

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT

(FINANCIAL SERVICES, TAXATION & CORPORATE CONTROLLER DIVISION - PROCUREMENT SECTION - LOCATION - 120 KING ST. W., 9th FLOOR)

PROCUREMENT CONTRACT COORDINATOR - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Procurement Manager provides administrative support to the Procurement Section of the Financial Services Division by providing contract management for all goods and service contracts issued by the Procurement Section. Assists procurement staff on day-to-day administrative functions relating to the award of new and renewing contracts.

GENERAL DUTIES

Prepares standard correspondence related to request for tenders and proposals including: spreadsheets, letters, emails, reports, forms and notifications.

Compiles contract documents for execution by both the City and vendor, which shall include copying and binding of all documentation. Consults with Procurement staff and Legal Services staff when necessary. Forwards contracts to vendor and City departments for execution. Ensures all documentation received by vendor complies with tender/proposal requirements

Conducts business name searches, other verification and due diligence searches in preparation of contract award.

Performs any due diligence to ensure that contracts are not awarded to vendors currently in litigation with the City.

Ensures contract files have all required and supporting documents, are closed and properly documented in a central database. This includes securing from awarded vendors all required insurance certificates, WSIB clearance certificates, zoning verification reports, required licenses (trade, business, professional), performance security and police checks where required.

Ensures contract files include all executed contract documents, original submissions from bidders, all bid issuance documentation (applicable addenda, bidder meeting information). Tracks and retains all vendor performance records (ongoing and end of contract performance records).

Maintains database of all renewing contracts. Determines which contracts are up for renewal and works with the Procurement Specialist to determine if client department is open to renewing the contract or re-issuing bid document for the services. Works with the Procurement Specialist to determine what documents are required in order to renew the contract; includes securing required documents from the vendor, issuing renewal letters to vendors and following up with vendor to complete the renewal.

Maintains database of AODA vendor compliance information, WSIB clearance certificates and all insurance certificates.

Establish work priorities and schedules, ensuring timelines are met.

Emails/faxes purchase orders and updates P.O. type in PeopleSoft. Ensures transmissions are successful.

Receives and interprets legal documents such as bid bonds, letters of credit, etc., to verify compliance to tender/proposal document.

Receives and answers inquiries by telephone and in person from the public, contractors, suppliers, salespersons, staff, outside agencies, and other departments within the corporation.

Operates equipment such as photocopier and fax machine.

Creates and prepares contract evaluation spreadsheets for analysis purposes. Manipulates data in spreadsheets to evaluate bids.

Word processes form letters, memoranda and reports.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Previous related experience normally acquired through a combination of education and related work experience.
2. Certified Professional Public Buyer (CPPB) or completion of Procurement Principles Certificate an asset.
3. Previous demonstrated experience in a procurement environment with an understanding of procurement procedures and legal documents associated with Request for Tenders, Proposals and Quotes.
4. Must be detail oriented and have excellent analytical, organizational and time management skills.
5. Ability to maintain comprehensive working documents with specific attention to detail.
6. Demonstrated ability to word process correspondence and reports.
7. Computer literacy and proficiency utilizing Microsoft Office Suite (Outlook, Word and Excel) and other software programs which may be required by the Procurement Section. Knowledge of PeopleSoft would be considered an asset
8. Demonstrated ability to work effectively with others and to display and foster teamwork within the work unit.
9. Effective interpersonal and communication skills with demonstrated ability to relate to client departments, peers and the public in a tactful and courteous manner.