



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

Department: Financial Services  
Division: Purchasing  
Report Number: 2020-277-Financial Services  
Prepared By: Nicole Robertson, Supervisor  
Meeting Date: May 11, 2020  
Subject: First Quarter Non-Competitive Procurement Report 2020

**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 2020 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, 2020.

**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, 2020 – March 31, 2020, Staff approved four (4) purchases through section 5.14 Non-Competitive Procurements, as follows:

Requesting Department	Glen-Stor-Dun Lodge
Supplier	Otis Canada Incorporated
Goods/Services Procured	Labour and material to furnish and install modernization of passenger elevator #1.
Price	\$156,925.98, net cost to the Corporation \$141,316.71
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
Supplier	Ontario Clean Water Agency
Goods/Services Procured	Consulting services to conduct WWTP Co-Digestion and Energy Generation Feasibility Study
Price	\$116,277.00 net cost to the Corporation \$104,711.04
Policy Reference	5.14 (e) (iii) due to an absence of competition for technical reasons

Requesting Department	Environmental Services
Supplier	Comcor Environmental Limited
Goods/Services Procured	Engineering services and project supervision for 19-T70 Landfill Flaring Facility
Price	\$97,745.00, net cost to the Corporation \$88,022.40
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	Municipal Works
Supplier	Northern Business Intelligence
Goods/Services Procured	GPS Tracking System
Price	\$164,033.06, net cost to the Corporation \$147,716.85
Policy Reference	5.16 Co-operative Purchasing The Corporation received the secured Broader Public Sector pricing from the supplier.

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.

Document Title:	First Quarter Non-Competitive 2020 - 2020-277-Financial Services.docx
Attachments:	
Final Approval Date:	May 5, 2020

This report and all of its attachments were approved and signed as outlined below:

**Tracey Bailey - May 5, 2020 - 1:22 PM**

**Maureen Adams - May 5, 2020 - 1:41 PM**