



# City of Richmond

## Report to Committee

**To:** Finance Committee

**Date:** February 7, 2023

**From:** Mike Ching  
Director, Finance

**File:** 02-0745-01/2022-Vol  
01

**Re:** 2022 Annual Procurement Report

### Staff Recommendation

That the staff report titled, "2022 Annual Procurement Report", dated February 7, 2023 from the Director of Finance, be received for information.

Mike Ching  
Director, Finance  
(604-276-4046)

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Information Technology	<input checked="" type="checkbox"/>	
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>SENIOR STAFF REPORT REVIEW</b>	INITIALS: 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

This report to Council is to provide information regarding the City's procurement activities during the 2022 calendar year and procurement metrics. An Annual Procurement Report has been provided by the City each year since 2015 and is a best practice performance standard that was originally recommended by the former Municipal Auditor Office. The report also provides additional assurance in management controls and oversight.

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 facilitates the procurement of all goods and services on behalf of all City departments (and wholly-owned municipal corporations upon request) in compliance with the City's Procurement Policy and binding 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 its bid opportunities and receive submissions from suppliers. The bids&tenders platform is now being used by many other municipalities throughout Canada as their sole method for accepting bid submissions. By managing responses through the system, the City has been able to streamline and better organize the processing of both bids and contracts.

The City's Procurement Policy was last 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. The Purchasing Department collaborates with other City departments to include circular economy principles in bid specifications where appropriate and within the decision-making process when awarding contracts. In November 2022, the City was recognized by The Environmental Managers Association of BC for an award for its commitment to integrating circular economy criteria into City procurements.

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 Activities

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 construction contracts previously approved by Council and executed in 2022 are listed below:

<b>Contract</b>	<b>Description</b>	<b>Contract Value</b>
7091P	Construction Services for Minoru Lakes Renewal	\$8,469,553
8091P	Asphaltic Concrete Paving - 2022	\$5,280,339
7056P	Richmond Ice Centre Infrastructure Renewals - Phase 1	\$4,472,818
8023Q	Richmond Ice Centre Infrastructure Renewal - Phase 2	\$4,867,595
8111P	Construction Services for Richmond Cultural Centre Annex Tenant Improvements	\$2,497,548
8029Q	Construction Services for City Hall Mechanical Replacements	\$1,912,376
7269Q	Minoru Arenas System Renewal	\$1,743,194
214J	Richmond Courthouse Infrastructure Replacements	\$1,712,867
8004P	Construction Services for No. 9 Road South Dike Upgrade	\$1,063,077
8025Q	Construction Services for City Hall Roof and Infrastructure Replacements - Phase 1	\$823,254
102J	Construction Services for City Works Yard Improvements - Phase 2	\$702,232
T.8110	River Road Sidewalk between No. 6 Road and Burdette Street	\$688,886
8025Q	Construction Services for City Hall Infrastructure and Life Safety Systems Upgrades - Phase 2	\$625,612

Procurement Statistics

The following are key procurement statistics for the period of January 1, 2022 to December 31, 2022:

Total value of contracts awarded in excess of \$75,000 (Appendix 1)	\$80,319,516
Total value of contracts awarded below \$75,000	\$4,334,266
Number of contracts awarded in excess of \$75,000	129
Total Value of all Purchase Orders issued in 2022	\$98,485,096
Total Value of Single/Sole Source contract awards in excess of \$75,000	\$9,871,428
Purchasing Card Expenditures in 2022	\$6,239,979

\* 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 2022 are listed below:

<b>Contract</b>	<b>Description</b>	<b>Contract Value</b>
7237P	Capstan Station Integration - Development of Conceptual Designs	\$482,340
7074P	MyRichmond Mobile Application Project	\$570,000
n/a	Auditing Services	\$435,100
n/a	Provision of Restorative Justice	\$302,100
7214Q	On Call Roofing Contractor	\$714,010
7268P	Roll-off and in-ground container collection and recycling/disposal services	\$3,163,153
8058P	Garbage and cardboard containers and collection services at City facilities	\$383,672
8041P	Supply and delivery of office supplies	\$1,320,000
8054P	Telecommunications services	\$3,696,898

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 2022, approximately \$80M in contracts in excess of \$75,000 were awarded by the Purchasing Department on behalf of other City departments (listed in Appendix 1).

4. Sole/Single Source Contract Awards

The vast majority of sole/single source contracts awarded in 2022 were executed on the basis of compatibility with existing City infrastructure and systems. Of the \$80,319,546 in contracts in excess of \$75,000 awarded in 2022, \$9,871,428 of those contracts were awarded on a sole or single source basis.

