



# City of Richmond

## Report to Committee

**To:** Finance Committee **Date:** February 7, 2022  
**From:** Ivy Wong **File:** 02-0745-01/2022-Vol  
 Acting Director, Finance 01  
**Re:** **2021 Annual Procurement Report**

### Staff Recommendation

That the staff report titled, "2021 Annual Procurement Report", dated February 7, 2022 from the Acting Director of Finance, be received for information.

Ivy Wong  
Acting Director, Finance  
(604-276-4046)

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Information Technology	<input checked="" type="checkbox"/>	 Acting GM, F&CS
Parks Services	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Facilities and Project Development	<input checked="" type="checkbox"/>	
Public Works	<input checked="" type="checkbox"/>	
<b>REVIEWED BY SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

This report to Council is to provide information regarding the City's procurement activities during the 2021 calendar year and procurement metrics. This report supports Council's Strategic Plan 2018–2022 Strategy #5 Sound Financial Management:

*Accountable, transparent, and responsible financial management that supports the needs of the community into the future.*

*5.1 Maintain a strong and robust financial position.*

*5.3 Decision-making focuses on sustainability and considers circular economy principles.*

### Analysis

Council approval for Purchasing contracts follows Bylaw No. 8215 - Officer and General Manager with respect to contract approval authority limits and contract signing authority. The City continues to promote a commitment to process transparency, competitive bidding, sustainable procurement and a philosophy of continuous improvement.

The Purchasing Department oversees the procurement of all goods and services on behalf of all City departments (and wholly-owned municipal corporations upon request) in compliance with certain Trade Treaties (i.e. the Canadian Free Trade Agreement (CFTA), the Canada-EU Comprehensive Economic Agreement (CETA) and the New West Partnership Trade Agreement (NWPTA) that affect City procurement activities.

The City continues to use its online eProcurement platform (known as bids&tenders) to advertise bid opportunities and receive submissions from suppliers. The bids&tenders platform is already providing the expected improvements to the City's procurement workflow and contract administration activities.

The City's Procurement Policy was updated in 2021 following a referral from Council to provide guidance to staff on how circular economy considerations can be reflected in the City's procurement activities in the future. In the past year, the Purchasing Department has worked in conjunction with other City departments to include circular economy principles in bid specifications where appropriate and within the decision-making process when awarding contracts. The City continues to refine its approach to circular procurement based on how suppliers are responding to bids, given that the circular economy is an emerging concept and many suppliers are still learning how to submit proposals that are also aligned with the City's vision for the circular economy.

As part of the effort to mitigate the effects of Covid-19, significant volumes of PPE (Personal Protective Equipment) supplies and equipment (such as cleaning supplies, face masks, hand sanitizer, additional dispensers and plexiglass) were procured to help maintain safe workplaces

throughout the City. PPE supplies have been continuously provided for staff and the public to use at City buildings since the start of the pandemic, including at all community centres, fire halls, libraries, ice arenas and aquatic facilities. With the additional product-related information that is now available, future purchases will be more targeted.

The Procurement Policy 3104, along with the purchasing guidelines, continue to augment the City's collaborative approach to strategic sourcing and decision making on significant expenditures, while also ensuring compliance to established policies and controls.

#### 1. Procurement Achievements

The Purchasing Department continues to focus on delivering value through competitive tendering and leveraging spend where possible to execute contracts that support Council initiatives and department needs and that mitigate risk for the City. This information is reported by staff in the City's quarterly reporting and detailed vendor spend in the Annual Statement of Financial Information report.

