

# **INFORMATION REPORT**

<b>TO:</b> Chair and Members Audit, Finance & Administration	WARD(S) AFFECTED: CITY WIDE							
COMMITTEE DATE: May 14, 2012								
<b>SUBJECT/REPORT NO:</b> Quarterly Status Report on the use of Policy Policy 11 - Negotiations for the 4th Quarter 2								
SUBMITTED BY: Antonio D. Tollis Treasurer Corporate Services Department SIGNATURE:	<b>PREPARED BY:</b> Rick Male (905) 546 2424 ext. 4157							

### **Council Direction:**

At the March 19, 2012, meeting of the AF&A Committee, the following resolution was approved:

- (f) Quarterly Status Report on the use of Policy 10 Emergency Purchasing and Policy 11 Negotiations for the 4th Quarter 2011 (FCS11005(c)) (City Wide) (Item 5.6)
  - Report FCS11005(c), respecting the Quarterly Status Report on the use of Policy 10 - Emergency Purchasing and Policy 11 - Negotiations for the 4th Quarter 2011, was tabled.
  - (ii) That the appropriate staff be directed to prepare a more detailed report, outlining the reasons for the number of single and sole source vendors in the procurement of goods and services, as shown in Appendix A to Report FCS11005(c), and report back to the Audit, Finance & Administration Committee.

### Information:

The report on the use of Policy #10/11 is issued quarterly in accordance with the Purchasing Policy. This report details the procurement of goods and/or services during emergency situations and those detailed in Section 4.11 – Negotiations for the fourth quarter 2011.

The Policy for Negotiations is used in narrowly defined circumstances where it is justified that the policies for the general acquisition process could not be followed. The "Request to Use the Negotiation Policy/Emergency Reporting Form" is completed by the Client Department and signed by the departmental Director or General Manager and is then forwarded to the Procurement Manager for approval. These forms are kept on file in the Procurement Section and are available for viewing by Members of Council upon request to the Procurement Manager. The Procurement Section reviews each request to ensure that fair and ethical practices are utilized when goods/services are acquired using Policies 10 and 11.

Appendix 'A' to Report FCS11005(c) listed the 169 uses of Policy 10 – Emergency Purchasing and Policy 11 – Negotiations for the 4<sup>th</sup> Quarter 2011. The 169 forms completed by the departments and submitted to the Procurement Manager for review and approval are attached to this report in Appendix 'B' to this report. There is a second appendix, Appendix 'A' to report FCS11005(d), which provides a reference that allows the reader to use the PO numbers that were provided in Appendix 'A' to report FCS11005(c) as a key to find the completed Policy 10/11 form in Appendix 'B' to report FCS11005(d).

It should be noted that the amount on the Policy #10/11 form may differ from the Purchase Order (PO) amount as the amount on the Policy 10/11 form is an estimate provided by the department and the PO amount is the actual cost of the work. If the type was indicated as Sole, the amount reported was the amount spent with that sole source vendor in the fourth quarter of 2011. Sole source vendors are approved for use for a calendar year and each quarter the work undertaken in that quarter is reported.

Appendix 'A' to Report FCS11005(d) Page 1 of 6

Appendix 'B' - PDF Page No.	PO No.	Туре	Ar	nount	Name	Origin	Department / Division
1	Avantis1	NON	\$		BARTON AUTO PARTS		FLEET AND FACILITIES
2	Avantis2	EXTN	\$	300,000.00	BRIDGESTONE/FIRESTONE	TRN	TRANSIT
3	Avantis3	NON	\$	10,000.00	TRANSAXLE AUTO PARTS	FFA	FLEET AND FACILITIES
4	Avantis4	EXTN	\$	10,000.00	VULSAY INDUSTRIES	TRN	TRANSIT
5	Manual1	SGLE	\$	60,000.00	3M	TRO	Traffic Operations
6	Manual2	NON	\$	6,899.78	CAPERS CATERING ON LOCATION	HEC	HECFI
7	Manual3	SOLE	\$	50,000.00	CHYSLER VENDORS	POL	Police
8	Manual4	SOLE	\$	135,000.00	FORD VENDORS	POL	Police
9	Manual5	SOLE	\$	50,000.00	GM VENDORS	POL	Police
10	38702	EXTN	\$	50,000.00	ATHENS PRINTING	FCS	Finance Corporate Mgmt Service
11	38705	NON	\$	50,000.00	STIRLING PRINT SOLUTIONS	FCS	Finance Corporate Mgmt Service
12	38708	EXTN	\$	50,000.00	MINUTEMAN PRESS	FCS	Finance Corporate Mgmt Service
13	41204	SGLE	\$	25,000.00	DAVID PREMI ARCHITECTS INC	IEP	Capital Planning and Implement
14	45066	SGLE	\$	70,000.00	GENIVAR INC	WWW	Water and Wastewater
15	46256	EXTN	\$	25,000.00	CINTAS CANADA LIMITED		Public Works HSR- use TRN
16	46260	SGLE	\$	60,000.00	HATCH MOTT MACDONALD	WWW	Water and Wastewater
17	47814	NON	\$	31,575.00	GOOD SHEPHERD	EIS	Employment and Income Support
18	47820	SGLE	\$	50,000.00	AECOM CANADA LTD	WWW	Water and Wastewater
19	50456	SGLE	\$	26,480.00	VERITEC CONSULTING INC.	WWW	Water and Wastewater
20	52009	NON	\$	9,500.00	GEE TEE'S SCREEN PRINTING	EIS	Employment and Income Support
21	52116	SOLE	\$	6,345.00	MISSION SYSTEMS DEVELOPMENT CORP	ССН	Child care
22	52803	EXPD	\$	12,000.00	AMEC EARTH & ENVIRONMENTAL	WST	Waste Management
23	53249	SOLE	\$	16,358.89	CANADIAN NATIONAL RAILWAY	IEP	Capital Planning and Implement
24	53276	EXTN	\$	60,000.00	ASHLAND CANADA CORP	FFA	FLEET AND FACILITIES
25	55241	EXTN	\$	40,000.00	EMCO CORPORATION	WWW	Water and Wastewater
26	55261	EXTN	\$	10,000.00	CORIX WATER PRODUCTS (EAST) INC	WWW	Water and Wastewater
27	55386	EXTN	\$	15,000.00	WOLSELEY ONTARIO	WWW	Water and Wastewater
28	55439	SGLE	\$	20,000.00	BECKETT FIRE EQUIPMENT INC	FFA	FLEET AND FACILITIES
29	56250	EXPD	\$	475,000.00	ALBERICI CONSTRUCTORS LTD	WWW	Water and Wastewater
30	56328	SGLE	\$	20,000.00	PROVINCIAL ENVIRONMENTAL SERVICES INC.	FFA	FLEET AND FACILITIES
31	56433	SGLE	\$	50,000.00	MAXXAM ANALYTICS INC.	WWW	Water and Wastewater
32	56682	NON	\$	20,000.00	CONFIDENTIAL RECYCLING SERVICES LTD	FFA	FLEET AND FACILITIES
33	56833	SGLE	\$	10,000.00	TSUNAMI SOLUTIONS LTD	FFA	FLEET AND FACILITIES

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Appendix 'B' - PDF Page No.	PO No.	Туре	Amo	ount	Name		Department / Division
34	56838	SGLE			HONEYWELL LIMITED		FLEET AND FACILITIES
35	57017	SOLE	\$	15,000.00	CANADIAN NATIONAL RAILWAY	OMD	Operations &Waste Management
36	57023	SOLE	\$	27,000.00	HAMILTON CHAMBER OF COMMERCE	FCS	Finance Corporate Mgmt Service
37	57036	SOLE	\$	12,000.00	SOUTHERN ONTARIO RAILROAD	OMD	Operations & Waste Management
38	57168	SOLE	\$	17,000.00	CANADIAN PACIFIC RAILWAY COMPANY	OMD	Operations & Waste Management
39	57799	SOLE	\$	62,000.00	HEDGEROW SOFTWARE LTD	HPD	HEALTH PROTECTION DIVISION
40	58116	SGLE	\$	5,000.00	TT LIQUID HANDLING EQUIPMENT LTD	FFA	FLEET AND FACILITIES
41	58493	SGLE	\$	50,000.00	DR PETER KONDRA MSC MD FRCP	FHD	FAMILY HEALTH DIVISION
42	58566	SOLE	\$	30,000.00	NIAGARA REGIONAL PATIENT TRANSFER	MAC	MACASSA LODGE
43	59405	SGLE	\$	6,000.00	TYCO INTERNATIONAL OF CANADA LTD	CUL	Culture
44	59438	EXPD	\$	25,380.00	FERRO CANADA	FFA	FLEET AND FACILITIES
45	59503	SOLE	\$	7,900.00	HORIZON UTILITIES	IEP	Capital Planning and Implement
46	59904	SGLE	\$	25,000.00	GOLDER ASSOCIATES LTD	IEP	Capital Planning and Implement
47	60334	SGLE	\$	50,000.00	JOHNSON CONTROLS L.P.	FFA	FLEET AND FACILITIES
48, 49, 50	60606	EXPD	\$ 1	40,000.00	TRIPLE CROWN ENTERPRISES LTD	FFA	FLEET AND FACILITIES
51	60653	SGLE	\$	11,517.50	MHBC PLANNING	IEP	Capital Planning and Implement
52	61170	SOLE	\$	38,000.00	CSDC SYSTEMS INC	CPL	City Planning
53	61173	EMER	\$	6,162.90	SERVICEMASTER OF HAMILTON D.R.	FFA	FLEET AND FACILITIES
54	61186	SOLE	\$	18,020.79	ITT W & WW	WWW	Water and Wastewater
55	61187	EMER	\$	21,289.61	LANHACK CONSULTANTS	WWW	Water and Wastewater
56	61188	EMER	\$	10,390.00	DUKE ELECTRIC (1977) LIMITED	WWW	Water and Wastewater
57	61189	EMER	\$	35,000.00	HOLACO INSTALLATIONS LIMITED	WWW	Water and Wastewater
58	61192	EMER	\$	13,500.00	RANKIN CONSTRUCTION INC.	WWW	Water and Wastewater
59	61201	SGLE	\$	18,557.50	ELECTROMEGA LTD	TRO	Traffic Operations
60	61215	EMER	\$	8,160.00	GREEN HORIZONS GROUP OF FARMS LTD.	REC	RECREATION
61	61217	NON	\$	8,000.00	KNOWLEDGE ONTARIO	HPL	Hamilton Public Library
62	61284	SGLE	\$	5,028.87	MCMASTER UNIVERSITY	POL	Police
63	61285	SOLE	\$	9,475.92	TRANE BUILDING SERVICES	POL	Police
64	61289	EMER	\$ 4	72,672.00	ACROW LIMITED	IEP	Capital Planning and Implement
65	61297	EMER	\$	15,027.00	NORTHSTAR TECHNICAL INC	WWW	Water and Wastewater
66	61298	EMER	\$	30,397.07	ADVANCED PUMP REPAIR SERVICE INC.	WWW	Water and Wastewater
67	61302	SOLE	\$	29,556.82	ALFA LAVAL INC.	WWW	Water and Wastewater
68	61303	EMER	\$	30,029.00	HANSON PRESSURE PIPE INC.	WWW	Water and Wastewater

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Appendix 'B' -		Turne	A		Nomo		Denertment / Division
	<b>PO No.</b> 61304	Type SOLE	An \$	nount 7,928.00	Name LAKESIDE PROCESS CONTROLS LTD		Department / Division Water and Wastewater
	61304		ֆ \$		JAYCHRIS INDUS-RAIL SUPPLY INC.		Operations &Waste Management
	61330	-	ֆ \$		ACAPULCO		FLEET AND FACILITIES
	61393	SGLE	ֆ \$	,	GLENTEL INC	FIR	
				,			Emergency Services
	61394	SGLE	\$			FIR	Emergency Services
	61401	NON	\$		MCMASTER UNIVERSITY- SOCIAL SCIENCES		Child care
	61428	SOLE	\$		EARLY LITERACY STATIONS CANADA	HPL	Hamilton Public Library
	61436		\$	,		RPL	Planning & Development
	61455	SOLE	\$		KSL DESIGN	OMD	Operations &Waste Management
	61456	SOLE	\$	,	PARIS EQUIPMENT MANUFACTURING LTD	OMD	Operations &Waste Management
	61462	EMER		,	WM GROVES LIMITED		Water and Wastewater
80	61465	SOLE	\$	,	SMITH & LOVELESS INC.		Water and Wastewater
81	61467	SGLE	\$	28,000.00	GREEN VENTURE	IEP	Capital Planning and Implement
82	61468	SGLE	\$	89,000.00	MCMASTER UNIVERSITY	IEP	Capital Planning and Implement
83	61475	EMER	\$	221,850.00	LANCORP ELECTRICAL LTD		Water and Wastewater
84	61476	SOLE	\$	5,291.22	CHUBB SECURITY SYSTEMS	POL	Police
85	61477	NON	\$	5,315.00	VERTIGO RESEARCH LABORATORIES LTD	HEC	HECFI
86	61483	NON	\$	6,145.30	WASTE MANAGEMENT OF CANADA CORPORATION	OMD	Operations & Waste Management
87	61514	NON	\$	25,000.00	STONEY CREEK WELDING LTD.	REC	RECREATION
88	61515	NON	\$	20,000.00	DENCO RESTORATION CONTRACTORS INC.	REC	RECREATION
89	61517	SGLE	\$	14,000.00	ESRI CANADA LIMITED	POL	Police
	61529	SGLE	\$	11,915.00	KEYMASTER LOCK & SAFE INC	FIR	Emergency Services
	61572	NON	\$		DE FEO'S METAL FABRICATION & WELDING	OMD	Operations &Waste Management
	61593	SOLE	\$		HORIZON UTILITIES	IEP	Capital Planning and Implement
	61606	SGLE	\$		TELECOM COMPUTER	POL	Police
	61608	SGLE	\$		M D CHARLTON CO LTD	POL	Police
	61628		\$	,	TOP RIG COMMUNICATIONS INC	FIR	Emergency Services
	61643	SOLE	\$	,	GERRIE AUTOMATION GROUP		Water and Wastewater
	61652	SGLE	\$	,	FERRO CANADA	FFA	FLEET AND FACILITIES
	61653	SGLE	\$		TACEL LTD	TRO	Traffic Operations
	61660	SGLE	\$		HORIZANT INC	1	FLEET AND FACILITIES
	61671		\$	,	HYDROMANTIS INC.		Water and Wastewater
	61672	SOLE	-	,	TRAFFICWARE CORPORATION		Capital Planning and Implement

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Appendix 'B' - PDF Page No.	PO No.	Туре	Amount	Name	Origin	Department / Division
102	61674	SGLE	\$ 5,406.00	CHUBB EDWARDS		WENTWORTH LODGE
103	61691	SOLE		ASSOCIATION OF LOCAL PUBLIC HEALTH	PBI	PH_PLAN_BUSINESS_IMPROVEMENT
104	61751	SOLE	\$ 5,661.95	ROMATEC PROCESS SOLUTIONS	WWW	Water and Wastewater
105	61752	SOLE		T.D. ROOKE ASSOCIATES LIMITED	WWW	Water and Wastewater
106	61804	EMER	\$ 10,000.00	HUMANE WILDLIFE CONTROL INC	FFA	FLEET AND FACILITIES
107	61805	EMER	\$ 11,194.42	OTIS CANADA INC	FFA	FLEET AND FACILITIES
108	61823	EMER		G.C. DUKE EQUIPMENT LTD.	REC	RECREATION
109	61834	SGLE	\$ 130,000.00	HAMILTON PORT AUTHORITY	WWW	Water and Wastewater
110	61855	SGLE	\$ 5,700.00	SIMUL CONSULTING INC	HLD	HEALTHY LIVING DIVISION
111	61866	SGLE	\$ 12,000.00	HAMILTON CHAMBER OF COMMERCE	RPL	Planning & Development
112	61871	EMER	\$ 85,450.00	DUFFERIN CONSTRUCTION CO.	OMD	Operations &Waste Management
113	61911	SOLE	\$ 12,106.00	PLAYPOWER LT CANADA INC.	OMD	Operations & Waste Management
114	61925	SGLE	\$ 22,000.00	FERRO CANADA	FFA	FLEET AND FACILITIES
115	61956	SGLE	\$ 5,900.00	BMA MANAGEMENT CONSULTING INC.	FCS	Finance Corporate Mgmt Service
116	62003	SGLE	\$ 45,000.00	HAMILTON COMMUNITY ENERGY	FFA	FLEET AND FACILITIES
117	62009	SOLE	\$ 25,392.00	SMITH & LOVELESS INC.	WWW	Water and Wastewater
118	62016	EMER	\$ 30,000.00	PT GENERAL CONTRACTING AND CONSULTING	FFA	FA FLEET AND FACILITIES
119	62017	SGLE	\$ 13,000.00	HARPAR MANAGEMENT CORPORATION	TRO	Traffic Operations
120	62043	EMER	\$ 7,935.12	SUPERIOR BOILER WORKS & WELDING LTD	FFA	FLEET AND FACILITIES
121	62053	SGLE	\$ 8,870.00	CONCRETE ELEGANCE INC	CUL	Culture
122	62066	SGLE	\$ 40,000.00	TYCO INTERNATIONAL OF CANADA LTD	FFA	FLEET AND FACILITIES
123	62068	NON	\$ 6,819.00	CARTEL COMMUNICATION SYSTEMS INC	POL	Police
124	62069	SGLE	\$ 15,000.00	ADPRO CHANGE SYSTEMS INC	PBI	PH_PLAN_BUSINESS_IMPROVEMENT
125	62071	NON	\$ 5,000.00	J.H. RYDER MACHINERY LIMITED	HEC	HECFI
126	62072	SOLE	\$ 30,000.00	MEGA-TECH HOLDINGS LTD	POL	Police
127	62104	EMER	\$ 9,505.21	TOROMONT INDUSTRIES LTD.	FFA	FLEET AND FACILITIES
128	62105	SGLE	\$ 74,200.00	SUPERIOR DOOR & GATE SYSTEMS	FFA	FLEET AND FACILITIES
129	62130	SGLE	\$ 5,000.00	ANCASTER AGRICULTURAL SOCIETY	POL	Police
130	62131	SGLE	\$ 32,673.62	MAYHEW & ASSOCIATES (BURLINGTON) INC	HPL	Hamilton Public Library
131	62143	NON	\$ 164,873.00	THE EQUIPMENT SPECIALIST INC.	FFA	FLEET AND FACILITIES
132	62156	SOLE	\$ 9,745.40	ITT W & WW	WWW	Water and Wastewater
133	62162	SGLE	\$ 13,000.00	MINISTER OF FINANCE	TRO	Traffic Operations
134, 135, 136, 137	62209	NON	\$ 39,000.00	U-SELECT-IT	FIR	Emergency Services

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Appendix 'B' - PDF Page No.	PO No.	Туре	Δr	nount	Name	Origin	Department / Division
138	62218		\$		JAMES KEMP CONSTRUCTION LIMITED	OMD	Operations &Waste Management
139	62232		\$		HORIZANT INC	FFA	FLEET AND FACILITIES
140	62252	SOLE	\$		IBM CANADA LTD	FCS	Finance Corporate Mgmt Service
141	62286	EMER		13,375.00		HSR	Public Works HSR- use TRN
142	62339		\$		AUTOMATEDLOGIC ONTARIO	WEN	WENTWORTH LODGE
143	62351	SOLE	\$	,	AERZEN CANADA INC	WWW	Water and Wastewater
144	62365	SOLE	\$		AUSTECH DEVELOPMENT INC	POL	Police
145	62369	EMER	\$	,	MOORE ENVIRONMENTAL SYSTEMS LIMITED	FFA	FLEET AND FACILITIES
146	62372	NON	\$	,	H & H PRINTING	FCS	Finance Corporate Mgmt Service
147	62386	EMER	\$	30,000.00	CIMCO REFRIGERATION	FFA	FLEET AND FACILITIES
148	62390	NON	\$	,	KEVIN CHRISTENSON	FCS	Finance Corporate Mgmt Service
149	62396		\$		TOROMONT INDUSTRIES LTD.	FFA	FLEET AND FACILITIES
150	62398		\$	,	CHUBB SECURITY SYSTEMS	POL	Police
151	62401	SOLE	\$		SCHNEIDER ELECTRIC CANADA INC	WWW	Water and Wastewater
152	62412	SGLE	\$	5,298.00	MOUNTAIN AUDIO	SEC	Customer Services
153	62420	NON	\$		MODERN ORNAMENTAL IRON WORKS	OMD	Operations &Waste Management
154	62421	EMER	\$	150,000.00	RANKIN CONSTRUCTION INC.	OMD	Operations &Waste Management
155	62451	SOLE	\$		CSC FINANCIAL SERVICES GROUP	FCS	Finance Corporate Mgmt Service
156	62459	EMER		,	SOUTHERN ONTARIO RAILROAD	OMD	Operations & Waste Management
157	62482	SOLE	\$	15,529.00	ROTORK CONTROLS (CANADA) LTD.	WWW	Water and Wastewater
158	62484	EMER	\$		ONTECH MACHINING INC.	WWW	Water and Wastewater
159	62487	NON	\$		NEDLAW LIVING WALLS	HPL	Hamilton Public Library
160	62495	SGLE	\$	,	DUNDAS LOCK & KEY INC	FFA	FLEET AND FACILITIES
161	62503	SOLE	\$	15,763.51	EATON ELECTRICAL	WWW	Water and Wastewater
162	62516	EMER	\$	25,000.00	MOORE ENVIRONMENTAL SYSTEMS LIMITED	FFA	FLEET AND FACILITIES
163	62517	SGLE	\$	30,000.00	ADT SECURITY SERVICES CANADA, INC.	FFA	FLEET AND FACILITIES
164	62518	SGLE	\$	20,000.00	AL BECK'S KEY SHOP LTD.	FFA	FLEET AND FACILITIES
165	62519	SGLE	\$	30,000.00	OTTAWA KEY SHOP	FFA	FLEET AND FACILITIES
166	62520	SGLE	\$	20,000.00	BINNS LOCK & KEY CENTRE	FFA	FLEET AND FACILITIES
167, 168	62525	NON	\$	8,450.00	TISDALE CLEANALL CLEANING SERVICE	SHH	Social Housing and Homelessnes
169	62533	SGLE	\$	12,245.22	CANADIAN COUNCIL ON SOCIAL DEVELOPMENT	ССН	Child care
170	62565	SOLE	\$	8,000.00	TECHNICAL STANDARDS AND SAFETY AUTHORITY	REC	RECREATION
171	62578	SOLE	\$		ITT W & WW	WWW	Water and Wastewater

Appendix 'B' - PDF Page No.	PO No.	Туре	Amount	Name	Origin	Department / Division				
172	62609	SOLE	\$ 43,389.40	ITT W & WW	WWW	Water and Wastewater				
173	62611	SOLE	\$ 40,363.62	ITT W & WW	WWW	Water and Wastewater				
174	62673	SGLE	\$ 12,533.01	GLENTEL INC	TRN	TRANSIT				
175	62730	SOLE	\$ 49,500.00	BLOOMBERG FINANCE LP	FCS	Finance Corporate Mgmt Service				

# Appendix 'A' to Report FCS11005(d)

				ANIA I A
		POLICY 10 - EMERGENCY REPOR POLICY 11 - REQUEST FOR USE OF NEG		AVANTIS 1
	This is when a commitme	requests: All requisite approvals must be obtained b thas been made to a vendor, services have commenced. If not, the purchase will be considered Non-Complia	ed/completed or goods	Hamilton
	Date:	July 21, 2011	· · · · · · · · · · · · · · · · · · ·	NON COMPLIANT
	Department/Division:	Public Works/TEF/EFFT/Central Fleet		
	Reporter's Name:	Chris Hill		V
	Phone Number:	4593		
	Procurement Contact:	Barb Kinrade - Procurement Specialist		
	Vendor Name:	Barton Auto Parts		
	Description of Goods/S	ervices Required:		
	Miscellaneous auto parts	and supplies for Central Garage		
	Is there an approved bu	ldget for this purchase? ☑ Yes ☐ No	. Value: \$ <u></u> \$	35,000.00
	Account Number	54090 - Reinstein 1993 - La Constantina (1993)	Dept Id./Project Id. 5	80210
0	Emergency Policy 10	Use explanation area below to describe the emeracquired including PeopleSoft requisition number		oods and/or services were
۲	Negotiation Policy 11	Complete all sections below, and indicate by che requesting the use of the Negotiation Policy for the	cking ONLY the most appr nis purchase.	opriate selection, the reason for
Fo	r Negotiation Policy 11	requests, select ONE of the following:		
	Short Supply	· / _		
	Goods/services are jud	ged to be in short supply due to market conditions		
	Sole Source			
	There is any one know			
	•	n source for the goods/services (sole source).		
	Bids Exceed Budget of	r Estimated Costs	tially exceeds the estimate	d cost.
	Bids Exceed Budget of The lowest bid meeting		tially exceeds the estimate	d cost.
	Bids Exceed Budget of The lowest bid meeting	r Estimated Costs specifications is excessive in total cost or substan	tially exceeds the estimate	d cost.
2	Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension	r Estimated Costs specifications is excessive in total cost or substan recommended. Contract No.: Extended	from:l	Extended to:
2	Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a contract of the statement of the	r Estimated Costs specifications is excessive in total cost or substan recommended. Contract No.: Extended ontract which has expired and unforeseeable circu	from:l	Extended to:
	Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works	r Estimated Costs specifications is excessive in total cost or substan recommended. Contract No.: Extended ontract which has expired and unforeseeable circu ent. Existing PO No.:	from: Imstances have caused a d	Extended to: delay in issuing a new
	Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works	r Estimated Costs specifications is excessive in total cost or substant recommended. Contract No.: Extended ontract which has expired and unforeseeable circu- ent.	from: Imstances have caused a d	Extended to: delay in issuing a new
□ □ ₽ro	Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u>	r Estimated Costs specifications is excessive in total cost or substan recommended. Contract No.: Extended ontract which has expired and unforeseeable circu ent. Existing PO No.:	from: I umstances have caused a d truction, but does not expan	Extended to: delay in issuing a new nd the scope.
as a Barte	Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> vide a brief explanation i available.	recommended. Contract No.: Extended Contract No.: Extended Contract which has expired and unforeseeable circulant. Existing PO No.: The project has unexpected work arising during constatentitying the conditions that make it necessary to products with competitive pricing, prompt delivery, and excelle chase that are not covered under any existing contracts or policy	from: I umstances have caused a d truction, but does not expan use this policy. Attach all d nt service. They have 3 locations cies. These items do not exceed	Extended to: delay in issuing a new nd the scope. other supporting documentation throughout the City. We are requesting \$5,000 in any signal category, therefore
→ro as a Barte his   we c	Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> vide a brief explanation i available.	r Estimated Costs specifications is excessive in total cost or substant recommended. Contract No.: Extended ontract which has expired and unforeseeable circu- ent. Existing PO No.: project has unexpected work arising during const dentifying the conditions that make it necessary to products with competitive pricing, prompt delivery, and excelle chase that are not covered under any existing contracts or poli bined we spent approx. \$27,000 in 2010. Buying from this sign	from: I umstances have caused a d truction, but does not expan use this policy. Attach all d nt service. They have 3 locations cies. These items do not exceed	Extended to: delay in issuing a new nd the scope. other supporting documentation throughout the City. We are requesting \$5,000 in any signal category, therefore
Pro	Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> vide a brief explanation i available.	r Estimated Costs specifications is excessive in total cost or substant recommended. Contract No.: Extended ontract which has expired and unforeseeable circu- ent. Existing PO No.: project has unexpected work arising during const dentifying the conditions that make it necessary to products with competitive pricing, prompt delivery, and excelle chase that are not covered under any existing contracts or poli bined we spent approx. \$27,000 in 2010. Buying from this sign	from: I umstances have caused a d truction, but does not expan use this policy. Attach all d nt service. They have 3 locations cies. These items do not exceed	Extended to: delay in issuing a new nd the scope. other supporting documentation throughout the City. We are requesting \$5,000 in any signal category, therefore
Pro as a Barto	Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> vide a brief explanation i available.	r Estimated Costs specifications is excessive in total cost or substant recommended. Contract No.: Extended ontract which has expired and unforeseeable circu- ent. Existing PO No.: project has unexpected work arising during const dentifying the conditions that make it necessary to products with competitive pricing, prompt delivery, and excelle chase that are not covered under any existing contracts or poli bined we spent approx. \$27,000 in 2010. Buying from this sign	from: I umstances have caused a d truction, but does not expan use this policy. Attach all d nt service. They have 3 locations cies. These items do not exceed	Extended to: delay in issuing a new nd the scope. other supporting documentation throughout the City. We are requesting \$5,000 in any signal category, therefore
Pro as a Barto this j we c and	Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> vide a brief explanation i <u>available</u> . on Auto offers a wide variety of policy for the misc items we put cannot issue contracts, but com reduces the number of payment natures: Departmental Di	rector (for Policy 11	from: I umstances have caused a d truction, but does not expan use this policy. Attach all d nt service. They have 3 locations cies. These items do not exceed	Extended to: delay in issuing a new nd the scope. other supporting documentation throughout the City. We are requesting \$5,000 in any signal category, therefore
Jro as a Barto his j we co and	Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> vide a brief explanation in available. On Auto offers a wide variety of policy for the misc items we put cannot issue contracts, but com reduces the number of payment natures: Departmental Divests that are under \$100,0	rector (for Policy 11 00) OR	from: I umstances have caused a d truction, but does not expan use this policy. Attach all d nt service. They have 3 locations cies. These items do not exceed	Extended to: delay in issuing a new nd the scope. other supporting documentation throughout the City. We are requesting \$5,000 in any signal category, therefore
Pro as a Barta We c and Sigu	Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> vide a brief explanation i <u>available</u> . on Auto offers a wide variety of policy for the misc items we put cannot issue contracts, but com reduces the number of payment natures: Departmental Di	rector (for Policy 11 00) OR licy 10 requests <u>of</u>	from: I umstances have caused a d truction, but does not expan use this policy. Attach all d nt service. They have 3 locations cies. These items do not exceed hal source allows us to reduce the	Extended to: delay in issuing a new nd the scope. other supporting documentation throughout the City. We are requesting \$5,000 in any signal category, therefore

Email "Subject" line should include the actual Vendor's Name

AVANITIS 2

Contraction	<u> </u>						AVANIS
			EMERGENCY REP			ICV #10	
	Η	amilton	REQUEST TO USE N	IEGOTI	ATION PC	DLICY #11	
1 and a second		Date:	2011.10.26				
		Department/Division:	Public Works/Transit			•	
		Reporter's Name:	Mark Selkirk				
		Phone Number:	905-546-2424 ext. 5968	<u> </u>			
		Buyer:	Barb Kinrade		₹		
		Vendor: Description of Goods/Se Supply and Delivery of	Bridgestone/Firestone ervices Required: F Leased Tires for Trans		enue Buse	S	
		Is there an approved bu	dget for this purchase?	⊡ Yes	No	Value:	\$300,000.00
		Account Number	54070		Dept Id.	/ Project Id.	580330
	0	Emergency Policy #10	Use explanation area b goods and/or services v if entered.	elow to vere acc	describe tr quired inclu	ne emergency s uding PeopleSc	ituation and how ift requisition number
	0	Negotiation Policy #11	Complete all sections b appropriate selection, th Policy for this purchase	ne reaso	nd indicate on for requ	by checking O esting the use o	NLY the most of the Negotiation
	For N	egotiation Policy 11 rec	uests, select ONE of th	ne follo	wing:		
	_	Short Supply					
	L	Goods/services are judg	ged to be in short supply	due to r	narket con	ditions.	
		There is only one knowr	n source for the goods/se	ervices (	sole sourc	e).	
( )		Identical Bids		,		,	
×		Two or more identical bi					
	· 🗖	Bids Exceed Budget o The lowest bid meeting		in tot	al cost or s	substantially ex	ceeds the
		estimated cost.	specifications is execusiv	10 11 100			
		Bids Failed to Meet Sp					
			to meet the specifications	s or tend	der terms a	and conditions.	
		Single Source A single source is being	recommended.				
	4	Contract Extension		led unti	I: 2012.04	.30	
	-	For the extension of a c	ontract which has expire			ole circumstanc	es have
			ig a new tender/proposal	docum	ent.		
	L	Time-Sensitive A time-sensitive situatio	n.				
		Expanded or coordina					
		Expanded or coordinate	ed works.				
		de a brief explanation ide h all other supporting doc		t make i	it necessar	y to use this po	olicy.
]	The (	Contract extension for the	leasing of tires for the T	ransit re	evenue flee	et expires on 20	11.12.31. This
	contr	act extension is being req	uested to allow additiona	al time fo	or Council	approval of the	"Lease vs. Buy"
	Com	t, as directed by report F0 nitte on November 21st 2	CS04014 (Lease Financi 2011 Subsequent to the	ng Polic approva	al of this re	port will be neal port. Transit wil	I work with the
	Purch	nasing Department to con	struct, publish, evaluate,	and aw	ard a cont	ract to the succ	essful bidder.
l			Dai	KJ,	Malu	Heelt	Date N 00 3/11
(	Gene	ral Manager (Required t	,				
N <sub>ee</sub> Z	reque	ests <u>REGARDLESS OF A</u> y 11 requests that are <b>\$1</b> 0	MOUNT and for				Date <u>NOO 3</u> /11 Date <u>NOD 7/11</u>
		oval Signature Manage					
	Pleas	se email this completed	form to 'Purchasing Po		& 11' at p	urchasi@ham	ilton.ca once
	com	pleted and proper appro	ovals have been obtaine	ed.			

			<u> </u>
_		POLICY 10 - EMERGENCY REPORTING FORM POLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY	AVANITIS ?
	This is when a commitme	<b><u>1 requests</u>:</b> All requisite approvals must be obtained before a vendor is engaged, ent has been made to a vendor, services have commenced/completed or goods ved. If not, the purchase will be considered Non-Compliant.	Hamilton
	Date:	October 12, 2011	NON COMPLIANT
	Department/Division:	Public Works/TEF/EFFT/Central Fleet	- 43 MAY 1 20 A 9160 minus 1 -
	Reporter's Name:	Tom Kagianis	~
	Phone Number:	5105	_
	Procurement Contact:	Barb Kinrade - Procurement Specialist ~ 🐨	
	Vendor Name:	Transaxle Auto Parts	
	Description of Goods/S	ervices Required:	-
	Contract extension for Au	tomotive Filters for Public Works	
	Is there an approved bu	udget for this purchase? ☑ Yes □ No Value: \$	\$10,000.00
	Account Number	54090 Dept Id./Project Id.	580210
0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how acquired including PeopleSoft requisition number if entered.	
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most app requesting the use of the Negotiation Policy for this purchase.	ropriate selection, the reason for
	Sole Source There is only one known Bids Exceed Budget o	ged to be in short supply due to market conditions. In source for the goods/services (sole source). I <b>r Estimated Costs</b> specifications is excessive in total cost or substantially exceeds the estimate	ad cost
	Single Source A single source is being		eu cost.
	Contract Extension For the extension of a ci tender/proposal docume Expanded Works	Contract No.: C12-06-06 Extended from: Sept. 30, 2011 ontract which has expired and unforeseeable circumstances have caused a ent. Existing PO No.:	
		project has unexpected work arising during construction, but does not expa	
Prov as av	ide a briet explanation id vailable.	lentifying the conditions that make it necessary to use this policy. Attach all	other supporting documentation
The cide	ity of Hamilton parts supply cor ad to not excersise that option.	ntracts were being considered as an option for the "Small Car & Light Duty Truck Service" contr Due to the prices already having been entered in Avantis, it would be more time and cost-effici	ract. After much consideration it has been lent to continue using Transaxle.
reque Gene \$5,00	atures: Departmental Dir sts that are under \$100,00 ral Manager (for ALL Poli <u>0 or greater</u> and for Policy 000 or greater)	00) OR cy 10 requests of	Date Det 12/11 Date 10: 8/11
Appr	oval Signature - Procure	ment Manager	Date Alars R///
Once "Pro	e completed and prope curementPolicy10&11@	r approvals have been obtained, please email this form as a .xls file to Dhamilton.ca'' email box I include the actual Vendor's Name	

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Þ	·····		AVANTIS 1
1		POLICY 10 - EMERGENCY REPORTING POLICY 11 - REQUEST FOR USE OF NEGOTIA	
	This is when a commitme	requests: All requisite approvals must be obtained before nt has been made to a vendor, services have commenced/col ed. If not, the procurement will be considered Non-Compliant	a vendor is engaged. Hamilton mpleted or goods
	Date:	2011.11.24	
	Department/Division:	Transportation, Energy, and Facilities/Transit	
	Reporter's Name:	Mark Selkirk	
	Phone Number:	5968	
	Procurement Contact:		▼
	Vendor Name:	Vulsay Industries	
1	Description of Goods/S	ervices Required:avy Duty Diesel Anti Freeze	
	Is there an approved b	udget for this procurement?	Value: \$ <u>\$10,000.00</u>
	Account Number	- 54001: []]]: For defining the office of the second time of	Dept Id./Project Id. 580330
0	Emergency Policy 10	Use explanation area below to describe the emergency acquired including PeopleSoft requisition number if end	
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking requesting the use of the Negotiation Policy for this pro-	
For	Negotiation Policy 11	requests, select ONE of the following:	
	Short Supply Goods/services are jud	ged to be in short supply due to market conditions.	
	Sole Source There is only one know	n source for the goods/services (sole source).	
	Bids Exceed Budgete The lowest bid meeting	d or Estimated Costs specifications is excessive in total cost or substantially (	exceeds the estimated cost.
	Single Source A single source is being	recommended.	
7	<b>Contract Extension</b> For the extension of a c tender/proposal docum	Contract No.: FS08-10 Extended from: contract which has expired and unforeseeable circumsta	
	Expanded Works	Existing PO No.: <u>Existing PO No.:</u> project has unexpected work arising during construction	n, but does not expand the scope.
Prov		dentitying the conditions that make it necessary to use the	
		uested to allow time for the approval of the award of C11-08-11	
L			
_	natures: Departmental D		
•	ests that are under \$100,6 eral Manager (for ALL Po	,	
	00 or greater and for Police		11- 21
	0,000 or greater)	Warra Mu	<u>May</u> Date <u>Nov 24</u> Date <u>Rec 8/1</u>
			U A di
Аррі	roval Signature - Procur	ement Manager	Date <u>All 8//</u>
~			

Once completed and proper approvals have been obtained, please email this form as a .xls file to the "ProcurementPolicy10&11@hamilton.ca" email box Email "Subject" line should include the actual Vendor's Name

Revision date: November 1, 2011

-1

	A.						Manual 1
6	<i></i>				REPORTING	FORM FION POLICY	
	NOTE for all Policy 11 This is when a commitme	requests: All requests	lisite approvals	s must be ob	tained before a	vendor is engaged.	Hamilton
	have been ordered/receiv	ed. If not, the procur	ement will be o	considered N	on-Compliant.	ipietea or goods	No PO
	Date: Department/Division:	November 24, 20					
	Reporter's Name:	Public Works, Tra Shelley Boylan	insponation,	Energy & F	acilities - Tran	ic Operations	These are
	Phone Number:	4395					item files in
	Procurement Contact:	Barb Kinrade - Procu	rement Specialis	t		•	people soft.
	Vendor Name:	ЗМ					people soft. They get ordered as needed by the
	Description of Goods/S	ervices Required:					as needed by the
	Various reflective sheeting	products, used to fa	bricate traffic o	control regula	atory, warning a	and information sign	stack clerks.
	Is there an approved bu	idget for this procui	rement?	⊡ Yes [	] No	Value: \$	\$60,000.00
	Account Number	53051			C	ept Id./Project Id.	466080
0	Emergency Policy 10	Use explanation a acquired including	rea below to PeopleSoft r	describe the	e emergency umber if ente	situation and how red.	goods and/or services were
۲	Negotiation Policy 11	Complete all section requesting the use	ons below, ar of the Nego	nd indicate I tiation Polic	by checking C y for this proc	NLY the most app urement.	propriate selection, the reason for
For	Negotiation Policy 11						
. —	Short Supply						
	Goods/services are judg Sole Source	ged to be in short si	upply due to r	market cond	litions.		
	There is only one known			sole source	).		
	Bids Exceed Budgeted The lowest bid meeting			al cost or si	ubstantially ov	coode the estimat	od aast
	Single Source				ibstantially ex		eu cost.
	A single source is being Contract Extension	Contract No.:		Exte	ndod from		Forders do 14
	For the extension of a co	ontract which has e	xpired and ur	nforeseeabl	nded from: e circumstance	es have caused a	Extended to: delay in issuing a new
_	tender/proposal docume	ent.					,
	Expanded Works Approved <u>construction</u>	Existing PO No.: project has unexpe	ected work ar	isina durina	construction.	but does not expa	and the scope
Prov	ide a briet explanation id					-	other supporting documentation
as av	/ailable.						
and th	e only manufacturer to meet th	is OPSS is 3M. This sl	heeting is require	e most efficier ed to fabricate	t reflectivity to me traffic control sig	otorists. The Ontario P ns at our in-house sign	Provincial Standards currently is OPSS 543 fabrication shop at the Traffic Operations
Centre	9.						
	· •		<u></u>				
	atures: Departmental Dire ests that are under \$100,00						
Gene	ral Manager (for ALL Police	cy 10 requests <u>of</u>	$\square$	)	110	A	1 /
	<u>0 or greater</u> and for Policy 000 or greater)	i riequests that are	N	OM &	<u>) Anger</u>	lo	Date 10028/11
Appr	oval Signature - Procure	ment Manager			J		Date <u>  10028/11</u> Date <u>  00015/11</u>
Once "Pro	e completed and prope curementPolicy10&11@	r approvals have t Dhamilton.ca'' ema	been obtaine ail box	d, please e	mail this for	m as a .xls file t	

Email "Subject" line should include the actual Vendor's Name

			Appendix 'B' to Report FCS11005(d) Page 6 of 175
	ť		Manual 2 Email
,	4		Manual 2
	P	OLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY	12/12/261
	Date:	August 31, 2011	Hamilton to follower
	Department/Division:	HECFI Entertainment Dept	Traininon to appreciate
	Reporter's Name:	John Elden Director (E. C. C. C. )	
	Phone Number:	3076 NON CO	MPLIANT Raid via
	Buyer:	Renata Davidson	manual
	Vendor:	See attched Copers Catering On Lo	cheque
	Description of Goods/S	Services Required:	Cheyuc
	Backstage Catering for G	odsmack, The Red Jumpsuit Apparatus and Adrenaline Mob at Copps (	Coliseum.
			Seeattar
	Is there an approved by		
	is there an approved bi	udget for this purchase?  Yes No Value: \$ <u>\$6,89</u>	99.78 <b>3</b> 99.78
	Account Number	53058 Dept Id. / Project Id. 37234	43
0	Emergency Policy 10	Use explanation area below to describe the surgery of the time	
	Energency roncy ro	Use explanation area below to describe the emergency situatio	on and how goods
		and/or services were acquired including PeopleSoft requisition	number if entered.
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY th	a most environment
0	<b>0</b>	selection, the reason for requesting the use of the Negotiation F	le most appropriate
		purchase.	Policy for this
For	r Nogotistion Dollar 44	•	
		requests, select ONE of the following:	and the second
	Short Supply		
	Goods/services are jude	ged to be in short supply due to market conditions.	· · · ·
	Sole Source		ble
	There is only one know	n source for the goods/services (sole source).	
	Bids Exceed Budget o		
	The lowest bid meeting	specifications is excessive in total cost or substantially exceeds t	
~		eposition of a calculative in total cost of substantially exceeds t	the estimated cost.
	Single Source		
	A single source is being	recommended.	7
	Contract Extension	Extended until:	1. 
	For the extension of a c	ontract which has expired and unforeseeable circumstances have	
	1	ontract which has expired and unforeseeable circumstances have	e caused a delay in
	issuing a new tender/pro	sposal document.	e caused a delay in
	Expanded Works	oposal document. Existing PO Number:	
	Expanded Works	oposal document. Existing PO Number:	
	Expanded Works Approved construction p	oposal document. Existing PO Number: project has unexpected work arising during construction, does not	t expand the scope.
□ Prov	Expanded Works Approved construction p vide a brief explanation ic	pposal document. Existing PO Number: project has unexpected work arising during construction, does not dentifying the conditions that make it necessary to use this policy.	t expand the scope.
Prov requ	Expanded Works Approved construction p vide a brief explanation ic uired. Attach all other sup	Existing PO Number:         Droject has unexpected work arising during construction, does not         dentifying the conditions that make it necessary to use this policy.         oporting documentation as available.	t expand the scope. Expand the cell if
Prov requ There	Expanded Works Approved construction p vide a brief explanation ic uired. Attach all other sup re are only 2 Caterers in the	Existing PO Number: Existing PO Number: project has unexpected work arising during construction, does not dentifying the conditions that make it necessary to use this policy. oporting documentation as available.	t expand the scope. Expand the cell if
Prov requ There	Expanded Works Approved construction p vide a brief explanation ic uired. Attach all other sup re are only 2 Caterers in the b by the Air Canada Centre,	Existing PO Number: Existing PO Number: project has unexpected work arising during construction, does not dentifying the conditions that make it necessary to use this policy. opporting documentation as available. area that can handle the intricasies of Backstage Catering. These partic The Molson Canadian Amphitheatre and various film locations in the To	t expand the scope. Expand the cell if
Prov requ There used Typic	Expanded Works Approved construction p vide a brief explanation ic uired. Attach all other sup re are only 2 Caterers in the b by the Air Canada Centre, cally the catering bill would l	Existing PO Number: Existing PO Number: project has unexpected work arising during construction, does not dentifying the conditions that make it necessary to use this policy. opporting documentation as available. area that can handle the intricasies of Backstage Catering. These partic The Molson Canadian Amphitheatre and various film locations in the To be paid by the show promoter on behalf of the venue. For the Godsmand	t expand the scope. Expand the cell if cular caterers are pronto area.
Prov requ There used Typic	Expanded Works Approved construction p vide a brief explanation ic uired. Attach all other sup re are only 2 Caterers in the b by the Air Canada Centre, cally the catering bill would l	Existing PO Number: Existing PO Number: project has unexpected work arising during construction, does not dentifying the conditions that make it necessary to use this policy. opporting documentation as available. area that can handle the intricasies of Backstage Catering. These partic The Molson Canadian Amphitheatre and various film locations in the To	t expand the scope. Expand the cell if cular caterers are pronto area.
Prov requ There used Typic	Expanded Works Approved construction p vide a brief explanation ic uired. Attach all other sup re are only 2 Caterers in the b by the Air Canada Centre, cally the catering bill would l	Existing PO Number: Existing PO Number: project has unexpected work arising during construction, does not dentifying the conditions that make it necessary to use this policy. opporting documentation as available. area that can handle the intricasies of Backstage Catering. These partic The Molson Canadian Amphitheatre and various film locations in the To be paid by the show promoter on behalf of the venue. For the Godsmand	t expand the scope. Expand the cell if cular caterers are pronto area.
Prov requ There used Typic no pr	Expanded Works Approved construction p vide a brief explanation ic uired. Attach all other sup re are only 2 Caterers in the d by the Air Canada Centre, cally the catering bill would b romoter involved. Bids were	Existing PO Number: Existing PO Number: project has unexpected work arising during construction, does not dentifying the conditions that make it necessary to use this policy. oporting documentation as available. area that can handle the intricasies of Backstage Catering. These partic The Molson Canadian Amphitheatre and various film locations in the To be paid by the show promoter on behalf of the venue. For the Godsmack a received from both caterers. Capers Catering on Location had the lowe	t expand the scope. Expand the cell if cular caterers are pronto area.
Prov requ There used Typic no pr Sign	Expanded Works Approved construction p vide a brief explanation ic uired. Attach all other sup re are only 2 Caterers in the d by the Air Canada Centre, cally the catering bill would b romoter involved. Bids were	Existing PO Number:         project has unexpected work arising during construction, does not         dentifying the conditions that make it necessary to use this policy.         oporting documentation as available.         area that can handle the intricasies of Backstage Catering. These partice         The Molson Canadian Amphitheatre and various film locations in the To         be paid by the show promoter on behalf of the venue. For the Godsmack         a received from both caterers. Capers Catering on Location had the lowe	t expand the scope. Expand the cell if cular caterers are pronto area.
Prov requ There used Typic no pr Sign reque	Expanded Works Approved construction p vide a brief explanation ic uired. Attach all other sup re are only 2 Caterers in the d by the Air Canada Centre, cally the catering bill would b romoter involved. Bids were natures: Departmental liests that are under \$100	Existing PO Number:         project has unexpected work arising during construction, does not         dentifying the conditions that make it necessary to use this policy.         oporting documentation as available.         a area that can handle the intricasies of Backstage Catering. These partice         The Molson Canadian Amphitheatre and various film locations in the To         be paid by the show promoter on behalf of the venue. For the Godsmack         a received from both caterers. Capers Catering on Location had the lowe         Director (for Policy 11         0,000) OR	t expand the scope. Expand the cell if cular caterers are pronto area.
Prov requ There used Typic no pr Sign reque Gene	Expanded Works Approved construction p vide a brief explanation ic jired. Attach all other sup re are only 2 Caterers in the by the Air Canada Centre, cally the catering bill would b romoter involved. Bids were natures: Departmental lists that are under \$100 teral Manager (for ALL P	Existing PO Number:         project has unexpected work arising during construction, does not         dentifying the conditions that make it necessary to use this policy.         oporting documentation as available.         area that can handle the intricasies of Backstage Catering. These partic         The Molson Canadian Amphitheatre and various film locations in the To         be paid by the show promoter on behalf of the venue. For the Godsmack         areceived from both caterers. Capers Catering on Location had the lowe         Director (for Policy 11         0,000) OR         Policy 10 requests	t expand the scope. Expand the cell if cular caterers are pronto area.
Prov requ There used Typic no pr Sign reque Gene REG	Expanded Works Approved construction p vide a brief explanation ic uired. Attach all other sup re are only 2 Caterers in the d by the Air Canada Centre, cally the catering bill would l romoter involved. Bids were natures: Departmental lests that are under \$100 leral Manager (for ALL P SARDLESS OF AMOUNT	Existing PO Number:         project has unexpected work arising during construction, does not         dentifying the conditions that make it necessary to use this policy.         oporting documentation as available.         area that can handle the intricasies of Backstage Catering. These partice         The Molson Canadian Amphitheatre and various film locations in the To         be paid by the show promoter on behalf of the venue. For the Godsmack         a received from both caterers. Capers Catering on Location had the lowe         Director (for Policy 11         0,000) OR         Policy 10 requests         I and for Policy 11	t expand the scope. Expand the cell if cular caterers are pronto area.
Prov requ There used Typic no pr Sign reque Gene REG	Expanded Works Approved construction p vide a brief explanation ic jired. Attach all other sup re are only 2 Caterers in the by the Air Canada Centre, cally the catering bill would b romoter involved. Bids were natures: Departmental lists that are under \$100 teral Manager (for ALL P	Existing PO Number:         project has unexpected work arising during construction, does not         dentifying the conditions that make it necessary to use this policy.         oporting documentation as available.         area that can handle the intricasies of Backstage Catering. These partice         The Molson Canadian Amphitheatre and various film locations in the To         be paid by the show promoter on behalf of the venue. For the Godsmack         areceived from both caterers. Capers Catering on Location had the lowe         Director (for Policy 11         0,000) OR         Policy 10 requests         I and for Policy 11	t expand the scope. Expand the cell if cular caterers are pronto area.
Prov requ There used Typic no pr Sign reque REG reque	Expanded Works Approved construction p vide a brief explanation ic uired. Attach all other sup re are only 2 Caterers in the d by the Air Canada Centre, cally the catering bill would l romoter involved. Bids were natures: Departmental lests that are under \$100 leral Manager (for ALL P SARDLESS OF AMOUNT	Existing PO Number:         project has unexpected work arising during construction, does not         dentifying the conditions that make it necessary to use this policy.         oporting documentation as available.         area that can handle the intricasies of Backstage Catering. These partic         The Molson Canadian Amphitheatre and various film locations in the To         be paid by the show promoter on behalf of the venue. For the Godsmack         a received from both caterers. Capers Catering on Location had the lowe         Director (for Policy 11         0,000) OR         Policy 10 requests         I and for Policy 11         John Elder	t expand the scope. Expand the cell if cular caterers are pronto area. k show there was est bid.

