

REPORT TO: Council Meeting

DATE OF MEETING: June 23, 2025

SUBMITTED BY: Ryan Scott, Chief Procurement Officer, 519-741-2200 ext. 7214

PREPARED BY: Brad Kowaleski, Procurement Specialist, 519-741-2200 ext. 7063

WARD(S) INVOLVED: N/A

DATE OF REPORT: June 17, 2025

REPORT NO.: FIN-2025-298

SUBJECT: NSP25-120 Multiyear Non-Standard Procurement Suppliers

RECOMMENDATION:

That the City proceed with non-standard procurement and enter into agreements with the suppliers listed in Attachment 1 for a period of up to five (5) years, as outlined in Financial Services Department report FIN-2025-298.

REPORT HIGHLIGHTS:

- The purpose of this report is to obtain approval to proceed with non-standard procurement in accordance with Procurement By-law 2022-109;
- The City has arrangements with the suppliers named in Attachment 1 for many years and continuing these partnerships will allow the City to continue standardization of products and delivery of services both internally and externally;
- This report supports the delivery of core services.

BACKGROUND:

The City has standardized a range of products and services over time to enhance internal operations and public service delivery. To continue leveraging these efficiencies, staff recommend longer-term agreements with select suppliers under non-standard procurement provisions.

These suppliers have been identified based on the following criteria:

- Sole distribution rights in Canada;
- Exclusive availability of specialized equipment or parts;
- Standardization requirements based on previous procurements;
- Proven service compatibility and long-standing partnerships.

These arrangements provide multiple operational benefits, including improved pricing, reduced procurement lead times, streamlined administration, and enhanced cost control.

While actual expenditures will vary based on operational activity, the non-standard approach is consistent with the City's procurement framework.

The actual spend will depend on the level of activity throughout the term of the contracts.

REPORT:

In accordance with the Procurement By-law 2022-109, Section 15 – Non-Standard Procurement, Council's approval is required as the total value of the deliverables for this non-standard procurement exceeds the delegated authority.

A non-standard procurement is the acquisition of goods, services or construction through a process or method other than the process and method normally required for the type and value of the required deliverables, as identified below:

Requirement	Procurement Value Excluding Taxes	Procurement Process	Approval Authority
Goods, Services or Construction under the circumstances included in Schedule "C".	\$40,001 - \$250,000	Non-Competitive or Limited Competition	Chief Procurement Officer
Goods, Services or Construction under the circumstances included in Schedule "C".	\$250,001 or more	Non-Competitive or Limited Competition	Council

In accordance with the Procurement By-law 2022-109, Schedule "C", The City may acquire goods, services and construction through a non-standard procurement process within specific circumstances listed. Below are the applicable clauses within Schedule "C" and additional information providing justification supporting their use:

2. Where only one supplier is able to meet the requirements of a procurement in order to:

a) ensure compatibility with existing products

The City has partnered with specific suppliers over the past decade and in some instances, these partnerships are multiple decades old. To ensure compatibility and standardization with existing products and services being delivered, only one supplier is able to meet specific requirements. The City has run open competitive procurement several times, however, only receive one response from the sole supplier whom can meet the requirements with existing products and service levels. The costs for these products and services are funded in full by a third party via the business model that the division is operating at the end user level.

3. Where there is an absence of competition for technical reasons and the goods or services can only be supplied by one particular supplier and no alternative or substitute exists.

For Fire and Fleet specialty vehicles, there is often an original equipment manufacturer, and an authorized distributor of parts and services or repair facility in Ontario only or Canada wide. For that reason, an absence of competition exists and the product or services can only be provided by one supplier and the City procures from those suppliers directly.

STRATEGIC PLAN ALIGNMENT:

This report supports the delivery of core services.

FINANCIAL IMPLICATIONS:

Funding for these goods and services are available in the approved annual operating and capital budgets. It is anticipated that the total estimated annual value through these agreements represent approximately \$1,040,000.

COMMUNITY ENGAGEMENT:

INFORM – This report has been posted to the City’s website with the agenda in advance of the council / committee meeting.

PREVIOUS REPORTS/AUTHORITIES:

There are no previous reports/authorities related to this matter.

APPROVED BY: Jonathan Lautenbach, Chief Financial Officer, Financial Services Department

ATTACHMENTS:

Attachment 1 – Listing of Non-Standard Procurement Suppliers

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Item	Division	Supplier	Description of Service	Estimated Annual Value	Reason
1	Utilities	TECVALCO LTD	Residential Gas Meter Sets and Regulators	\$370,000/year	Ensure compatibility with existing products
2	Utilities	CR WALL & CO INC	Commercial Regulators and Reduced-Clearance Regulators	\$220,000/year	Ensure compatibility with existing products
3	Parks and Cemeteries	SIMPLISTIC LINES INC	Supply of Field Marking Paint and Software for Line Painting Tractors (standardized)	\$80,000/year	Goods can only be supplied by one particular supplier
4	Fire/Fleet	ALTRUCK INTERNATIONAL TRUCK CENTRES	Emergency Vehicle Supplies and Equipment	\$90,000/year	Goods can only be supplied by one particular supplier
5	Fire	DARCH FIRE INC	Emergency Vehicle Supplies and Equipment	\$50,000/year	Goods can only be supplied by one particular supplier
6	Fire	LIGHTNING EQUIPMENT SALES INC	Emergency Vehicle Lighting & Warning Devices	\$80,000/year	Ensure compatibility with existing products
7	Fire	DEPENDABLE EMERGENCY VEHICLES	Emergency Vehicle Supplies and Equipment	\$50,000/year	Goods can only be supplied by one particular supplier
8	Fire/Fleet	TOROMONT INDUSTRIES LTD	CAT Engine & Transmission Parts & Repairs	\$100,000/year	Goods can only be supplied by one particular supplier