



INFORMATION REPORT

TO: Chair and Members Audit, Finance and Administration Committee	WARD(S) AFFECTED: CITY WIDE
COMMITTEE DATE: September 10, 2012	
SUBJECT/REPORT NO: 2012 Second Quarter Non-compliance with the Procurement Policy Report (FCS12038(a)) (City Wide)	
SUBMITTED BY: Roberto Rossini General Manager Finance & Corporate Services Department	PREPARED BY: Rick Male (905) 546 2424 ext. 4157
SIGNATURE: 	

Council Direction:

Procurement Policy, Section 4.19, Item (3) requires a quarterly report be prepared and presented to Council to report the use of all Procurement Policy Non-compliance Forms.

Information:

This report is issued quarterly in accordance with the Procurement Policy. This report details the use of all Procurement Policy Non-compliance Forms for the second quarter 2012.

Procurements that are non-compliant with the Procurement Policy can be identified at any time during the procurement process. Procurements are deemed to be non-compliant with the Procurement Policy when the applicable Policy (Policies) and published procedure(s) are not followed. Under Policy 19, the General Manager is responsible for reviewing each incident and determines the appropriate level of disciplinary action to be taken.

During the second quarter of 2012, there were 18 instances relating to the use of Policy 19, totalling \$1,125,644. The instances are summarized in Appendix 'A' to report FCS12038(a).

2012 Second Quarter Non-compliance with the Procurement Policy Report

PO No.	Amount	Name	Department / Division
Community Services			
No PO	\$ 7,062.67	Allegra	Recreation
No PO	\$ 49,999.00	Tyco	Recreation
Corporate Services			
No PO	\$ 41.39	Staples Canada	Councillor's Office
No PO	\$ 49.20	Minuteman Press	Councillor's Office
No PO	\$ 61.62	Staples Canada	Councillor's Office
No PO	\$ 169.98	Vista Print	Councillor's Office
No PO	\$ 3,098.70	Pegasus Direct Mail Worx	Councillor's Office
No PO	\$ 4,090.00	Strategy One	Councillor's Office
65814	\$ 30,000.00	iQ3 Media & Communications	Customer Service
41832	\$ 57,408.89	IQOR Canada Ltd.	Provincial Offences Act Office
41831	\$ 96,726.39	ARO Inc.	Provincial Offences Act Office
No PO	\$ 800,000.00	Lockwood Collision	Risk Management Services
Planning and Economic Development			
65357	\$ 6,430.00	Stirling Print Solutions	Culture
64840	\$ 10,000.00	Weever Apps Inc.	Tourism
64841	\$ 13,250.00	Canadian Cultural Resource Consultants	Tourism
65550	\$ 30,000.00	Hamilton Region Conservation Authority	Planning & Development
Police			
64633	\$ 6,915.00	OPS Centre Ltd.	Police
64634	\$ 10,341.60	Paul Cormier	Police