Some of the key contracts that were executed in 2021 following a procurement process led by the Purchasing Department working with stakeholders are listed below:

<b>Contract #</b>	<b>Item</b>	<b>Tender Value</b>
7023P	Provision of Civil Engineering Consulting Services for Steveston Sanitary Network Improvements	\$1,481,085
6951P	Cambie Road at Knight Street Overpass Approach Rehabilitation	\$987,943
7197CM	Construction Management Services for Richmond Animal Shelter Renovation and Expansion	\$4,288,034
6881P	No. 4 Rd Road Reconstruction and Box Culvert Repair	\$2,478,477
6488P	Construction Services for Alexandra Neighbourhood Park	\$1,420,829
7193Q	Construction Management Services for the Demolition of Minoru Aquatics Centre	\$902,815
7127P	Construction Services for Minoru Arenas Infrastructure Replacement Project	\$945,000
6935P	Construction Services for Aberdeen Neighbourhood Park – Phase 2	\$1,947,618
7096P	Steveston Hwy and No. 3 Rd. & Steveston Hwy and Gilbert Rd. Drainage Pump Station Upgrades	\$4,187,000
7097P	Construction Services for South Dike Upgrade - No. 3 Road to 400m West of No. 4 Road	\$2,369,628

38J	Richmond Curling Club Ice Plant Replacement Construction Services	\$1,056,524
7099P	MRN and Non-MRN Asphaltic Concrete Paving 2021	\$4,251,251

### Procurement Statistics

The following are key procurement statistics for the period of January 1, 2021 to December 31, 2021:

Total Value of Competitive Bid Awards 2021 (contracts awarded in excess of \$75,000) - Appendix 1	\$66,917,350
Competitive Contracts Administered (in excess of \$75,000)	123
Total Value of all Purchase Orders Issued in 2021	\$70,590,136
Single/Sole Source Purchase Orders Issued*	\$11,160,276
Purchasing Card Expenditures	\$5,918,493

\* Sole source procurement is the practice of contracting with one source when that source is the only available supplier or service provider possessing the ability to fulfil a requirement. Single source procurement is defined as deliberately concentrating purposes of a particular good or service with one source in preference over others in a competitive marketplace.

## 2. Council Approved Contracts

Council approval for Purchasing contracts follows Bylaw No. 8215 - Officer and General Manager. Contracts that were approved by Council in 2021 are listed below:

<b>Contract #</b>	<b>Item</b>	<b>Tender Value</b>
6577P	On Call Collection of Hazardous Materials	\$650,000
7020Q	Supply and Delivery of HVAC Air Filters	\$734,874
7191NOITC	Oracle Database Software and Solaris Hardware Purchase	\$850,000
7036Q	Supply and Delivery of Microsoft Licensing	\$807,882
7181Q	Supply and Installation of Conduits and Water Service Pipes using Trenchless Technology and Other Related Civil Works	\$4,548,000
7204P	Provision of Public E-Scooter Share Pilot Project	n/a
6650P	Data Analytics Business Intelligence Implementation	\$1,212,008
7256P	Traffic Signal System Maintenance, Upgrading and Installation	\$6,878,729
6691Q	Supply and Delivery of One (1) Sewer Vacuum Combo Unit on a City Provided Cab and Chassis	\$760,000
6437F	Supply of Drainage Pumps, Parts and Services	\$2,510,000
7248P	Provision of Janitorial Services for the Community Safety Building and City Centre Community Police Office	\$1,625,613

6690Q	Supply and Delivery of Hybrid and/or Fully Electric Crew Cab Pickup Trucks	\$541,584
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3. Competitive Bidding

The Purchasing Department facilitates the acquisition of goods, services and construction to meet internal organizational requirements and City projects through sourcing suppliers, facilitating competitive tenders and executing contracts that help ensure financial and administrative effectiveness.

In 2021, approximately \$67M in contracts in excess of \$75,000 were awarded by the Purchasing Department on behalf of other City departments (listed in Appendix 1).

4. Purchasing Card Program

The City-wide Purchasing Card Program continues to provide value by simplifying the purchasing and payment process while lowering overall transaction and administrative costs per purchase.

In 2021, City purchasing cards were used for over 15,150 transactions for a total spend of approximately \$5.9M. This represents an increase of approximately 6% in purchase card spend over the previous year and a rebate received by the City that was approximately \$56K in value.

5. Sole/Single Source Contract Awards

The vast majority of sole/single source contracts awarded in 2021 were executed on the basis of compatibility with existing City infrastructure and systems. Of the \$66,917,350 in contracts in excess of \$75,000 awarded in 2021, \$11,107,447 of those contracts were awarded on a sole or single source basis.

