

Procurement of Emergency Goods and Services in Response to the COVID-19 Pandemic (August to December 2020)

Date: March 15, 2021

To: General Government and Licensing Committee

From: Chief Procurement Officer

Wards: All

SUMMARY

The purpose of this report is to advise on the emergency non-competitive procurements of goods and services that are over \$500,000 in value that were processed by the Purchasing and Materials Management Division on behalf of various divisions relating to the City of Toronto's response to the COVID-19 Pandemic Emergency (COVID-19). Section 195-7.4B of Chapter 195, Purchasing, requires that any emergency non-competitive over the value of \$500,000 must be reported to Council for information.

This is a follow up report to GL15.5, Procurement of Emergency Goods and Services in Response to the COVID-19 Pandemic which covered emergency procurement from March 16 to July 31, 2020. This report covers the time period of August 1, 2020 to December 31, 2020. In that time, the City entered into 2 emergency non-competitive contracts over the value of \$500,000. The total value of these emergency non-competitive contracts is \$1,950,000.00, net of HST (\$1,984,320.00, net of HST recoveries).

To provide a complete picture, PMMD also processed 21 emergency non-competitive contracts \$500,000 and less during the same time period. The total value of these non-competitive contracts is \$4,112,669.90, net of HST (\$4,185,052.89, net of HST recoveries).

RECOMMENDATIONS

The Chief Procurement Officer recommends that:

1. City Council receive this report for information.

FINANCIAL IMPACT

A total of 2 new non-competitive emergency contracts (one which includes an emergency amendment during the same period) over \$500,000 were issued between August 1, 2020 and December 31, 2020 for a total value of \$1,950,000.00, net of HST (\$1,984,320.00, net of HST recoveries).

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial implications as identified in the Financial Impact section.

DECISION HISTORY

On September 30, October 1 and 2, 2020, City Council received the report from the Chief Procurement Officer for information on the Procurement of Emergency Goods and Services in response to the COVID-19 Pandemic. The following is the link to City Council Decision Document:

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2020.GL15.5>

COMMENTS

In response to the COVID-19 emergency, Divisions had to enter into emergency non-competitive contracts in order to be able to respond to COVID-19. In September, 2020, the Chief Procurement Officer reported COVID-19 related emergency non-competitive contracts for the period March 16 to July 31, 2020 under GL15.5. This report covers COVID-19 related emergency non-competitive contracts for the period of August 1 to December 31, 2020.

These emergency non-competitive procurements included the procurement of custodial and enhanced disinfectant services, and nursing, testing, and security services to name a few which were needed to support divisions and ensure continuity of essential and critical operations during the Pandemic.

In some instances, divisions identified the need to amend their procurements to support the changing requirements of COVID-19 due to unforeseen circumstances. As a result, Divisions continued to work with PMMD to identify amendments to existing purchase orders and blanket contracts to ensure new or changing emergency requirements were supported and that suppliers providing goods and/or services to the City were being paid for authorized work.

Section 195-7.4B of Chapter 195, Purchasing, requires that any emergency non-competitive over the value of \$500,000 must be reported to Council for information.

Table 1 sets out the number of emergency non-competitive procurements over \$500,000 and any contract amendments over \$500,000 entered into between August 1 and December 31, 2020.

Table 1 - Summary of Emergency Non-Competitive Procurements over \$500,000 - August 1, 2020 and December 31, 2020

	# of Non-Competitive Procurements	Dollar Value Net of HST	Dollar Value Net of HST Recoveries
Purchase Orders and Blanket Contracts	2	\$1,450,000.00	\$1,475,520.00
1 Contract Amended		\$500,000.00	\$508,800.00
Total \$ Value of Purchase Orders and Blanket Contracts	2	\$1,950,000.00	\$1,984,320.00

Attachment 1 sets out the number of emergency non-competitive contracts over \$500,000 entered into by Divisions.

