

CONTRACT EXPENDITURES REPORT
PURCHASE ORDERS ≥ \$15,000 AWARDED UNDER DELEGATION OF AUTHORITY
FOR THE PERIOD JANUARY 1, 2017 TO JUNE 30, 2017

Item #	PO	PO Issued / Change Date	Department	Description	Professional / Consulting Services	Follow-on / Amendment / Extension	Total	Vendor	Non Competitive Rationale
1	45083778	2017.01.05	OPL	To purchase radio frequency identification (RFID) self-serve checkout kiosk equipment for five (5) Library Branches.			\$ 81,255.35	SIRSIDYNIX KITCHENER ON	
2	45083843	2017.01.17	OPL	Professional engineering services to undertake the design of the Riverside South Community Centre.	PE	A	\$ 33,698.23	MORIYAMA & TESHIMA ARCHITECTS OTTAWA ON	
3	45076727	2017.01.23	OPL	2017 subscription for Enriched Content for the Integrated Library System.		E	\$ 36,472.18	SIRSIDYNIX KITCHENER ON	Section 22(1)(a) Proprietary Rights
4	45082786	2017.02.01	OPL	Professional Project Management Services for the Central Library Development Project.	PE	A3	\$ 285,483.74	TIREE FACILITY SOLUTIONS OTTAWA ON	
5	45083962	2017.02.09	OPL	To supply and deliver ten (10) AWE (Manuf.) Learning All-In-One Early Literacy Stations and one (1) AWE Learning Tablet.			\$ 50,880.00	EARLY LITERACY STATIONS CANADA WATERLOO ON	Section 22(1)(d) Absence of competition for technical or other reasons
6	45083972	2017.02.13	OPL	Supply and deliver a service desk and credenza to the Carlingwood Library Branch.			\$ 34,547.52	LIBRARY OUTFITTERS STITTSVILLE ON	Section 22(1)(d) Absence of competition for technical or other reasons
7	45083973	2017.02.13	OPL	Supply and deliver a service desk and credenza to the Sunnyside Library Branch.			\$ 15,900.00	LIBRARY OUTFITTERS STITTSVILLE ON	Section 22(1)(d) Absence of competition for technical or other reasons
8	45083986	2017.02.15	OPL	Supply and deliver Mobile, Stationary, and Single Faced Shelving to the Sunnyside Library Branch.			\$ 70,573.48	LIBRARY OUTFITTERS STITTSVILLE ON	Section 22(1)(d) Absence of competition for technical or other reasons
9	45083991	2017.02.15	OPL	Supply and deliver a service desk and credenza to the Nepean Centrepointhe Library.			\$ 34,547.52	LIBRARY OUTFITTERS STITTSVILLE ON	Section 22(1)(d) Absence of competition for technical or other reasons
10	45084026	2017.02.24	OPL	Development work for redesign of the kids web subsection for the Ottawa Public Library website.	PE		\$ 23,989.92	COLDFRONT LABS INC OTTAWA ON	
11	45084028	2017.02.24	OPL	Fairness Commissioner Services for the Ottawa Central Library Development Project in connection with the procurement processes to select an Architectural Consultant Team and Project Management Service.	PE	A3	\$ 25,676.69	PSC THE PUBLIC SECTOR COMPANY LTD OTTAWA ON	
12	45084088	2017.03.07	OPL	Supply and deliver mobile wood shelving on the second floor of Main Library Branch.			\$ 15,902.73	LIBRARY OUTFITTERS STITTSVILLE ON	Section 22(1)(d) Absence of competition for technical or other reasons
13	45084113	2017.03.13	OPL	Supply and deliver a service desk and credenza to the North Gloucester Library.			\$ 34,547.52	LIBRARY OUTFITTERS STITTSVILLE ON	Section 22(1)(d) Absence of competition for technical or other reasons