For further transparency, \$4,630,121 of the single/sole source contracts were awarded following the public posting of a Notice of Intent to Contract (NOITC) on BC Bid.

These statistics demonstrate that the City is successful in achieving on its core objectives of conducting a competitive and transparent procurement process, while maximizing value for money in the acquisition of goods and services.

**Financial Impact**

None.

**Conclusion**

This procurement report covers the period from January 1, 2021 to December 31, 2021 and documents the City of Richmond's procurement activities.



David Aarons  
Manager, Purchasing  
(604-276-4061)

Attachment 1: Contracts awarded in 2021 (in excess of \$75,000)

**Contracts awarded in 2021 (in excess of \$75,000)**

#	Descriptions	Awarded Vendor	Awarded Amount
1	7129F - Dike Improvements -19000 Block River Road - Environmental and Construction Consulting	Kerr Wood Leidal Associates Limited	\$95,800
2	7123S - Citizen Portal - My Business Implementation	Calytera Software Inc.	\$153,596
3	7023P - Provision of Civil Engineering Consulting Services for Steveston Sanitary Network Improvements	McElhanney Consulting Services Ltd.	\$1,481,085
4	6951P - Cambie Road at Knight Street Overpass Approach Rehabilitation	Wilco Civil Inc.	\$987,943
5	7174J - London Farm House Envelope Remediation	Boston Construction Corp.	\$177,330
6	7126NOITC - iPad Device Deployment	Apple Canada Inc.	\$157,550
7	6577P - On Call Collection of Hazardous Materials	Tervita Corporation & GFL Environmental Inc.	\$650,000
8	7173F - Watermain Construction at Westminster Highway and Gilbert Road	Cascade City LP	\$191,176
9	7169S - Enterprise License Agreement - Software Maintenance and Support	ESRI Canada	\$382,185
10	7039P - Engineering Consulting Services for Sanitary Pump Station Condition Assessment (Phase 1)	WSP Canada Inc.	\$104,330
11	6561Q - Supply and Delivery of Two (2) Two Ton Crew Cab Dump Trucks	Dams Ford Lincoln Sales Ltd.	\$235,050
12	7199F - PeopleSoft Software License Renewal	Oracle Canada	\$311,055
13	7198J - Thompson Community Centre - Mechanical and Washroom Upgrades	Boston Construction Corporation	\$463,780
14	7197CM - Construction Management Services for Richmond Animal Shelter Renovation and Expansion	Edifice Construction Inc.	\$4,288,034
15	7195F - Seismic Flood Hazard Assessment	Kerr Wood Leidal Associates Limited	\$100,000
16	7187S - Vote Counting Units & Software for 2021 By-Election	Election Systems & Software Canada ULC	\$75,710
17	7185J - Richmond Ice Centre Infrastructure Renewals - Phase I Compressor Replacement	Ashton Mechanical Ltd.	\$725,335
18	7139NOITC - ForgeRock Licensing	ForgeRock US Inc.	\$462,773
19	7180F - Water Treatment Services at City Facilities	Pace Solutions Corp.	\$75,450
20	6952P - Richmond Ice Centre Infrastructure Renewal Consulting Services Phase I	Thinkspace Architecture Planning Interior Design	\$175,300

