\$17,102.24
Informal	Draft bid document specifications	Initial project scope was under \$10K however through the process the required engineered drawings and effort escalated. During the process a complete re-work, of the work required, was necessary.	\$15,730.73
2011-005S	landfill reclamation - phase	Single Source authorized by Council Motion 12-G-346	\$74,629.60
Informal	Insurance claims investigation	Under \$10K purchase. The claims adjuster hired Golder as part of their investigation; therefore there was no purchase order. The City is responsible for paying all costs associated with the insurance investigation including third parties.	\$599.13
Informal	Landfill purge well system	Series of under \$10K PO's issued by department supported by Council Motion 12-G-346	\$28,010.73
2012-039P	Complete a sustainable waste management strategy	Formal competitive bid process facilitated by Purchasing	\$791.00
Informal	Ground water monitoring & source water investigation	Series of under \$10K PO's issued by department. Service is completed on an annual basis and in previous years the over-all requirement has been under \$10K.	\$27,716.18
2013 Total Payments			\$1,243,898.52

Morrison Herschfield Limited

Bid Process	Project Name	Comments	Total Invoice Amount (incl HST)
2008-026P	Cundles Rd/Duckworth/Hwy 400	Formal competitive bid process facilitated by Purchasing	\$660,443.71
2012-004P	PPP Advisor Services	Formal competitive bid process facilitated by Purchasing	\$702,907.56
2012-114P	Harvie Big Bay 400 Phase 3 & 4	Formal competitive bid process facilitated by Purchasing	\$22,244.27
2013 Total Payments:			\$1,385,595.54

Peto MacCallum Limited

Bid Process	Project Name	Comments	Total Invoice Amount (incl HST)
2013-072Q	Geotechnical Testing Services	Formal competitive bid process facilitated by Purchasing	\$342,263.06
2013 Total Payments			\$342,263.06

T2 UTILITY ENGINEERS

Bid Process	Project Name	Comments	Total Invoice Amount (incl HST)
2011-026P	Subsurface Utility Engineering	Formal competitive bid process facilitated by Purchasing	\$350,918.58
2013 Total Payments			\$350,918.58

TORY'S LLP

Bid Process	Project Name	Comments	Total Invoice Amount (incl HST)
Informal	P3 Legal advisor	<p>Informal bid process facilitated by department. The P3 Transit committee, on the advice of City of Barrie Director of Legal Ingrid Peters, concluded that as there are only a small handful of lawyers in Ontario with the level of legal expertise (including considerable P3, transit, construction and municipal law experience) required, it did not make sense to include legal consulting services as part of the team advisory group RFP. This was especially true given that PPP Canada required that the Project Agreement be prepared by a leading P3 legal practitioner, who would ideally be producing a precedent form of Project Agreement for future municipal P3 projects. As a result, Legal Services prepared a short list of qualified practitioners and issued an invitational RFP for an external legal advisor to these lawyers. After viewing the proposals, Mark Bain and his team from Tory's LLP was chosen as the successful legal advisor.</p>	\$505,599.95
2013 Total Payments			\$505,599.95

APPENDIX D TO REPORT # FIN 003-14
SOLE/SINGLE SOURCE AWARDS FOR 2013

File Number	Description	Vendor Name	Award Amount	Comments
FIN 2013-S002 <i>Single Source</i>	Theatre Lighting	Alex McQuilkin	\$21,000	Interim arrangement to provide equipment and technical services when the Mady Theatre first opened
FIN 2013-S003 <i>Single Source</i>	Waste Management Services	BFI	\$4,500,000	Need to standardize services during the period of existing contract completion and completing Sustainable Waste Management Strategy Report.
FIN 2013-S004 <i>Single Source</i>	Corporate Banking Services	TD Bank	\$50,000	Need to standardize services during the implementation of the new ERP system.
FIN 2013-S005 <i>Single Source</i>	Archaeological Consultants	AMICK Consultants Limited	\$46,800	The scope of work and contractor were dictated by the Ministry of Tourism. This was a specialized required for the investigation and removal of human bones.
FIN 2013-S006 <i>Single Source</i>	PCard Program	Bank of Montreal (BMO)	\$14,700 - Revenue	alignment of the expiry dates of the PCard and Banking Services Contract; will provide an opportunity for a combined RFP process for these two services
FIN 2013-S007 <i>Single source</i>	Arena Supply Fan #1 Replacement	Engineered Air	\$350,000	Require an air unit that will match the existing supply fan and specification drawings.
FIN 2013-S008 <i>Sole Source</i>	Heritage Park Splash Pad Replacement Spray Nozzle	PEM Fountains	\$15,255	The original manufacturer was required to complete the replacement work.
FIN 2013-S009 <i>Single Source</i>	Processing of Non-Ontario Electronic Stewardship Program Waste Electronics	Global Electric Electronic Processing (GEEP)	\$10,000 - Revenue	There is a need for standardization to maintain functionality of processing waste electronics
FIN 2013-S010 <i>Sole Source</i>	Reimbursement for costs associated with management of Phase 2 Municipal Hazardous or Special Wastes	Recycling Council of Ontario	\$14,000	Sole agency that provides this service.
FIN 2013-S011 <i>Single Source</i>	Consulting Engagement- ERP System Selection Process	Deloitte	\$150,000	Need for standardization to maintain functionality moving from the ERP business case to the development of the ERP specifications

