

City of North Bay Report to Council

Report No: CORP-2025-080

Date: July 31, 2025

Originator: Lori Jackson, B.Sc., CPPO, Manager, Purchasing

Business Unit:

Department:

Corporate Services

Financial Services Department

Subject: July 2025 Procurement Award Update

Closed Session: yes ☐ no ☒

Recommendation

That Council receive and file the July 2025 Procurement Award Update, as set out in Report to Council CORP 2025-080 dated July 31, 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 March 2025 through to July 2025.

Financial/Legal Implications

Staff have approved the following awards in accordance with the By-Law 2024-02 within the months of March 2025 through to July 2025:

RFQ 2025-017: Road Street Sweeping

The service was procured through an open public Request for Quotation (RFQ) process. Two bids were received and an award was recommended to the lowest compliant bid in the estimated amount of \$477,450 for a two-year period with an option to extend for two additional periods of one year each. An Approval Committee was struck for this procurement which included the Interim City Engineer, CFO, and CAO.

RFP 2024-044: Pay by Mobile Parking Services

The service was procured through an open public Request for Proposal (RFP) process. Five submissions were received. Award was recommended to the highest scoring proponent in the estimated amount of \$141,718.95 for a five-year period with an option to extend for one additional five-year period. An Approval Committee was struck for this procurement which included the Interim City Engineer, CFO, and CAO.

CO-OP 2025-070: Software Licenses - Softchoice

The product was procured through a co-operative bid with OEMC, awarded to Softchoice for the provision of Water and Wastewater SCADA network security systems annually in the estimated amount of \$ 146,723.72 (plus HST) for a three-year period. An Approval Committee was struck for this procurement which included the Director of Strategic Initiatives, CFO, and CAO.

CO-OP 2022-024: Software Licenses - CDW

The product was procured through a co-operative bid with OEMC, awarded to CDW, for the provision of Microsoft licensing. This is an extension of the original procurement for a 3-year period in the estimated amount of \$852,774.12 (plus HST). An Approval Committee was struck for this procurement which included the Director of Strategic Initiatives, CFO, and CAO.

CO-OP 2025-073: Purchase of a Vac/Flusher Truck

The product was procured through a co-operative bid with Canoe Procurement Group of Canada, awarded to Joe Johnson Equipment, in the amount of \$759,702.00 (plus HST). Approval Committee was struck for this procurement which included the Interim City Engineer, CFO, and CAO.

CO-OP 2025-065: Purchase of Two Zambonis

The product was procured through a co-operative bid with Canoe Procurement Group of Canada, awarded to Zamboni Company Ltd., in the amount of \$285,884.55 (plus HST). Approval Committee was struck for this procurement which included the Interim City Engineer, CFO, and CAO.

RFP 2025-048: Provision of Three Hybrid SUVs

The service was procured through an open public Request for Proposal (RFP) process. Three submissions were received. Award was recommended to the highest scoring proponent, North Bay Toyota, in the estimated amount of \$122,144.25 (plus HST), and was approved by the CAO.

RFP 2025-046: Supply of Three (3) ¾ ton Pickup Trucks

The service was procured through an open public Request for Proposal (RFP) process. Five submissions were received. Award was recommended to the highest scoring proponent, Blue Mountain Chrysler Ltd., in the estimated amount of \$203,502.00 (plus HST), and was approved by the CAO.

RFP 2025-014: Landscape Architecture and Engineering Design for Construction of Remaining Park at Downtown Waterfront

The service was procured through an open public Request for Proposal (RFP) process. Two submissions were received. Award was recommended to the highest scoring proponent, Brook McIlroy, in the estimated amount of \$438,440.00 (plus HST). An Approval Committee was struck for this procurement which included the Interim City Engineer, CFO, and CAO.

RFP 2025-027: Digital Modernization Strategy & Corporate-Wide Customer Service Strategy

The service was procured through an open public Request for Proposal (RFP) process. Six submissions were received. Award was recommended to the highest scoring proponent, Perry Group Consulting Ltd., in the estimated amount of \$192,900.00 (plus HST) and was approved by the CAO.

