

COMMITTEE OF THE WHOLE (2) – September 20, 2022

STAFF COMMUNICATIONS

Distributed September 16, 2022

Subject

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| SC1. Memorandum from the Deputy City Manager, Legal and Administrative Services & City Solicitor and the Director of Procurement Services, dated September 16, 2022. | Procurement Activity Report, Quarter 2 - 2022 |
| SC2. Memorandum from the Deputy City Manager, Infrastructure Development, dated September 15, 2022 | Pickleball update |

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Please note there may be further Communications.

DATE: Friday, September 16, 2022

TO: Mayor and Members of Council

FROM: Wendy Law, Deputy City Manager Legal and Administrative Services &
City Solicitor
Pooja Nagra, Director of Procurement Services

RE: **STAFF COMMUNICATION – September 20, 2022 / CW(2)**
Procurement Activity Report, Quarter 2 - 2022

1. Purpose

The purpose of this Staff Communication is to provide Mayor and Members of Council information regarding Procurement Activities undertaken in Q2 2022.

Under the City of Vaughan's Corporate Procurement Policy PS-003, Reports to City Council Section 4.6.1, "The Director of Procurement Services shall prepare a summary information report on all procurement awards, to be submitted to Council on a quarterly basis".

2. Analysis

146 procurements worth \$64.1 million were processed in Q2

Procurement Services processed 113 competitive bids valued at \$62.3 million and 33 non-competitive bids valued at \$1.8 million.

Additional details of all contract awards for procurement activities undertaken in Q2 2022 are available on the Vaughan Online [Procurement Services internal site](#) and the Procurement Services page on the [City of Vaughan external website](#).

The [City of Vaughan Bidding Portal](#) offers public access to all bid documents, including bid results and contract awards. Consolidated quarterly contract awards are also available via the Procurement Services page on the City of Vaughan external website.

Competitive spend expressed as a percentage of total procurement value is 97.1% for this quarter, 0.6% higher than Q2 2021.

Procurement Services continues to work with client departments to further improve the competitive procurement awards, while reducing the non-competitive spend.

Departments processed \$0.9 million in Low Dollar Module (LDM) Purchase Orders

In 2017, the LDM Purchase Order system was introduced to accommodate urgent departmental operational requirements while introducing transparency, comprehensive reporting and analysis and compliance with enhanced internal controls.

The introduction of LDM Purchase Orders through JDE has provided a more robust reporting tool, allowing the distribution of monthly reports to departments with information on their LDM purchases. It also provides Procurement Services with the ability to review the types of procurements made and engage in meaningful conversations with departments regarding spend patterns and alternate procurement methods that could be thoughtfully considered. This will help facilitate the departments' procurement needs while leveraging the City's buying capacity to obtain the best value for money spent.

During Q2, there were 974 LDM purchase orders issued, totaling \$0.9 million.

Q2 2022 LDM purchases are down \$0.4 million or 32 percent over the same quarter last year. A portion of this reduction was due to transitioning LDM purchases to competitive procurements through corporate contracts or Vendor of Record arrangements.

While Procurement Services has successfully worked with several departments to reduce their LDM purchases, further opportunities exist to analyze procurement spend data on a corporate wide basis, rather than just at the department level, to identify further opportunities to shift low dollar transactions to more efficient procurement methods through a disciplined approach. These include, consideration of additional Vendor of Record (VOR) Arrangements or Contracts, use of existing Competitive Processes (Multi-Year Contracts, Blanket Order Arrangements, VORs, collaborating with York Purchasing Co-operative, and other Group Procurement Organizations) and optimizing the use of PCard for eligible expense groups.

Departments processed \$2.0 million in Purchasing Card (PCard) transactions

To provide City employees with the flexibility to conduct day-to-day business, departments have the authority to purchase low value goods and services using PCards. As of June 30, 2022, there were 287 approved PCard holders throughout the City of Vaughan and Vaughan Public Libraries.

The City of Vaughan implemented the PCard Program to transition from manual-intensive processes to a more efficient and cost-effective method of purchasing low value goods

and services, reducing overall transaction time while improving transparency, visibility, monitoring and reporting.

During Q2 2022, departments processed 3,666 transactions worth \$2.0 million, primarily for low value operating supplies, advertising, professional memberships, training, seminars, and existing corporate contracts where the PCard can be utilized for payment.


Q2 2022 PCard spend was \$0.6 million higher than the same reporting period last year as a result of transitioning spend to the most appropriate payment methods.