'Purchasing Policy 10 & 11' at purchasi@hamilton.ca

رتىى					Manua	12 -
		POLICY 10 - EMER	RGENCY REPOR			ر مسد ۲
		OLICY 11 - REQUEST FO	OR USE OF NEC	OTIATION POI		
	Date:	November 14, 2011			– Hamilton	
	Department/Division:	Police			P	0
	Reporter's Name:	Dan Bowman			NO RP	T will
	Phone Number:	905-546-4731			- No RP - beiss	l
	Buyer:	Doris Ciardullo	▼		beiss	vea.
	Vendor:	CHYSLER Vendors			RETC	9-01-11
	Description of Goods/S	ervices Required:			remak	
	I mose pairs are generally	nent Parts that are only mad not available from aftermar f Original Equipment Manufa	ket suppliers The	line aralegh local	respond to Tanday OO of	]
	ls there an approved bu	udget for this purchase?	✓ Yes 🗌 No	Value: \$	\$50,000.00	- -
	Account Number	55135	Dept	d. / Project Id.	376622	
0	Emergency Policy 10	Use explanation area be and/or services were ac	elow to describe equired including	the emergency s PeopleSoft requ	situation and how goods isition number if entered	l.
۲	Negotiation Policy 11	Complete all sections be selection, the reason for purchase.	elow, and indicate r requesting the ι	e by checking O ise of the Negot	NLY the most appropriat iation Policy for this	:e
Fo	Negotiation Policy 11	requests, select ONE of	the following:			
	Short Supply	• • •				
		ged to be in short supply o	due to market cor	nditions		
$\checkmark$	Sole Source	source for the goods/ser				
	Bids Exceed Budget o	r Estimated Costs				
	Single Source	specifications is excessive	e in total cost or :	substantially exc	eeds the estimated cost	
	A single source is being	recommended.				
	<b>Contract Extension</b> For the extension of a co	Extended unt ontract which has expired	il: and unforeseeat	ole circumstance	es have caused a delay in	n
_	issuing a new tender/pro	posal document.				
	Expanded Works Approved construction p	Existing PO N roject has unexpected wo	lumber: ork arising during	construction. dc	es not expand the score	2
Prov	ide a brief explanation ide	entifying the conditions the	at make it neces			
- oqu	neu. Autach all other sup	porting documentation as y of CHYRLER only parts fo	available			
Nove	mber 15/11 added by Ange	lers. There will be competiti la Mastandrea: Tender regi	on between CHYR	LER Dealers to p	rovide this service.	
	REQUEST/APPROVAL.	standardize these parts. A	SEPARATE PO W	ILL NOT BE ISSU	JED AS A RESULT OF	
Gene	eral Manager (Required	for ALL Policy 10				
reque	ests <u>REGARDLESS OF /</u> y 11 requests that are <b>\$1</b>	AMOUNT and for	Ted M	ason	Date ALDU 14/11	
	oval Signature - Manager				Date <u>Nov 14/11</u> Date <u>Nov 15/11</u>	
Once 'Purc	completed and proper hasing Policy 10 & 11'	approvals have been o at purchasi@hamilton.c	btained, please a	email this form		

Revision date: 12 November 2009

			manual 4
	PC	POLICY 10 - EMERGENCY REPORTING FORM DLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY	
	Date:	November 14, 2011	Hamilton
	Department/Division:	Police	
	Reporter's Name:	Dan Bowman	NO PO will be
	Phone Number:	905-546-4731	issued.
	Buyer:	Doris Ciardullo	RFT C9-01-11
	Vendor:	FORD Vendors	Kr CTUIN
	Description of Goods/S	ervices Required:	
	Supply of Original Equipm These parts are generally	nent Parts that are only made available by the manufacturer to their de not available from aftermarket suppliers.	aler networks.
	Is there an approved bu	udget for this purchase?  Yes  No  Value: \$ \$135	5,000.00
0	Account Number	55135 Dept Id. / Project Id. <u>3766</u>	<u>322 </u>
0	Emergency Policy 10	Use explanation area below to describe the emergency situation and/or services were acquired including PeopleSoft requisition	
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY to selection, the reason for requesting the use of the Negotiation purchase.	
For	r Negotiation Policy 11	requests, select ONE of the following:	
	Short Supply Goods/services are judg Sole Source	ged to be in short supply due to market conditions.	
		n source for the goods/services (sole source).	
	Bids Exceed Budget of The lowest bid meeting	or Estimated Costs specifications is excessive in total cost or substantially exceeds	the estimated cost.
	Single Source A single source is being	y recommended.	
	<b>Contract Extension</b> For the extension of a c issuing a new tender/pro	Extended until: contract which has expired and unforeseeable circumstances hav oposal document.	ve caused a delay in
	For the extension of a c issuing a new tender/pro <b>Expanded Works</b>	contract which has expired and unforeseeable circumstances hav oposal document. Existing PO Number:	- 
	For the extension of a c issuing a new tender/pro <b>Expanded Works</b>	contract which has expired and unforeseeable circumstances hav oposal document.	- 
Prov	For the extension of a c issuing a new tender/pro <b>Expanded Works</b> Approved construction p vide a brief explanation ic	contract which has expired and unforeseeable circumstances hav oposal document. Existing PO Number: project has unexpected work arising during construction, does no dentifying the conditions that make it necessary to use this policy	bt expand the scope.
requ	For the extension of a c issuing a new tender/pro <b>Expanded Works</b> Approved construction p vide a brief explanation ic uired. Attach all other su	contract which has expired and unforeseeable circumstances have oposal document. Existing PO Number: project has unexpected work arising during construction, does not dentifying the conditions that make it necessary to use this policy pporting documentation as available.	ot expand the scope.
requ This	For the extension of a c issuing a new tender/pro <b>Expanded Works</b> Approved construction p vide a brief explanation ic uired. Attach all other sup is for the supply and delive	contract which has expired and unforeseeable circumstances have oposal document. Existing PO Number: project has unexpected work arising during construction, does not dentifying the conditions that make it necessary to use this policy pporting documentation as available. any of Ford only parts for HPS Ford vehicles. These parts are generally	ot expand the scope.
requ This after resp	For the extension of a c issuing a new tender/pro <b>Expanded Works</b> Approved construction p vide a brief explanation ic <u>uired. Attach all other sup</u> is for the supply and delive market suppliers. There wi bond to Tender C9-01-11 Sup	contract which has expired and unforeseeable circumstances have oposal document. Existing PO Number: project has unexpected work arising during construction, does not dentifying the conditions that make it necessary to use this policy pporting documentation as available. ery of Ford only parts for HPS Ford vehicles. These parts are generally ill be competition between Ford Dealers to provide this service. The lo upply and Delivery of Original Equipment Manufacturer (OEM) Vehicle I	ot expand the scope. 7. Expand the cell if 7 not available from cal dealers will Parts For Hamilton
requ This after resp Polic	For the extension of a c issuing a new tender/pro <b>Expanded Works</b> Approved construction p vide a brief explanation ic <u>uired. Attach all other sup</u> is for the supply and delive market suppliers. There wi bond to Tender C9-01-11 Succe Service Vehicles, As and	contract which has expired and unforeseeable circumstances have oposal document. Existing PO Number: project has unexpected work arising during construction, does not dentifying the conditions that make it necessary to use this policy pporting documentation as available. ery of Ford only parts for HPS Ford vehicles. These parts are generally ill be competition between Ford Dealers to provide this service. The lo upply and Delivery of Original Equipment Manufacturer (OEM) Vehicle of When Required November 16/11 added by Angela Mastandrea: Ter	ot expand the scope. • Expand the cell if • not available from cal dealers will Parts For Hamilton ider requirements
requ This after resp Polic will i	For the extension of a c issuing a new tender/pro <b>Expanded Works</b> Approved construction p vide a brief explanation ic <u>uired. Attach all other sup</u> is for the supply and delive market suppliers. There wi bond to Tender C9-01-11 Suc ce Service Vehicles, As and nclude brand naming of OE	contract which has expired and unforeseeable circumstances have oposal document. Existing PO Number: project has unexpected work arising during construction, does not dentifying the conditions that make it necessary to use this policy pporting documentation as available. ery of Ford only parts for HPS Ford vehicles. These parts are generally ill be competition between Ford Dealers to provide this service. The lo upply and Delivery of Original Equipment Manufacturer (OEM) Vehicle I	ot expand the scope. • Expand the cell if • not available from cal dealers will Parts For Hamilton ider requirements
requ This after resp Polic will in	For the extension of a c issuing a new tender/pro <b>Expanded Works</b> Approved construction p vide a brief explanation ic <u>uired. Attach all other sup</u> is for the supply and delive market suppliers. There wi bond to Tender C9-01-11 Suc ce Service Vehicles, As and nclude brand naming of OE	contract which has expired and unforeseeable circumstances have oposal document. Existing PO Number: project has unexpected work arising during construction, does not dentifying the conditions that make it necessary to use this policy pporting documentation as available. ery of Ford only parts for HPS Ford vehicles. These parts are generally ill be competition between Ford Dealers to provide this service. The lo upply and Delivery of Original Equipment Manufacturer (OEM) Vehicle I d When Required November 16/11 added by Angela Mastandrea: Ter EM parts - where a Board approval does not exist to standardize these	ot expand the scope. • Expand the cell if • not available from cal dealers will Parts For Hamilton ider requirements
requ This after Polic will in SEP Gen requ	For the extension of a c issuing a new tender/pro <b>Expanded Works</b> Approved construction p vide a brief explanation ic <u>uired</u> . Attach all other sup is for the supply and delive market suppliers. There wi ond to Tender C9-01-11 Su ce Service Vehicles, As and nclude brand naming of OE PARATE PO WILL NOT BE	contract which has expired and unforeseeable circumstances have oposal document. Existing PO Number: project has unexpected work arising during construction, does not dentifying the conditions that make it necessary to use this policy pporting documentation as available. ery of Ford only parts for HPS Ford vehicles. These parts are generally ill be competition between Ford Dealers to provide this service. The lo upply and Delivery of Original Equipment Manufacturer (OEM) Vehicle I d When Required November 16/11 added by Angela Mastandrea: Ter EM parts - where a Board approval does not exist to standardize these ISSUED AS A RESULT OF THIS REQUEST/APPROVAL.	ot expand the scope. • Expand the cell if • not available from cal dealers will Parts For Hamilton nder requirements parts. A
requ This after Polic will in SEP Gen requ	For the extension of a c issuing a new tender/pro <b>Expanded Works</b> Approved construction p vide a brief explanation ic <u>uired.</u> Attach all other sup is for the supply and delive market suppliers. There wi ond to Tender C9-01-11 Su ce Service Vehicles, As and nclude brand naming of OE 'ARATE PO WILL NOT BE	contract which has expired and unforeseeable circumstances have oposal document. Existing PO Number: project has unexpected work arising during construction, does not dentifying the conditions that make it necessary to use this policy pporting documentation as available. ery of Ford only parts for HPS Ford vehicles. These parts are generally ill be competition between Ford Dealers to provide this service. The lo upply and Delivery of Original Equipment Manufacturer (OEM) Vehicle I d When Required November 16/11 added by Angela Mastandrea: Ter EM parts - where a Board approval does not exist to standardize these ISSUED AS A RESULT OF THIS REQUEST/APPROVAL.	ot expand the scope. • Expand the cell if • not available from cal dealers will Parts For Hamilton ider requirements

			, manual 5
	PC	POLICY 10 - EMERGENCY REPORTING FORM LICY 11 - REQUEST FOR USE OF NEGOTIATION PO	
	Date:	November 14, 2011	Hamilton
	Department/Division:	Police	
	Reporter's Name:	Dan Bowman	- No P.G. will be
	Phone Number:	905-546-4731	Issued.
	Buyer:	Doris Ciardullo	RFTC9-01-11
	Vendor:	GM Vendors	
	Description of Goods/S	ervices Required:	
	Supply of Original Equipm	ent Parts that are only made available by the manufacturer to not available from aftermarket suppliers.	their dealer networks.
	Is there an approved bu	dget for this purchase?	\$ \$50,000.00
	Account Number	55135 Dept Id. / Project Id.	376622
0	Emergency Policy 10	Use explanation area below to describe the emergency and/or services were acquired including PeopleSoft rec	
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking selection, the reason for requesting the use of the Nega purchase.	
For	Negotiation Policy 11	requests, select ONE of the following:	
	Short Supply		
		ged to be in short supply due to market conditions.	
1	Sole Source There is only one know	n source for the goods/services (sole source).	
	Bids Exceed Budget of		xceeds the estimated cost.
	Single Source A single source is being	recommended.	
	Contract Extension	Extended until:	
	For the extension of a c issuing a new tender/pr	ontract which has expired and unforeseeable circumstar	nces have caused a delay in
	Expanded Works	Existing PO Number:	does not expand the scope.
requ This after resp Polic vill i	uired. Attach all other su is for the supply and delive market suppliers. There w ond to Tender C9-01-11 So ce Service Vehicles, As and nclude brand naming of OF	dentifying the conditions that make it necessary to use th oporting documentation as available. Bry of GM only parts for GM Ford vehicles. These parts are ge ill be competition between GM Dealers to provide this service. Upply and Delivery of Original Equipment Manufacturer (OEM) I When Required. November 15/11 added by Angela Mastan IM parts - where a Board approval does not exist to standardiz ISSUED AS A RESULT OF THIS REQUEST/APPROVAL.	nerally not available from The local dealers will Vehicle Parts For Hamilton drea: Tender requirements
equ	neral Manager (Required uests <u>REGARDLESS OF</u> cy 11 requests that are <b>\$</b>	AMOUNT and for	
٩p	roval Signature - Manag		Date_ <u>_/(o\/, 14</u> /1( Date_ <u>_/)@1/15/</u> 1/
		er approvals have been obtained, please email this fo ' at purchasi@hamilton.ca	orm as a .xls file to
			evision date: 12 November 2009

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		PC	POLICY 10 - EMERGEN DLICY 11 - REQUEST FOR US	CY REPORTING FORM E OF NEGOTIATION POLICY	
		Date:	aug 31 / 11		Hamilton
		Department/Division:	City Clerks Section Print & N	lail	
	Same of the second s	Reporter's Name:	Roland Salmon		
	1	Phone Number:	(905)546-2424 x 6191		
		Procurement Contact:	Maryanne Macura - Procurement	Specialist 🔻	
		Vendor Name:	Athens Printing		
		Description of Goods/S	ervices Required:		
			vendors PO . Brokered under con	tract Printing I	
		Is there an approved bu	udget for this purchase?	Yes 🗌 No Value: \$ <u>\$5</u>	0,000.00
		Account Number	55610	Dept Id. / Project Id. 31	5031
	0	Emergency Policy 10		to describe the emergency situa d Including PeopleSoft requisiti	
	۲	Negotiation Policy 11		and indicate by checking ONL lesting the use of the Negotiatic	
	For	Negotiation Policy 11	requests, select ONE of the f	following:	
	$\Box$	Short Supply			
		- 10 - E	ged to be in short supply due to	o market conditions.	r Or i C'
$\cap$	Ц	Sole Source	n source for the goods/service	s (sole source)	Cat
		Bids Exceed Budget of	-	s (sole source).	$\bigcirc$ $\bigcirc$
				otal cost or substantially exceed	ds the estimated cost.
		Single Source A single source is being	g recommended.		
	Į	<b>Contract Extension</b> For the extension of a clissuing a new tender/pr		New Contract in Place unforeseeable circumstances h	nave caused a delay in
		Expanded Works	Existing PO Num	nsing during construction, does	not expand the scope.
	requ	uired. Attach all other su	pporting documentation as ava	nake it necessary to use this po illable.	licy. Expand the cell if
	Rec	ulred untill New Contact is	established !		
	Sig	natures: Denartmenta	Director (for Policy 11		
		uests that are under \$10			
		neral Manager (for ALL		1	
		GARDLESS OF AMOUN		Nous Vallandal	Data Mar a / 11
		uests that are \$100,000		and sullay her	Date <u>(/a: 9 /</u> //
(		roval Signature - Procur	70	hitte	-12/13/1
×				ined, please email this form a	s a .xls file to the
			@hamilton.ca" email box d include the: Vendor Name		
					lon date: 24 January 2011
				ROB ROSSINI	
				NOD NOTIVI	

	Date:	OLICY 11 - REQUEST FOR October 25 th / 2011	OUL OF NEODIATIN			
	Department/Division:	City Clerks Section Print	8 Mail	П	amilton	
	Reporter's Name:	Roland Salmon				
	Phone Number:	(905) 546-2424 x 6191			NON	COMPLIANT
				<b>•</b>		
	Procurement Contact:	Maryanne Macura - Procurem	lent Specialist	· · · ·		
	Vendor Name:	Stirling Print				
	Description of Goods/S	ervices Required: vendors PO . Brokered under	contract Printing I			1
	money needed to top up		oonador i mang i			
		· · · · · · · · · · · · · · · · · · ·				J
	Is there an approved bu	udget for this purchase?	✓ Yes □ No Va	alue: \$ <u>\$50,000.</u>	00 ./	-
	Account Number	55610	Dept Id. / Pro	ject Id. 315031		
0	Emergency Policy 10	Use explanation area bel		<u></u>	-	
	Emergency Policy 10	and/or services were acq				
0	Novelistica Dolisu 44					
۲	Negotiation Policy 11	Complete all sections bel selection, the reason for r				te
		purchase.	1	0		
Fo	r Negotiation Policy 11	requests, select ONE of t	he following:			
	Short Supply					
<u> </u>		ged to be in short supply du	ue to market conditions	•		
	Sole Source There is only one know	n source for the goods/serv	vices (sole source).			
	Bids Exceed Budget o	-	, , , , , , , , , , , , , , , , , , ,			
	The lowest bid meeting	specifications is excessive	in total cost or substar	tially exceeds the	estimated cos	t.
	Single Source	recommended				
V	A single source is being Contract Extension	Extended unti	il: New Contract	In Place		
L		contract which has expired a			aused a delay	in
	issuing a new tender/pr	•				
L	Expanded Works	Existing PO N project has unexpected wo	lumber: #38705	uction does not ex		
		dentifying the conditions the pporting documentation as		use this policy. E	expand the cel	l if
	quired untill New Contact is					1
			,			
				0.0	ROSSINI	
				11/ A 1-	13 10 231 191	1
				KOD	11	, ,
Red	natures: Departmental	Director (for Policy 11	/	KOD		and mili
Red Sig	uests that are under \$10	0,000) OR		KOD KOD	~~~	, an [01 ] 1
Red Sig requ Ger	-	0,000) OR Policy 10 requests	A. H.	heto M	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	, <i>a</i> n/01/17

"ProcurementPolicy10&11@hamilton.ca" email box Email "Subject" line should include the: Vendor Name

Revision date: 24 January 2011

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	۰.	P	POLICY 10 - EMERGENCY REPORTING FORM
1		Date:	November 4th / 2011 Harding Harding
		Department/Division:	City Clerks Section Print & Mail
		Reporter's Name:	Roland Salmon
		Phone Number:	( 905 ) 546-2424 × 6191
		Procurement Contact:	Maryanne Macura - Procurement Specialist
		Vendor Name:	Minuteman Press
		Description of Goods/S	
			vendors PO . Brokered under contract Printing I
		ls there an approved b	udget for this purchase?
		Account Number	55610 Dept Id. / Project Id. <u>315031</u>
	0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
	۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
	For	·Negotiation Policy 11	requests, select ONE of the following:
		Short Supply	
9		•	lged to be in short supply due to market conditions.
$\bigcirc$		Sole Source	n source for the goods/services (sole source).
		Bids Exceed Budget	-
	<u>ل</u> ے	-	specifications is excessive in total cost or substantially exceeds the estimated cost.
		Single Source A single source is being	y recommended.
	<b>I</b>	<b>Contract Extension</b> For the extension of a clissuing a new tender/pr	Extended until: <u>New Contract in Rlace</u> contract which has expired and unforeseeable circumstances have caused a delay in conceal document
		Expanded Works	Existing PO Number:
	requ		dentifying the conditions that make it necessary to use this policy. Expand the cell if porting documentation as available.
	тец		
		natures: Departmenta	
		ests that are under \$10 eral Manager (for ALL	
		ARDLESS OF AMOUN	A LAT
		ests that are \$100,000	
· · ·		roval Signature - Procur	TEONDOUC
			er approvals have been obtained, please email this form as a .xls file to the
			@hamilton.ca" email box d include the: Vendor Name
	Ema	ul "Subject" line shoul	d include the: Vendor Name Revision date: 24 January 2011
			ROB ROSSINI

	1			
	· · · · · · · · · · · · · · · · · · ·		NCY REPORTING FORM USE OF NEGOTIATION POLICY	
1	This is when a commitme	requests: All requisite approvals mus thas been made to a vendor, services h not, the purchase will be considered Nor	ave commenced/completed or goods ha	
(C) -	Date:	October 25, 2011		
502.00×	Department/Division:	ESI / Construction		
	Reporter's Name:	Janet Warner		
	Phone Number:	X7041		
	Procurement Contact:	Donna Drozdz - Senior Procurement Specia	list 🔻	
	Vendor Name:	David Premi Architects	·	
	Description of Goods/S	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	
		ing PO#41204 Prime Consultant Servi	ces for the renovations to the Hammilton	Public Library and Farmers' Market
	ls there an approved b	ldget for this purchase? ☑	Yes 🗌 No Value:	\$ \$25,000.00
	Account Number	55803	Dept Id./Project I	d. <u>7100554540</u>
0	Emergency Policy 10	Use explanation area below to desc acquired including PeopleSoft requ		ow goods and/or services were
۲	Negotiation_Policy 11	Complete all sections below, and in requesting the use of the Negotiation		appropriate selection, the reason f
$\square$	Short Supply			
	Sole Source	ged to be in short supply due to mar		
	Sole Source There is only one know Bids Exceed Budget	n source for the goods/services (sole r Estimated Costs	e source).	nated cost
	Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source	n source for the goods/services (sole <b>r Estimated Costs</b> specifications is excessive in total c	e source).	nated cost.
	Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a d	n source for the goods/services (sole <b>r Estimated Costs</b> specifications is excessive in total contract No.: <b>Contract No.:</b> Ontract which has expired and unfor	e source). ost or substantially exceeds the estir <b>Extended from:</b>	Extended to:
	Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a d tender/proposal docum Expanded Works	n source for the goods/services (sole <b>r Estimated Costs</b> specifications is excessive in total contract No.: Ontract No.: Ontract which has expired and unfor ent. Existing PO No.:	e source). ost or substantially exceeds the estin <b>Extended from:</b> eseeable circumstances have cause	Extended to: ad a delay in issuing a new
	Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a d tender/proposal docum Expanded Works Approved <u>construction</u>	n source for the goods/services (sole or Estimated Costs specifications is excessive in total contract No.: Contract No.: Ontract which has expired and unfor ent. Existing PO No.:	e source). pst or substantially exceeds the estin <b>Extended from:</b> pseeable circumstances have cause during construction, but does not e	<b>Extended to:</b> a delay in issuing a new expand the scope.
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Email "Subject" line should include the actual Vendor's Name

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	8. 42°	POLICY 10 - EM POLICY 11 - REQUEST	NERGENCY REPOR T FOR USE OF NEG		
	This is when a commitme	<b><u>1 requests</u>:</b> All requisite approvents of thas been made to a vendor, se f not, the procurement will be cons	rvices have commence	ed/completed or goods have	Hamilton //e
C.I	Date: Department/Division:	November 17, 2011 Public Work/ESI/Water & Wa	astewater Engineer	ng	
	Reporter's Name:	Bill Docherty			
	Phone Number:	ext. 1383			
	Procurement Contact:	Donna Drozdz - Senior Procuremer	nt Specialist		
	Vendor Name:	GENIVAR Inc.			_
	Description of Goods/S Increase PO 45066 for ad	Services Required: ditional engineering services requi	ired to complete the Li	ow Lift Pumping Station Up	grades project.
	Is there an approved bu	udget for this procurement?	🗹 Yes 🗌 No	Value:	\$ \$70,000.00
	Account Number	55801		Dept Id./Project Id	1. 5140666501
0	Emergency Policy 10	Use explanation area below acquired including PeopleSo			w goods and/or services were
۲	Negotiation Policy 11	Complete all sections below, requesting the use of the Neg			ppropriate selection, the reason for
	Short Supply Goods/services are jud Sole Source	requests, select ONE of the ged to be in short supply due to n source for the goods/service	to market conditions		
	Bids Exceed Budgete The lowest bid meeting	d or Estimated Costs specifications is excessive in	total cost or substar	ntially exceeds the estim	nated cost.
$\checkmark$	Single Source A single source is being	recommended			
	Contract Extension	Contract No.: contract which has expired and	Extended to the second		_ Extended to: d a delay in issuing a new
	Expanded Works Approved construction	Existing PO No.: <u>n</u> project has unexpected work	arising during cons	truction, but does not ex	ypand the scope
					all other supporting documentation
Geniv Static pump const issue contin	var was awarded Contract C11 on Upgrades in the amount of \$ o base reconfiguration and insta truction contract is also delayee s on the construction contracts	635,986.00. There have been severa allation of a new isolation valve, which d due to poor weather, intake obstruction (, Genivar's engineering assignment wi ar's PO, we are requesting PO 45066 I	al tasks added to the Low have pushed the project ons and additional chlorin ill require additional contr	Lift Pumping Station construct completion date to January 20 ation tasks not identified in the act administration, resident se	ater Treatment Plant Low Lift Pumping tion contract, such as pipe modifications, 012. In addition, the Low Lift Intake Works e original scope of work. As a result of these rvices and design services. As insufficient cost of the additional engineering services
requ Gen <u>\$5,0</u> (	atures: Departmental Dir ests that are under \$100,00 eral Manager (for ALL Poli <u>00 or greater</u> and for Policy 0,000 or greater)	00) OR icy 10 requests <u>of</u>	N CHAU	IN	Date_NOV. 24/2011
Арр	roval Signature - Procure	ement Manager			
"Pro	ocurementPolicy10&11	er approvals have been obta @hamilton.ca" email box d include the actual Vendor'		this form as a .xls file	e to the
					Revision date: November 1, 2011

	1		POLICY 10 - EMERGENCY REPORTING FORM POLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY	
en l		This is when a commitme	<u>I requests:</u> All requisite approvals must be obtained before a vendor is engaged, ant has been made to a vendor, services have commenced/completed or goods red. If not, the purchase will be considered Non-Compliant.	Hamilton
(		Date:	2011.07.28	
		Department/Division: Reporter's Name:	Energy, Fleet and Facilities/ Transit Division	
		Phone Number:	Mark Selkirk	
		Procurement Contact:	Barb Kinrade - Procurement Specialist	
		Vendor Name:	CINTAS CANADA LIMITED	
		Description of Goods/S		
				\$25 000 00
		is there an approved bi	udget for this purchase? ☑ Yes ☐ No Value: \$	\$25,000.00
		Account Number	53925 Dept Id./Project Id.	580300 (Markan all and Markan)
(	C	Emergency Policy 10	Use explanation area below to describe the emergency situation and how a acquired including PeopleSoft requisition number if entered.	goods and/or services were
(	٥	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most app requesting the use of the Negotiation Policy for this purchase.	ropriate selection, the reas
-	_	Negotiation Policy 11 Short Supply	requests, select ONE of the following:	
(		Goods/services are jud	ged to be in short supply due to market conditions.	
(		Goods/services are jud Sole Source		
(		Goods/services are jud Sole Source There is only one know Bids Exceed Budget of	in source for the goods/services (sole source).	ed cost.
(		Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source	n source for the goods/services (sole source). or Estimated Costs specifications is excessive in total cost or substantially exceeds the estimate	ed cost.
		Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension	n source for the goods/services (sole source). or Estimated Costs specifications is excessive in total cost or substantially exceeds the estimate	Extended to: 2012.01.31
		Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works	In source for the goods/services (sole source). or Estimated Costs specifications is excessive in total cost or substantially exceeds the estimate g recommended. Contract No.: <u>C12-13-08</u> Extended from: <u>2011.09.30</u> contract which has expired and unforeseeable circumstances have caused a ent. Existing PO No.:	Extended to: <u>2012.01.31</u> delay in issuing a new
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	NOTE for all Policy 44	POLICY 11 -	REQUEST	. ŝ	NEGOTI	ATION POLICY	ad	Hamilton
	NOTE for all Policy 11 This is when a commitmen been ordered/received. If	nt has been made to a	a vendor, servio	ces have comm	enced/com			Trainittoit
J	Date:	September 9, 201						
	Department/Division:	Water & Wastewa	ater Engineer	ng				
	Reporter's Name:	Steven Hoover						
	Phone Number:	7408						
	Procurement Contact:	Dina Urciuoli - Procu	rement Specialis	t		▼		
	Vendor Name:	Hatch Mott MacDe	onald					
	Description of Goods/S To expand PO # 46260 -							
	Is there an approved bu	udget for this purcha	ase?	✓ Yes	No	Value:	\$_\$6	50,000.00
	Account Number	55801				Dept Id./Projec	t Id. <u>51</u>	60766711
0	Emergency Policy 10	Use explanation a acquired including					ow goo	ds and/or services were
۲	Negotiation Policy 11	Complete all secti requesting the use					approp	priate selection, the reason t
	Short Supply Goods/services are judg Sole Source There is only one known	ged to be in short si		narket conditi	ons.			
	Short Supply Goods/services are judg Sole Source There is only one known Bids Exceed Budget o The lowest bid meeting	ged to be in short si n source for the goo or Estimated Costs	upply due to r ods/services ( s	narket conditi sole source).		exceeds the esti	mated	cost.
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	Short Supply Goods/services are judg Sole Source There is only one known Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal document	ged to be in short so n source for the goo or Estimated Costs specifications is ex g recommended. Contract No.: contract which has e ent. Existing PO No.:	upply due to r ods/services ( cessive in tot	narket conditi sole source). al cost or sub Exter 	stantially e ded from: circumstar	nces have cause	E: ed a de	xtended to: lay in issuing a new
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Pro ava Hatc	Short Supply Goods/services are judg Sole Source There is only one known Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docume Expanded Works Approved <u>construction</u> wide a brief explanation in illable.	ged to be in short si n source for the goo or Estimated Costs specifications is ex grecommended. Contract No.: contract which has e ent. Existing PO No.: project has unexper dentifying the conditional dentifying the conditional dentifying the conditional dentifying the conditional dentifying the conditional dentifyin	upply due to r ods/services ( cessive in tot expired and ur <u>46260</u> ected work ar tions that mak	narket conditi sole source). al cost or sub Exter foreseeable ising during c ke it necessar	stantially e ded from: circumstar onstructio y to use th	nces have cause n, but does not e nis policy. Attacl	E: ed a de expand h all oth	xtended to: lay in issuing a new the scope.
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Pro ava Hatc Was Furth Cond unex Ther com	Short Supply Goods/services are judg Sole Source There is only one known Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docume Expanded Works Approved <u>construction</u> wide a brief explanation id allable. th Mott MacDonald was awarded stewater Treatment Plant in the her design by the consultant is a dition of underground utilities red spected problems are delaying in refore, we are requesting that P plete this project.	ged to be in short si n source for the goo or Estimated Costs specifications is ex grecommended. Contract No.: contract which has e ent. Existing PO No.: project has unexper dentifying the conditional dentifying the conditional dentifying the conditional dentifyin	upply due to r ods/services ( ccessive in tot expired and ur <u>46260</u> ected work ar tions that make - Professional E een site condition unreliable existing t requiring furthe	narket conditi sole source). al cost or sub Exter foreseeable ising during c ke it necessar ngineering Cons	stantially e ded from: circumstar onstructio y to use th  uting Servic uring constru- truction mar	nces have cause n, but does not e nis policy. Attack es Required for the uction such as: 1) cc service water pumps nagement services.	E; ed a de expand h all oth Effluent [ ontaminats ) requirin	atended to: lay in issuing a new the scope. her supporting documentation Disinfection Upgrades at the Dund ted soils, 2) unmapped and the po ig replacement. Additionally, these
Pro ava Hatc Was Furth com Sign requ Gen	Short Supply Goods/services are judg Sole Source There is only one known Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docume Expanded Works Approved <u>construction</u> wide a brief explanation is aliable.	ged to be in short sin n source for the goo or Estimated Costs specifications is ex- procommended. Contract No.: contract which has e- ent. Existing PO No.: project has unexper- dentifying the condition amount of \$641,637.00. required due to unforese quiring repair, along with the construction contrace (C # 46260 be increased) rector (for Policy 11 00) OR icy 10 requests of	upply due to r ods/services ( accessive in tot expired and ur <u>46260</u> ected work ar tions that make - Professional E en site condition unreliable existin t requiring furthe d by \$60,000.00 f	narket conditi sole source). al cost or sub Exter foreseeable ising during c ke it necessar ngineering Cons as encountered d ng plant equipmer consultant cons to cover the abov	stantially of ded from: circumstar onstructio y to use th uiting Servic uring constru- truction mar e noted item	nces have cause n, but does not e nis policy. Attack es Required for the uction such as: 1) cc service water pumps nagement services. ns which will not exp.	E; ed a de expand h all oth Effluent [ ontaminats ) requirin	Atended to: lay in issuing a new the scope. Disinfection Upgrades at the Dund ted soils, 2) unmapped and the po greptacement. Additionally, these original scope, but will be required
Pro ava Hatc Was Furth cond unex There com Sign requ Gen \$5.0	Short Supply Goods/services are judg Sole Source There is only one known Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docume Expanded Works Approved <u>construction</u> wide a brief explanation is aliable. In Mott MacDonald was awarde stewater Treatment Plant in the her design by the consultant is is dition of underground utilities red spected problems are delaying refore, we are requesting that P plete this project.	ged to be in short sin n source for the goo or Estimated Costs specifications is ex- procommended. Contract No.: contract which has e- ent. Existing PO No.: project has unexper- dentifying the condition amount of \$641,637.00. required due to unforese quiring repair, along with the construction contrace (C # 46260 be increased) rector (for Policy 11 00) OR icy 10 requests of	upply due to r ods/services ( accessive in tot expired and ur <u>46260</u> ected work ar tions that make - Professional E en site condition unreliable existin t requiring furthe d by \$60,000.00 f	narket conditi sole source). al cost or sub Exter foreseeable ising during c ke it necessar ngineering Cons as encountered d ng plant equipmer consultant cons to cover the abov	stantially e ded from: circumstar onstructio y to use th  uting Servic uring constru- truction mar	nces have cause n, but does not e nis policy. Attack es Required for the uction such as: 1) cc service water pumps nagement services. ns which will not exp.	E; ed a de expand h all oth Effluent [ ontaminats ) requirin	Atended to: lay in issuing a new the scope. Disinfection Upgrades at the Dund ted soils, 2) unmapped and the po greptacement. Additionally, these original scope, but will be required
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	Short Supply Goods/services are judg Sole Source There is only one known Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docume Expanded Works Approved <u>construction</u> wide a brief explanation id tilable. The Mott MacDonald was awarde stewater Treatment Plant in the her design by the consultant is in dition of underground utilities re- appeded problems are delaying in effore, we are requesting that P plete this project.	ged to be in short sin n source for the goo or Estimated Costs specifications is ex grecommended. Contract No.: contract which has even the contract which has even the contract which has even the contract which has even the construction contract of Contract # C11-92-08 amount of \$641,637.00, required due to unforese quiring repair, along with the construction contract of # 46260 be increased rector (for Policy 11 00) OR icy 10 requests of y 11 requests that are	upply due to r ods/services ( accessive in tot expired and ur <u>46260</u> ected work ar tions that make - Professional E en site condition unreliable existin t requiring furthe d by \$60,000.00 f	narket conditi sole source). al cost or sub Exter foreseeable ising during c ke it necessar ngineering Cons as encountered d ng plant equipmer consultant cons to cover the abov	stantially of ded from: circumstar onstructio y to use th uiting Servic uring constru- truction mar e noted item	nces have cause n, but does not e nis policy. Attack es Required for the uction such as: 1) cc service water pumps nagement services. ns which will not exp.	E; ed a de expand h all oth Effluent [ ontaminats ) requirin	atended to: lay in issuing a new the scope. her supporting documentation Disinfection Upgrades at the Dund ted soils, 2) unmapped and the po ig replacement. Additionally, these

	Date: Department/Division: Reporter's Name: Phone Number:	POLICY 10 - EME OLICY 11 - REQUEST F November 8, 2011 Community Services, E Sue Mastracci (Acting	OR USE			DLICY	Hamilton
	Date: Department/Division: Reporter's Name: Phone Number:	OLICY 11 - REQUEST F November 8, 2011 Community Services, E	OR USE			DLICY	Hamilton
	Department/Division: Reporter's Name: Phone Number:	Community Services, E	mployme				Hamilton
	Reporter's Name: Phone Number:		mnlovme				1 Iammuon
	Phone Number:	Sue Mastracci (Acting	Imprograd	nt & Incom	e Support		and a second of T
			Program N	/lanager			
, _!	Produroment Centrati	(905) 546-2424 ext 154	2				NAN CORDEN AND
_	Procurement Contact:	Doris Ciardullo - Senior Pro	curement Sp	ecialist	•	•	NON COMPLIANT
	Vendor Name:	Good Shepherd, Youth	Trustee				
Γ	Description of Goods/Se	ervices Required:					
		ess has commenced and in					orm 11 completed to cover until ion is made, there is still
I	Is there an approved bu	dget for this purchase?	✓ Yes	No	Value: S	\$ \$31,5	75.00
1	Account Number	55791: 300 Martines		Dept Id. /	Project Id.	67212	1 <b>0</b>
0	Emergency Policy 10	Use explanation area b services were acquired					n and how goods and/or r if entered.
ا ھ	Negotiation Policy 11	Complete all sections b the reason for requestir					e most appropriate selection, nis purchase.
	Short Supply Goods/services are judg	requests, select ONE o ged to be in short supply		_	ions.		
	Sole Source There is only one knowr	n source for the goods/se	ervices (so	le source).			
	Bids Exceed Budget o The lowest bid meeting	r Estimated Costs specifications is excessiv	/e in total	cost or sub	stantially ex	kceeds t	he estimated cost.
	Single Source A single source is being	recommended.					
F	<b>Contract Extension</b> For the extension of a connew tender/proposal door				_ circumstan		ded to: <u>December 31, 2011</u> e caused a delay in issuing a
	Expanded Works	Existing PO project has unexpected w		g during co	nstruction,	does no	t expand the scope.
		lentifying the conditions to conditions to content to the condition as available to the condition as a conditions are conditions as a conditions are conditing are conditin		it necessar	ry to use thi	s policy.	Expand the cell if required.
compl \$37,42 to the	leted and posted, however 25 has been paid (Jan - Ju	ily); there are 2 invoice tota	an annual Iling \$12,60	budget for t 00 (Aug and	his expenditu Sept) and wi	ure in the ill have ir	ed. RFP completed was amount of \$81,600; for 2011 YTD voices for Oct, Nov and Dec prior he new contract will have a new
reque Gene <u>REG/</u>	atures: Departmental ests that are under \$100 eral Manager (for ALL F ARDLESS OF AMOUN ests that are \$100,000 o	<b>0,000) OR</b> Policy 10 requests <u>T</u> and for Policy 11	KERF	YLI	IBRIC		Date NOV 8 2011 Date Dec 87//
<b>A</b>	oval Signature - Procure	 ement Manager		1		_	Date Day STIL

"ProcurementPolicy10&11@hamilton.ca" email box Email "Subject" line should include the: Vendor Name

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	*		Y 10 - EMERGENC REQUEST FOR US			
	NOTE for all Policy*12 This is when a commitme been ordered/received. If	nt has been made to a	vendor, services have	commenced/com		Hamilton
( )	Date:	September 28, 201				
	Department/Division:	manual and a construction of the second	vironment and Susta	ainable Infrastruc	ture	
	Reporter's Name:	Steven Hoover				
	Phone Number:	ext. 7408				
	Procurement Contact:	Dina Urciuoli - Procure	ment Specialist		•	· .
	Vendor Name:	AECOM Canada L	imited			
	Description of Goods/S Expand P.O. 47820 for ad		ninge required for the	Freelton Water S	etom Lingradoa project	
	Is there an approved b	udget for this purcha	se? 🗸 Ye	s 🗌 No	Value: \$ <u>\$5</u>	0,000.00
	Account Number	55801	ntyffiger o y tyj		Dept Id./Project Id. 51	40667651
С	Emergency Policy 10		ea below to describ PeopleSoft requisiti			ods and/or services were
۲	) Negotiation Policy 11		ns below, and indic of the Negotiation F			priate selection, the reason for
	<ul> <li>br Negotiation Policy 11</li> <li>Short Supply Goods/services are jud</li> <li>Sole Source There is only one know</li> <li>Bids Exceed Budget of</li> </ul>	lged to be in short su In source for the goo	pply due to market	conditions.		
	The lowest bid meeting		cessive in total cost	or substantially	exceeds the estimated	cost.
	Single Source A single source is being					
	Contract Extension For the extension of a c tender/proposal docum			Extended from: _ eeable circumsta		tended to: elay in issuing a new
	Expanded Works Approved <u>construction</u>	Existing PO No.: n project has unexpe	ected work arising d	uring constructio	n, but does not expan	d the scope.
	ovide a brief explanation i available.	identifying the condit	ions that make it ne	cessary to use t	nis policy. Attach all o	ther supporting documentation
FDf add cha ther	F01 and Elevated Tank HDT03 a litional engineering effort require inges to contract work, relocation	and to Develop New Well ed for coordinating and res n of structures, drainage is O. 47820 be increased by	FDF03 and Decommissic olving unforeseen issues sues and the encounterin	on Well FDF02. AE0 that developed durining of bed rock. Insu	COM has advised the City the ng construction, such as cha ficient funds remain on the F	Water System Upgrades to Well at it will be submitting a claim for nges to contract specified materials, P.O. to accommodate this claim, ndertaken with AECOM to validate the
req Ge \$5,	Inatures: Departmental Diruests that are under \$100,0 neral Manager (for ALL Pol 000 or greater and for Polic 00,000 or greater)	00) OR licy 10 requests <u>of</u>		Pan r.	hauvin	Date 1012 5/11
	proval Signature - Procur	ement Manager				Date <u>OCC 5/11</u> Date <u>OCC 17/11</u>
	ice completed and prop			ase email this f	orm as a .xls file to	(
	rocurementPolicy10&11 nail "Subject" line shou					
						Revision date: July 4, 2011

1	•		10 - EMERGENCY I QUEST FOR USE (			
	This is when a commitme	<b><u>1 requests</u>:</b> All requisite ant has been made to a ver	approvals must be ob ndor, services have co	tained before a ve mmenced/comple	endor is engaged.	Hamilton
		f not, the purchase will be	considered Non-Comp	liant.		
	Date: Department/Division:	October 3, 2011 Public Works - ESI - V	Mater & Mastewate	r Distribution 8	Collection	
	Reporter's Name:	Bert Posedowski	Water & Wastewate		Conection	
	Phone Number:	ext. 3199				
	Procurement Contact:	Donna Drozdz - Senior Pro	ocurement Specialist	•		
	Vendor Name:	L				
	Description of Goods/S	Veritec Consulting Ind	<u>ي.</u>			
			ion of district metering	and leak detection	n for all of pressure	e district 5 in the City of Hamilton.
	ls there an approved b	udget for this purchase	? Ves	No No	Value: \$	\$26,480.00
	Account Number		<u>teri Barren dek </u>	De	pt Id./Project Id.	5140955922
0	Emergency Policy 10	Use explanation area acquired including Pe				goods and/or services were
۲	Negotiation Policy 11	Complete all sections requesting the use of				propriate selection, the reason for
Fo	r Negotiation Policy 11 Short Supply	requests, select ONE	of the following:			
		lged to be in short supp	ly due to market cor	nditions.		
	There is only one know	-	/services (sole sourc	ce).		
	Bids Exceed Budget		sive in total cost or	substantially exc	ceeds the estima	ted cost.
7	Single Source A single source is being	g recommended.				
	Contract Extension For the extension of a c tender/proposal docum	contract which has expi		tended from: ble circumstance	es have caused	Extended to: a delay in issuing a new
	Expanded Works Approved <u>construction</u>	Existing PO No.:	ed work arising durir	ng construction,	but does not exp	and the scope.
as a	available.			·		Il other supporting documentation
cont	ract was awarded under Tende	er (over \$100,000) as a lump s ete the project. Vertiec is in the	sum contract however, due	e to out of scope cha	anges and schedule t	ilstrict 5 in the City of Hamilton. The hat were beyond the control of the vendor, ntegral part of the scorp and it is not
requ Ger	natures: Departmental Din lests that are under \$100,0 leral Manager (for ALL Pol 100 or granter and for Pola	100) OR licy 10 requests <u>of</u>	Λ			
	00 or greater and for Polic 0,000 or greater)		Na	n McKin	LREN	Date <u>OCT 17/201</u> Date <u>OCL 19/11</u>
App	proval Signature - Procur	ement Manager				Date Oct 19/11
	ce completed and prop					

K

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Revision date: July 4, 2011

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	Jel		
	· ·	POLICY 10 - EMERGENCY REPORTING FORM POLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY	
	NOTE for all Policy 11	<u>1 requests</u> : All requisite approvals must be obtained before a vendor is engaged. <u>Hamilton</u>	
	This is when a commitme	nt has been made to a vendor, services have commenced/completed or goods have f not, the procurement will be considered Non-Compliant.	
	Date:	Norrow I - The 2011	
	Department/Division:	Community Services Employment & Income - Helping Hand's	
	Reporter's Name:	LINDA OLIGMURIEN	
1	Phone Number:	905 5462424 × 2878'	
	Procurement Contact:	Select Appropriate Procurement Contact MAT Broish	
	Vendor Name:	Gee Tee's.	
	Description of Goods/S	ervices Required:	
	Uniform s	Sor participants in Helping Hands	
	ls there an approved bu	udget for this procurement? □ Yes □ No Value: \$ 9500. 50	
	Account Number	Dept Id./Project Id. 072702	
0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.	
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this procurement.	
Eer	Negotiation Dollars 44		
		requests, select ONE of the following:	
	Short Supply Goods/services are jude	ged to be in short supply due to market conditions.	
	Sole Source		
	Bids Exceed Budgeted	n source for the goods/services (sole source). d or Estimated Costs	
<u> </u>	The lowest bid meeting	specifications is excessive in total cost or substantially exceeds the estimated cost.	
	Single Source A single source is being	recommended.	
$\mathbf{A}$	Contract Extension	Contract No.: C5-13-08 Extended from: 1/1/ // Extended to: 3/12//	
		contract which has expired and unforeseeable circumstances have caused a delay in issuing a new	
	tender/proposal docume Expanded Works	Existing PO No.:	
	•	project has unexpected work arising during construction, but does not expand the scope.	
	ride a brief explanation id	dentifying the conditions that make it necessary to use this policy. Attach all other/supporting documentation	
	ender expir	sed	
5	short term s	upervisors in position during contract expiration	
Sign	aturaa. Donortmontal Dir	ector (for Policy 1) , KERRY LUBRICK.	
	atures: Departmental Dire ests that are under \$100,00		
	eral Manager (for ALL Policy 00 or greater and for Policy		1
	,000 or greater)	Date 1/1 / 2011	
Appr	oval Signature - Procure	ement Manager Date X 0-0 2 4/11	
One	e completed and prope	ar annrovals have been obtained please email this form as a .xls file to the	

Once completed and proper approvals have been obtained, please email this "ProcurementPolicy10&11@hamilton.ca" email box Email "Subject" line should include the actual Vendor's Name

Revision date: November 1, 2011

	PC	POLICY 10 - EMERG DLICY 11 - REQUEST FOF	ENCY REPORTING FOR		
	Date:	January 10, 2011			Hamilton
	Department/Division:	Social Development and	Early Childhood Services	s, Comr	i iummon
	Reporter's Name:	Brenda Bax, Program Ma			
	Phone Number:	905-546-2424 ext. 4120			
	Buyer:	Doris Ciardullo	-		
	Vendor:	Misson Systems Develop	oment Corp.		
	Description of Goods/S	ervices Required:			
		gement System (OCCMS) and ted with the City of Hamilton f			
	Is there an approved bu	udget for this purchase?	Yes No Valu	ıe: \$ <u>\$20,</u>	340.00
	Account Number	55720	Dept Id. / Projec	ot Id. <u>679</u> 2	160
0	Emergency Policy 10	Use explanation area be and/or services were acc	ow to describe the emerg uired including PeopleSc	ency situati ft requisitior	on and how goods n number if entered.
۲	Negotiation Policy 11	Complete all sections be selection, the reason for purchase.	low, and indicate by chec requesting the use of the	king ONLY I Negotiation	he most appropriate Policy for this
Fo	Negotiation Policy 11	requests, select ONE of	the following:		
	Short Supply				
	•	ged to be in short supply d	ue to market conditions.		
~	Sole Source	n a curra fan tia a cala (a cu	viene (note pourse)		
	÷	n source for the goods/ser	nces (sole source).		
	Bids Exceed Budget of The lowest bid meeting	specifications is excessive	e in total cost or substanti	ally exceeds	the estimated cost.
	Single Source A single source is being	g recommended.			
	<b>Contract Extension</b>	Extended unt		<u> </u>	1997 - 19
	For the extension of a c issuing a new tender/pi	contract which has expired	and unforeseeable circun	nstances ha	ve caused a delay in
	Expanded Works	Existing PO N	umber:		
	Approved construction	project has unexpected wc	rk arising during construc	tion, does n	ot expand the scope.
requ Miss OCC	uired. Attach all other su ion Systems Development	dentifying the conditions th pporting documentation as Corporation is the developer dated technology that suppor	available. of the Ontario Child Care M	anagement S	ystem (OCCMS).
	natures: Departmenta		•		
Ger <u>RE</u>	uests that are under \$10 neral Manager (for ALL <u>GARDLESS OF AMOUN</u> uests that are \$100,000	Policy 10 requests <u>IT</u> and for Policy 11	TARIE SOLDE	RA	Date JAN.11/12
	roval Signature - Manag		V.11-2 2244 - 12	<u>,,,,,,,</u> ,	Date JAN.11/12 Date <u>Jan 11/</u> 12

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Once completed and proper approvals have been obtained, please email this form as a .xls file to 'Purchasing Policy 10 & 11' at purchasi@hamilton.ca

		OLICY 11 - REQUES	T FOR USE	OF NEGOTIA	TION PC	_
	Date:	October 13, 2011				Hamilton
	Department/Division:	Public Works/Opera	ations & Wa	ste Manageme	nt	
)	Reporter's Name:	Mike McNamara				
	Phone Number:	3919				
	Procurement Contact:	Donna Drozdz - Senior	Procurement Sp	pecialist	۲	7
	Vendor Name:	AMEC Earth and E	nvironmenta			
	Description of Goods/S					
	Gage Park Greenhouse R	econstruction				
						/
	Is there an approved bu	udget for this purchas	se? 🗹 Yes	□ No \	/alue: S	\$ \$12,000.00
	Account Number	55801		Dept Id. / Pr	niect Id	4451049001
~	Account Number	00001	:	Deptild. / I	ojectiu.	
0	Emergency Policy 10	Use explanation are acquired including f				v situation and how goods and/or services were ered.
۲	Negotiation Policy 11	Complete all section reason for requesting				ONLY the most appropriate selection, the for this purchase.
Fo	r Negotiation Policy 11	requests, select ON	IE of the fol	lowing:		
	Short Supply Goods/services are jud	aed to be in short su	oply due to n	narket conditio	າຣ.	
	Sole Source					
	There is only one know	n source for the good	ls/services (s	sole source).		
	Bids Exceed Budget of		essive in tota	al cost or subst	antially e	exceeds the estimated cost.
	The lowest bid meeting	•				
	Single Source A single source is being					
	Single Source A single source is being Contract Extension	g recommended. Extended fro		an a		Extended to:
	Single Source A single source is being Contract Extension For the extension of a c	g recommended. Extended fro contract which has ex		foreseeable ci	rcumstar	Extended to:
	Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum	g recommended. Extended fro contract which has ex ent.	pired and un		rcumstar	nces have caused a delay in issuing a new
	Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works	g recommended. Extended fro contract which has ex ent. Existing	pired and un PO Number:			
Pro	Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved construction vide a brief explanation is	g recommended. Extended fro contract which has ex ent. Existing project has unexpect	pired and un PO Number: ed work arisi	ing during cons	struction,	nces have caused a delay in issuing a new
Pro	Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved construction vide a brief explanation is umentation as available.	g recommended. Extended fro contract which has ex ent. Existing project has unexpect dentifying the conditio	pired and un PO Number: ed work arisi ons that mak	ing during cons e it necessary	truction, to use th	nces have caused a delay in issuing a new 52803 does not expand the scope. is policy. Attach all other supporting
Pro doc Seve	Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved construction vide a brief explanation is umentation as available. eral factors during the permitting t, and Utilities to acquire demoli	g recommended. Extended fro contract which has ex ent. Existing project has unexpect dentifying the condition g and construction stages ition and building permits.	pired and un PO Number: ed work arisi ons that mak have resulted in Additional time	ing during cons e it necessary additional efforts to locate site servi	to use th	aces have caused a delay in issuing a new 52803 does not expand the scope. is policy. Attach all other supporting Farth and Environmental . Additional meetings with Buildin se original available plans were not accurate. Additional
Pro doc Seve Dept	Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved construction vide a brief explanation is sumentation as available. aral factors during the permitting t, and Utilities to acquire demoli to design separate fireline and	g recommended. Extended fro contract which has ex ent. Existing project has unexpected dentifying the condition g and construction stages ition and building permits. backflow prevention syste	pired and un PO Number: ed work arisi ons that mak have resulted in Additional time m required for tl	ing during cons e it necessary additional efforts to locate site servi he Building Permit	to use th by AMEC E ces becaus Additiona	nces have caused a delay in issuing a new 52803 does not expand the scope. is policy. Attach all other supporting Earth and Environmental . Additional meetings with Buildin
Pro doc Seve Dept	Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved construction vide a brief explanation is cumentation as available. eral factors during the permitting to design separate fireline and tional services required from el	g recommended. Extended fro contract which has ex ent. Existing project has unexpected dentifying the condition g and construction stages ition and building permits. backflow prevention syste	pired and un PO Number: ed work arisi ons that mak have resulted in Additional time m required for tl	ing during cons e it necessary additional efforts to locate site servi he Building Permit	to use th by AMEC E ces becaus Additiona	tices have caused a delay in issuing a new 52803 does not expand the scope. is policy. Attach all other supporting Earth and Environmental . Additional meetings with Buildin se original available plans were not accurate. Additional al time to Supervise remediation of the subsoil/subgrade.
Pro doc Dept time Addi	Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved construction vide a brief explanation is cumentation as available. eral factors during the permitting to design separate fireline and tional services required from el	g recommended. Extended fro contract which has ex ent. Existing project has unexpected dentifying the condition g and construction stages ition and building permits. backflow prevention syste	pired and un PO Number: ed work arisi ons that mak have resulted in Additional time m required for tl	ing during cons e it necessary additional efforts to locate site servi he Building Permit	to use th by AMEC E ces becaus Additiona	tices have caused a delay in issuing a new 52803 does not expand the scope. is policy. Attach all other supporting Earth and Environmental . Additional meetings with Buildin se original available plans were not accurate. Additional al time to Supervise remediation of the subsoil/subgrade.
Pro doc Dept time Addi accu	Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved construction vide a brief explanation is umentation as available. aral factors during the permitting t and Utilities to acquire demoil to design separate fireline and tional services required from el irate.	g recommended. Extended fro contract which has ex ent. Existing project has unexpect dentifying the condition g and construction stages l ition and building permits. backflow prevention syste ectrical and mechanical su	pired and un PO Number: ed work arisi ons that mak have resulted in Additional time m required for ti bconsultants du	ing during cons e it necessary additional efforts to locate site servi he Building Permit	to use th by AMEC E ces becaus Additiona	tices have caused a delay in issuing a new 52803 does not expand the scope. is policy. Attach all other supporting Earth and Environmental . Additional meetings with Buildin se original available plans were not accurate. Additional al time to Supervise remediation of the subsoil/subgrade.
Pro doc Dept time Addi accu	Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved construction vide a brief explanation is cumentation as available. eral factors during the permitting to design separate fireline and tional services required from el	g recommended. Extended fro contract which has ex ent. Existing project has unexpect dentifying the condition g and construction stages ition and building permits. backflow prevention syste ectrical and mechanical su	pired and un PO Number: ed work arisi ons that mak have resulted in Additional time m required for ti bconsultants du	ing during cons e it necessary additional efforts to locate site servi he Building Permit	to use th by AMEC E ces becaus Additiona	Aces have caused a delay in issuing a new 52803 does not expand the scope. is policy. Attach all other supporting Earth and Environmental . Additional meetings with Buildin se original available plans were not accurate. Additional al time to Supervise remediation of the subsoil/subgrade.
Pro doc Dept time Addi accu Sig requ Ger	Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved construction vide a brief explanation is umentation as available. aral factors during the permitting t and Utilities to acquire demoil to design separate fireline and tional services required from el irate.	g recommended. Extended fro contract which has ex ent. Existing project has unexpect dentifying the condition g and construction stages ition and building permits. backflow prevention syste ectrical and mechanical su Director (for Policy 00,000) OR Policy 10 requests	pired and un PO Number: ed work arisi ons that mak have resulted in Additional time m required for ti bconsultants du	ing during cons e it necessary additional efforts to locate site servi he Building Permit	to use th by AMEC E ces becaus Additiona	Aces have caused a delay in issuing a new 52803 does not expand the scope. is policy. Attach all other supporting Earth and Environmental . Additional meetings with Buildin se original available plans were not accurate. Additional al time to Supervise remediation of the subsoil/subgrade.
Pro doc Dept time Addi accu Sig requ Get RE	Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved construction vide a brief explanation is umentation as available. aral factors during the permitting t and Utilities to acquire demoil to design separate fireline and tional services required from el irate. natures: Departmental uests that are under \$10 neral Manager (for ALL GARDLESS OF AMOUN	g recommended. Extended fro contract which has ex ent. Existing project has unexpect dentifying the condition g and construction stages ition and building permits. backflow prevention syste ectrical and mechanical su Director (for Policy 00,000) OR Policy 10 requests IT and for Policy 11	pired and un PO Number: ed work arisi ons that mak have resulted in Additional time m required for th ubconsultants du	ing during cons e it necessary additional efforts to locate site servi he Building Permit ue to design chang	struction, to use th oy AMEC E ces becaus Additiona es required	62803         does not expand the scope.         is policy. Attach all other supporting         Earth and Environmental . Additional meetings with Building se original available plans were not accurate. Additional al time to Supervise remediation of the subsoil/subgrade.         d because original available site service plans were not
Pro doc Seve Dept time Addi accu Sig req Get REQ req	Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved construction vide a brief explanation is umentation as available. aral factors during the permitting t and Utilities to acquire demoil to design separate fireline and tional services required from el irate.	g recommended. Extended fro contract which has ex ent. Existing project has unexpected dentifying the condition g and construction stages in tition and building permits. backflow prevention syste lectrical and mechanical sub Diffector (for Policy 10,000) OR Policy 10 requests IT and for Policy 11 or greater)	pired and un PO Number: ed work arisi ons that mak have resulted in Additional time m required for th ubconsultants du	ing during cons e it necessary additional efforts to locate site servi he Building Permit	struction, to use th oy AMEC E ces becaus Additiona es required	tices have caused a delay in issuing a new 52803 does not expand the scope. is policy. Attach all other supporting Earth and Environmental . Additional meetings with Buildin se original available plans were not accurate. Additional al time to Supervise remediation of the subsoil/subgrade.

