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**TO:** GENERAL COMMITTEE

**SUBJECT:** SOLE AND SINGLE SOURCE CONTRACT NEGOTIATIONS AND AWARDS

**PREPARED BY AND KEY CONTACT:** DAVID ALLAN, CSCMP, CPM, CD, MANAGER OF PURCHASING *DA*

**SUBMITTED BY:** CRAIG MILLER, ACTING DIRECTOR OF FINANCE *Craig Miller*

**GENERAL MANAGER APPROVAL:** E. ARCHER, CMA, GENERAL MANAGER OF CORPORATE SERVICES *E. Archer*

**CHIEF ADMINISTRATIVE OFFICER APPROVAL:** CARLA LADD, CHIEF ADMINISTRATIVE OFFICER *CL*

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**RECOMMENDED MOTION**

1. That the following sole and single source agreements be negotiated and executed in accordance with the Purchasing By-law 2008-121:
  - a) Sole source purchases for:
    - i. the provision of software, support, services and licensing for the City's Water Billing system for a term not to exceed five years to an upset limit of \$100,000 with Halcyon Software Inc's exclusive representative SunGard Public Sector.
    - ii. the provision of maintenance, upgrades and customizations for the City's GIS (Geographic Information System) OnPoint Web Software with Orion Technology, Rolta Canada Limited for a term of five years in the amount allocated in the annual business plan.
  - b) Single source purchase for:
    - i. the provision of consulting services for a detailed design of Watermain to an upset limit of \$24,000 with R.J. Burnside.
    - ii. the provision of an updated Fire Master Plan/Station Location Study to an upset limit of \$35,000 with Genivar.
    - iii. the provision of an updated Development Charges Background Study to an upset limit of \$161,000 with Watson & Associates Economists Ltd.
    - iv. the provision of one valve exercising trailer to an upset limit of \$35,000 from E.H. WACHS.
2. That the Mayor and Clerk be authorized to execute any agreements necessary to support the recommendations presented in this report.

**PURPOSE & BACKGROUND**

3. The purpose of this staff report is to recommend the negotiation and execution of Sole and Single source agreements with vendors identified in this Staff Report in accordance with sections 14 and 15 of the Procurement By-law 2008-121. These contracts have been confirmed as being a single or sole source due to a requirement for standardisation and/or where the vendor has the unique ability to provide the goods and/or services required.
4. Under section 6.1 of the Purchasing By-law, Council approval is required to establish single or sole-source agreements that exceed \$10,000. An analysis is currently underway to identify the extent to which Schedule A of the Procurement By-Law, which addresses exempt purchases, needs to be expanded to include other items including those identified within this report. The results of that analysis, with recommendations for updates to the Purchasing By-law, will be reported to Council in June 2012.

### **ANALYSIS**

#### **Water Billing Software**

5. SunGard Public Sector is the sole provider of the SunGard Public Sector software and exclusive reseller for Halcyon Software. The City utilises their products to provide the Water Billing services. The Water Billing System requires regular maintenance, support and upgrading.

#### **GIS (Geographic Information Systems) OnPoint Web Software**

6. OnPoint is the technology platform behind the City's external GIS website (Discover Barrie) and future internal GIS Portal. Orion Technology is the only authorised provider of the specialized web-GIS software, maintenance, upgrades, technical support services and customisations for their products.

#### **Detailed Design of Watermain**

7. R.J. Burnside was retained through the County of Simcoe to complete the detailed design for road improvements at the intersection of Mapleview Drive West, County Road 27 and 25<sup>th</sup> Sideroad, including some storm sewer elements. The transportation improvements included portions within Barrie on Mapleview Drive West.
8. The City has plans for the installation of a watermain in the area to address deficiencies in the City's water distribution system. The scope of work includes detail design for the installation of a 200mm PVC watermain along both County Road 27 and Mapleview Drive that will connect to an existing watermain at Mapleview Drive West/Red Oak Drive.
9. The County of Simcoe contacted the City in September 2011 advising of their plans to conduct the work and requested cost sharing of the design associated with the work within the City boundaries. The design and utility relocates are included in the 2012 Capital Plan, with construction planned for 2013
10. R.J. Burnside has already substantially completed the detail design associated with the proposed transportation improvements. Efficiencies and potentially cost savings may be realized in utilising the County's consultant R.J. Burnside. Coordinating efforts with one consultant could produce some efficiency through the design and execution phases.

