

July 22, 2013

**City Council
Committee Report**



To: Mayor Canfield & Members of Council

Fr: Lauren D'Argis

Re: Procurement Policy Reporting January 1-June 30, 2013

Recommendation:

That Council hereby receives the required information report of Lauren D'Argis, Corporate Services Manager with respect to contracts awarded within the Manager's approved limits as outlined in the City of Kenora Procurement Policy for the period January 1 to June 30, 2013.

Background:

In the Procurement Policy, the Corporate Services Manager may award a tender, contract or purchase for greater than \$20,000 provided that:

- a) The purchase is included in the City's budgets, and is within the budgeted amount;
- b) The total cost of the contract does not exceed the following authority limits:
 - i. Operating expenditures not exceeding \$100,000;
 - ii. Capital expenditures not exceeding \$250,000, with the exception of;
 - iii. Capital expenditures for equipment outlined specifically in the capital budget not exceeding \$500,000;
- c) The award is made to the bidder whose bid achieves the highest score as a result of the evaluation;
- d) 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
- e) The award is made to the bidder submitting the lowest end cost, compliant bid.

A report shall be submitted quarterly to Council to advise of the award of any tenders, contract or purchases under this section.

I have attached a report for your review for the first half of the year, between January and June 2013. At the end of each quarter, a report outlining these expenditures will be prepared and provided to Council.

Please let me know if you have any questions.

Budget:

There is no expected budget impact as a result of this report.

Communication Plan/Notice By-law Requirements:

N/A – Information purposes

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