

ATTACHMENT C

Key Performance Indicators & Annual Report		Results from period 2023 July 1 to 2024 June 30
Process KPIs:		
<p>Process indicators measure if Nanaimo is actively using sustainability criteria to impact its procurement decisions. This type of measure indicates to what extent procedures, resources, and knowledge are being used to effectively apply Policy directives. Process Indicators are critical to the early stages of a program, and it is common practice to focus on these in the first year of implementation.</p>		
1	Number of employees who attended at least 1 BCSPi webinar, CCSPI peer exchange, or internal procurement 101 session.	4
2	Number of bids issued to market that included mandatory or desirable sustainability criteria.	11
3	Number of bidders who responded to the RfX with sustainability criteria.	30
4	Number of bidders who responded to the sustainable criteria in the RfX.	20
5	Average weighting allocated to sustainability criteria in competitive bids.	10.00
6	Number of draft bids where feedback was solicited and # of vendors who responded.	0
7	Number of items received and repurposed to other departments through the Asset Recovery Program	25
8	Number of items received and resold via the Asset Recovery Program through BC Auction	154
9	Dollar value received of items received and resold via the Asset Recovery Program through BC Auction	\$ 149,980.73
Outcome Indicators:		
<p>Outcome Indicators measure the environmental and social impacts that result from incorporating sustainability into procurements. Outcome indicators measure the extent to which the use of sustainability criteria in the selection of products and vendors results in improved outcomes, such as using less energy, consuming fewer resources, reducing GHG emissions, creating less waste, or creating social value such as creating local jobs and working with diverse suppliers. These KPI's are frequently harder to track and may require certain infrastructure or procedures to accurately measure.</p>		
1	Refer to Outcome Indicators tab for information gathered on Opportunities awarded July 1, 2022 to June 30, 2023 and Asset Recovery tab for information gathered on assets repurposed within the City or sold through BC Auction	

