

2023 Second Quarter Non-compliance with the Procurement Policy Report

PO No.	Amount	Name	Division	Ward	Comments
<b>City Council</b>					
No PO	\$418.10	Centre 3	City Council Office	Ward 15	<p><u>Description of Goods/Services:</u> Business Cards (printed in braille)</p> <p><u>Rational for non-compliance:</u> Per the Procurement Policy, client departments shall utilize all applicable City Contracts. Corporate Contract C12-11-22 - RFP for Supply and Delivery of Business Cards, Letterhead and Envelopes was not used to procure these goods.</p>
<b>Healthy &amp; Safe Communities</b>					
P-Card	\$147.55	Amazon Canada	Paramedics	Ward 6	<p><u>Description of Goods/Services:</u> Purchase of personal items. Description of items not provided.</p> <p><u>Rational for non-compliance:</u> Purchase by the City of any Goods and/or Services for personal use by or on behalf of any member of Council, employees of the City and their immediate families is prohibited.</p>
No PO	\$13,991.25	Global Spectrum Canada	Medical Office of Health	All Wards	<p><u>Description of Goods/Services:</u> Purchase of tables, chairs, pipe and drape equipment to operate the COVID-19 vaccine clinic. Included tear down at the completion of vaccine clinic.</p> <p><u>Rational for non-compliance:</u> Purchase of goods exceeded the dollar value approved via the original Policy 11- Non-competitive procurement. GM approval was required to increase the dollar value on the Policy 11 - Non-competitive procurement prior to ordering more goods. This was not obtained.</p>
102233	\$68,738.25	Turf Care Products Canada Ltd.	Recreation	All Wards	<p><u>Description of Goods/Services:</u> Supply and delivery of a Toro Groundsmaster 35000 sidewinder mower</p> <p><u>Rational for non-compliance:</u> Procurement of these goods required GM approval of a Policy 11 - Non-competitive procurement prior to City staff entering into any discussions with any vendor regarding the purchase of a good/service which was not obtained.</p>

PO No.	Amount	Name	Division	Ward	Comments
<b>Planning &amp; Economic Development</b>					
100885	\$3,390.00	Cedar Springs Landscape Group Inc.	Transportation Planning & Parking	All Wards	<p><u>Description of Goods/Services:</u> Removal of snow and ice from sidewalks and Municipal parking lots completed in February and March 2023</p> <p><u>Rational for non-compliance:</u> The additional work undertaken was outside the scope of the contract the City had in place for these services. To undertake the additional work, GM approval was required to proceed with the Policy 11 - Non-competitive procurement. This 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 a good/service.</p>
<b>Public Works</b>					
No PO	\$158.20	Cell Tech for Less	Corporate Facilities & Energy Management	Ward 3	<p><u>Description of Goods/Services:</u> Cell phone screen repair</p> <p><u>Rational for non-compliance:</u> Employees are required to process requests for IT related equipment/repairs through IT for review and approval. This purchase was not submitted to IT for review/approval.</p>
No PO	\$111,000.00	Power Steel Buildings Inc.	Corporate Facilities & Energy Management	Ward 3	<p><u>Description of Goods/Services:</u> EMS station/storage building for ambulances</p> <p><u>Rational for non-compliance:</u> These services required GM approval of a Policy 11 - Non-competitive procurement prior to City staff requesting a quote from the vendor for the purchase of the good/service. This was not obtained.</p>