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SOLE/SINGLE SOURCE AWARDS FOR 2013**

File Number	Description	Vendor Name	Award Amount	Comments
FIN 2013-S012 <i>Single Source</i>	Supply & Installation of materials and equipment to upgrade the redundancy and protection of the critical power systems that feed the City's network and communications data center	Wallwin Electric	\$55,000	Emergency - 2 power outages in June resulted in the temporary loss of critical corporate network and communications services.
FIN 2013-S013 <i>Single Source</i>	Replacement of the cabling and reconnection of the power pedestals on dock F, G & H at the Marina	Wallwin Electric	\$20,685	Initially the work was expected to be >\$10K however it was determined that additional materials, labour and equipment were necessary due to the unanticipated deterioration of the existing system.
FIN 2013-S014 <i>Single Source</i>	Extension of Professional Services Agreement - Landfill Re-Engineering	Graeme Clark Holdings	\$150,000	Need for standardization of the professional services of third party review of project details including payment certificates and change orders to address potential perceived conflict of interests.
FIN 2013-S015 <i>Single Source</i>	Structural Repair	HG Marine Lakefront Restoration	\$32,200	Vendor was chosen based on its previous working knowledge of foundation repairs in high water table structural repairs
FIN 2013-S016 <i>Single Source</i>	Structural Repair	Aecom	\$40,000	Vendor was chosen based on its previous working knowledge of the building and structural issues requiring remediation.
FIN 2013-S017 <i>Single Source</i>	Structural Repair	Maple Leaf Iron	\$21,085	Vendor was chosen based on its previous working knowledge of the building and structural issues requiring remediation.
FIN 2013-S018 <i>Single Source</i>	Construction of Storm Infrastructure on Shirley Ave	B&J Contracting	\$110,000	During a storm in May 2013 part of the top of the slope on a private property on Shirley Ave caved in. The force of water also washed away the bedding for the curb and gutter and exposing the 2" gas main. The design phase is expected to take until end of August and then normally a procurement process could take over 60 days. However this type of work needs to be completed in summer under relatively dry conditions.

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File Number	Description	Vendor Name	Award Amount	Comments
FIN 2013-S019 <i>Sole Source</i>	Fire Protection & Water Supply Survey	OPTA Information Intelligence, Fire Underwriters Survey	\$40,000	There was a need to standardize with past historical data, the Fire Underwriters Survey (FUS) is an accredited member of the Insurance Bureau of Canada (IBC); and FUS is the sole provider that is a member of the IBC.
FIN 2013-S020 <i>Single Source</i>	Processing of Waste Mattresses	Recyc-Mattresses	\$80,000	Pilot program is recommended to verify program costs and evaluate feasibility prior to permanent implementation of the program.
FIN 2013-S021 <i>Single Source</i>	Main Break Repair-Yonge Street	North Rock group	\$21,946	Large water main break in a sensitive location. This same contractor has been used in two previous large main repairs, where the scope of work was beyond City own capabilities.
FIN 2013-S023 <i>Single Source</i>	Under Carriage overhaul on landfill Dozer	Toromont Caterpillar	\$159,532	During the process of repairing the tracks additional signs were found indicating a massive component failure. It was determined that it best to over-all the unit while is apart for the tracks repair.
FIN 2013-S024 <i>Single Source</i>	William Street Sanitary Sewer Emergency Replacement	B & J Contracting	\$100,527	Emergency breaks in several locations in the clay sewer on William St in a short period of time. Given the time of year and the expectation the sewer main breaks will continue.
FIN 2013-S025 <i>Single Source</i>	Unplanned decommissioning of Huronia Rd Well #10	International Water Supply	\$17,000	Emergency unplanned work that needed to be completed to address part of the Source Protection Implementation.
FIN 2013-S026 <i>Single Source</i>	Furniture for Space Accommodations	Global Total Office	\$350,000	Need for standardization of system and case good furniture in order to reduce on-going operational and maintenance costs associated with reconfiguring spaces.
FIN 2013-S027 <i>Sole Source</i>	Construction of Catering Facilities for Mady Centre	Mady Development	\$30,000	This procurement included an in-kind donation of labour by Mady Development of two thirds of the cost of the works. The City covered the other third of the cost and this approach in line with Councils desire to seek new ways to obtain other funding sources.