As a result, the City continues to realize administrative and transactional savings through the significant reduction of cheque payments to multiple vendors, and to employees for reimbursement of out-of-pocket costs.


Conclusion

This report has been prepared in compliance with the Procurement Policy approved by Council on April 1, 2017.

For more information contact, Mary DiGiovanni, Manager, Business Support and Supplier Relationship, ext. 8020.



Wendy Law,
Deputy City Manager,
Legal and Administrative Services & City Solicitor



Pooja Nagra,
Director, Procurement
Services

Attachments

Attachment 1: Procurement Activity – Procurements by Type, and by Delegated Authority, Awarded During the Q2

Attachment 2: Procurement Activity – Procurements by Portfolio/Office, and by Procurement Type, Awarded During the Q2

Attachment 3: Procurement Activity – Summary of Competitive and Non-Competitive Procurement Activity for the Q2

Attachment 1: Procurement Activity – Procurements by Type, and by Delegated Authority, Awarded During Q2

Procurement Type		Council	City Manager	Deputy City Manager	Director	Manager	Total
Request for Tender	\$	0	44,221,271	2,908,048	219,684	0	47,349,003
	#	0	9	12	3	0	24
Request for Proposal	\$	0	8,600,627	1,607,508	333,872	0	10,542,006
	#	0	6	6	5	0	17
Request for Quote	\$	0	0	21,994	628,489	67,853	718,336
	#	0	0	1	10	4	15
Request for Pre-Qualification	\$	0	0	0	0	0	0
	#	0	0	0	2	0	2
Quick Quote	\$	0	0	0	381,000	806,215	1,187,215
	#	0	0	0	6	47	53
Request for Information	\$	0	0	0	0	0	0
	#	0	0	0	1	0	1
York Purchasing Co-op	\$	0	2,476,056	0	0	0	2,476,056
	#	0	1	0	0	0	1
Competitive	\$	0	55,297,954	4,537,550	1,563,045	874,068	62,272,616
	#	0	16	19	27	51	113
Sole Source	\$	0	0	60,000	6,500	0	66,500
	#	0	0	2	1	0	3
Single Source	\$	796,726	0	349,551	145,073	401,723	1,693,072
	#	2	0	9	9	6	26
Emergency Purchase	\$	0	0	33,880	40,597	0	74,477
	#	0	0	1	3	0	4
Non-Competitive	\$	796,726	0	443,431	192,170	401,723	1,834,049
	#	2	0	12	13	6	33
Grand Total	\$	796,726	55,297,954	4,980,980	1,755,215	1,275,791	64,106,665
	#	2	16	31	40	57	146

There were no contract awards during this quarter that required approval from the VPL Board.

Attachment 2: Procurement Activity – Procurements by Portfolio/Office, and by Procurement Type, Awarded During Q2

Portfolio/Office		Request for Tender	Request for Proposal	Request for Quote	Request for Pre-Qualification	Quick Quote	Request for Information	York Purchasing Co-op	Sole Source	Single Source	Emergency Purchases	Grand Total
City Manager	\$	-	1,128,791	52,667	-	16,182	-	-	30,000	340,200	-	1,567,840
	#	-	1	1	-	2	-	-	1	6	-	11
Administrative Services & City Solicitor	\$	-	-	-	-	75,000	-	-	-	98,050	-	173,050
	#	-	-	-	-	1	-	-	-	3	-	4
Community Services Portfolio	\$	-	108,096	42,957	-	-	-	-	-	108,575	-	259,628
	#	-	1	2	-	-	-	-	-	5	-	8
Corporate Services, City Treasurer & CFO	\$	463,816	60,000	-	0	33,204	-	-	30,000	135,550	-	722,569
	#	2	1	-	1	2	-	-	1	2	-	9
Infrastructure Development	\$	34,954,997	5,496,146	45,775	0	166,697	0	2,476,056	6,500	366,703	33,880	43,546,753
	#	10	10	1	1	8	1	1	1	5	1	39
Planning & Growth Management Portfolio	#	-	159,200	68,748	-	-	-	-	-	-	-	227,948
	\$	-	1	1	-	-	-	-	-	-	-	2
Public Works Portfolio	#	11,930,191	3,589,773	508,188	-	896,133	-	-	-	643,995	40,597	17,608,877
	\$	12	3	10	-	40	-	-	-	5	3	73
Grand Total	\$	47,349,003	10,542,006	718,336	0	1,187,215	0	2,476,056	66,500	1,693,072	74,477	64,106,665
	#	24	17	15	2	53	1	1	3	26	4	146