RFP 2024-071: Provision of a Wastewater Treatment Plant Polymer Make Up System

The product was procured through an open public Request for Proposal (RFP) process. Two submissions were received. Award was recommended to the highest scoring proponent, Venasse Construction Ltd., in the estimated amount of \$310,750.00 (plus HST). An Approval Committee was struck for this procurement which included the Interim City Engineer, CFO, and CAO.

RFP 2025-060: Design Services for the Reconstruction of Trout Lake Road

The product was procured through an open public Request for Proposal (RFP) process. Four submissions were received. Award was recommended to the highest scoring proponent, J.L. Richards & Associates Limited, in the estimated amount of \$258,828.50 (plus HST). An Approval Committee was struck for this procurement which included the Interim City Engineer, CFO, and CAO.

RFP 2025-054B: Tire Supply and Services

The service was procured through an open public Request for Proposal (RFP) process. Two submissions were received. Award was recommended to the highest scoring proponent, 1638176 Ontario Limited o/a Independent Tire

Service, in the estimated amount of \$531,662.36 (plus HST) for a two-year period with an option to extend for one additional period of one year. An Approval Committee was struck for this procurement which included the Interim City Engineer, CFO, and CAO.

RFQ 2025-016: Landscaping Services

The service was procured through an open public Request for Quotation (RFQ) process. Three bids were received and an award was recommended to the lowest compliant bid, 2200850 Ontario Inc. o/a D.A.V.A Contracting, in the estimated amount of \$575,654 (plus HST) for a two-year period with an option to extend for two additional periods of one year each. An Approval Committee was struck for this procurement which included the Interim City Engineer, CFO, and CAO.

RFQ 2025-024: Mattress Recycling Services

The service was procured through an open public Request for Quotation (RFQ) process. One bid was received and an award was recommended to the lowest compliant bid, Recyc-Mattress Inc., in the estimated amount of \$356,637.00 (plus HST) for a two-year period with an option to extend for two additional periods of one year each. An Approval Committee was struck for this procurement which included the Interim City Engineer, CFO, and CAO.

RFQ 2025-040: Towing Services

The service was procured through an open public Request for Quotation (RFQ) process. One bid was received and an award was recommended to the lowest compliant bid, 1450384 Ontario Inc., o/a A&S Towing, in the estimated amount of \$145,830.00 (plus HST) for a two-year period with an option to extend for two additional periods of one year each. Approval was provided by the CAO.

RFQ 2025-055: Supply and Delivery of Bulk Road Salt

The service was procured through an open public Request for Quotation (RFQ) process. Two bids were received and an award was recommended to the lowest compliant bid, Compass Minerals Canada Corp., in the estimated amount of \$888,125.00 (plus HST) for a two-year period with an option to extend for one additional period of one year. An Approval Committee was struck for this procurement which included the Interim City Engineer, CFO, and CAO.

LT 2025-010 Cedar Heights Booster Pumping Station – Limited Tendering

Development in the area required additional work to the original engineering design and could be quickly addressed utilizing the original engineering firm. The award is in the amount of \$235,500.00 (plus HST). An Approval Committee was struck for this procurement which included the Interim City Engineer, CFO, and CAO.

Renewal of Existing Software – Superion, LLC

Annual renewal of software that was procured historically and is integral to the daily operations of the City's finances. The annual licensing renewal for the 2025/2026, in the amount of \$185,890.55 (plus HST), was approved by CAO.

Bridson Process Control - Limited Tendering

The product was procured directly with Bridson Process Control in the amount of \$111,812.00 (plus HST) and approved by the CAO.

North Bay Jack Garland Airport

The products and services are part of an agreement with the City to provide fuel and fluids to the City North Bay's Transit parabuss in 2025 in the amount of \$150,000. The procurement was approved by the 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 July 2025 Procurement Award Update, as set out in Report to Council CORP 2025-080 dated July 31, 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