



Hamilton

Procurement Sub-Committee

MINUTES 20-001

1:00 pm

Thursday, August 27, 2020

Room 264, 2nd Floor

Hamilton City Hall

71 Main Street West

Present: Councillors L. Ferguson (Chair), J.P. Danko (Vice-Chair),
and N. Nann

Absent with Regrets: Councillor T. Whitehead - Personal

1. Appointment of Chair and Vice-Chair (Item 1.1)

(Danko/Nann)

- (a) That Councillor L. Ferguson be appointed as Chair of the Procurement Sub-Committee for the remainder of the 2018-2022 term.

Result: Motion CARRIED by a vote of 3 to 0, as follows:

YES - Chair - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 14 Councillor Terry Whitehead
YES - Ward 8 Councillor John-Paul Danko
YES - Ward 3 Councillor Nrinder Nann

(Nann/Ferguson)

- (b) That Councillor J.P. Danko be appointed as Vice-Chair of the Procurement Sub-Committee for the remainder of the 2018-2022 term.

Result: Motion CARRIED by a vote of 3 to 0, as follows:

YES - Chair - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 14 Councillor Terry Whitehead
YES - Ward 8 Councillor John-Paul Danko
YES - Ward 3 Councillor Nrinder Nann

2. 2020 Proposed Procurement Policy Review and Proposed Amendments (FCS20022) (City Wide) (Item 9.1)

(Danko/Nann)

- (a) That the City of Hamilton Procurement Policy, attached as Appendix "A" to Report FCS20022, be approved **as amended**;

- (b) That the item respecting recommendations and options for Councillors to comply with Policy 19 of the Procurement By-law be considered complete and removed from the Audit, Finance & Administration Committee's Outstanding Business List; and,
- (c) That a By-Law to adopt and maintain a Procurement Policy for the City of Hamilton, in substantially the form set out in Appendix "A" **as amended**, to Report FCS20022, be enacted.

Result: Main Motion, as amended CARRIED by a vote of 3 to 0, as follows:

YES - Chair - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 14 Councillor Terry Whitehead
YES - Ward 8 Councillor John-Paul Danko
YES - Ward 3 Councillor Nrinder Nann

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

The Committee Clerk indicated that there were no changes to the agenda.

(Nann/Danko)

That the agenda for the August 27, 2020 Procurement Sub-Committee meeting be approved, as presented.

Result: Motion CARRIED by a vote of 3 to 0, as follows:

YES - Chair - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 14 Councillor Terry Whitehead
YES - Ward 8 Councillor John-Paul Danko
YES - Ward 3 Councillor Nrinder Nann

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

(c) MINUTES (Item 4)

Councillor Ferguson relinquished the Chair to Councillor Danko in order to move the motion to approve the minutes of the November 9, 2017 meeting.

(i) November 9, 2017

(Ferguson/Nann)

That the Procurement Sub-Committee Minutes of the November 9, 2017 Meeting be approved.

Result: Motion CARRIED by a vote of 3 to 0, as follows:

YES - Chair - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 14 Councillor Terry Whitehead
YES - Ward 8 Councillor John-Paul Danko
YES - Ward 3 Councillor Nrinder Nann

Councillor Ferguson assumed the Chair.

(d) DISCUSSION ITEM (Item 9)

(i) 2020 Proposed Procurement Policy Review and Proposed Amendments (FCS20022) (City Wide) (Item 9.1)

Tina Iacoe, Procurement Manager, addressed Committee and provided a verbal overview of the report.

Councillor Ferguson relinquished the Chair to Councillor Danko in order to move the following amendment:

(Ferguson/Danko)

(a) That all references to Low Dollar Procurements of \$25,000, ***be amended to \$10,000***; and

(b) That Policy # 5.1, Section 4.5.1 of Appendix "A" attached to Report FCS20022, respecting the 2020 Proposed Procurement Policy Review and Proposed Amendments, ***be amended***, as follows:

POLICY # 5.1 - Low Dollar Value Procurements (up to but not including ~~\$25,000~~ ***\$10,000***)

- (1) Client Departments shall utilize all applicable City Contracts and shall otherwise be in accordance with the Procurement Policy.
- (2) For procurements where there are no applicable City Contracts, the Client Department may directly procure Goods and/or Services with an estimated procurement value up to but not including ~~\$25,000~~ ***\$10,000***. Neither a RFQ, RFP nor RFT is required for Low Dollar Value Procurements.
- (3) The General Managers may delegate Approval Authority to their staff for Low Dollar Value Procurements. This procurement function has been de-centralized and therefore, it is the responsibility of the respective General Manager to ensure that the Procurement Policy is adhered to.

- (4) An authorized online Purchase Requisition is be utilized to initiate a Purchase Order and/or formal Contract process for any procurement over \$10,000.

- (c) ***That the increase to the minor purchasing threshold from \$10,000 to \$25,000 be referred back to staff for further refinement and a report back to the Procurement Sub-Committee.***

Result: Amendment CARRIED by a vote of 3 to 0, as follows:

YES - Chair - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 14 Councillor Terry Whitehead
YES - Ward 8 Councillor John-Paul Danko
YES - Ward 3 Councillor Nrinder Nann

For disposition of this matter, refer to Item 2.

Councillor Ferguson assumed the Chair.

(e) ADJOURNMENT (Item 14)

(Nann/Danko)

That there being no further business the Procurement Sub-committee be adjourned at 2:48 p.m.

Result: Motion CARRIED by a vote of 3 to 0, as follows:

YES - Chair - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 14 Councillor Terry Whitehead
YES - Ward 8 Councillor John-Paul Danko
YES - Ward 3 Councillor Nrinder Nann

Respectfully submitted,

Lloyd Ferguson, Chair
Procurement Sub-Committee