Minutes – Executive Policy Committee – July 14, 2021

REPORTS

Item No. 14 2020 Single Source Assignments for Consultants, Goods and Services

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Winnipeg Public Service and recommended to Council:

1. That this Report, including Appendices, be received as information.

DECISION MAKING HISTORY:

Moved by Councillor Rollins,

That the recommendation of the Winnipeg Public Service be concurred in and forwarded to Council.

Yea:	Bowman, Allard, Browaty, Gillingham, Gilroy, Mayes, Rollins	7
Nay:		0

Carried

ADMINISTRATIVE REPORT

Title: **2020 SINGLE SOURCE ASSIGNMENTS FOR CONSULTANTS, GOODS AND SERVICES**

Critical Path: **EXECUTIVE POLICY COMMITTEE – COUNCIL**

AUTHORIZATION

Author	Department Head	CFO	CAO
B. D'Avignon	C. Kloepfer	C. Kloepfer	M. Ruta, Interim CAO

EXECUTIVE SUMMARY

The Chief Administrative Officer is required to report annually to Council on:

- Single source assignment of consultant services – Appendix A
- Single source assignments for goods and services exceeding $100,000 (not including consultants) – Appendix B

Council, Executive Policy Committee (EPC) and the Public Service have certain authorities for approving single source transactions under very strict guidelines. The guidelines are included in the City of Winnipeg's Materials Management Policy F1-003 and apply to all procurement under the Policy.

On September 12, 2018, Executive Policy Committee directed that commencing with the 2018 annual report on single source assignments, the Winnipeg Public Service provide a chart that lists the total amount of contracts awards per vendor and the total value of those contracts.

The Report is based on payments/awards during the period of January 1, 2020 to December 31, 2020 and includes:

Appendix A: payments on single source consultant assignments, vendor names, amount of contracts per vendor and the total value of the payments.

Appendix B: awards of single source (non-consultant) contracts, exceeding $100,000, vendor names, amount of contracts per vendor and the total value of awards.

This Report includes all City Departments.

RECOMMENDATIONS

1. That this Report, including Appendices, be received as information.

REASON FOR THE REPORT

On March 24, 2004, Council adopted Item 1 of the Report of Executive Policy Committee, dated March 10, 2004, delegating certain authorities from the Materials Management Policy to the Chief Administrative Officer. Under Administrative Standard FM-002, issued pursuant to the Materials Management Policy, the Chief Administrative Officer is required to report annually to Council on the assignment of consultants.

In March 2016, the Public Service was requested to report on the use of single source authority, exceeding $100,000, on an annual basis.

IMPLICATIONS OF THE RECOMMENDATIONS

There are no implications to receiving this report as information.

HISTORY/DISCUSSION

The Report contains single source procurements approved by:

- Council
- Executive Policy Committee (EPC)
- Public Service

Council, EPC and the Public Service have certain authorities for approving single source transactions under very strict guidelines. The guidelines are included in section B4 of the City of Winnipeg's (City) Materials Management Policy (the Policy) and apply to all procurement under the Policy.

The City is subject to various trade agreements that set thresholds for goods and services requiring public solicitation, the most restrictive being:

- $75,000 for goods and services (including consultants, not including construction)
- $200,000 for construction

Generally, solicitations beyond the above dollar thresholds require public solicitation.

Attached to this report are Appendices which include the requested detail on single source assignments for consultant and goods and services contracts. The following is a summary of totals for each appendix:

APPENDIX A - Consultant Assignments	$ 6,371,442.42
APPENDIX B - Goods and Services	$ 12,630,909.94

Note:
The City's Materials Management website publishes all tenders issued for goods and services, including approximately $36 million in publicly tendered Consultant contracts annually.

APPENDIX A - CONSULTANT ASSIGNMENTS

Appendix A includes all payments on single source consultant assignments, vendor names, the amount of contracts per vendor and the total value of payments based on the period of January 1, 2020 to December 31, 2020.

Consultant services are services provided directly to the City, as defined in Administrative Standard FM-002.

Where the Chief Administrative Officer approves a single source assignment, pursuant to B4.1 (j) (emergency) (not to exceed $5 million), such approvals shall be reported at least annually.

All over-expenditures on single source assignments are approved by the Chief Financial Officer. In no cases are over-expenditures approved without funds being available in an approved budget.

Consultant services are either posted to the City's Materials Management website as a Request for Proposal or they are disclosed on this single source report.

This Report includes all City Departments. The Mayor and Council consultant expenditures are reported together with all expenditures on a monthly basis on the City's website and, as such, are not repeated in this Report.