For further transparency \$3,155,389 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.

5. Purchasing Card Program

The City-wide Purchasing Card Program enhances internal controls while increasing efficiency in the procurement of permitted low dollar value purchases. Transaction limits for approved purchases are in line with the spending limits set out in the City's Financial Signing Authorities Policy 3709. The City's auditor also conducts audits of Purchasing Card transactions to ensure all guidelines are followed and the program functions as intended. In 2022, City purchasing cards were used for 16,229 transactions for a total spend of approximately \$6.2M. This represents an increase of approximately 5% in purchase card spend over the previous year and a rebate received by the City that was approximately \$57,000 in value.

**Financial Impact**

None.

**Conclusion**

This procurement report covers the period from January 1, 2022 to December 31, 2022 and documents the City of Richmond's procurement activities.



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

Attachment 1: Contracts awarded in 2022 (in excess of \$75,000)

**Contracts awarded in 2022 (in excess of \$75,000)**

	<b>Contract</b>	<b>Vendor</b>	<b>Contract Value</b>
1	102J - Construction Services for City Works Yard Improvements - Phase 2	Boston Construction Corp.	\$702,232
2	103J - Gateway Theatre - Rolling Doors Replacement Project	Boston Construction Corp.	\$160,624
3	106F - Preventative and Repair Maintenance of Direct Digital Control Systems	ESC Automation	\$136,647
4	109IQ - Supply and Installation of Dehumidification Coils and Associated Works at Minoru Centre for Active Living	Entity Mechanical Ltd.	\$147,313
5	116S - Cisco Smartnet/Licensing Network Renewal	Telus Communications Inc.	\$109,345
6	125S - Operation of Restorative Justice Program - 2022	Touchstone Family Association	\$100,700
7	126F - Supply and Delivery of CO2 and Tank Rental for Minoru Centre for Active Living 2022 - 2025	Linde Canada Inc.	\$164,353
8	131F - Janitorial Services at Community Safety Building	Nutech Facility Services Ltd.	\$360,000
9	135IQ - Hamilton Community Centre Upgrades	Davidson Bros. Mechanical Contractors Ltd.	\$242,060
10	136S - Amanda (Municipal Property Management System) Software Support and Maintenance	CSDC Systems Inc.	\$116,027
11	140IQ - Window Film Installation at Minoru Centre for Active Living	AMPCO Manufacturers Inc.	\$84,043
12	145S - Tempest Oracle SQL Server Migration	CentralSquare Canada Software Inc.	\$142,305
13	149J - Brighthouse Park Pavilion Renovations - Drop in Centre and Shower Program	Holaco Construction Ltd.	\$590,382
14	156F - Security Services to December 31, 2022	Safe & Sound Security Systems Ltd.	\$260,000
15	158IQ - Supply and Installation of Roof Assembly with Optional Soffit Pattern	Fricia Construction Inc.	\$137,650
16	168IQ - Asphalt Paving for the Railway Avenue East Laneway Upgrade Project	Winvan Paving Ltd.	\$76,424
17	169F - PeopleSoft Systems Analyst Consultant for PeopleSoft FSCM Upgrade and Operational Support	S.I. Systems Partnership	\$75,000
18	175S - Energy Poverty Reduction Toolkit Program	Social Capital Strategies Inc.	\$95,189
19	178IQ - South Arm Community Hall Mechanical Replacements	Entity Mechanical Ltd.	\$99,870
20	181CM - Richmond Ice Centre Zamboni Parking and Flooring Upgrades	PCL Constructors Westcoast Inc.	\$224,398
21	183IQ - Property Acquisition Improvements 20500 Westminster Highway	Blue Pine Enterprises	\$146,200
22	184IQ - Works Yard Administration Building Boiler Replacement	Entity Mechanical Ltd.	\$82,009
23	185F - Replacement of Underground Electrical Conduit and New Dispensers with Pump Covers	Western Oil Services Ltd.	\$107,426
24	186S - Operation of Restorative Justice Program - 2023 - 2025	Touchstone Family Association	\$300,000
25	191IQ - House Demolition - 8528 Ash Street	Renov8t.com Construction Inc.	\$125,000
26	192IQ - Bosch and Extron Council Chambers Conference Equipment	PJS Systems	\$206,747
27	193F - Design and Construction Services for the North Dike Upgrades between Lynas Lane and the No. 2 Road North Drainage Pump Station	WSP Canada Inc.	\$299,885