22	6819Q - On Call Entrance Door Services	AssaAbloy Entrance Systems	\$181,800
23	6728P - Provision of Broker Services	Willis Canada Inc.	\$219,000
24	6692Q - Supply and Delivery of One (1) Enclosed Tractor with a 16ft Flail Mower	Rollins Machinery Ltd.	\$174,755
25	7235F - Supply of Benches	Frances Andrew Site Finishings Ltd.	\$105,000
26	7211F - Repair and Replacement of Direct Digital Controls Systems at City Facilities	ESC Automation Inc.	\$169,000
27	7205F - Property Management Services	Dorset Realty Group Canada Ltd.	\$93,600
28	7175Q - Support and Maintenance on Sixteen (16) City Owned VxRail Servers	Turning Point Technologies	\$124,577
29	7143S - PerfectMind Annual Subscription 2021	PerfectMind Inc.	\$175,036
30	7083P - Consulting Services for Development Cost Charge Program	Urban Systems Ltd.	\$98,040
31	7081NOITC - Support and Maintenance Renewal	Safe Software Inc.	\$92,020
32	7048P - Hydrogeological and Biophysical Assessment Consulting Services for Richmond Nature Park	Hemmera Envirochem Inc.	\$165,651
33	7014F - Amanda Software Renewal Services	Calytera Software Inc.	\$92,778
34	6977Q - Supply and Installation of Two (2) Custom Dell Vxrail Servers	Turning Point Technology Services Inc	\$122,373
35	6569Q - Supply & Delivery of One (1) Skid Steer Loader with Rubber Tracks	Avenue Machinery Corp.	\$82,950
36	7218S - Operation of Restorative Justice Program	Touchstone Family Association	\$100,700
37	7217F - Traffic Camera Licenses	FLIR Unmanned Aerial Systems ULC	\$76,067
38	7190NOITC - Supply and Delivery of Aquaterr and Toro Irrigation Components	EMCO Corporation	\$250,000
39	6722P - Supply and Delivery of Computer Equipment	Compugen Inc.	\$845,910
40	7118Q - Street and Sidewalk Vegetation Control	Western Weed Control (1980) Ltd	\$337,800
41	7247Q - Bates East Sanitary Pipe Relining	Mar-Tech Underground Services Ltd.	\$87,304
42	7243F - Gilbert Road and Steveston Hwy Drainage Pump Station Upgrade	Xylem Canada Company	\$332,958



43	7238S - Thompson Gate PRV Station - Annacis Main No. 4 Connection	Greater Vancouver Water District	\$123,600
44	7201NOITC - Environmental Consultant Services - Mitchell Island Storm Water Feasibility Study	Kerr Wood Leidal Associates Limited	\$90,000
45	7191NOITC - Oracle Database Software and Solaris Server Hardware Purchase	Oracle & Eclipsys	\$850,000
46	7171Q - Design Services - Minoru Arenas System Renewals	Thinkspace Architecture Planning Interior Design	\$114,400
47	7093P - Richmond Courthouse Infrastructure Replacements - Design & Contract Administration Services	O4 Architecture Ltd.	\$187,370
48	7020Q - Supply and Delivery of HVAC Filters	Dafco Filtration Group	\$734,874
49	6924P - City Hall Low-Rise HVAC and Plumbing Replacements	Davidson Brothers Mechanical Contractors Ltd.	\$276,933
50	6881P - No. 4 Rd Road Reconstruction and Box Culvert Repair	M2K Construction Ltd.	\$2,478,477
51	6488P - Construction Services for Alexandra Neighbourhood Park	GPM Civil Contracting Inc.	\$1,420,829
52	7262S - Supply and Delivery of Auto Extrication Rescue Tools	Rescue Tools Canada	\$78,134
53	7078S - Burkeville Drainage Upgrade Project Phase 2	Fortis BC Energy Inc.	\$345,050
54	7036Q - Microsoft Licensing	Dell Canada Inc.	\$787,316
55	7193Q - Construction Management Services for the Demolition of Minoru Aquatics Centre	Scott Special Projects Ltd.	\$902,815
56	7253Q - Odlin Park Playground Design Build Services	Habitat Systems Inc.	\$135,093
57	7127P - Construction Services for Minoru Arenas Infrastructure Replacement Project	Heatherbrae Builders Co.Ltd.	\$945,000
58	7255F - Construction Services - Paving Repair on Westminster Highway & Gilley Road	Brighthouse Civil Contracting Ltd.	\$117,263
59	7220F - Fire Risk Prevention Model	Opta Information Intelligence	\$79,000
60	7260F - Artificial Turf Replacement - Richmond High	Astro Turf West Distributors Ltd.	\$443,000
61	7263F - Emergency Repair - Sanitary Sewer Line 8000 Block Capstan Way	PW Trenchless Construction Inc.	\$200,000
62	7252Q - Public Works 2021 Truck Rentals	Zeemac Vehicle Lease Ltd.	\$82,050
63	7207P - Supply and Installation of Synthetic Turf at King George Park	Astro Turf West Distributors Ltd.	\$647,578