APPENDIX B - SINGLE SOURCE ASSIGNMENTS *(not including Consultant Services)*

In March 2016, the Public Service was requested to provide EPC with a report on the use of single source authority, on an annual basis.

Appendix B includes all single source awards exceeding $100,000, vendor names, amount of contract awards per vendor and the total value of awards based on the period of January 1, 2020 to December 31, 2020.

FINANCIAL IMPACT

Financial Impact Statement **Date:** May 26, 2021

Project Name:

2020 SINGLE SOURCE ASSIGNMENTS FOR CONSULTANTS, GOODS AND SERVICES

COMMENTS:

There are no financial implications to receiving this report as information.

(Approved electronically by F. Dela Cruz)
Fernando Dela Cruz
Acting Manager of Finance (Campus)
Corporate Finance Department

CONSULTATION

This Report has been prepared in consultation with:

All Departments

OURWINNIPEG POLICY ALIGNMENT

N/A

WINNIPEG CLIMATE ACTION PLAN ALIGNMENT

N/A

SUBMITTED BY

Department: Corporate Finance
Division: Materials Management
Prepared by: B. D'Avignon
Date: May 26, 2021

Attachments:

APPENDIX A -– CONSULTANT ASSIGNMENTS
APPENDIX B -– SINGLE SOURCE ASSIGNMENTS *(not including Consultant Services)*

APPENDIX A

PAYMENTS to SINGLE SOURCED CONSULTANTS
January 1, 2020 to December 31, 2020

CONSULTANT	NUMBER of CONTRACTS	TOTAL PAYMENTS for 2020
1X1 Architecture Inc.	3	$99,486.61
AECOM Canada Ltd.	14	$308,876.61
Albert McLeod	1	$200.00
Allen Sutherland	2	$2,500.00
Alliance Engineering Services Inc.	1	$2,325.75
AMEC Foster Wheeler Environment / Wood Environment	1	$568.16
Arcadis Canada Inc	1	$21,749.60
Barnes & Duncan Land Surveyors	4	$16,643.38
Bill Johnston	1	$800.00
Birchwood Animal Hospital	1	$1,718.90
Blake Cassels & Graydon LLP	1	$83,755.09
Brad Hryhoruk	1	$1,620.00
Brian McLeod	2	$1,000.00
Bridgewater Veterinary	1	$11,524.71
Bridgman Collaborative Architecture Ltd.	1	$2,189.38
BW Ferguson & Associates Ltd	8	$26,362.50
Calgon Carbon Corporation	1	$9,214.48
Calytera	1	$13,700.00
Canadian National	1	$3,010.25
Canadian Risk Services Ltd	1	$374.50
Carole Kurdyck	1	$2,565.00
Carolyn Moar	2	$1,000.00
Catrysse Veterinary Services	1	$1,623.67
Cengys Ltd.	4	$69,960.08
Centennial Animal Hospital	1	$9,222.06
Central Veterinary Services	1	$1,250.78
Chitbhanu Singh	1	$2,480.00
Colliers Project Leaders Inc.	3	$37,888.40
Conexus Counselling	1	$920.00
CORE Renewable Energy Inc.	1	$50,000.00

APPENDIX A

PAYMENTS to SINGLE SOURCED CONSULTANTS
January 1, 2020 to December 31, 2020

CONSULTANT	NUMBER of CONTRACTS	TOTAL PAYMENTS for 2020
Crosier Kilgour & Partners Ltd.	13	$211,449.21
D Robinson and Associates	1	$2,400.00
Dakota Veterinary Hospital	1	$3,286.39
David Wagner Associates Inc	3	$25,674.00
DD West LLP	1	$557,565.64
Dean Spearman Landscape Architect	2	$15,375.00
Deloitte LLP	3	$35,155.59
Demand Side Energy Consultants	2	$14,999.30
Dennis T. Browaty & Associates Ltd.	4	$7,200.00
Dillon Consulting Limited	7	$210,454.34
Dr Erin Weldon	1	$32,888.25
Dr John Arnett	1	$21,204.00
Dr John L Rabson Medical Corporation	1	$1,646.65
Dr Kashefi Hossein	1	$100.00
Dr Maureen Kennedy	1	$75.00
Dr Rob Grierson Medical Corporation	1	$131,235.00
Driver Check Inc	1	$6,294.93
Duboff Edwards Haight & Schachter	4	$622,002.26
Dynacare	1	$949.15
East St Paul Animal Hospital	1	$925.84
Eckler Ltd	1	$15,340.45
Eclectic Communications	1	$10,290.00
Eleanor Andres	1	$13,859.18
Elias Occupational Hygiene	2	$7,025.01
Eng-Tech Consulting Limited	5	$43,495.00
Erhard Associates	1	$4,050.00
Ernst & Young LLP	1	$183,527.50
Executive Nursing and Health Care Services Inc.	1	$2,847.50
F.A. Roberts & Associates Ltd.	4	$47,173.11
Facilitated Solutions	2	$20,440.20
fBLOK Architecture Inc.	2	$39,916.84