City of Nanaimo

Summary of RFX Documents - Sustainable Procurement
July 1, 2023 to June 30, 2024

Award Date	File #	Project Name	Award Amount	Awarded Vendor	Trade Agreements	Number of Submissions	Evaluation Criteria	Sustainable Procurement Valuation
20-Jul-23	3398	On-call plumbing services	\$300,000.00	Coastal Drain Cleaning Services Ltd. dba. Roto Rooter	NWPTA CFTA	2	<p>Desired and Weighted Criteria:</p> <p>1. Describe systems, policies or practices you will use to engage with Vancouver Island indigenous persons to provide socio-economic opportunities such as employment, or skills training. The City requires information on this initiative and whether the engagement has been successful or not. Please explain how the Proponent intends to engage with Vancouver Island indigenous persons to provide employment, or skills training and how the results will be reported to the City, successful or not. For example, reporting information may include the number or percentage (%) of individuals engaged to participate and the number or percentage (%) of individuals who gained an opportunity.</p> <p>2. The City of Nanaimo acknowledges a specific skill set is required for Plumbing Services, providing an opportunity for employment training, skills training, career mentoring, and/ or apprenticeship opportunities for the Nanaimo workforce. Provide information on the number or percentage (%) of individuals who will participate in a workforce development opportunity during this project. In addition, explain the work opportunity, and who the recipient(s) is (are). Explain how the workforce hours will be reported to the City upon project completion or when requested.</p>	No real commitment was made by the Vendor regarding workforce development. Following up and enforcement would require additional resources that are not currently available.
14-Nov-23	3396	Printing Services	\$40,000.00	Elite Software Corp	NWPTA CFTA	3	<p>Desired and Weighted Criteria:</p> <p>1. Describe any environmental (green) initiatives that your company has undertaken in production processes, materials, equipment, certifications, reduction in waste, water or energy.</p> <p>2. What is your company's process for recycling/disposal of end of life equipment used in the production of Print Material.</p> <p>3. Describe any training, policies, procedures, and educational programs the Proponent has in place to keep current in the field, observing best practices and ensuring that its personnel employ best practices, remain well trained and educated to be current in the Work required by this RFP.</p> <p>4. Tell us how you contribute to the local economy.</p> <p>5. State if your firm has a sustainability policy in place or are taking steps to create one.</p>	All three Proponents addressed the requirements in their proposals. All three Proponents have a sustainability policy in place. Only two Proponents responded to "Tell us how you contribute to the local economy with a response that could be tracked."
23-Oct-23	3346	Road Salt – Supply and Delivery	\$265,800.00	Lafarge Asphalt Technologies (a Member of LafargeHolcim)	NWPTA CFTA	2	<p>Desired and Weighted Criteria:</p> <p>1. Describe your current solution, policies you are working on to reduce GHG emissions.</p> <p>2. Describe the systems, policies and/or practices you in place of any regulated chemicals used such as a Safety Data Sheet (SDS).</p> <p>3. Describe any employment training, skills training, career mentoring, and/or apprenticeship opportunities you provide within your company.</p> <p>4. Describe the Proponent's contribution to the local community. Examples may include subcontracting, purchasing from local suppliers, partnerships with local organizations, in-kind community contributions.</p> <p>5. Describe the systems, policies and/or practices you use to ensure compliance with minimum labour standards in your supply chain.</p> <p>6. Workplace Health & Safety: Describe the systems, policies and/or practices in place for all employees for physical safety and mental/emotional wellness.</p> <p>7. Identify if your company currently has in place or currently developing a Sustainability Policy within your organization.</p>	The successful Proponent responded to all the requirements in their proposals. The unsuccessful Proponent did not provide a response to item 1, or item 7, indicating N/A.
22-Aug-23	3284	GIS Consulting Services	\$25,000.00	Casly Consulting Ltd.	NWPTA CFTA	12	<p>Desired and Weighted Criteria:</p> <p>Describe systems, policies or practices you will use to engage with Vancouver Island indigenous persons to provide socio-economic opportunities such as employment, or skills training. The City requires information on this initiative and whether the engagement has been successful or not. Please explain how the Proponent intends to engage with indigenous persons to provide employment, or skills training and how the results will be reported to the City, successful or not. For example, reporting information may include the number or percentage (%) of individuals engaged to participate and the number or percentage (%) of individuals who gained an opportunity.</p> <p>The City of Nanaimo acknowledges a specific skill set is required for Geographic Information Systems, providing an opportunity for employment training, skills training, career mentoring, and/ or apprenticeship opportunities for the Nanaimo workforce. Provide information on the number or percentage (%) of individuals who will participate in a workforce development opportunity during this project. In addition, explain the work opportunity, and who the recipient(s) is (are). Explain how the workforce hours will be reported to the City upon project completion or when requested.</p>	The responses varied some companies have policies and practices in place to engage indigenous persons and offer skills and job training. Where others said they were open to hiring indigenous people, but no plan existed and some did not provide any information. 6 out of 12 proposals received less than half to no points for this criteria.
01-Jun-23	3389	Civil GIS Consulting Services	\$500,000.00	Tetra Tech Canada Inc.	NWPTA CFTA	1	<p>Desired and Weighted Criteria:</p> <p>Describe systems, policies or practices you will use to engage with Vancouver Island indigenous persons to provide socio-economic opportunities such as employment, or skills training. The City requires information on this initiative and whether the engagement has been successful or not. Please explain how the Proponent intends to engage with indigenous persons to provide employment, or skills training and how the results will be reported to the City, successful or not. For example, reporting information may include the number or percentage (%) of individuals engaged to participate and the number or percentage (%) of individuals who gained an opportunity.</p> <p>The City of Nanaimo acknowledges a specific skill set is required for Geographic Information Systems, providing an opportunity for employment training, skills training, career mentoring, and/ or apprenticeship opportunities for the Nanaimo workforce. Provide information on the number or percentage (%) of individuals who will participate in a workforce development opportunity during this project. In addition, explain the work opportunity, and who the recipient(s) is (are). Explain how the workforce hours will be reported to the City upon project completion or when requested.</p>	The single response met the requirements of the opportunity. Following up and enforcement on the submission assurances made would require additional resources that are not currently available.