"ProcurementPolicy10&11@hamilton.ca" email box Email "Subject" line should include the actual Vendor's Name

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Revision date: 13 April 2011

	P	POLICY 10 - EMERGENCY REPORTING FORM
	Date:	Jan 6, 2011 Hamilton
	Department/Division:	Public Works/Environment & Sustainable Infrastructure
	Reporter's Name:	Susan Jacob
ÿ	Phone Number:	905 526 2424 Ext 2621
<b>F</b> ( □ □	Buyer:	Donna Drozdz
	Vendor:	Canadian National Railway
	Description of Goods/S	ervices Required:
	Permit and Flagging need	is to facilitate Capital Projects
	Is there an approved b	udget for this purchase?
	Account Number	Various Mathematica Dept Id. / Project Id.
0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
Fo	or Negotiation Policy 11	requests, select ONE of the following:
		<b>C</b>
		ged to be in short supply due to market conditions.
$\checkmark$		
_		n source for the goods/services (sole source).
	Bids Exceed Budget of The lowest bid meeting	or Estimated Costs specifications is excessive in total cost or substantially exceeds the estimated cost.
	] Single Source A single source is being	a recommended
	Contract Extension	Extended until:
		contract which has expired and unforeseeable circumstances have caused a delay in
	Expanded Works	Existing PO Number: Balasso and Anna and Charles and
		project has unexpected work arising during construction, does not expand the scope.
		dentifying the conditions that make it necessary to use this policy. Expand the cell if
		pporting documentation as available. Degotiate with the agency to facilitate the Capital Budget program. CNR is a sole source
for	providing services such as	technical review, permits, and flagging opertions as required during construction within or
nea	ar their right of way. This is t	he general sole source request for year 2011
1		·
1		
ļ	gnatures: Departmenta	Director (for Policy 11
Sic	James - operationed	
	quests that are under \$10	
req Ge	eneral Manager (for ALL	Policy 10 requests
req Ge <u>RE</u>		Policy 10 requests

Once completed and proper approvals have been obtained, please email this form as a .xls file to 'Purchasing Policy 10 & 11' at purchasi@hamilton.ca

1		POLICY 11 - REQUES		SOTIATION POLICY	
	This is when a commitme	<u>1 requests</u> : All requisite approach that been made to a vendor,	services have commend	ed/completed or goods	ed. Hamilton
3		ed. If not, the purchase will be	considered Non-Complia	ant. Alaga and a sta	
J.	Date:	Oct 24, 2011			
	Department/Division:	Public Works/Transportatio	on, Energy & Facilities		
	Reporter's Name:	Dave McFarland			
	Phone Number:	7039			
	Procurement Contact:	Barb Kinrade - Procurement Spec	cialist	•	
	Vendor Name:	Ashland Canada Corp.			
	Description of Goods/S	ervices Required:			
	Increase PO # 53276 for v the new tender can be aw	water treatment chemicals and s rarded of 2012. Facilities include	service work on cooling e Stoney Creek City Ha	tower and boiler equipme II, CUP, Copps Coliseum	ent to keep water treatment funct , Central Library and the Old Co
	ls there an approved bu	udget for this purchase?		Value:	\$ \$60,000.00
	Account Number	54401		Dept Id./Project	
0	Emergency Policy 10	•		rgency situation and ho	w goods and/or services wer
۲	Negotiation Policy 11	acquired including PeopleS			
۲	Negotiation Policy Pr	requesting the use of the N			appropriate selection, the reas
Fo	r Negotiation Policy 11	requests, select ONE of th	e following:		
	Short Supply				
/		ged to be in short supply due	to market conditions.		
	Sole Source				
	-	n source for the goods/servic	tes (sole source).		
	-	specifications is excessive in	n total cost or substan	tially exceeds the estin	nated cost.
2	Single Source A single source is being	g recommended.			
	Contract Extension	Contract No.:	Extended	in the second	Extended to:
	tender/proposal docume	•	in unioreseeable circu	inistances nave cause	u a uelay in issuing a new
	Expanded Works	Existing PO No.:			
	Approved construction	<u>n</u> project has unexpected wor	rk arising during const	ruction, but does not e	xpand the scope.
as a	available.		-	•	all other supporting documer
					w require policy 11. This request is to carry us until new tender can be i
		e policy 11 required to payout invoid		in the next o months	s to carry us unai new tender can be
L					
	natures: Departmental Di				
	uests that are under \$100,0 neral Manager (for ALL Pol	,	-		
	<u>100 or greater</u> and for Polic		Geall	hupton	Art 21
Ger	0,000 or greater)			napron	Date UCC A9
Ger <u>\$5,0</u>					
Ger <u>\$5,0</u> \$10	proval Signature - Procure	ement Manager			Date <u>OUL 24</u> Date <u>OUL 25</u>

	¢			ERGENCY REF			
	NOTE for all Policy 11 This is when a commitme been ordered/received. If	nt has been made to	a vendor, serv	vices have comm	enced/completed	d or goods have	Hamilton
Ø	Date:	September 21, 20	)11				
	Department/Division:	Public Works - E	SI - Water &	Wastewater O	perations		
	Reporter's Name:	Andy Schoen					·
	Phone Number:	Ext. 7363					
	Procurement Contact:	Donna Drozdz - Seni	or Procurement	t Specialist	-		
	Vendor Name:	Emco Corporation	n Waterwork	٨s			
	Description of Goods/S	Services Required:					
	Is there an approved b	udget for this purch	ase?	Yes I	No .	Value: \$	\$25,000.00 7- \$ 15,000.
	Account Number	53051		- 1	Dept	ld./Project Id.	510280
0	Emergency Policy 10	Use explanation a acquired including					goods and/or services were
۲	Negotiation Policy 11	Complete all sect requesting the us					propriate selection, the reason for
Fo	r Negotiation Policy 11	requests select (	ONE of the (	following:			
	Short Supply	1040000,001000		iono wing.			
	Goods/services are jud Sole Source	lged to be in short s	supply due to	o market condit	ions.		
	There is only one know	n source for the gc	ods/service:	s (sole source).			
	Bids Exceed Budget of The lowest bid meeting			total cost or sub	stantially excee	eds the estima	ited cost.
	Single Source A single source is being	g recommended.					
7	Contract Extension	Contract No.: contract which has	C11-75-08 expired and				Extended to: December 1, 2011 a delay in issuing a new
	Expanded Works Approved <u>construction</u>	Existing PO No.:	pected work	arising during c	construction, bu	it does not exp	pand the scope.
	vide a brief explanation i available.	identifying the cond	itions that m	iake it necessar	ry to use this po	olicy. Attach a	Il other supporting documentation
Due	to a delay in the tendering proc						s required to continue the supply and
	administered under C11-54-11.		uned un approx	Imately December /		alese services an	d remainder of funds would be transferred
	natures: Departmental Di	· · ·					
requ	ests that are under \$100,0	,					
requ Gen \$5,0	ests that are under \$100,0 eral Manager (for ALL Pol <u>00 or greater</u> and for Policy 0,000 or greater)	licy 10 requests of	۱ 	Dan	McKenn	ion	Date0224//1/ Date022024//1/

"ProcurementPolicy10&11@hamilton.ca" email box Email "Subject" line should include the actual Vendor's Name

7				ENCY REPORT		OLICY	
	NOTE for all Policy 1 This is when a commitme been ordered/received. I	nt has been made to a	vendor, services	have commenced	ore a vendor completed o	is engaged. r goods have	Hamilton
/	Date:	September 21, 20	11				
	Department/Division:	Public Works - ES	I - Water & Was	tewater Operation	ons		
	Reporter's Name:	Andy Schoen	· · · · · · · · · · · · · · · · · · ·				
	Phone Number:	Ext. 7363					
	Procurement Contact:	Donna Drozdz - Senio	r Procurement Speci	alist	-		
	Vendor Name:	Corix Water Podu	ots				
	Description of Goods/S						
	C11-75-08 is for the supp	ly and delivery of vario	us water distributio	on products for the	City of Ham	lton	
	Is there an approved b	udget for this purcha	ise?	Yes 🗌 No		Value: \$ 3	\$25,000.00
~	Account Number	53051	Referencia de la compañía de la comp	_	Dept Id	./Project Id. <u></u>	5 <b>10280</b> - antificare and senter
0	Emergency Policy 10	Use explanation a acquired including				on and how (	goods and/or services were
۲	Negotiation Policy 11	Complete all section requesting the use				the most app	ropriate selection, the reason for
Foi	r Negotiation Policy 11 Short Supply Goods/services are juc Sole Source There is only one know	lged to be in short si	upply due to mar	ket conditions.			
	Bids Exceed Budget of The lowest bid meeting	or Estimated Costs			ally exceed	s the estimate	ed cost.
	Single Source A single source is being	g recommended.					
J	<b>Contract Extension</b> For the extension of a c tender/proposal docum		C11-75-08 xpired and unfor	Extended fro			Extended to: December 1, 2011 delay in issuing a new
	Expanded Works Approved <u>construction</u>	Existing PO No.: n project has unexpo	ected work arisir	ng during constru	uction, but d	loes not expa	and the scope.
	vide a brief explanation i vailable.	dentifying the condi	ions that make i	t necessary to u	se this polic	cy. Attach all	other supporting documentation
delive	to a delay in the tendering proc ary of water distribution produc administered under C11-54-11.	ts. The extension is requ	e extension of the cur red till approximately	rrent purchase order y December 2011 at	s under contra which time the	ct C11-75-08 is ese services and	required to continue the supply and remainder of funds would be transferred
requ Gen \$5,0	atures: Departmental Din ests that are under \$100,0 eral Manager (for ALL Pol <u>00 or greater</u> and for Polic 1,000 or greater)	00) OR icy 10 requests <u>of</u>		Dan	McKei	chor-	Date <u>021 4 / 11</u> Date <u>011 / 7 / 11</u>
Арр	roval Signature - Procur	ement Manager					Date 01 17/11
	e completed and prop			please email th	is form as	a .xls file t	

"ProcurementPolicy10&11@hamilton.ca" email box Email "Subject" line should include the actual Vendor's Name

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J	~				GENCY REPORTI		Υ	
Ċ	)	NOTE for all Policy 1 This is when a commitme been ordered/received. In Date: Department/Division: Reporter's Name:	nt has been made to a f not, the purchase will September 21, 20 Public Works - ES	vendor, servic be considered 11	es have commenced/	completed or good		Hamilton
		Phone Number:	Andy Schoen Ext. 7363					
		Procurement Contact:	Donna Drozdz - Senio	r Procurement Sr	pecialist	<b>T</b>		
		Vendor Name:			Wolselev Onta	rio)		
		Description of Goods/S						
		C11-75-08 is for the supp	y and delivery of variou	is water distrib	ution products for the	City of Hamilton		
		Is there an approved b	udget for this purcha	se?	Yes No	Valu	e: \$ <u>\$25,</u>	000.00
		Account Number	53051			Dept Id./Proje	ect Id. <u>5102</u>	1 <b>80</b> -
	0	Emergency Policy 10			lescribe the emerge equisition number if		id how good	ds and/or services were
	۲	Negotiation Policy 11			d indicate by checki ation Policy for this		ost appropr	iate selection, the reason for
	-							
((		r Negotiation Policy 11 Short Supply Goods/services are jud	, ,					
		Sole Source There is only one know						
		Bids Exceed Budget of The lowest bid meeting	or Estimated Costs			lly exceeds the	estimated c	oet
		Single Source A single source is being						031.
	~	<b>Contract Extension</b> For the extension of a c	Contract No.:	C11-75-08 xpired and un	Extended from	n: <u>October 15, 2</u> stances have ca	2011 Exter aused a dela	nded to: December 1, 2011 av in issuing a new
		tender/proposal docum	ent.					
		Expanded Works Approved <u>construction</u>	Existing PO No.: project has unexpe	cted work ari	sing during constru	ction, but does r	not expand t	the scope.
i	as a	vailable.						er supporting documentation
	delive	to a delay in the tendering proc ary of water distribution product Idministered under C11-54-11.	ess of a new contract, the is. The extension is requi	extension of the red till approxima	current purchase orders tely December 2011 at v	under contract C11- hich time these sen	-75-08 is requir vices and rema	ed to continue the supply and inder of funds would be transferred
	requ Gen	atures: Departmental Dir ests that are under \$100,0 eral Manager (for ALL Poli 0 or graeter and for Polia	00) OR icy 10 requests <u>of</u>		<i>2</i> 0			
		00 or greater and for Policy 9,000 or greater)	r i i requests that are		Dan Me	Kernen		Date_ <u>0et14/11</u> Date_ <u>0ett24/11</u>
	Арр	roval Signature - Procure	ement Manager	<b></b>				Date_Oct 24/11
	"Pro	e completed and prop ocurementPolicy10&11 ail "Subject" line shoul	@hamilton.ca" ema	ail box		s form as a .xl	s file to the	e

Revision date: July 4, 2011

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		POLICY 11 - REQUE	ST FOR USE OF NEG	DTIATION POLICY		
	This is when a commitme	1 requests: All requisite appr ont has been made to a vendor,	services have commenced	/completed or goods ha		lton
	Date:	f not, the purchase will be consi Sept 6, 2011	dered Non-Compliant.	1999년 - 1993년 1월 1997년 1월 19 1997년 1월 1997년 1월 19 1997년 1월 1997년 1월 19		
	Department/Division:	Public Works/Transportati	on Energy & Eacilities			
	Reporter's Name:	Dave McFarland	on, Energy & Lacintics			
	Phone Number:	7039				
			ment Caesialist			
	Procurement Contact:	Doris Ciardullo - Senior Procure	ment specialist	*		
	Vendor Name:	Beckett Fire Equipment In	c			
	Description of Goods/S	Services Required:				
		This work is required by Fire C				,
	ls there an approved b	udget for this purchase?	Ves No	Value:	\$ \$20,000.00	
	Account Number	54401	er la de	Dept Id./Project	ld. <u>791906</u>	
0	Emergency Policy 10	Use explanation area belo acquired including People			ow goods and/or se	rvices were
۲	Negotiation Policy 11	Complete all sections belo requesting the use of the N			appropriate selectio	n, the reason f
	Sole Source There is only one know	lged to be in short supply du /n source for the goods/serv or Estimated Costs				
	Blas Exceed Budget (					
	The lowest bid meeting	specifications is excessive	in total cost or substanti	ally exceeds the esti	mated cost.	
	The lowest bid meeting	specifications is excessive	in total cost or substanti	ally exceeds the esti	mated cost.	
	The lowest bid meeting Single Source A single source is being Contract Extension	g specifications is excessive g recommended. Contract No.:	Extended fro	om:	Extended to:	g a new
	The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works	g specifications is excessive g recommended. Contract No.:	Extended from the second secon	om: nstances have caus	Extended to: ed a delay in issuing	a new
	The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a d tender/proposal docum Expanded Works Approved <u>construction</u> vide a brief explanation i	g specifications is excessive g recommended. Contract No.: contract which has expired a ent. Existing PO No.:	Extended from the second secon	om:	<b>Extended to:</b> ed a delay in issuing expand the scope.	
Pro as : Beci	The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved <u>construction</u> wide a brief explanation i available. Kett is the original service contra	g recommended. <b>Contract No.:</b> contract which has expired a tent. <b>Existing PO No.:</b> <u>n</u> project has unexpected we identifying the conditions that actor for this system. We require on	Extended from the second extended exte	m:	Extended to: ed a delay in issuing expand the scope. h all other supportin	g documentatio
Pro as : Beci	The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved <u>construction</u> wide a brief explanation is available.	g recommended. <b>Contract No.:</b> contract which has expired a tent. <b>Existing PO No.:</b> <u>n</u> project has unexpected we identifying the conditions that actor for this system. We require on	Extended from the second extended exte	m:	Extended to: ed a delay in issuing expand the scope. h all other supportin	g documentatio
Pro as : Beci	The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved <u>construction</u> wide a brief explanation i available. Kett is the original service contra	g recommended. <b>Contract No.:</b> contract which has expired a tent. <b>Existing PO No.:</b> <u>n</u> project has unexpected we identifying the conditions that actor for this system. We require on	Extended from the second extended exte	m:	Extended to: ed a delay in issuing expand the scope. h all other supportin	g documentatio
Pro as : Beci	The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved <u>construction</u> wide a brief explanation i available. Kett is the original service contra	g recommended. <b>Contract No.:</b> contract which has expired a tent. <b>Existing PO No.:</b> <u>n</u> project has unexpected we identifying the conditions that actor for this system. We require on	Extended from the second extended exte	m:	Extended to: ed a delay in issuing expand the scope. h all other supportin	g documentatio
Pro as : Beci	The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved <u>construction</u> wide a brief explanation i available. Kett is the original service contra	g recommended. <b>Contract No.:</b> contract which has expired a tent. <b>Existing PO No.:</b> <u>n</u> project has unexpected we identifying the conditions that actor for this system. We require on	Extended from the second extended exte	m:	Extended to: ed a delay in issuing expand the scope. h all other supportin	g documentatio
Pro as ; Becl safe	The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved <u>construction</u> wide a brief explanation i available. Kett is the original service contra	g recommended. Contract No.: Contract No.: Existing PO No.: project has unexpected we dentifying the conditions tha actor for this system. We require on the end of 2011.	Extended from the second extended exte	m:	Extended to: ed a delay in issuing expand the scope. h all other supportin	g documentatio
Pro as : Beck safe	The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a d tender/proposal docum Expanded Works Approved <u>construction</u> wide a brief explanation i available. kett is the original service contra- ty tender goes out to the public matures: Departmental Dir Jests that are under \$100,0	g recommended. Contract No.: contract which has expired a tent. Existing PO No.: n project has unexpected we identifying the conditions that actor for this system. We require on the end of 2011. rector (for Policy 11 00) OR	Extended from the second extended exte	m:	Extended to: ed a delay in issuing expand the scope. h all other supportin	g documentatio
Pro as: Beck safe	The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved <u>construction</u> wide a brief explanation in available. kett is the original service contra- ty tender goes out to the public matures: Departmental Dir uests that are under \$100,0 meral Manager (for ALL Pol	g recommended. Contract No.: contract which has expired a tent. Existing PO No.: n project has unexpected we identifying the conditions that actor for this system. We require on the end of 2011. rector (for Policy 11 00) OR licy 10 requests of	Extended fro	om:	Extended to: ed a delay in issuing expand the scope. h all other supportin iant. This policy 11 is rec	g documentatio
Proc as : Beccl safe Sigu requ Ger \$5.0	The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a d tender/proposal docum Expanded Works Approved <u>construction</u> wide a brief explanation i available. kett is the original service contra- ty tender goes out to the public matures: Departmental Dir Jests that are under \$100,0	g recommended. Contract No.: contract which has expired a tent. Existing PO No.: n project has unexpected we identifying the conditions that actor for this system. We require on the end of 2011. rector (for Policy 11 00) OR licy 10 requests of	Extended fro	om:	Extended to: ed a delay in issuing expand the scope. h all other supportin iant. This policy 11 is rec	g documentatio
Proc as : Beck safe Sigu requ Ger \$5.( \$10	The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved <u>construction</u> wide a brief explanation is available. kett is the original service contra- ty tender goes out to the public matures: Departmental Din- uests that are under \$100,0 meral Manager (for ALL Policy)	g recommended. Contract No.: contract which has expired a tent. Existing PO No.: n project has unexpected we identifying the conditions that actor for this system. We require on the end of 2011. rector (for Policy 11 00) OR licy 10 requests of y 11 requests that are	Extended fro	m:	Extended to: ed a delay in issuing expand the scope. h all other supportin iant. This policy 11 is rec	g documentatio

Revision date: July 4, 2011
			EMERGENCY REPO	RTING FORM		
	This is when a commitme	<u>1 requests</u> : All requisite appr nt has been made to a vendor, f not, the purchase will be consi	services have commend			
Į.	Date:	October 18, 2011				
	Department/Division:	Public Works/ESI/Water 8	Wastewater Enginee	ering		
	Reporter's Name:	Imad Jammalieh				
	Phone Number:	ext. 3131				
	Procurement Contact:	Dina Urciuoli - Procurement Sp	ecialist	•		
	Vendor Name:	Alberici				
1	Description of Goods/S		million to complete the S	tone Church Boad West a	and Garth Street Water Pumpin	
	(HD06A) Upgrades projec	x.				
	Is there an approved bu	udget for this purchase?	🗸 Yes 🗌 No	Value:	\$ \$475,000.00	99.0 g
	Account Number	59212		Dept Id./Project	ld. <u>5141167751</u>	
0	Emergency Policy 10	Use explanation area belc acquired including People			ow goods and/or services we	ere
۲	Negotiation Policy 11	Complete all sections belo	w, and indicate by ch	ecking ONLY the most a	appropriate selection, the re	
	Short Supply Goods/services are jud Sole Source	requests, select ONE of t	e to market conditions		· · ·	ason
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of	requests, select ONE of the select one select one select one select one select one select one select on the select one select one select on the select one select one select on the select one s	he following: e to market conditions ices (sole source).	5.		ason
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of	requests, select ONE of the lged to be in short supply du on source for the goods/serv or Estimated Costs specifications is excessive	he following: e to market conditions ices (sole source).	5.		ason
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a contract Supplementation	requests, select ONE of the lged to be in short supply due on source for the goods/serv or Estimated Costs specifications is excessive g recommended. Contract No.: contract which has expired a	he following: e to market conditions ices (sole source). in total cost or substa Extende	s. ntially exceeds the estin d from:	mated cost. Extended to:	ason
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works	requests, select ONE of the lged to be in short supply due on source for the goods/serve or Estimated Costs a specifications is excessive g recommended. Contract No.: contract which has expired a lent. Existing PO No.: <u>56250</u>	he following: e to market conditions ices (sole source). in total cost or substa 	s. ntially exceeds the estin d from: cumstances have cause	mated cost. Extended to: ed a delay in issuing a new	
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works	requests, select ONE of the lged to be in short supply due on source for the goods/serve or Estimated Costs is specifications is excessive g recommended. Contract No.: contract which has expired a ent.	he following: e to market conditions ices (sole source). in total cost or substa 	s. ntially exceeds the estin d from: cumstances have cause	mated cost. Extended to: ed a delay in issuing a new	
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u>	requests, select ONE of the lged to be in short supply due on source for the goods/serve or Estimated Costs is specifications is excessive g recommended. Contract No.: contract which has expired a lent. Existing PO No.: <u>56250</u> m project has unexpected we	he following: e to market conditions ices (sole source). in total cost or substa 	s. ntially exceeds the estin d from: cumstances have cause struction, but does not e	mated cost. Extended to: ed a delay in issuing a new	
□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> vide a brief explanation i lable.	requests, select ONE of the lged to be in short supply due on source for the goods/serve or Estimated Costs a specifications is excessive g recommended. Contract No.: contract which has expired a lent. Existing PO No.: <u>56250</u> <u>n</u> project has unexpected we dentifying the conditions that 1-42-10 Stone Church and Garth S	he following: e to market conditions ices (sole source). in total cost or substa Extende ind unforeseeable circo ork arising during cons it make it necessary to treet Water Pumping Static	a. a from:	mated cost. Extended to: ed a delay in issuing a new expand the scope.	entati
C C C C C C C C C C C C C C C C C C C	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> <i>i</i> de a brief explanation i lable.	requests, select ONE of the lged to be in short supply due on source for the goods/serve or Estimated Costs is specifications is excessive g recommended. Contract No.: contract which has expired a lent. Existing PO No.: <u>56250</u> m project has unexpected we dentifying the conditions that 1-42-10 Stone Church and Garth S re than \$475,000 to cover the cost	he following: e to market conditions ices (sole source). in total cost or substa Extende ind unforeseeable circo ork arising during cons t make it necessary to treet Water Pumping Static of the following items, which	ntially exceeds the estine d from: cumstances have cause struction, but does not e b use this policy. Attach n (HD06A) Upgrades in the a h do not expand the original s	mated cost. <b>Extended to:</b> ed a delay in issuing a new expand the scope. In all other supporting docum	entati uesting this 13
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Prov avail Alberi Po 56 project 1. Alb the cl 2. Fore to pre sign reque Sign reque Sign	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> vide a brief explanation i lable. ici was awarded Contract C14 6250 be increased by not more ctioner in the submitti aim. r successful completion of the s-purchased electrical equipm licient contingency funds rema further unanticipated issues r	requests, select ONE of the liged to be in short supply due on source for the goods/serve or Estimated Costs as pecifications is excessive grecommended. Contract No.: contract which has expired a tent. Existing PO No.: <u>56250</u> or project has unexpected we dentifying the conditions that 442-10 Stone Church and Garth S for than \$475,000 to cover the cost ing a claim in the amount of \$150,00 to cover the cost ing a claim in the amount of \$150,00 to comply wain on the PO, additional funds of a may arise on this project, an additional funds of a may arise on this project an additional funds of a may arise on this project an additional funds of a may arise on the PO.	he following: e to market conditions icces (sole source). in total cost or substa 	s. Intially exceeds the estimation of from: cumstances have cause struction, but does not e buse this policy. Attach in (HD06A) Upgrades in the a h do not expand the original s plays to the Contract. Discuss ressed: deletion of the mezza inal asbestos removal and ad be required to cover the cost 0,000 is being requested to a	mated cost. Extended to: ad a delay in issuing a new expand the scope. all other supporting docum amount of \$8,011,925. We are req scope, but are required to complete sions will be undertaken with Alberi anine, revised SCADA Standards, additional utility work (see attached). to of this work. allow completion of this complex ISI	entati uesting this IS ci to ve modific As
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	This is when a commitme	<b><u>1 requests</u>:</b> All requisite appro- ent has been made to a vendor, red. If not, the purchase will be	services have commenced/co		Hamilton
	Date:	Sept 26, 2011			4800
	Department/Division:	Public Works/Transportatio	on, Energy & Facilities		-
	Reporter's Name: Phone Number:	Chuck Alkerton 7015			1000 VIII
					_
	Procurement Contact:	Barb Kinrade - Procurement Spec		•	
	Vendor Name:	Provincial Environmental			<b></b>
	Description of Goods/S	Services Required: and HWIN waste registration for			
	Is there an approved b	udget for this purchase?	🗹 Yes 🗌 No	Value: \$	\$20,000.00
	Account Number	54401		Dept Id./Project Id	. 790030
0	Emergency Policy 10	Use explanation area belov acquired including PeopleS			goods and/or services were
۲	Negotiation Policy 11	Complete all sections below requesting the use of the N			propriate selection, the reason fo
Foi		requests, select ONE of th	e following:		
Foi	Short Supply	•	-		
	Short Supply Goods/services are jud	requests, select ONE of th	-		
	Short Supply Goods/services are jud Sole Source	•	e to market conditions.		
_	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of	lged to be in short supply due	e to market conditions. ces (sole source).	exceeds the estima	ited cost.
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source	lged to be in short supply due in source for the goods/servic or Estimated Costs g specifications is excessive in	e to market conditions. ces (sole source).	exceeds the estima	ited cost.
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	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a contract of the statement of t	lged to be in short supply due on source for the goods/servic or Estimated Costs g specifications is excessive in g recommended. Contract No.:	e to market conditions. ces (sole source). n total cost or substantially Extended from:		_ Extended to:
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum	lged to be in short supply due on source for the goods/servic or Estimated Costs g specifications is excessive in g recommended. Contract No.: contract which has expired ar ient.	e to market conditions. ces (sole source). n total cost or substantially Extended from:		_ Extended to:
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works	lged to be in short supply due on source for the goods/servic or Estimated Costs g specifications is excessive in g recommended. Contract No.: contract which has expired an ient. Existing PO No.:	e to market conditions. ces (sole source). n total cost or substantially Extended from: nd unforeseeable circumsta	nces have caused	_ Extended to: a delay in issuing a new
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u>	lged to be in short supply due on source for the goods/servic or Estimated Costs g specifications is excessive in g recommended. Contract No.: contract which has expired ar ient. Existing PO No.: n project has unexpected wo	e to market conditions. ces (sole source). n total cost or substantially Extended from: nd unforeseeable circumsta rk arising during construction	nces have caused on, but does not exp	_ Extended to: a delay in issuing a new
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> Vide a briet explanation in available.	Iged to be in short supply due on source for the goods/servic or Estimated Costs g specifications is excessive in g recommended. Contract No.: contract which has expired an tent. Existing PO No.: <u>n</u> project has unexpected wo identifying the conditions that uuently. These services initially were	e to market conditions. ces (sole source). In total cost or substantially Extended from: Ind unforeseeable circumstant rk arising during construction make it necessary to use t under \$5000, however accumulat	nces have caused on, but does not exp his policy. Attach a	<b>Extended to:</b> a delay in issuing a new band the scope. Ill other supporting documentatio
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	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> Vide a briet explanation in available.	Iged to be in short supply due on source for the goods/servic or Estimated Costs g specifications is excessive in g recommended. Contract No.: contract which has expired an tent. Existing PO No.: <u>n</u> project has unexpected wo identifying the conditions that uuently. These services initially were	e to market conditions. ces (sole source). In total cost or substantially Extended from: Ind unforeseeable circumstant rk arising during construction make it necessary to use t under \$5000, however accumulat	nces have caused on, but does not exp his policy. Attach a	<b>Extended to:</b> a delay in issuing a new band the scope. Ill other supporting documentatio
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> Vide a briet explanation in available.	Iged to be in short supply due on source for the goods/servic or Estimated Costs g specifications is excessive in g recommended. Contract No.: contract which has expired an tent. Existing PO No.: <u>n</u> project has unexpected wo identifying the conditions that uuently. These services initially were	e to market conditions. ces (sole source). In total cost or substantially Extended from: Ind unforeseeable circumsta rk arising during construction make it necessary to use t under \$5000, however accumulat	nces have caused on, but does not exp his policy. Attach a	<b>Extended to:</b> a delay in issuing a new band the scope. Ill other supporting documentatio

Once completed and proper approvals have been obtained, please email this form as a .xls file to the "ProcurementPolicy10&11@hamilton.ca" email box Email "Subject" line should include the actual Vendor's Name

//.	а. 		10 - EMERGEN QUEST FOR L		ING FORM	
	NOTE for all Policy 1 This is when a commitme been ordered/received. It	nt has been made to a ve	ndor, services ha	ve commenced	ore a vendor is engage /completed or goods ha	d. Hamilton Ive
$\odot$	Date:	October 3, 2011				
	Department/Division: Reporter's Name:	Public Works - ESI - Pam Thomas	Water & Waste	water -		
	Phone Number:	5826		t		
	Procurement Contact:	Donna Drozdz - Senior Pr	ocurement Speciali	st		
	Vendor Name:	Maxxam Analytics				
	Description of Goods/S					
	duration of the contract te	ig that is surplus to the Cit rm and until a new contrac	y of Hamilton En t is awarded.	vironmental Lab	's capability or capacity	. A single source is recommended for the
	ls there an approved b	udget for this purchase	2 □	Yes 🗌 No	Value <sup>.</sup>	\$ \$50,000.00
	Account Number	55916			Dept Id./Project I	
0	Emergency Policy 10				ency situation and he	by goods and/or services were
۲	Negotiation Policy 11		below, and ind	licate by check	king ONLY the most a	appropriate selection, the reason for
	Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting	n source for the goods or Estimated Costs	/services (sole	source).	ally exceeds the estir	nated cost.
	Single Source A single source is being	g recommended.				
	<b>Contract Extension</b> For the extension of a c tender/proposal docum		red and unfore	Extended fro seeable circun		Extended to: ed a delay in issuing a new
	Expanded Works Approved <u>construction</u>		ed work arising	during constru	uction, but does not e	expand the scope.
	vide a brief explanation i available.	dentifying the conditior	s that make it r	ecessary to u	se this policy. Attach	all other supporting documentation
This	service was previously awarde act. In the meantime, an interir	d to another laboratory as pe	tender C11-06-10.	Performance iss	ues with the vendor result	ed in a mutual agreement to dissolve the
		, , , , , , , , , , , , , , , , , , , ,				
requ Gen <u>\$5,0</u>	natures: Departmental Dir ests that are under \$100,0 eral Manager (for ALL Pol <u>00 or greater</u> and for Policy 0,000 or greater)	00) OR icy 10 requests <u>of</u>	d	an Me	Kennon	
Арр	roval Signature - Procur	ement Manager			49°	
Ond "Pro	ce completed and prop ocurementPolicy10&11 ail "Subject" line shoul	er approvals have be @hamilton.ca" email	box		iis form as a .xls ˈfi	
						Revision date: July 4 2011

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			ICY 10 - EMERG		ING FORM DTIATION POLICY	
	NOTE for all Policy 11 This is when a commitme have been ordered/receiv	requests: All requests the second sec	uisite approvals mi a vendor, service	ust be obtained be s have commence	fore a vendor is engaged. d/completed or goods	Hamilton
	Date:	Nov 14, 2011	an an tha fairle and an			
	Department/Division:	Public Works - Tr	ansportation, En	ergy & Facilities		NON CORENT A BYCE
	Reporter's Name:	D. McFarland				NON COMPLIANT
	Phone Number:	ext 7039				
	Procurement Contact:	Barb Kinrade - Procu	irement Specialist			
	Vendor Name:	Confidential Recy	cling Services			
	Description of Goods/S		oung correct			
			orporate Facilities	for recycling. The	se paper products do not re	quire shredding process.
	Is there an approved bu	udget for this procu	irement?	☑ Yes □ No	Value: \$	\$20,000.00
	Account Number	55962	nan in thailte		- Dept Id./Project Id.	Various and has allow, parased
0	Emergency Policy 10	Use explanation a acquired including				oods and/or services were
۲	Negotiation Policy 11	Complete all sect requesting the us				ropriate selection, the reason for
For	Negotiation Policy 11	requests, select (	ONE of the follo	wing:		
	Short Supply					
	Goods/services are jud Sole Source There is only one know					
	Bids Exceed Budgete	d or Estimated Co	osts	·	ally exceeds the estimate	ed cost.
Ţ	Single Source A single source is being	•				
	<b>Contract Extension</b> For the extension of a c	Contract No.: contract which has	expired and unfo		om: nstances have caused a	Extended to: delay in issuing a new
	tender/proposal docum Expanded Works	Existing PO No.:	antod work aria		uction, but does not expa	nd the seens
						other supporting documentation
This the fu	vender is the only service prov ull barrels at a specific location	/drop off, i.e. loading do	ock).		cation and replace with empty b n will be established for the 1st	arrels. They don't require our staff to bring quarter of 2012.
requ Gen <u>\$5,0</u>	natures: Departmental Di lests that are under \$100,0 eral Manager (for ALL Po <u>00 or greater</u> and for Polic 0,000 or greater)	000) OR licy 10 requests <u>of</u>		Acoll	Lupton	Date_ <u>Dec.6/11</u> Date_ <u>(Dec.13/11</u>

Email "Subject" line should include the actual Vendor's Name

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1		POLICY 10 - E POLICY 11 - REQUE	EMERGENCY REPO		
	This is when a commitme	<u>I requests</u> : All requisite appro ent has been made to a vendor, red. If not, the purchase will be	services have commer	nced/completed or goods	Hamilton
)	Date:	Oct 31, 2011		and the second second second	
	Department/Division:	Public Works - Transportat	tion Energy & Eaciliti	ies	_
	Reporter's Name:	Dave McFarland	tion, Energy & Faoint		-
	Phone Number:	Ext 7039		· · · · · · · · · · · · · · · · · · ·	_
					-
	Procurement Contact:	Barb Kinrade - Procurement Spe		V	
	Vendor Name:	Tsunami Solutions Ltd			
					ng building repairs after hours. This ncy situation.
	Is there an approved bu	udget for this purchase?	☑ Yes □ No	Value: \$	\$10,000.00
	Account Number	54401	n Maria di Anglia	Dept Id./Project Id.	various grand to the state of the
0	Emergency Policy 10	Use explanation area belov acquired including Peoples			goods and/or services were
۲	Negotiation Policy 11	Complete all sections below requesting the use of the N			propriate selection, the reason for
For	Negotiation Policy 11	requests, select ONE of th	ne following:		
	Short Supply Goods/services are jud	ged to be in short supply due	e to market condition	S.	
	Sole Source	n source for the goods/servi	ices (sole source)		
	Bids Exceed Budget of	•			
	•	specifications is excessive i	in total cost or substa	antially exceeds the estimat	ted cost.
7	Single Source A single source is being	a recommended.			
	<b>Contract Extension</b> For the extension of a c tender/proposal docum	Contract No.: contract which has expired a ent.		d from: cumstances have caused a	
	Expanded Works Approved construction	Existing PO No.: n project has unexpected wo	ork arising during con	struction, but does not exp	and the scope.
as a	available.				I other supporting documentation
	iar with our staff and our City s				a our BlackBerry phones. Also they are City department has now started using this
		,			
requ Gen \$5,0	natures: Departmental Di lests that are under \$100,0 eral Manager (for ALL Po <u>00 or greater</u> and for Polic 0,000 or greater)	000) OR licy 10 requests <u>of</u>	Geoll	'huster	Date Nov 1/11 Date Nov 1/11
	roval Signature - Procur	ement Manager	00	,	Date X 1215/11
Onc "Pro	ce completed and prop ocurementPolicy10&11	er approvals have been ob @hamilton.ca'' email box Id include the actual Vende		il this form as a .xls file	

				•••••••••	e.				۰.	. <i>·</i> .
/		Ille Ille Ille Ille Ille Ille Ille Ille	EMERGENCY I REQUEST TO U					· · · · ·	•••	
		Date:	Oct 28, 2010	SE NEGUTIA	HON PO					
$\sim$		Department/Division:	PUBLIC WORKS/FA		RVICES					
. 🕖	' · .	Reporter's Name:	Dave McFarland		ITTIOLO			···· ·		
•	•	Phone Number:	ext 7039				• .	• •	er ja se er	
•	•	Buyer:	Iris Tesch			· · · · · · · · · · · · · · · · · · ·	· ·	· · ·		•••••••
· · ·	•	Vendor: Description of Goods/S	Honeywell Limited		· · ·	· · · · · ·	· .	· .		
•••		Labour, material and ed Controls under contract		IVAC reparis	when the	y inspect our	Bidg Auton	nation	· · · .	
		Is there an approved bu	udget for this purchase	?	No	Value:		\$30,000	12\$	16,300.00
	•	Account Number	54401	 	Dept Id. /	Project Id.	vari	ous		A
	0	Emergency Policy #10	Use explanation area and/or services were entered.						·	Line 1 On Po
	۲	Negotiation Policy #11	Complete all sections appropriate selection, for this purchase.							
		Goods/services are judg Sole Source There is only one known Identical Bids Two or more identical bi Bids Exceed Budget or The lowest bid meeting sestimated cost. Bids Failed to Meet Spe All Bids received failed to Single Source A single source is being Contract Extension For the extension of a co caused a delay in issuing Time-Sensitive A time-sensitive situation Expanded or coordinated	n source for the goods ds were received. Estimated Costs specifications is excess ecifications or Condit o meet the specification recommended. Unit c Exte ontract which has expi g a new tender/propose n. ed works.	/services (sold sive in total c ions ns or tender t annot be mov nded until: red and unfor al document. Exi	e source) ost or sul terms and ed eseeable isting PC	ostantially exc l conditions. circumstance	es have			· •
	Attach This wa Moderr (Affects individu	e a brief explanation ider all other supporting docu as approved by Council / nization & Maintenance c s Ward 2 and City Wide I ual project has been less old, requiring a competitiv	<u>Imentation as availabl</u> Aug. 22, 2001 as per ( of Building Automation mplications) (Item 6.3 than \$5, 000.00, but a	e. Committee of t System (BAS a. Facilities ha accumulatively	the Whole 3) Downto as been u y the worl	Report 01-0 wn Hamilton tilizing their s would excee	25-Item 37. Facilities (C services whe ed the \$5.00	S01074) ere each 00.00		
(	request	Il Manager (Required for ts <u>REGARDLESS OF AN</u>	IOUNT and for Policy	Rom	0 '01	<u>gelo</u>	Date_/	Nov 12 Vor 26	///	
	Approva <b>Please</b>	ests that are \$100,000 o al Signature Manager o email this completed fo ted and proper approv	of Purchasing orm to 'Purchasing P	olicy 10 & 11 ed.	l' at purc	hasi@hamiit				

		POLICY 10 - EMERGENCY REPORTING FORM
		DLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY $[i]$
	Date:	
1	Department/Division:	Public Works /Operations & Waste Management
	Reporter's Name: Phone Number:	Bryan Towers 905 546 2424 ext 7644
	Buyer:	Barb Kinrade
	Vendor:	CN Rail
	Description of Goods/S To cover invoices rece	Services Required: ived from CNR for Annual Railway Crossings Maintenance Upgrades and Leases
	Is there an approved b	udget for this purchase? Yes No Value: \$ \$87,530.00
	Account Number	55057 Dept Id. / Project Id. 427225
С	<sup>)</sup> Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
Fo	or Negotiation Policy 11	requests, select ONE of the following:
	Short Supply Goods/services are jud	lged to be in short supply due to market conditions.
		vn source for the goods/services (sole source).
	Bids Exceed Budget	
	Single Source	
[]	A single source is bein Contract Extension	g recommended. Extended until:
		contract which has expired and unforeseeable circumstances have caused a delay in
	Expanded Works	Existing PO Number:
	ovide a brief explanation	identifying the conditions that make it necessary to use this policy. Expand the cell if
rec Th	uired. Attach all other s	upporting documentation as available. ard agreements signed and approved by the Canadian Transport agency the City
		tional Railway. These documents state the cost sharing agreements for each and
		er CNR's jurisdiction. The actual charges that can be billed to the City for I leases are identified under the Canadian Transport Agency 2004 Guide to
		ng Maintenance and Construction. This form 11 is to pay for these invoices that
	e received annually	
Siç	gnatures: Departmenta	Director (for Policy 11
rec	uests that are under \$1	00,000) OR
	neral Manager (for ALL GARDLESS OF AMOU	Policy 10 requests
	uests that are \$100,000	

Approval Signature - Manager of Purchasing

Ø Ø

Date 🤤 an l

Once completed and proper approvals have been obtained, please email this form as a .xls file to 'Purchasing Policy 10 & 11' at purchasi@hamilton.ca. Subject: Vendor Name

Revision date: 13 January 2010

	NOTE for all Policy 11	l requests: All requis	ite annrovals must be o	btained befor	a vendor is engaged	Hamilton		
-	This is when a commitme been ordered/received. If	nt has been made to a v	vendor, services have c	ommenced/co	ompleted or goods have	Construction of the constr		
)	Date:	November 10, 2011		ompilarit.				
/	Department/Division:	Corporate Services				-		
	Reporter's Name:	Beth Wheaton				-		
	Phone Number:	(905) 546-2424 x21	<u></u>			-		
						-		
	Procurement Contact:	Maryanne Macura - Pro	curement Specialist					
	Vendor Name:	Hamilton Chamber	of Commerce			~		
	Description of Goods/S	services Required:				act of which has been extended to		
	November 23, 2013 - INC				, ,			
	Is there an approved bu	udget for this procure	ment?  Yes	□ No	Value: \$	\$27,000.00		
	Account Number	55916			Dept Id./Project Id.	2050453101		
0	Emergency Policy 10	•	ea below to describe PeopleSoft requisitior	•		/ goods and/or services were		
۲	Negotiation Policy 11		ns below, and indicat of the Negotiation Po			propriate selection, the reason		
<ul><li>✓</li></ul>	Goods/services are judged to be in short supply due to market conditions. Sole Source There is only one known source for the goods/services (sole source). Bids Exceed Budgeted or Estimated Costs							
	The lowest bid meeting Single Source A single source is being		essive in total cost or	substantial	y exceeds the estima	ated cost.		
	Contract Extension	Contract No.: contract which has ex			tances have caused	Extended to:a delay in issuing a new		
	Expanded Works Approved construction	Existing PO No.: n project has unexpec	cted work arising dur	ing construc	tion, but does not exp	pand the scope.		
	vide a brief explanation identifying the conditions that make it necessary to use this policy. Attach all other supporting documentat available.							
as a	Hamilton Chamber of Commerce reimburse them for these costs	ce provides payroll services	s for the Hamilton Physicia	ns Recruitment	& Retention Program. Th	is would be to provide continued suppo		
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AS a The and r	natures: Departmental Dir							
AS a The I and I	lests that are under \$100,00	00) OR						
AS a The and r Sigr requ Gen		00) OR icy 10 requests <u>of</u>		<u> </u>	, A R	· · · · · · · · · · · · · · · · · · ·		
AS a The and r Sigr requ Gen \$5,0	ests that are under \$100,00 eral Manager (for ALL Pol	00) OR icy 10 requests <u>of</u>		Toni	Tolles	Date <u>X) OU 2.4/</u> Date Dec 6///		

		POLICY 10 - EMERGENCY REPORTING FORM
	PO	LICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY
	Date:	January 5 2010 $\leftarrow$ $5/6$ "2011" Hamilton
	Department/Division:	Public Works /Operations & Waste Management
	Reporter's Name:	Bryan Towers
	Phone Number:	905 546 2424 ext 7644
	Buyer:	Barb Kinrade
	Vendor:	Southern Ontario Rail
	Description of Goods/S To cover invoices receiv Upgrades and Leases	ervices Required: ved from Southern Ontario Rail for Annual Railway Crossings Maintenance
	•	
	Is there an approved bu	udget for this purchase? ☑ Yes ☐ No Value: \$ \$55,020.00
	Account Number	55057 Dept Id. / Project Id. 427225
0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
For	Negotiation Policy 11	requests, select ONE of the following:
	Short Supply Goods/services are judg	ged to be in short supply due to market conditions.
7	Sole Source	n source for the goods/services (sole source).
	Bids Exceed Budget of	or Estimated Costs
	-	specifications is excessive in total cost or substantially exceeds the estimated cost.
	Single Source A single source is being	recommended
	Contract Extension	Extended until:
		contract which has expired and unforeseeable circumstances have caused a delay in
	issuing a new tender/pr	
	Expanded Works	Existing PO Number:
		project has unexpected work arising during construction, does not expand the
Prov requ	vide a brief explanation i ired. Attach all other su	dentifying the conditions that make it necessary to use this policy. Expand the cell if porting documentation as available.
The	City has numerous boa	rd agreements signed and approved by the Canadian Transport agency the City
		ario Railway. These documents state the cost sharing agreements for each and series of the southern Ontario Rails jurisdiction. The actual charges that can be billed to the
		des and leases are identified under the Canadian Transport Agency 2004 Guide
		sing Maintenance and Construction. This form 11 is to pay for these invoices that
	received annually	
	natures: Departmental	
	lests that are <b>under \$10</b>	
REC	Beral Manager (for ALL BARDLESS OF AMOUN	<u><b>T</b></u> and for Policy 11 $\mathcal{D}$ Line $\mathcal{D}$
requ	ests that are \$100,000	n greater) <u>Norman Date 2</u>

Approval Signature - Manager of Purchasing

Date <u>Jan 6/</u>11

Once completed and proper approvals have been obtained, please email this form as a .xls file to 'Purchasing Policy 10 & 11' at purchasi@hamilton.ca. Subject: Vendor Name

