

National Capital Heavy Construction Association (NCHCA) / City of Ottawa

NOTES

Date: Friday, January 20, 2023

Time: 8:00 am to 9:00 am

Place: Microsoft Teams

PRESENT

Bruce Kenny, Joanne Graham, Robert Leach, Kevin Lamer, Rebecca Belrango, Patrick Franey, Chris Malloy, Renjit Varghese, Matt Knight, Sajjad Haque, Elsa La Corte, Kathy Sutherland, Earlane Lavergne, Dale Downey, Geoff Falls, Brian Simpson, Brian Lane, Paul Lemire, Debbie Mohr Caldwell, Darrin Alberty, Nick Gianetto

1. Ariba standard and enterprise accounts

SAP Ariba offers two accounts: Standard account with no fees or a fee-based Enterprise account.

- Enterprise account fees aren't standard, they are calculated based on the transaction and \$ volumes going through the account. This means it's possible to choose an Enterprise account, not incur fees for years.
- Because suppliers can transact with the City using a free account, the cost for Enterprise accounts does not need to be accounted for in the tenders.
- The City assumes that all accounts are standard accounts, so we default to sending Purchase Orders that can be accepted by Standard accounts but when the vendor has an existing Ariba account that's an Enterprise account and they accept the PO using that account then it will be subject to Enterprise account fees.
- Given we have had a few recent cases of vendors being surprised by fees, we will proactively send a communication to all Enterprise account holders who transact with the City to advise them of these fees and include instructions on how to downgrade their accounts to Standard accounts.
- If a vendor incurs fees and doesn't pay, their account could be suspended. If this happens, they can file a dispute with Ariba support,

2. Review Notes of Previous Meeting

Bidder guidance materials - Part of Supply's 2023 work plan is to update bidder guidance material. The Industry agreed to review and provide comments on the draft document.

Follow-up – Supply has completed all the factual corrections to the guidance material. Supply will be reaching out to the Industry to get their feedback on helpful corrections to the document.

Action – City to send to the Industry.

3. Excess Soils Reminder to Soil Haulers

The Industry was reminded of their requirements under Section 18 of the regulation that as of January 1st, transportation of excess soils requires written or digital haul records to be available whenever transporting. The Industry was encouraged to share feedback on how this is going to the City.

4. Pre-payment for materials and storage

The City has been getting more requests for pre-payment of materials. Space and security at City facilities is limited. In order to ensure that the materials are available when needed, the City will have conditions for pre-payment. The Industry noted that Contractors have insurance for material stored on site. They also suggested that January/February is a good time to work on a framework for this issue. Supply noted that pre-payment is an exception to City Policy. The Industry asked for a copy of the policy to review. As this is an internal document, it may not be able to be sent externally, if not, a summary of the Policy will be included with the Notes of Meeting.

Action – Supply/Cheryl

5. Pre-populated unit rates

The Industry provided examples of rates that are out of date. The City suggested that the Industry send over a list of the rates they would like increases on to the spec committee. A breakdown of co-ordination, third party costs, etc will be provided for Paid Duty Officer item.

Action - Industry

6. City Org chart

The City will provide them for Drinking Water, Sewer, Operations, Traffic and Infrastructure Services.

Action - City

7. List of Major 2023 Projects

The City will provide an overview at the Education Series. After March 1st, the budget will be solidified and a list can be provided.

Action - City

8. Locates

A lot of work has been done. The City is hoping this spring there will be improvements. This is also a topic at the Educational Series.

9. Paid Duty Officers

Continues to be an issue and the City is looking at options to address it. After the Educational Series, and before construction season starts, a meeting will be set up with NCHCA/City/Locates/OPS representatives to discuss. This will be a topic at the Educational Series.

Action – City to set up a meeting

10. Roundtable

Quality of Tendered Documents – More quality control is needed before projects go out to tender. PM's are rushing to get tenders out before the blackout period. Bruce will remind PM's the importance of reviewing the document before it gets tendered.

NEXT MEETING

Friday, February 17, 2023

8:00 – 10:00 am

Microsoft Teams