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File Number	Description	Vendor Name	Award Amount	Comments
FIN 2013-S028 <i>Single Source</i>	HR Confidential Professional Consulting Services	Wood-Sloan	\$100,000	For matters involving security and /or confidential issues. Vendor has provided confidential consulting services successfully in the past with respect to matters relating to labour relations. For consistency it is necessary to engage the same consultant to associated work.
FIN 2013-S029 <i>Single Source</i>	Ticket Sales (Revenue)	Midland Tours	\$100,000	Need to standardize in order to maintain current service levels while a study is in process to review the potential of shared services with a single ticket agent for GO train & bus, inter City, and Barrie Transit pass sales.
FIN 2013-S030 <i>Single Source</i>	William Street, Cumberland Street to Grove Street Watermain Construction	B&J Contracting	\$27,400	Vendor is constructing sanitary sewer under an emergency situation in same location as proposed water main placement. To complete the water main work at this time would save money on items such as asphalt repaving and mobilization/demobilization.
FIN 2013-S031 <i>Single Source</i>	1 Turfco Tri-Wave 60" Seeder	GC Duke	\$16,210	The award was to other than the lowest bidder as the second lowest bidder's equipment exceeded the capabilities of the low bidder. While it is recognized that the approach is not consistent with best practice the intent was always to achieve best value.
FIN 2013-S032 <i>Single Source</i>	6 Automatic Wastewater Sampling Devices	Avensys	\$33,494	Need to standardize with the previous purchase of ISCO automatic wastewater samples.
FIN 2013-S034 <i>Single Source</i>	Waste Container Advertising Agreement	Bench Press Ltd. / Creative Outdoor Advertising	\$14,700	Contract Extended to line up with the waste management contract. This requirement will be reviewed this year.
FIN 2013-S035 <i>Single Source</i>	Detail design for Dunlop St-Tiffin St-Miller Dr Intersection Improvements	Simcoe County	\$100,000	County of Simcoe and Barrie are widening their respective sections of County Rd 90. The Country hired RJ Burnside through a competitive bid process for design work. Having the same consultant provide service for both sections of the same continuous project will be the most cost effective situation.

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SOLE/SINGLE SOURCE AWARDS FOR 2013**

File Number	Description	Vendor Name	Award Amount	Comments
FIN 2013-S036 <i>Single Source</i>	Consultation Services - Business and Economic Development Lead Generations Specific to GTA	Strategic Insights Inc.	\$12,500	Vendor is the only GTA based company offering these services that we have been able to locate.
FIN 2013-S037 <i>Sole Source</i>	Transmission Repair	Toromont Caterpillar	\$31,536	Emergency repair work required when it was discovered the transmission had failed. Machine is used nightly to cover garbage as per MOE regulations.
FIN 2013-S038 <i>Single Source</i>	WwTF Electrical Switch Gear/Fuses	Wilson High Voltage	\$29,050	WwTF staff noted a major critical issue with the main electrical feed to the Wastewater Treatment Facility. A complete failure of this system could potentially shut down the power supply to the treatment plant and also pose Health and Safety Concerns. The performance of this element of equipment is essential to the ongoing operation of our WwTF. The failing components were replaced.
FIN 2013-S039 <i>Single Source</i>	Co-Gen Breaker Retrofit	Eaton	\$52,950	WwTF staff noted a failed Switchgear system which controls the Electrical components of our Cogeneration Facility at the WwTF. The repairs were completed to rectify and bring the Co-Gen system to full operation.
TOTAL:			\$6,892,870	

Appendix 1:

Supplier Outreach Event:

Business Link: Business Without Barriers – April 24, 2013

Survey results on the City of Barrie contribution:

	<u>2012</u> <u>Event</u>	<u>2013</u> <u>Event</u>
% who indicated that the event had a moderate to high effect on improving overall level of understanding about how to do business with the City.	91%	95%
% who stated they were Very Satisfied with the City of Barrie seminar / presentation	81%	85%
% who stated they were Very Satisfied with the event location, Timing and Layout.	94%	97%

Supplier Feedback:

"I just wanted to feed something back to you outside the survey: I have been around in this business for over 30 years and as you can imagine I have been to my share of sessions, meetings, presentations, and so forth. And at the risk of sounding cynical and jaded a lot of them are pretty "ho hum" at best. But I must say that I found your sessions refreshing, interesting, and informative. I have no vested interest in telling you this, other than it being true.

Sometimes those of you in the public sector get unfairly targeted as just showing up and doing little more. (Believe me, that happens in the private sector as well but that is another issue) But your bosses and the taxpayer should be proud of your work.

Thanks again

*R.A. Andy Kalnins
MSA- The Safety Company*

"Although we never met, I wanted to thank you personally for the excellent presentation. As a newbie to Doing Business with the Government, I found your respective presentation to be insightful and informative. I especially appreciate the tips, hints and suggestions. It shows a genuine interest in wanting businesses to be successful beyond the "follow the procedure approach" and I really appreciated that, hence this email.

So thanks again for the well done seminar.

Regards,

Khalil Mohammed"