Revision date: 13 January 2010

		POLICY 10 - EMERGENCY REPORTING FORM	
		DLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY	
	Date:	January 52010 – ZOH Hamilton	
1	Department/Division:	Public Works /Operations & Waste Management	
	Reporter's Name:	Bryan Towers	
	Phone Number:	905 546 2424 ext 7644	
	Buyer:	Barb Kinrade	
	Vendor:	CP Rail	
	Description of Goods/S To cover invoices recei Leases	ervices Required: ved from CP Rail for Annual Railway Crossings Maintenance Upgrades and	
	Is there an approved bi	udget for this purchase? ☑ Yes ☐ No Value: \$\$126,000.00	<u>)</u>
	Account Number	55057 Dept Id. / Project Id427225	
0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entere	
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropria selection, the reason for requesting the use of the Negotiation Policy for this purchase.	ate
Fo	r Negotiation Policy 11	requests, select ONE of the following:	
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		ged to be in short supply due to market conditions.	
7	Sole Source		
		n source for the goods/services (sole source).	
L.,	Bids Exceed Budget of The lowest bid meeting	specifications is excessive in total cost or substantially exceeds the estimated co	st.
	Single Source A single source is being	a recommended.	
	Contract Extension	Extended until:	
	For the extension of a c issuing a new tender/pr	contract which has expired and unforeseeable circumstances have caused a delay oposal document.	y in
	Expanded Works	Existing PO Number:	
		project has unexpected work arising during construction, does not expand the sco	pe.
		dentifying the conditions that make it necessary to use this policy. Expand the ce	ll if
		pporting documentation as available. rd agreements signed and approved by the Canadian Transport agency the City	٦
of ⊦	lamilton & CP Rail. Thes	e documents state the cost sharing agreements for each and every railway	
		ction. The actual charges that can be billed to the City for maintenance ,upgrades	;
		der the Canadian Transport Agency 2004 Guide to Railway charges for Crossing on. This form 11 is to pay for these invoices that are received annually	
<b>C</b> 1	naturoal Desertion	Director /for Doliny 44	
	natures: Departmental uests that are under \$10	· · ·	
	neral Manager (for ALL		
	GARDLESS OF AMOUN	T and for Policy 11	6
	uests that are <b>\$100,000</b>		1/
			1
App	oroval Signature - Manag	er of Purchasing / Date TOM (011	r

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Revision date: 13 January 2010

	P	POLICY 10 - EMERGENCY REPORTING FORM OLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY
	Date:	DECEMBER 05, 2011 Hamilton
	Department/Division:	HEALTH PROTECTION
	Reporter's Name:	RICHARD MACDONALD
	Phone Number:	X 5818
	Buyer:	Maryanne Macura- Doris Ciardullo - RMO
	Vendor:	HEDGEROW SOFTWARE LTD
	Description of Goods/S	Services Required:
		software database package for the collection and analysis of food premises inspection user fee including Webintegrator.
	Is there an approved be	udget for this purchase?  Yes No Value:  \$ \$62,000.00
	Account Number	55748 Dept Id. / Project Id. 674200
0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
For	r Negotiation Policy 11	requests, select ONE of the following:
		lged to be in short supply due to market conditions.
$\checkmark$	Sole Source	
	•	vn source for the goods/services (sole source).
	Bids Exceed Budget of The lowest bid meeting	p specifications is excessive in total cost or substantially exceeds the estimated cost.
	Single Source	
	A single source is being	이 같은 것 같은
<b></b>		Extended until: contract which has expired and unforeseeable circumstances have caused a delay in
	issuing a new tender/pr Expanded Works	roposal document. Existing PO Number:
•		project has unexpected work arising during construction, does not expand the scope.
Prov	vide a brief explanation i	identifying the conditions that make it necessary to use this policy. Expand the cell if
	uired. Attach all other su	upporting documentation as available.
		only company specifically configured for managing food premises inspections in Ontario and not premises web disclosure system. This allows field entry of inspection reports, consistent
Hed		extensive reporting capabilities that is integrated with our current Food Safety Zone web
Hed is in insp		
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Hed is in insp disc <b>Sig</b>	losure system. natures: Departmental	
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Hed is ini disc Sigi requ Ger REC	losure system. natures: Departmental uests that are under \$10 neral Manager (for ALL GARDLESS OF AMOUN	D0,000) OR Policy 10 requests <u>NT</u> and for Policy 11 <i>L L L L L L L L L L</i>
Hed is ini disc Sigi requ Ger	losure system. natures: Departmental Jests that are under \$10 neral Manager (for ALL	D0,000) OR Policy 10 requests <u>NT</u> and for Policy 11 A A A A A A A A A A A A A A A A A A A

Date:       November 1, 2011       Hamilton         Department/Division:       Public Works/Transportation, Energy & Facilities       Hamilton         Reporter's Name:       Chris Hill       Hamilton         Phone Number:       4593       Hamilton         Buyer:       Barb Kinrade       Image: Construct the stand of the sta	ji A	Pr	POLICY 10 - EMERGENCY REPORTING FORM DLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY
Department/Division:       Public Works/Transportation, Energy & Facilities         Reporter's Name:       Chris Hill         Phone Number:       4593         Buyer:       Barb Kinrade         Vendor:       T. T. Liquid Handling Equipment         Description of Goods/Services Required:       Industrial and automotive hardware, tools and shop supplies         Industrial and automotive hardware, tools and shop supplies       Industrial and automotive hardware, tools and shop supplies         Account Number       54532 and 54090       Dept Id. / Project Id. 580210         Perform Policy 10       Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft regulsition number if entered.         Image: Short Supply       Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this ourchase.         Soft Supply       Goods/services are judged to be in short supply due to market conditions.         Sole Source       There is only one known source for the goods/services (sole source).         Bids Exceed Budget or Estimated Costs       The lowest bid meding specifications is excessive in total cost or substantially exceeds the estimated cost.         Single source is being recommended.       Contract Witch has expired and unforeseeable circumstances have caused a delay in issuing a new tender/proposal document.         Paynoved construc			
Reporter's Name:       Chris Hill         Phone Number:       4593         Buyer:       Barb kinnade         Vendor:       T. T. Liquid Handling Equipment         Description of Goods/Services Required:       Industrial and automotive hardware, tools and shop supplies         Industrial and automotive hardware, tools and shop supplies       Industrial and automotive hardware, tools and shop supplies         Industrial and automotive hardware, tools and shop supplies       Energency Policy 10         Description of Goods/Services Required:       Dept Id. / Project Id. 580210         Permegnecy Policy 10       Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.         P Megotiation Policy 11       Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.         Stor Supply       Goods/services (sole source).         Bids Exceed Budget or Estimated Costs       The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost.         Single Source       Asingle source is baing recommended.         Contract Extension       Extended untli:         For the extension of a contract which has expired and unforeseeable circumstances have caused a delay in issuing a new tender/proposal document.         Biging Source			
Buyer:       Barb Kimade         Vendor:       T. T. Liquid Handling Equipment         Description of Goods/Services Required:       Industrial and automotive hardware, tools and shop supplies         Industrial and automotive hardware, tools and shop supplies       Industrial and automotive hardware, tools and shop supplies         Is there an approved budget for this purchase?       Ives       No       Value:       \$ \$5,000.00         Account Number       54532 and 54090       Dept Id. / Project Id. 580210         Emergency Policy 10       Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.         Negotiation Policy 11       Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.         Soft Supply       Goods/services are judged to be in short supply due to market conditions.         Sofe Source       The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost.         Single Source       A single source is being recommended.         Contract Extension of a contract which has expired and unforeseeable circumstances have caused a delay in issuing a new tender/proposal document.         Expanded Work       Existing O Number:         exponded construction project has unexpected work arising during construction, does not expand the scope. <td></td> <td></td> <td></td>			
Vendor:       T. T. Liquid Handling Equipment         Description of Goods/Services Required:       [industrial and automotive hardware, tools and shop supplies         Industrial and automotive hardware, tools and shop supplies       [industrial and automotive hardware, tools and shop supplies         Is there an approved budget for this purchase?       [ives: ] [ves: ] No       Value: \$ \$5,000.00         Account Number       54532 and 54090       Dept Id. / Project Id. 580210         Demegency Policy 10       Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.         Negotiation Policy 11       Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.         Sont Supply       Goods/services are judged to be in short supply due to market conditions.         Sole Source       The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost.         Single Source       Single Source         A single source is being recommended.       Extended until:         Por the extension of a contract which has explored and unforeseeable circumstances have caused a delay in issuing a new tender/proposal document.         Bypanded Works       Extended costs.         recommended works and toback and babe's and babe's for 20,000. T. T. Liquid Handling Equipment, 790 King St. West,		Phone Number:	4593
Description of Goods/Services Required:         Industrial and automotive hardware, tools and shop supplies         Industrial and automotive hardware, tools and shop supplies         Is there an approved budget for this purchase?       Yes         Account Number       54532 and 54090         Dept Id. / Project Id.       580210         Chargency Policy 10       Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.         Negotiation Policy 11       Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.         For Negotiation Policy 11 requests, select ONE of the following:         Short Supply       Goods/services are judged to be in short supply due to market conditions.         Sole Source       There is only one known source for the goods/services (sole source).         Bids Exceed Budget or Estimated Costs       The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost.         Single Source       Sting PO Number:         Approved construction project has unexpected work arising during construction, does not expand the scope.         rovide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if guired. Attach all other supporting documentation as available.         rowasting a new tended/propos		Buyer:	Barb Kinrade 🗸
Description of Goods/Services Required:         Industrial and automotive hardware, tools and shop supplies         Industrial and automotive hardware, tools and shop supplies         Is there an approved budget for this purchase?       Yes       No       Value: \$ \$5,000.00         Account Number       54532 and 54090       Dept Id. / Project Id. 580210         Emergency Policy 10       Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.         Negotiation Policy 11       Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.         For Negotiation Policy 11 requests, select ONE of the following:       Short Supply         Goods/services are judged to be in short supply due to market conditions.       Sole Source         Sole Source       Three is only one known source for the goods/services (sole source).         Bide Exceed Budget or Estimated Costs       The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost.         Single Source       Asingle source is being recommended.         Contract Extension       Extended until:         For the extension of a contract which has expired and unforeseeable circumstances have caused a delay in issuing a new tender/proposal document.         Expanded Works       Exting PO Number:		Vendor:	T. T. Liquid Handling Equipment
Industrial and automotive hardware, tools and shop supplies         Is there an approved budget for this purchase?       □ vs       Value: \$ \$5,000.00         Account Number       54532 and 54090       Dept Id. / Project Id. 580210		Description of Goods/S	
Account Number       54532 and 54090       Dept Id. / Project Id. 580210         Emergency Policy 10       Use explanation area below to describe the emergency situation number if entered.         Image: State of the second state of the			
Account Number       54532 and 54090       Dept Id. / Project Id. 580210         Emergency Policy 10       Use explanation area below to describe the emergency situation number if entered.         Image: State of the second state of the			
Emergency Policy 10       Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.         Negotiation Policy 11       Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.         For Negotiation Policy 11 requests, select ONE of the following:		Is there an approved bu	udget for this purchase? ☑ Yes □ No Value: \$ \$5,000.00
Energency Policy 10 Geographication area below to dusting the onling citing requisition number if entered. Negotiation Policy 11 Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase. For Negotiation Policy 11 requests, select ONE of the following: Short Supply Good/services are judged to be in short supply due to market conditions. Sole Source There is only one known source for the goods/services (sole source). Bids Exceed Budget or Estimated Costs The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost. Single Source A single source is being recommended. Contract Extension of a contract which has expired and unforeseeable circumstances have caused a delay in issuing a new tender/proposal document. Expanded Works Extanded until: Expanded Works Extanded vork a single documentation as available. Proved construction project has unexpected work arising during construction, does not expand the scope. rovide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if equired. Attach all other supporting documentation as available. Proved construction project haeds with a staing during construction, does not expand the scope. rovide a brief explanation identifying the conditions ords, hoese, noce, arrord to delay ease inplex, ease and bol inventory with pricing competitive with other vendors. The list of tems purchased from this vendor extensive hardware and tool inventory with pricing competitive with other vendors. The convenience offered by extensive involves. Brief and the set of 20,000. T. T. Liquid Handling Equipment, 790 King St. West, amitton 00,900 OR general Underse extension of a required in didater extension and for Policy 11 equests that are \$100,000		Account Number	54532 and 54090 Dept Id. / Project Id580210
selection, the reason for requesting the use of the Negotiation Policy for this purchase.         For Negotiation Policy 11 requests, select ONE of the following:         Short Supply         GoodS/services are judged to be in short supply due to market conditions.         Sole Source         There is only one known source for the goods/services (sole source).         Bids Exceed Budget or Estimated Costs         The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost.         Single Source         A single source is being recommended.         Contract Extension       Extended until:         For the extension of a contract which has expired and unforeseeable circumstances have caused a delay in issuing a new tender/proposal document.         Expanded Works       Existing PO Number:         Approved construction project has unexpected work arising during construction, does not expand the scope.         rovide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if equired. Attach all of threentory with pricing competitive with other rendors. The list of items purchased from this vendor extensive hardware and tool inventory with pricing competitive with other rendors and reduces downtime for users. 2010 expense to 0v. 30 was \$11.23. 2011 expense to 58 p30 is \$12.293 and unplanned ladder replacements amounting to \$5.000 are required in didution to was styleds. Previously approved requests that re under \$100.0000 OR         reasens, barened purchases. Previously approved requests<	0	Emergency Policy 10	
For Negotiation Policy 11 requests, select ONE of the following:         Short Supply         Goods/services are judged to be in short supply due to market conditions.         Sole Source         There is only one known source for the goods/services (sole source).         Bids Exceed Budget or Estimated Costs         The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost.         Single Source         A single source is being recommended.         Contract Extension       Extended until:         For the extension of a contract which has expired and unforeseeable circumstances have caused a delay in issuing a new tender/proposal document.         Expanded Works       Existing PO Number:         Approved construction project has unexpected work arising during construction, does not expand the scope.         rovide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if sequired. Attach all other supporting documentation as available.         ery comprehensive hardware and tool inventory with pricing competitive with other vendors. The list of items purchased from this vendor ease guns, barrage pubme, show tas wableds, diffus, evendors and reduces downtime for users, 2010 expense to sov. 30 was \$11,233.2011 expense to Say 30 is \$12,293 and unplanned ladder replacements amounting to \$5,000 are required in 10kinots out planned purchases. Previously approved requests to sory 20,000. T. T. Liquid Handling Equipment, 790 King St. West, amilton ON <i>905-523-2861</i> Ignatures:	۲	Negotiation Policy 11	selection, the reason for requesting the use of the Negotiation Policy for this
Short Supply         Goods/services are judged to be in short supply due to market conditions.         Sole Source         There is only one known source for the goods/services (sole source).         Bids Exceed Budget or Estimated Costs         The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost.         Single Source         A single source is being recommended.         Contract Extension       Extended until:         For the extension of a contract which has expired and unforeseeable circumstances have caused a delay in issuing a new tender/proposal document.         Expanded Works       Existing PO Number:         Approved construction project has unexpected work arising during construction, does not expand the scope.         rovide a brief explanation identifying the conditions that make it necessart to use this policy. Expand the cell if equired. Attach all other supporting documentation as available.         ery comprehensive hardware and tool inventory with pricing competitive with other vendors. The list of items purchased from this vendor extensive inventory reduces the time and effort needed to shop at multiple vendors and reduces downtime for users. 2010 expense to ov. 30 was \$11,233.2011 expense to Sep 30 is \$12,293 and unplanned ladder replacements amounting to \$5.000 are required in Iddition to ur planned purchases. Previously approved request is for \$20,000. T. T. Liquid Handling Equipment. 790 King St. West, amilton ON 906-529.3861         Ignatures: Lepartmental Director (TOP POlicy 111 equests that are \$100,000 Org reater)	Foi	Negotiation Policy 11	
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Expanded Works       Existing PO Number:		For the extension of a c	contract which has expired and unforeseeable circumstances have caused a delay in
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GEOGR LUPTON       Date       NOV 1/2011         pproval Signature - Manager of Purchasing       Date       NOV 1/2011	-	•	
pproval Signature - Manager of Purchasing Date <u>MOV 15</u> /2011	Ger REC	eral Manager (for ALL GARDLESS OF AMOUN	Policy 10 requests NT and for Policy 11 GEOGE LUPTON Date NOV. 1/2011 or greater)
			per of Purchasing Date MOV 15/2011

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'Purchasing Policy 10 & 11' at purchasi@hamilton.ca

	Date:	5, October, 2011 Hamilton	
	Department/Division:	Public Health Services-Family Health Division	
	Reporter's Name:	Kathy de Jong/Debbie Sheehan	
	Phone Number:	3697 and 4888	
	Buyer:	Doris Ciardullo	
	Vendor:	Dr. Peter Kondra	
	Description of Goods/S		
	Psychiatric Services for C	child and Adolescent Serviçes.	
	ls there an approved b	udget for this purchase? Ves No Value: \$ \$50,000.00	
	Account Number	55916 Dept Id. / Project Id. RMRCH 674011	
0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.	
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.	
Foi	r Negotiation Policy 11	·	
Foi	Short Supply	requests, select ONE of the following:	
Foi	Short Supply Goods/services are jud Sole Source	·	
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of	requests, select ONE of the following: lged to be in short supply due to market conditions. In source for the goods/services (sole source).	
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	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a d issuing a new tender/pu	requests, select ONE of the following:         lged to be in short supply due to market conditions.         In source for the goods/services (sole source).         or Estimated Costs         g specifications is excessive in total cost or substantially exceeds the estimated cost.         g recommended.         Extended until:       March 31, 2012         contract which has expired and unforeseeable circumstances have caused a delay in	
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	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of issuing a new tender/pr Expanded Works Approved construction vide a brief explanation uired. Attach all other su d and Adolescent Services tal health disorders under to cifically order a psychiatric a ario. In Hamilton there is on an increase in the amount	requests, select ONE of the following:         liged to be in short supply due to market conditions.         or source for the goods/services (sole source).         or Estimated Costs         g specifications is excessive in total cost or substantially exceeds the estimated cost.         g recommended.         Extended until:       March 31, 2012         contract which has expired and unforeseeable circumstances have caused a delay in roposal document.         Existing PO Number:         project has unexpected work arising during construction, does not expand the scope.         identifying the conditions that make it necessary to use this policy. Expand the cell if upporting documentation as available.         provides Court Ordered medical/psychological assessments for adolescents with severe the mandate of the Youth Criminal Justice Act. Judges order assessments and on occasion assessment. There is an extreme shortage of child psychiatrists in Hamilton and across ily 1 child psychiatrist available to do this work. We are requesting an extension of 7 months from \$40,000. to \$90,000. This is an extension to PO#58493         d for ALL Policy 10       Debbie Sheehan, Director         Family Health Division       Date 05-Oct-11	

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ș.	PO	POLICY 10 - EMERGENCY REPORTING FORM	
	Date:	October 18, 2011 Hamilton	
	Department/Division:	Community Services/Lodges/Macassa/Nursing	
	Reporter's Name:	Karen Allcroft	
	Phone Number:	905-546-2800 Ext. 1652	
	Buyer:	Doris Ciardullo	
	Vendor:	Hamilton Patient Transfer Service - Sports Medic (Niagara Regional Patient Transfer	
	Description of Goods/Se		
	I ransportation for resident	t to and from dilaysis treatments.	
	Is there an approved bu Account Number	idget for this purchase?	
0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.	
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.	
For	Negotiation Policy 11	requests, select ONE of the following:	
	Short Supply Goods/services are judg	ged to be in short supply due to market conditions.	
7	Sole Source There is only one known	n source for the goods/services (sole source).	
	Bids Exceed Budget o The lowest bid meeting	r Estimated Costs specifications is excessive in total cost or substantially exceeds the estimated cost.	
	Single Source A single source is being	y recommended.	
	Contract Extension	Extended until:	
		contract which has expired and unforeseeable circumstances have caused a delay in	
	issuing a new tender/pro	oposal document. Existing PO Number:	
L	•	project has unexpected work arising during construction, does not expand the scope.	
requiresion Pati the tran 18, TRA	uired. Attach all other sup nilton Patient Transfer Se dents into the hospital for ent Transfer did not retur services required for our sportation services that v 2011. DUE TO ADDITIO	dentifying the conditions that make it necessary to use this policy. Expand the cell if pporting documentation as available. ervice - Sports Medic Inc provides transportation and personally escorts our r the appointment and back to their room when returing to the lodge. Ontario rn any of our attempts to contact them for quotes and DARTS does not provide residents. No other transportation company provides the necessary we require for our residents who require dialysis treatment. UPDATE: OCTOBER NAL RESIDENT USING SERVICE AND THE NEED FOR STRETCHER NAL PO OF \$50, 000 WILL NOT COVER FOR REST OF THE YEAR. AN . BE NEEDED.	
requ	neral Manager (Required uests <u>REGARDLESS OF</u> cy 11 requests that are \$	AMOUNT and for MICHA HONDE CARE MONG 2011	
Арр	roval Signature - Manage	Nr. Olo	

Once completed and proper approvals have been obtained, please email this form as a .xls file to 'Purchasing Policy 10 & 11' at purchasi@hamilton.ca

Revision date: 12 November 2009

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Section and and a section of					RGENCY REPO OR USE OF NE			
1		NOTE for all Policy 11 This is when a commitmen been ordered/received. If	ent has been made to a	a vendor, servi	ces have commend			Hamilton
X)		Date:	September 14, 20	)11				
9 ×		Department/Division:	Community Service					
		Reporter's Name:	Dave Turner					
		Phone Number:	905-546-2424 x 4	508				
		Procurement Contact:	Select Appropriate Pro	curement Contac	ct	<b>V</b>		
		Vendor Name:	Simplex Grinnell	Tyco	Interna	tional		
		Description of Goods/S	Services Required:					
		Sprinkler and Fire Equipm		air & maintena	nce of equipment			
		Is there an approved be	udget for this purch	ase?	🗸 Yes 🗌 No	١	/alue: \$ <u>\$6,(</u>	000.00
		Account Number	54728 & 55744	generation (B	<u></u>	Dept Id./I	Project Id. 792	612, 792628, 792652, 792653
	0	Emergency Policy 10	Use explanation a acquired including				n and how goc	ds and/or services were
	۲	Negotiation Policy 11	Complete all secti requesting the use				e most approp	riate selection, the reason for
	_	· •• · · · · · · · ·						
	For	Negotiation Policy 11	requests, select C	ONE of the fo	ollowing:			
11		Short Supply						
$\overline{G}^{*}$		Goods/services are jud	lged to be in short s	supply due to	market condition	S.		
		Sole Source There is only one know	vn source for the go	ods/services	(sole source).			
		Bids Exceed Budget of The lowest bid meeting			tal cost or substa	antially exceeds	the estimated	cost.
	ď	Single Source	a recommended.					
		<b>Contract Extension</b> For the extension of a c	Contract No.:	expired and u	Extendeo			ended to: lay in issuing a new
	7	tender/proposal docum Expanded Works	Existing PO No.:	59405				
		Approved construction						
	as a	vailable.						ner supporting documentation
	Muse will sj \$900	eum, 240 Burlington St. and Wi pend over \$5000.00 for the en	/hitehern. These contrac ntire year. We will be getti	ts are to repair a ing three quotes	nd inspect the Sprink on this work as these	ler systems in these contracts begin to e	buildings. Need to prize in the comin	Iuśeum, Nash Jaskson, Children's set up a PO for this account as we g years. The original PO was for d to extend this PO by \$6000 to cover
	-	atures: Departmental Di	· ·					]
	•	ests that are under \$100,0 eral Manager (for ALL Pol	· ·	1	. /			
	\$5,0	00 or greater and for Polic 0,000 or greater)	•	' JENA	IFER K	AVE		Date DCT-25/2011
(	Арр	roval Signature - Procur	rement Manager			,		Date 001.25/2011
		e completed and prop			ned, please ema	il this form as a	a .xls file to t	he
		ocurementPolicy10&11			Name			
		ail "Subject" line shou	in include the act	uai veridor's	INAILIE			Revision date: July 4, 2011

					ING FORM	
	NOTE for all Policy 1 <sup>4</sup> being engaged and/or a Compliant.	1 requests: All requises any work being complete the second se	ite approvals mu eted, or the purc	ust be obtained chase will be co	l prior to a vendor	Hamilton
	Date:	July 25, 2011	· · · · · · · · · · · · · · · · · · ·			
	Department/Division:	Facilities Dept				
	Reporter's Name:	Rom D'Angelo				
	Phone Number:	905-546-2424 x7006	3			
	Procurement Contact:	Barb Kinrade - Procuren	ient Specialist		▼	
	Mandan Manag	F	700 0707			
	Vendor Name:	Ferro Canada - 905-	-763-0787			
	Description of Goods/S					t. Type 2 removal of asbestos and other
	designated substances re	equirea prior to demolitio	n.			
	Is there an approved be	udget for this purchase	e? ☑1	Yes 🗌 No	Value:	\$ \$30,000.00 7 \$ 4,620.0
	Account Number	<b>59222</b> (1997)	1. 1 N	• .	Dept Id./Project	ld. <u>3621054100 and an </u>
0	Emergency Policy 10	Use explanation are acquired including P				ow goods and/or services were
۲	Negotiation Policy 11	Complete all section requesting the use c				appropriate selection, the reason for
	Short Supply Goods/services are jud Sole Source There is only one know	n source for the good				
	Bids Exceed Budget of The lowest bid meeting		ssive in total cos	st or substantia	ally exceeds the estin	mated cost.
	Single Source A single source is being	-				
-	tender/proposal docum Expanded Works	ent. Existing PO No.:	59438		nstances have cause	Extended to: ed a delay in issuing a new
	Approved construction vide a briet explanation i available.		-	-		expand the scope. h all other supporting documentation
		e addition to PO #59438 in	the amount of \$30,00	00. Additional ask	estos found. Drywall joir	nt compound looked suspicious and material
was	tested. All joints contain levels	s of asbestos which require	Type 2 removal.			1
Sigr	natures: Departmental Di	irector (for Policy 11				
•	ests that are under \$100,0	,				1
	eral Manager (for ALL Po	· ·	0	£ 1 A .		
	<u>00 or greater</u> and for Polic 0,000 or greater)		KOM	1) ANI	66L0	Date <u>UULY 2512</u> 0
Арр	roval Signature - Procur	ement Manager				Date JUL 26 20
	ce completed and prop ocurementPolicy10&11			lease email th	is form as a .xls f	ile to the
	ail "Subject" line shou			3		

	, PC	OLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY						
	Date:	Jan 6, 2011 Hamilton						
	Department/Division:	Public Works/Environment & Sustainable Infrastructure						
3	Reporter's Name:	Susan Jacob						
	Phone Number:	905 526 2424 Ext 2621						
	Buyer:	Donna Drozdz						
	Vendor:	Horizon Utilities Corporation						
	Description of Goods/S							
		f Horizon Utility Plants to accommodate road widenings, conflicts to underground uired for various Capital Projects.						
	Is there an approved bu	udget for this purchase? Yes No Value: \$ \$99,000.00						
	Account Number	Various Dept Id. / Project Id.						
0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.						
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.						
Fo	r Negotiation Policy 11	requests, select ONE of the following:						
	Short Supply	. /						
		lged to be in short supply due to market conditions.						
		or Estimated Costs specifications is excessive in total cost or substantially exceeds the estimated cost.						
	Single Source A single source is being	g recommended.						
	Contract Extension         Extended until:           For the extension of a contract which has expired and unforeseeable circumstances have caused a delay in							
	issuing a new tender/proposal document. Expanded Works Existing PO Number: Approved construction project has unexpected work arising during construction, does not expand the scope.							
Pro <sup>.</sup> regi	uired. Attach all other su	dentifying the conditions that make it necessary to use this policy. Expand the cell if upporting documentation as available.						
Thin	sole vendor who will be able	e negotiate with the utility company the cost for relocation of their plant. Horizon Ultilities is e to do their relocations. Cost share agreements in place are used as a basis to determine o the utility agency. This is the general sole source request for the year 2011.						
This the s								
This the s the a	anturon Department	Director (for Deliny 44						
This the s the s <b>Sig</b> requ <b>Gen</b>	natures: Departmental lests that are under \$100 leral Manager (for ALL F	0,000) OR Policy 10 requests						
This the s the s Sign requ Gen	lests that are under \$10	0,000) OR Policy 10 requests IT and for Policy 11						

Revision date: 7 December 2009

	1					
	9					
	1	4				
/	2		DOL	CY 10 - EMERGENCY REPO		
1. Sec. 1				REQUEST FOR USE OF NE		
1		NOTE for all Polloy 14		uisite approvals must be obta		
e				npleted, or the purchase will t		Hamilton
M)		Compliant.	any noncoonig oon	ipietod, er tre parametet inn i		
JU.		Date:	August 25, 2011			
1		Department/Division:		iornment and Sustainable Inf	restructure	
		Reporter's Name:	Cynthia Graham	tornment and odstandbie in		
		Phone Number:		t		
		Phone Number:	(905) 546-2424 e	xtension 2337		
		Procurement Contact:	Donna Drozdz - Senio	or Procurement Specialist	<b>•</b>	
		Vendor Name:	Golder Associates	s Limited	•	
		Description of Goods/S	Services Required:			
		Purchase Order Extension	1: Stage 4 Archaeolog	gical Mitigation at Olmstead Site i	n Ward 7 for the creation of an as	phalt walking path through the site.
				<b>^</b>		
		11. 100.00	- AA . A	AS ID	1 Dita	
		Nehast OVI	analys	Ingaged throw	charoster C	issignment b
		Is there an approved bu	udget for this purch	ase? I Yes No	Value: \$ exi	pected \$19,000 ( )
		Account Number	55801		Dept Id./Project Id. 44	
	$\cap$				· · · <u> </u>	
		Emergency Policy 10		PeopleSoft requisition numb	nergency situation and how go per if entered.	oos and/or services were
	۲	Negotiation Policy 11		ons below, and indicate by cl e of the Negotiation Policy for		priate selection, the reason for
						The a
	For	Negotiation Policy 11	requests, select (	ONE of the following:		(*A dil
10		Short Supply				FOCA
VØ			ged to be in short s	upply due to market condition	ns.	\$16.000
		Sole Source	-			a plad u
		There is only one know	n source for the go	ods/services (sole source).		approvide
	П	Bids Exceed Budget	or Estimated Cost	8		staded
					antially exceeds the estimated	I cost. alvan
	N	Single Source	,			100st. attached email
	Ċ	A single source is being	a recommended.			$\sim$
		Contract Extension	Contract No.:	Extende	d from: Ex	tended to:
	L				rcumstances have caused a d	
		tender/proposal docum				(
		Expanded Works	Existing PO No.:			
				ected work arising during cor	nstruction, but does not expan	d the scope.
	_	.,	_ ,	• •		
			dentifying the cond	itions that make it necessary	to use this policy. Attach all o	ther supporting documentation
ſ	_	vailable.	d for Class 0 and Class	4 Aughenetic single militaciton for the or	eation of an asphalt walkway at the O	Implead Site in Buckmania
					e of work. During the course of the SI	
	featu	res were found. A realignment	t of the path and addition	al Stage 3 and 4 work is required to	avoid these signficant features. The c	urrent purchase order will not cover the
	addili oon g	onal fees required to evaluate	the design change to av	old the significant features. Golder is	s currently on site, and in depth knowle	edge and understanding of the site, and rm would require much more time and
	effort	for mobilization costs, schedul	ling, comprehension of l	he work to date, and coordination with	h Six Nations monitors, in accordance	with the Fort Albany Crown Treaty.
Ľ	<u>a;</u>			- ON well-		
		atures: Departmental Dir ests that are under \$100,0		A AND DILI	, AL KIR	KPATRICK
		eral Manager (for ALL Pol	'	H ~ ///	1/1	1
		00 or greater and for Policy	and the second sec	Ca VIIIO	E ( asperting 1	Annal
		,000 or greater)		(martine	> (MY PARECTUR)	Date/74 21/4
					North A	Pur zall
( )	Арр	roval Signature - Procur	ement Manager	V		Date <u>MUG, 90</u> 11
-	0		au annuas a la lasses	have abtained places and	uil this form as a win fil- t-	the
		e completed and prop ocurementPolicy10&11			ail this form as a .xls file to	uie
		ail "Subject" line shou	-			
		easjeet inteenou				Revision date: May 26, 2011
						- ·

P

/	<u>NOTE for all Policy 11</u> being engaged and/or a	POLICY 11 - RI requests: All requis		F NEGOTIATIC obtained prior t will be consider	ON POLICY to a vendor red Non-	Hamilton	
2	Compliant.	040		an sharan			
I	Date: Department/Division:	8/12 Equility Capital Page	ewal, Corporate Facilit	v Managomont			
	Reporter's Name:	Julianna McCormick		y management			
	Phone Number:	7517	·				
	Procurement Contact:	Barb Kinrade - Procurem	nent Specialist	<b>v</b>			
	Vendor Name:	Johnson Controls					
	Description of Goods/S Disposal of R11 refrigerar		and vontilation system	(increase to PO #	60334)		
		n, reingeraht monitoring	and ventilation system		-00334)		
	ls there an approved bu	udget for this purchase	e? ☑Yes [	]No	Value:	\$ \$50,000.00	
	Account Number	59212	<u>Allahan sana sana s</u>	Dep	ot Id./Project	ld. <u>3541041729</u>	
0	Emergency Policy 10		a below to describe th eopleSoft requisition r			now goods and/or services	were
۲	Negotiation Policy 11		ns below, and indicate of the Negotiation Polic			appropriate selection, the	reason for
Fo	r Negotiation Policy 11	requests, select ON	E of the following:				
	Short Supply	and the back of the t		-1:4:			
	Goods/services are jude	ged to be in short sup	ply due to market con	altions.			
)	There is only one know	n source for the good	s/services (sole sourc	e).			
	Bids Exceed Budget of	-	,	,			
	The lowest bid meeting	specifications is exce	essive in total cost or s	ubstantially exc	ceeds the est	imated cost.	
	Single Source A single source is being	a recommended.					
	Contract Extension		Exte	ended from:	NA L	Extended to:	
			pired and unforeseeab	le circumstance	es have caus	ed a delay in issuing a ne	w
_	tender/proposal docum Expanded Works		60334			1	
	•	•			but does not	expand the scope.	
	Approved construction		ieu work ansinu uunn	a construction. I			
Pro	Approved <u>constructior</u> wide a briet explanation i available.		-	-		ch all other supporting doc	umentation
Pro as a An ir Refri colle refrig	VIGE a brief explanation in available. Increase to PO #60334 for the C igerant Management Canada (f cetion and disposal program. Al	dentifying the condition chiller conversion at Copps RMC) added a disposal fee iso, after Policy 11 approval n which is a requirement.	Colisseum is required to me for CFC-11 (R11). The cha I was received for the conve	sary to use this eet the August 1st, 2 arge for this is \$8.00 ersion of the chillers	policy. Attac 2011 legislative o /kilogram dispos , Johnson Contr		11 whereby t entering the lot include
Pro as a An ir Refri colle refrig Auth Sigu requ Gen \$5,0	Vide a brief explanation in available. ncrease to PO #60334 for the C igerant Management Canada (f cetion and disposal program. Al gerant monitoring and ventilation nority (TSSA) to allow continued natures: Departmental Div uests that are under \$100,0 neral Manager (for ALL Po 000 or greater and for Polici	dentifying the condition chiller conversion at Copps RMC) added a disposal fee iso, after Policy 11 approval n which is a requirement. T I operations of the chillers. rector (for Policy 11 000) OR licy 10 requests of	Colisseum is required to me for CFC-11 (R11). The che Il was received for the conve This is required to maintain o	sary to use this eet the August 1st, 2 arge for this is \$8.00 ersion of the chillers	policy. Attact 2011 legislative of /kilogram dispos , Johnson Contr nd to gain appro	ch all other supporting doc changes for the disposal of CFC- sal fee for any CFC-11 refrigeran ols indicated that their price did r vval from the Technical Standard	11 whereby t entering the lot include
Pro as a An ir Refri colle refrig Auth Sigu requ Gen \$5,0	Vide a brief explanation in available. ncrease to PO #60334 for the C igerant Management Canada (f cetion and disposal program. Al gerant monitoring and ventilation nority (TSSA) to allow continued natures: Departmental Div uests that are under \$100,0 neral Manager (for ALL Po	dentifying the condition chiller conversion at Copps RMC) added a disposal fee iso, after Policy 11 approval n which is a requirement. T I operations of the chillers. rector (for Policy 11 000) OR licy 10 requests of	Colisseum is required to me for CFC-11 (R11). The che Il was received for the conve This is required to maintain o	sary to use this set the August 1st, 2 arge for this is \$8.00 ersion of the chillers chiller compliance a	policy. Attact 2011 legislative of /kilogram dispos , Johnson Contr nd to gain appro	ch all other supporting doc changes for the disposal of CFC- sal fee for any CFC-11 refrigeran ols indicated that their price did r vval from the Technical Standard	11 whereby t entering the lot include

Email "Subject" line should include the actual Vendor's Name

Revision date: May 26, 2011

		POLIC POLICY 11 - F	Y 10 - EMEF REQUEST F				ICY				
	NOTE for all Policy 11 This is when a commitme been ordered/received. If	nt has been made to a	vendor, servic	es have o	ommenced/o	re a vendor is e completed or go	ngaged. ods have	F	Iamilt	on	
	Date:	9/23/2011									
	Department/Division:	Capital Facility Ren		orate Fac	ility Manage	ement					
	Reporter's Name: Phone Number:	Julianna McCormic 905-546-2424 ext 7									
						<b>•</b>					
	Procurement Contact:	Dina Urciuoli - Procure	ment Specialist			•					
	Vendor Name:	Triple Crown Enter	prises								
	Description of Goods/S Increase to PO 60606 for		unterprese f a a	option of		the Kenikuarth	Libron	102 Kapil	uorth N		
										,	
	Is there an approved b	udget for this purcha	se?	Yes	No No	Va	lue: \$	\$50,000	.00	<u>eerdaga eesta .</u>	
	Account Number	59212	he ke a da wa	es lla s		Dept Id./Pr	oject Id.	354094	1912	<u> </u>	
)	Emergency Policy 10	Use explanation are					and how	goods a	nd/or serv	vices were	
)	Negotiation Policy 11	Complete all sectio requesting the use					most app	oropriate	selection	, the reason fo	r
		requests, select Ol	NE of the fo	llowing:							
]	Negotiation Policy 11 Short Supply Goods/services are jud Sole Source There is only one know	lged to be in short su	pply due to r	market c	onditions.						
]	Short Supply Goods/services are jud Sole Source	lged to be in short su /n source for the goo or Estimated Costs	pply due to r ds/services (	market co (sole sou	onditions. rce).	lly exceeds th	e estima	ted cost	. 1		
]	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of	lged to be in short su in source for the goo or Estimated Costs specifications is exc	pply due to r ds/services (	market co (sole sou	onditions. rce).	lly exceeds th	e estima	ted cost	,		
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source	Iged to be in short su in source for the goo or Estimated Costs specifications is exc g recommended. Contract No.: contract which has ex	pply due to r ds/services ( ressive in tot	market co (sole sou al cost o	onditions. rce). r substantia xtended from	n:		Extende	d to:	a new	
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works	Iged to be in short su in source for the goo or Estimated Costs specifications is exc g recommended. Contract No.: contract which has ex lent. Existing PO No.:	pply due to r ds/services ( eessive in tot cpired and un 60606	market co (sole sou al cost o <u>e</u> nforesee	onditions. rce). r substantia <b>xtended fro</b> i able circum	n: stances have	caused	Extende a delay i	d to: n issuing a	a new	
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum	Iged to be in short su on source for the goo or Estimated Costs of specifications is exc g recommended. Contract No.: contract which has ex- tent. Existing PO No.: n project has unexpe	pply due to r ds/services ( esssive in tot cpired and un <u>60606</u> cted work ar	market co (sole sou al cost o Enforesee	onditions. rce). r substantia <b>xtended fro</b> i able circum ing constru	n: stances have ction, but doe:	caused a	Extende a delay i pand the	d to: n issuing a scope.		1
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> ide a brief explanation i	Iged to be in short su in source for the goo or Estimated Costs specifications is exc g recommended. Contract No.: contract which has ex- ient. Existing PO No.: <u>n</u> project has unexpe identifying the conditional coding in the basement due is of replacing the barrier fir r be able to access the four	pply due to r ds/services ( eessive in tot cpired and u <u>60606</u> cted work ar ons that mal to rain leaking ee ramp which notation, therefor	market co (sole sou al cost o E nforesee rising dur ke it neco through a is adjacent	onditions. rce). r substantia <b>xtended fro</b> able circum ing constru essary to us	n: stances have ction, but does e this policy. oundation. The b boundation is leaki	caused a s not exp Attach a uilding is cr ng. If the r	Extende a delay i band the II other s urrently be new ramp	d to: n issuing a scope. upporting ing renovated installation pr	documentatior d by Triple Crown roceeds without the	9
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> ide a brief explanation i vailable. enilworth library had some flo PO 60606. The work consist ation repairs, we will no longe	Iged to be in short su n source for the goo or Estimated Costs g specifications is exc g recommended. Contract No.: contract which has ex- tent. Existing PO No.: n project has unexpe- identifying the condition identifying the condition is of replacing the barrier for r be able to access the four the basement of the librar rector (for Policy 11 100) OR	pply due to r ds/services ( eessive in tot cpired and u <u>60606</u> cted work ar ons that mal to rain leaking ee ramp which notation, therefor	market co (sole sou al cost o E nforesee rising dur ke it neco through a is adjacent	onditions. rce). r substantia xtended from able circum ing constru essary to us section of the f to where the f ing must be do	n: stances have ction, but does e this policy. oundation. The b boundation is leaki	caused a s not exp Attach a uilding is cr ng. If the n nstallation.	Extende a delay i band the II other s urrently be new ramp This work	d to: n issuing a scope. upporting ing renovated installation pr	documentatior d by Triple Crown roceeds without the	9
] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ]	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> ide a brief explanation in vailable. enilworth library had some flo PO 60606. The work consist attor repairs, we will no longe vent possible mould growth in ests that are under \$100,0	Iged to be in short su n source for the goo or Estimated Costs specifications is exc g recommended. Contract No.: contract which has ex- tent. Existing PO No.: n project has unexpe- identifying the conditional identifying the conditional identifying the barrier for r be able to access the four the basement of the librar rector (for Policy 11 00) OR licy 10 requests of	pply due to r ds/services ( eessive in tot cpired and u <u>60606</u> cted work ar ons that mal to rain leaking ee ramp which notation, therefor	market co (sole sou al cost o E nforesee rising dur ke it neco through a is adjacent	onditions. rce). r substantia xtended from able circum ing constru essary to us section of the f to where the f ing must be do	n: stances have ction, but doe: e this policy. oundation. The b oundation is leaki ne prior to ramp is 	caused a s not exp Attach a uilding is cr ng. If the n nstallation.	Extende a delay i band the II other s urrently be new ramp This work	d to: n issuing a scope. upporting ing renovated installation pri- also needs in also needs in Date St	documentatior d by Triple Crown roceeds without the	9

	This is when a commitme	<b><u>1 requests</u>:</b> All requisite approvals must be obtained before a vendor is engaged. ent has been made to a vendor, services have commenced/completed or goods have	Hamilton
	been ordered/received. In Date:	f not, the purchase will be considered Non-Compliant. 10/20/2011	
	Department/Division:	Capital Facility Renewal, Corporate Facility Management	
	Reporter's Name:	Julianna McCormick	
	Phone Number:	905-546-2424 ext 7517	
	Procurement Contact:	Dina Urcluoli - Procurement Specialist	
Vendor Name:			
		Triple Crown Enterprises	
	Description of Goods/S Increase to P.O.60606 for	Services Required: r Triple Crown Enterprises due to flooding of the Kenilworth library on October 20th, 201	11. RMS 034071
			,
	Is there an approved b	udget for this purchase?	40,000.00
	Account Number	59212 Dept Id./Project Id. <u>3</u>	540941912
0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how g acquired including PeopleSoft requisition number if entered.	oods and/or services were
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appr requesting the use of the Negotiation Policy for this purchase.	opriate selection, the reason fo
	Sole Source There is only one know Bids Exceed Budget	lged to be in short supply due to market conditions. vn source for the goods/services (sole source). <b>or Estimated Costs</b> g specifications is excessive in total cost or substantially exceeds the estimate	id cost.
	Single Source A single source is being	g recommended.	
	Contract Extension	Contract No.: Extended from: Extende	xtended to: delay in issuing a new
·····	Expanded Works	Existing PO No.: 60606 600 600 600 600 600 600 600 600	nd the scope.
$\square$	vide a brief explanation i available.	identifying the conditions that make it necessary to use this policy. Attach all	
Prov as a		nt flooding in the basement due to rain leaking through the front basement windows on October 20	
Prov as a The I from will n leaks	the ones originally discovered. eed to be redone due to dama	. The building is currently being renovated by Triple Crown under PO 60606. Some of the flooring ige to the new floor coating. There will also need to be investigative work by taking down some of urce of water. We will then need to fix or replace the windows and drywall. This work also needs the library.	the drywall along the wall where the
Prov as a The I from will n will n leaks mould Sign requ Gen \$5,0	the ones originally discovered. need to be redone due to dama a were found to confirm the sou	tige to the new floor coating. There will also need to be investigative work by taking down some of urce of water. We will then need to fix or replace the windows and drywall. This work also needs the ibrary. rector (for Policy 11 000) OR licy 10 requests of	the drywall along the wall where the

1							
			ICY 10 - EMEF - REQUEST F			FORM	
	NOTE for all Policy 1 <sup>2</sup> This is when a commitme been ordered/received. If Date:	nt has been made to	a vendor, servio	ces have com	menced/cor	a vendor is engage npleted or goods h	<sub>ed.</sub> Hamilton <sup>ave</sup>
	Department/Division:	Capital Facility R	Renewal, Corpo	orate Facility	/ Managem	ent	
	Reporter's Name:	Julianna McCorn		,			
	Phone Number:	905-546-2424 e>	kt 7517				
	Procurement Contact:	Dina Urcluoli - Procu	urement Specialist			•	
	Vendor Name:	Triple Crown Ent	erprises				
	Description of Goods/S Increase to P.O.60606 for insufficient.	Services Required:		ding of the Ke	enilworth libr	ary on October 20t	th, 2011. The original estimate was
	Is there an approved b	udget for this purcl	hase?	✓ Yes	l No	Value:	\$ \$50,000.00
	Account Number	59212		<u>intel</u>		Dept Id./Project	ld. <u>3540941912</u>
0	Emergency Policy 10	Use explanation acquired includin					now goods and/or services were
۲	Negotiation Policy 11	Complete all sect requesting the us					appropriate selection, the reason for
	Short Supply Goods/services are jud Sole Source There is only one know						
	Bids Exceed Budget of The lowest bid meeting	or Estimated Cost	ts			exceeds the esti	imated cost.
	Single Source						
	A single source is being Contract Extension	Contract No.:		Evto	ndod from		and the second sec
		contract which has	expired and ur		nded from: e circumsta	ances have caus	Extended to: ed a delay in issuing a new
7	Expanded Works Approved <u>constructior</u>	Existing PO No.:	60606 pected work ar	ising during	constructio	on, but does not	expand the scope.
as a	available.						h all other supporting documentation
from will ne leaks	the ones originally discovered. eed to be redone due to damage	The building is current ge to the new floor coati rce of water. We will th	ily being renovated ing. There will also ien need to fix or re	l by Triple Crow o need to be in oplace the wind	vn under PO 6 vestigative wo lows and dryw	0606. Some of the fl rk by taking down so	ober 20, 2011. These are new leaks, separate looring work already performed by Triple Crown me of the drywall along the wall where the eeds to take place quickly to prevent possible
reque Gene <u>\$5,0(</u>	natures: Departmental Dir ests that are under \$100,00 eral Manager (for ALL Poli <u>00 or greater</u> and for Policy 0,000 or greater)	00) OR icy 10 requests <u>of</u>	GEC	SFF L	_u Pt	ON	Date_ <u>NOV. 8 201</u> Date_ <u>Nov. 29/20</u>
Аррі	roval Signature - Procure	ement Manager					Date <u>NOV, 29/2</u> 0
	e completed and prop			ed, please e	email this f	orm as a .xls f	file to the
	ocurementPolicy10&11 ail "Subject" line shoul			Name			
							Revision date: July 4, 2011

		POLICY 10 - EI	MERGENCY REPOR	TING FORM	
		POLICY 11 - REQUES	T FOR USE OF NEG	OTIATION POLICY	
		1 requests: All requisite approvent has been made to a vendor, so if not, the procurement will be considered with the procurement will be considered as a second beta second b		fore a vendor is engaged. I/completed or goods have	Hamilton
	Department/Division:	Public Works - Environment	t & Sustainable Infrast	ructure	,
	Reporter's Name:	Mark A. Kosluk Mole A		23,2011	
	Phone Number:	ext. 2331			
	Procurement Contact:	Donna Drozdz - Senior Procureme	nt Specialist	<b>~</b>	
	Vendor Name:	MHBC PLANNING LIMITED	) .		
	Description of Goods/S P.O. EXTENSION TO P.O.	Services Required:			
	Provide additional Contra	ct Administration Services for PW- City of Stoney Creek). Cost of Se	11-21(P) Park Redevelo ervice is \$11,517.50 whic	pment (East Side) in Battlefie h includes contingency.	eld Park at 77 King Street West,
					/
	ls there an approved bi	udget for this procurement?	🗹 Yes 🗌 No	Value: \$ <u>\$1</u>	1,517.50
	Account Number	55801		Dept Id./Project Id. 44	00956653
0	Emergency Policy 10	Use explanation area below t acquired including PeopleSol	to describe the emerge ft requisition number if	ency situation and how go	
۲	Negotiation Policy 11	Complete all sections below, requesting the use of the Neg	and indicate by check jotiation Policy for this	ing ONLY the most appro	priate selection, the reason for
	Short Supply Goods/services are judg Sole Source	requests, select ONE of the sign of the sign of the select one of the supply due to a source for the goods/services	o market conditions.		
2	The lowest bid meeting source	specifications is excessive in t	otal cost or substantia	lly exceeds the estimated	cost.
	A single source is being Contract Extension				
	For the extension of a co tender/proposal docume	Contract No.: ontract which has expired and int	Extended from unforeseeable circum	n: Ext stances have caused a de	ended to: elay in issuing a new
	Expanded Works	Existing PO No.:	1		
	Approved <u>construction</u>	project has unexpected work a	arising during construc	ction, but does not expand	the scope.
the second se		entifying the conditions that ma			
of Dur overse Redev	nington-Grubb. As part of the ap ee projects such as this. Wendy velopment (East Side). Contract	signated as a National Historic Site ov be restoring and implementing the ori proval process the Province's Ontario Shearer from MHBC PLANNING Limil administration of construction has con alstration works. The continued overvie	Heritage Trust requires firm ted was originally hired under	s experienced in built heritage & Policy 11 dated August 17, 20	by the landscape architectural team cultural heritage landscapes to 11 to oversee PW-11-21(P) Park
reque Gene \$5,00	atures: Departmental Directests that are under \$100,000 ral Manager (for ALL Policy <u>0 or greater</u> and for Policy 1 000 or greater)	) OR / 10 requests of	) (R.NORDANI.	ACTING DIRECTOR)	Date 101.28/1
	oval Signature - Procuren			/	Date DEC. 8/2011
1100		approvals have been obtain hamilton.ca" email box include the actual Vendor's		form as a .xls file to th	le
					Revision date: November 1, 2011

1	/		EMERGENCY REPORT		
/	This is when a commitme	<b>requests:</b> All requisite appro nt has been made to a vendor, s not, the purchase will be consid	services have commenced/	ore a vendor is engaged. completed or goods have	Hamilton
)	Date:	September 20, 2011			
	Department/Division:	Planning & Economic Dev	elopment; Parking and E	y-law Services Division	- 1
•	Reporter's Name:	Joe Xamin			-
	Phone Number:	6656			-
	Procurement Contact:	Jeff Mulligan - Procurement Spe	cialist	•	
	Vendor Name:	CSDC			
	Description of Goods/S	ervices Required			
	To purchase the EAI (Ente	erprise Application Interface) mo	odule for the AMANADA En	erprise System which is c	ur current database.
l	Is there an approved b	udget for this purchase?	Yes No	Value: \$	\$38,000.00
	Account Number	2110157019		Dept Id./Project Id.	53251
0	Emergency Policy 10	Use explanation area below acquired including Peoples		ency situation and how	goods and/or services were
۲	Negotiation Policy 11	Complete all sections below requesting the use of the N			propriate selection, the reason f
	Bids Exceed Budget	n source for the goods/servi or Estimated Costs specifications is excessive		ally exceeds the estimation	tod cost
	Single Source A single source is being			any exceeds the estima	lieu cost.
	<b>Contract Extension</b> For the extension of a c tender/proposal docum	Contract No.: contract which has expired a ent.	Extended fro nd unforeseeable circun	here and the second	Extended to:a delay in issuing a new
	Expanded Works Approved <u>construction</u>	Existing PO No.: <u>n</u> project has unexpected wo	ork arising during constru	iction, but does not exp	pand the scope.
as av	vailable.				Il other supporting documentation
illegal 2010 v The m recom	dumping; snow, etc) are man was 9,224. AMANDA is our nodule will allow for the migrat mendation in two of the Opera	aged through Hansen. The calls co main database and PBS is moving t ion of calls on a daily basis from Ha	ome through the Contact Centre toward consolidating all comple nsen into AMANDA. The need EAI module which is a module	into Hansen. The volume o ints/enforcement activity in A to operate with one database	
reque Gene \$5,00	atures: Departmental Dir ests that are under \$100,0 eral Manager (for ALL Pol <u>20 or greater</u> and for Policy ,000 or greater)	00) OR icy 10 requests <u>of</u>	Aur B. H	$\int \int \nabla \nabla$	-Marty Hazell Date Spt 231
Appr	roval Signature - Procur	ement Manager	Madzana	ni V	Date 1017 26/1
"Pro	curementPolicy10&11	er approvals have been ob @hamilton.ca" email box d include the actual Vendo		is form as a .xls file	to the