28	200F - Engineering Services for Minoru Park Ditch Improvement Project	ISL Engineering and Land Services Ltd.	\$156,075
29	204J - City Hall Annex Electric Vehicle (EV) Charging Stations	Smith Bros & Wilson (BC) Ltd.	\$235,016
30	206F - Additional Pavement Rehabilitation with Fibre Reinforcement of Westminster Highway	Brighthouse Civil Contracting Ltd.	\$103,348
31	211IQ - Asphalt Paving for Francis/Ashwood and Seaton North Laneway Upgrade Projects	Winvan Paving Ltd.	\$207,848
32	214J - Richmond Courthouse Infrastructure Replacements	Ashton Service Group Ltd.	\$1,172,867
33	221S - Summa F1612 Cutting Table with OPOS CAM Plus Modules and Tools	ND Graphics Inc.	\$86,136
34	224S - Lock Mechanisms for Minoru Centre for Active Living - Aquatic Centre	Allied Technical Solutions	\$77,000
35	226S - Watermania Building Systems Energy Efficiency Controls Upgrade	ESC Automation	\$94,930
36	235S - Open Text (eDocs/REDMS) Software Renewal 2023	Open Text Corporation	\$226,964
37	237IQ - London Farm Boardwalk Construction Services	Fricia Construction Inc.	\$149,140
38	6437F - Supply of Drainage Pumps, Parts and Services Agreement	KSB Pumps Inc.	\$2,510,000
39	6618Q - Fire Safety Plans for Various City Properties	Black Tusk Fire & Security Inc. & Elite Fire Protection Ltd.	\$310,804
40	6650P - Data Visualization and Analytics Solution	Tibco Software Ireland Ltd.	\$1,512,047
41	6686Q - Supply and Delivery of Two (2) Enclosed Tractors with 26' Flail Mowers	Rollins Machinery Ltd.	\$451,440
42	6693Q - Supply and Delivery of Multiple Plug-In Hybrid and/or Fully Electric Crossover Vehicles	Mainland Ford Ltd.	\$426,448
43	6916P - Supply and Delivery of Automatic Vehicle Location Solution and Services	Vecima Networks Inc.	\$1,332,905
44	6920 NOITC - Infor Public Sector Annual Support Contract Renewal 2022 - 2023	Infor Canada Ltd.	\$153,473
45	7016NOITC - Arc Maintenance and Support Renewal Contract	ESRI Canada Ltd.	\$192,900
46	7020Q Supply and Delivery of HVAC Air Filters	Dafco Filtration Group	\$573,449
47	7056P - Richmond Ice Centre Infrastructure Renewals - Phase 1	PCL Constructors Westcoast Inc.	\$4,472,818
48	7074P - MyRichmond Mobile App Development	Radical I/O Technology Inc.	\$570,000
49	7091P- Construction Services for Minoru Lakes Renewal	Wilco Civil Inc.	\$8,469,553
50	7178P - Provision of Engineering Consulting Services for Dike Improvement and Repair Projects	Aplin & Martin Consultants Ltd.	\$457,275
51	7191NOITC - Oracle Database Software and Solaris Hardware Purchase	Eclipsys Solutions	\$774,433
52	7199F - Oracle - PeopleSoft Annual Maintenance and Support (License Renewal for HCM and FSCM)	Oracle	\$634,564
53	7203P - Steveston Community Park Playground and Washroom Design and Costing Services	Connect Landscape Architecture Inc.	\$111,570
54	7206P - City of Richmond City Hall Infrastructure Replacement	Elemental Architecture and Interiors Inc.	\$119,750
55	7214Q - On-Call Roofing Contractor - June 1, 2022 - May 31, 2025	Marine Roofing Repair & Maintenance	\$714,010
56	7219NOITC - PerfectMind Licensing and Support Renewal Contract	PerfectMind Inc.	\$995,000
57	7237P - Capstan Station Integration - Development of Conceptual Designs	Dialog BC Architecture Engineering	\$482,340