Attachment 3: Procurement Activity – Summary of Competitive and Non-Competitive Procurement Activity for Q2

Bid-Type	Q2 2022	
	No. of Procurements	Value (\$)
Competitive		
Tenders	24	47,349,003
RFPs	17	10,542,006
Quotes	15	718,336
RFPQ	2	0
QQ	53	1,187,215
RFI	1	0
York Purchasing Co-op	1	2,476,056
Sub-Total Competitive	113	62,272,616
Non-Competitive		
Sole-Source	3	66,500
Single-Source	26	1,693,072
Emergency-Procurement	4	74,477
Sub-Total Non-Competitive	33	1,834,049
Total	146	64,106,665

DATE: September 15, 2022

TO: Mayor and Members of Council

FROM: Vince Musacchio, Deputy City Manager, Infrastructure Development

**RE: STAFF COMMUNICATION – Committee of the Whole (2), September 20, 2022
Pickleball Update**

1. Purpose

To provide an update on various pickleball initiatives in response to Council direction and due to the number of inquiries being received.

2. Analysis

On April 12, 2022, staff presented the results of the Pickleball Study which included a comprehensive community engagement strategy and public survey. A key component of the study was to review the feasibility of using existing tennis courts through re-lining to accommodate shared-use between pickleball and tennis. Seven (7) tennis courts at six (6) park locations across the City were implemented as a pilot project for shared-use with pickleball and tennis for the 2021 playing season.

On April 26, 2022, Council approved staff recommendations to continue to incorporate pickleball as shared-use with tennis and to develop new dedicated pickleball courts based on the city-wide provision standards. Furthermore, Council provided direction to meet with the Corte Group in response to their deputation to obtain more information and a better understanding of pickleball and to discuss the potential of developing a public-private partnership in building pickleball courts.

On June 28, 2022 Council approved the following staff recommendations and requested that an update be provided:

- 1. Convert one (1) existing tennis court at Le Parc Park to two (2) dedicated pickleball courts with funding for design and construction to be included in the 2023 capital budget submission.**
 - Staff have included this initiative into the 2023 capital budget and are working on various options to develop a minimum of two (2) dedicated pickleball courts at Le Parc Park
- 2. Consideration of additional pickleball court locations for retrofit and new development be included in the scope of work of the Tennis and Racket Sports Court Strategy planned by staff to be undertaken in 2023;**

- Staff will be undertaking the Tennis and Racket Sports Court Strategy in 2023 with scoping for this project to begin in Q4 2022.
- Staff have identified the following tennis court locations to be retrofitted with pickleball line painting for dual use with tennis. These courts have been selected based on demand and inquiries received from residents and where courts would offer an enhanced play experience:

Location	Number of pickleball courts to be lined	Ward
Rosedale North Park	1	5
Wade Gate Park	1	5
Glen Shields Park	1	5
Chatfield District Park	2	3
North Thornhill Community Centre	2 on either side of one tennis court – users will be required to bring their own portable nets.	4
Total	6 pickleball courts	

- Additional courts may be identified for lining based on future demonstrated demand. Implementation of the above planned to be completed in 2022, subject to weather restrictions.
- Implementing the above locations will increase the total number of pickleball courts provided city-wide to 13.

3. Development of dedicated pickleball courts at the new Carrville Community Centre, Library and District Park be considered and that staff negotiate a project change order to facilitate this work to be funded within approved capital budgets;

- Staff are working with the Carrville Community Centre, Library and District Park project team to convert one of the planned tennis courts to a purpose built pickleball facility.

4. Staff continue to explore the potential of developing a public-private partnership for pickleball with the Corte Group and report back to Council in Q1 2023.

- Staff met with the Corte Group on May 11, 2022 and will meet again with the Corte Group in the coming weeks to discuss their proposed vision and to explore mutually beneficial opportunities to meet the growing demand for pickleball in Vaughan.

For more information, contact Jamie Bronsema, Director, Parks Infrastructure Planning & Development, ext. 8858

Approved by

A handwritten signature in black ink, appearing to read "V. Musacchio". The signature is fluid and cursive, with a large initial "V" and a stylized "M".

Vince Musacchio, Deputy City Manager
Infrastructure Development