



INFORMATION REPORT

TO: Chair and Members Audit, Finance and Administration Committee	WARD(S) AFFECTED: CITY WIDE
COMMITTEE DATE: November 12, 2012	
SUBJECT/REPORT NO: 2012 Third Quarter Non-compliance with the Procurement Policy Report (FCS12038(b)) (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 third 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 third quarter of 2012, there were 11 instances relating to the use of Policy 19, totalling \$396,837. The instances are summarized in Appendix 'A' to report FCS12038(b).

2012 Third Quarter Non-compliance with the Procurement Policy Report

PO No.	Amount	Name	Department / Division
Community Services			
66594	\$ 2,000.00	CANADIAN LINEN AND UNIFORM SERVICE	Recreation
66595	\$ 25,000.00	CHUBB EDWARDS	Recreation
66574	\$ 25,000.00	PASSWORD PROTECTION	Recreation
66597	\$ 25,000.00	ADT SECURITY SERVICES CANADA, INC.	Recreation
66598	\$ 49,999.00	A CITY WINDOW REPAIR CO LTD	Recreation
Corporate Services			
66556	\$ 15,040.00	HAMILTON REALTY CAPITAL CORPORATION	Councillor's Office
Planning and Economic Development			
65995	\$ 13,519.69	CTM MEDIA GROUP LTD	Tourism
66337	\$ 16,408.17	GOLF CANADA	Planning and Economic Development
Public Works			
66829	\$ 1,870.00	ARCHAEOLOGICAL SERVICES INC	Environment and Sustainable Infrastructure
66532	\$ 23,000.00	WM GROVES LIMITED	Fleet and Facilities
66290	\$ 200,000.00	ROYAL BOTANICAL GARDENS	Water and Wastewater