

# COMMITTEE OF THE WHOLE (2) – NOVEMBER 9, 2021

## STAFF COMMUNICATIONS

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### Distributed November 5, 2021

SC1 Memorandum from the Deputy City Manager, Corporate Services, City Treasurer and Chief Financial Officer and the Director of Procurement Services, dated November 4, 2021.

### Distributed November 8, 2021

SC2 Memorandum from the Deputy City Manager, Corporate Services, City Treasurer and Chief Financial Officer, dated November 5, 2021.

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Please note there may be further Communications.



**DATE:** Thursday, November 4, 2021

**TO:** Mayor and Members of Council

**FROM:** Michael Coroneos, Deputy City Manager Corporate Services,  
City Treasurer and Chief Financial Officer  
Asad Chughtai, Director of Procurement Services

**RE:** **STAFF COMMUNICATION** – November 9, 2021 / CW(2)  
**Procurement Activity Report, Quarter 3 - 2021**

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## 1. Purpose

The purpose of this Staff Communication is to provide Mayor and Members of Council information regarding Procurement Activities undertaken in Q3 2021.

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

### **91 procurement contracts worth \$39.2 million were processed in Q3**

Procurement Services processed 62 competitive bids valued at \$38.1 million and 29 non-competitive bids valued at \$1.1 million.

Additional details of all contract awards for procurement activities undertaken in Q3 2021 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 97.2% for this quarter, remaining consistent when in comparison to Q3 2020.

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 Q3, there were 1,060 LDM purchase orders issued, totaling \$0.9 million.

Q3 2021 LDM purchases are down \$0.4 million or 32 percent over the same quarter last year.

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) and optimizing the use of PCard for eligible expense groups.

### **Departments processed \$1.0 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 September 30, 2021, there were 272 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 Q3, departments processed 2,019 transactions worth \$1.0 million, primarily for low value operating supplies, advertising, professional memberships, training, seminars, and existing corporate contracts where the PCard can be utilized for payment. In comparison to Q3 2020, PCard spend remains relatively the same.

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.



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Michael Coroneos,  
Deputy City Manager,  
Corporate Services & Chief Financial Officer



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Asad Chughtai,  
Director Procurement Services

## **Attachments**

**Attachment 1:** Procurement Activity – Procurements by Type, and by Delegated Authority, Awarded During the Q3

**Attachment 2:** Procurement Activity – Procurements by Portfolio/Office, and by Procurement Type, Awarded During the Q3

**Attachment 3:** Procurement Activity – Competitive and Non-Competitive Procurement Activity for the Q3

**Attachment 1: Procurement Activity – Procurements by Type, and by Delegated Authority, Awarded During Q3**

Procurement Type		City Manager	Deputy City Manager	Director	Manager	Total
Request for Tender	\$	31,653,477	497,670	284,558	0	<b>32,435,705</b>
	#	10	3	5	0	<b>18</b>
Request for Proposal	\$	4,302,234	368,755	239,905	0	<b>4,910,894</b>
	#	6	2	4	0	<b>11</b>
Request for Quote	\$	0	0	450,766	96,092	<b>546,857</b>
	#	0	0	8	6	<b>14</b>
Request for Pre-Qualification	\$	0	0	0	0	<b>0</b>
	#	0	0	0	1	<b>1</b>
Quick Quote	\$	0	0	0	183,617	<b>183,617</b>
	#	0	0	0	17	<b>17</b>
<b>Competitive</b>	\$	<b>35,955,712</b>	<b>866,425</b>	<b>975,228</b>	<b>279,709</b>	<b>38,077,073</b>
	#	<b>16</b>	<b>5</b>	<b>17</b>	<b>24</b>	<b>62</b>
Sole Source	\$	0	41,500	23,600	0	<b>65,100</b>
	#	0	1	2	0	<b>3</b>
Single Source	\$	400,688	76,199	170,055	0	<b>646,942</b>
	#	5	3	12	0	<b>20</b>
Emergency Purchase	\$	307,853	75,974	0	12,148	<b>395,975</b>
	#	2	2	0	2	<b>6</b>
<b>Non-Competitive</b>	\$	<b>708,541</b>	<b>193,673</b>	<b>193,655</b>	<b>12,148</b>	<b>1,108,017</b>
	#	<b>7</b>	<b>6</b>	<b>14</b>	<b>2</b>	<b>29</b>
<b>Grand Total</b>	\$	<b>36,664,252</b>	<b>1,060,097</b>	<b>1,168,884</b>	<b>291,857</b>	<b>39,185,090</b>
	#	<b>23</b>	<b>11</b>	<b>31</b>	<b>26</b>	<b>91</b>

