

2022 Fourth Quarter Non-compliance with the Procurement Policy Report

| PO No. | Amount | Name | Division | Ward | Comments |
|-----------------------------|-------------|----------------------|-------------------------------|-----------|---|
| City Managers Office | | | | | |
| No PO | \$320.52 | 4imprint Inc. | Digital and Innovation Office | All Wards | <p><u>Description of Goods/Services:</u> Purchase of 300 branded pens for CityLAB</p> <p><u>Rational for non-compliance:</u> Per the Procurement Policy, client departments shall utilize all applicable City Contracts. (Corporate Contract C17-07-19 - RFP for supply and delivery of Office and School Supplies)</p> |
| Councillor's Office | | | | | |
| No PO | \$350.30 | F&M Signs Ltd. | Councillor's Office | Ward 10 | <p><u>Description of Goods/Services:</u> Printing services of three signs for the Santa Clause Parade.</p> <p><u>Rational for non-compliance:</u> Per the Procurement Policy, client departments shall utilize all applicable City Contracts. (Corporate Contract C12-02-22 - RFP for various Print Services)</p> |
| No PO | \$2,221.58 | Structube Ltee. | Councillor's Office | Ward 1 | <p><u>Description of Goods/Services:</u> Purchase of office furniture (2 desks, 1 conference table, 1 filing credenza)</p> <p><u>Rational for non-compliance:</u> Per the Procurement Policy, client departments shall utilize all applicable City Contracts. (Corporate Contract C11-19-09 - RFP for Office Furniture)</p> |
| No PO | \$5,163.30 | Pinnacle Litho Inc. | Councillor's Office | Ward 4 | <p><u>Description of Goods/Services:</u> Postcard printing and mailout services</p> <p><u>Rational for non-compliance:</u> Per the Procurement Policy, client departments shall utilize all applicable City Contracts. (Corporate Contract C12-02-22 - RFP for various Print Services)</p> |
| Library | | | | | |
| 101056 | \$34,485.00 | H. I. Security Corp. | Library | Ward 9 | <p><u>Description of Goods/Services:</u> Purchase of CCTV Cameras for Valley Park Library</p> <p><u>Rational for non-compliance:</u> The purchase and install of the goods and services required GM approval to proceed with a Policy 11 - Non-competitive procurement which was not obtained.</p> |
| Public Works | | | | | |

| PO No. | Amount | Name | Division | Ward | Comments |
|--------|--------------|--------------------------|---|-----------|--|
| 101139 | \$25,000.00 | Alternate Solutions Inc. | Energy, Fleet and Facilities Management | All Wards | <p><u>Description of Goods/Services:</u> Purchase of Fuel Station Software and Hardware Maintenance to replace old and obsolete equipment</p> <p><u>Procurement comment:</u> The procurement was an upgrade of hardware/software purchased to replace old/obsolete equipment. Upgrades of computer hardware and software do not fall under Schedule B - Exemptions of the Procurement By-law.</p> <p>In addition, GM approval (through the P11 Single Source process) was not obtained prior to completing the work. Per the Procurement Policy, the client department shall obtain the approval of their GM prior to City staff entering into any discussions with any vendor regarding the purchase of the good/service.</p> |
| 99683 | \$422,000.00 | Viking Security Corp. | Energy, Fleet and Facilities Management | All Wards | <p><u>Description of Goods/Services:</u> Provision of Special Events Security Guard Services</p> <p><u>Rational for non-compliance:</u> The client had issued a Request for Quotations to obtain security services for special events. The services procured under the RFQ exceeded the dollar threshold allowed under Policy #5.2 - Request for Quotations.</p> |