			EMERGENCY REPOR		
	engaged. This is when a	1 requests: All requisite app commitment has been made red/received. If not, the purch	to a vendor, services have	e commenced/completed	Hamilton
	Date:	July 18, 2011			
	Department/Division:	PW - Transportation, Ene	rgy and Facilities - Faci	lities	
	Reporter's Name:	Pat Di Leonardo			
	Phone Number:	x7002			_
	Procurement Contact:	Barb Kinrade - Procurement Sp	eclalist	¥	
	Vendor Name:	Service Master			
	Description of Goods/S	ervices Required:			
	Perform all necessary ren emergency call placed to	nediation and fully ensure all c Service Master (905 664-7378	arpets are dried complete i).	iy at 1447 Upper Ottawa.	Work Order #201112113 created and
	la thora an approved by				\$7.000.00
	Is there an approved bu Account Number	54915 AND AND AND	🗌 Yes 🗹 No	Value: \$ Dept ld./Project ld	<u>(11000,00</u>
۲					
۲	Emergency Policy 10	Use explanation area below acquired including Peoples			goods and/or services were
0	Negotiation Policy 11	Complete all sections belo requesting the use of the N			propriate selection, the reason for
Fo	r Negotiation Policy 11	requests select ONE of th	o following		
-		requests, select ONE of th	ne following:		
	Short Supply Goods/services are judg	requests, select ONE of th ged to be in short supply due		·	
	Short Supply Goods/services are judg Sole Source		e to market conditions.		·
	Short Supply Goods/services are judg Sole Source There is only one known Bids Exceed Budget o	ged to be in short supply due n source for the goods/servi	e to market conditions. ces (sole source).	ally exceeds the estima	ited cost.
	Short Supply Goods/services are judg Sole Source There is only one known Bids Exceed Budget o	ged to be in short supply due n source for the goods/servi <b>r Estimated Costs</b> specifications is excessive i	e to market conditions. ces (sole source).	ally exceeds the estima	ated cost.
	Short Supply Goods/services are judg Sole Source There is only one known Bids Exceed Budget o The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a ca	ged to be in short supply due n source for the goods/servi <b>r Estimated Costs</b> specifications is excessive i recommended. <b>Contract No.:</b>	e to market conditions. ces (sole source), n total cost or substanti	om: Material Colum	Extended to:
	Short Supply Goods/services are judg Sole Source There is only one known Bids Exceed Budget o The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a cr tender/proposal docume Expanded Works	ged to be in short supply due n source for the goods/servi <b>r Estimated Costs</b> specifications is excessive i recommended. <b>Contract No.:</b> ontract which has expired at ont. <b>Existing PO No.:</b>	e to market conditions, ces (sole source), n total cost or substanti <u>Extended fr</u> nd unforeseeable circur	om: Instances have caused	Extended to: a delay in issuing a new
	Short Supply Goods/services are judg Sole Source There is only one known Bids Exceed Budget o The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a ca tender/proposal docume Expanded Works Approved <u>construction</u> vide a brief explanation id available.	ged to be in short supply due n source for the goods/servi <b>r Estimated Costs</b> specifications is excessive i recommended. <b>Contract No.:</b> ontract which has expired at ont. <b>Existing PO No.:</b> project has unexpected wo lentifying the conditions that	e to market conditions, ces (sole source), n total cost or substanti Extended fr nd unforeseeable circur rk arising during constru- make it necessary to u	om: nstances have caused uction, but does not exp se this policy. Attach a	Extended to: a delay in issuing a new and the scope. Il other supporting documentation
	Short Supply Goods/services are judg Sole Source There is only one known Bids Exceed Budget o The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a cr tender/proposal docume Expanded Works Approved <u>construction</u> vide a brief explanation id ivaliable.	ged to be in short supply due n source for the goods/servi <b>r Estimated Costs</b> specifications is excessive i recommended. <b>Contract No.:</b> ontract which has expired at ont. <b>Existing PO No.:</b> project has unexpected wo lentifying the conditions that	e to market conditions, ces (sole source), n total cost or substanti Extended fr nd unforeseeable circur rk arising during constru make it necessary to u	om: nstances have caused uction, but does not exp se this policy. Attach a	Extended to: a delay in Issuing a new pand the scope.
Prov as a Upon ensur Sign Sign Sign	Short Supply Goods/services are judg Sole Source There is only one known Bids Exceed Budget o The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a cr tender/proposal docume Expanded Works Approved <u>construction</u> vide a brief explanation id ivaliable.	ged to be in short supply due a source for the goods/servion <b>r Estimated Costs</b> specifications is excessive in recommended. <b>Contract No.:</b> ontract which has expired and ontract which has expired and ontract which has expired and int. <b>Existing PO No.:</b> project has unexpected wood lentifying the conditions that as found at 1447 Upper Ottawa. The end of staff, proper remediation wood ector (for Policy 11 10) OR cy 10 requests of	e to market conditions, ces (sole source), n total cost or substanti Extended fr nd unforeseeable circur rk arising during constru- make it necessary to u he flood was a result of an ur as executed immediately.	om: nstances have caused uction, but does not exp se this policy. Attach a	Extended to: a delay in issuing a new and the scope. Il other supporting documentation

Revision date: July 4, 2011

		POLICY 10 - EMERGENCY REPORTING FORM
	PC	DLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY
	Date:	2011 01 10 Hamilton
	Department/Division:	W & WW / Environment & Sustainable Infrastructure
	Reporter's Name:	Lindsay Reiach
	Phone Number:	<u>5662</u>
	Buyer:	Donna Drozdz
	Vendor:	ITT Flygt (ITT W & WW)
	Description of Goods/S	Services Required:
	OEM spare parts for ex	xisting systems and equipment utilized by Plant Operations.
		·
	Is there an approved b	udget for this purchase? 🗹 Yes 🗌 No 🛛 Value: \$ _\$95,000.00
	Account Number	54720 Dept Id. / Project Id. 510320
6	<b>`</b>	
C	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods
		and/or services were acquired including PeopleSoft requisition number if entered.
(	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate
		selection, the reason for requesting the use of the Negotiation Policy for this
		purchase.
Fo	or Negotiation Policy 11	requests, select ONE of the following:
	Short Supply	
<b></b> _		ged to be in short supply due to market conditions.
~		in actives for the goods/convises (acle polyrop)
Ē	] Bids Exceed Budget of	n source for the goods/services (sole source).
L		specifications is excessive in total cost or substantially exceeds the estimated cost.
	Single Source	
	A single source is being	j recommended.
	Contract Extension	Extended until:
		contract which has expired and unforeseeable circumstances have caused a delay in
_	issuing a new tender/pr BEXPANDED EXPANDED EXPANDED	oposal document. Existing PO Number:
ł		project has unexpected work arising during construction, does not expand the scope.
<b>D</b>		
		dentifying the conditions that make it necessary to use this policy. Expand the cell if upporting documentation as available.
		numerous installations utilizing ITT Flygt process systems, including pumps, mixers,
		er miscellaneous equipment and parts for these ITT systems. Consequently, in order to
		uisite that we sole source replacement parts and equipment from ITT Flygt, as the OEM cturers of these parts can't be used as that would require modifications to other parts of the
	stem.	
l		
	neral Manager (Required	
	uests REGARDLESS OF	
rec	liou 11 requests that and the	
rec	licy 11 requests that are \$	er of Purchasing Date APRIL 2020

Revision date: 12 November 2009

	NOTE for all Poliny 1		ST FOR USE OF NEG		Hamilton
	This is when a commitme	1 requests: All requisite appro int has been made to a vendor, s	services have commenced	l/completed or goods have	A MARKAN AND AN
		f not, the purchase will be consid	dered Non-Compliant.		
	Date: Department/Division;	2011 09 01 Public Works - ESI - Wate	vr 8 Mantowator Operati	0.00	
	Reporter's Name:	Lindsay Relach			
	Phone Number:	5662			
	Procurement Contact:	Donna Drozdz - Senior Procuren	nent Specialist	v	
	Vendor Name:	Lanhack Consultants Inc.			
	Description of Goods/S				
		ineering Design Services necess ant to Electrical Safety Authority ,			d obtain all approvals in order to effec
L	Is there an approved b	udget for this purchase?	Yes No	Value: \$	\$21,289.61
	Account Number	55916		Dept Id./Project Id.	5161066713
۲	Emergency Policy 10	Use explanation area below acquired including Peoples			goods and/or services were
0	Negotiation Policy 11	Complete all sections below requesting the use of the N			propriate selection, the reason for
	Bids Exceed Budget				
	The lowest bid meeting Single Source	specifications is excessive	in total cost or substant	ially exceeds the estima	ited cost.
	A single source is being	g recommended.			
	Contract Extension For the extension of a c tender/proposal docum	Contract No.: contract which has expired a	Extended fr and unforeseeable circu		Extended to:a delay in issuing a new
	Expanded Works	Existing PO No.:			
	Approved construction	n project has unexpected wo	ork arising during constr	ruction, but does not exp	band the scope.
	ide a brief explanation i vailable.	identifying the conditions tha	at make it necessary to u	use this policy. Attach a	Il other supporting documentation
as av	nuary 6, 2010 Plant Operation	notification, Item (c) Correct the defe	ects listed below no later than		the electrical service and equipment at ntenance has previously requesting
as av On Jai HCS0 confirr nainta	4 Main/King CSO tank. The in mation of Emergency Works,	cility, and to meet the time requirem		The work is now complete an	r the Notice of Deficiency in order to ad Plant Operations is formalizing the
as av Dn Jai ICSO confirm nainta bapen Signa Sene S5,00	4 Main/King CSO tank. The in mation of Emergency Works, ain electrical service to this fai	icility, and to meet the time requirem nvoice. rector (for Policy 11 100) OR licy 10 requests <u>of</u>	nent imposed by the Authority.	ocoski, Actin MAIL	d Plant Operations is formalizing the

	ij	POLICY 10 - POLICY 11 - REQUE	EMERGENCY RE		OLICY	
		<b>1 requests:</b> All requisite applied in the provided of the second of the				Hamilton
	been ordered/received. If	f not, the purchase will be cons	idered Non-Compliar	t.	goodo navo	
	Date: Department/Division:	2011 09 01 Public Works - ESI - Wate	ar & Wastewater ()	nerations		
	Reporter's Name:	Lindsay Reiach	a wastewater o			
	Phone Number:	5662				
	Procurement Contact:	Donna Drozdz - Senior Procure	ment Specialist	*		
	Vendor Name:	Duke Electric Ltd				
	Description of Goods/S	Services Required: nent and Materials necessary t	o effect emergency n	ump motor repair	······	
		nent and materials necessary t	o eneci emergency p	amp motor repair		
	Is there an approved b	udget for this purchase?	🗹 Yes 🗌	No	Value: \$ <u></u> \$1	0,390.00
	Account Number	54720		Dept Id	/Project Id. 51	41166713
۲	Emergency Policy 10	Use explanation area belo acquired including People			on and how go	ods and/or services were
С	Negotiation Policy 11	Complete all sections belor requesting the use of the			he most appro	priate selection, the reason for
	Sole Source There is only one know	lged to be in short supply d				
		or Estimated Costs g specifications is excessive	in total cost or sul	ostantially exceed	s the estimated	cost.
	The lowest bid meeting Single Source	specifications is excessive	in total cost or sul	ostantially exceed	s the estimated	cost.
	The lowest bid meeting Single Source A single source is bein Contract Extension	g specifications is excessive g recommended. Contract No.:	Exten	ded from:	Ex	tended to:
	The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum	g specifications is excessive g recommended. Contract No.: contract which has expired pent.	Exten	ded from:	Ex	tended to:
	The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum Expanded Works	g specifications is excessive g recommended. Contract No.: contract which has expired	Exten and unforeseeable	ded from: circumstances ha	Ex ave caused a d	tended to: elay in issuing a new
] ?ro	The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum Expanded Works Approved <u>constructio</u> wide a brief explanation	g specifications is excessive g recommended. Contract No.: contract which has expired sent. Existing PO No.: n project has unexpected w	Exten and unforeseeable rork arising during	ded from: circumstances ha	Ex ave caused a d does not expan	tended to: elay in issuing a new
Provisional apa	The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum Expanded Works Approved <u>constructio</u> wide a brief explanation available. 30 a.m. on July 2 Plant Operat the pump down and protect it the pump down and protect it the sump down and protect it able of supplying the Stelco fac	g specifications is excessive g recommended. Contract No.: contract which has expired ent. Existing PO No.: <u>n</u> project has unexpected w identifying the conditions th itons received a pump bearing alar from incurring any further damage, o bring in a contractor to repair the ility. Consequently, Plant Operatio	Exten and unforeseeable rork arising during at make it necessa m through SCADA from resulting in a loss of op pump motor windings at ns is now requesting co	ded from: circumstances his construction, but of ry to use this polition the Stelco pumping si rability to supply Stell di replace the motor b nfirmation of Emergen	Ex ave caused a d does not expan cy. Attach all o ation. This alarm i co with process wa earings. This is the cy Works, pursuan	tended to: elay in issuing a new d the scope.
Pro- s a 2: nut o eff apa btai	The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum Expanded Works Approved <u>constructio</u> wide a brief explanation available. 30 a.m. on July 2 Plant Operat the pump down and protect it the pump down and protect it the sump down and protect it able of supplying the Stelco fac	g specifications is excessive g recommended. Contract No.: contract which has expired nent. Existing PO No.: <u>n</u> project has unexpected w identifying the conditions th tions received a pump bearing alar from incurring any further damage, b bring in a contractor to repair the ility. Consequently, Plant Operatio ontractors to supply all necessary in recetor (for Policy 11 000) OR licy 10 requests <u>of</u> .	Exten and unforeseeable vork arising during at make it necessa m through SCADA from resulting in a loss of ou pump motor windings a ns is now requesting co nanpower, equipment a BEFT PO APPROVED Day McKing	ded from: circumstances have been been been been been been been be	Ex ave caused a d does not expan cy. Attach all o ation. This alarm i co with process wa earings. This is the cy Works, pursuan the pump motor with	tended to: elay in issuing a new d the scope. ther supporting documentation s interlocked with the pump motor to ther for their production facility. In order s only pump currently in operation and t to the City's Purchasing Policy #10, to
2ro s a t 2: nut p eff apa btai	The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a is tender/proposal docum Expanded Works Approved construction available. 30 a.m. on July 2 Plant Operat the pump down and protect it fact repairs it was necessary to able of supplying the Stelco fac in the services of specialized c matures: Departmental Difu uests that are under \$100,0 neral Manager (for ALL Po 000 or greater and for Polic	g specifications is excessive g recommended. Contract No.: contract which has expired jent. Existing PO No.: <u>n</u> project has unexpected widentifying the conditions the identifying the conditions the identifying any further damage, bring in a contractor to repair the illity. Consequently, Plant Operatio contractors to supply all necessary in frector (for Policy 11 000) OR licy 10 requests of any 11 requests that are rement Manager	Exten and unforeseeable fork arising during at make it necessa m through SCADA from resulting in a loss of or pump motor windings at ns is now requesting co manpower, equipment a BEENT PO DAM McKinan WATER & WATER	ded from: circumstances have been been been been been been been be	Ex ave caused a d does not expan cy. Attach all o ation. This alarm i co with process war earings. This is the cy Works, pursuan the pump motor with <b>i</b> Actin	tended to: elay in issuing a new d the scope. ther supporting documentation s interlocked with the pump motor to er for their production facility. In order a only pump currently in operation and t to the City's Purchasing Policy #10, to iddings and replace the motor bearings.

	\$	POLICY 10 - EN POLICY 11 - REQUES	IERGENCY REPORTI T FOR USE OF NEGO		
	This is when a commitme	<b>1 requests:</b> All requisite approventiation of the proventiation of the purchase will be consider from the purchase will	ervices have commenced/	ore a vendor is engaged. completed or goods have	<u>Hamilton</u>
	Date:	2011 09 01	•		
	Department/Division:	Public Works - ESI - Water	& Wastewater Operation	ons	
	Reporter's Name:	Lindsay Reiach		·	
	Phone Number:	5662			,
	Procurement Contact:	Donna Drozdz - Senior Procureme	nt Specialist	~	
	Vendor Name:	Holaco Installations Limited		1 - X/L	
	Description of Goods/S		way had a utility road cros	sing for Horizon I Itilities to	effect emergency repairs pursuant
		"Notice of Deficiency" No. 12950		-	
	Is there an approved bi	udget for this purchase?	Yes No	Value: \$	\$35,000.00
	Account Number	55916		Dept Id./Project Id.	5161066713
۲	Emergency Policy 10	Use explanation area below acquired including PeopleS			goods and/or services were
0	Negotiation Policy 11	Complete all sections below requesting the use of the Ne			propriate selection, the reason f
			r 11		
		requests, select ONE of the	e following:		
	Short Supply	•			
	Short Supply	requests, select ONE of the			
	Short Supply Goods/services are jud Sole Source There is only one know	lged to be in short supply due	to market conditions.		
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting	lged to be in short supply due	to market conditions. es (sole source).	ally exceeds the estima	ted cost.
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source	lged to be in short supply due vn source for the goods/servic or Estimated Costs g specifications is excessive in	to market conditions. es (sole source).	ally exceeds the estima	ted cost.
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting	lged to be in short supply due vn source for the goods/servic or Estimated Costs g specifications is excessive in	to market conditions. es (sole source).		ted cost. Extended to:
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a d tender/proposal docum	Iged to be in short supply due or source for the goods/servic or Estimated Costs g specifications is excessive in g recommended. Contract No.:	to market conditions. es (sole source). n total cost or substanti Extended fro	om:	Extended to:
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a d tender/proposal docum Expanded Works	lged to be in short supply due or source for the goods/servic or Estimated Costs g specifications is excessive in g recommended. Contract No.: contract which has expired ar bent. Existing PO No.:	to market conditions. es (sole source). n total cost or substanti Extended from the second se	m: nstances have caused	Extended to: a delay in issuing a new
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a d tender/proposal docum Expanded Works Approved <u>constructio</u> vide a brief explanation	iged to be in short supply due or source for the goods/servic or Estimated Costs g specifications is excessive in g recommended. Contract No.: contract which has expired an hent. Existing PO No.: <u>n</u> project has unexpected wor	to market conditions. tes (sole source). total cost or substanti <b>Extended fro</b> id unforeseeable circur k arising during constr	om: nstances have caused uction, but does not exp	Extended to: a delay in issuing a new
Provas a Confilmation	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a d tender/proposal docum Expanded Works Approved <u>constructio</u> vide a brief explanation available.	Iged to be in short supply due on source for the goods/servic or Estimated Costs g specifications is excessive in g recommended. Contract No.: contract No.: Existing PO No.: <u>n</u> project has unexpected wo identifying the conditions that ins received a "Notice of Deficiency" ( notification, item (c) Correct the defer pursuant to the City's Purchasing Po icility, and to meet the time requireme	to market conditions. tes (sole source). total cost or substanti <b>Extended fro</b> d unforeseeable circur rk arising during constr make it necessary to u #12950983) from the Electric tis listed below no later than 1 icy #10, to investigate and re	m: Instances have caused uction, but does not exp se this policy. Attach a al Safety Authority regarding February 01, 2010. Plant mai pair/replace the defects as pe	Extended to: a delay in issuing a new band the scope. Il other supporting documentation the electrical service and equipment at intenance has previously requesting the value of Deficiency in order to
Provas a Sigureque Gern	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a d tender/proposal docum Expanded Works Approved <u>constructio</u> vide a brief explanation available.	Iged to be in short supply due or source for the goods/service or Estimated Costs g specifications is excessive in g recommended. Contract No.: contract which has expired an tent. Existing PO No.: m project has unexpected woild identifying the conditions that ins received a "Notice of Deficiency" ( notification, item (c) Correct the defer pursuant to the City's Purchasing Po acility, and to meet the time requirement invoice. Frector (for Policy 11 DOO) OR licy 10 requests of	to market conditions. es (sole source). h total cost or substanti <b>Extended fro</b> id unforeseeable circur k arising during constri make it necessary to u #12950983) from the Electric its listed below no later than I licy #10, to investigate and re nt imposed by the Authority.	m:	Extended to:a delay in issuing a new band the scope. Il other supporting documentation the electrical service and equipment at intenance has previously requesting in the Notice of Deficiency in order to id Plant Operations is formalizing the
Procession	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> vide a brief explanation available. anuary 6, 2010 Plant Operation 304 Main/King CSO tank. The immation of Emergency Works, tatin electrical service to this fa anwork in order to process the in matures: Departmental Din pests that are under \$100,0 teral Manager (for ALL Po 200 or greater and for Police	dged to be in short supply due or source for the goods/service or Estimated Costs g specifications is excessive in g recommended. Contract No.: contract which has expired ar nent. Existing PO No.: n project has unexpected wor- identifying the conditions that ns received a "Notice of Deficiency" ( ns received a "Notice of Deficiency" ( notification, item (c) Correct the defer pursuant to the City's Purchasing Po culity, and to meet the time requirement invoice.	to market conditions. tes (sole source). total cost or substanti <b>Extended fro</b> d unforeseeable circur tk arising during constr make it necessary to u #12950983) from the Electric its listed below no later than 1 icy #10, to investigate and re nt imposed by the Authority. <b>EXEPTION</b> <b>Day MCNIMON Director</b> , Ways & Wastpearer Operation Ways & Wastpearer Operation	m:	Extended to:a delay in issuing a new band the scope. Il other supporting documentate the electrical service and equipment at intenance has previously requesting in the Notice of Deficiency in order to id Plant Operations is formalizing the

	F.	DLICY 11 - REQUEST FO	IR USE C	DF NEGOI	IATION PO			
*	Date:	October 12, 2010				Hamilt	on on	
	Department/Division:	Public Works / Environr	nent and	Sustainab	le Infrastruc		- vop	Jean
	Reporter's Name:	Bert Posedowski						•
	Phone Number:	(905) 546-2424 ext. 319	99				Sent to Fai	
	Buyer:	Dina Urciuoli				~	Sent to F&A (by TT)	
	Vendor:	Rankin Construction Inc	<b>)</b> .					
	Description of Goods/S	ervices Required:						
	under the Spencer Creek PVC watermain, by open	oximately 46 meters of 150r and parallel to the Thorpe Si cut, on Thorpe Street. Supply ) dated Oct 12, 2010 . To p talled watermain.	t bridge. I y and insta	nstallation o all all appurt	f approximate ances as des	ely 31 meters of 150m cribed in drawing Tho	nm of rpe	
	Is there an approved bu	udget for this purchase?	√ Yes	No	Value:	\$ \$185,000.00	「「「 「 171,5	200
•	Account Number	55035		Dept Id.	/ Project Id.	510275		
۲	Emergency Policy 10	Use explanation area b and/or services were ad						
0	Negotiation Policy 11	Complete all sections b selection, the reason fo purchase.						
For	Negotiation Policy 11	requests, select ONE o	f the foll	owing:	•			
_	Short Supply	• •		-				
		lged to be in short supply	due to m	arket condi	tions.			
	Sole Source	-						
		n source for the goods/se	ervices (s	ole source,	).			
	Bids Exceed Budget	or Estimated Costs I specifications is excessiv	/e in tota	cost or su	hstantially e	vceeds the estimate	ed cost	
	Single Source			0000 01 04	bottanitality e			
	A single source is being	a recommended.						
	Contract Extension	Extended ur	ntil:					
		contract which has expire	d and un	foreseeable	e circumstai	nces have caused a	delay in	
	Issuing a new tender/p	•	<b>N I</b>	Geographie			•	
	Expanded Works	Existing PO project has unexpected w			onstruction	does not expand th	10 SCODA	
		identifying the conditions i upporting documentation			ary to use th	is policy. Expand th	he cell if	
In the direc Since conti the w	e spring of 2010 the Thorp tly under the bridge. That e the loss of this watermai nuously flushing the water vinter season. The replace	e Street bridge collapsed an watermain provides water to n water quality in the area h r main in the area to manage ement of the watermain is re ntractor currently working on	d in so do o the resid as been n water qui quired imr	ing, made in ents and bus egativiey im ality but this nediately an	sinesses loca pacted. Oper continuous fi d the City is	ated south of the bridg ations staff have been ushing cannot continu proposing to assign th	e. 1 le into	
Sigr	natures: Departmenta	I Director (for Policy 11					MANT	
	ests that are under \$1		Λ	$\dots \cap$			Dan McKinnon, Dire	ctr
	eral Manager (for ALL		l l	hallban			Water & Wastewater Ope	
	SARDLESS OF AMOUN lests that are \$100,000		Ø	W//		Date Oct	t. 18/10	
	roval Signature - Mana	ger of Purchasing	G.R.Je	Stand A	ESI	V Date <u>/ ///</u>	ala)	
, dab			6 DOUNS	, GM M.b	he works	orm as a .xls file to		

			- EMERGENCY REPORT		
	This is when a commitme	ent has been made to a vend	provals must be obtained bef or, services have commenced be considered Non-Compliant	/completed or goods	Hamilton
	Date:	Sept 14, 2011			
	Department/Division:		ation, Energy and Facilities	/Traffic Operations	
	Reporter's Name:	Shelley Boylan			
	Phone Number:	4395			
	Procurement Contact:	Barb Kinrade - Procurement	Specialist	-	
	Vendor Name:	Electromega LTD.			
	Description of Goods/S				·····
	Accuwave Detectors with	Interface Panels used for tra	affic detection at signalized int	ersections that do not h	ave in-ground loop detection.
	Is there an approved b	udget for this purchase?	☑ Yes □ No	Value:	\$ \$40,000.00 7- \$21,442.
	Account Number			Dept Id./Project I	Million
~		<u>53051 - Althorne</u>			
0	Emergency Policy 10		elow to describe the emerge leSoft requisition number if		w goods and/or services were
۲	Negotiation Policy 11	Complete all sections be requesting the use of the	elow, and indicate by check e Negotiation Policy for this	ing ONLY the most a purchase.	ppropriate selection, the reason for
Eo	r Negotiation Policy 11	requests, select ONE of	the following:		
			-		
	Short Supply Goods/services are juc	laed to be in short supply a	due to market conditions.		
	Goods/services are juc Sole Source	lged to be in short supply o			
	Goods/services are juc Sole Source There is only one know Bids Exceed Budget	vn source for the goods/se or Estimated Costs		ally exceeds the estim	ated cost.
	Goods/services are juc Sole Source There is only one know Bids Exceed Budget	on source for the goods/se or Estimated Costs g specifications is excessiv	rvices (sole source).	illy exceeds the estim	ated cost.
	Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is being Contract Extension	vn source for the goods/se or Estimated Costs g specifications is excessiv g recommended. Contract No.:	rvices (sole source). re in total cost or substantia Extended fro	om: http://www.internationalistics.com	Extended to:
	Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a	vn source for the goods/se or Estimated Costs g specifications is excessiv g recommended. Contract No.:	rvices (sole source). re in total cost or substantia	om: http://www.internationalistics.com	Extended to:
	Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum	In source for the goods/se or Estimated Costs g specifications is excessiv g recommended. Contract No.:	rvices (sole source). re in total cost or substantia Extended fro	om: http://www.internationalistics.com	Extended to:
	Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a tender/proposal docum Expanded Works	In source for the goods/se or Estimated Costs g specifications is excessiv g recommended. Contract No.: contract which has expired tent. Existing PO No.:	rvices (sole source). re in total cost or substantia Extended fro d and unforeseeable circum	om: Istances have caused	Extended to: a delay in issuing a new
	Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a tender/proposal docum Expanded Works Approved <u>constructio</u> vide a briet explanation	In project has unexpected	rvices (sole source). re in total cost or substantia Extended fro d and unforeseeable circum work arising during constru	om: Istances have caused	Extended to: a delay in issuing a new
□ □ □ Pro as a	Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum Expanded Works Approved <u>constructio</u> vide a briet explanation available.	In source for the goods/se or Estimated Costs g specifications is excessiv g recommended. Contract No.: Contract No.: Existing PO No.: n project has unexpected identifying the conditions the	rvices (sole source). re in total cost or substantia Extended fro d and unforeseeable circum work arising during constru hat make it necessary to us	om: Istances have caused Iction, but does not ex se this policy. Attach	Extended to: d a delay in issuing a new and the scope. all other supporting documentation
	Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum Expanded Works Approved <u>construction</u> vide a brief explanation available.	In source for the goods/se or Estimated Costs g specifications is excessiv g recommended. Contract No.: Contract which has expired thent. Existing PO No.: <u>n</u> project has unexpected identifying the conditions the ibutor with Proprioritory Rights for	rvices (sole source). re in total cost or substantia <b>Extended fro</b> d and unforeseeable circum work arising during constru hat make it necessary to us r Naztec Products which include t	om: Istances have caused Iction, but does not ex se this policy. Attach he Naztec Accuwave Dete	Extended to: a delay in issuing a new cpand the scope.
	Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum Expanded Works Approved <u>construction</u> vide a brief explanation available.	In source for the goods/se or Estimated Costs g specifications is excessiv g recommended. Contract No.: Contract which has expired thent. Existing PO No.: <u>n</u> project has unexpected identifying the conditions the ibutor with Proprioritory Rights for	rvices (sole source). re in total cost or substantia <b>Extended fro</b> d and unforeseeable circum work arising during constru hat make it necessary to us r Naztec Products which include t	om: Istances have caused Iction, but does not ex se this policy. Attach he Naztec Accuwave Dete	Extended to: d a delay in issuing a new (pand the scope. all other supporting documentation ctor with Interface Panels. Naztec Accuwaves
	Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum Expanded Works Approved <u>constructio</u> vide a briet explanation available.	In source for the goods/se or Estimated Costs g specifications is excessiv g recommended. Contract No.: Contract which has expired thent. Existing PO No.: <u>n</u> project has unexpected identifying the conditions the ibutor with Proprioritory Rights for	rvices (sole source). re in total cost or substantia <b>Extended fro</b> d and unforeseeable circum work arising during constru hat make it necessary to us r Naztec Products which include t	om: Istances have caused Iction, but does not ex se this policy. Attach he Naztec Accuwave Dete	Extended to: d a delay in issuing a new (pand the scope. all other supporting documentation ctor with Interface Panels. Naztec Accuwaves
Pro as a Elect	Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum Expanded Works Approved <u>constructio</u> vide a briet explanation available.	In source for the goods/se or Estimated Costs g specifications is excessiv g recommended. Contract No.: Contract which has expired thent. Existing PO No.: <u>n</u> project has unexpected identifying the conditions the ibutor with Proprioritory Rights for	rvices (sole source). re in total cost or substantia <b>Extended fro</b> d and unforeseeable circum work arising during constru hat make it necessary to us r Naztec Products which include t	om: Istances have caused Iction, but does not ex se this policy. Attach he Naztec Accuwave Dete	Extended to: d a delay in issuing a new (pand the scope. all other supporting documentation ctor with Interface Panels. Naztec Accuwaves
Prov as a Elec: Ham	Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum Expanded Works Approved <u>constructio</u> vide a briet explanation available. Irromega is the Canadian Distri ctors are the acceptable elect iliton.	In source for the goods/se or Estimated Costs g specifications is excessiv g recommended. Contract No.:	rvices (sole source). re in total cost or substantia <b>Extended fro</b> d and unforeseeable circum work arising during constru hat make it necessary to us r Naztec Products which include t	om: Istances have caused Iction, but does not ex se this policy. Attach he Naztec Accuwave Dete	Extended to: d a delay in issuing a new (pand the scope. all other supporting documentation ctor with Interface Panels. Naztec Accuwaves
Prov as a Elect Ham	Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> vide a brief explanation available. Irromega is the Canadian Districtors are the acceptable elect iliton.	In source for the goods/se or Estimated Costs g specifications is excessiv g recommended. Contract No.: Contract which has expired thent. Existing PO No.: <u>n</u> project has unexpected identifying the conditions the ibutor with Proprioritory Rights for ronic alternative to in-ground indu	rvices (sole source). re in total cost or substantia <b>Extended fro</b> d and unforeseeable circum work arising during constru hat make it necessary to us r Naztec Products which include t	om: Istances have caused Iction, but does not ex se this policy. Attach he Naztec Accuwave Dete	Extended to: d a delay in issuing a new (pand the scope. all other supporting documentation ctor with Interface Panels. Naztec Accuwaves
Pro as a Electe Ham	Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum Expanded Works Approved <u>constructio</u> vide a briet explanation available. Irromega is the Canadian Distri ctors are the acceptable elect iliton.	In source for the goods/se or Estimated Costs g specifications is excessiv g recommended. Contract No.: Existing PO No.: <u>n</u> project has unexpected identifying the conditions to identifying the conditions to ibutor with Proprioritory Rights for ronic alternative to in-ground indu	rvices (sole source). re in total cost or substantia <b>Extended fro</b> d and unforeseeable circum work arising during constru hat make it necessary to us r Naztec Products which include t	om: Istances have caused Iction, but does not ex se this policy. Attach he Naztec Accuwave Dete	Extended to: d a delay in issuing a new (pand the scope. all other supporting documentation ctor with Interface Panels. Naztec Accuwaves
Pro as a Elecc Dete Ham	Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> vide a brief explanation available. Tromega is the Canadian Districtors are the acceptable elect iliton.	In source for the goods/se or Estimated Costs g specifications is excessiv g recommended. Contract No.: Contract which has expired thent. Existing PO No.: In project has unexpected identifying the conditions the ibutor with Proprioritory Rights for ronic alternative to in-ground indu- ibutor with Proprioritory Rights for ronic alternative to in-ground indu- ibutor with Proprioritory Rights for ronic alternative to in-ground indu- ibutor with Proprioritory Rights for ronic alternative to in-ground indu- princetor (for Policy 11 000) OR plicy 10 requests of	rvices (sole source). re in total cost or substantia <b>Extended fro</b> d and unforeseeable circum work arising during constru hat make it necessary to us r Naztec Products which include t	om: Istances have caused Iction, but does not ex se this policy. Attach he Naztec Accuwave Dete	Extended to: d a delay in issuing a new (pand the scope. all other supporting documentation ctor with Interface Panels. Naztec Accuwaves
Pro as a Elect Dete Ham Sigu Gen \$5,0	Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> vide a brief explanation available. Tromega is the Canadian Districtors are the acceptable electri ilton.	In source for the goods/se or Estimated Costs g specifications is excessiv g recommended. Contract No.: Existing PO No.: In project has unexpected identifying the conditions the ibutor with Proprioritory Rights for ronic alternative to in-ground indu- ibutor with Proprioritory Rights for ronic alternative to in-ground indu- ibutor with Proprioritory Rights for ronic alternative to in-ground indu- ibutor with Proprioritory Rights for ronic alternative to in-ground indu- provide the state of the state of the state of the state contract state of the state of th	rvices (sole source). re in total cost or substantia <b>Extended fro</b> d and unforeseeable circum work arising during constru hat make it necessary to us r Naztec Products which include t	om: Istances have caused Iction, but does not ex se this policy. Attach he Naztec Accuwave Dete	Extended to: d a delay in issuing a new expand the scope. all other supporting documentation ctor with Interface Panels. Naztec Accuwaves controller technology in use in the City of

Email "Subject" line should include the actual Vendor's Name

Revision date: July 4, 2011

	NOTE for all Policy 11	POLICY 11 - 1 requests: All req	REQUEST F	als must be c	NEGOTIA	TION POLICY	Hamilton
	being engaged and/or Compliant.	any work being con	pleted, or th	e purchase w	vill be cons	idered Non-	<u>1 10111111011</u>
	Date:	September 9th, 20	011			· · ·	
	Department/Division:	COMMUNITY SE	RVICES / RE	CREATION	DIVISION		
	Reporter's Name:	ROB GATTO - GO	OLF OPERA	TIONS			
	Phone Number:	905-540-6378					·
	Procurement Contact:	Doris Ciardullo - Seni	or Procurement	Specialist		▼.	
	Vendor Name:	Green Horizons G	Foup of Farm	ns Ltd.			
	Description of Goods/S	Services Required:					
	NEEDED TO BE REPLAC				UE TO ATV		10TH GREEN. THE ENTIRE GREEN
	ls there an approved b	udget for this purch	ase?	✓ Yes	] No	Value:	\$ \$8,160.00
	Account Number	52245 FILE # 033	3541			Dept Id./Project I	d. <u>792490</u>
۲	Emergency Policy 10	Use explanation a acquired including	area below to g PeopleSoft	describe the requisition n	e emergenc umber if en	y situation and he tered.	ow goods and/or services were
0	Negotiation Policy 11	Complete all secti requesting the use	ions below, a e of the Nego	nd indicate b otiation Policy	y checking for this pu	ONLY the most inchase.	appropriate selection, the reason for
Fo	r Negotiation Policy 11	requests select (	ONE of the fu	ollowing:			
_	Short Supply	requests, select (		onowing.			
	Goods/services are juc	dged to be in short १	supply due to	market cond	litions.		
	Sole Source	-					
	There is only one know	-		(sole source	e).		
	Bids Exceed Budget The lowest bid meeting			otal cost or su	ubstantially	exceeds the esti	mated cost.
	Single Source A single source is bein	a recommended.					
	Contract Extension	Contract No.:		Exte	nded from:		Extended to:
		contract which has	expired and u				ed a delay in issuing a new
	Expanded Works	Existing PO No.:					
	Approved constructio	<u>n</u> project has unexp	pected work a	arising during	i constructi	on, but does not	expand the scope.
	ovide a brief explanation	identifying the cond	litions that ma	ake it necess	ary to use	this policy. Attac	h all other supporting documentation
		DUE TO VANDALISM	AT KING'S FOR	EST 10TH GRE	EN. ATV DRO	VE ON THE GREEN	DAMAGING THE ENTIRE GREEN. GREEN
HOR	RIZONS NEEDED TO REPLAC	CE 6,000 SQUARE FEE	Γ OF TURF.				
Sigi	natures: Departmental Di	irector (for Policy 11			Contin	GAA	
-	uests that are under \$100,0	000) OR		1	Chor.II	ng GM)	
	neral Manager (for ALL Po 000 or greater and for Polic		Vie	Vi Val:	hote.		Corada
Gen		.,		N/ I MI	$\mathcal{L}$ $\mathcal{L}$ $\mathcal{L}$	14	Date 564.24/20
Gen <u>\$5,0</u>	0,000 or greater)			1/1 44.	00000	* [\	Date
Gen <u>\$5,0</u> \$10				1/1 30.			Cror 7010

"ProcurementPolicy10&11@hamilton.ca" email box Email "Subject" line should include the actual Vendor's Name

	•		POLICY 10 - EMERGENCY REPORTING FORM
1			DLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY
1		Date:	September 22, 2011 Hamilton
$\cap$		Department/Division:	Hamilton Public Library
()		Reporter's Name: Phone Number:	905-546-3230
			NON COMPLIANT
		Buyer:	Doris Ciardullo
		Vendor:	See attched Knowledge Onterio
		Description of Goods/S	ervices Required:
		reference service. Partici	des a service called AskON, where Public Libraries across Ontario participate in an online pating libraries like Hamilton Public Library pay an annual subscription fee and our staff f coverage. In exchange the online chat software is provided to HPL and our customers e a week and training.
		Is there an approved bu	udget for this purchase? ☑ Yes ☐ No Value: \$ <u>\$8,000.00</u>
	~	Account Number	750160 Dept Id. / Project Id. 55916
	0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
	۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
	Foi	r Negotiation Policy 11	requests, select ONE of the following:
		Short Supply	
			ged to be in short supply due to market conditions.
		Sole Source	n source for the goods/services (sole source).
		Bids Exceed Budget of The lowest bid meeting	or Estimated Costs specifications is excessive in total cost or substantially exceeds the estimated cost.
	7	Single Source A single source is being	g recommended.
		Contract Extension	Extended until:
			contract which has expired and unforeseeable circumstances have caused a delay in
		issuing a new tender/pr Expanded Works	•
			Existing PO Number:
			dentifying the conditions that make it necessary to use this policy. Expand the cell if
1	requ Ham	uirea. Attach all other su hilton Public Library has bee	pporting documentation as available. en participating in AskON online reference service for several years for free. It is currently
	the o	only cooperative online refe	erence service for Ontario Public Libraries. Recently, Ontario government funding to the
		inization providing the Ask( ries need to pay an annual	DN service, Knowledge Ontario, ended. Because of this change in funding, participating
	nora	neo neca to pay an annuar	
	Sia	natures: Departmental	Director (for Policy 11
	-	uests that are under \$10	0,000) OR (Beting Chief Librarian)
		neral Manager (for ALL	Policy 10 requests
		GARDLESS OF AMOUN	
	-	uests that are <b>\$100,000</b> (	
	Арр	proval Signature - Manag	er of Purchasing Date <u>SEPT. 29</u> 2011

Once completed and proper approvals have been obtained, please email this form as a .xls file to 'Purchasing Policy 10 & 11' at purchasi@hamilton.ca

Revision date: 7 December 2009

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, ,	NOTE for all Paliau 11	POLICY 11 - REQUES		OTIATION POLICY	
		<u>requests</u> : All requisite appr any work being completed, or		considered Non-	Hamilton
	Date:	June 23, 2011			
	Department/Division:	Hamilton Police Service			· · ·
	Reporter's Name:	Staff Sergeant Steve Hahn			
	Phone Number:	546-4707			
	Procurement Contact:	Doris Ciardullo - Senior Procurem	ent Specialist		
	Vendor Name:	McMaster University			
	Description of Goods/S	ervices Required:			
	Lecture hall, parking, and	refreshment catering for Police	Training		
	Is there an approved be	udget for this purchase?	🗸 Yes 🗌 No	Value:	\$ \$5,500.00 / 4471,13
	Account Number	56401	<u>1999 - 1981 -</u>	Dept Id./Projec	t Id. <u>376405</u>
0	Emergency Policy 10	Use explanation area below acquired including PeopleS			now goods and/or services were
۲	Negotiation Policy 11	Complete all sections below requesting the use of the N			t appropriate selection, the reason for
Foi	Negotiation Policy 11	requests, select ONE of the	e following:		
	Short Supply	and to be in abort supply due	to market conditions		
	Sole Source	ged to be in short supply due	to market conditions		
لسجيها		n source for the goods/servic	es (sole source).		
	Bids Exceed Budget of The lowest bid meeting	or Estimated Costs specifications is excessive in	n total cost or substar	itially exceeds the est	imated cost.
7	Single Source A single source is being	g recommended.			
	Contract Extension For the extension of a c tender/proposal docum Expanded Works	Contract No.: contract which has expired ar ent. Existing PO No.:	nd unforeseeable circ		sed a delay in issuing a new
		n project has unexpected wor			
	vide a brief explanation i available.	dentifying the conditions that	make it necessary to	use this policy. Attac	ch all other supporting documentation
McM	aster University is the only ver	ndor with a lecture hall large enough	to accommodate the 230+	attendees for Police Train	ing.
requ Gen \$5,0	natures: Departmental D lests that are under \$100, leral Manager (for ALL Po <u>100 or greater</u> and for Polie 0,000 or greater)	000) OR licy 10 requests <u>of</u>	TED MA	SON	Date JUNE 23/2011
App	proval Signature - Procur	ement Manager			Date UNE 23/2011

Once completed and proper approvals have been obtained, please email this form as a .xls file to the "ProcurementPolicy10&11@hamilton.ca" email box

Email "Subject" line should include the actual Vendor's Name

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Revision date: May 26, 2011

1	•						
	, P	POLICY 10 - EMER OLICY 11 - REQUEST F				OLICY	
1	Date:	Sept 26, 2011					Hamilton
	Department/Division:	Hamilton Police Service	Э				
$\mathbb{Z}$	Reporter's Name:	Dan Bowman					
d i	Phone Number:	905 546-4731					
	Procurement Contact:	Doris Ciardullo - Senior Proc	urement Sp	ecialist		•	
	Vendor Name:	Trane Building Services	5				
	Description of Goods/S						
	Extended Service Agreem	nent on Chiller for Hamilton P	Police Serv	vice Central F	-acility		
	Is there an approved b	udget for this purchase?	🗸 Yes	No	Value:	\$ \$9,4	75.92
	Account Number	54401 (1998) (1998) (1998)		Dept Id. /	Project Id.	3766	000 http://www.ashina.com/
0	Emergency Policy 10	Use explanation area b services were acquired					ion and how goods and/or er if entered.
۲	Negotiation Policy 11	Complete all sections b the reason for requestir					the most appropriate selection, this purchase.
Fo	r Negotiation Policy 11	requests, select ONE o	f the foll	owing:			
	Short Supply	• •		-			
		ged to be in short supply	due to m	arket condi	itions.		
~	•	304 10 10 11 01 01 01 01 01 01 01 01 01 01					
		n source for the goods/se	ervices (s	ole source)	).		
	Bids Exceed Budget	or Estimated Costs					
	The lowest bid meeting	specifications is excessiv	ve in tota	l cost or su	bstantially	exceed	s the estimated cost.
	Single Source A single source is being	g recommended.					
	Contract Extension	Extended from:			1 		nded to:
		•	d and un	foreseeable	e circumsta	ances ha	ave caused a delay in issuing a
_	new tender/proposal do						
	Expanded Works	Existing PO				1 	
	Approved construction	project has unexpected v	vork arisi	ng auning c	onstruction	i, does i	not expand the scope.
		identifying the conditions locumentation as availab		e it necessa	ary to use t	his polie	cy. Expand the cell if required.
				Building Ser	vices. There	are no o	other vendors who have access to
the	parts or operating systems						a two year parts/service as part of
the	original tender.						
	natures: Departmenta	Director (for Policy 14		<u> </u>			
	uests that are under \$10						
•	neral Manager (for ALL						
	GARDLESS OF AMOUN		Λ.		NELS	-in-mail	Georgi hai
	uests that are <b>\$100,000</b>			<u> 17 IM</u>	NOCHI		Date <u>SEPT. 26</u> 2011
Ap	proval Signature - Procu	- rement Manager					Date <u>SEPT.</u> 27 2011
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Once completed and proper approvals have been obtained, please email this form as a .xls file to the "ProcurementPolicy10&11@hamilton.ca" email box Email "Subject" line should include the: Vendor Name

	NOTE for all Policy 11	POLICY 11 - REQUEST			d. Hamilton
)	This is when a commitme	nt has been made to a vendor, ser	vices have commenced		
		not, the purchase will be considered	ed Non-Compliant.		
	Date: Department/Division:	Sept 29, 2011			·
	Reporter's Name:	PW - E&SI			·
	Phone Number:	Gary Moore 905-546-2424 Ext 2382			
			Casalallat	` 	
	Procurement Contact:	Donna Drozdz - Senior Procurement			
	Vendor Name:	Acrow Bridges	· · · · ·		·
	Description of Goods/S	ervices Required: lear span 700 XS Acrow Panel peo	iestrian bridge w/ walkw	av at Chedoke Rall Tra	ali
			J		
				Makiai	\$ \$472,672.00 + 74XES .
	is there an approved bu	udget for this purchase?	🗹 Yes 🔲 No		
	Account Number	5180860850		Dept Id./Project	d. <u>59214</u>
۲	Emergency Policy 10	Use explanation area below to acquired including PeopleSoft			ow goods and/or services were
0	) Negotiation Policy 11	Complete all sections below, a requesting the use of the Neg	and indicate by check otiation Policy for this	ng ONLY the most purchase.	appropriate selection, the reason for
FQ		requests, select ONE of the f	ollowing:		
	Short Supply				
s 🗆	Goode/convision are lud	and to be in about symply due to	market conditions		
		ged to be in short supply due to	market conditions.		
	Sole Source				
	Sole Source There is only one know	n source for the goods/services			
	Sole Source There is only one know Bids Exceed Budget o	n source for the goods/services	s (sole source).	lly exceeds the esti	nated cost.
	Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source	n source for the goods/services r Estimated Costs specifications is excessive in to	s (sole source).	lly exceeds the esti	nated cost.
	Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being	n source for the goods/services <b>r Estimated Costs</b> specifications is excessive in to recommended.	s (sole source). otal cost or substantia		
	Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension	n source for the goods/services r Estimated Costs specifications is excessive in to recommended. Contract No.:	s (sole source). otal cost or substantia	n:	Extended to:
	Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension	n source for the goods/services r Estimated Costs specifications is excessive in to recommended. Contract No.: ontract which has expired and	s (sole source). otal cost or substantia	n:	Extended to:
	<ul> <li>Sole Source         There is only one know     </li> <li>Bids Exceed Budget of         The lowest bid meeting     </li> <li>Single Source         A single source is being     </li> <li>Contract Extension         For the extension of a c             tender/proposal docume      </li> </ul>	n source for the goods/services or Estimated Costs specifications is excessive in to recommended. Contract No.: ontract which has expired and ent. Existing PO No.:	s (sole source). otal cost or substantia	n:stances have cause	Extended to: ad a delay in issuing a new
	<ul> <li>Sole Source         There is only one know     </li> <li>Bids Exceed Budget of         The lowest bid meeting     </li> <li>Single Source         A single source is being     </li> <li>Contract Extension         For the extension of a c             tender/proposal docume      </li> </ul>	n source for the goods/services or Estimated Costs specifications is excessive in the recommended. Contract No.: ontract which has expired and ent.	s (sole source). otal cost or substantia	n:stances have cause	Extended to: ad a delay in issuing a new
	<ul> <li>Sole Source         There is only one know     </li> <li>Bids Exceed Budget of         The lowest bid meeting     </li> <li>Single Source         A single source is being     </li> <li>Contract Extension         For the extension of a c             tender/proposal docume      </li> <li>Expanded Works         Approved construction      </li> </ul>	n source for the goods/services or Estimated Costs specifications is excessive in to recommended. Contract No.: ontract which has expired and ent. Existing PO No.:	s (sole source). otal cost or substantia Extended fro unforeseeable circum arising during constru	n:stances have cause	Extended to: ad a delay in issuing a new
Pro as	Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension of a of tender/proposal docume Expanded Works Approved <u>construction</u> by de a brief explanation is available.	n source for the goods/services or Estimated Costs specifications is excessive in to recommended. Contract No.: ontract which has expired and ent. Existing PO No.: project has unexpected work dentifying the conditions that m	s (sole source). otal cost or substantia Extended fro unforeseeable circum arising during constru	n:stances have cause	Extended to: ed a delay in issuing a new expand the scope.
Pro as	<ul> <li>Sole Source         There is only one know     </li> <li>Bids Exceed Budget of         The lowest bid meeting     </li> <li>Single Source         A single source is being     </li> <li>Contract Extension         For the extension of a c             tender/proposal docume      </li> <li>Expanded Works         Approved construction      </li> </ul>	n source for the goods/services or Estimated Costs specifications is excessive in to recommended. Contract No.: ontract which has expired and ent. Existing PO No.: project has unexpected work dentifying the conditions that m	s (sole source). otal cost or substantia Extended fro unforeseeable circum arising during constru	n:stances have cause	Extended to: ed a delay in issuing a new expand the scope.
Pro as	Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension of a of tender/proposal docume Expanded Works Approved <u>construction</u> by de a brief explanation is available.	n source for the goods/services or Estimated Costs specifications is excessive in to recommended. Contract No.: ontract which has expired and ent. Existing PO No.: project has unexpected work dentifying the conditions that m	s (sole source). otal cost or substantia Extended fro unforeseeable circum arising during constru	n:stances have cause	Extended to: ed a delay in issuing a new expand the scope.
Pro as	Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docume Expanded Works Approved <u>construction</u> by de a brief explanation is available.	n source for the goods/services or Estimated Costs specifications is excessive in to recommended. Contract No.: ontract which has expired and ent. Existing PO No.: project has unexpected work dentifying the conditions that m	s (sole source). otal cost or substantia Extended fro unforeseeable circum arising during constru	n:stances have cause	Extended to: ed a delay in issuing a new expand the scope.
Pro as	Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docume Expanded Works Approved <u>construction</u> by de a brief explanation is available.	n source for the goods/services or Estimated Costs specifications is excessive in to recommended. Contract No.: ontract which has expired and ent. Existing PO No.: project has unexpected work dentifying the conditions that m	s (sole source). otal cost or substantia Extended fro unforeseeable circum arising during constru	n:stances have cause	Extended to: ed a delay in issuing a new expand the scope.
Pro as : Eme	Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docume Expanded Works Approved <u>construction</u> ovide a brief explanation is available.	n source for the goods/services or Estimated Costs specifications is excessive in to recommended. Contract No.: ontract which has expired and ent. Existing PO No.: project has unexpected work dentifying the conditions that m hedoke Rall Trall	s (sole source). otal cost or substantia Extended fro unforeseeable circum arising during constru	n:stances have cause	Extended to: ed a delay in issuing a new expand the scope.
Pro as : Erree Sign	Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docume Expanded Works Approved <u>construction</u> ovide a brief explanation is available. argency bridge replacement at C	n source for the goods/services or Estimated Costs specifications is excessive in to recommended. Contract No.: ontract which has expired and ent. Existing PO No.: project has unexpected work dentifying the conditions that m hedoke Rall Trall	s (sole source). otal cost or substantia Extended fro unforeseeable circum arising during constru	n:stances have cause	Extended to: ed a delay in issuing a new expand the scope.
Pro as : Eme Sigu	Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docume Expanded Works Approved <u>construction</u> ovide a brief explanation is available.	n source for the goods/services or Estimated Costs specifications is excessive in to recommended. Contract No.: ontract which has expired and ent. Existing PO No.: project has unexpected work dentifying the conditions that m hedoke Rall Trall	s (sole source). otal cost or substantia Extended from unforeseeable circum arising during constru ake it necessary to us	n:stances have cause ction, but does not e e this policy. Attack	Extended to: ed a delay in issuing a new expand the scope.
Pro ass Eme Sigu Gen \$5.0	Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docume Expanded Works Approved <u>construction</u> by/de a brief explanation is available. argency bridge replacement at C	n source for the goods/services or Estimated Costs specifications is excessive in to recommended. Contract No.: ontract which has expired and ent. Existing PO No.: project has unexpected work dentifying the conditions that m hedoke Rall Trall ector (for Policy 11 NO OR cy 10 requests of	s (sole source). otal cost or substantia Extended from unforeseeable circum arising during constru ake it necessary to us	n:stances have cause	Extended to: ed a delay in issuing a new expand the scope.

