

STAFF REPORT: PURCHASING



REPORT TO: Council
MEETING DATE: November 22, 2010
REPORT NO.: FIS.10.45
SUBJECT: Negotiated Procurement Awards
PREPARED BY: Sherri Adams, Manager of Purchasing

A. Recommendations

THAT Council receive Staff Report FIS.10.45 entitled "Negotiated Procurement Awards" for the following awards for their information:

1. Request for Quotes for the Urban Canopy Restoration of Plan 915 awarded to Clearview Nursery for a total quoted price of \$28,875.42, including non recoverable HST;
2. Annual Report and Water Monitoring at the Solid Waste Disposal Site to Golder Associates to provide annual reporting services for up to a value of \$20,008 (plus HST) per year for 2010, 2011 and 2012 reporting years, for a total of \$60,024 plus a \$4,500 contingency over the 3 years for a grand total of \$64,524.00.

B. Background

The Purchasing of Goods and Services Policy POL.COR.07.05 allows for Negotiations and Single Source procurement, subject to the procedures described in the Purchasing of Goods and Services Procedures FS.08.08, Schedule F.

Negotiated Procurement within tier 2, (\$25,000 to \$100,000), are approved by the CAO and the Manager of Purchasing, with an information report sent to Council.

C. The Blue Mountains' Strategic Plan

6. Providing a strong, well managed municipal government

D. Environmental Impacts

None

E. Budget Impact

The budget impact statements for each of the negotiated procurement are within budget and have been detailed in the respective reports (see attachments).

F. Attached

1. Quotation Award Report – Urban Canopy Restoration of Plan 915
2. Negotiated Procurement Report – Annual Report and Water Monitoring at the Solid Waste Disposal Site

Respectfully submitted,

Sherri Adams, Manager of Purchasing

For more information, please contact:

Sherri Adams
sadams@thebluemountains.ca
519-599-3131 or 1-888-258-6867 ext. 227



Request for Quotation Approval Report Tier 2 (\$25,001 - \$50,000)

TO: Paul Graham, CAO & Sherri Adams, Manager of Purchasing
FROM: Michael G. Campbell, CET (E&PW Construction Coordinator)
DATE: October 25, 2010
SUBJECT: Award of Request for the Urban Canopy Restoration of Plan 915

Recommendation:

That the CAO & Manager of Purchasing award the Request for Quotation for The Urban Canopy Restoration for Plan 915 to Clearview Nursery Ltd. for the Total Quoted Price of \$28,875.42, including non recoverable HST. It should be noted that Clearview Nursery's was the lowest responsive and responsible bidder and the period of validity is 30 days from this date;

And further that the CAO and Clerk be authorized to execute the Contract Documents for the Urban Canopy Restoration of Plan 915.

Background:

It was necessary for the urban canopy restoration to be completed prior to the inclement weather to ensure the success of the tree planting. Time was of the essence to gather quotations for this project. The quotation process for the Urban Canopy Restoration of Plan 915 was sought through a Negotiated Procurement process consistent with Corporate Purchasing Policy POL.COR.07.05 and Schedule F clause 1 (d) of Purchasing Procedures FS.08.08 which allows for negotiation procedures when there is a strong business case to extend a contract beyond its initial term when additional work that pertains to a current or recently completed project.

Quotation documents were prepared by Envision-Tatham Inc. (Consultant) on October 15, 2010. Vendors were notified of the quotation call from a list of potential bidders following discussions with the potential bidders regarding their ability to complete the work on a very tight time line.

Five (5) companies received the bid documents.

Quotation submissions were received by the Consultant's office by the closing date of October 22, 2010 at 4:00 p.m. (local time).

Below is a synopsis of the bids received in response to the Quotation call:

No.	Bidder	Date Bid Received	Total Quotation Amount (excluding taxes)
1	Clearview Nursery Ltd	October 22, 2010	\$28,376.00
2	The Landmark Group	October 22, 2010	\$44,750.00

The Consultant and Staff recommend that the award be made to Clearview Nursery Ltd who is the lowest, compliant bidder meeting specifications.

The Agreement (currently signed by the bidder) will be signed by the Town to execute the Contract. The OPS General Conditions of Contract (Metric OPSS.MUNI 100 November 2006) shall be the general conditions of the Contract

Budget:

The cost to the 915 project for this contract and associated Consultant fees is expected to be \$35,000.00. The Project Manager, Tom Grey confirms that the project budget can accommodate this cost.

Respectfully submitted,

Michael G. Campbell, CET

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The CAO & Manager of Purchasing have received this report and concur with the following:

- o Purchasing process is in accordance with The Blue Mountains Purchasing Policy COR.POL.07.05 and Purchasing Procedures Policy FS.08.08.
- o Funding for this project has been allocated in the 2010 budget.
- o Manager of Purchasing has confirmed that there is no current litigation between the Successful Bidder and the Town.
- o The Award of the Quotation is being made to the bidder who met all of the specifications of the bid document and was the lowest bidder.

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We, the CAO & Manager of Purchasing approve of the recommendation as shown above.

Signed _____
Paul Graham, CAO

Date: _____

Signed _____
Sherri Adams, Manager of Purchasing

Date: _____

Attachments: Email re Quotations received – Envision Tatham
Quotation Summary Spreadsheet from Envision Tatham

cc:
Purchasing File: Plan 915
Project Manager
Accounts Payable



Negotiated Procurement Approval Report Tier 2

TO: Sherri Adams, Manager of Purchasing and Paul Graham, CAO

FROM: Jeffery Fletcher, Manager of Solid Waste and Environmental Initiatives

DATE: October 18, 2010

SUBJECT: Negotiated Procurement for Annual Report and Water Monitoring at the Solid Waste Disposal Site

Recommendation:

Based on *Golder Associates' (Golder)* previous work and significant familiarity with the Site the Manger of Solid Waste and Environmental Initiatives has negotiated with *Golder* to provide annual reporting services and recommends hiring *Golder* for this work for up to a value of \$20,008 (plus HST) per year for 2010, 2011 and 2012 reporting years, for a total of \$60,024 plus a \$4,500 contingency over the 3 years for a grand total of \$64,524.

Background

Golder was hired for previous annual reporting based on a request for quotation process conducted in 2007. They were awarded a contract to complete a general annual report and a surface and ground water monitoring report for the Waste Disposal Site for a term of 3 years.

This reporting involves tonnage, volume and certificate of approval reporting and hydrogeological investigation services related to the Disposal Site.

Additionally, *Golder* is currently completing the Site's Environmental Screening Project that was awarded in a request for proposal process and has been awarded a contract to complete the site design and operations plan related to the landfill mining and expansion project. As expected they have significant previous and on-going knowledge and experience related to the Town Site and the existing Environmental Screening Project.

Budget Impact

The cost of completing the annual reporting will be allocated from the "Landfill" operating budget under "Engineering" (1-460-1000-63115). The 2011budget currently allocates \$18,500 for annual reporting, \$19,000 in 2012 and \$20,000 in 2013. *Golder's* quote value is close to the predicted budget requirements. The amount available under "Consulting"

(1-460-1000-63120) will cover the shortfall in 2011 and 2012 and allow for a contingency for unanticipated costs in 2012 and 2013. The "Consulting" budget line has a \$1,500 amount for each year between 2011 and 2013.

We approve of the recommendation as shown above.

Signed _____
Jeffery Fletcher,
Manager of Solid Waste and Environmental Initiatives

Date: _____

Signed _____
Sherri Adams, Manager of Purchasing

Date: _____

Signed _____
Paul Graham, CAO

Date: _____