



INFORMATION REPORT

TO: Chair and Members Audit, Finance and Administration Committee	WARD(S) AFFECTED: CITY WIDE
COMMITTEE DATE: June 10, 2013	
SUBJECT/REPORT NO: 2013 First Quarter Non-compliance with the Procurement Policy Report (FCS13015) (City Wide)	
SUBMITTED BY: Mike Zegarac Acting General Manager Finance & Corporate Services	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 first quarter 2013.

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 first quarter of 2013, there were 27 instances relating to the use of Policy 19, totalling \$276,017. The instances are summarized in Appendix 'A' to report FCS13015.

2013 First Quarter Non-compliance with the Procurement Policy Report

PO No.	Amount	Name	Department / Division
Community Services			
P-Card	\$ 125.19	Best Buy #984	Social Development & Early Childhood Services
P-Card	\$ 2,846.00	ISTOCK	Recreation
69512	\$ 3,625.00	Brenda Symons-Moulton, M.S.W., R.S.W.	Housing Services
68524	\$ 4,850.00	Luft & Co. Inc.	Strategic Services
67359	\$ 5,500.00	Aqualibrium Water Technologies Ltd.	Recreation
No PO	\$ 76,137.00	Del Management Solutions Inc.	Housing Services
Legislative			
No PO	\$ 83.08	Canadian Tire	Councillor's Office
No PO	\$ 113.00	Pat Upton c/o Design Shop	Councillor's Office
No PO	\$ 303.97	Zing Media Inc.	Councillor's Office
No PO	\$ 350.00	Home Style Furniture	Councillor's Office
No PO	\$ 516.82	Staples Canada	Councillor's Office
No PO	\$ 690.41	Pegasus Direct Mail Worx Inc.	Councillor's Office
No PO	\$ 757.89	Future Shop	Councillor's Office
No PO	\$ 2,150.24	Pegasus Direct Mail Worx Inc.	Councillor's Office
No PO	\$ 2,768.50	Ruberto Publishing & Design	Councillor's Office
No PO	\$ 6,240.00	Kevin Christenson	Mayor's Office

2013 First Quarter Non-compliance with the Procurement Policy Report

PO No.	Amount	Name	Department / Division
Public Works			
No PO	\$ -	No Vendor - disposal of unusable surplus goods	Engineering Services
P-Card	\$ 98.00	Staples	Corporate Assets & Strategic Planning
P-Card	\$ 833.25	Patene Building Supplies	Corporate Assets & Strategic Planning
P-Card	\$ 833.25	Patene Building Supplies	Corporate Assets & Strategic Planning
P-Card	\$ 2,565.10	Metroland Media	Corporate Assets & Strategic Planning
68447	\$ 4,470.00	Ourston Roundabouts Canada	Transportation
68840	\$ 15,240.00	G. C. Duke Equipment Ltd.	Corporate Assets & Strategic Planning
68953	\$ 20,375.00	Efficiency Engineering	Corporate Assets & Strategic Planning
68582	\$ 27,764.00	SNC Lavalin Inc.	Transportation
56148	\$ 33,159.76	Min-Chem Canada Inc.	Hamilton Water
69399	\$ 63,621.83	Canada Bread	Transportation