City of Nanaimo

Summary of RFX Documents - Sustainable Procurement
July 1, 2023 to June 30, 2024

Award Date	File #	Project Name	Award Amount	Awarded Vendor	Trade Agreements	Number of Submissions	Evaluation Criteria	Sustainable Procurement Valuation
13-Oct-23	3348	Winter Maintenance – Snow and Ice Control 2023-2024	\$400,549.41	Windley Contracting Ltd.	NWPTA CFTA	1	Desired and Weighted Criteria: 1. Describe the Proponent's hiring practices for industry and/or skills training. 2. Identify your proposed solution to reduce carbon emissions. 3. Identify if your company has a code of conduct that recognizes minimum labour standards and promotes fair employment practices. 4. Describe the Proponent's contribution to the local community. Examples may include subcontracting, purchasing from local suppliers, partnerships with local organizations, in-kind community contributions. 5. Workplace Health & Safety: Describe the systems, policies and/or practices in place for all employees for physical safety and mental/emotional wellness.	Bidder addressed the sustainable requirements in their Proposal.
23-May-24	3480	Scrap Metal Recycling Services	Revenue Contract	ABC Recycling Ltd. (Nanaimo)	NWPTA CFTA	2	Desired and Weighted Criteria: 1. The City of Nanaimo aims to reduce its carbon footprint. Describe the systems, policies and/or practices you use to understand and manage your energy consumption to reduce GHG emissions. Are there methods for calculating GHG emission on an annual basis in place. 2. Tell us about employment training, skills training, career mentoring, and/or apprenticeship opportunities you can provide within the provision of the Services. 3. Describe the systems, policies and/or practices you have to promote wellness, active living, and/or work-life balance programs for all employees including strategies to manage physical safety and mental/emotional wellness. 4. Tell us about the systems, policies and/or practices you use to support local economic development in the provision of the Services; such as sub-contracting and purchasing from local suppliers, partnerships with local organizations, and/or providing employment and skills training opportunities for the local workforce in your area.	Both Proponents addressed the requirements in their proposal however the successful Proponent provided an in-depth response netting them a score of 8.33 out of the maximum 10.00 marks.
03-Oct-23	3240A	Direct Digital Control System Preventative Maintenance, Repair & Support Services - Metasys Controls	\$120,000.00	Johnson Controls Canada LP	NWPTA CFTA	1	Desired and Weighted Criteria: 1.State if you have a Sustainability Policy in place or are working towards creating. 2.Describe the Proponent's hiring practices for industry and/or skills training. 3.Identify your proposed solution to reduce carbon emissions. 4.Does your company have a recycling program in place? If yes, what items do you recycle? 5.Identify if your company has a code of conduct that recognizes minimum labour standards and promotes fair employment practices. 6.Describe the Proponent's contribution to the local community. Examples may include subcontracting, purchasing from local suppliers, partnerships with local organizations, in-kind community contributions. 7.Workplace Health & Safety: Describe the systems, policies and/or practices in place for all employees for physical safety and mental/emotional wellness.	Successful Proponent has a Sustainability Policy in place and suitably responded to most of the requirements.