APPENDIX A

PAYMENTS to SINGLE SOURCED CONSULTANTS
January 1, 2020 to December 31, 2020

CONSULTANT	NUMBER of CONTRACTS	TOTAL PAYMENTS for 2020
Fillmore Riley LLP	1	$6,901.64
Fireseeds North Infrastructure	1	$22,932.50
Friesen Drillers Ltd	1	$7,500.00
FT3	1	$26,000.00
Gange Collins	1	$2,675.00
Gindin Wolson Simmonds	1	$1,665.85
Grant Golf	1	$9,405.00
Grant Park Animal Hospital	1	$105.00
Gulay Elevator Services Inc	1	$5,513.40
Heart Beat Inc	1	$4,560.00
Henderson Animal Hospital	1	$185.00
Hilltop Business Consulting Inc.	1	$4,895.00
HLC Consulting Ltd	1	$2,500.00
Holly Black	1	$1,120.00
HTFC Inc.	3	$44,119.37
Integrated Designs Inc.	1	$31,000.00
InVision Edge	1	$5,400.00
Jeff Burzynski	1	$640.00
Jim McKendry	1	$1,800.00
JTS Consulting Inc.	1	$10,000.00
Karine Duhamel	1	$1,000.00
Kemp Engineering Inc.	1	$4,700.00
Ken Dryden	1	$937.50
Kenaston Veterinary Hospital	1	$5,316.12
KGS Group	15	$169,931.61
KPMG LLP	4	$51,775.33
Kristin Millar	1	$160.00
Lawson Lundell LLP	2	$34,423.54
Leah Enright Consulting	1	$4,200.00
Leskiw And Associates	1	$33,739.98
Lisa Lewis	1	$3,600.00

APPENDIX A

PAYMENTS to SINGLE SOURCED CONSULTANTS
January 1, 2020 to December 31, 2020

CONSULTANT	NUMBER of CONTRACTS	TOTAL PAYMENTS for 2020
Lissa Currie	1	$1,280.00
Little Bluestem, Landscape Architecture and Design	1	$3,935.56
Louis Riel Institute	1	$625.00
Margaret Lavallee	2	$500.00
Marr Finlayson Pollock LLP	1	$538,658.69
Martin H. Freeman	1	$15,000.00
Matthew Kulas	1	$1,600.00
McGowan Russell Group	2	$9,106.15
McPhillips Animal Hospital	1	$193.56
MCW	1	$10,669.49
Michael Maksymiuk	1	$5,022.00
Microtraffic Inc.	1	$22,500.00
MNP LLP	1	$33,330.00
Morneau Shepell Ltd	2	$40,065.00
MORR Transportation Consulting Ltd	3	$78,500.00
Morrison Hershfield Limited	2	$96,267.82
Mountainview Veterinary	1	$620.00
Myers Weinberg LLP	2	$93,021.13
Nancy Phillips	1	$2,300.00
Neil Cooper Architect	6	$13,987.70
Neovation Corporation	1	$7,071.64
North/South Consultants Inc.	1	$18,017.55
Northern Sky Architecture Inc.	3	$20,335.59
Number Ten Architectural Group	2	$71,794.82
O2 Planning & Design Inc.	1	$25,680.00
Partners in Discovery	1	$2,500.00
Patrick Boreskie	1	$640.00
Pembina Veterinary Hospital	2	$6,740.64
People First HR Services Ltd.	4	$75,315.80
Pico Architecture Inc.	1	$4,202.85
Pinchin Ltd.	6	$127,836.67

