



## REPORT

**REPORT TO:** Chair and Members of the Community and Corporate Affairs Committee

**REPORT FROM:** Simone Gourlay, Manager of Purchasing

**DATE:** May 21, 2019

**REPORT NO.:** CORPSERV-2019-0023

**RE:** Semi-annual Single Source 2019 Awards  
File: F18/TE

### RECOMMENDATION:

THAT Report No. CORPSERV-2019-0023 dated May 21, 2019 regarding Semi-annual Single Source 2019 Awards be received;

AND FURTHER THAT the Semi-annual Single Source 2019 requests be awarded as per the list of suppliers in the body of this report and attached as Appendix A;

### BACKGROUND:

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 the 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-2018-0052, as well as vendors that a competitive process was followed, but an increase in the award amount is required.

### COMMENTS:

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;
- 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, staff provided an Annual Single Source Purchasing report (CORPSERV-2018-0052), which was approved by Council. Since the approval of this report, staff is requesting further additions for 2019, and increases to some of the vendor amounts that were estimated in the previous report. The amounts will remain within the individual department's budget.

Staff is requesting a single source designation for the suppliers listed in Appendix A as well as an increase to the vendors previously awarded through a competitive process and the ability to issue purchase orders for any requirements within these limits.

#### **RELATIONSHIP TO STRATEGIC PLAN:**

This is an operational matter. It supports Council's current "Top Eight" priorities, 2014 – 2018:

Effective, efficient and economical delivery of the Town's existing services.

#### **FINANCIAL IMPACT:**

Purchases from the attached list of vendors relate to both operating and capital projects. Staff will ensure that all purchases are within approved budgeted funds.

#### **CONSULTATION:**

All departments were consulted and provided input to this report.

#### **PUBLIC ENGAGEMENT:**

There was no public engagement for this report.

**SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report is not applicable to the Strategy's implementation.

**COMMUNICATIONS:**

There is no communication impact as this is operational in nature.

**CONCLUSION:**

Staff recommends the Manager of Purchasing be authorized to issue purchase orders to the vendors in the amounts requested in Appendix A of this report.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Jane Diamanti". The script is cursive and fluid.

Jane Diamanti, Commissioner of Corporate Services

A handwritten signature in black ink, appearing to read "Brent Marshall". The script is cursive and bold.

Brent Marshall, Chief Administrative Officer