Email "Subject" line should include the actual Vendor's Name

Revision date: July 4, 2011
	. A		ζ.		
	۴	~	EMERGENCY REPORTIN		
	NOTE for all Policy 11	I requests: All requisite ap	provals must be obtained p	prior to a vendor	Hamilton
	Compliant.	any work being completed,	or the purchase will be con	sidered Non-	
	Date:	2011 08 23			
	Department/Division:		e Infrastructure / W&WW /	Plant Operations	
	Reporter's Name:	Lindsay Relach			
	Phone Number:	5662			
	Procurement Contact:	Donna Drozdz - Senior Procure	ement Specialist	v	
	Vendor Name:	North Star technical Inc.			
	Description of Goods/S	Services Required:	to effect emergency pump repa		
	Is there an approved bi	udget for this purchase?	Yes No	Value: \$ <u></u>	15,027.00
	Account Number	54915		Dept Id./Project Id. 5	10320
۲	Emergency Policy 10		ow to describe the emergen Soft requisition number if e		oods and/or services were
0	Negotiation Policy 11		ow, and indicate by checkin Negotiation Policy for this p		opriate selection, the reason for
	Bids Exceed Budget of The lowest bid meeting		vices (sole source). e in total cost or substantiali	y exceeds the estimate	d cost.
	Single Source A single source is being	a recommended .			
	Contract Extension	Contract No.:	Extended from		extended to:
	tender/proposal docum	ient.	and unforeseeable circums	ances have caused a	delay in issuing a new
	Expanded Works Approved <u>construction</u>	Existing PO No.: n project has unexpected w	vork arising during construc	lion, but does not expa	nd the scope.
	vide a brief explanation i available.	identifying the conditions th	at make it necessary to use	this policy. Attach all	other supporting documentation
rende Distri manu	ering the pump inoperable. Th ict 23. This pump shaft has be ufactured. Plant Operations is	is pump is the largest of the pump en repaired several times in the p now requesting confirmation of Er	ast, to the point where standard re	e Binbrook Water Tower and placement shaft will not fit an ity's Purchasing Policy #10, f	to maintain the pressure in Pressure d a new shaft will have to be o obtain the services of a contractor to
requ Gen \$5,0	natures: Departmental Di Jests ihat are under \$100,0 Jeral Manager (for ALL Pol J <u>00 or greater</u> and for Polic 0,000 or greater)	100) OR licy 10 requests <u>of</u>	BEV F POSE APPROVED VIA E-MAI Dan McKinnon - Direction, WATER & WASTERVATER OPERATIONS	dowski, P	Date
	proval Signature - Procur		May 6	V	Date <u>9/14/1/</u>
Арр	3		3541/1 / (ref hole 1 ) 1-1.	16 30 6 1625	
Ono "Pro	ce completed and prop ocurementPolicy10&1		obtained, please email this x	$\frac{1}{5}$ form as a .xls file to SEPT, 282	

and the second se	6		0 - EMERGENCY RE NUEST FOR USE OF			
	This is when a commitme	1 requests: All requisite a nt has been made to a vend f not, the purchase will be co	dor, services have com	menced/complet		Hamilton
	Date:	2011 08 30				
	Department/Division:	Public Works - ESI - W	ater & Wastewater (	Operations	-	
	Reporter's Name:	Lindsay Reiach				
	Phone Number:	5662				
	Procurement Contact:	Donna Drozdz - Senior Proc	urement Specialist	*		
	Vendor Name:	Advanced Pump repair				
	Description of Goods/S	nent and Materials necessar	ry to effect emergency	numn renair	····	
			) to encor analysis)	hauth tohou		
	Is there an approved by	udget for this purchase?	🗸 Yes 🗌		Value: \$ \$	30 397 07
~	Account Number	54720			_	
۲		······································	······		ot Id./Project Id. <u>5</u>	
Ŭ	Emergency Policy 10	Use explanation area b acquired including Peop	elow to describe the pleSoft requisition nu	emergency sit umber if entere	uation and how g d.	goods and/or services were
0	Negotiation Policy 11	Complete all sections b requesting the use of th				ropriate selection, the reason for
Fo	r Negotiation Policy 11	requests, select ONE c	of the following:			
	Short Supply					
	Sole Source	ged to be in short supply				
		n source for the goods/s	ervices (sole source	).		
		or Estimated Costs specifications is excessi	ive in total cost or su	bstantially exc	eeds the estimate	ed cost.
	Single Source A single source is being	g recommended.				
	Contract Extension			nded from:	1	Extended to:
	For the extension of a c tender/proposal docum	contract which has expire ent.	d and unforeseeable	e circumstance	s have caused a	delay in issuing a new
	Expanded Works Approved construction	Existing PO No.: project has unexpected	work arising during	construction +	out does not evo	and the scope
						other supporting documentation
Pro as #	30 a.m. on July 2 Plant Operati the pump down and protect it fr	rom incurring any further damag bring in a contractor to isolate ti lant Operations is now requestir	ge, resulting in a loss of o the pump from the supply ng confirmation of Emerge	our ability to supply water side. This is ency Works, pursua	Stelco with process v the only pump current ant to the City's Purch	n is interlocked with the pump motor to vater for their production facility. In order ntly in operation and capable of supplying asing Policy #10, to obtain the services of repairs.
At 2: shut to eff	fect repairs it was necessary to Stelco facility. Consequently, Pl cialized contractors to supply all	necessary manpower, equipme				
AS and an	Stelco facility. Consequently, PI	rector (for Policy 11 00) OR icy 10 requests <u>of</u> A	PPROVED VIA E-N Dan McKlanon - Director, Water & Wastewater Operath	, \//	) GERR	Y DAVIS Date <u>9/13/11</u>

Revision date: July 4, 2011

		PC	POLICY 10 - EMERGENCY REPORTING FORM
		Date:	20110110 Hamilton
<u>~</u>		Department/Division:	W & WW / Environment & Sustainable Infrastructure
()		Reporter's Name:	Lindsay Reiach
		Phone Number:	(C(0) P)'
		Buyer:	Dina Urciuoli
		Vendor:	Alfa-Laval
		Description of Goods/S Parts, Equipment and Ser	Services Required: rvices for Alfa-Laval Equipment
		ls there an approved b	udget for this purchase? ☑ Yes ☐ No Value: \$ <u>\$95,000.00</u>
		Account Number	5161066713 Dept Id. / Project Id. 510320
	0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
	۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
	Foi	r Negotiation Policy 11	requests, select ONE of the following:
	_	Short Supply	
		Goods/services are jud	lged to be in short supply due to market conditions.
(	1	Sole Source	n source for the goods/services (sole source).
		Bids Exceed Budget	•
		Single Source A single source is bein	a recommended.
		<b>Contract Extension</b>	Extended until:
		Expanded Works	Existing PO Number:
	_		project has unexpected work arising during construction, does not expand the scope.
			identifying the conditions that make it necessary to use this policy. Expand the cell if upporting documentation as available.
	The	de-watering system at the	Woodward WWTP utilizes centrifuges that were manufactured and supplied by Alfa Laval
			required to process Biosolids from the City's Wastewater Treatment Facility, and directly aintain regulatory compliance. These centrifuges must be maintained by technicians with
			nowledge and specialized equipment and Alfa-Laval as the OEM can provide maintenance,
	Plan	t Maintenance sole source	Ir and other services. Consequently, in order to maintain this equipment it is requisite that the preventative/repair maintenance requirements and parts to the OEM. Alternate
			ders cannot be used, as they cannot provide the replacement parts and would not have the equipment or product knowledge.
	requ	n <b>eral Manager</b> (Require uests <u>REGARDLESS O</u> cy 11 requests that are	FAMOUNT and for
,	Арр	oroval Signature - Manag	ger of Purchasing Date Date
			er approvals have been obtained, please email this form as a .xls file to 1' at purchasi@hamilton.ca

DR.Ca Revision date: 12 November 2009

,		POLICY 11 - REQU		NEGOTIATION P			
North Contraction		<u>1 requests</u> : All requisite a any work being completed				<u>Hamilton</u>	
	Date:	August 15,2011					
	Department/Division:	Public Works/ESI/Water	Distribution & Waste	ewater Collection			
	Reporter's Name:	Ross Bint					
	Phone Number:	905-546-2424 X5487		······································		•	
	Procurement Contact:	Donna Drozdz - Senior Procure	ement Specialist	*			
	Vendor Name:	Hansen Building Product	S				
	Description of Goods/S	Services Required:					•
		ncrete watermain closeure piec ete water main repair at 1255 l			r its instanation.	This purchase was to mai	
	Is there an approved bi	udget for this purchase?	Ves N	10	Value: \$ <u>\$3</u>	3,932.78 1/- #	3,903.
	Account Number	53051		Dept Id./	Project Id. 51	0280	
۲	Emergency Policy 10	Use explanation area bel acquired including People			on and how go	ods and/or services we	e
0	Negotiation Policy 11	Complete all sections bel requesting the use of the			ne most appro	priate selection, the rea	son for
	Sole Source There is only one know	lged to be in short supply d		ons.			
Π	Bids Exceed Budget of The lowest bid meeting	or Estimated Costs specifications is excessive	e in total cost or sub	stantially exceeds	the estimated	l cost.	
	Single Source	recommended.					
	Single Source A single source is being Contract Extension For the extension of a c	Contract No.: contract which has expired		ed from: circumstances ha		tended to: elay in issuing a new	
	Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works	Contract No.: contract which has expired ent. Existing PO No.:	and unforeseeable	circumstances ha	ve caused a d	elay in issuing a new	
	Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> vide a brief explanation i	Contract No.: contract which has expired ent.	and unforeseeable vork arising during c	circumstances ha onstruction, but d	ve caused a d bes not expan	elay in issuing a new d the scope.	ntation
Prov as a	Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved <u>construction</u> vide a brief explanation i available.	Contract No.: contract which has expired ent. Existing PO No.: n project has unexpected v	and unforeseeable vork arising during c hat make it necessar	circumstances ha onstruction, but d y to use this polic	ve caused a d bes not expan y. Attach all o	elay in issuing a new d the scope. ther supporting docume	
Prov as a	Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved <u>construction</u> vide a brief explanation i available.	Contract No.: contract which has expired ent. Existing PO No.: <u>n</u> project has unexpected v identifying the conditions the ermain closeure piece and all nec	and unforeseeable vork arising during c hat make it necessar	circumstances ha onstruction, but d y to use this polic	ve caused a d bes not expan y. Attach all o	elay in issuing a new d the scope. ther supporting docume	
	Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved <u>construction</u> vide a brief explanation i available.	Contract No.: contract which has expired ent. Existing PO No.: <u>n</u> project has unexpected v identifying the conditions the ermain closeure piece and all nec	and unforeseeable vork arising during c hat make it necessar	circumstances ha onstruction, but d y to use this polic	ve caused a d bes not expan y. Attach all o	elay in issuing a new d the scope. ther supporting docume	
Prov as a Purch Sign requa Sena	Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved <u>construction</u> vide a brief explanation i available.	Contract No.: contract which has expired tent. Existing PO No.: n project has unexpected v identifying the conditions the ermain closeure piece and all nec Upper Ottawa on July 22, 2011. rector (for Policy 11 00) OR licy 10 requests of	and unforeseeable vork arising during c hat make it necessar essary parts and material APPROVE Day McXA	circumstances ha onstruction, but d y to use this polic	ve caused a d oes not expan y. Attach all o his purchase was	elay in issuing a new d the scope. ther supporting docume	

"ProcurementPolicy10&11@hamilton.ca" email box Email "Subject" line should include the actual Vendor's Name

Revision date: May 26, 2011

		£	POLICY 10 - EMERGENCY REPORTING FORM	
	~		OLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY	
		Date: Department/Division:	2011 01 10 Hamiltor	1
an a		Reporter's Name:	Lindsay Reiach	
		Phone Number:	5662	
		Buyer:	Dina Urciuoli	
		Vendor:	Lakeside Process Controls Ltd.	
		Description of Goods/S		
		P	uipment for Rosemount Products	
		· · · · ·		
		ls there an approved b	udget for this purchase?	\$ \$12,072.00
		Account Number	54720 Dept Id. / Project Id. 510320	
	0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goo and/or services were acquired including PeopleSoft requisition number if enter	
	۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most approp selection, the reason for requesting the use of the Negotiation Policy for this purchase.	riate
	For	Negotiation Policy 11	requests, select ONE of the following:	
		Short Supply		
1	<b></b>	•	lged to be in short supply due to market conditions.	
(	$\checkmark$	Sole Source There is only one know	n source for the goods/services (sole source).	
		Bids Exceed Budget		
		Single Source		.051.
	_	A single source is being		
		<b>Contract Extension</b> For the extension of a c issuing a new tender/pr	Extended until:	ay in
		Expanded Works	Existing PO Number:	
			project has unexpected work arising during construction, does not expand the s	cope.
			dentifying the conditions that make it necessary to use this policy. Expand the oupporting documentation as available.	ell if
	Plant Cons equip mant	t Operations currently utiliz sequently, in order to main oment and repair tools from	te Rosemount Analyzers in numerous processes throughout the water treatment facilities tain this equipment it is requisite that we sole source replacement parts, diagnostic n Lakeside Process Controls Ltd. as the OEM components Ontario distributor. Alternate annot be used as this would require modifications to other parts of the systems or comple	
	requ Gen <u>REG</u>	natures: Departmental lests that are under \$10 eral Manager (for ALL SARDLESS OF AMOUN	10,000) OR Policy 10 requests	13/2011
1	-	ests that are \$100,000 (		
		roval Signature - Manag		.14/2011
			er approvals have been obtained, please email this form as a .xls file to I' at purchasi@hamilton.ca	
			Revision date: 7 December 2	009

		POLICY 11 - REQUES		DTIATION POLICY	Hamilton
	This is when a commitme	I requests: All requisite approv nt has been made to a vendor, se not, the purchase will be conside	ervices have commenced		Hammon
	Date:	September 21 2011			
	Department/Division: Reporter's Name:	Public Works /Operations an Bryan Towers	nd Waste Managamer	I DIVISION	
	Phone Number:	905 546 2424 ext 7644			
	Procurement Contact:	Iris Tesch - Procurement Specialis	st	<b>v</b>	
	Vendor Name:				
	Description of Goods/S	Jay Chris Indus-Rail			
	Supply and Deliver Heavy		ed Martin Britti		
	Is there an approved bu	udget for this purchase?	✓ Yes 🗌 No	Value: \$ <u>\$4</u>	1,400.00
	Account Number	55916		Dept Id./Project Id. 403	80910012
0	Emergency Policy 10	Use explanation area below acquired including PeopleSc			ods and/or services were
۲	Negotiation Policy 11	Complete all sections below, requesting the use of the Ne			priate selection, the reason fo
	Single Source A single source is being Contract Extension	specifications is excessive in recommended. Contract No.:	Extended fro	om:Exi	ended to:
П	For the extension of a c tender/proposal docume Expanded Works	contract which has expired and ent. Existing PO No.:	d unforeseeable circur	nstances have caused a de	elay in issuing a new
		project has unexpected work	k arising during constru		
			k anong danng conon	uction, but does not expand	the scope.
	vide a brief explanation io available.	dentifying the conditions that r			
as a	available.	f HiRail Rubber needed for the 2011	make it necessary to u	se this policy. Attach all ot	her supporting documentation
Sign For the loc Sign requi Sen \$5,0	available. he annual supply and delivery o	of HIRail Rubber needed for the 2011 of between their tracks. ector (for Policy 11 00) OR icy 10 requests <u>of</u>	make it necessary to u	se this policy. Attach all ot	her supporting documentation
AS A For the loc sign requi \$5,00 \$100 App	available. he annual supply and delivery of bocal railway authorities will allow hatures: Departmental Dir rests that are under \$100,00 reral Manager (for ALL Poli 100 or greater 0,000 or greater) proval Signature - Procure	f HIRail Rubber needed for the 2011 of between their tracks.	make it necessary to u Railway crossing program.	se this policy. Attach all of Jay Chris is the sole supplier for th BRY PR	her supporting documentation is product. Hi-rail is the only product SHYMAL Date Date Date
As a For the loc For the loc Sign requi Gene \$5,00 \$100 App Onc	available. he annual supply and delivery of ocal railway authorities will allow hatures: Departmental Dir rests that are under \$100,00 reral Manager (for ALL Poli 100 or greater and for Policy 0,000 or greater) proval Signature - Procure ce completed and proper ocurementPolicy10&11	of HIRail Rubber needed for the 2011 between their tracks. ector (for Policy 11 10) OR cy 10 requests <u>of</u> 11 requests that are	make it necessary to u Railway crossing program.	se this policy. Attach all of Jay Chris is the sole supplier for th BRY PR	her supporting documentation is product. Hi-rail is the only product SHYMAL Date Date Date Date

	PU	DLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY
	Date:	Sept. 1, 2011 Hamilton
	Department/Division:	Transportation, Energy & Facilities
1	Reporter's Name:	Mike Langille
	Phone Number:	ext. 2415
	Buyer:	Barb Kinrade 🗨
	Vendor:	Acapulco Pools
	Description of Goods/S	Services Required:
	Maintenance Service for	Ornamental Fountains on City Hall Forecourt
	Is there an approved b	udget for this purchase? ☑ Yes □ No Value: \$ \$10,000.00
	Account Number	54401 Dept Id. / Project Id 791501
0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
Foi	Negotiation Policy 11	requests, select ONE of the following:
	Short Supply Goods/services are juc	lged to be in short supply due to market conditions.
	Sole Source	
	There is only one know	
	-	n source for the goods/services (sole source).
	Bids Exceed Budget	
	Bids Exceed Budget The lowest bid meeting Single Source	or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost.
_	Bids Exceed Budget The lowest bid meeting Single Source A single source is being	or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost. g recommended.
	Bids Exceed Budget The lowest bid meeting Single Source A single source is being Contract Extension	or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost.
	Bids Exceed Budget The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a issuing a new tender/p	or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost. g recommended. Extended until: contract which has expired and unforeseeable circumstances have caused a delay in roposal document.
	Bids Exceed Budget The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a issuing a new tender/p Expanded Works	or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost. g recommended. Extended until: contract which has expired and unforeseeable circumstances have caused a delay in roposal document. Existing PO Number:
	Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a issuing a new tender/p Expanded Works Approved construction	or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost. g recommended. Extended until: Contract which has expired and unforeseeable circumstances have caused a delay in roposal document. Existing PO Number: Project has unexpected work arising during construction, does not expand the
	Bids Exceed Budget The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a issuing a new tender/pi Expanded Works Approved construction scope.	or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost. g recommended. Extended until: contract which has expired and unforeseeable circumstances have caused a delay in roposal document. Existing PO Number: project has unexpected work arising during construction, does not expand the identifying the conditions that make it necessary to use this policy. Expand the cell if
	Bids Exceed Budget The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a issuing a new tender/p Expanded Works Approved construction scope vide a brief explanation uired. Attach all other su	or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost. g recommended. Extended until: contract which has expired and unforeseeable circumstances have caused a delay in roposal document. Existing PO Number: project has unexpected work arising during construction, does not expand the identifying the conditions that make it necessary to use this policy. Expand the cell if upporting documentation as available. fountain equipment and are the most familiar with the operation of pumps and filters. Some
Prov requ	Bids Exceed Budget The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a issuing a new tender/p Expanded Works Approved construction scope, vide a brief explanation uired. Attach all other su	or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost. g recommended. Extended until: contract which has expired and unforeseeable circumstances have caused a delay in roposal document. Existing PO Number: project has unexpected work arising during construction, does not expand the identifying the conditions that make it necessary to use this policy. Expand the cell if upporting documentation as available. fountain equipment and are the most familiar with the operation of pumps and filters. Some
	Bids Exceed Budget The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a issuing a new tender/p Expanded Works Approved construction scope vide a brief explanation uired. Attach all other su	or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost. g recommended. Extended until: contract which has expired and unforeseeable circumstances have caused a delay in roposal document. Existing PO Number: project has unexpected work arising during construction, does not expand the identifying the conditions that make it necessary to use this policy. Expand the cell if upporting documentation as available. fountain equipment and are the most familiar with the operation of pumps and filters. Some
	Bids Exceed Budget The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a issuing a new tender/p Expanded Works Approved construction scope vide a brief explanation uired. Attach all other su	or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost. g recommended. Extended until: contract which has expired and unforeseeable circumstances have caused a delay in roposal document. Existing PO Number: project has unexpected work arising during construction, does not expand the identifying the conditions that make it necessary to use this policy. Expand the cell if upporting documentation as available. fountain equipment and are the most familiar with the operation of pumps and filters. Some
	Bids Exceed Budget The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a issuing a new tender/p Expanded Works Approved construction scope vide a brief explanation uired. Attach all other su	or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost. g recommended. Extended until: contract which has expired and unforeseeable circumstances have caused a delay in roposal document. Existing PO Number: project has unexpected work arising during construction, does not expand the identifying the conditions that make it necessary to use this policy. Expand the cell if upporting documentation as available. fountain equipment and are the most familiar with the operation of pumps and filters. Some
Prov requ Corr of th	Bids Exceed Budget The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a issuing a new tender/p Expanded Works Approved construction scope, vide a brief explanation uired. Attach all other su pany is the installer of the e equipment is still under w	or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost. g recommended. Extended until: contract which has expired and unforeseeable circumstances have caused a delay in roposal document. Existing PO Number: project has unexpected work arising during construction, does not expand the identifying the conditions that make it necessary to use this policy. Expand the cell if upporting documentation as available. fountain equipment and are the most familiar with the operation of pumps and filters. Some varranty.
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Prov requ Com of th Sign requ Ger <u>REC</u>	Bids Exceed Budget The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a issuing a new tender/p Expanded Works Approved construction scope, vide a brief explanation uired. Attach all other su pany is the installer of the e equipment is still under we	or Estimated Costs         g specifications is excessive in total cost or substantially exceeds the estimated cost.         g recommended.         Extended until:

Once completed and proper approvals have been obtained, please email this form as a .xls file to 'Purchasing Policy 10 & 11' at purchasi@hamilton.ca. Subject: Vendor Name

Revision date: 13 January 2010

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		POLICY 10 - EN		NG FORM			
		POLICY 11 - REQUES	T FOR USE OF NEGO	TIATION POLICY			
	Date:	August 9, 2011			Hamilton		
	Department/Division:	HES - Trunked Radio Servic	es				
	Reporter's Name:	Roger Knapman/ Phil Thorbu	urn				
	Phone Number:	905-546-2424 X 5961 Phil 2	X 7120				
	Procurement Contact:	Adriana Byrne - Senior Procuremen	nt Specialist	•			
	Vendor Name:	Glentel Wireless Centre					
	Description of Goods/S						
	Supply parts and labour for	or repair of trunked radio infrastru	cture. There is no comm	itment to use the sev	Wmonth X 12 months = \$31,800.00 rices. We anticipate some contracted system thus we do not have alternative		
	Is there an approved by	udget for this purchase?	✓ Yes 🗌 No	Value:	\$ 31,800.00/\$45,000.00/total\$768		
	Account Number	54930/54750		Dept Id./Project	Id. 780005		
0	Emergency Policy 10	Use explanation area below tacquired including PeopleSo			ow goods and/or services were		
۲	Negotiation Policy 11						
For	Short Supply	requests, select ONE of the					
	Short Supply Goods/services are jud Sole Source There is only one know	ged to be in short supply due t n source for the goods/service	to market conditions.				
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of	ged to be in short supply due t n source for the goods/service	to market conditions. es (sole source).	lly exceeds the estir	nated cost.		
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of	ged to be in short supply due t n source for the goods/service or Estimated Costs specifications is excessive in t	to market conditions. es (sole source).	lly exceeds the estir	nated cost.		
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a contract Supplementation	ged to be in short supply due t n source for the goods/service or Estimated Costs specifications is excessive in f g recommended. Contract No.:	to market conditions. es (sole source). total cost or substantia Extended fro	m:	Extended to:		
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works	ged to be in short supply due t n source for the goods/service or Estimated Costs specifications is excessive in f g recommended. Contract No.:	to market conditions. es (sole source). total cost or substantia Extended fro l unforeseeable circum	m:stances have cause	Extended to: ad a delay in issuing a new		
□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a co tender/proposal docum Expanded Works Approved construction vide a brief explanation in available.	ged to be in short supply due to n source for the goods/service or Estimated Costs specifications is excessive in the grecommended. Contract No.: contract which has expired and ent. Existing PO No.: project has unexpected work a dentifying the conditions that m	to market conditions. es (sole source). total cost or substantia <b>Extended fro</b> l unforeseeable circum arising during construct nake it necessary to us	m:	Extended to: ed a delay in issuing a new d the scope. n all other supporting documentation		
□ □ □ □ Prov as a Gient	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a co tender/proposal docum Expanded Works Approved construction vide a brief explanation is available.	ged to be in short supply due to n source for the goods/service or Estimated Costs specifications is excessive in the grecommended. Contract No.: contract which has expired and ent. Existing PO No.: project has unexpected work a dentifying the conditions that m	to market conditions. es (sole source). total cost or substantia Extended fro I unforeseeable circum arising during construct nake it necessary to us perienced manpower and ac	m:	Extended to: ed a delay in issuing a new d the scope.		
Prov as a Glent This i Sign requ Gene	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a co tender/proposal docum Expanded Works Approved construction vide a brief explanation is available.	ged to be in short supply due to n source for the goods/service or Estimated Costs specifications is excessive in f g recommended. Contract No.: contract which has expired and ent. Existing PO No.: project has unexpected work a dentifying the conditions that m vable of supplying 24/x service with ex- month arrangement with no obligation rector (for Policy 11 100) OR licy 10 requests and for Policy 11	to market conditions. es (sole source). total cost or substantia Extended fro I unforeseeable circum arising during construct nake it necessary to us perienced manpower and ac	m:	Extended to: ed a delay in issuing a new d the scope. In all other supporting documentation al support which is essential to our operation		
Prov as a Glent This i Sign requ Gen. REG requ	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved construction vide a brief explanation is available. tel is the only shop in town cap is a continuation of a month to matures: Departmental Di ests that are under \$100,0 eral Manager (for ALL Pol GARDLESS OF AMOUNT a	ged to be in short supply due to n source for the goods/service or Estimated Costs specifications is excessive in f g recommended. Contract No.: contract which has expired and ent. Existing PO No.: project has unexpected work a dentifying the conditions that m vable of supplying 24/x service with exp month arrangement with no obligation rector (for Policy 11 100) OR lieg 10 requests and for Policy 11 greater)	to market conditions. es (sole source). total cost or substantia Extended fro funforeseeable circum arising during construct nake it necessary to us perienced manpower and ac n on the part of the City for a	m:	Extended to: ed a delay in issuing a new d the scope. n all other supporting documentation		

"ProcurementPolicy10&11@hamilton.ca" email box Email "Subject" line should include the actual Vendor's Name

Revision date: April 26, 2011

	_	POLICY 10 - EMERGENCY REPORTING FORM
	Date:	OLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY
	Date: Department/Division:	August 31, 2011 Hamilton
	Reporter's Name:	Robert Kay
	Phone Number:	905-546-2424 ext 3332
	Buyer:	Adriana Thibault
	Vendor:	Krown Rust Control
	Description of Goods/S	
		rocess and barrier to prevent dissimilar metal reaction. This product is required to be
	Is there an approved b	oudget for this purchase? ☑ Yes ☐ No Value: \$ <u>\$10,000.00</u>
	Account Number	55135 Dept Id. / Project Id. 740016
0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
	Sole Source	dged to be in short supply due to market conditions. vn source for the goods/services (sole source).
		or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost.
$\checkmark$	Single Source A single source is being	a recommended
	Contract Extension	Extended until:
		contract which has expired and unforeseeable circumstances have caused a delay in
		Existing PO Number: project has unexpected work arising during construction, does not expand the scope.
	vide a brief explanation i	identifying the conditions that make it necessary to use this policy. Expand the cell if upporting documentation as available.
Krow vehic Cont	vn oil spray is the only anti- cles used in extreme servic	corrosion protection process that provides a life time warranty against rust and corrosion for ce such as Fire apparatus used in chemical and industrial fire situations. Krown Rust ork system that mandates jurisdictional responsibility. The location on Victoria Ave have
requ Polie	neral Manager (Require lests <u>REGARDLESS Of</u> cy 11 requests that are s	FAMOUNT and for \$100,000 or greater.) DAVID CUNLIFFE Date SEPT. 20
Арр	roval Signature - Manag	Jer of Purchasing Date <u>5647.</u> 21
<b>^</b>		

Once completed and proper approvals have been obtained, please email this form as a .xls file to 'Purchasing Policy 10 & 11' at purchasi@hamilton.ca

		POLICY 10 - EMERGENCY REPORTING FORM POLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY
	This is when a commitme	<u>1 requests</u> : All requisite approvals must be obtained before a vendor is engaged. Ent has been made to a vendor, services have commenced/completed or goods have f not, the purchase will be considered Non-Compliant.
2	Date:	October 11/11
	Department/Division:	Community Services Dept, Social Development & Early Childhood Service NON COMPLIANT
	Reporter's Name: Phone Number:	Ext. 2399
	Procurement Contact:	Select Appropriate Procurement Contact
	Vendor Name:	McMaster University
	Description of Goods/S	Services Required: covery Program related expenses to support student participation in the program.
	Is there an approved b	udget for this purchase? ☑ Yes ☐ No Value: \$ \$5,000.00
_	Account Number	55405 Dept Id./Project Id. 671135
0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
For	r Negotiation Policy 14	
_	Short Supply	requests, select ONE of the following:
L		iged to be in short supply due to market conditions.
$\checkmark$	Sole Source	
_		n source for the goods/services (sole source).
	Bids Exceed Budget of The lowest bid meeting	or Estimated Costs I specifications is excessive in total cost or substantially exceeds the estimated cost.
	Single Source A single source is being	a recommended
	Contract Extension	Contract No.: Extended from: Extended to:
	For the extension of a c tender/proposal docum	contract which has expired and unforeseeable circumstances have caused a delay in issuing a new
	Expanded Works	Existing PO No.:
	Approved construction	${f n}$ project has unexpected work arising during construction, but does not expand the scope.
	vide a brief explanation i available.	dentifying the conditions that make it necessary to use this policy. Attach all other supporting documentation
	is the only university in the vici	nity offering this program.
requ Gen \$5,0	atures: Departmental Dir ests that are under \$100,0 eral Manager (for ALL Pol <u>00 or greater</u> and for Policy <b>0,000 or greate</b> r)	00) OR icy 10 requests of
Арр	roval Signature - Procur	ement Manager Date 001, 18 2011
"Pro	ocurementPolicy10&11	er approvals have been obtained, please email this form as a .xls_file to the @hamilton.ca" email box Id include the actual Vendor's Name
	C:\Documents and Settings\ml	brash\Local Settings\Temporary Internet Files\OLKCC\Policy 11 McMaster Discovery Prgm Oct 2011.xls

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## POLICY 10 - EMERGENCY REPORTING FORM POLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY Hamilton NOTE for all Policy 11 requests: All requisite approvals must be obtained before a vendor is engaged. This is when a commitment has been made to a vendor, services have commenced/completed or goods have been ordered/received. If not, the purchase will be considered Non-Compliant. Date: September 27, 2011 Department/Division: Hamilton Public Library Reporter's Name: Paul Takala Phone Number: 905-546-3230 Procurement Contact: Doris Ciardullo - Senior Procurement Specialist • Vendor Name: Early Literacy Stations Canada Description of Goods/Services Required: 1 English and 4 All-in-one Bilingual English/French early Literacy Stations. Each computer includes system unit with built -in speakers, colour keyboard, tiny mouse and 28 French educational software programs and 27 English educational software programs for children ages 2-10, Includes 5 year warranty. 🗹 Yes 🗌 No Value: \$ \$16,125.00 Is there an approved budget for this purchase? Account Number 53405 Dept Id./Project Id. 750160 Ο Use explanation area below to describe the emergency situation and how goods and/or services were **Emergency Policy 10** acquired including PeopleSoft requisition number if entered. Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for Negotiation Policy 11 requesting the use of the Negotiation Policy for this purchase. For Negotiation Policy 11 requests, select ONE of the following: Short Supply Goods/services are judged to be in short supply due to market conditions. ☑ Sole Source There is only one known source for the goods/services (sole source). Bids Exceed Budget or Estimated Costs The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost. Single Source A single source is being recommended. Contract Extension Extended from: Contract No.: Extended to: For the extension of a contract which has expired and unforeseeable circumstances have caused a delay in issuing a new tender/proposal document. Expanded Works Existing PO No.: Approved construction project has unexpected work arising during construction, but does not expand the scope. Provide a brief explanation identifying the conditions that make it necessary to use this policy. Attach all other supporting documentation as available. Early Literacy Stations are a unique product that provides a turn-key solution to safe educational computing for children. This product is designed specifically for and used by many public libraries in Canada and the U.S. There are no other comparable solutions available. The Early Literacy Stations have been a significant time saver for staff and have enabled the library to phase out a kids gaming infrastructure which cost over \$35K. We have successfully deployed early Literacy Stations in several locations already. ACTING CHIEF LIBRARIAN) Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR General Manager (for ALL Policy 10 requests of \$5,000 or greater and for Policy 11 requests that are \$100,000 or greater) Approval Signature - Procurement Manager Date Once completed and proper approvals have been obtained, please email this form as a .xls file to the "ProcurementPolicy10&11@hamilton.ca" email box Email "Subject" line should include the actual Vendor's Name

			POLICY 10 - EN						
			OLICY 11 - REQUEST		OF NEGO	HATION POL	8		
		Date:	September 29, 2011				Ha	milton	
		Department/Division:	Planning and Econo	mic Develop	oment				
le se la constante de la consta La constante de la constante de		Reporter's Name:	Jim Gillis						
		Phone Number:	905-546-2424 x 177	0					
		Procurement Contact:	Jeff Mulligan - Procurem	ent Specialist		•			
		Vendor Name:	Michele Bain o/a	a Glanhro	ok Distric	t Animal C	ontrol		
		Description of Goods/S	ervices Required:						
		Supply animal control serv	rices to the former town c	f Glanbrook f	for the month	s of November	r and Decem	ber 2011	
		ls there an approved bu	udget for this purchase	e? 🗌 Yes	No	Value: \$	\$12,000.00	1- \$6,263.1	5
		Account Number	55916		Dept Id. /	Project Id.	311004	<u>Barteour Association e en</u>	<u></u>
	0	Emergency Policy 10	Use explanation area acquired including P					d how goods and/or services we	ere
	۲	Negotiation Policy 11	Complete all section reason for requesting					est appropriate selection, the ase.	
		tender/proposal docume Expanded Works Approved construction vide a brief explanation is <u>umentation as available</u> . https://documeilapproved	n source for the goods or Estimated Costs specifications is exces g recommended. Extended from contract which has exp ent. Existing P project has unexpected dentifying the condition a resolution to extend the c	s/services (s ssive in tota n: <u>Novembe</u> ired and unf <b>PO Number</b> : d work arisir ns that make	ole source) I cost or sul or 01, 2011 foreseeable ng during co e it necessa nal Control Se	ostantially exc circumstance onstruction, d ry to use this	Extended to es have cau oes not exp policy. Atta	b: <u>December 31, 2011</u> used a delay in issuing a new	IC IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
	Comr the co Sigr requ Gen REC		16. If changes are approved, o the end of December 201 Director (for Policy 1 0,000) OR Policy 10 requests I <u>T</u> and for Policy 11	, they can not b 1.				Accordin	gly,
(	Аррі	roval Signature - Procur	ement Manager		1		Dat	e OCT. 17/2011	
	Onc	e completed and prope	er approvals have be	en obtained	d, please ei	mail this forr	nasa.xls	file to the	

"ProcurementPolicy10&11@hamilton.ca" email box Email "Subject" line should include the actual Vendor's Name

Revision date: 13 April 2011

		POLICY 10 - EI POLICY 11 - REQUES	MERGENCY REPO ST FOR USE OF NE		
	This is when a commitme	<b><u>1 requests</u>:</b> All requisite appro- ont has been made to a vendor, s	ervices have commend	ed/completed or goods h	ave
)	Deen ordered/received. If Date:	f not, the purchase will be conside October 3, 2011	ered Non-Compliant.		
	Department/Division:	Public Works - Operations	& Waste Manageme	nt	
	Reporter's Name:	Stephen Ames	a rradio managonio		
	Phone Number:	905-546-2424 EXT 2369			
	Procurement Contact:	Iris Tesch - Procurement Speciali	ist	•	
	Vendor Name:	KSL Design - 18 Spalding I	Dr - Brantford ON		
	Description of Goods/S				
	Supply Equipment and lab modifications to meet curr		slide / barriers at GR A	lan school playground - C	Dider equipment - parts require some
	ls there an approved b	udget for this purchase?	✓ Yes 🗌 No	Value:	\$ 8,362.00 (includes HST)
	Account Number	55916		Dept Id./Project	ld. <u>444065</u>
0	Emergency Policy 10	Use explanation area below acquired including PeopleS			now goods and/or services were
۲	Negotiation Policy 11	Complete all sections below requesting the use of the N			appropriate selection, the reason for
7	Sole Source	dged to be in short supply due vn source for the goods/servio		S.	
	Bids Exceed Budget of The lowest bid meeting	or Estimated Costs g specifications is excessive in	n total cost or substa	ntially exceeds the est	imated cost.
	Single Source A single source is being	g recommended.			
	<b>Contract Extension</b> For the extension of a c tender/proposal docum	Contract No.: contract which has expired ar nent.	Extended nd unforeseeable cir		Extended to: sed a delay in issuing a new
	Expanded Works Approved <u>constructio</u>	Existing PO No.:	rk arising during con	struction, but does not	expand the scope.
	vide a brief explanation i available.	identifying the conditions that	t make it necessary t	o use this policy. Attac	ch all other supporting documentation
and i	s able to make necessay modi		to maintain current CSA	2007) standards. Vendor ha	the original manufacturer of this equipment - s exclusive rights over their playground andalism.
	natures: Departmental Di lests that are under \$100,0				
	eral Manager (for ALL Po 00 or greater and for Polic	licy 10 requests of	RAIG MU	RIDOCH	Date 0c1.13/2
<u>\$5,0</u>	0,000 or greater)		11110/10		8,

			POL	ICY 10 - EMEF	RGENCY REPO				
			POLICY 11	- REQUEST F	OR USE OF NE	GOTIATION PC	DLICY	Limiton	
$\left  \right $		NOTE for all Policy 11 This is when a commitme been ordered/received. If Date:	nt has been made to	a vendor, servic	es have commen	ed/completed or	goods have	Hamilton	
A Second		Department/Division:	Public Works - O	perations & W	/aste Manageme	nt			
1		Reporter's Name:	Stephen Ames		g_				
		Phone Number:	905-546-2424 EX	XT 2369					
		Procurement Contact:	Iris Tesch - Procure	ment Specialist		▼			
		Vendor Name:	Paris Equipment	Manufacturing	g - 21 Scott Ave.	Paris On. N3L-	3E7		
		Description of Goods/S							
		Supply Equipment and lab	oor to remove and rep	place fire damag	ed play equipmen	at Ancaster Com	munity Centr	e park playground.	
				·····				ti dante	
		Is there an approved be	udget for this purch	nase?	🗹 Yes 🗌 No	١	Value: \$ <u>7</u>	7853.50 (includes HST) 1/- ₱ 903.5	U
		Account Number	55916	<u>pelgedigter bis</u>		Dept Id./	Project td. 4	144065 <u>1995</u>	
	0	Emergency Policy 10	Use explanation acquired includin			• •	on and how g	goods and/or services were	
	۲	Negotiation Policy 11	Complete all sec requesting the us				ne most app	ropriate selection, the reason for	
	<b>F</b>								
7		r Negotiation Policy 11	requests, select	ONE of the fo	llowing:				
(		Short Supply Goods/services are jud	laed to be in short	supply due to	market conditior	S.			
	$\checkmark$	Sole Source	•						
		There is only one know	-		(sole source).				
		Bids Exceed Budget of The lowest bid meeting			tal cost or substa	ntially exceeds	the estimate	ed cost.	
		Single Source	,			•			
	_	A single source is being	g recommended.						
		Contract Extension For the extension of a c tender/proposal docum		expired and u	Extended nforeseeable cir			Extended to: delay in issuing a new	
		Expanded Works	Existing PO No.:					·	
		Approved construction		•					
		vide a brief explanation i available.	identifying the cond	ditions that ma	ke it necessary f	o use this policy	y. Attach all	other supporting documentation	
	lt is r	ecommended practice for thes						the Representive for the original	
								2007) standards. Vendor has exclusive are required due to vandalism.	
l									
	-	natures: Departmental Di lests that are under \$100,0	• •						
		eral Manager (for ALL Pol	,	~				1	
		00 or greater and for Polic 0,000 or greater)	y 11 requests that an	° Cra	IG MU	REDCH		Date OCT - 13/2011	
								OCT 19/2011	
	Арр	proval Signature - Procur	ement Manager					Date <u>UM · 17/20</u> 11	
		ce completed and prop	••		ed, please ema	il this form as	a .xls file t	to the	
		ocurementPolicy10&11 ail "Subject" line shou			Name				
		init enagees inite enfou	in monado uno dol					Revision date: July 4, 2011	

Revision date: July 4, 2011

		POLICY 11 - REQUE				
		1 requests: All requisite apprent has been made to a vendor,				
		f not, the purchase will be consid			sompleted of goods	Have .
	Date:	2011 10 06				
	Department/Division:	Public Works - ESI - Wate	r & Wastewat	er Operatio	ns	
	Reporter's Name:	Lindsay Reiach				
	Phone Number:	5662				
	Procurement Contact:	Donna Drozdz - Senior Procuren	nent Specialist		<b>~</b>	
	Vendor Name:	Wm. Groves Limited				
	Description of Goods/S	Services Required: ment and Materials necessary to	offect Emerge	nov Poppire	to the Effluent Wate	r Stylom
	Fromue all Labour, Equipi	tient and materials necessary to	enect Emerger	icy repairs	to the childent wate	System
	1 · · ·					
	Is there an approved bi	udget for this purchase?	✓ Yes	L] No	Value:	\$ \$10,275.00
	Account Number	54720			Dept Id./Projec	t ld. <u>510320</u>
۲	Emergency Policy 10	Use explanation area belo acquired including People				how goods and/or services were
0	Negotiation Policy 11					st appropriate selection, the reason fo
		requesting the use of the N	Negotiation Po	licy for this	purchase.	
_						
	- •	requests, select ONE of th	ne following:			
Ц	Short Supply	lged to be in short supply du	e to market or	nditions		
	Sole Source	iged to be in short supply du				
		In source for the goods/serv	. , .			
	There is only one know	an obtailed for the goodolocity	ices (sole sou	rce).		
	Bids Exceed Budget	or Estimated Costs	·			
	Bids Exceed Budget of The lowest bid meeting	•	·		lly exceeds the es	stimated cost.
	Bids Exceed Budget of The lowest bid meeting Single Source	or Estimated Costs g specifications is excessive	·		illy exceeds the ea	stimated cost.
	Bids Exceed Budget of The lowest bid meeting Single Source A single source is being	or Estimated Costs g specifications is excessive g recommended.	in total cost or	substantia		
	Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension	or Estimated Costs g specifications is excessive g recommended. Contract No.:	in total cost or	substantia	n:	stimated cost. Extended to: ised a delay in issuing a new
	Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum	or Estimated Costs g specifications is excessive g recommended. Contract No.: contract which has expired a sent.	in total cost or	substantia	n:	Extended to:
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	Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u>	or Estimated Costs g specifications is excessive g recommended. Contract No.: contract which has expired a tent. Existing PO No.: n project has unexpected wo	in total cost or Ex Ind unforesees	substantia able circum	n: istances have cau ction, but does no	Extended to: Ised a delay in issuing a new
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Provas a On S the pi Cons	Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> vide a brief explanation i available.	or Estimated Costs g specifications is excessive g recommended. Contract No.: contract which has expired a sent. Existing PO No.: <u>n</u> project has unexpected wo identifying the conditions that perations staff discovered a leak in ever, this leak is located immediated quested confirmation of Emergency	in total cost or Ex and unforesees ork arising dur at make it nece the effluent water y adjacent to the Works, pursuant t	substantia able circum ing constru- essary to us system at the shorine inject o the Cily's P	n:	Extended to: Ised a delay in issuing a new at expand the scope. At all other supporting documentation F Plant. This water system is used in many of is required to maintain regulatory compliance. o obtain the services of a contractor to repart the
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Provas a On S Sign requ Gen	Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> vide a brief explanation i available. autrday July 16, 2011, Plant O rocess areas of the plant, how equently, Plant Operations req and watermain, in order to main matures: Departmental Dif ests that are under \$100,0 eral Manager (for ALL Pol 00 or greater and for Police	or Estimated Costs g specifications is excessive g recommended. Contract No.: contract which has expired a tent. Existing PO No.: n project has unexpected we identifying the conditions that perations staff discovered a leak in ever, this leak is located immediatel juested confirmation of Emergency' tain the addition of chlorine at the pro- rector (for Policy 11 100) OR licy 10 requests of	in total cost or Ex and unforeseed ork arising dur at make it nece the effluent water by adjacent to the Works, pursuant t lant and keep with	substantia tended fro able circum ing constru- essary to us system at the chlorine inject o the Cily's P in regulatory //A E-MAI > Directore	n: istances have cau ction, but does no te this policy. Atta Woodward Wastewat or addition point, which irchasing Policy #10, t compliance for disinfec	Extended to: Ised a delay in issuing a new at expand the scope. At all other supporting documentation F Plant. This water system is used in many of is required to maintain regulatory compliance. o obtain the services of a contractor to repart the
Provas a On S Sign requ Gen	Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> vide a brief explanation i available. aturday July 16, 2011, Plant O rocess areas of the plant, how equently, Plant Operations req ent watermain, in order to main ests that are under \$100,0 eral Manager (for ALL Pol	or Estimated Costs g specifications is excessive g recommended. Contract No.: contract which has expired a tent. Existing PO No.: n project has unexpected we identifying the conditions that perations staff discovered a leak in ever, this leak is located immediatel juested confirmation of Emergency' tain the addition of chlorine at the pro- rector (for Policy 11 100) OR licy 10 requests of	in total cost or E5 Ind unforeseed ork arising dur It make it nece the effluent water by adjacent to the Works, pursuant to thant and keep with APPROVED M Dat McKlinkow	substantia tended fro able circum ing constru- essary to us system at the chlorine inject o the Cily's P in regulatory //A E-MAI > Directore	n: istances have cau ction, but does no te this policy. Atta Woodward Wastewat or addition point, which irchasing Policy #10, t compliance for disinfec	Extended to: Ised a delay in issuing a new at expand the scope. At all other supporting documentation F Plant. This water system is used in many of is required to maintain regulatory compliance. o obtain the services of a contractor to repart the

terinanist anti-anti-film	k.	POLICY 10 - EMERGENCY REPORTING FORM
		LICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY
	Date:	2011 01 10 Hamilton
	Department/Division:	W & WW / Environment & Sustainable Infrastructure
	Reporter's Name: Phone Number:	Lindsay Reiach
		5662
	Buyer:	Donna Drozdz
	Vendor:	Smith & Loveless
	Description of Goods/S	
		ng equipment utilized by Plant Operations dget for this purchase? ☑ Yes □ No Value: \$ <u>\$95,000.00</u> ½ \$ 73,444. <sup>34</sup>
	Is there an approved b	dget for this purchase? $\Box$ Yes $\Box$ No Value: $\frac{95,000.00}{7}$ $\frac{1}{7}$ $\frac{1}{7}$ $\frac{1}{7}$
	Account Number	54720 Dept Id. / Project Id. 510320
0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
Fo	r Negotiation Policy 11	requests, select ONE of the following:
	Short Supply Goods/services are jud	ged to be in short supply due to market conditions.
<b>\</b>	Sole Source	n source for the goods/services (sole source).
	Bids Exceed Budget	
	Single Source A single source is being	recommended.
	<b>Contract Extension</b>	Extended until:
	For the extension of a dissuing a new tender/pi	ontract which has expired and unforeseeable circumstances have caused a delay in oposal document.
	Expanded Works Approved construction	Existing PO Number:
		lentifying the conditions that make it necessary to use this policy. Expand the cell if poporting documentation as available.
Plar cont Was and	nt Operations currently utilize trollers, etc. and other misc stewater Plant. Consequer	e Smith & Loveless process systems, including pumps, classifiers, grit seperators, ellaneous equipment and parts for these S&L systems, at the headworks to the Woodward tly, in order to maintain these systems it is requisite that we sole source replacement parts e OEM. Alternate manufacturers of these parts cannot be used as that would require
requ	neral Manager (Require uests <u>REGARDLESS OI</u> cy 11 requests that are s	AMOUNT and for
	proval Signature - Manag	
Ond	ce completed and prop	er approvals have been obtained, please email this form as a .xls file to

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'Purchasing Policy 10 & 11' at purchasi@hamilton.ca

Revision date: 12 November 2009

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	Ϊ.	*	POLICY 10 - EME	RGENC	Y REPOR		1		TH	
1		1	POLICY 11 - REQUEST	FOR US	E OF NEC	OTIATION I	PÓLICY	₩ <b>E</b>		
		Date:	Sept. 9, 2011					Hami	lton	
Ð		Department/Division:	Public Works - Enviror	nment &	Sustainab	le Infrastruct	ure	1 101111	10011	
1		Reporter's Name:	Peter Topalovic							
		Phone Number:	905-546-2424 x.5129							
		Buyer:	Donna Drozdz	-	•					
		Vendor:	Green Venture	,l						
		Description of Goods/S	Services Required:	······						
		Delivery of Smart Commu Living Fair and the Wear "Smart Commute Activitie	ute Hamilton community even Yellow Day School Competi Is Delivery - Fall 2011"	nts which tion for Ac	include: Bil otive Transp	ke to Work Da portation. See	y, Transp attached	ortation and document en	Healthy titled:	
		Is there an approved bu	udget for this purchase?	⊡ Yes	🗌 No	Value:	\$ \$28,0	00.00		
		Account Number	55401		Dept Id	. / Project Id.	40308	855820		
	0	Emergency Policy 10	Use explanation area b and/or services were ac	elow to c cquired ir	lescribe th Including P	ie emergenc eopleSoft re	y situatic quisition	n and how number if e	goods entered.	
	۲	Negotiation Policy 11	Complete all sections b selection, the reason fo purchase.	elow, an r requesi	d indicate ting the us	by checking e of the Neg	ONLY th otiation i	ne most app Policy for th	oropriate is	
	For	Negotiation Policy 11	requests, select ONE of	the fell	ourin a c					
		Short Supply		the lone	owing.					
~ <b>?</b> N	L		ged to be in short supply a	dua ta m						
$\bigcirc$		Sole Source	Jed to be in short supply (	aue to m	arket cond	litions.				
			n source for the goods/se	rvices (s	ole source	s)				
		Bids Exceed Budget o	r Estimated Costs							
	[₹]	Single Source	specifications is excessiv	e in totai	cost or su	ubstantially e	xceeds t	he estimate	ed cost.	
		A single source is being	recommended.							
	·····	Contract Extension	Extended unt	11:						
		For the extension of a co issuing a new tender/pro	ontract which has expired		oreseeabl	e circumstan	ces have	e caused a	delay in	
		Expanded Works 😁	Existing PO N	lumber:						
			roject has unexpected we entifying the conditions th						•	
	requi	reu. Allach all other sup	porting documentation as	s availah	e					
	i ne C	ity has a long-standing rela	tionship with Green Venture	to provid	e education	and outreach	support.	Few deliver	v	
	agona	s have the experience, know	wledge and partnership reso primental programs and initia	urces of (	Green Vent	ure that anuld	mahilima .	أربعت والمعرفة		
	onnard	commute namilion partie	i organization and contribute	es to the r	nandate of	the Transnort	stion Mon		J	
	10000	hadon, making them the ide	al droup to help build comm	unity cana	acity and im	nlement prog	amming t	that engages	the	
	1	onoourages benaviour	change to travel modes that	t are more	e sustainab	le.				Λ
L	Signa	atures: Departmental D	Director (for Policy 11		·····			•		140
	reque	ests that are under \$100,	,000) OR			JILLIA	1 51	EPHEN	all	an Catal
	REG/	ral Manager (for ALL Po ARDLESS OF AMOUNT	and for Policy 11	11	ALK	Sheri		LFREN	$\alpha$	op "
100		sts that are \$100,000 or val Signature - Manager	- · · · · · · · · · · · · · · · · · · ·	(h. h. l. h			-	Date 24	<u>19/11</u>	
			/				-	Date	PEPT. 1	4/2011
	Once Purci	completed and proper hasing Policy 10 & 11' a	approvals have been ol at purchasi@hamilton.c	btained, a. Subie	please er ect: Vend	nail this for Ior Name	m as a .)	ds file to		1