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

**Attachment 2: Procurement Activity – Procurements by Portfolio/Office, and by Procurement Type, Awarded During Q3**

<b>Portfolio/Office</b>		<b>Request for Tender</b>	<b>Request for Proposal</b>	<b>Request for Quote</b>	<b>Request for Pre-Qualification</b>	<b>Quick Quote</b>	<b>Sole Source</b>	<b>Single Source</b>	<b>Emergency Purchases</b>	<b>Grand Total</b>
<b>City Manager</b>	<b>\$</b>	101,850	84,975	16,887	-	19,283	14,000	12,120	-	<b>249,115</b>
	<b>#</b>	1	1	1	-	4	1	1	-	<b>9</b>
<b>Administrative Services &amp; City Solicitor</b>	<b>\$</b>	-	0	-	-	-	-	-	-	<b>0</b>
	<b>#</b>	-	1	-	-	-	-	-	-	<b>1</b>
<b>Community Services Portfolio</b>	<b>\$</b>	152,006	152,250	176,877	-	-	-	96,322	-	<b>577,455</b>
	<b>#</b>	2	2	6	-	-	-	2	-	<b>12</b>
<b>Corporate Services, City Treasurer &amp; CFO</b>	<b>\$</b>	-	-	-	0	-	51,100	39,601	-	<b>90,701</b>
	<b>#</b>	-	-	-	1	-	2	4	-	<b>7</b>
<b>Infrastructure Development</b>	<b>\$</b>	29,704,001	4,414,664	230,549	-	122,842	-	328,551	208,710	<b>35,009,316</b>
	<b>#</b>	11	7	3	-	10	-	8	2	<b>41</b>
<b>Planning &amp; Growth Management Portfolio</b>	<b>\$</b>	-	259,005	36,900	-	-	-	10,911	-	<b>306,816</b>
	<b>#</b>	-	1	1	-	-	-	1	-	<b>3</b>
<b>Public Works Portfolio</b>	<b>\$</b>	2,477,848	-	71,995	-	24,100	-	159,438	187,265	<b>2,920,646</b>
	<b>#</b>	4	-	2	-	2	-	4	4	<b>16</b>
<b>Vaughan Public Libraries</b>	<b>\$</b>	-	-	13,650	-	17,392	-	-	-	<b>31,042</b>
	<b>#</b>	-	-	1	-	1	-	-	-	<b>2</b>
<b>Grand Total</b>	<b>\$</b>	<b>32,435,705</b>	<b>4,910,894</b>	<b>546,857</b>	<b>0</b>	<b>183,617</b>	<b>65,100</b>	<b>646,942</b>	<b>395,975</b>	<b>39,185,090</b>
	<b>#</b>	<b>18</b>	<b>12</b>	<b>14</b>	<b>1</b>	<b>17</b>	<b>3</b>	<b>20</b>	<b>6</b>	<b>91</b>

**Attachment 3: Procurement Activity – Competitive and Non-Competitive Procurement Activity for the Q3**

Bid-Type	Q3 2021	
	No. of Awards	Value (\$)
<b>Competitive</b>		
Tenders	18	32,435,705
RFPs	12	4,910,894
Quotes	14	546,857
RFPQ	1	0
QQ	17	183,617
<b>Sub-Total Competitive</b>	<b>62</b>	<b>38,077,073</b>
<b>Non-Competitive</b>		
Sole-Source	3	65,100
Single-Source	20	646,942
Emergency-Procurement	6	395,975
<b>Sub-Total Non-Competitive</b>	<b>29</b>	<b>1,108,017</b>
<b>Total</b>	<b>91</b>	<b>39,185,090</b>