58	7241P - Consulting Services for Lansdowne Major Park Master Plan	PWL Partnership Landscape Architects Inc.	\$290,112
59	7248P - Provision of Janitorial Services for CSB & CCCP Buildings	Dynamic Facility Services Ltd.	\$940,744
60	7257Q - Supply and Delivery of LED Street Name Signs	Image Sign & Lighting Inc.	\$470,771
61	7266P - Design and Contract Administration Services for the Richmond Ice Centre Infrastructure Replacements Phase 2	HDR Architecture Associates, Inc.	\$221,165
62	7268P - Roll-Off and In-Ground Container Recycling/Disposal Services	GFL Environmental Inc.	\$2,635,961
63	7269Q - Minoru Arenas System Renewal - Pre-Construction Services	Heatherbrae Builders Co. Ltd.	\$1,743,194
64	8001P - Provision of Civil Engineering Consulting Services for No. 2 Road Multi-Use Pathway and Bus Speed and Reliability Programs	Associated Engineering (BC) Ltd.	\$306,586
65	8003P - Transportation Improvement Programs 2020	R F Binnie and Associates Ltd.	\$580,080
66	8004P - Construction Services for No. 9 Road South Dike Upgrade Capital Project	RTR Terra Contracting Ltd.	\$1,063,077
67	8007Q - Supply and Delivery of Two (2) Hybrid and/or Fully Electric Low Roof Vans with Rear Cargo Doors	Mainland Ford Ltd.	\$139,062
68	8008Q - Supply and Delivery of Multiple Plug-in Hybrid and/or Fully Electric Four-Door Sedans	Open Road Toyota Richmond	\$172,520
69	8009Q - Supply and Delivery of Multiple Four (4) Cylinder Hybrid Minivans	Alpine Toyota Ltd.	\$179,260
70	8019P - Provision of Civil Engineering Consulting Services for Transportation Improvement Programs - 2022	Aplin & Martin Consultants Ltd.	\$614,850
71	8023Q - Richmond Ice Centre Infrastructure Renewal Phase 2 - Construction Services	PCL Constructors Westcoast Inc.	\$4,867,595
72	8025Q - Construction Management - Construction Services for City Hall Infrastructure and Life Safety Systems Upgrades - Phase 2	Heatherbrae Builders Co. Ltd.	\$625,612
73	8025Q - Construction Services for City Hall Roof and Infrastructure Replacements - Phase 1	Heatherbrae Builders Co. Ltd.	\$823,254
74	8027P - Design-Build Services for South Arm Community Park Playground	Habitat Systems Inc.	\$609,178
75	8029Q - Construction Services for City Hall Mechanical Replacements	Heatherbrae Builders Co. Ltd.	\$1,912,376
76	8035P - Architectural Services for Steveston Community Centre and Branch Library Replacement	HDR Architecture Associates, Inc.	\$2,586,449
77	8036P - Construction Management - Steveston Tree Removal and Relocations	Scott Construction Management Ltd.	\$233,764
78	8036P - Construction Manager for Pre-Construction Services for the Steveston Community Centre and Branch Library	Scott Construction Management Ltd.	\$151,838
79	8039P - Flood Protection Public Engagement Specialist	EPI Ecoplan International Inc.	\$85,730
80	8041P - Supply and Delivery of Office Supplies	Staples Advantage Canada & Mills Office Productivity	\$2,104,000
81	8044P - Multi-Facility Infrastructure Renewals - Consulting Services	Thinkspace Architecture Planning Interior Design	\$270,700
82	8046P - Provision of Civil Engineering Consulting Services for Laneway Drainage and Asphalt Upgrades	McElhanney Consulting Services Ltd.	\$340,617
83	8048P - Environmental Services for the Steveston Community Centre and Branch Library Replacement	Active Earth Engineering Ltd.	\$116,700
84	8049P - Geotechnical Engineering Services for the Steveston Community Centre and Branch Library Replacement	EXP Services Inc.	\$98,094
85	8050Q - Vmware Licensing Including Support and Maintenance Services	Turning Point Technology Services Inc.	\$78,170