Revision date: 13 January 2010

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j		¢.			RGENCY REPORT	TING FORM	
/		NOTE for all Policy 11 being engaged and/or Compliant.		pleted, or the	purchase will be		Hamilton
m		Date:	June 21, 2011				
(مد		Department/Division:	Public Works - En	vironment and	d Sustainable Infra	astructure	
		Reporter's Name:	Mike Field/Ron Ga	allo/Hart Solor	mon		
		Phone Number:	4576/6160/4584		·····		
		Procurement Contact:	Donna Drozdz - Senio	r Procurement Sp	pecialist	¥	_
		Vendor Name:	McMaster Univers	ity - Dr. Ghan	i Razaqpur		
		Description of Goods/S	ervices Required:				
		condition assessment pro- will be utilized to establish	cedure validation shall an annual street lightir	be conducted I ng pole inspect	by destructive testing ion program (street l	and analysis of select e ighting pole asset valued	ed street lighting pole structures. The xisting street light poles. The procedure at approvimately \$20 million) and assist air and replacements needs.
		Is there an approved bi	udget for this purcha	ase?	✓ Yes 🗌 No	Value:	\$ \$80,000.00
		Account Number	55801	<u>en present</u>	<u>9491</u>	Dept Id./Project le	d. <u>4041110016</u>
	0	Emergency Policy 10	Use explanation ar acquired including				w goods and/or services were
	۲	Negotiation Policy 11	Complete all section requesting the use				appropriate selection, the reason for
	Foi	Negotiation Policy 11	requests, select O	NE of the fol	llowina:		
		Short Supply Goods/services are jud					
		Sole Source There is only one know					
		Bids Exceed Budget of The lowest bid meeting			al cost or substant	ially exceeds the estin	nated cost.
	7	Single Source A single source is being	g recommended.				
		<b>Contract Extension</b> For the extension of a c		xpired and ur			Extended to: d a delay in issuing a new
		tender/proposal docum Expanded Works	ent. Existing PO No.:	in the first	Na		
		Approved construction	<u>n</u> project has unexpe	ected work ar	ising during constr	uction, but does not e	xpand the scope.
	as a	vailable.					all other supporting documentation
	Geote (CAN mode facilit and [	echnical and Materials Enginee I/CSA S806 & S807). He is the sling techniques, damage detect ate the destructive testing of co	ering) and Chairman of tw e Canadian leading indus ction and monitoring and i poncrete poles making this es an accurate and valida	to Canadian Stan try expert in infra- innovative repair a cost-effective of ated condition ass	dards Association asso structure durability and and rehabilitation techr exercise (local transpor	ociated with the design and sustainability focusing on co nologies. McMaster Universitation of existing City of Har	ures and Earthquake Engineering; rehabilitation of concrete structures ondition assessment, materials and structures sity is the only local university with a lab to milton street lighting poles). The lab facility n assessment procedures for concrete street
	requ Gen \$5,0	atures: Departmental Dir ests that are under \$100,00 eral Manager (for ALL Pol 00 or greater and for Policy 1,000 or greater)	00) OR icy 10 requests <u>of</u>		IARY MU	DORE	
	Арр	roval Signature - Procur	ement Manager		£		
	"Pro	e completed and prop ocurementPolicy10&11 ail "Subject" line shoul	@hamilton.ca" em	ail box		his form as a .xls fi	1

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is when a commitme ordered/received. I artment/Division: orter's Name; he Number; he Number; dor Name: <u>cription of Goods/S</u> de all Labour, Equip 2950983 ere an approved b bunt Number rgency Policy 10 otiation Policy 11 otiation Policy 11 ft Supply ds/services are juo Source e is only one know Exceed Budget	POLICY 11 - 1  1 requests: All requires ant has been made to a fi not, the purchase will 2011 09 01 Public Works - ES Lindsay Relach 5862 Donna Drozdz - Senior Lancorp Electrical Services Required: ment and Materials nec budget for this purcha 55916 Use explanation ar acquired including Complete all sectio requesting the use fi requests, select O  dged to be in short su wn source for the goo	REQUEST F isite approvals a vendor, service be considered SI - Water & W or Procurement S Ltd cessary to imple ase? rea below to o PeopleSoft r ons below, ar e of the Negot	must be obtain ces have comm i Non-Compliar Wastewater O Specialist lement emerge	NEGOTIA ned before in menced/conn nt. Dperations	ATION POLI a vendor is en mpleted or goo a s pursuant to E Valu Dept Id./Pro cy situation a ntered. g ONLY the r	ngaged. ods have	3221,850.00 / 5161066713 goods and/or s	Notice of Deficiency"
is when a commitme ordered/received. I artment/Division: orter's Name; he Number; he Number; dor Name: cription of Goods/S de all Labour, Equip 2950983 ere an approved b ount Number rgency Policy 10 otlation Policy 11 otlation Policy 11 otlation Policy 11 ft Supply ds/services are juc Source e is only one know Exceed Budget lowest bid meeting	ent has been made to a If not, the purchase will 2011 09 01 Public Works - ES Lindsay Reiach 5662 Donna Drozdz - Senior Lancorp Electrical Services Required: ment and Materials neo budget for this purcha 55916 Use explanation ar acquired including Complete all sectior requesting the use I requests, select O dged to be in short su vn source for the goo	a vendor, servic be considered SI - Water & W or Procurement S Ltd cessary to imple ase? rea below to o PeopleSoft r ons below, ar e of the Negot DNE of the fo upply due to r	ces have comm I Non-Complian Wastewater O Specialist Iement emerge Ves describe the requisition nu nd indicate by tiation Policy	nenced/con nt. Dperations	Value Dept Id./Pro cy situation a ntered.	ue: \$ <u>4</u> Dject Id. <u>E</u>	Safety Authority ' 3221,850.00 5161066713 goods and/or s	Notice of Deficiency"
e: artment/Division: orter's Name: ne Number: urement Contact: dor Name: <u>cription of Goods/S</u> de all Labour, Equip 2950983 ere an approved b ount Number rgency Policy 10 otlation Policy 11 otlation Policy 11 otlation Policy 11 rt Supply ds/services are juc Source e is only one know Exceed Budget lowest bid meeting	2011 09 01 Public Works - ES Lindsay Reiach 5662 Donna Drozdz - Senior Lancorp Electrical Services Required: ment and Materials neor pudget for this purcha 55916 Use explanation ar acquired including Complete all sectior requesting the use 1 requests, select O dged to be in short su	SI - Water & W pr Procurement S Ltd cessary to imple ase? rea below to o PeopleSoft r ons below, ar e of the Negot DNE of the fo upply due to r	Vastewater O	Dperations	Value Dept Id./Pro cy situation a ntered.	ue: \$ <u></u> bject ld. <u>5</u> and how g	3221,850.00 / 5161066713 goods and/or s	ervices were
orter's Name: he Number: surement Contact: dor Name: cription of Goods/S de all Labour, Equip 2950983 are an approved b punt Number rgency Policy 10 otiation Policy 11 otiation Policy 11 rt Supply ds/services are juc Source e is only one know Exceed Budget lowest bid meeting	Public Works - ES Lindsay Reiach 5662 Donna Drozdz - Senior Lancorp Electrical Services Required: ment and Materials neo budget for this purcha 55916 Use explanation ar acquired including Complete all sectio requesting the use f requests, select O dged to be in short su	rea below to o PeopleSoft r ons below, ar ons below, ar ons below, ar	Specialist	emergenc ancy repairs No emergenc umber if en y checking for this pu	Value Dept Id./Pro cy situation a ntered.	ue: \$ <u></u> bject ld. <u>5</u> and how g	3221,850.00 / 5161066713 goods and/or s	ervices were
ne Number: aurement Contact: dor Name: cription of Goods/S de all Labour, Equip 2950983 are an approved b punt Number rgency Policy 10 otiation Policy 11 otiation Policy 11 otiation Policy 11 t Supply ds/services are juc Source e is only one know Exceed Budget lowest bid meeting	5862 Donna Drozdz - Senior Lancorp Electrical Services Required: ment and Materials neor budget for this purcha 55916 Use explanation ar acquired including Complete all sectior requesting the use 1 requests, select O dged to be in short su vn source for the goo	Ltd cessary to imple ase? rea below to o peopleSoft r ons below, ar e of the Negot DNE of the fo upply due to r	· lement emerge Ves describe the requisition nu nd indicate by tiation Policy	emergenc umber if en y checking	Vali Dept Id./Pro cy situation a ntered. g ONLY the r	ue: \$ <u></u> bject ld. <u>5</u> and how g	3221,850.00 / 5161066713 goods and/or s	ervices were
eurement Contact: dor Name: cription of Goods/S de all Labour, Equip 2950983 are an approved b punt Number rgency Policy 10 otiation Policy 11 otiation Policy 11 otiation Policy 11 t Supply ds/services are juc Source e is only one know Exceed Budget lowest bid meeting	Donna Drozdz - Senior Lancorp Electrical Services Required: ment and Materials neo budget for this purcha 55916 Use explanation ar acquired including Complete all sectio requesting the use f requests, select O dged to be in short su	Ltd cessary to imple ase? rea below to o peopleSoft r ons below, ar e of the Negot DNE of the fo upply due to r	· lement emerge Ves describe the requisition nu nd indicate by tiation Policy	emergenc umber if en y checking	Vali Dept Id./Pro cy situation a ntered. g ONLY the r	ue: \$ <u></u> bject ld. <u>5</u> and how g	3221,850.00 / 5161066713 goods and/or s	ervices were
dor Name: cription of Goods/S de all Labour, Equip 2950983 are an approved b punt Number rgency Policy 10 otlation Policy 11 otlation Policy 11 otlation Policy 11 f Supply ds/services are juc Source e is only one know Exceed Budget lowest bid meeting	Lancorp Electrical Services Required: ment and Materials neo budget for this purcha 55916 Use explanation ar acquired including Complete all sectio requesting the use 1 requests, select O dged to be in short su	Ltd cessary to imple ase? rea below to o peopleSoft r ons below, ar e of the Negot DNE of the fo upply due to r	· lement emerge Ves describe the requisition nu nd indicate by tiation Policy	emergenc umber if en y checking	Vali Dept Id./Pro cy situation a ntered. g ONLY the r	ue: \$ <u></u> bject ld. <u>5</u> and how g	3221,850.00 / 5161066713 goods and/or s	ervices were
cription of Goods/S de all Labour, Equip 2950983 are an approved b bunt Number rgency Policy 10 otlation Policy 11 otlation Policy 11 otlation Policy 11 otlation Policy 11 ds/services are juc Source e is only one know Exceed Budget lowest bid meeting	Services Required: ment and Materials neo budget for this purcha 55916 Use explanation ar acquired including Complete all sectio requesting the use f requests, select O dged to be in short su	rea below to o PeopleSoft r ons below, ar of the Negot	Yes describe the requisition nund indicate by tiation Policy	emergenc umber if en y checking for this pu	Valu Dept Id./Pro cy situation a ntered. g ONLY the r	ue: \$ <u></u> bject ld. <u>5</u> and how g	3221,850.00 / 5161066713 goods and/or s	ervices were
de all Labour, Equip 2950983 ere an approved b punt Number rgency Policy 10 otlation Policy 11 otlation Policy 11 otlation Policy 11 t Supply ds/services are juc Source e is only one know Exceed Budget lowest bid meeting	Services Required: ment and Materials neo budget for this purcha 55916 Use explanation ar acquired including Complete all sectio requesting the use f requests, select O dged to be in short su	rea below to o PeopleSoft r ons below, ar of the Negot	Yes describe the requisition nund indicate by tiation Policy	emergenc umber if en y checking for this pu	Valu Dept Id./Pro cy situation a ntered. g ONLY the r	ue: \$ <u></u> bject ld. <u>5</u> and how g	3221,850.00 / 5161066713 goods and/or s	ervices were
ount Number rgency Policy 10 otlation Policy 11 otlation Policy 11 otl	55916 Use explanation ar acquired including Complete all sectio requesting the use f requests, select O dged to be in short su	rea below to o PeopleSoft r ons below, ar of the Negot <b>DNE of the fo</b> upply due to r	describe the requisition nu nd indicate by tiation Policy bilowing:	emergenc Imber if en y checking r for this pu	Dept Id./Pro cy situation a ntered. g ONLY the r	- bject Id. <u>5</u> and how g	5161066713 goods and/or s	
ount Number rgency Policy 10 otlation Policy 11 otlation Policy 11 otl	55916 Use explanation ar acquired including Complete all sectio requesting the use f requests, select O dged to be in short su	rea below to o PeopleSoft r ons below, ar of the Negot <b>DNE of the fo</b> upply due to r	describe the requisition nu nd indicate by tiation Policy bilowing:	emergenc Imber if en y checking r for this pu	Dept Id./Pro cy situation a ntered. g ONLY the r	- bject Id. <u>5</u> and how g	5161066713 goods and/or s	
rgency Policy 10 otlation Policy 11 otlation Policy 11 rt Supply ds/services are jud Source e is only one know Exceed Budget lowest bid meeting	Use explanation ar acquired including Complete all section requesting the use I requests, select O dged to be in short su	PeopleSoft r ons below, ar of the Negol ONE of the fo upply due to r	requisition nu nd indicate by tiation Policy b <b>ilowing:</b>	emergenc umber if en y checking r for this pu	cy situation a ntered. g ONLY the r	and how g	goods and/or s	
otiation Policy 11 otiation Policy 11 ot Supply ds/services are jud Source e is only one know Exceed Budget lowest bid meeting	acquired including Complete all section requesting the use I requests, select O dged to be in short su	PeopleSoft r ons below, ar of the Negol ONE of the fo upply due to r	requisition nu nd indicate by tiation Policy b <b>ilowing:</b>	umber If en y checking r for this pu	ntered. g ONLY the r			
otiation Policy 11 t Supply ds/services are jud Source e is only one know Exceed Budget lowest bid meeting	requesting the use I requests, select O dged to be in short su vn source for the good	e of the Negot DNE of the fo upply due to r	tiation Policy	for this pu		nost app	ropriate select	ion, the reason for
rt Supply ds/services are jud Source e is only one know Exceed Budget lowest bid meeting	dged to be in short su	upply due to r		tions				
rt Supply ds/services are jud Source e is only one know Exceed Budget lowest bid meeting	dged to be in short su	upply due to r		tions				
ds/services are jud Source e is only one know Exceed Budget lowest bid meeting	vn source for the goo		market condil	tione				
e is only one know Exceed Budget lowest bid meeting								
Exceed Budget								
lowest bid meeting	or Estimated Costs		(sole source)	ł.				
le Source	g specifications is exc		tal cost or sub	bstantially	exceeds the	estimate	ed cost.	
gle source is bein	a recommended							
tract Extension	Contract No.:		Exten	ded from:		· 1	Extended to:	
he extension of a er/proposal docum	contract which has e	expired and u			ances have o			ng a new
a <mark>nded Works</mark> oved <u>constructio</u>	Existing PO No.: n project has unexpe	ected work ar	rising during o	constructio	on, but does	not expa	and the scope.	
brief explanation	identifying the condit	tions that mal	ke it necessa	ary to use I	this policy. A	Attach all	other supporti	ng documentation
VKing CSO tank. The of Emergency Works, ctrical service to this fa	notification, Item (c) Corre pursuant to the City's Pure cility, and to meet the time	ect the defects lis chasing Policy #	sted below no late 10, to investigate	ter than Febru e and repair/i	uary 01, 2010. I replace the defe	Plant maint ects as per	enance has previo the Notice of Defic	usly requesting iency in order to
at are under \$100,0 anager (for ALL Po	000) OR Ilcy 10 requests <u>of</u>	AP	PROVED VI/ Dan McKinnon - D	IA E-MAIL Director,	ski, Ad	ting	Date	
- ,	rement Manager	l	in the	Ľ.	V.		Date	9/14/4
-		G. Davis	1 44	Public	Works.			1
	le. , 2010 Plant Operatic King CSO tank. The of Emergency Works, trical service to this fa- order to process the i . Departmental Di at are under \$100,0 anager (for ALL Po reater and for Polic r greater) Signature - Procu	le. , 2010 Plant Operations received a "Notice of C King CSO tank. The notification, tiem (c) Corre of Emergency Works, pursuant to the City's Pur trical service to this facility, and to meet the time order to process the invoice. : Departmental Director (for Policy 11 at are under \$100,000) OR unager (for ALL Policy 10 requests of reater and for Policy 11 requests that are r greater) Signature - Procurement Manager	Ie. , 2010 Plant Operations received a "Notice of Deficiency" (#126 King CSO tank. The notification, Item (c) Correct the defects in of Emergency Works, pursuant to the City's Purchasing Policy & trical service to this facility, and to meet the time requirement in order to process the invoice. : Departmental Director (for Policy 11 at are under \$100,000) OR Inager (for ALL Policy 10 requests of reator and for Policy 11 requests that are r greater) Signature - Procurement Manager	Ie. a, 2010 Plant Operations received a "Notice of Deficiency" (#12950983) from the King CSO tank. The notification, item (c) Correct the defects listed below no lat of Emergency Works, pursuant to the City's Purchasing Policy #10, to investigate trical service to this facility, and to meet the time requirement imposed by the Ac- order to process the invoice. : Departmental Director (for Policy 11 at are under \$100,000) OR mager (for ALL Policy 10 requests that are r greater) Signature - Procurement Manager	Ide.  A 2010 Plant Operations received a "Notice of Deficiency" (#12950983) from the Electrical St.  King CSO tank. The notification, Itém (c) Correct the defects listed below no later than Febr of Emergency Works, pursuant to the City's Purchasing Policy #10, to investigate and repair  trical service to this facility, and to meet the time requirement imposed by the Authority. The order to process the invoice.  Departmental Director (for Policy 11 at are under \$100,000) OR  mager (for ALL Policy 10 requests that are r greater)  Signature - Procurement Manager	Ide.  A 2010 Plant Operations received a "Notice of Deficiency" (#12950983) from the Electrical Safety Authority in King CSO tank. The notification, Item (c) Correct the defects listed below no tater than February 01, 2010.  S Conserved the City's Purchasing Policy #10, to investigate and repair/replace the defects listed below no tater than February 01, 2010.  Departmental Director (for Policy 11 at are under \$100,000) OR unager (for ALL Policy 10 requests of reater and for Policy 11 requests that are r greater)  Signature - Procurement Manager	Ie. , 2010 Plant Operations received a "Notice of Deficiency" (#12950983) from the Electrical Safety Authority regarding th King CSO tank. The notification, item (c) Correct the defects listed below no later than February 01, 2010. Plant maint of Emergency Works, pursuant to the City's Purchasing Policy #10, to investigate and repair/replace the defects as per trical service to this facility, and to meet the time requirement imposed by the Authority. The work is now complete and order to process the invoice. : Departmental Director (for Policy 11 at are under \$100,000) OR unager (for ALL Policy 10 requests that are r greater) Signature - Procurement Manager	2010 Plant Operations received a "Notice of Deficiency" (#12950983) from the Electrical Safety Authority regarding the electrical service (King CSO tank. The notification, Item (c) Correct the defects listed below no later than February 01, 2010. Plant maintenance has previo of Emergency Works, pursuant to the City's Purchasing Policy #10, to investigate and repair/replace the defects as per the Notice of Defic trical service to this facility, and to meet the time requirement imposed by the Authority. The work is now complete and Plant Operations i order to process the invoice.  Departmental Director (for Policy 11 at are under \$100,000) OR unager (for ALL Policy 10 requests of reater and for Policy 11 requests that are r greater)  Signature - Procurement Manager

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		PC	POLICY 10 - EMERGENCY REPORTING FORM DLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY
		Date:	October 11, 2011 Hamilton
1		Department/Division:	Police
L)		Reporter's Name:	Dan Bowman
		Phone Number:	905-546-4731
		Buyer:	Doris Ciardullo
		Vendor:	CHUBB SECURITY
		Description of Goods/S	
		Relocate existing door ac control box	cess, supply and install electric strike and reader for action door and supply an additional
		Is there an approved bu	udget for this purchase?  (Yes No Value: \$ <u>\$5,979.09</u> + 687.87
		Account Number	54401 Dept Id. / Project Id. <u>376600</u>
		Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
	۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
	Foi	r Negotiation Policy 11	requests, select ONE of the following:
		Short Supply Goods/services are jud	ged to be in short supply due to market conditions.
$\bigcirc$	7	Sole Source	n source for the goods/services (sole source).
		Bids Exceed Budget of The lowest bid meeting	or Estimated Costs specifications is excessive in total cost or substantially exceeds the estimated cost.
		Single Source A single source is being	y recommended.
		<b>Contract Extension</b>	Extended until:
		For the extension of a c issuing a new tender/pr	contract which has expired and unforeseeable circumstances have caused a delay in oposal document.
		Expanded Works Approved construction	Existing PO Number:
I	requ	uired. Attach all other su	dentifying the conditions that make it necessary to use this policy. Expand the cell if apporting documentation as available.
	serv	ice, parts and cards. This	is an add on to the existing facilities access system.
	requ	neral Manager (Required Lests <u>REGARDLESS OF</u> cy 11 requests that are \$	AMOUNT and for
		proval Signature - Manag	
		•	l l
(			er approvals have been obtained, please email this form as a .xls file to I' at purchasi@hamilton.ca

Revision date: 12 November 2009

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: "		POLICY 11 - F	REQUEST FO	GENCY REPORT	TIATION POLICY	
	NOTE for all Policy 11 being engaged and/or Compliant.	I requests: All requi any work being comp	isite approval pleted, or the	ls must be obtained purchase will be c	d prior to a vendor onsidered Non-	Hamilton
)	Date:	September 15, 201				
	Department/Division:	HECFI - Operation	S			NON COMPLIANT
	Reporter's Name:	Brad Calder				HOH COMPLETING
	Phone Number:	905 546 4066		······		
	Procurement Contact:	Doris Ciardullo - Senior	Procurement Sp	pecialist	•	
	Vendor Name:	Vertigo Research L	aboratories L	_td.		
	Description of Goods/S	Services Required:				
	Annual Inspection load tes					
	Is there an approved be	• · ·		🗹 Yes 🗌 No		5,315.00
	Account Number	372441, 372442 ar	nd 372443	3 No. 2 No. 2 No.	Dept Id./Project Id. 5	3058
0	Emergency Policy 10	Use explanation are acquired including	ea below to d PeopleSoft re	lescribe the emerg equisition number i	ency situation and how <u>c</u> f entered.	goods and/or services were
۲	Negotiation Policy 11	Complete all sectio requesting the use				ropriate selection, the reason for
Fo	r Negotiation Policy 11	requests, select O	NE of the fol	lowing:		
		10440000,001001 01		ioning.		
	Goods/services are jud	aed to be in short su	inply due to m	narket conditions		
	Sole Source					
	There is only one know	-	ds/services (s	sole source).		
	Bids Exceed Budget of The lowest bid meeting		essive in tota	al cost or substanti	ally exceeds the estimate	ed cost.
•	Single Source A single source is being	g recommended.				
L	Contract Extension For the extension of a c tender/proposal docum		pired and un		m: I nstances have caused a	Extended to: delay in issuing a new
	Expanded Works Approved <u>construction</u>	Existing PO No.: n project has unexpe	cted work ari	sing during constru	uction, but does not expa	and the scope.
as a	available.					other supporting documentation
were						ite, additional labour and service charges to \$5,315.00 + HST necessitating a
requ Gen <u>\$5,0</u>	natures: Departmental Din lests that are under \$100,0 eral Manager (for ALL Pol <u>00 or greater</u> and for Polic 0,000 or greater)	00) OR icy 10 requests <u>of</u>	Brad Calder,	, Director of Opera	tions, HECFI	Date <u>2011, Sept. 15</u>
Арр	roval Signature - Procur	ement Manager				Date 007.17 2011
"Pr	ce completed and prop ocurementPolicy10&11 ail "Subject" line shou	@hamilton.ca" em	ail box		nis form as a .xls file t	o the

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Revision date: May 26, 2011

	PC	POLICY 10 - EMERGENCY REPO DLICY 11 - REQUEST FOR USE OF N	ORTING FORM EGOTIATION POL	CY
	Date:	September 29, 2011		Hamilton
	Department/Division:	Public Works /Operations & Waste M	lanagement/Roads	-
	Reporter's Name:	Bob Paul		
	Phone Number:	7641		NON COMPLIANT
	Buyer:	Iris Tesch 💌		
	Vendor:	Waste Management		
	Description of Goods/S	ervices Required:		-
	Removal and disposal of r Road Yard for a number y	oadside debris and illegal dumped bulk mat ears.	terial that has been ac	cumulating at the Brock
	Is there an approved bu	ldget for this purchase? ☑ Yes ☐ N	No Value: \$	\$6,145.30
	Account Number	55916 De	pt Id. / Project Id.	427900
0	Emergency Polícy 10	Use explanation area below to descril and/or services were acquired includi		
۲ ا	Negotiation Policy 11	Complete all sections below, and indi- selection, the reason for requesting th purchase.	icate by checking O ne use of the Negot	NLY the most appropriate iation Policy for this
Foi	r Negotiation Policy 11	requests, select ONE of the following	g:	
	Short Supply Goods/services are jud	ged to be in short supply due to market	conditions.	
	Sole Source			
		n source for the goods/services (sole so	ource).	
	Bids Exceed Budget of The lowest bid meeting	r Estimated Costs specifications is excessive in total cost	t or substantially ex	ceeds the estimated cost.
4	Single Source A single source is being	recommended.		
	<b>Contract Extension</b> For the extension of a c issuing a new tender/pr	Extended until: ontract which has expired and unforese oposal document.	eeable circumstanc	es have caused a delay in
	Expanded Works	Existing PO Number:		
	Approved construction	project has unexpected work arising du	iring construction, d	oes not expand the scope.
Prov	vide a brief explanation i	dentifying the conditions that make it ne	ecessary to use this	policy. Expand the cell if
real		pporting documentation as available. Brock Road Yard for the new culvert comp	ound it was posses	to remove the large
		I roadside dumping material that had been	collected and stockpi	ed at the Yard over a
ln or amo	and of roug door to and mogi	I being disposed of was not consistent in m	ass or weight (wood,	household furniture,
In or amo num	ber of years. As the materia	in adjuncte the contract of the constant of the stars		
In or amo num gara plan	ber of years. As the materia ge etc.) it was very difficult ning estimates were unders	to estimate the weight of the material being tated. Actual weights and their associated t	tipping and environme	ental fees exceeded the
In or amo num gara plan quoa	ber of years. As the materia ge etc.) it was very difficult ning estimates were unders ation limit. As this was a one	to estimate the weight of the material being tated. Actual weights and their associated t a time only exercise for the creation of the re	tipping and environme	ental fees exceeded the
In or amo num gara plan quoa for s	ber of years. As the materia ge etc.) it was very difficult ning estimates were unders ation limit. As this was a one such a large disposal operat	to estimate the weight of the material being tated. Actual weights and their associated t a time only exercise for the creation of the re- tion in the future.	tipping and environme	ental fees exceeded the
In or amo num gara plan quoa for s <b>Sig</b> i	ber of years. As the materia ge etc.) it was very difficult ning estimates were unders ation limit. As this was a one such a large disposal operat natures: Departmental	to estimate the weight of the material being tated. Actual weights and their associated to time only exercise for the creation of the re- ion in the future.	tipping and environme	ental fees exceeded the
In or amo num gara plan quoa for s <b>Sig</b> i requ	ber of years. As the materia ge etc.) it was very difficult ning estimates were unders ation limit. As this was a one such a large disposal operat	to estimate the weight of the material being tated. Actual weights and their associated to time only exercise for the creation of the re- ion in the future. <b>Director</b> (for Policy-11 0,000) OR	tipping and environme	ental fees exceeded the
In or amo num gara plan quoa for s Sigi requ Gen REC	ber of years. As the materia ge etc.) it was very difficult ning estimates were unders ation limit. As this was a one such a large disposal operat natures: Departmental uests that are under \$10 neral Manager (for ALL BARDLESS OF AMOUN	to estimate the weight of the material being tated. Actual weights and their associated to time only exercise for the creation of the re- tion in the future. Director (for Policy-11 0,000) OR Policy 10 requests <u>T</u> and for Policy 11 BRY	tipping and environme	ental fees exceeded the e do not foresee the need
In or amo num gara plan quoa for s Sigi requ Gen REC	ber of years. As the materia ge etc.) it was very difficult ning estimates were unders ation limit. As this was a one such a large disposal operat natures: Departmental uests that are under \$10 neral Manager (for ALL	to estimate the weight of the material being tated. Actual weights and their associated to time only exercise for the creation of the re- tion in the future. Director (for Policy-11 0,000) OR Policy 10 requests <u>T</u> and for Policy 11 BRY	tipping and environme	ental fees exceeded the

'Purchasing Policy 10 & 11' at purchasi@hamilton.ca. Subject: Vendor Name

Revision date: 13 January 2010

	<u>NOTE for all Policy 1</u> being engaged and/or Compliant.	POLICY 11 - R 1 requests: All requise any work being comp		OF NEGOT be obtained p se will be cor	ATION POLICY prior to a vendor	Hamilton
1	Date:	August 19, 2011				
	Department/Division:	Community Service	s / Recreation			- NON COMPLIANT
	Reporter's Name:	Peter Paweska				CONTRACTION I
	Phone Number:	905 546-2424 Ext; 7	7043			
	Procurement Contact:	Doris Ciardullo - Senior	Procurement Specialist		▼	
	Vendor Name:	Stoney Creek Weld	ing LTD.			
	Description of Goods/S					
	Services to perform variou					
	Is there an approved b	udget for this purchas	se? 🗸 Yes	🗌 No	Value:	\$ \$25,000.00
	Account Number	54915	Stational Sciences		Dept Id./Project l	d. <u>792-various de la companya de la company</u>
0	Emergency Policy 10	Use explanation are acquired including F				w goods and/or services were
۲	Negotiation Policy 11	Complete all section requesting the use of				appropriate selection, the reason for
Fo	r Negotiation Policy 11 Short Supply	•	-			
	Goods/services are juc Sole Source	lged to be in short su	oply due to market c	onditions.		
	There is only one know	vn source for the good	ds/services (sole sou	ırce).		
	Bids Exceed Budget		essive in total cost c	r substantiall	y exceeds the estir	nated cost.
7	Single Source A single source is bein	g recommended.				
	tender/proposal docum	contract which has ex nent.				Extended to: d a delay in issuing a new
	Expanded Works Approved <u>constructio</u>		cted work arising du	rina construc	tion but does not a	avand the scope
			-	-		all other supporting documentation
and						the required work is for metal seating repairs the required repairs where services of a
requ Gen <u>\$5,0</u>	natures: Departmental Di lests that are under \$100,0 leral Manager (for ALL Po <u>100 or greater</u> and for Polic 0,000 or greater)	000) OR licy 10 requests <u>of</u>	VICKI	Kloor>	COX.	DCT.52011 
Арр	proval Signature - Procu	rement Manager				Date 0(1.26/2011
	ce completed and prop ocurementPolicy10&1			se email thi	s form as a .xls fi	le to the

Email "Subject" line should include the actual Vendor's Name

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Revision date: May 26, 2011

			EMERGENCY REPOR EST FOR USE OF NEG		
	This is when a commitme	<u>1 requests</u> : All requisite appr ent has been made to a vendor, f not, the purchase will be consi	services have commence		Hamilton
and I	Date:				
	Department/Division:	Community Services / Rec	creation Division		NON COMPLIANT
	Reporter's Name: Phone Number:	Peter Paweska			
	Phone Number:	Ext: 7043			
	Procurement Contact:	Doris Clardullo - Senior Procure	ment Specialist	▼	
	Vendor Name:	DENCO RESTORATION			
	Description of Goods/S				
	Division.	nte and caulking repairs to build	ing waiis, waik ways, cen	ient paus, noors, steps etc. a	
	Is there an approved b	oudget for this purchase?	🗹 Yes 🗌 No	Value: \$	\$20,000.00
	Account Number	<u>54401</u>	а. <sub>А.</sub>	Dept Id./Project Id.	792-Various and the first free states and the second second second second second second second second second s
0	Emergency Policy 10	Use explanation area belo acquired including People			goods and/or services were
۲	Negotiation Policy 11	Complete all sections belo requesting the use of the t			propriate selection, the reason for
_	Short Supply Goods/services are jud Sole Source	I requests, select ONE of t dged to be in short supply du vn source for the goods/serv	ue to market conditions		
		or Estimated Costs g specifications is excessive	in total cost or substar	ntially exceeds the estimation	ed cost.
$\checkmark$	Single Source A single source is bein	g recommended.			
	tender/proposal docum Expanded Works	Existing PO No.:	and unforeseeable circ	umstances have caused a	
		n project has unexpected w identifying the conditions that			and the scope. I other supporting documentation
lt wa have	as revealed that some very exte e been utilizing the repair servic		ontractor that has preveiously	provided the required service in	season. Recreation Divison Facilities the past. Request that approval be given
req Gei \$5,	natures: Departmental Di uests that are under \$100, neral Manager (for ALL Po <u>000 or greater</u> and for Polic 0,000 or greater)	000) OR licy 10 requests <u>of</u>	IICKI WO	ODCOX	Date OCT. 5 2011 Date OCT 26/201
Ap	proval Signature - Procu	rement Manager			Date <u>UCT 26/2</u> 01
"Pi	rocurementPolicy10&1	ber approvals have been o 1@hamilton.ca" email box Ild include the actual Vend	(	this form as a .xls file	to the
	-				Revision date: July 4, 2011

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	Date:	September 30, 2011 Hamilton
	Department/Division:	Hamilton Police Service
	Reporter's Name:	Ross Memmolo
	Phone Number:	546-4766
	Buyer:	Doris Ciardullo
	Vendor:	ESRI Canada Ltd
	Description of Goods/S	
	To develop a migration st	trategy that will move the Service from a product that is no longer supported.
	1	
	Is there an approved b	udget for this purchase?
	Account Number	54705 Dept Id. / Project Id. 376659
)	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
)	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
or	Negotiation Policy 11	requests, select ONE of the following:
]	Short Supply	
	-	lged to be in short supply due to market conditions.
]	Sole Source	
]	Sole Source There is only one know	In source for the goods/services (sole source).
]	Sole Source There is only one know Bids Exceed Budget	In source for the goods/services (sole source).
]	Sole Source There is only one know Bids Exceed Budget	on source for the goods/services (sole source). or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost.
]	Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is being Contract Extension	In source for the goods/services (sole source). or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost. g recommended. Extended until:
]	Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is being Contract Extension	In source for the goods/services (sole source). or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost. g recommended. Extended until: contract which has expired and unforeseeable circumstances have caused a delay in
]	Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a d issuing a new tender/pt Expanded Works	In source for the goods/services (sole source).  or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost.  g recommended.  Extended until:  contract which has expired and unforeseeable circumstances have caused a delay in roposal document.  Existing PO Number:
	Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a d issuing a new tender/pt Expanded Works	In source for the goods/services (sole source). or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost. g recommended. Extended until: contract which has expired and unforeseeable circumstances have caused a delay in roposal document.
	Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a d issuing a new tender/pt Expanded Works Approved construction ide a brief explanation i	In source for the goods/services (sole source).  or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost.  g recommended.  Extended until:  contract which has expired and unforeseeable circumstances have caused a delay in roposal document.  Existing PO Number:  project has unexpected work arising during construction, does not expand the scope.  identifying the conditions that make it necessary to use this policy. Expand the cell if
] ] ]	Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a d issuing a new tender/pt Expanded Works Approved construction ide a brief explanation i ired. Attach all other su	An source for the goods/services (sole source).     or Estimated Costs     g specifications is excessive in total cost or substantially exceeds the estimated cost.     g recommended.         Extended until:         contract which has expired and unforeseeable circumstances have caused a delay in     roposal document.         Existing PO Number:         project has unexpected work arising during construction, does not expand the scope.     identifying the conditions that make it necessary to use this policy. Expand the cell if     upporting documentation as available.
] ] ] ] 200 itw	Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of issuing a new tender/pr Expanded Works Approved construction ide a brief explanation i ired. Attach all other su 05, Hamilton Police Servi- are platform. This softwar	In source for the goods/services (sole source). or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost. g recommended. Extended until:
] ] ] 200 ftw	Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of issuing a new tender/pr Expanded Works Approved construction ide a brief explanation i ired. Attach all other su 05, Hamilton Police Servi- are platform. This softwar spatial representations of	In source for the goods/services (sole source). or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost. g recommended. Extended until: contract which has expired and unforeseeable circumstances have caused a delay in roposal document. Existing PO Number: project has unexpected work arising during construction, does not expand the scope. identifying the conditions that make it necessary to use this policy. Expand the cell if upporting documentation as available. ce (HPS) implemented Beat Tracker, an ArcIMS application that is built on the ESRI
] ] [] [] [] [] [] [] [] [] [] [] [] []	Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of issuing a new tender/pr Expanded Works Approved construction ide a brief explanation i ired. Attach all other su 05, Hamilton Police Servi- are platform. This softwar spatial representations of orted by ESRI Canada. Th product Beat Tracker, the	In source for the goods/services (sole source). or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost. g recommended. Extended until: Contract which has expired and unforeseeable circumstances have caused a delay in roposal document. Existing PO Number: Existing PO Number: project has unexpected work arising during construction, does not expand the scope. identifying the conditions that make it necessary to use this policy. Expand the cell if upporting documentation as available. ce (HPS) implemented Beat Tracker, an ArcIMS application that is built on the ESRI re enables crime analysts, front line police offices and the various levels of command to calls for service. The product ArcIMS has now reached its end-of-life and will no longer be
] ] [] [] [] [] [] [] [] [] [] [] [] []	Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of issuing a new tender/pr Expanded Works Approved construction ide a brief explanation i ired. Attach all other su 05, Hamilton Police Servi- are platform. This softwar spatial representations of orted by ESRI Canada. Th	In source for the goods/services (sole source). In the good of the goods/services (sole source). In the good of
] ] [] [] [] [] [] [] [] [] [] [] [] []	Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of issuing a new tender/pr Expanded Works Approved construction ide a brief explanation i ired. Attach all other su 05, Hamilton Police Servit are platform. This softwar spatial representations of orted by ESRI Canada. Th product Beat Tracker, the IS.	In source for the goods/services (sole source). In the good of the goods/services (sole source). In the good of
j j j v ui 200 tw spial G	Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of issuing a new tender/pr Expanded Works Approved construction ide a brief explanation i ired. Attach all other su 05, Hamilton Police Servi- are platform. This softwar spatial representations of orted by ESRI Canada. Th product Beat Tracker, the	An source for the goods/services (sole source). or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost. g recommended. Extended until:

Revision date: 12 November 2009

		POLICY 11 - REQUES	MERGENCY REPORT	DTIATION POLICY	Hamilton
6	This is when a commitme	<u>1 requests</u> : All requisite appro ent has been made to a vendor, s f not, the purchase will be consid	ervices have commenced	/completed or goods have	
$\bigcirc$	Date:	16 August 2011			-
	Department/Division:	Emergency Services - EMS	8		-
	Reporter's Name: Phone Number:	Glenn Weylie 905-961-9125			-
	Procurement Contact:		ent Specialist		-
	Vendor Name:				
	Description of Goods/S	Keymaster		· · · · · · · · · · · · · · · · · · ·	
		s already provided for in Contract	C10-01-11, Section B: In	stallation of electronic doc	r strikes, additional installations are
	ls there an approved b	udget for this purchase?	✓ Yes 🗌 No	Value: \$	\$8,000.00 1/ \$ 3,91
	Account Number	54556		Dept Id./Project Id.	7640951900
0	Emergency Policy 10	Use explanation area belov acquired including PeopleS			goods and/or services were
۲	Negotiation Policy 11	Complete all sections below requesting the use of the N			propriate selection, the reason for
		vn source for the goods/servi or Estimated Costs	ces (sole source).		
	The lowest bid meeting Single Source	g specifications is excessive i	n total cost or substanti	ally exceeds the estima	ated cost.
	The lowest bid meeting Single Source A single source is bein Contract Extension	g recommended. Contract No.: contract which has expired a	Extended fro	om:	Extended to:
	The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum Expanded Works	g recommended. Contract No.: contract which has expired a	Extended from the second secon	om: mstances have caused	Extended to: a delay in issuing a new
Pro	The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum Expanded Works Approved <u>constructio</u>	g recommended. Contract No.: contract which has expired an nent. Existing PO No.: <u>n</u> project has unexpected wo	Extended from the second secon	om: mstances have caused uction, but does not ex	Extended to: a delay in issuing a new
Pro as a Addi reco Tenc	The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum Expanded Works Approved <u>constructio</u> vide a brief explanation available. tional services are needed to n mmended that these additiona fer process and the vendor has matures: Departmental Di	g recommended. Contract No.: contract which has expired an nent. Existing PO No.: <u>n</u> project has unexpected wo identifying the conditions that neet the minimum requirements of th I services are supplied by the vendor s already familiarized themselves with irector (for Policy 11	Extended fro nd unforeseeable circui ork arising during constr t make it necessary to u te Ministry of Health to ensure for Contract C10-01-11, Sect	mstances have caused uction, but does not ex use this policy. Attach a security of drugs and equipn tion B, as competitive prices h	Extended to: a delay in issuing a new pand the scope. all other supporting documentation nent in EMS facilities. It is being had been sought through a Request for
Pro as a Addi reco Tenc Sigu requ Gen \$5.0	The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum Expanded Works Approved <u>constructio</u> vide a brief explanation <u>available</u> . Itonal services are needed to n meended that these additional der process and the vendor has	g recommended. Contract No.: contract which has expired an nent. Existing PO No.: <u>n</u> project has unexpected wo identifying the conditions that neet the minimum requirements of the l services are supplied by the vendor s already familiarized themselves with rector (for Policy 11 D00) OR licy 10 requests <u>of</u>	Extended from Ind unforeseeable circuit with arising during constru- tion to the the construction of the construction for Contract C10-01-11, Sect to the installation requirements	mstances have caused uction, but does not ex use this policy. Attach a security of drugs and equipn tion B, as competitive prices h	Extended to: a delay in issuing a new pand the scope. all other supporting documentation nent in EMS facilities. It is being had been sought through a Request for

	Data	POLICY 11 - REQUEST FO	GENCY REPORTING FORM R USE OF NEGOTIATION POLICY	
	Date: Department/Division:	September 27, 2011	acto Managamant	Hamilton
	Reporter's Name:	Public Works/Operations and Wa Blair Smith		
	Phone Number:	4622		NON COMPLIANT
	Procurement Contact:	Adriana Byrne - Senior Procurement Spe	ecialist 🔻	
	Vendor Name:	DeFeo's Welding and Fabricating	 _	
	Description of Goods/S	ervices Required:		
	added to the pilot project	through PED05172 on February 1, 201	he addition of the Dundas BIA for the Informatio 11. nd Alone Kiosk by Manufactuer to ensure warra	
	Is there an approved be	udget for this purchase?	Yes □ No Value: \$ <u>\$</u>	18,000.00
	Account Number	59214	Dept Id./Project Id. 4	240503507
0	Emergency Policy 10	Use explanation area below to de acquired including PeopleSoft rec	escribe the emergency situation and how go quisition number if entered.	ods and/or services were
	Negotiation Policy 11	Complete all sections below, and requesting the use of the Negotia	indicate by checking ONLY the most appro tion Policy for this purchase.	priate selection, the reason for
Fo	r Negotiation Policy 11	requests, select ONE of the folio	wina:	
	Short Supply			
-		ged to be in short supply due to ma	arket conditions.	
	Sole Source			
		n source for the goods/services (so	le source).	
لـــا	Bids Exceed Budget of The lowest bid meeting		cost or substantially exceeds the estimated	cost.
$\checkmark$	Single Source			
	A single source is being		market and frames	
			Extended from: Extended from: Extended a d	elay in issuing a new
	tender/proposal docum			
	Expanded Works Approved construction	Existing PO No.: project has unexpected work arising	g during construction, does not expand the	scope
Dro				
	available.	tentifying the conditions that make	it necessary to use this policy. Attach all of	ther supporting documentation
(a) T (b) T	That staff be directed to include	Pllot Program PED05172(I) (Wards 1 and2 Dundas in the Kiosk Pllot Program.	:) be received.	
Inclu	ude cost of Manufacturer to com	plete instalaliion to ensure Warranty.		
L				
	natures: Departmental Di Jests that are under \$100,0 neral Manager (for ALL Pol GARDLESS OF AMOUNT a	00) OR icy 10 requests	L.	Solzglt
Gen <u>REC</u>	uests that are \$100,000 or g			Date
Gen <u>REC</u> requ		reater) ADUm		Date Date Date261
Gen <u>REG</u> requ App Onc	uests that are \$100,000 or o proval Signature - Procure ce completed and prope	erreater) Strong	, please email this form as a .xls file to	Date 0CT.24 20
Gen <u>REG</u> requ App Onc	uests that are \$100,000 or o proval Signature - Procure ce completed and prope ocurementPolicy10&11	ement Manager		Date 0CT.24 20

	PC Date:	Jan 6, 2011 Hamilton
	Department/Division:	Public Works/Environment & Sustainable Infrastructure
	Reporter's Name:	Susan Jacob
	Phone Number:	905 526 2424 Ext 2621
	Buyer:	Donna Drozdz
	Vendor:	Horizon Utilities Corporation
	Description of Goods/S	
		Horizon Utility Plants to accommodate road widenings, conflicts to underground ired for various Capital Projects.
	Is there an approved bu	udget for this purchase?  Yes No Value: \$ <u>\$99,000.00</u>
	Account Number	Various
0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
Foi	Negotiation Policy 11	requests, select ONE of the following:
	Short Supply Goods/services are jud	ged to be in short supply due to market conditions.
1	Sole Source	n source for the goods/services (sole source).
	Bids Exceed Budget of The lowest bid meeting	or Estimated Costs specifications is excessive in total cost or substantially exceeds the estimated cost.
	Single Source A single source is being	g recommended.
	Contract Extension	Extended until:
	Expanded Works Approved construction	Existing PO Number:
	vide a brief explanation i	dentifying the conditions that make it necessary to use this policy. Expand the cell if
	lired Attach all other au	pporting documentation as available.
equ This he s	is to request permission to sole vendor who will be able	o negotiate with the utility company the cost for relocation of their plant. Horizon Ultilities is e to do their relocations. Cost share agreements in place are used as a basis to determine o the utility agency. This is the general sole source request for the year 2011.
requ This the s the a Sigi	is to request permission to sole vendor who will be able	e to do their relocations. Cost share agreements in place are used as a basis to determine o the utility agency. This is the general sole source request for the year 2011.