To give a more fulsome picture of the amount of emergency non-competitive procurements entered into in response to COVID-19.

Table 2 sets out the number of non-competitive contracts \$500,000 and less that were entered into between August 1 and December 31, 2020.

Table 2 - Summary of Emergency Non-Competitive Procurements \$500,000 and less - August 1 and December 31, 2020

	# of Non-Competitive Procurements	Dollar Value Net of HST	Dollar Value Net of HST Recoveries
Purchase Orders and Blanket Contracts	17	\$4,112,669.90	\$4,185,052.89
3 Contracts Amended		\$714,990.00	\$727,573.82

	# of Non-Competitive Procurements	Dollar Value Net of HST	Dollar Value Net of HST Recoveries
Total \$ Value of Purchase Orders and Blanket Contracts	17	\$4,827,659.90	\$4,912,626.71

Attachment 2 sets out the number of emergency non-competitive contracts less than \$500,000 entered into by Divisions.

Table 3 summarizes the type of emergency procurements of any value.

Table 3 - Summary of Emergency Non-Competitive Procurements by type of goods and services - August 1 and December 31, 2020

Description	# of Non-Competitive Procurements	Dollar Value Net of HST	Dollar Value Net of HST Recoveries
Beds	1	\$447,879.00	\$455,761.67
Cleaning Services	1	\$250,000.00	\$254,400.00
Clothing, General	1	\$250,000.00	\$254,400.00
Custodial Services	1	\$250,000.00	\$254,400.00
Disinfectant Sprays	2	\$163,840.00	\$166,723.58
Lexan freestanding wall panels	2	\$922,016.10	\$938,243.58
Medical Supply	1	\$300,000.00	\$305,280.00
Nursing Services	1	\$500,000.00	\$508,800.00
Outdoor Winter Wear	1	\$280,000.00	\$284,928.00
Physiotherapist Assistants	1	\$950,000.00	\$966,720.00
Screening Services	1	\$250,000.00	\$254,400.00
Security Services	1	\$1,000,000.00	\$1,017,600.00

Description	# of Non-Competitive Procurements	Dollar Value Net of HST	Dollar Value Net of HST Recoveries
Service, Prof. Health	1	\$107,840.00	\$109,737.98
Shower Trailers	1	\$500,000.00	\$508,800.00
Software	1	\$341,054.80	\$347,057.36
PPE Testing Services	2	\$265,030.00	\$269,694.53
Total \$ Value of Goods and Services	19	\$6,777,659.90	\$6,896,946.71

All emergency non-competitive procurements were followed in accordance with Municipal Code, Chapter 195, Section 195-7.4. The total value of emergency non-competitive procurement purchase orders and blanket contracts combined as at December 31, 2020 is \$6,777,659.90 net of HST, \$6,896,946.71, net of HST recoveries).

Where feasible to do so, legal agreements were negotiated, qualified suppliers were required to submit proof of appropriate insurance, a current Workers Compensation Insurance Board (WSIB) Clearance Certificate and a signed Statutory Declaration confirming compliance under the Ontario Occupational Health and Safety Act, where applicable.

The Fair Wage Office approval process was applied to each procurement for the suppliers that were issued purchase orders or blanket contracts with the City.

CONTACT

Jacquie Breen,
Manager, Corporate Purchasing Policy and Quality Assurance
Purchasing and Materials Management Division
Telephone: 416-392-0387
Email: Jacquie.Breen@toronto.ca

SIGNATURE

Mike Pacholok, J.D,
Chief Procurement Officer

ATTACHMENTS

Attachment 1 - Summary of Emergency Non-competitive contracts over \$500,000 entered into by Divisions.

