



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Simone Gourlay, Senior Manager of Purchasing and Risk Management

DATE: January 5, 2023

REPORT NO.: CORPSERV-2023-0001

SUBJECT: 2023 Single Source Awards

RECOMMENDATION:

That Report No. CORPSERV-2023-0001 dated January 5, 2023, regarding 2023 Single Source Awards be received;

AND FURTHER THAT the 2023 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 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 (PLCY-2022-0003) – Schedule I.
- According to the purchasing policy, a single source purchase greater than \$50,000 (including tax) must be approved by Council.
- Departmental staff were consulted to determine their requirements until the end of 2022 and their expected requirements for 2023.

- On behalf of all departments, Purchasing has amalgamated staff requests for 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 is to ensure an open, objective and competitive process for procuring goods and services at the Town. However, the Policy also allows for circumstances where it might be prudent for the Town to purchase goods or services with one particular vendor, and for Purchasing to negotiate the best possible price. The following are some examples when it may be practical to single source with a vendor:

- Where there is a need for time-sensitive goods or services such as vehicle repairs, which require a fast turnaround time 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 e.g., law firm;
- Where there is a need for technical compatibility with existing equipment e.g., traffic signal interrupters for Fire; 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 \$50,000 including tax 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 2023. The amounts are estimated but will remain within the individual department's budget. As a result, departments are requesting a single source designation for their 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,

Laura Lancaster, Commissioner of Corporate Services

Chris Mills, Chief Administrative Officer