



City of North Bay Report to Council

Report No: CORP-2025-023

Date: February 13, 2025

Originator: Lori Jackson, Manager, Purchasing

Business Unit: Corporate Services Department: Financial Services Department

Subject: February 2025 Procurement Award Update

Closed Session: yes no

Recommendation

That Council receive and file the February 2025 Procurement Award Update, as set out in Report to Council CORP 2025-023 dated February 13, 2025 from Lori Jackson, Purchasing Manager.

Background

In accordance with By-Law 2024-02 and Purchasing By-Law 2013-200, Purchasing staff shall provide a report to Council for the prior month summarizing the City's procurement activities, including the amount of spend, procurement method, and total contract value where exceeding \$100,000 that were awarded pursuant to delegated authority.

Delegated authority to approve procurement awards requires that a proper procurement was carried out, that sufficient budget dollars are available, internal reviews and approvals have been granted, and contract documents are received and executed.

There are two levels of delegated authority; the first is with the CAO for approvals up to \$250,000; thereafter an Approval Committee is struck for awards less than \$1,000,000.

This report covers both levels of delegated authority approvals that have been fully executed within the months of December 2024 and January 2025.

Financial/Legal Implications

Staff have approved the following awards in accordance with the By-Law 2024-02 within the months of December 2024 of January 2025:

CO-OP 2024-074: Wheeled Excavator with Attachments

The product was procured through a co-operative bid with Canoe Procurement Group of Canada in the amount of \$483,867 (plus HST). Approved by Approval Committee struck for this procurement which included the Interim City Engineer, CFO, and CAO.

RFP 2024-081: Trade Corridor Feasibility Study

An attempt to procure this work in 2023 was unsuccessful with no bids received. Follow-up with registered respondents resulted in the City soliciting an invitational RFP directly to two interested respondents. The award was in the amount of \$132,500 (plus HST). Approved by CAO.

CO-OP 2024-108: Sidewalk Tractor

The product was procured through a co-operative bid with Canoe Procurement Group of Canada in the amount of \$211,676 (plus HST). Approved by CAO.

2024-112: Winter Control – Limited Tendering - Two Plow Routes Equipment with Operator and Abrasives

An attempt to procure this work was unsuccessful with no bids received. Staff were able to negotiate terms for coverage of two plow routes, as required. The award was in the amount of \$135,600 (plus HST). Approved by CAO.

Corporate Strategic Plan

- | | |
|---|--|
| <input type="checkbox"/> Natural North and Near | <input type="checkbox"/> Economic Prosperity |
| <input type="checkbox"/> Affordable Balanced Growth | <input type="checkbox"/> Spirited Safe Community |
| <input checked="" type="checkbox"/> Responsible and Responsive Government | |

Specific Objectives

- Ensure the efficient and effective operations of the city, with particular consideration to the impact of decisions on the property tax rate.
- Develop a practice of communications and engagement that ensures that residents are aware and understand what City Hall is doing.

Recommended Option

That Council receive and file the February 2025 Procurement Award Update, as set out in Report to Council CORP 2025-023 dated February 13, 2025 from Lori Jackson, Purchasing Manager.

Respectfully submitted,

Name: Lori Jackson

Title: Manager, Purchasing

I concur with this report and recommendation

Name: Margaret Karpenko, CPA, CMA

Title: Chief Financial Officer /Treasurer

Name: John Severino, P.Eng., MBA
Title: Chief Administrative Officer

Personnel designated for continuance:
Name: Lori Jackson
Title: Manager, Purchasing