03-Oct-23	3240B	Direct Digital Control System Preventative Maintenance, Repair & Support Services - Delta Controls	\$300,000.00	Ainsworth Inc.	NWPTA CFTA	1	Desired and Weighted Criteria: 1.State if you have a Sustainability Policy in place or are working towards creating. 2.Describe the Proponent's hiring practices for industry and/or skills training. 3.Identify your proposed solution to reduce carbon emissions. 4.Does your company have a recycling program in place? If yes, what items do you recycle? 5.Identify if your company has a code of conduct that recognizes minimum labour standards and promotes fair employment practices. 6.Describe the Proponent's contribution to the local community. Examples may include subcontracting, purchasing from local suppliers, partnerships with local organizations, in-kind community contributions. 7.Workplace Health & Safety: Describe the systems, policies and/or practices in place for all employees for physical safety and mental/emotional wellness.	Successful Proponent has a Sustainability Policy in place and suitably responded to most of the requirements.
15-Dec-23	3441	Supply and Delivery of Public Waste Receptacles Enclosures	\$172,778.15	Carlisle Services Ltd.	NWPTA CFTA	3	Desired and Weighted Criteria: a. Energy Use and Efficiency - Nanaimo aims to decrease energy use. Tell us how the design and use of your product/service will contribute to our strategies to reduce energy demand. b. Waste Reduction Packaging - Nanaimo aims to reduce our waste footprint. We strive to reduce packaging associated with acquiring various products. Increasingly vendors are introducing innovative programs to reduce packaging. Tell us how the design and use of your product will contribute to our packaging reduction efforts. c. Waste Reduction: Lifecycle - Nanaimo aims to reduce our waste footprint. Tell us how you have addressed waste minimization/diversion of waste from landfill in the design of your product and its associated production, delivery, use, and disposal.	Out of three (3) Submissions: One Proponent addressed the requirements in their proposal; One Proponent did not address the requirements; One Proponent provided a general overview which did not sufficiently address the requirements.
11-Dec-23	3463	Supply, Deliver & Install – Temporary New Pre-Fabricated Washroom	\$387,843.75	Fort Modular Inc.	NWPTA CFTA	2	Desired and Weighted Criteria: 1. Provide details of applicable corporate sustainability, including information on your sustainability practices, the focus of which should be related to energy management and waste reductions 2. Provide details of efforts to reduce emissions from operations which may include: o Energy efficiency o Vehicle fuel efficiency o Greenhouse gas reductions 3. Provide details on your company's Corporate Social Responsibility initiatives. 4. Describe the Proponent's contribution to the local community. Examples may include subcontracting, purchasing from local suppliers, partnerships with local organizations, in-kind community contributions. 5. Describe how the proposed washroom design incorporates other potential environmental considerations such as low carbon, recycled and healthy material (e.g. zero/low VOC, Free of plasticizers). 6. Please state if the Supplier has a waste management plan for disposing all debris, trash and unsuitable materials collected under this Project. 7. Workplace Health & Safety: Describe the systems, policies and/or practices in place for all employees for physical safety and mental/emotional wellness.	Out of three (3) Submissions: One (1) Proponent addressed only 1 of the requirements in their proposal (Item 7 Workplace Health & Safety) One (1) Proponent addressed all the requirements in their Proposal.
In-Progress Opportunities								
	3650	As and When Requested Landscape Restoration Services						
	3709	Frank Crane Concession Operator						
	3284	GIS Consulting Services						
	3796	Fitness Equipment – Preventative Maintenance and Repair						
	3649	Cliff McNabb Arena Lighting Renewal						
	3693	Supply and Delivery of Firefighter Duty Jackets						
	3812	Beban Park Social Centre Room #6 Renovation						
Upcoming Opportunities								
	3702	Landscape Maintenance Services – High Profile Locations						
	3676	Stationery Supply						
	3822	Supply and Delivery of Firefighter Thermal Jackets						

