



TOWN OF  
**HALTON HILLS**  
*Working Together Working for You!*

## REPORT

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**TO:** Mayor Bonnette and Members of Council

**FROM:** Susan Harries, Purchasing Analyst

**DATE:** November 15, 2021

**REPORT NO.:** CORPSERV-2021-0035

**SUBJECT:** 2022 Single Source Awards

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### RECOMMENDATION:

That Report No. CORPSERV-2021-0035 dated November 15, 2021 regarding 2022 Single Source Awards be received;

AND FURTHER THAT the 2022 Single Source requests be awarded as per the list of suppliers attached as Schedule A;

AND FURTHER THAT the Senior Manager of Purchasing and Risk Management be authorized to issue purchase orders in the amount indicated in the list of suppliers as outlined in Schedule A, plus HST.

### KEY POINTS:

The following are key points for consideration with respect to this report:

- The Purchasing Policy requires an open, fair and transparent process for procuring goods and services however there may be instances where it might be feasible for the Town to single source the purchase with a particular vendor. An inclusive list of these exceptions to the competitive bid process may be found within the Purchasing Policy - Schedule I.
- A single source purchase greater than \$25,000, must be approved by Council.
- Divisional staff were consulted to determine their requirements until the end of 2021 and their expected requirements for 2022.
- Staff are requesting Council's authorization to purchase from the vendors listed in Schedule A, included as part of this report, if required.

## **BACKGROUND AND DISCUSSION:**

This report is being submitted for Council's authorization on the various items listed in Schedule A. In certain infrequent and/or unique circumstances, it would not be reasonable either due to time constraints, or the exclusive ability of vendors, to go through a competitive process for the Town's procurement activity. Outlined in Schedule A are the suppliers that the Town would like to enter into direct negotiation for the goods/services described and issue purchase orders.

The Council-approved Purchasing Policy requires an open, transparent process for procuring goods and services. The Policy also allows for circumstances where it might be prudent for the Town to single source and for the purchasing manager to negotiate the best possible price. The following are some examples:

- Where there is a need for time-sensitive goods or services such as vehicle repairs, which require a fast turnaround that would otherwise not be possible if staff were required to visit multiple vendors for estimates.
- Where there is only one source of supply for the goods or services for items which are proprietary, e.g., software.
- Where vendors have a history/knowledge of the Town, and this knowledge is critical to service delivery.
- Where there is a need for technical compatibility with existing equipment; and
- Where, in the judgment of the manager, goods are considered to be in short supply due to market conditions or needed because of a declared emergency.

A more inclusive list of exceptions to the competitive bid process can be found within the Purchasing Policy- Schedule I.

All single source purchases over \$25,000 must be approved by Council. In order to streamline the process and reduce the number of reports going to Council, an annual list of vendors has been developed to capture known single source requirements anticipated for 2022. The amounts are estimated but will remain within the individual department's budget. As a result, staff is requesting a single source designation for the suppliers listed in Schedule A and the ability to issue purchase orders for any requirements within these limits.

## **STRATEGIC PLAN ALIGNMENT:**

This report is administrative in nature and does not have an impact on the Town's Strategic Plan.

This report also identifies fiscal and corporate management as one of the Town's Strategic priorities.

**RELATIONSHIP TO CLIMATE CHANGE:**

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

**PUBLIC ENGAGEMENT:**

Public Engagement was not needed as this report is administrative in nature.

**INTERNAL CONSULTATION:**

All departments were consulted and provided input in this report.

**FINANCIAL IMPLICATIONS:**

This report will be funded through an existing approved budget source.

Reviewed and approved by,

Simone Gourlay, Senior Manager of Purchasing and Risk Management

Laura Lancaster, Acting Commissioner of Corporate Services

Chris Mills, Acting Chief Administrative Officer