64	6935P - Construction Services for Aberdeen Neighbourhood Park – Phase 2	Wilco Civil Inc.	\$1,947,618
65	7096P - Steveston Hwy and No. 3 Rd. & Steveston Hwy and Gilbert Rd. Drainage Pump Station Upgrades	GCL Contracting & Engineering Inc.	\$4,187,000
66	7229Q - Supply and Delivery of Self Contained Breathing Apparatus (SCBA)	Guillevin International Inc.	\$165,066
67	7066P - Invasive Species Management Services	Green Admiral Nature Restoration	\$400,000
68	7097P - Construction Services for South Dike Upgrade - No. 3 Road to 400m West of No. 4 Road	RTR Terra Contracting Ltd.	\$2,369,628
69	7061P - Consulting Services for 2020 Bus Speed and Reliability Development Study	ISL Engineering & Land Services	\$134,580
70	7104P - Engineering Consulting Services for South Dike Upgrades from No. 4 Road to No. 5 Road	Kerr Wood Leidal Associates Ltd.	\$682,962
71	7244P - Steveston Island Preliminary Dike Design Project	Kerr Wood Leidal Associates Ltd.	\$500,000
72	6687Q - Supply and Delivery of Two (2) 3/4 Ton Crew Cab Pickup Trucks	Abbotsford Chrysler Dodge Jeep Ram Ltd.	\$103,424
73	31IQ - Garden City Lands Native Planting	Peel's Nurseries Ltd.	\$95,943
74	18F - Oracle PeopleSoft Financials License Expansion - 2021	Oracle Canada ULC	\$75,015
75	19J - Thompson Community Hall - HVAC Upgrades	Boston Construction Corp.	\$184,862
76	20J - Construction Services for City Works Yard Improvements - Phase 1	Boston Construction Corp.	\$869,292
77	6565Q – Supply and Delivery of Plug-In Hybrid and Fully Electric Passenger Sedans and Hatchback Vehicles	Metro Motors Ltd. & Abbotsford Hyundai	\$306,430
78	23J - Community Safety Building Component Replacement - Heat Pump Replacement	Ashton Mechanical Ltd.	\$683,544
79	27J - Pre-Construction and Design Services for the Richmond Curling Club Refrigeration System Replacement	Ashton Mechanical Ltd.	\$120,375
80	7065Q - HVAC System Cleaning Services	Reddog Enterprises Ltd. & G.V.A Power Vac	\$360,000
81	6570Q - Supply and Delivery of One (1) 6,500kg CVW Cutaway Van with Dual Rear Wheels	Metro Motors Ltd.	\$136,530
82	7075P - Civil Engineering Consulting Services for Steveston Highway Multi-Use Pathway Phase 2	R.F. Binnie and Associates Ltd.	\$346,865
83	38J - Richmond Curling Club Ice Plant Replacement Construction Services	Ashton Mechanical Ltd.	\$1,056,524
74	39IQ - Fire Hall No. 6 - Heating, Ventilation, and Air Conditioning (HVAC) System Replacement	Davidson Bros Mechanical Contractors Ltd.	\$215,600
85	44J - City Hall Annex and City Hall Space Planning	Ashton Mechanical Ltd.	\$89,753
86	7258P - Consulting Services for the Flood Mitigation Plan Update	Kerr Wood Leidal Associates Limited	\$149,918

