



**Meeting Date:** February 21, 2024

**Prepared By:** Heather Kepran, Manager of Strategic Communications

**Submitted by:** Tiffany Farrell, Director of Corporate Services

**Report No:** CPS-12-2024

**Subject:** Procurement Activity, 2023

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**Recommendation:**

THAT Report CPS-12-2024, re: Procurement Activity in 2023 be received for information.

**Purpose:**

To present to Council the results of the municipality's procurement activity in 2023.

**Background:**

Under the *Municipal Act*, 2001, S.O. 2001, Chapter 25, as amended, municipalities must adopt policies with respect to their procurement of goods and services. Middlesex Centre does this through its Procurement Policy. This policy outlines the process the municipality follows when procuring goods and services to ensure fairness, objectivity and transparency, and that the municipality is obtaining the best value for money, among other objectives.

While the policy outlines processes for procurements at all dollar values, this report focusses on procurements for goods and services conducted through request for proposal / tendering via the bids&tenders eProcurement platform. It also summarizes purchases through the LAS buying group.

**Analysis:**

Middlesex Centre undertook 27 procurement processes through bids&tenders in 2023. The total value of those procurement processes was \$12,616,574.16 (plus one procurement that was issued on a per-unit basis). The following table presents an overview of these procurement processes.

Table: Procurement Summary – bids&tenders (2023)

Project Name	Project Number	Award Amount	Awarded Supplier(s)
Pay Grid Review	RFP-CPS-2023-01	\$ 37,800.00	Pesce & Associates Human Resources Consultants
General Insurance and Risk Management Services	RFP-CAO-2023-01	\$ 878,318.52	MARSH CANADA LIMITED
Culvert Replacement Detailed Design and Construction Administration	RFP-PWE-2023-01	\$ 188,683.99	GM BluePlan Engineering Limited
Komoka Wastewater Treatment Plant Blower Upgrades	RFP-PWE-2023-03	\$ 48,090.00	CIMA Canada Inc.
2024 Culvert Replacement Detailed Design and Construction Administration	RFP-PWE-2023-04	\$ 96,900.00	B. M. Ross and Associates Limited
2025 Culvert Replacement Detailed Design & Construction Administration	RFP-PWE-2023-05	\$ 181,400.00	B. M. Ross and Associates Limited
Komoka Community Centre HVAC Replacement	RFQ-CMS-2023-01	\$ 76,439.00	Cimco Refrigeration, a Division of Toromont Industries Ltd.
Meadowcreek Playground Base Construction	RFQ-CMS-2023-02	\$ 83,263.89	Frank Van Bussel & Sons Ltd.
Komoka Park Playground Base Construction	RFQ-CMS-2023-7118	\$ 92,715.70	519 London Excavating Inc.
Supply of Fernhill Drive Culvert Material	RFQ-PWE-2023-02	\$ 78,221.96	Armtec Inc.
Supply of Culvert C-156 & C-563 Precast Materials	RFQ-PWE-2023-03	\$ 157,955.00	Coldstream Concrete Ltd.
Coldstream Municipal Office Addition and Renovation	RFT-CMS-2023-01	\$ 5,060,000.00	Tradition Construction Inc
Komoka Drainage Works Union Ave Branch	RFT-PWE-2023-01	\$ 99,880.00	JLH Excavating Ltd
Supply & Delivery of 3 Hybrid SUVs	RFT-PWE-2023-03	\$ 134,109.60	McDonnel Ford
Load and Haul Granular A	RFT-PWE-2023-04	\$ 274,500.00	Clarence Carter & Sons Ltd.
Bridge Rehabilitations	RFT-PWE-2023-05	\$ 1,062,257.00	Clearwater Structures Inc.
Hogs Back Close Slope Restoration & Storm Servicing	RFT-PWE-2023-06	\$ 193,967.80	Murray Mills Excavating & Trucking (Sarnia) Ltd.
2023 Sidewalk Expansion	RFT-PWE-2023-07	\$ 114,806.25	DPA Contracting Ltd
Supply of Granular B and Supply & Apply of Granular A	RFT-PWE-2023-08	\$ 242,250.00	AAROC Aggregates Ltd
2023 Asphalt Resurfacing Program	RFT-PWE-2023-09	\$ 833,000.00	Dufferin Construction Company, A division of CRH Canada Group Inc.

Project Name	Project Number	Award Amount	Awarded Supplier(s)
Fernhill Culvert Replacement	RFT-PWE-2023-10	\$ 262,700.90	Cassidy Construction London Ltd.
Hyde Park Road Asphalt Resurfacing	RFT-PWE-2023-11	\$ 760,370.05	Lavis Contracting Co. Limited
Valleyview Stormwater Management Facility Cleanout	RFT-PWE-2023-12	\$ 197,961.50	Van Bree Drainage and Bulldozing Limited
Risdon Municipal Drain Crossing Construction	RFT-PWE-2023-13	\$ 85,946.00	JLH Excavating Ltd
Proskairos Municipal Drain Construction	RFT-PWE-2023-14	\$ 26,729.00	Cassidy Construction London Ltd.
Bridge Rehabilitations	RFT-PWE-2023-15	\$ 1,348,308.00	Vandenberk Construction Inc.
<b>Total Value of Procurement via bids&amp;tenders, 2023</b>		<b>\$ 12,616,574.16</b>	
PLUS: Supply and Apply Dust Control	RFT-PWE-2023-02	\$ 0.12 (per unit pricing)	POLLARD DISTRIBUTION INC

Middlesex Centre also participates with group purchasing associations for collaborative purchasing. Specifically, the municipality participated in one or more procurements conducted by the following cooperative buying groups:

- Elgin Middlesex Oxford Purchasing Group (EMOP)
- Municipal Group Buying Program – Local Authority Services (LAS), Canoe Procurement Group
- Ontario Government Vendor of Record Program – Ontario Government (Supply Chain Ontario)
- Ontario Education Collaborative Marketplace (OECM)

Of note, Middlesex Centre purchased the following items through LAS:

*Table: Purchases through LAS (2023)*

Project Name	Award Amount	Awarded Supplier(s)
New Mini Excavator	\$183,500.00	ESS (Komatsu)
Replacement Rubber Tire Roller	\$228,000.00	SMS (Bomag)
Playground (Westbrook Park)	\$99,585.49	Park N Water
Playground (Komoka Park)	\$115,000.00	New World Park Solutions
Playground (Meadowcreek Park)	\$100,000.00	New World Park Solutions
<b>Total Value of Procurement via LAS, 2023</b>	<b>\$726,085.49</b>	

### **Financial Implications:**

Managing procurement processes is undertaken by staff at the municipality, the cost of which is included in the annual operating budget. The costs of goods and services purchased is also included in the annual budget (operating and/or capital). Goods and services that fall outside of the approved budget amounts and/or that do not meet stated procurement requirements in the (for example, requiring three bids), are brought to Council for approval, as outlined in the Procurement Policy.

### **Strategic Plan:**

This matter aligns with following strategic priorities:

- Responsive Municipal Government

Middlesex Centre's procurement activities align with:

- Strategic Plan Objective 5.3 – Foster a culture of innovation, continuous improvement, and cost-effective service delivery... by sharing information and gathering input, continuing our timely and effective communication to the public... and by reviewing and enhancing our processes
- Strategic Plan Objective 5.4 – Expand our Partnerships... by working with Middlesex County, neighbouring municipalities and community organizations

### **Appendix:**

N/A