City of Nanaimo

Sustainable Outcome Indicators Summary of contracts awarded July 1, 2022 to June 30, 2023

Award Date	File #	Project Name	Award Amount	Awarded Vendor	Original Evaluation Criteria	Sustainable Outcome Summary
2022 Aug 26	3167	Fire Extinguishers, Suppression, Alarms, Emergency Lighting & Sprinkler System Maintenance	\$ 16,926.48	Calendonia Fire Protection	<p>Desired and Weighted Criteria was used: Sustainability 10 The City of Nanaimo's core vision is to be a livable, sustainable City. To attain that vision the City has enacted a Strategic Action Plan, where a range of environmental, social, and ethical objectives have been identified and prioritized. The City further recognizes the key role of Procurement and Supply Chain activities in the furtherance of sustainability goals. The City must ensure that Nanaimo's procurements are made with meaningful consideration of how the organization can make tangible improvements on our environmental, social, ethical and economic objectives. Ultimately, the City desires a diverse, inclusive, and fairly paid local and international supplier base and wants to be a catalyst for social and environmental innovation in the marketplace. The following questions are designed to assess the Proponent's ability to align with the City's sustainability priorities. Please refer to Appendix E – City of Nanaimo Sustainability Priorities for a summary of the City's Environmental, Social, and Ethical Priorities.</p> <p>Environmental a. Describe the systems, policies and/or practices you use to reduce, reuse, and recycle waste, associated with by-products of production and other operational activities, and to work towards a circular economy through the repurposing of materials/waste. Describe how you manage and reduce your energy consumption.</p> <p>Social b. Describe the policies and/or practices your organization has in place to promote diversity and inclusion in your workplace, including efforts to diversify your workforce with respect to representation of equity seeking groups. Provide a copy of relevant policies for Inclusive Hiring and/or Diversity and Inclusion. c. Describe systems, policies or practices you will use to engage with indigenous persons to provide socio-economic opportunities such as subcontracting, employment, or skills training. The City requires information on this initiative and whether the engagement has been successful or not. Please explain how the Proponent intends to report the results to the City, successful or not. For example, reporting information may include the number or percentage (%) of individuals engaged to participate and the number or percentage (%) of individuals who gained an opportunity.</p> <p>Ethical d. Describe the systems, policies and/or practices you use to ensure compliance with minimum labour standards within your supply chain.</p>	Nothing reported
2022 Oct 26	3225	Supply and Installation of NetApp Storage Array	\$ 151,756.35	Long View Systems	<p>Desired and Weighted Criteria was used: Sustainability 10 a. Nanaimo aims to reduce our waste footprint. Tell us how your organization has addressed waste minimization/diversion of waste from landfill in product design and its associated production, delivery, use, and disposal. Include mandates or policies around sustainability. b. Describe the systems, policies and/or practices you use to promote wellness, active living, and/or work-life balance programs for all employees including strategies to manage physical safety and mental/emotional wellness. c. Please tell us about employment training, skills training, career mentoring, and/or apprenticeship opportunities you can provide within the provision of the service you are offering for Nanaimo.</p>	Nothing reported
2022 Nov 1	3093	Printed Business Cards, Envelopes, Forms, Letterhead, Note Pads, Tax Brochures	Estimated 1 year value: \$25,000.00	E. Madill Office Company (2001) Ltd.	<p>Desired and Weighted Criteria was used: Sustainability 5 Proponents are to provide their Proposal response in bids&tenders 'Specifications' section, Sustainability form. Proponents who have a Sustainability Policy may upload this policy in the 'Document' section of bids&tenders. Sustainability may include, but not be limited to: 1. Packing of Print Material for delivery. Reduction of waste. 2. FSC certification. If so, include proof of FSC certification, including the certification expiry date or in the case of an equivalent certification, name the certifying body as well as certification number. Provide the date that the certification was acquired. Proof of Certification can be uploaded in the 'Document' section of bids&tenders. 3. Describe any environmental (green) initiatives that your company has undertaken in production processes, materials, equipment. 4. Describe any environmental conscious procedures. 5. Provide details of any environmental certifications held by your company. 6. Identify any Energy Star equipment used in the performance of the Work. 7. Identify any paper stock, envelope stock used in the production certified. Indicate percentage of recycled content. 8. Describe any green house gas reduction initiatives. 9. Describe any employment training, skills training, career mentoring and or apprenticeship opportunities you provide within your company. 10. Tell us how you contribute to the local economy.</p>	Nothing reported
2022 Nov 8	3173	Graffiti Removal	Estimated 1 year value: \$40,000.00	Advance Pressure Washing Ltd.	<p>Desired and Weighted Criteria was used: Sustainability 10 a. Describe the systems, policies and/or practices you use to promote wellness, active living, and/or work-life balance programs for all employees including strategies to manage physical safety and mental/emotional wellness. b. Nanaimo aims to reduce toxins and hazardous substances where possible, to safeguard employee, community and ecosystem health. Tell us what steps you have taken to reduce toxic and hazardous substances in your products. c. Nanaimo actively works to conserve natural resources, including water. Tell us how the design and use of your service will contribute to the reduction of potable water consumption.</p>	Nothing reported