87	64S - 2021 Peterbilt Cab and Over and Chassis Model Number 220 (One Single Axle)	Peterbilt Pacific Inc.	\$171,735
88	6688Q - Supply and Delivery of One (1) Regenerative Sweeper Body on a City Provided Cab Over	Vimar Equipment Ltd.	\$214,223
89	7181Q - Supply and Installation of Conduits & Water Service Pipes Using Trenchless Technology and Other Related Civil Works	Ulmer Contracting Ltd.	\$4,548,000
90	6438F - Supply of Sanitary Sewerage Pumps, Parts and Services	Xylem Canada LP	\$ 489,733
91	61S - 6642Q - 2020 Peterbilt Cab and Chassis	Peterbilt Pacific Inc.	\$170,540
92	6642Q - Supply and Delivery of One (1) Dump Body Unit and Outfitting on a City Provided Single Axle Cab and Chassis	Falcon Equipment Ltd.	\$119,044
93	55F - MyRichmond Refractor and Enhancements Fall 2021	Radical I/O Technology Inc.	\$124,800
94	53S - Rail Crossing Warning System	Canadian National Railway Company	\$631,720
95	52IQ - Landscape Plant Material for Garden City Lands Planting Phase 2	East Richmond Nurseries	\$95,583
96	56F - Reconfiguration of Workstations	Heritage Office Furnishings Ltd.	\$98,900
97	7226Q - Steveston Pool - Filter Replacement	DB Perks & Associates	\$272,451
98	7099P MRN and Non-MRN Asphaltic Concrete Paving 2021	LaFarge Canada Inc.	\$4,251,251
99	8014P Garden City Land Remediation Study Project	Stantec Consulting Ltd.	\$86,676
100	7256P Traffic Signal System Maintenance, Upgrading and Installation	Cobra Electric Services	\$ 2,522,201
101	7166NOITC Performance Management Software Support and Maintenance Renewal	Performance Objects Services Inc.	\$250,000
102	6650P Data Visualization and Analytics Solution	TIBCO	\$1,212,008
103	6691Q Supply and Delivery of One (1) Sewer Vacuum Combo Unit on a City Provided Cab and Chassis	Vimar Equipment Ltd.	\$473,852
104	77S-6691Q 2022 Peterbilt Cab and Over and Chassis Model Number 567	Peterbilt Pacific Inc.	\$210,462
105	6689Q Supply and Delivery of Two (2) Conventional Zero Clearance Track Type Excavators	Finning Canada	\$361,180
106	80IQ - South Arm Community Centre - Gymnasium Flooring Replacement	Titan Sport	\$163,470
107	81F - Quarterly and Annual Preventative Maintenance on Chillers	Trane Canada ULC	\$303,248
108	84S - Tempest Annual Support Contract Renewal	CentralSquare Canada Software Inc.	\$103,962

109	6690Q - Supply and Delivery of Six (6) Hybrid and/or Fully Electric Crew Cab Pickup Trucks	Metro Motors Ltd. & Mainland Motors	\$479,985
110	7124NOITC Telestaff Software Support and Maintenance Renewal	Kronos Canadian Systems Inc.	\$180,658
111	7047F – Storm Sewer Construction - 9328 Pendleton Road	Dava Developments Ltd.	\$157,352
112	7088P - Engineering Consulting Services for Infrastructure Modelling Updates	DHI Water and Environmental, Inc. & Kerr Wood Leidal Associates Ltd.	\$366,670
113	7034Q – Supply and Delivery of Adobe Acrobat 2020 Professional Licenses	Microserve	\$114,638
114	6641Q - Supply and Delivery of One (1) Conventional Zero Clearance Track Type Excavator	Finning (Canada)	\$142,803
115	7270J - Thompson Community Hall - Infrastructure Upgrades	Boston Construction Corp.	\$150,429
116	7113Q – Engineering Construction and Commissioning Support for Interim City Centre DEU Servicing Strategy	Kerr Wood Leidal Associates Limited	\$184,824
117	7140Q – Westmark Townhomes South – Energy Transfer Station	Division 15 Mechanical Ltd.	\$156,800
118	7225F – Environmental Consultant Services – McKim Way	WSP Canada Inc.	\$511,000
119	7073P – Cutting & Coring Services	Pacific Cutting and Coring Services Ltd.	\$1,500,000
120	7076Q - Supply and Delivery of Precast Concrete	Langley Concrete & Tile Ltd. & Ocean Pipe	\$827,151
121	6437F - Supply of Drainage Pumps, Parts and Services	KSB Pumps Inc.	\$ 2,510,000
122	7204P - Provision of Public E-Scooter Share Pilot Project	Lime Technology, Inc	n/a
123	7248P - Provision of Janitorial Services for the Community Safety Building and City Centre Community Police Office	Dexterra Integrated Facilities Management & Dynamic Facility Services Ltd	\$1,625,613
	Total Value of all contracts awarded in excess of \$75,000		\$66,917,350