



The Corporation of the City of Cornwall
Regular Meeting of Council
Report

Department: Financial Services
Division: Purchasing
Report Number: 2024-42-Financial Services
Prepared By: Nicole Robertson, Supervisor, Purchasing Services
Meeting Date: April 9, 2024
Subject: First Quarter Non-Competitive Procurement Report 2024

Purpose

The purpose of this report is to provide Council with an update on the City's Non-Competitive Procurements for the first quarter of 2024 pursuant to Section 5.14 of the Procurement of Goods and/or Services Policy.

Recommendation

That Council receive the First Quarter Non-Competitive Procurement Report for the period ending March 31, 2024.

Strategic Priority Implications

This report addresses Council's accountability and transparency to the ratepayers of the City of Cornwall.

Background / Discussion

This report is issued quarterly in accordance with the Procurement of Goods and/or Services Policy.

Section 5.14 of the Procurement of Goods and/or Services Policy outlines the circumstances in which a non-competitive procurement process may be used.

Section 5.14 also requires that non-competitive procurements between \$50,000 and \$150,000 approved by senior staff be communicated to Council on a quarterly basis.

During the period January 1, 2024 through March 31, 2024, Staff approved seven (7) purchases through section 5.14 Non-Competitive Procurements, as follows:

Requesting Department	CAO's office
Supplier	Winston Wilmont
Goods/Services Procured	Communication Consulting Services. This cost will be partially offset by savings in salaries and benefits.
Price	\$101,700.00 including HST
Commentary	To support the day to day internal and external communication functions within the City of Cornwall, audit of communication services (efficiencies) and product creation, and support the transition towards a Director of Communications' role.
Policy Reference	5.14 (g) if strictly necessary, and for reasons of urgency brought about by events unforeseeable by the Corporation (including Emergency), the Goods and/or Services could not be obtained in time using open tendering.

Requesting Department	Corporate Services Department – Human Resources
Supplier	Stratford Group Limited
Goods/Services Procured	Human Resources Advisory Services. This cost will be partially offset by savings in salaries and benefits.
Price	\$96,050.00 including HST
Commentary	The scope of work includes: <ul style="list-style-type: none"> Develop a welcome, onboarding, and orientation program for all new employees of the City of Cornwall. This was officially launched in January 2024. The new program

	<p>would also be extended to any new employee since March 2020.</p> <ul style="list-style-type: none"> • Review, update, and develop the core public organization procedures and policies. • Conduct an audit of the HR function and propose recommendations to be part of the 2024 priorities and priority projects.
Policy Reference	5.14 (g) if strictly necessary, and for reasons of urgency brought about by events unforeseeable by the Corporation (including Emergency), the Goods and/or Services could not be obtained in time using open tendering.

Requesting Department	Human Services Department – Housing Services
Supplier	Rideau St. Lawrence Distribution Incorporated
Goods/Services Procured	Supply and installation of electrical transformer, primary cables, and all terminations required for new three phase service to new Morrisburg Affordable Housing building. This work is included in the capital budget for the project.
Price	\$105,018.81 including HST
Commentary	Rideau St Lawrence Distribution Incorporated is the sole electrical distribution company in Morrisburg.
Policy Reference	5.14 (e) (iv) the supply of Goods and/or Services is controlled by a Supplier that is a statutory monopoly.

Requesting Department	Environmental Services – Wastewater Treatment Plant
Supplier	R.V. Anderson Associates Limited
Goods/Services Procured	Consulting services for Digester 1 & 2 and Control Building roofing replacement. This work is included in the capital budget for the project.
Price	\$86,162.50 including HST

Commentary	On March 27, 2023, Council awarded RFP 23-P06 Consulting Service for Digester 1 & 2 Relining at the Cornwall Wastewater Treatment Plant to RV Anderson Associates. The WWTP digester roofs as well as the control building roof have reached the end of their life cycle and require replacement. Additionally, to prevent potential damages causing warranty issues with the new liner resulting from water infiltration through the digester roof, it is necessary to ensure that the roofs are replaced before the relining process commences. Therefore, a scope change was approved by Administration. The scope was revised to include the digester relining as well as the roof replacement in one construction tender with one general contractor assuming all responsibility for the works thereby reducing mobilization costs and providing single source accountability for the project.
Policy Reference	5.14 (e) (v) to ensure compatibility with existing Goods, or to maintain specialized Goods that must be maintained by the manufacturer of those Goods or its representative.

Requesting Department	Environmental Services – Solid Waste
Supplier	GHD Limited
Goods/Services Procured	Engineering design and construction oversight Services for a new organics transfer station. Administration has allocated \$1,000,000 of capital funding as part of the 2024 budget for the construction of the proposed transfer station.
Price	\$150,822.23 including HST
Commentary	At its regular meeting of March 27, 2023, Council awarded RFP 23-P04, Management of Biosolids, Organics and Septage Master Plan (BOSMP) to GHD Consulting Engineers Limited (GHD). Under the Provincial Food and Organic Waste Policy, the City of Cornwall must achieve a 50% waste reduction and resource recovery of food and organic waste generated by single family

	<p> dwellings in urban settlement areas by 2025. In order to comply with the Provincial Food and Organic Waste Policy timeline, the Environmental Services Department is currently in the planning process associated with the implementation of a curbside organics collection program scheduled to commence January 1, 2025. Through the BOSMP process, GHD recommends the construction of an Organics Transfer Station to temporarily store collected curbside organics until the material can be transported to a final processing facility. The recommended location of the proposed transfer station is at an area within the City Landfill property.</p> <p>Considering the tight timeline to have the transfer station constructed and commissioned before the organics collection commencement date of January 1, 2025 and given GHD's extensive experience in the design, construction, and operation of waste management facilities, Administration requested that GHD provide a proposal for the design and construction administration of the proposed Organics Transfer Station.</p>
Policy Reference	5.14 (e) (v) to ensure compatibility with existing Goods, or to maintain specialized Goods that must be maintained by the manufacturer of those Goods or its representative.

Requesting Department	Cornwall SDG Paramedic Services
Supplier	Rowland Emergency Vehicle Products Inc.
Goods/Services Procured	Supply and delivery of 2 paramedic response units approved during 2024 Budget process (\$250,000). Capital assets for Paramedic Services are funded through the Land Ambulance Reserve and amortized over the life of the asset.
Price	\$286,007.52 including HST

Commentary	The Service has been using paramedic response units since 2019. These units are ordered through Rowland Emergency Vehicle Products Inc. This non-competitive purchase is necessary to ensure consistency across the fleet. Consistency minimizes training as well as maintenance complexity.
Policy Reference	5.14 (e) (v) to ensure compatibility with existing Goods, or to maintain specialized Goods that must be maintained by the manufacturer of those Goods or its representative.

Requesting Department	Cornwall SDG Paramedic Services
Supplier	Crestline Coach Limited
Goods/Services Procured	Supply and delivery of an ambulance approved during 2024 Budget process. Capital assets for Paramedic Services are funded through the Land Ambulance Reserve and amortized over the life of the asset.
Price	\$279,788.62 including HST
Commentary	Ambulances are ordered through Crestline Coach Limited. This non-competitive purchase is necessary to ensure consistency across the fleet. Consistency minimizes training as well as maintenance complexity.
Policy Reference	5.14 (e) (v) to ensure compatibility with existing Goods, or to maintain specialized Goods that must be maintained by the manufacturer of those Goods or its representative.

The Policy for non-competitive procurements is used in narrowly defined circumstances where it is justified that the process for the general acquisition of goods and/or services could not be followed.