Award Date	File #	Project Name	Award Amount	Awarded Vendor	Original Evaluation Criteria	Sustainable Outcome Summary
2022 Dec 7	3153	Supply and Deliver Janitorial and Cleaning Products	Estimated 1 year value: \$185,951.55	Corporate Express Canada, Inc., operating as Staples Advantage Canada	Desired and Weighted Criteria was used: Sustainability 10 a. The City of Nanaimo is committed to procuring goods from companies who have sustainable policies, practices, and products. Include your company's sustainability policies and organization-level ecolabels, and information on the sustainable practices that will be applied to this agreement. b. The dispensers should be made of 100% recycled material and be 100% recyclable. Provide an explanation of how the products and your company meets this requirement.	Nothing reported
2022 Dec 12	3206	Parks Amenities	Estimated 1 year value: \$261,084.00	Habitat Systems Inc.	Desired and Weighted Criteria was used: Sustainability 10 a. Waste Reduction: Nanaimo aims to reduce our waste footprint. We strive to reduce packaging associated with acquiring various products. Increasingly vendors are introducing innovative programs to reduce packaging. Tell us how the design and use of your product will contribute to our packaging reduction efforts. b. Workforce Development: Please tell us about employment training, skills training, career mentoring, and/or apprenticeship opportunities you can provide within the provision of the service you are offering for the City of Nanaimo.	Nothing reported
2023 Jan 13	3178	Painting Services	Estimated 3 year value: \$375,000.00	Garco Coating System Ltd.	Desired and Weighted Criteria was used: Sustainability 10 Describe the systems, policies and/or practices you use to promote wellness, active living, and/or work-life balance programs for all employees including strategies to manage physical safety and mental/emotional wellness. b. Nanaimo aims to reduce toxins and hazardous substances where possible, to safeguard employee, community and ecosystem health. Tell us what steps you have taken to reduce toxic and hazardous substances in your products. c. Describe systems, policies or practices you will use to engage with indigenous persons to provide socio-economic opportunities such as subcontracting, employment, or skills training. The City requires information on this initiative and whether the engagement has been successful or not. Please explain how the Proponent intends to report the results to the City, successful or not. For example, reporting information may include the number or percentage (%) of individuals engaged to participate and the number or percentage (%) of individuals who gained an opportunity.	Nothing reported
2023 Feb 17	3231	Cemetery Landscape Maintenance	\$ 104,952.75	Acer Landscaping Ltd.	Desired and Weighted Criteria was used: Sustainability 10 1. State if your company has a sustainability policy. 2. Describe what your company is doing to reduce Greenhouse Gas (GHG) emissions. 3. How does your company contribute to the local community? Examples: sub-contracting and purchasing from local suppliers; partnerships with local organizations; in-kind community contributions. 4. Describe any systems, policies or practices you will use to engage with indigenous persons to provide socio-economic opportunities such as subcontracting, employment, or skills training. 5. Does your company have a code of conduct that recognizes minimum labour standards and promotes fair employment practices? 6. Describe if you have a Workplace Health and Safety policy or procedures in place to ensure to ensure compliance with any relevant laws and regulations which includes WorkSafe BC.	Nothing reported
2023 Feb 23	3265	Printing and Mailing Services – Property Tax Notice Packages	\$ 16,028.57	International Direct Response Services	Desired and Weighted Criteria was used: Sustainability 10 1. Proponents should identify if your firm has any sustainability policies. 2. Describe any environmental (green) initiatives that your company has undertaken in production processes, materials, paper stock equipment, certifications, packaging (reduction of waste) or any other initiatives. 3. Describe any employment training, skills training, career mentoring and or apprenticeship opportunities you provide within your company. 4. Tell us how you contribute to the local economy.	Nothing reported

City of Nanaimo

Asset Recovery Summary July 1, 2023 to June 30, 2024

Month	Number of Items Repurposed	Number of Items Sold	Selling Price
2023-Jul	2	31	\$ 2,352.11
2023-Aug	0	26	\$ 7,198.53
2023-Sep	4	18	\$ 3,496.30
2023-Oct	0	16	\$ 22,488.04
2023-Nov	0	0	\$ -
2023-Dec	0	26	\$ 33,406.99
2024-Jan	0	9	\$ 4,817.48
2024-Feb	1	5	\$ 146.01
2024-Mar	0	2	\$ 9,066.11
2024-Apr	4	12	\$ 34,253.31
2024-May	0	6	\$ 31,526.30
2024-Jun	14	3	\$ 1,229.55
TOTAL	25	154	\$ 149,980.73

Assets include end of life Fleet vehicles and equipment, other end of life City assets, and RCMP unclaimed exhibits