86	8051Q - Load Balancer Hardware Including Support & Maintenance Services	Compugen	\$236,831
87	8052Q - Watermania Splash Pool Filtration System Replacement	Modern Niagara Vancouver Inc.	\$193,651
88	8058P - Garbage and Cardboard Containers and Collection Services at City Facilities	Super Save Group of Companies	\$585,829
89	8059P - Construction Services for Richmond Olympic Oval Exterior Works	Pacific Ropes Contracting Ltd.	\$322,350
90	8060Q - Supply and Delivery of SQL Servers	Turning Point Technology Services Inc. and CDW Canada Corp.	\$245,711
91	8062P - Britannia Envelope and Mechanical Renewals - Consulting Services	Elemental Architecture and Interiors Inc.	\$236,371
92	8064P - Provision of Community Wayfinding Strategy for the City of Richmond	Entro Communications	\$213,340
93	8074Q - On Call Elevator Contractor	West Coast Elevator Services Ltd.	\$408,000
94	8076P - Project Manager for Workforce Management Solution	13Vision Technologies	\$156,000
95	8077P - On-Call HVAC Provider	Entity Mechanical Ltd., Airon Heating and Air Conditioning Ltd. Kern BSG Management Ltd.	\$5,000,000
96	8078Q - On Call Repair and Service Generator Contractor	Custom Power Generation	\$214,090
97	8080P - Consulting Services for Habitat Bank Application	Hemmera Envirochem Inc.	\$127,012
98	8081P - Design Services for Community Safety Building Emergency Power and Interior Upgrades	Mallen Gowing Berzins Architecture	\$77,650
99	8082Q - On Call Glazing Contractor	Extreme Glass Ltd.	\$195,000
100	8086P - South Arm Community Centre Infrastructure Renewals	Hajdo Forbes Architect	\$97,750
101	8087P - Richmond Nature Park Infrastructure Renewals	Mackin Architects Ltd.	\$220,510
102	8089P - Provision of Engineering Inspection Services	Applus Velosi Canada Ltd.	\$200,000
103	8091P - Asphaltic Concrete Paving - 2022	Jack Cewe Construction Ltd.	\$5,280,339
104	8092P - City Website Design Specifications Plan	Upanup	\$85,750
105	8093Q - Car Seat Recycling Services	WCS Waste Control Services Inc.	\$170,250
106	8094P - Provision of Engineering Consulting Services for Sanitary Pump Station Condition Assessment - Phase 2	WSP Canada Inc.	\$177,815
107	8096Q - Data Storage Solution and Services	Turning Point Technology Services Inc.	\$245,130
108	8100P - Professional Quality Surveyor Consulting Services for Steveston Community Centre and Branch Library Replacement	Turner & Townsend Canada Inc.	\$107,083
109	8103P - Shell Road Multi-Use Pathway	R F Binnie and Associates Ltd.	\$388,088
110	8105P - Property Management Service for Child Care Facilities	Dorset Realty Group Canada Ltd.	\$412,500
111	8106Q - Garden City Soil Screening and Spreading	High Road Excavating Ltd.	\$144,738
112	8107NOITC - Flood Protection Devices	MegaSecur Securite Environmentale Inc.	\$360,406
113	8108P - PeopleSoft FSCM 2022 Technical Upgrade	Attain Solutions Inc.	\$213,215
114	8111P - Construction Services for Richmond Cultural Centre Annex Tenant Improvements	Holaco Construction Ltd.	\$2,497,548
115	8112Q - Supply and Delivery of Bulk Road Salt	Mainroad Maintenance Products	\$336,250
116	8114P - Provision of Civil Engineering Services for 2022 Canal Stabilization Works	McElhanney Consulting Services Ltd.	\$437,962

117	8116P - Design Review Services for Steveston Community Centre and Branch Library Replacement	Faulknerbrowns Architecture Inc.	\$134,890
118	8118Q - South Arm Outdoor Pool Waterslide Improvements	BOSA Construction Inc.	\$372,000
119	8123P - Community Needs Assessment	HDR Architecture Associates, Inc.	\$143,900
120	8124NOITC - Development of City of Richmond Building Safer Communities Fund Strategy	POTUS Consulting Inc.	\$319,177
121	8129NOITC - Design Services for Multi-Family Water Meter Installations	Parsons Inc.	\$360,000
122	8133P - Civil Engineering Consulting Services for No. 4 Road Box Culvert Repair from Alderbridge Way to Granville Avenue	R F Binnie and Associates Ltd.	\$128,750
123	8137Q - Garden City Lands Soil Disposal	Secure Energy	\$117,450
124	88S - Open Text Contract Renewal	Open Text Corporation	\$211,129
125	92IQ - Supply and Delivery of a Dewatering and Water Treatment System at Barmond Road	Renov8t.com Construction Inc.	\$75,400
126	95F - Leadership Training Curriculum	The Corker Collective Inc.	\$114,000
127	T.7100 - Burkeville Utility Upgrades - Phases 2&4 -Sanitary Sewer Pipe Bursting	PW Trenchless Construction Inc.	\$491,365
128	T.8095 - West Dyke Trail Bridge Replacement	Seismic 2000 Construction Ltd.	\$248,039
129	T.8110 - River Road Sidewalk between No. 6 Road and Burdette Street	All Roads Construction Ltd.	\$688,886
		<b>Total</b>	<b>\$80,319,516</b>