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14	46457094	2017.03.14	OPL	Temporary help services to provide strategic support coordination for the Ottawa Public Library.	PE	A	\$ 36,873.24	EXCEL HUMAN RESOURCES OTTAWA ON	
15	45084181	2017.03.23	OPL	Professional research services to provide public input into Hours of Operation Review report.	PE		\$ 55,393.06	NANOS RESEARCH TORONTO ON	
16	45084193	2017.03.24	OPL	Purchase of radio frequency identification (RFID) self-serve checkout kiosk equipment for three (3) Library Branches.			\$ 38,956.02	SIRSIDYNIX KITCHENER ON	
17	45084210	2017.03.28	OPL	Supply and deliver a service desk and credenza to the St. Laurent Library.		A	\$ 42,963.67	LIBRARY OUTFITTERS STITTSVILLE ON	Section 22(1)(d) Absence of competition for technical or other reasons
18	45084214	2017.03.28	OPL	Professional Strategic Advisory Services to develop a business case related to options for the renewal of the Rosemount Branch.	PE		\$ 75,633.12	THE BOXFISH GROUP OTTAWA ON	
19	45084216	2017.03.29	OPL	Purchase one (1) Smartserve 1000 freestanding kiosk for the Sunnyside Branch.			\$ 15,410.53	SIRSIDYNIX KITCHENER ON	
20	45082852	2017.04.03	OPL	Provision of ten thousand Internet cards and sixty thousand adult library cards for various libraries.		A	\$ 49,150.08	ITC SYSTEMS TORONTO ON	Section 22(1)(a) Proprietary Rights
21	45084272	2017.04.06	OPL	Provision of hosting services, managed services, maintenance and support for the Ottawa Public Library's web infrastructure and operating systems.			\$ 72,040.48	COLDFRONT LABS INC OTTAWA ON	
22	45084341	2017.04.20	OPL	Supply, deliver and install of metal shelving at the St. Laurent Library.			\$ 18,334.65	LIBRARY OUTFITTERS STITTSVILLE ON	Section 22(1)(d) Absence of competition for technical or other reasons
23	45084455	2017.05.08	OPL	Professional Services to develop and deliver the Strategic Planning Session with the OPL Board, Senior Management and Community Engagement.	PE		\$ 30,606.37	OVERLAP ASSOCIATES INC. KITCHENER ON	Section 22(1)(h) Professional Services < \$50,000
24	45084471	2017.05.09	OPL	To undertake the redesign and redevelopment of a joint facilities website between Archives Canada and the Ottawa Public Library.	PE		\$ 25,491.90	COLDFRONT LABS INC OTTAWA ON	
25	45084505	2017.05.12	OPL	To supply and deliver Stationary and Mobile Shelving Units for the Ottawa Public Library, Alta Vista and Carlingwood Branches.		A	\$ 194,632.13	MONTEL SMARTSPACE OTTAWA INC GATINEAU QC	

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26	45077555	2017.05.23	OPL	Four digital content subscriptions for Ottawa Public Library e-books.		E	\$ 20,352.00	OVERDRIVE INC CLEVELAND OH	Section 22(1)(a) Proprietary Rights
27	45084573	2017.05.23	OPL	To supply, deliver, and install metal shelving at the Dickinson Branch.			\$ 39,447.57	LIBRARY OUTFITTERS STITTSVILLE ON	Section 22(1)(d) Absence of competition for technical or other reasons
28	45084574	2017.05.23	OPL	To supply, deliver, and install metal shelving at the Hazeldean Branch.			\$ 32,521.55	LIBRARY OUTFITTERS STITTSVILLE ON	Section 22(1)(d) Absence of competition for technical or other reasons
29	45083034	2017.05.29	OPL	Annual subscription services for BiblioCommons Catalogue web-based software.		E	\$ 127,076.29	BIBLIOCOMMONS INC TORONTO ON	Section 22(1)(d) Absence of competition for technical or other reasons
30	45084633	2017.05.31	OPL	Supply, deliver and install two (2) Smartserve 400 - RFID Self-Checkout Kiosks to the Nepean Centrepointhe Library Branch.			\$ 17,076.85	SIRSIDYNIX KITCHENER ON	
31	45084694	2017.06.08	OPL	Supply, delivery and installation of one-seat Zola lounge chairs to the to the Orléans branch and Blackburn Hamlet branch of the Ottawa Public Library (OPL).			\$ 19,928.68	COHEN AND COHEN NEPEAN ON	
32	45084733	2017.06.15	OPL	Supply and deliver three hundred and forty-five thousand (345,000) radio frequency identification (RFID) tags.		E	\$ 123,568.18	BIBLIOTHECA CANADA INC OTTAWA ON	
33	45081484	2017.06.16	OPL	Professional Facility Planning Services for the Ottawa Central Library Functional Building Program.	PE		\$ 35,610.91	RPG - RESOURCE PLANNING GROUP INC VANCOUVER BC	

