

TRENT UNIVERSITY

Fiscal 2008 was a year of challenges and opportunities for Trent's Purchasing Office. We again experienced significant staff changeover; half of our Purchasing staff have been with the University one year or less.

Our participation with the Ontario Education Collaborative Marketplace continues to draw on limited resources but efforts reached a very important milestone in late March when the Ministry of Finance approved funding for Phase III. Now the hard work of implementation will begin. Trent is scheduled to join the marketplace in early 2009.

Purchasing efforts to gain more influence in Physical Plant tendering activity continued in 2007 and has led to greater involvement in the early stages of facility projects. In late December 2007 we issued a first prequalification for general contractors. The resulting list of pre qualified bidders will be called upon for renovation and alteration projects up to \$3million in value and have already completed two tender calls. Physical Resources staff actually accepted our invitation to join Purchasing staff at the legal seminar sponsored by OUPMA in late February.

As we approached fiscal year end we were completing final preparations for OUPMA's Annual Spring Conference and preparing for our first CFI Monitoring visit; both events taking place in May 08.

Major Projects Summary

Student Housing Development Opportunity: Purchasing participated in a major proposal call and evaluation which will bring a private sector developer of student housing and retail facilities to campus. The facilities will be built on University endowment lands.

Athletic Complex Expansion: The University is planning a major expansion and upgrade to our existing 40 year old athletic facility. Purchasing was involved in the competitive selection of the Project Architect. The expansion, when complete, will house several student services and well as a new student commons area and fitness center.

General Contractor Prequalification: Purchasing, Physical Resources and Health and Safety staff completed a prequalification exercise for General Contractors. This is the first prequalification for General Contractors on projects valued up to \$ 3 Million. Eleven Generals were pre qualified from a respondent pool of thirty eight. The eleven are actively engaged in bidding for renovations at Trill and Lady Eaton Colleges to be completed this summer.

Summary of MERX Bid Activity January to Dec 2007

TOTAL Bid opportunities posted to MERX 41

Scientific Equipment opportunities **30**

Physical Plant Opportunities **6**

Professional Services/ All Other **5**

Scientific Equipment Contracts issued:

UV Visible Spectrophotometer - Awarded to Mandel Scientific - \$20,000
Total Organic Analyzer – Awarded to Mandel Scientific - \$36,000
Spectrofluorometer – Awarded to Sprecra Research - \$37,000
Asymetric Flow Field Fractionation System – Award to Post Nova Analytics \$88500
Continuous Wave Laser System with Light Sheet Optics – Award to
Environmental Chambers – Three Room – Awarded to Conviron \$618,000
Bench Top Solar Simulator – Awarded to R B Atlas - \$56,000
Automated Ambient Air Mercury Speciation System – Awarded to URG - \$14,000
Fractionation System – Awarded to Post Nova - \$58,682
Automatic Florescence Detector for Mercury Measurements – Awarded to Tekran \$96,000
Ganna Counter – Awarded to Perkin Elmer Life Sciences - \$39,000
Cell Counter and Viability Analyzer – Awarded to Beckman Coulter - \$58,000
Cell Sorter – Awarded to BD Biosciences - \$34,000
Pulsed Tunable Laser System – Awarded to Spectra Physics - \$163,000
FT IR Spectrometer – Awarded to Varian Canada - \$73,000

Physical Resources Contracts:

Prequalification for General Contractors: 11 General Contractors prequalified -
Otonabee College Residence Carpet Installation Awarded to Peterborough Carpetland \$235,000
Construction of Cast In Place Stair and Walkway – Award to Cressman Tree and Landscape \$216,000
Architectural Design Services – Athletic Facility Expansion – Award to Shore Tilbe \$ 1,500,000
Electronic Card Access System – Award to Trent Security – estimated value \$96,000
Snow Removal Contract – Awarded to Kawartha Capital – 3 year contract estimated \$400,000 –
450,000
Solar Powered Pay and Display Parking Access – Awarded to Cale Systems – Phase 1 \$24,000

Professional Service Contracts

Advertising Campaign and Graphic Standards – Award to Scott Thornley and Company \$225,000

Helicopter Services – Moose and wolf tracing – Award to Heli-Horizons \$75,000

On Line Virtual Tour - Awarded to Resolution Interactive Media - \$46,000

Call Centre Software re Fundraising – Award to Moonfire Corporation \$18,500

Fair Trade Purchasing

Our Fair Trade Outreach Co-ordinator has completed a busy and successful year. Some of the highlights this year included: Fair Trade chocolate and information package incorporated into Student Intro Week Packages; published a two page article describing sweatshop conditions in clothing factories in El Salvador where she spent the summer working with the Workers Rights Consortium; assisted in the organization of a 3 day Ethical Procurement Conference; interviewed on local cable channel regarding the University's Fair Trade Policy; successfully advocating for an Ethical Standard Commissioner position within the Trent Central Student Association; and providing background research into suppliers for Physical Resources staff uniforms and team uniforms in Athletics.

Customs

We have experienced a substantial increase in the volume and complexity of customs clearances during the last 12 months. Clearances for the year ending March 30, 2008 totaled 348, up 38% over the previous 12 month period. The hiring of a number of new faculty and their research grants has broadened the range of research related imports.

PENDING PROJECTS

- Construction of the Athletic Building Addition
- Furnishing of repurposed - Trill College Graduate Student Spaces
- Construction of Module C in the DNA Forensic Facility.
- RFP for Vendor of Record Notebook and Desktop Computing. This project will encompass standardized desktop and notebooks for a minimum three year contract. Estimated value \$1.5 million.
- RFP for Cleaning Supplies
- Review of University Procurement Card
- Review of University land transportation contract

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