APPENDIX A

PAYMENTS to SINGLE SOURCED CONSULTANTS
January 1, 2020 to December 31, 2020

CONSULTANT	NUMBER of CONTRACTS	TOTAL PAYMENTS for 2020
Pitblado LLP	1	$243.43
Pollock & Wright	4	$51,909.60
Postma Quantity Surveying	1	$1,400.00
Probe Research Inc.	1	$14,500.00
Prota Clinic	1	$80.00
Protech Hearing	1	$22,476.96
QCA Building Envelope Ltd.	1	$2,100.00
Radiology Consultants of Winnipeg	1	$1,550.00
Red River Group	3	$6,385.00
River grove Medical Clinic	1	$75.00
Robyn Priest LIVE YOUR TRUTH	1	$300.00
Robyn Rodger	1	$800.00
Ruchi Chhibba	1	$2,080.00
Scatliff + Miller + Murray Inc.	3	$13,427.50
Scratch Architecture Inc	1	$59,748.92
SGS Canada Inc.	1	$9,612.20
Silver Heights Veterinary Hospital	1	$70.60
Sison Blackburn Consulting Inc.	1	$3,190.63
SMS Engineering	3	$17,272.40
Stantec Consulting Ltd.	11	$573,611.79
Stephanie Staples	1	$3,500.00
Stoffel Survey	1	$2,155.00
Stonewall Veterinary Clinic	1	$7,355.49
Susan Petriew	1	$3,300.00
Synergy Interior Design Inc	2	$28,658.00
Synyshyn Architecture Inc. // SDO Architecture Interior Design Inc	1	$15,418.37
Tapper Cuddy LLP	1	$9,641.24
Taylor McCaffrey LLP	3	$128,139.97
TestLabs International Ltd.	1	$25,250.00
Tetra Tech WEI Inc.	1	$29,706.96
The Winnipeg Humane Society	1	$1,069.89

APPENDIX A		
PAYMENTS to SINGLE SOURCED CONSULTANTS January 1, 2020 to December 31, 2020		
CONSULTANT	**NUMBER of CONTRACTS**	**TOTAL PAYMENTS for 2020**
Thompson Dorfman Sweatman LLP	1	$684.80
Toews Environmental Ltd.	1	$9,096.91
Tower Engineering	1	$5,873.10
Transcona Medical Clinic	1	$35.00
Transportation Association of Canada	1	$10,000.00
Trek Geotechnical Inc.	6	$212,885.88
Tuxedo Animal Hospital	1	$6,438.81
TW Becker Electrical Safety Consulting	1	$1,881.25
University of Manitoba	2	$33,000.00
Urban Systems Ltd.	1	$2,714.37
Various Physicians	1	$26,922.64
Victor Suen Architect	1	$2,800.00
What If? Technologies Inc.	1	$31,200.00
Winnipeg Animal Emergency Clinic	1	$489.16
Winnipeg Clinic	1	$84.55
Wood Environmental and Infrastructure Solutions	3	$18,278.40
Workplace Engineering Solutions	1	$990.00
Woven Collaborative	1	$2,600.00
WSP Canada Group Limited	1	$71,043.85
Grand Total	**320**	**$6,371,442.42**

APPENDIX B

SINGLE SOURCED CONTRACTS – Goods and Services (not including Consultants)
January 1, 2020 to December 31, 2020

CONTRACTOR	NUMBER OF CONTRACTS	CONTRACT VALUE
1456744 Ontario Inc. DBA T2 Systems	1	$116,138.85
Calgon Carbon Corporation	3	$780,249.60
Calytera Software Inc.	1	$160,890.93
Centra Gas Manitoba Inc., subsidiary of Manitoba Hydro	1	$270,000.00
Computer Science Corporation (CSC)	1	$151,632.00
Dekra-Lite	1	$157,034.32
Francotyp-Postalia Canada Inc.	1	$475,000.00
Gartner Canada Co.	1	$280,761.00
Genesys Lab Canada Inc.	1	$157,190.56
Harris Canada Systems Inc.,	1	$197,738.30
Infodev Electronic Designers Inc.	1	$359,918.59
Intergraph Canada Ltd dba Hexagon Safety & Infrastructure	2	$861,191.00
Johnson Controls Canada LP	1	$244,109.98
LLoyd Libke Law Enforcement	1	$115,670.00
Manitoba Hydro	6	$1,083,984.77
N Harris Computer Corporation	1	$160,802.69
Niche Technology Inc.	1	$339,062.78
Oracle Canada ULC	4	$1,057,572.80
Pictometry Canada Corp	1	$138,243.40
Pitney Bowes of Canada Ltd.	1	$200,253.77
Precise Parklink Inc.	2	$1,674,971.60
Raymon Vauclair Projects Ltd.	1	$328,693.60
Receiver General for Canada Industry Canada	1	$200,000.00
Sirsidynix (Canada) Inc.	1	$131,849.71
St. John Ambulance	1	$119,880.00
Thales Dis Canada Inc.	1	$140,147.04
The Active Network (3 year contract amount)	1	$1,476,750.00
Turbomeca Canada Inc.	1	$250,000.00
Verdi Fresh	1	$174,825.00
Verint Americas Inc.	1	$144,700.44
Winnipeg Free Press	1	$369,147.21
Winnipeg Regional Health Authority	1	$312,500.00
Grand Total	**44**	**$12,630,909.94**