

## **REPORT**

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

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

**DATE:** November 18, 2019

**REPORT NO.:** CORPSERV-2019-0044

**RE:** 2020 Single Source Awards

### **RECOMMENDATION:**

That Report No. CORPSERV-2019-0044 dated November 18, 2019 regarding 2020 Single Source Awards be received;

AND FURTHER THAT the 2020 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 amounts indicated in the list of suppliers as outlined in Schedule A, plus HST.

### **BACKGROUND:**

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.

### **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, an annual list of vendors has been developed to capture known single source requirements anticipated for 2020. 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.

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

This is an operational matter.

Municipal Service Delivery - effective, efficient and economical delivery of the Town's existing services.

#### **FINANCIAL IMPACT:**

Purchases from the attached list of vendors support operational and capital needs. Staff will ensure that all purchases are within approved budgets.

#### **CONSULTATION:**

All Departments were consulted and provided input into this report.

#### **PUBLIC ENGAGEMENT:**

There is no public engagement.

#### **SUSTAINABILITY IMPLICATIONS:**

The recommendations of this report were reviewed against the requirements of the Town's Sustainability Implications Worksheet. The Worksheet is completed for substantial non-administrative reports, major projects, studies, policies and initiatives that are relevant to advancing the Town's economic, cultural, environmental and social wellbeing, and quality of life. Since this report is none of the latter, the Sustainability Implications section is not applicable.

**COMMUNICATIONS:**

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

**CONCLUSION:**

Staff recommends that the Senior Manager of Purchasing and Risk Management be authorized to issue purchase orders to the vendors, in the amounts requested in 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 fluid.

Brent Marshall, Chief Administrative Officer