Purchasing Report – Glossary of Terms

Professional Services

Professional Services means services requiring the skills of professionals for a defined service requirement or for a specific project related deliverable including but not limited to the areas of engineering, architecture, design, planning, information technology, financial auditing and fairness commissioners.

Denoted in report as:

- [PE] Professional Services – Specialized Expertise*
- [PO] Professional Services – Business Model required Outsourcing*
- [PI] Professional Services - Independent Third Party Oversight*
- [PR] Professional Services – Regulatory Requirements*
- [PW] Professional Services – Fluctuations in workload or lack of internal resources*
- [PP] Professional Services – Proprietary Service or unique market position*

Consulting Services

Consulting Services means assistance to management, including but not limited to the areas of strategic analysis, organizational design, change management, policy development, feasibility studies and other services intended to assist decision making within the organization.

Denoted in report as:

- [CE] Consulting Services – Specialized Expertise*

Amendment

An amendment is an increase in the scope of an approved contract, which is unanticipated. Those amendments that are both greater than \$50,000 and 50% of the original contract will be identified separately in the quarterly report as directed by Council on 25 October 2006.

Denoted in report as:

- [A] Amendment*
- [A3] Amendment - >\$50,000 and 50% of original contract*

Follow-on Contract & Extensions

A follow-on contract differs from an amendment in that the original contract or bid solicitation document recognizes the fact that it is likely that the initial defined contract scope may be expanded to include a number of related phases that are either included in the tender document, or are customary in relation to the work assignment. Rates charged for the follow-on contract are reviewed by the Supply Branch, and must be based on those rates proposed by the service provider in the original competitive bid.

Denoted in report as:

[F] Follow-on Contract

An extension to a contract is not categorized as an amendment or a follow-on contract. An extension is a contract term allowing the City to continue purchasing the good or service for an extended period of time where the option to extend the contract was outlined in the bid document, or is deemed to be in the best interest of the City.

Denoted in report as:

[E] Extension

Where a contract contains no option for renewal, Supply has delegated authority under the Purchasing By-law to extend the contract for a period of time no greater than two years from the date of the expiration provided that:

- (a) Supply and the Director/General Manager agree that based on market conditions or an analysis of future conditions, cost savings or cost avoidance can be obtained by a renewal; and
- (b) The supplier's performance and vendor relations with the supplier have both exceeded the requirements of the Contract.

Denoted in report as:

[E32(2)] Extension – as per Section 32(2) of the Purchasing By-law

Non-Competitive Purchases

22(1) The requirement for competitive bid solicitation for goods, services and construction may be waived under joint authority of the appropriate Director/General Manager and the Supply Branch and replaced with negotiations under the following circumstances:

- a) where competition is precluded due to the application of any Act or legislation or because of the existence of patent rights, copyrights, technical secrets or controls of raw material,*
- b) where due to abnormal market conditions, the goods, services or construction required are in short supply,*
- c) where only one source of supply would be acceptable and cost effective,*
- d) where there is an absence of competition for technical or other reasons and the goods, services or construction can only be supplied by a particular supplier and no alternative exists,*
- e) where the nature of the requirement is such that it would not be in the public interest to solicit competitive bids as in the case of security or confidentiality matters,*
- f) where in the event of a "Special Circumstance" as defined by this By-law, a requirement exists,*
- g) where the possibility of a follow-on contract was identified in the original bid solicitation,*
- h) where the total estimated project cost for professional services does not exceed \$50,000, or*
- i) where the requirement is for a utility for which there exists a monopoly.*