**Staff Communication SC2**  
**Committee of the Whole (2)**  
**November 9, 2021**

**DATE:** November 5, 2021

**TO:** Mayor and Members of Council

**FROM:** Michael Coroneos, Deputy City Manager Corporate Services & Chief Financial Officer

**RE:** **STAFF COMMUNICATION – November 9, 2021 / CW(2)**  
Older Adult Snow Removal Program, 2021-2022 Winter Season

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## **1. Purpose**

To report back to Council on the funding to support the Community & Home Assistance To Seniors (CHATs) Older Adult Snow Removal program for the 2021-2022 winter season: Funding of \$50,000 will be provided, including \$32,750 from donations secured, and the balance from the 2022 Corporate Contingency.

## **2. Background**

At the Council meeting of October 2, 2019, Council approved a member's resolution for the City to enter into a partnership agreement with CHATS – Community and Home Assistance to Seniors, a not-for-profit service organization in Vaughan that has been providing home and community supports to older adults across York Region and South Simcoe since 1980. The agreement was established to support a pilot program for the 2019-2020 winter season to assist older adults in the Vaughan community in securing snow removal services for their homes.

Based on information provided in a presentation by CHATS at the September 22, 2020 Committee of Whole meeting, the first year of the pilot program demonstrated the community need for snow removal services for older adults in Vaughan. The program helped support this most vulnerable demographic group in our community with snow removal services. In 2021, \$20,000 was identified in the Corporate Contingency budget to fund the program for the 2021 winter season.

At the June 8, 2021 Committee of the Whole (2) meeting, a representative from CHATS presented findings on the 2020-2021 snow season and requested an increase in funding from \$20,000 to \$50,000 to support the ongoing community need of the snow removal referral program for older adults in Vaughan. Staff were asked to report back to Council on the increased funding from \$20,000 to \$50,000 for this upcoming year.

### 3. Analysis and Options

The continuation of the Older Adult Snow Removal program in partnership with CHATS for the 2021-2022 winter season, will help the most vulnerable and ensure the safety of seniors in our community.

Staff are working with CHATS to search for donors to help support this important service provided to seniors. Any funding secured will reduce costs to the City to fund the program for the 2021-2022 season.

### 4. Financial Impact

Funding recommended to support the continuation of the Older Adult Snow Removal program with CHATS for 2021-2022 from the City of Vaughan is up to a maximum of \$50,000 and will be reduced by any donor funding secured. The remainder will be included in the City's 2022 Corporate Contingency budget. The Recreation Services Events Team has secured \$32,750 in donations from the following companies:

<b>Company</b>	<b>Donation</b>
Condor Properties / CountryWide Homes	\$ 5,000
TC Energy	\$ 5,000
TD	\$ 5,000
The Vincent Condominiums by Rosehaven Homes	\$ 5,000
Zancor Homes	\$ 5,000
Global Precast	\$ 2,500
Fazzari and Partners LLP	\$ 2,500
TACC Developments	\$ 2,500
Matcom	\$ 250

Recreation Services is working closely with CHATS to arrange appropriate recognition for the donors.

### 5. Conclusion

The success and demonstrated need of the partnership program with CHATS to assist older adults with snow removal, supports the continuation of the service for the upcoming 2021-2022 winter season. The program will be evaluated once again at the end of the 2022 winter term and a report and/or update will be provided to Council on the total cost to the City and effectiveness of the service provided to Vaughan's older adult population.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Michael Coroneos". The signature is fluid and cursive, with the first name "Michael" and last name "Coroneos" clearly distinguishable.

Michael Coroneos, Deputy City Manager, Corporate Services & Chief Financial Officer