Attachment 2 - Summary of Emergency Non-competitive contracts under \$500,000 entered into by Divisions

Attachment 1 - Summary of Emergency Non-competitive contracts over \$500,000 entered into by Divisions

Division	Description	Total Value (Net of HST)
Shelter, Support & Housing Admin.	For the provision of the services of a community safety team at shelter facilities to support the health and safety of staff and homeless clients. *	\$1,000,000.00
Senior Services & Long-Term Care	For the provision for additional physiotherapist assistants (PTAs) and purchasing authority to administer the Province's pandemic pay program to eligible contracted services staff working in long-term care (LTC) homes during the COVID-19 pandemic.	\$950,000.00
Total Number of Contracts and Value	2	\$1,950,000.00

* Total dollar value includes 1 amendment, as indicated in Table 1.

Attachment 2 - Summary of Emergency Non-competitive contracts under \$500,000 entered into by Divisions

Division	Description	Total Value (Net of HST)
Purchasing & Materials Management - Stores	For the supply and delivery of Disinfectant Sprayers.	\$68,000.00
Purchasing & Materials Management - Stores	For the supply and delivery of Disinfectant Sprayers.	\$95,040.00
Purchasing & Materials Management - Stores	For the supply and delivery of outdoor winter wear as and when required for the City of Toronto.	\$280,000.00
Purchasing & Materials Management - Stores	For the provision of testing services required for personal protective equipment and equipment as and when required for the City of Toronto.	\$250,000.00
Purchasing & Materials Management - Stores	For the provision of Gown Testing as per Scope of Work outlined for Gown Testing.	\$15,030.00
Purchasing & Materials Management - Stores	For the supply and delivery of the following probe covers medi-pak for thermoscan thermometer.	\$300,000.00
Seniors Services & Long-Term Care	For the provision of Custodial Services at various Senior Services & Long Term Care locations from October 23, 2020 to January 31, 2021 to support the COVID-19 Pandemic Emergency.	\$250,000.00
Seniors Services & Long-Term Care	For emergency cleaning services which are needed immediately to support the operations of Long Term Care facilities to support the continuing needs of the COVID pandemic.	\$250,000.00

Division	Description	Total Value (Net of HST)
Seniors Services & Long-Term Care	For the provision of nursing services required for various Seniors Services and Long-Term Care locations from October 23, 2020 to March 31, 2021 as per the agreement between Safe Umbrella Healthcare and the City of Toronto. *	\$500,000.00
Seniors Services & Long-Term Care	For the provision of enhanced wellness screening services for various Seniors Services and Long-Term Care locations from November 17, 2020 to March 31, 2021 as per the work order between AFIMAC Canada Inc. and the City of Toronto.	\$250,000.00
Shelter, Support & Housing Admin.	For the supply, delivery and warranty of steel bed frames for the Shelter, Support and Housing Administration Division.*	\$447,879.00
Shelter, Support & Housing Admin.	For the emergency supply and installation of Lexan freestanding wall panels, with clear anodized frame finish on site at the Better Living Centre.	\$422,016.10
Shelter, Support & Housing Admin.	For the supply of personal Clothing and Hygiene Products for clients in new and existing Shelter Sites as part of the COVID-19 pandemic response.	\$250,000.00
Shelter, Support & Housing Admin.	For the provision of the rental of various shower trailers required at the CNE - Better Living Centre.	\$500,000.00
Shelter, Support & Housing Admin.	For the provision of the supply and installation of Lexan free-standing wall panels with clear anodized frame finish as and when required on site at the Better Living Centre.	\$500,000.00

Division	Description	Total Value (Net of HST)
Technology Services	For provision of the acquisition of DocuSign (electronic signature) Subscriptions and Professional Services for Emergency Operations COVID-19 Pandemic Response and Recovery.	\$341,054.80
Toronto Public Health	For the provision consulting services to lead public relations and strategic communications for Toronto Public Health as per signed legal agreement between City of Toronto and Package CA dated August 24, 2020.*	\$107,840.00
Total Number of Contracts and Value	17	\$4,827,659.90

* Total dollar value includes 3 amendments, as indicated in Table 2