



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Susan Harries, Purchasing Analyst

DATE: June 19, 2023

REPORT NO.: CS-2023-020

SUBJECT: Semi-annual Single Source 2023 Awards

RECOMMENDATION:

THAT Report No. CS-2023-020, dated June 19, 2023 regarding the Semi-annual Single Source 2023 Awards be received;

AND FURTHER THAT the Semi-annual Single Source 2023 requests be awarded as per the list of suppliers in the body of this report and attached as Appendix 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;
- Department staff were consulted to determine their requirements for the remainder of 2023; and

- 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 to have Council's authorization on the various items listed in Appendix A. It was determined that in certain infrequent and/or unique circumstances, it would not be reasonable, either due to time constraints or due to the exclusive ability of vendors, to go through a competitive process for the Town's procurement activity. Outlined in Appendix A are suppliers that the Town would like to enter into direct negotiation for the goods/services described, and issue purchase orders. Appendix A also includes any required increased values for vendors contained in Report No. CORPSERV-2023-0001, as well as vendors that were previously approved through a Council Report but an increase in the award amount is required.

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 \$50,000 must be approved by Council. To streamline the process and reduce the number of reports going to Council, staff provided an Annual Single Source Purchasing report (CORPSERV-2023-0001), which was approved by Council. Since the approval of this report, staff are requesting further additions for 2023, and increases to some vendor amounts that were estimated in the previous report. The amounts will remain within the individual department's budget.

STRATEGIC PLAN ALIGNMENT:

This report aligns to the Town's Strategic plan recognizing the value to provide responsive, effective municipal government and strong leadership in the effective and efficient delivery of municipal services.

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:

Departments were consulted to provide input into 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, Commissioner of Corporate Services

Chris Mills, Chief Administrative Officer