#### **Fire Master Plan (2009) Update/Station Location Study**

11. Genivar is currently an integral member of the project team that is preparing the Secondary Plan for the annexed lands and the city-wide infrastructure master plans for water, wastewater, transportation, storm water and drainage. The firm is responsible for the water supply master plan update, the wastewater treatment master plan and the transportation master plan.
12. Genivar has also been retained by the City to prepare an update to the Transit Strategic Master Plan (October 2009) as it relates to the transit services for the annexed lands. This project is underway and moving forward in concert with the preparation of the Secondary Plan and the transportation master plan.
13. Genivar has extensive experience in facility location studies, primarily related to transit facilities including garages and terminals. However, the skill set the firm possesses is directly transferable to fire station location studies. Maximizing and measuring coverage, optimizing travel times based on activity levels and measuring travel times and travel speeds are similar in both types of analysis. Furthermore, both are assessed using the same GIS and CAD-based tools.
14. Genivar is intimately familiar with the City's road network, both existing and proposed, based on the company's ongoing work associated with the Secondary Plan for the annexed lands and the city-wide infrastructure master plans. This includes the development of detailed transportation models which form the basis of the network analysis tools required for the Fire Master Plan Update/Station Location Study.
15. By virtue of their direct involvement in the Annexed Lands Secondary Plan/Infrastructure Master Plans project, Genivar is uniquely positioned to ensure that the timing and staging for future fire station implementation based on land use plans and growth forecasts is identified in the Fire Master Plan Update/Station Location Study.
16. The deliverable for the project is a technical addendum to the Fire Master Plan (2009) detailing the analysis, conclusions and recommendations of the Station Location Study.

#### **Development Charges Background Study for the City-Wide DC By-Law Update**

17. The current City-wide Development Charge by-law (By-law 2008-111) expires on June 16, 2013. To be compliant with the provisions of the *Development Charges Act, 1997*, a new Background Study must be completed and a replacement by-law passed prior to that date in order for the City to continue to levy a City-wide development charge.
18. Watson & Associates Economists Ltd. (Watson) is intimately familiar with the City's existing capital infrastructure and services being provided to the public and has extensive experience with development charge/lot levy studies for municipalities.
19. Watson is currently a member of the project team that is preparing the Secondary Plan for the annexed lands and the city-wide infrastructure master plans for water, wastewater, transportation, storm water and drainage. Their involvement in this initiative combined with previous development charge updates, provides a solid foundation to deliver a comprehensive background study and related process.

#### **Valve Exercising Trailer**

20. The Water Operations Branch must provide the delivery of safe drinking water that meets or exceeds regulatory requirements as well as customer expectations. The linear infrastructure expansion in the City of Barrie in the past few years has created an increase in the number of valves that need to be exercised.

21. Operational efficiencies can be realized since a valve exercising program results in an increased knowledge of the distribution infrastructure as a whole and can assist in condition rating programs. A valve turning machine also assists with the reduction of strains and repetitive motion injuries to our operators which will help with the older demographic in this section.
22. Currently, the City of Barrie water distribution infrastructure consists of approximately 24,300 valves. The current staff compliment and existing WACHS trailer is insufficient for the valve exercising program.
23. The new unit will also have greater capabilities with coverage area as it will allow staff to access valves in difficult to reach places; the current models allow for the operation of valves up to 13 feet from the mount. Valves that were never exercised can now become a part of the program.
24. Staff are recommending a single source purchase of a WACHS unit to maintain standardization with the existing trailer; which should produce efficiencies and create effectiveness in the operation and maintenance of the two units. In addition the WACHS trailer software will allow for direct transfer of collected data to the city's maintenance management system.

#### **ALTERNATIVE**

##### **Alternative # 1**

General Committee could choose to not approve the negotiation and execution of sole/single source contracts for any or all of the listed vendors, and instruct staff to complete a competitive bid process.

This is not recommended as it has been demonstrated that such contracts meet the criteria for a single or sole source award.

#### **FINANCIAL**

25. The costs associated with sole/single sourcing the provision of each of these goods and services have been included in the 2012 Business Plan as part of the base budget.

#### **LINKAGE TO COUNCIL STRATEGIC PRIORITIES**

26. The recommendation is operational in nature and does not directly support any of Council's Strategic Priorities.