



**Date 10 August 2012**

## **City Council Committee Report**

**To: Mayor Canfield and Members of Council**

**Fr: Lisa Oakes**

**Re: Contracts Awarded – expenditures approved for the Period of  
January 1, 2012 to June 30, 2012**

### **Recommendation:**

**That** this report to be received and reviewed by Council for information purposes regarding contracts awarded for the period of January 1 to June 30, 2012 within approved Budget/Auditor General limits.

### **Background:**

In the Procurement Policy, a request for tenders/proposals are required for purchases exceeding \$20,000 where the total acquisition cost of any goods, services or construction exceeds \$20,000, either a request for tenders or a request for proposals shall be undertaken, save and except for situations in which the requisitioning Manager is able to demonstrate that it is in the City's best interests that the specified goods, services or construction not be obtained through this manner. The Budget/Auditor General may award the tender/proposal of contracts provided that:

- The purchase is included in the City's budgets, and is within the budgeted amount;
- The total cost of the contract does not exceed the Budget/Auditor General's authority limits (as outlined in the procurement policy);
- The award is made to the bidder whose bid achieves the highest score as a result of the evaluation;
- The term of the contract does not exceed the lesser of either the current operating year or the remainder of the term of Council; and
- The award is made to the bidder submitting the lowest end cost, compliant bid.

In the procurement policy, it asks that a report be submitted quarterly to Council advising of the award of any tenders/proposals under this section.

I have attached a report for your review for the first half of the year, between January and June 2012. At the end of each quarter, a report outlining these expenditures for items included in the capital or non-capital budget as compared to actual spending will be prepared and provided to Council.

### **Budget:**

N/A

### **Communication Plan/Notice By-law Requirements:**

N/A – Information purposes

Cc: Karen Brown, Rick Perchuk, Colleen Neil, Warren Brinkman, Charlotte Edie