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Once completed and proper approvals have been obtained, please email this form as a .xls file to 'Purchasing Policy 10 & 11' at purchasi@hamilton.ca

	PC	POLICY 10 - EMERGENCY REPORTING FORM
Date:		October 21 2011 Hamilton
Departme	ent/Division:	Hamilton Police Service
Reporter's		Ross Memmolo
Phone Nu		546-4766
Buyer:		Doris Ciardullo 💌
Vendor:		Telecom Computers
		Services Required:
Purchase r	new HP laptops	s and desktops as per the Police standard.
Is there a	n approved b	udget for this purchase?  I Yes  No Value: \$ \$16,000.00
Account N	Number	53415 conservation to the Dept Id. / Project Id. <u>376659</u>
O Emergend	cy Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
Negotiation	on Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
For Negotiati	ion Policy 11	requests, select ONE of the following:
Short Su		t.
	-	lged to be in short supply due to market conditions.
Sole Sou		
		n source for the goods/services (sole source).
		or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost.
Single So		a recommended
		g recommended.
For the ex		Extended until: contract which has expired and unforeseeable circumstances have caused a delay in roposal document.
Expanded		Existing PO Number:
		project has unexpected work arising during construction, does not expand the scope.
		identifying the conditions that make it necessary to use this policy. Expand the cell if
required. Attact It has been seven not ordering new process and sec System. Unfortu awarded to purc order we would Computers and notebooks(via g include Assistan	ch all other su en months since v computers wa condly, the new unately HPS ca chase new com like to proceed HP where they rant money for th Finance Man	upporting documentation as available. e HPS has replaced or purchased any new computers for the organization. The reason for as twofold. Firstly, HPS wanted to wait until the City completed their desktop/laptop tender (O/S (Windows 7) is not compatible with our current version of our Records Management annot wait any longer as new hires have been announced and grant money has been puters. As it stands, HPS will continue to maintain an HP environment. For this one time with a special request to purchase the necessary computers and deal directly with Telecom to will honour the pricing awarded via the City tender process. In total we require, 2 Human Trafficking Unit and Command Van) and 8 desktops to support new hires which ager, IT Coordinator, DBA/Programmer Analyst, Enterprise Manager, Labour Relations, yourt staff and a unit for the Accident Reconstruction unit.
required. Attac It has been seven not ordering new process and sec System. Unfortu awarded to purc order we would Computers and notebooks(via g include Assistan Procurement Sp General Mana requests <u>REG</u> .	ch all other su en months since v computers wa condly, the new unately HPS ca shase new com like to proceed HP where they rant money for nt Finance Man becialist, new C ager (Require ARDLESS O	upporting documentation as available. e HPS has replaced or purchased any new computers for the organization. The reason for as twofold. Firstly, HPS wanted to wait until the City completed their desktop/laptop tender (O/S (Windows 7) is not compatible with our current version of our Records Management annot wait any longer as new hires have been announced and grant money has been puters. As it stands, HPS will continue to maintain an HP environment. For this one time with a special request to purchase the necessary computers and deal directly with Telecom to will honour the pricing awarded via the City tender process. In total we require, 2 Human Trafficking Unit and Command Van) and 8 desktops to support new hires which ager, IT Coordinator, DBA/Programmer Analyst, Enterprise Manager, Labour Relations, yourt staff and a unit for the Accident Reconstruction unit.
required. Attac It has been seven not ordering new process and sec System. Unfortu awarded to purc order we would Computers and notebooks(via g include Assistan Procurement Sp General Mana requests <u>REG</u> .	ch all other su en months since v computers wa condly, the new unately HPS ca shase new com like to proceed HP where they rant money for nt Finance Man becialist, new C ager (Require ARDLESS O	upporting documentation as available.         e HPS has replaced or purchased any new computers for the organization. The reason for as twofold. Firstly, HPS wanted to wait until the City completed their desktop/laptop tender (O/S (Windows 7) is not compatible with our current version of our Records Management annot wait any longer as new hires have been announced and grant money has been puters. As it stands, HPS will continue to maintain an HP environment. For this one time with a special request to purchase the necessary computers and deal directly with Telecom will honour the pricing awarded via the City tender process. In total we require, 2         Human Trafficking Unit and Command Van) and 8 desktops to support new hires which ager, IT Coordinator, DBA/Programmer Analyst, Enterprise Manager, Labour Relations, court staff and a unit for the Accident Reconstruction unit.         Add for ALL Policy 10       TED MASON - OCT 244 201

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Once completed and proper approvals have been obtained, please email this form as a .xls file to 'Purchasing Policy 10 & 11' at purchasi@hamilton.ca

ļ.	_	POLICY 10 - EMERGENCY REPORTING FORM
		DLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY
	Date: Department/Division:	October 5, 2011 Hamilton Hamilton Police Service
	Reporter's Name:	Inspector Dave Calvert
	Phone Number:	546-4705
	Buyer:	
	-	Doris Ciardullo
	Vendor:	MD Charlton
	Description of Goods/S	ervices Required: our for Hamilton Police Service Emergency Response Unit
	Is there an approved b	ldget for this purchase?
	Account Number	53940 Dept Id. / Project Id. 376632
0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
For	Negotiation Policy 11	requests, select ONE of the following:
	Short Supply Goods/services are jud	ged to be in short supply due to market conditions.
	Sole Source	n source for the goods/services (sole source).
	Bids Exceed Budget of The lowest bid meeting	r Estimated Costs specifications is excessive in total cost or substantially exceeds the estimated cost.
$\checkmark$	Single Source A single source is being	recommended.
	<b>Contract Extension</b> For the extension of a c issuing a new tender/pr	Extended until:
	Expanded Works Approved construction	Existing PO Number:
requ MD ( seve susp pock	uired. Attach all other su Charlton is the exclusive di ral products and has found pended ballistic system, cri	dentifying the conditions that make it necessary to use this policy. Expand the cell if poporting documentation as available. stributor of Point Blank Body Armour. The Emergency Response Unit has researched that this type of body armour offers several advantages over other products including self- ical contour cut providing maximum protection, rpaid doffing for emergent deployment, e sides and shoulders and Thor Shield protection which forms a passive layer providing gy weapons.
requ	neral Manager (Require lests <u>REGARDLESS OF</u> cy 11 requests that are <b>s</b>	
	roval Signature - Manag	
		er approvals have been obtained, please email this form as a .xls file to ' at purchasi@hamilton.ca

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Revision date: 12 November 2009

	1			
		POLICY 10 - EMERGENCY RI POLICY 11 - REQUEST FOR USE OF		
	Date:	October 5 2011		Hamilton
	Department/Division:	HES - Fire Communications		
a	Reporter's Name:	Phil Thorburn		
	Phone Number:	x 7120		
	Procurement Contact:	Adriana Byrne - Senior Procurement Specialist	▼	
	Vendor Name:	Top Rig Communications Inc		
	Description of Goods/S			
	Supply and listall vnr, C	IF and GPS antennas for volunteer paging syste		
	Is there an approved b	dget for this purchase?	No Value: \$ \$13	500.00 1/- \$962.00
	Account Number	53415 States to see the second	Dept Id./Project Id. 740	047 - Alberta Barreston - Barreston
0	Emergency Policy 10	Use explanation area below to describe the acquired including PeopleSoft requisition nu		s and/or services were
۲	Negotiation Policy 11	Complete all sections below, and indicate b requesting the use of the Negotiation Policy		ate selection, the reason for
For	Negotiation Policy 11	equests, select ONE of the following:		
	Short Supply			
	· · · •	ed to be in short supply due to market cond	itions.	
	Sole Source There is only one know	source for the goods/services (sole source	).	
	Bids Exceed Budget of The lowest bid meeting	r Estimated Costs specifications is excessive in total cost or su	bstantially exceeds the estimated c	ost.
$\checkmark$	Single Source A single source is being			
	<b>Contract Extension</b> For the extension of a c	Contract No.: Exten		ended to: ay in issuing a new
	tender/proposal docum Expanded Works Approved construction	nt. Existing PO No.: roject has unexpected work arising during c	onstruction, does not expand the sc	ope.
	vide a brief explanation i available.	entifying the conditions that make it necess	ary to use this policy. Attach all othe	er supporting documentation
upgra	ade project and to maintain a o	ractor used by Motorola durnig the Corporate Trunked ntinuity with workmanship and minimize additional creventer Fire Paging System at the locations noted above.	ws being on site, Topp Communications is be	
requ Gen <u>REG</u>	natures: Departmental D ests that are under \$100, eral Manager (for ALL Po <u>GARDLESS OF AMOUNT</u> ests that are \$100,000 or	00) OR cy 10 requests nd for Policy 11	UNLIFFE	Date <u>OCT. 5</u> [26]1 Date <u>OCT. 24</u> [20]
Арр	roval Signature - Procur	ment Manager		Date OCT. 24/201
"Pro	ocurementPolicy10&11	r approvals have been obtained, please e ⊕hamilton.ca'' email box I include the actual Vendor's Name	email this form as a .xls file to th	

Revision date: April 26, 2011

		POLICY 11 - REQ	) - EMERGENC UEST FOR US	E OF NEGO	TIATION	I POLICY				
1	This is when a commitme	1 requests: All requisite a ent has been made to a venc If not, the purchase will be co 20110930 Public Works - ESI - W	lor, services have onsidered Non-Co	commenced/ mpliant.	completed	l or goods h	ed. ave	Hami	<u>lton</u> )) D	\7
	Reporter's Name: Phone Number:	Lindsay Reiach 5662						GC	クロ	Ц
	Procurement Contact:	Donna Drozdz - Senior Proc	urement Specialist		-		*******			
	Vendor Name:		v Automatic	n Group)						
	Description of Goods/S	Services Required: n-Bradley electrical equipmer	nt	-						
	Is there an approved b	udget for this purchase?	√ Yes	🗌 No		Value:	\$_\$35,0	00.00	. <sup>1</sup>	1 - E.
	Account Number	5160966713	ant <u>a tan</u>	,	Dept I	d./Project I	d. <u>54720</u>	)		
0	Emergency Policy 10	Use explanation area be acquired including Peop	elow to describe leSoft requisitio	the emerge n number if	ency situa entered.	tion and ho	ow goods	s and/or se	rvices we	re
۲	Negotiation Policy 11	Complete all sections be requesting the use of the	elow, and indicate Negotiation Po	te by checki olicy for this	ng ONLY	' the most a	appropria	ate selectic	n, the rea	ison for
	Short Supply	requests, select ONE of	_							
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of	ged to be in short supply n source for the goods/se or Estimated Costs	due to market c rvices (sole sou	onditions. Irce).						
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source	ged to be in short supply n source for the goods/se or Estimated Costs specifications is excessiv	due to market c rvices (sole sou	onditions. Irce).	ly exceed	ds the estin	nated co	st.		
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension	ged to be in short supply n source for the goods/se or Estimated Costs specifications is excessiv recommended. Contract No.:	due to market c rvices (sole sou re in total cost o F	onditions. Irce). r substantial	<b>)</b> • <sup>1</sup> 20 - 20 - 2		Futon	<b>de d 4</b> - 1		
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docume	ged to be in short supply n source for the goods/se or Estimated Costs specifications is excessiv precommended. Contract No.:	due to market c rvices (sole sou re in total cost o F	onditions. Irce). r substantial	<b>)</b> • <sup>1</sup> 20 - 20 - 2		Futon	<b>de d 4</b> - 1	a new	
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docume Expanded Works	ged to be in short supply n source for the goods/se or Estimated Costs specifications is excessiv recommended. Contract No.: ontract which has expired ent. Existing PO No.:	due to market c rvices (sole sou re in total cost o E and unforesee	onditions. Irce). r substantial <b>xtended from</b> able circums	n:stances h	ave cause	_ Extend d a delay	ded to:	a new	
Provi	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docume Expanded Works Approved <u>construction</u> ide a brief explanation id	ged to be in short supply n source for the goods/se or Estimated Costs specifications is excessiv precommended. Contract No.:	due to market c rvices (sole sou re in total cost o E and unforesee work arising dur	onditions. Irce). r substantial <b>xtended from</b> able circums ing construc	n:stances h	ave cause does not e	_ Extend d a delay xpand th	ded to: / in issuing e scope.		ntation
Provi as av Provi	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docume Expanded Works Approved <u>construction</u> ide a brief explanation ic vailable.	ged to be in short supply on source for the goods/set or Estimated Costs specifications is excessive precommended. Contract No.: entract which has expired ontract which has expired ontract which has expired ontract which has expired on tract which has expired on t	due to market c rvices (sole sou re in total cost o E and unforesee work arising dur nat make it nece	onditions. Irce). r substantial xtended from able circums ing construc essary to use	tion, but this poli	ave cause does not e cy. Attach	<b>Extend</b> d a delay xpand th all other	ded to: / in issuing e scope. supporting	docume	У
Provi as av Plant C Supplie parts a would I Signa Signa Signa	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docume Expanded Works Approved <u>construction</u> ide a brief explanation io railable.	ged to be in short supply on source for the goods/set or Estimated Costs specifications is excessive precommended. Contract No.: Ontract which has expired ent. Existing PO No.: In project has unexpected to dentifying the conditions the en-Bradley electrical motor contr Consequently, in order to mainta tem representative. Alternative of the three the sector (for Policy 11 0) OR 20 OR	due to market c rvices (sole sou re in total cost o E and unforesee work arising dur nat make it nece ol panels and equip ain this electrical equip manufacturers or se	onditions. Irce). r substantial xtended from able circums ing construc essary to use	tion, but e this poli lectric is the uisite that cannot be t	ave cause does not e cy. Attach • Ontario repri Plant Operatio used, as they	<b>Extend</b> d a delay xpand th all other	ded to: / in issuing e scope. supporting	docume	У

Email "Subject" line should include the actual Vendor's Name

	NOTE for all Policy 1	<b>1 requests:</b> All requisite approvals must be obtained before a vendor is en	ngaged. Hamilton
		ent has been made to a vendor, services have commenced/completed or go red. If not, the purchase will be considered Non-Compliant.	DOGS 44. 
	Date:	August 9th, 2011	· · · ·
	Department/Division:	Public Works - Energy, Fleet & Facilities	
	Reporter's Name:	Chuck Alkerton	
	Phone Number:	(905) 546-2424 ext# 7015	
	Procurement Contact:	Barb Kinrade - Procurement Specialist	
	Vendor Name:	FERRO Canada Inc.	
	Description of Goods/S	Services Required:	
	Demolition and removal c	of designated substances at 10 Tiffany Street. Hamilton	
	Is there an approved be	udget for this purchase?	ue: \$ <u>\$16,000.00</u>
	Account Number	59222 Constitution and the constitution Dept Id./Pro	pject Id. <u>3621054100</u>
)	Emergency Policy 10	Use explanation area below to describe the emergency situation ar acquired including PeopleSoft requisition number if entered.	nd how goods and/or services were
)	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the m requesting the use of the Negotiation Policy for this purchase.	nost appropriate selection, the reason for
	Sole Source	lged to be in short supply due to market conditions. In source for the goods/services (sole source).	
]	Bids Exceed Budget		estimated cost.
]	Single Source A single source is being	g recommended.	
]	Contract Extension For the extension of a c tender/proposal docum Expanded Works	Contract No.: Extended from: contract which has expired and unforeseeable circumstances have c ent. Existing PO No.:	
	Approved construction	$\underline{\mathbf{n}}$ project has unexpected work arising during construction, but does	
	vailable.	dentifying the conditions that make it necessary to use this policy. A	and an other supporting documentation
na ate		utilities removed and designated substance survey completed, its ready for demolition ), 26, 18 and 16 Tiffany, machinery is already mobilized;	b. Staff are Requesting a single source because Ferro
_	atures: Departmental Di ests that are under \$100,0		
qu en ,0	00 or greater and for Polic 000 or greater)	by 11 requests that are GEOFF LUPTON	Date <u>AUG. 9 2</u> Date <u>AUG. 12 2</u>

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/		da da				
	н	amilton	EMERGENCY REPORT			
	11		REQUEST TO USE NEGO	FIATION POLICY #11		
$  \cap$		Date:	May 31, 2011			
$\parallel$		Department/Division:	Public Works, Transportation			
		Reporter's Name:	Shelley Boylan (Traffic Opera	tions Centre)		
		Phone Number:	ext 4395			
		Buyer:	Barb Kinrade	▼		
		Vendor:	Tacel Ltd			
		Description of Goods/Se				
			shbuttons with Control Board	for Traffic Signals 2011		
				0		
		Is there an approved bu			\$40,000.00 7 \$17.47	' n <sup>ac</sup>
		Account Number	53073	Dept Id. / Project Id.	466045	~
	0	Emergency Policy #10	Use explanation area below t	o describe the emergency	situation and how	
		Energency rolley #10	goods and/or services were a			
			if entered.			
	0			and in the station of a station of		
	۲	Negotiation Policy #11	Complete all sections below, appropriate selection, the rea			
			Policy for this purchase.	son for requesting the use		
			Tondy for the paronaco.			
	For N		uests, select ONE of the fol	owing:		
	П	Short Supply				
(		Goods/services are judg	ed to be in short supply due to	market conditions.		
			source for the goods/services	(sole source)		
		Identical Bids	source for the goods/service.	(3010 300100).		
		Two or more identical bi	ds were received.			
	_	<b>Bids Exceed Budget o</b>				
			specifications is excessive in t	otal cost or substantially ex	ceeds the	
	_	estimated cost.				
			ecifications or Conditions o meet the specifications or te	ador torms and conditions		
		Single Source	Theet the specifications of te	ider terms and conditions.		
	$\checkmark$	A single source is being	recommended.			
	П	Contract Extension	Extended ur	itil:		
		For the extension of a c	ontract which has expired and	unforeseeable circumstan	ces have	
		-	g a new tender/proposal docu	nent.		
		Time-Sensitive				
	-	A time-sensitive situatio				
	Ц	Expanded or coordinate				
		Expanded of coordinate	a works.			
	Provid	le a brief explanation ide	tifying the condition that make	it necessary to use this po	olicy.	
		all other supporting doc		· · ·	,	
			r for Polara Bulldog Pushbutto			
			more reliable and are easier f			
			ated with these buttons. Thes	e buttons also are the curr	ent preferred product	
		ave voice recognition cap ture Departmental Dire				ĺ
		ture – General Manager (		EOFF LUPTON	MAY 31/2011	
	Appro	val Signature Manager	of Purchasing		J MAY 31/2011 JUNE 1/2011	;
	Pleas	e email this completed	orm to 'Purchasing Policy 1	0 & 11' at purchasi@ham	nilton.ca once	
			als have been obtained.			

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			10 - EMERGENCY F			
	NOTE for all Policy 11	l requests: All requisit	e approvals must be ob	otained before a	vendor is engaged.	Hamilton
3	This is when a commitme have been ordered/receiv				ipleted or goods	
	Date:	October 6, 2011				
	Department/Division:	Public Works / Trans	sportation, Energy and	d Facilities		
	Reporter's Name:	Chris Phinney				
	Phone Number:	905-546-2424 x7009				
	Procurement Contact:	Barb Kinrade - Procurem	ent Specialist	•	F	
	Vendor Name:	Horizant Inc.				
	ARCHIBUS. This enables	tion, programming and ir the planning and design ual process. Also moves	group to support the co	ost allocation fo	or space activities (Lea	cheduled drawing publishing in sed and Owned) in a timely fashion, ent / server platform which is being
	Is there an approved bu	udget for this purchase	e? ⊡ Yes [	□ No	Value: \$ <u></u> \$	\$9,500.00
	Account Number	53251	NEN LINE AL	I	Dept Id./Project Id7	<b>190012</b> 08000000000000000000000000000000000
0	Emergency Policy 10		a below to describe th eopleSoft requisition r		-	oods and/or services were
۲	Negotiation Policy 11		s below, and indicate f the Negotiation Polic	• •		opriate selection, the reason for
For	r Negotiation Policy 11	requests, select ONE	E of the following:			
_	Short Supply Goods/services are jud			nditions.		
	Sole Source There is only one know					
	Bids Exceed Budget of The lowest bid meeting		ssive in total cost or s	substantially e	xceeds the estimate	d cost.
7	Single Source A single source is being	recommended.				
	Contract Extension For the extension of a c tender/proposal docum Expanded Works			tended from:	and the second	Extended to: delay in issuing a new
	Approved construction		ed work arising durin	g constructior	ı, but does not expar	nd the scope.
	vide a brief explanation is available.	dentifying the condition	is that make it neces	sary to use th	is policy. Attach all c	other supporting documentation
	zant is the VAR assigned by the o customization. In addition, exi-					other vendors to get to up speed in order
requ	natures: Departmental Di lests that are under \$100,0	100) OR	(F	tcting Di	rector)	
\$5,0	eral Manager (for ALL Pol 00 or greater and for Polic 0,000 or greater)		CHRIS	HILL	irector)	Date <u>OCT.11/20</u>
٨٥٥	proval Signature - Procur	ement Manager				Date OCT. 25/2
Ahh						

		<b>s</b>			ERGENCY REPO FOR USE OF N				
$\sim$		NOTE for all Policy 11 This is when a commitme been ordered/received. If	nt has been made to a	a vendor, ser	vices have commer	nced/comple	ted or goods have	Hamilt	on
$\bigcirc$		Date:	October 25, 2011		•				
		Department/Division:	Public Works - ES	SI - Water &	Wastewater Ope	erations			
		Reporter's Name:	Dan McKinnon						
		Phone Number:	5941						
		Procurement Contact:	Donna Drozdz - Senio	or Procurement	t Specialist	-			
		Vendor Name:	Hydromantis Envi	ronmental S	Software Solution	s, Inc.			
		Description of Goods/S	Services Required:						
		To acquire updated model program for Woodward Av				antis) and as	sociated training to	the wastewater plan	nt modelling
		Is there an approved bu	udget for this purch	ase?	Yes No	•	Value: \$	\$70,000.00	
		Account Number	55916	1986. j. t	an an an an an An an an an an	De	pt ld./Project ld. <u>t</u>	510320	
	0	Emergency Policy 10	Use explanation a acquired including					goods and/or serv	rices were
	۲	Negotiation Policy 11	Complete all secti requesting the use					ropriate selection,	, the reason for
		Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c	n source for the go or Estimated Costs specifications is ex g recommended. Contract No.: contract which has e	ods/services s ccessive in t	s (sole source). otal cost or subst Extende	antially exc		Extended to:	a new
		tender/proposal docume Expanded Works Approved <u>construction</u>	Existing PO No.:	ected work	arising during co	nstruction,	but does not expa	and the scope.	
		vide a brief explanation in vailable.	dentifying the condi	tions that m	ake it necessary	to use this	policy. Attach all	other supporting	documentation
	and p tool to progr Hami	r and Wastewater Operations of redict the outcome fo process of ensure that efforts to optimize am for a number of years and v iton company and world leader -created in this new version.	changes prior to implem e plant performance will wishes to take advantage	enting them. The not result in up: a of the new feat	he software can identi sets or non-compliand atures of the most rec	ify outcomes i ce with regulat ent version. T	n advance of making t tory obligations. Plant he GPSx software is o	these process changes Operations has posses created and owned by t	s and is a valuable ssed this software Hydromantis, a
	requ Gen \$5,00	atures: Departmental Dir ests that are under \$100,00 aral Manager (for ALL Poli <u>20 or greater</u> and for Policy ,000 or greater)	00) OR icy 10 requests <u>of</u>		AN MC	KIN	JON	Date Date	[25/2011
	Арр	roval Signature - Procure	ement Manager	<b></b>				Date 00	[.26 2011
	"Pro	e completed and prop ocurementPolicy10&11	@hamilton.ca" en	nail box		ail this form	m as a .xls file t	o the	5
	C1118	il "Subject" line shoul	a include the actu	ai vendor's	s wame			Revisio	n date: July 4, 2011
	ъ 9		EMERGENCY REPORT						
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		1 requests: All requisite appr			Hamilton				
		ent has been made to a vendor, f not, the purchase will be consid		completed or goods have					
	Date:	October 20, 2011							
	Department/Division:	Traffic Engineering, Public	Works						
	Reporter's Name:	Rodney Aitchison							
	Phone Number:	ext. 2067							
	Procurement Contact:	Donna Drozdz - Senior Procurer	nent Specialist						
	Vendor Name:	Trafficware							
	Description of Goods/S	Services Required:			- 				
		SimTraffic version 8 software up							
	Is there an approved b	oudget for this purchase?	✓ Yes 🗌 No	Value: \$ <u></u>	i6,000.00 +/- \$184.∞				
	Account Number	53251 States States States		Dept ld./Project ld. 4	041114010				
0	Emergency Policy 10	Use explanation area belo acquired including People			goods and/or services were				
۲	Negotiation Policy 11	Complete all sections belo requesting the use of the N			ropriate selection, the reason for				
, L 	Sole Source	dged to be in short supply du vn source for the goods/serv							
	Bids Exceed Budget The lowest bid meeting	or Estimated Costs g specifications is excessive	in total cost or substant	ially exceeds the estimate	ed cost.				
	Single Source A single source is bein	ig recommended.							
	Contract Extension For the extension of a tender/proposal docum	Contract No.: contract which has expired a nent.			Extended to: delay in issuing a new				
	Expanded Works Approved <u>constructio</u>	Existing PO No.:	ork arising during constr	ruction, but does not expa	and the scope.				
	ovide a brief explanation available.	identifying the conditions the	at make it necessary to ι	use this policy. Attach all	other supporting documentation				
					del, analyze, optimize and simulate traffic e Signals & Systems section on a frequent				
		ects, assessing site specific traffic pr							
req	natures: Departmental Di uests that are under \$100,0	000) OR							
<u>\$5,</u>	neral Manager (for ALL Po 000 or greater and for Polic 00,000 or greater)		GARY MOD	RE	Date ACT-26 2011				
	proval Signature - Procu	rement Manager			Date <u>007 · 26 2011</u> Date <u>007 · 26 2011</u>				
On	ice completed and prop	per approvals have been ol		his form as a .xls file t					
		1@hamilton.ca" email box							
⊏n	ian Subject" line shou	Ild include the actual Vend	or s Name		Revision date: July 4, 2011				
					Novision date. July 4, 2011				

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	NOTE for all Policy 1	I requests: All req	uisite approva	ls must be of	tained before	a vendor is enga	ned	Ham	uilton	
	This is when a commitme	nt has been made to	a vendor, ser	vices have co	mmenced/co	mpleted or goods	have			
			II be consider	ed Non-Comp	oliant.	制建立开始进行	N-Bin			
			ices / Wentw	orth Lodge						
			004	A.1						
		905-546-2424 X1	921							
	Procurement Contact:	Doris Ciardulio - Sen	lor Procuremen	t Specialist		•				
	Vendor Name:	Chubb Edwards	· · · · · · · · · · · · · · · · · · ·							
	Description of Goods/S	ervices Required:						•		
							1.			
										•
	Lo those on the						ر این مر	in all interv	<u>1. an </u>	101.04.0
	is there an approved bu	laget for this purch	lase?	✓ Yes	No No	Value:	\$ \$5,	406.00		
$\sim$		55916				Dept Id./Projec	t ld. <u>63</u>	2035	中语之人	
0	Emergency Policy 10	Use explanation a acquired including	area below to g PeopleSoft	o describe th requisition	ne emergen number if er	cy situation and intered.	how go	ods and/or s	services were	
۲	Negotiation Policy 11	Complete all section requesting the use	ons below, a e of the Neg	and indicate otiation Poli	by checking	ONLY the mos urchase.	t approp	oriate select	ion, the reaso	n for
			-							
Fo	r Negotiation Policy 11	requests, select C	ONE of the f	ollowing:						
	Goods/services are judg	jed to be in short s	upply due to	market con	ditions.				•	
				(sole sourc	e).					
	Bids Exceed Budget o	r Estimated Costs	5							
-71		specifications is ex	cessive in to	otal cost or s	ubstantially	exceeds the est	timated	cost.		
Ϋ́		recommended								
7	• · · · ·			979 <b>-</b>					Alberta in con	
_	For the extension of a co tender/proposal docume	ontract which has e	expired and u	Inforeseeab	ended from:	ances have caus	sed a de	ended to: elay in issuir	ng a new	
		Existing PO No.:								
	Approved construction	project has unexpe	ected work a	rising during	g constructio	on, but does not	expand	the scope.		
ro۱	/ide a brief explanation id	entifying the condi	tions that ma	ake it necess	sary to use t	his policy. Attac	ch all off	ner sunnorti	na documenta	tion
s a	ivaliable.									
ntil i Id i:	the City tender (anticipated Janus s most familiar with it) complete	ary 2012) for the Annua	al Testing of Life	Safety System	ns is completed	, we would like to ha	ive our cu	rrent vendor (v	ho supplied the sy	/stem
gisl	ation).	ano annuar mapecuori W	non is uue (10 li	ater man NOVE	nuer 31, 2011	to that we can remain	ain compli	ant under Onta	ario Fire Code	
		•								
	~									
			-							
ign	atures: Departmental Dire	ctor (for Policy 11								
que	ests that are under \$100,000	)) OR								
	eral Manager (for ALL Polic	y 10 requests of		15	$\cap$				1	
ent s or	00 or greater and for Policy ,000 or greater)	in requests that are	UNA	JDA	SECT	SRD		A A	or bl	)nei
5,00	,							Date <u>()</u>	VI. VIA	-01
5,00										
5,00 100	oval Signature - Procurer	nent Manager						Date /	V1.741	260
<u>5,00</u> 100 ppr	oval Signature - Procurer	-	·					Date	xc1.24	<u>20</u> 11
5,00 100 ppr nc	oval Signature - Procurer e completed and proper curementPolicy10&11@	approvals have b	been obtain	ed, please	email this f	orm as a .xls f	 file to th	Date <u>(</u>	XCT. 24	2011

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		EMERGENCY REPORT EST FOR USE OF NEGO		
being engaged and/	<u><b>11 requests:</b></u> All requisite ap or any work being completed,			Hamilton
Compliant.	October 7th, 2011			
Department/Divisior	and the second s	ness Improvement		
Reporter's Name:				
Phone Number:				
Procurement Conta	t: Doris Clardullo - Senior Procure	ement Specialist	<b>v</b>	
Vendor Name:	Association of Local Publi	ic Health Agencies		
Description of Good	s/Services Required:			
	reillance System Survey (RRFSS) is health units. ALPHA co-ordinat		ol Provided by York Un	iversity to receive up to date Survey
Is there an approved	I budget for this purchase?	🗹 Yes 🗌 No	Value:	\$ \$5,500.00
Account Number	57260		Dept Id./Project	Id. 677235 - 20 - 20 - 20 - 20 - 20 - 20 - 20 - 2
C Emergency Policy 1	Use explanation area belo acquired including People		ency situation and h	ow goods and/or services were
Negotiation Policy 1	1 Complete all sections belor requesting the use of the			appropriate selection, the reason for
	11 requests, select ONE of t	the following:		
<ul> <li>Short Supply Goods/services are</li> <li>✓ Sole Source</li> </ul>	judged to be in short supply di	ue to market conditions.		
<ul> <li>Short Supply Goods/services are</li> <li>Sole Source There is only one kr</li> <li>Bids Exceed Budg</li> </ul>	•	ue to market conditions. vices (sole source).	ally exceeds the esti	imated cost.
<ul> <li>Short Supply Goods/services are</li> <li>Sole Source There is only one kr</li> <li>Bids Exceed Budg The lowest bid meet</li> <li>Single Source</li> </ul>	judged to be in short supply d own source for the goods/sen et or Estimated Costs ing specifications is excessive	ue to market conditions. vices (sole source).	ally exceeds the esti	imated cost.
<ul> <li>Short Supply Goods/services are</li> <li>Sole Source There is only one kr</li> <li>Bids Exceed Budg The lowest bid meet</li> <li>Single Source A single source is bid</li> <li>Contract Extension</li> </ul>	judged to be in short supply do own source for the goods/servet or Estimated Costs ing specifications is excessive eing recommended.	ue to market conditions. vices (sole source). e in total cost or substant Extended fre	om: <u></u>	Extended to:
<ul> <li>Short Supply Goods/services are</li> <li>Sole Source There is only one kr</li> <li>Bids Exceed Budg The lowest bid meei</li> <li>Single Source A single source is bis</li> <li>Contract Extension For the extension of tender/proposal doc</li> </ul>	judged to be in short supply de own source for the goods/servet or Estimated Costs ing specifications is excessive eing recommended. Contract No.:	ue to market conditions. vices (sole source). e in total cost or substant Extended fre	om: <u></u>	Extended to:
<ul> <li>Short Supply Goods/services are</li> <li>Sole Source There is only one kr</li> <li>Bids Exceed Budg The lowest bid meet</li> <li>Single Source A single source is bid Contract Extension For the extension of tender/proposal doc</li> <li>Expanded Works</li> </ul>	judged to be in short supply de own source for the goods/servet or Estimated Costs ing specifications is excessive eing recommended. Contract No.: a contract which has expired ument. Existing PO No.:	ue to market conditions. vices (sole source). e in total cost or substant <u>Extended fra</u> and unforeseeable circu	om: nstances have caus	Extended to:
<ul> <li>Short Supply Goods/services are</li> <li>Sole Source There is only one kr</li> <li>Bids Exceed Budg The lowest bid meet</li> <li>Single Source A single source is bi</li> <li>Contract Extension For the extension of tender/proposal doc</li> <li>Expanded Works Approved construct</li> </ul>	judged to be in short supply de own source for the goods/serve to r Estimated Costs ing specifications is excessive eing recommended. Contract No.: Contract Which has expired ument. Existing PO No.:	ue to market conditions. vices (sole source). e in total cost or substant Extended fro and unforeseeable circus vork arising during constr	m:	Extended to: ed a delay in issuing a new expand the scope.
<ul> <li>Short Supply Goods/services are</li> <li>Sole Source There is only one kr</li> <li>Bids Exceed Budg The lowest bid meei</li> <li>Single Source A single source is bi</li> <li>Contract Extension For the extension of tender/proposal doc</li> <li>Expanded Works Approved <u>construc</u></li> <li>Provide a brief explanational</li> </ul>	judged to be in short supply de own source for the goods/serve et or Estimated Costs ing specifications is excessive eing recommended. a contract No.: a contract which has expired ument. Existing PO No.: tion project has unexpected we on identifying the conditions th	ue to market conditions. vices (sole source). e in total cost or substant Extended fro and unforeseeable circum vork arising during constr at make it necessary to u	m: nstances have caus uction, but does not use this policy. Attac	Extended to:
<ul> <li>Short Supply Goods/services are</li> <li>Sole Source There is only one kr</li> <li>Bids Exceed Budg The lowest bid meei</li> <li>Single Source A single source is bi</li> <li>Contract Extension For the extension of tender/proposal doc</li> <li>Expanded Works Approved <u>construc</u></li> <li>Provide a brief explanations available.</li> </ul>	judged to be in short supply de own source for the goods/serve to r Estimated Costs ing specifications is excessive eing recommended. Contract No.: Contract Which has expired ument. Existing PO No.:	ue to market conditions. vices (sole source). e in total cost or substant Extended fro and unforeseeable circum vork arising during constr at make it necessary to u	m: nstances have caus uction, but does not use this policy. Attac	Extended to: ed a delay in issuing a new expand the scope.
<ul> <li>Short Supply Goods/services are</li> <li>Sole Source There is only one kr</li> <li>Bids Exceed Budg The lowest bid meei</li> <li>Single Source A single source is bi</li> <li>Contract Extension For the extension of tender/proposal doc</li> <li>Expanded Works Approved <u>construc</u></li> <li>Provide a brief explanational</li> </ul>	judged to be in short supply de own source for the goods/serve et or Estimated Costs ing specifications is excessive eing recommended. a contract No.: a contract which has expired ument. Existing PO No.: tion project has unexpected we on identifying the conditions th	ue to market conditions. vices (sole source). e in total cost or substant Extended fro and unforeseeable circum vork arising during constr at make it necessary to u	m: nstances have caus uction, but does not use this policy. Attac	Extended to: ed a delay in issuing a new expand the scope.
<ul> <li>Short Supply Goods/services are</li> <li>Sole Source There is only one kr</li> <li>Bids Exceed Budg The lowest bid meei</li> <li>Single Source A single source is bi</li> <li>Contract Extension For the extension of tender/proposal doc</li> <li>Expanded Works Approved <u>construc</u></li> <li>Provide a brief explanational</li> </ul>	judged to be in short supply de own source for the goods/serve et or Estimated Costs ing specifications is excessive eing recommended. a contract No.: a contract which has expired ument. Existing PO No.: tion project has unexpected we on identifying the conditions th	ue to market conditions. vices (sole source). e in total cost or substant Extended fro and unforeseeable circum vork arising during constr at make it necessary to u	m: nstances have caus uction, but does not use this policy. Attac	Extended to: ed a delay in issuing a new expand the scope.
<ul> <li>Short Supply Goods/services are</li> <li>Sole Source There is only one kr</li> <li>Bids Exceed Budg The lowest bid meei</li> <li>Single Source A single source is bi</li> <li>Contract Extension For the extension of tender/proposal doc</li> <li>Expanded Works Approved <u>construc</u></li> <li>Provide a brief explanational</li> </ul>	judged to be in short supply de own source for the goods/serve et or Estimated Costs ing specifications is excessive eing recommended. a contract No.: Contract No.: Existing PO No.: Existing PO No.: Existing PO No.: Market State	ue to market conditions. vices (sole source). e in total cost or substant <b>Extended fr</b> and unforeseeable circui vork arising during constr nat make it necessary to u is the only agency that supplies	m: nstances have caus uction, but does not use this policy. Attac	Extended to: ed a delay in issuing a new expand the scope. th all other supporting documentation
Short Supply Goods/services are Sole Source There is only one kr Bids Exceed Budg The lowest bid meet Single Source A single source is b Contract Extension For the extension of tender/proposal doc Expanded Works Approved <u>construc</u> Provide a brief explanation as available. This agency co-ordinates the R	judged to be in short supply de own source for the goods/serve et or Estimated Costs ing specifications is excessive eing recommended. a contract No.: Contract No.: Existing PO No.: Existing PO No.: Existing PO No.: Market State	ue to market conditions. vices (sole source). e in total cost or substant Extended fro and unforeseeable circum vork arising during constr at make it necessary to u	m: nstances have caus uction, but does not use this policy. Attac	Extended to: ed a delay in issuing a new expand the scope.

"ProcurementPolicy10&11@hamilton.ca" email box Email "Subject" line should include the actual Vendor's Name

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Revision date: May 26, 2011

	Р	POLICY 10 - EMERGENCY REPORTING FORM OLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY
	Date:	2011 01 10 Hamilton
	Department/Division:	W & WW / Environment & Sustainable Infrastructure
j)	Reporter's Name:	Lindsay Reiach
	Phone Number:	$\overline{C} \oplus \overline{D} \nabla$
	Buyer:	Donna Drozdz
	Vendor:	Romatec Technical Solutions
	Description of Goods/S	Services Required:
	UEM spare parts and as:	semblys for existing equipment utilized by Plant Operations
	Is there an approved b	udget for this purchase?  Yes No Value:  \$ \$95,000.00
	Account Number	54720 Dept Id. / Project Id. 510320
0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
For	Negotiation Policy 11	requests, select ONE of the following:
	Short Supply	ged to be in short supply due to market conditions.
$\checkmark$	Sole Source	in source for the goods/services (sole source).
	Bids Exceed Budget	
	Single Source A single source is being	g recommended.
	Contract Extension	Extended until:
	For the extension of a c issuing a new tender/pr	contract which has expired and unforeseeable circumstances have caused a delay in
	Expanded Works	Existing PO Number:
		project has unexpected work arising during construction, does not expand the scope.
Prov	ide a brief explanation i	dentifying the conditions that make it necessary to use this policy. Expand the cell if
requi	ired. Attach all other su	pporting documentation as available.
other	Operations have numero miscellaneous equipment	us installations of Seepex Pumping Systems, including pumps, motors, drives etc. and t and parts for these Seepex Pump Systems. In order to maintain these systems, it is
Ontar	site that replacement parts rio sole distributor Roman	s and/or equipment are sole sourced from Seepex Pump Systems, represented by their tec. Alternate manufacturers of these parts/equipment can't be used as that would require
linouli	fications to other parts of t	
	eral Manager (Required ests <u>REGARDLESS OF</u>	AMOUNT and for
reque	y 11 requests that are \$	100,000 or greater.) DHNI MCKINMON Date MARCH 36 261

Revision date: 12 November 2009

	Date:	2011 01 10       Hamilton
	Department/Division:	Public Works / E&SI
	Reporter's Name:	Lindsay Reiach
	Phone Number:	(C(0) P)
	Buyer:	Donna Drozdz
	Vendor:	T.D. Rooke Associates Ltd.
	Description of Goods/S	
		re parts for existing equipment utilized by Plant Operations
	Is there an approved bi	udget for this purchase?  Ves  No Value: \$ \$95,000.00
	Account Number	54720 Dept Id. / Project Id. <u>510320</u>
)	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
or	Negotiation Policy 11	requests, select ONE of the following:
_	Short Supply	<b>G</b>
		lged to be in short supply due to market conditions.
<u>_</u>	Sole Source	
		n source for the goods/services (sole source).
_	Bids Exceed Budget of The lowest bid meeting	specifications is excessive in total cost or substantially exceeds the estimated cost.
]	Single Source	
_	A single source is being	g recommended.
]	Contract Extension	Extended until:
	issuing a new tender/pr	contract which has expired and unforeseeable circumstances have caused a delay in roposal document.
]	Expanded Works	Existing PO Number:
	Approved construction	project has unexpected work arising during construction, does not expand the scope.
	-	identifying the conditions that make it necessary to use this policy. Expand the cell if
		ipporting documentation as available. e numerous installations utilizing Gratec Lightnin Mixers process systems, including mixers,
qu		er miscellaneous equipment and parts for these systems. Consequently, in order to
qu ani ive		
qu ani ive ain	tain these systems it is rec	quisite that we sole source replacement parts and equipment from T.D. Rooke, as the OEM ers of these parts can not be used as that would require modifications to other parts of the
qu ani ive ain ovi	tain these systems it is rec	quisite that we sole source replacement parts and equipment from T.D. Rooke, as the OEM ers of these parts can not be used as that would require modifications to other parts of the
qu ani ive ain ovi	tain these systems it is rec der. Alternate manufacture	
ani ive ain ovi ste	tain these systems it is red der. Alternate manufacture m. natures: Departmenta	ers of these parts can not be used as that would require modifications to other parts of the I Director (for Policy 11
ani ive ain ovi ste	tain these systems it is red der. Alternate manufacture m. natures: Departmental ests that are under \$10	ers of these parts can not be used as that would require modifications to other parts of the I Director (for Policy 11 00,000) OR
ani ive ain ovi ste igr equ en	tain these systems it is red der. Alternate manufacture m. natures: Departmenta	I Director (for Policy 11 00,000) OR Policy 10 requests
ive ani ovi ste igr equ EC	tain these systems it is red der. Alternate manufacture m. aatures: Departmental ests that are under \$10 eral Manager (for ALL	I Director (for Policy 11 00,000) OR Policy 10 requests <u>NT</u> and for Policy 11

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	/	POLICY 10 - EMERGENCY REPORTING FORM POLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY									
6		NOTE for all Policy 11 engaged and/or any wo Date							]	Hamilton	
		Department/Division	Public Works/Transpo	ortation, Energ	y & Fa	acilities					
		Reporter's Name	Chuck Alkerton	v					-		
		Phone Number	905-961-1180						_		
		Procurement Contact	Barb Kinrade - Procureme	nt Specialist			¥				
		Vendor Name	HUMANE WIL	DLIFE CO	DNT	ROL	INC				
	For For Prov ava The avai adefic	Description of Goods/S	ervices Required by Situation Removal of V	Vildlife Exclusion	n of ba	its and squ	urrels at Cha	ariton Hail(52/ e to stop the s	56 Charl quirrels a	ton Ave, Hamilton) which is a and bats from entering	
		Is there an approved bu	udget for this purchase?	, []	Yes	No		Value \$	\$10,00	00.00	
		Account Number	54401				Dept I	d /Project Id	79150	8	
	۲	Emergency Policy 10	Use explanation area acquired including Pe				ency situat				
	0	Negotiation Policy 11	Complete all sections requesting the use of					the most ap	propriate	e selection, the reason for	
1	For	Negotiation Policy 11	requests, select ONE	of the followi	ng:						
		Short Supply Goods/services are jud Sole Source		-							
i		There is only one know Bids Exceed Budget of The lowest bid meeting	or Estimated Costs				ally exceed	s the estima	ted cost		
I		Single Source A single source is being									
1		<b>Contract Extension</b> For the extension of a c tender/proposal docum		red and unfore		<b>dended fr</b> ble circum		ave caused a		ded to: n issuing a new	
		Expanded Works Approved construction	Existing PO No.:	ed work arising	durin	ig constru	ction, but o	loes not exp	and the	scope	
E	ivai	llable								supporting documentation as	
a	vaila efici	able to ten 12-17 years of age	who are experiencing senous stress disorders are common	s emotional, menta i diagnostic featur	al healt es amo	h, behaviou	ral problems iential popula	or developmen tion Chariton H	tal difficult	II is a residential treatment program ies Anxiety, attachment, attention ructured therapeutic environment	
r C	equ 3en 55,0	natures: Departmental De Lests that are under \$100,0 heral Manager (for ALL Po <u>000 or greater</u> and for Polic 0,000 or greater)	000) OR licy 10 requests <u>of</u>	•			Jun, (	$\mathcal{D}$	GE	RRY DAVIS Date 9/1/1/	
		proval Signature - Procur	ement Manager						_	Date Sept. 2/11	

Once completed and proper approvals have been obtained, please email this form as a .xls file to the "ProcurementPolicy10&11@hamilton.ca" email box Email "Subject" line should include the actual Vendor's Name

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		<u></u>			·
	þ. B		- EMERGENCY REPOR	<b>JOTIATION POLICY</b>	
)	This is when a commitme	<u>1 requests</u> : All requisite an ni has been made to a vend f not, the purchase will be co	or, services have commence	efore a vendor is engaged.	Hamilton
	Date:	October 18, 2011	haddred Hot-Oompilant.	•	
	Department/Division:	Public Works/Transport	ation, Energy and Facilil	les/Facilities Services	ma and a second s
	Reporter's Name:	Pat DI Leonardo		4	
	Phone Number:	905 546-2424 x7002	ma i atalitat		-
	Procurement Contact:	Barb Kinrade - Procurement	Specialist	V	
	Vendor Name:	OTIS			-
	Description of Goods/S	Services Required:	elevator pli OTIS was need	led to provide the plumbing	contractor access into the elevator plt,
	as OTIS is the only contra	ctor authorized to provide ac The final repair is pending: I	cess into the pli. OTIS was herefore, OTIS will need to r	on site after hours on Oct provide access one additior	14/11 and then had to return on Oct hal lime (pending no unforseen Hamilton (entral
	Is there an approved bi	udget for this purchase?	Yes 🗹 No	Value: \$	15,000.00
	Account Number	54915 (Constanting of a	and the second second	Dept Id./Project Id.	. <u>791151. () 12446.300 () () () () () () () () () () () () () </u>
۲	Emergency Policy 10		elow to describe the eme leSoft requisition number		v goods and/or services were
0	Negotiation Policy 11	Complete all sections be requesting the use of the	elow, and indicate by che e Negotiation Policy for th	cking ONLY the most ap	ppropriate selection, the reason for
Fo	r Negotiation Policy 11	requests, select ONE of	f the following:		
	Short Supply		-		
/ n		ged to be in short supply	due to market conditions.	,	
Ц		n source for the goods/se	rvices (sole source).		
	Blds Exceed Budget o			Itally exceeds the estimation of the estimationo	ated cost.
	Single Source A single source is being				
	Contract Extension	· · ·	Extended f	rom:	Extended to:
	tender/proposal docume	ent.			
	Expanded Works Approved construction	Existing PO No.:	work arising during const	truction, but does not ex	pand the scope.
	vide a brief explanation id				all other supporting documentation
lit wa	vallable. s necessary to use a Policy 10,	as the sump pumps unexpected	ly falled, which caused flooding	In the elevator plt, which relea	sed a strong odour of sewage. The plis had
on si	e until the work was completed	, as elevator/elevator pit can't be	elt unattended without an ault	norized OTIS technician.	d to be on site to provide access and stay
					GERBY DAVIS
requ Gen <u>\$5,0</u>	iatures: Departmental Diri esis ihai are under \$100,00 erai Manager (for ALL Poli- <u>00 or greater</u> and for Policy 0,000 or greater)	10) OR cy 10 requests <u>of</u>	che A Obertant	Diselo Ma	Dete_Oct.17/11
Арр	roval Signature - Procure	ement Manager	6	7	Date 0ct, 24/11
\ Onc	e completed and prope ocurementPolicy10&11(	r approvals have been o @hamilton.ca" email bo I include the actual Ven	х	this form as a .xis file	to the

Revision date: July 4, 2011

	POLICY 10 - EN POLICY 11 - REQUES	MERGENCY REP T FOR USE OF N			
	<u>1 requests</u> : All requisite appr any work being completed, or				Hamilton
Date:	October 24th, 2011				
Department/Division:	COMMUNITY SERVICES /	RECREATION DI	VISION		
Reporter's Name:	ROB GATTO - GOLF OPEF	RATIONS			
Phone Number:	905-540-6378				
Procurement Contact:	Doris Ciardullo - Senior Procureme	ent Specialist	•		
Vendor Name:	G.C. Duke Equipment Ltd.				
Description of Goods/S	Services Required:				ce building vandalizing turf equipment.
Golf Operations needed to	o rent equipment to continue our o	operation for a durat	ion of 6 weeks.		
Is there an approved b	udget for this purchase?	Ves N	0	Value:	\$ \$7,500.00
Account Number	52245 FILE # 033542	<u></u>	Dept	d./Project lo	l. <u>792490</u>
Emergency Policy 10	Use explanation area below acquired including PeopleSo			ation and ho	w goods and/or services were
Negotiation Policy 11	Complete all sections below requesting the use of the Ne				ppropriate selection, the reason for
Goods/services are jud Sole Source	lged to be in short supply due n source for the goods/servic		ons.		
Goods/services are jud Sole Source There is only one know Bids Exceed Budget of	vn source for the goods/servic	es (sole source).		ds the estim	nated cost.
Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting	In source for the goods/servic or Estimated Costs g specifications is excessive in	es (sole source).		ds the estim	nated cost.
Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source	In source for the goods/servic or Estimated Costs g specifications is excessive in	es (sole source). h total cost or subs			ated cost.
Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a contract	vn source for the goods/servic or Estimated Costs g specifications is excessive in g recommended. Contract No.:	es (sole source). total cost or subs	atantially excee		Extended to:
Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum	In source for the goods/servic or Estimated Costs g specifications is excessive in g recommended. Contract No.: contract which has expired an itent.	es (sole source). total cost or subs	atantially excee		Extended to:
Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works	In source for the goods/servic or Estimated Costs g specifications is excessive in g recommended. Contract No.: contract which has expired an ient. Existing PO No.:	es (sole source). total cost or subs Extende d unforeseeable o	atantially excee	have caused	_ Extended to: d a delay in issuing a new
Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved <u>construction</u> Provide a brief explanation i	vn source for the goods/servic or Estimated Costs g specifications is excessive in g recommended. Contract No.: Contract which has expired an itent. Existing PO No.:	es (sole source). total cost or subs Extende d unforeseeable o k arising during co	atantially exceeded from:	have caused t does not e;	_ Extended to: d a delay in issuing a new
Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> Provide a brief explanation i as available. ING'S FOREST MAINTENANCE	In source for the goods/servic or Estimated Costs g specifications is excessive in g recommended. Contract No.: Contract which has expired an nent. Existing PO No.: <u>n</u> project has unexpected wor identifying the conditions that BUILDING WAS BROKEN INTO AND	es (sole source). total cost or subs <b>Extende</b> d unforeseeable of k arising during or make it necessary O GOLF COURSE EQ	atantially exceed ad from: ircumstances onstruction, bu to use this po	have caused t does not e; licy. Attach	<b>Extended to:</b> d a delay in issuing a new xpand the scope. all other supporting documentation
Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> Provide a brief explanation i a available. DERATE THE EQUIPMENT. IT W	In source for the goods/servic or Estimated Costs g specifications is excessive in g recommended. Contract No.: Contract which has expired an nent. Existing PO No.: <u>n</u> project has unexpected wor identifying the conditions that BUILDING WAS BROKEN INTO AND	es (sole source). total cost or subs <b>Extende</b> d unforeseeable of k arising during or make it necessary O GOLF COURSE EQ	atantially exceed ad from: ircumstances onstruction, bu to use this po	have caused t does not e; licy. Attach	<b>Extended to:</b> d a delay in issuing a new xpand the scope.
Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> Provide a brief explanation i as available. ING'S FOREST MAINTENANCE	In source for the goods/servic or Estimated Costs g specifications is excessive in g recommended. Contract No.: Contract which has expired an nent. Existing PO No.: <u>n</u> project has unexpected wor identifying the conditions that BUILDING WAS BROKEN INTO AND	es (sole source). total cost or subs <b>Extende</b> d unforeseeable of k arising during or make it necessary O GOLF COURSE EQ	atantially exceed ad from: ircumstances onstruction, bu to use this po	have caused t does not e; licy. Attach	<b>Extended to:</b> d a delay in issuing a new xpand the scope. all other supporting documentation
Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> Provide a brief explanation i is available. ING'S FOREST MAINTENANCE OPERATE THE EQUIPMENT. IT W	vn source for the goods/servic or Estimated Costs g specifications is excessive in g recommended. Contract No.: Contract Which has expired an ent. Existing PO No.: <u>n</u> project has unexpected wor identifying the conditions that BUILDING WAS BROKEN INTO ANE VAS NECESSARRY TO RENT TO CO	es (sole source). total cost or subs <b>Extende</b> d unforeseeable of k arising during or make it necessary O GOLF COURSE EQ	atantially exceed and from:	have caused t does not e; licy. Attach AMAGED TO T DN THE GOLF	Extended to: d a delay in issuing a new expand the scope. all other supporting documentation HE POINT THAT STAFF COULD NOT COURSES TO KEEP UP WITH COURSE
Goods/services are jud	vn source for the goods/servic or Estimated Costs g specifications is excessive in g recommended. Contract No.: contract which has expired an ent. Existing PO No.: <u>n</u> project has unexpected wor identifying the conditions that BUILDING WAS BROKEN INTO ANE VAS NECESSARRY TO RENT TO CO vas NECESSARRY TO RENT TO CO rector (for Policy 11 100) OR licy 10 requests of y 11 requests that are	es (sole source). total cost or subs Extended d unforeseeable of k arising during co make it necessary O GOLF COURSE EQI ONTINUE OUR DAILY	atantially exceed and from:	have caused t does not e; licy. Attach AMAGED TO T DN THE GOLF	<b>Extended to:</b> d a delay in issuing a new xpand the scope. all other supporting documentation

"ProcurementPolicy10&11@hamilton.ca" email box Email "Subject" line should include the actual Vendor's Name

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	NOTE for all Policy 11 being engaged and/or	any work being compl	ite approvals eted, or the p	s must b	e obtained e will be cor	prior to a vendo sidered Non-	r	Hami	lton	
	Compliant.	June 29, 2011								
	Department/Division:	Public Works / Envir	conment and	Sustain	able Infrast	ructure				
	Reporter's Name:	Mark Bainbridge	onnentand	Oustain						
	Phone Number:	905-546-2424 x5929	9							
	Procurement Contact:	Donna Drozdz - Senior		ecialist		•	······································			
				ecialist						
	Vendor Name:	Hamilton Port Autho	rity							
	Description of Goods/S Partnership support for R		mediation in H	lamilton	Harbour.	······				
	The City has committed u the support being provide the design and costing of documents is being unde split between 4 participati The City portion is valued	d by a larger set of stake the Randle Reef Sedim rtaken. In addition, a pro ng stakeholders (Hamilto	eholders. Proj ent Remediatio piect communi	ject Imple on project ication to	ementation h ct prior to the ol will be dev	as not yet begun start of work, a p veloped. The tota	<ul> <li>In order to, periode to, periodetto, peri</li></ul>	provide grea r review and work is esti	ater confiden d standardiza imated to be the City of Ha	ce in ation of \$500K amilton).
	Is there an approved b	udget for this purchase	э?	✓ Yes	No No	Valu	ie: \$ <u>\$125</u>	,000.00 🥖	1	\$5,00
	Account Number	2110953900				Dept Id./Proj	ect Id. <u>5580</u>	1	and a second	· · ·
С	Emergency Policy 10	Use explanation are acquired including F			-	•	d how goods	and/or se	rvices were	
D	Negotiation Policy 11	Complete all section requesting the use of					ost appropria	ate selectio	n, the reas	on for
_	Negotiation Policy 11 Short Supply	requests, select ON	E of the follo	owing:						
_	Short Supply Goods/services are jud Sole Source	lged to be in short sup	ply due to ma	arket co						
_	Short Supply Goods/services are jud	lged to be in short sup In source for the good or Estimated Costs	ply due to ma s/services (so	arket co ole sour	ce).	ly exceeds the	estimated co	st.		
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget	lged to be in short sup In source for the good or Estimated Costs I specifications is exce	ply due to ma s/services (so	arket co ole sour	ce).	ly exceeds the	estimated co	st.		
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a contract Supplementation	Iged to be in short sup on source for the good or Estimated Costs of specifications is exce g recommended. Contract No.: contract which has exp	ply due to ma s/services (so	arket co ole sour I cost or E	ce). substantial xtended froi	n:	Exte	nded to:	a new	
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works	Iged to be in short sup or source for the good or Estimated Costs specifications is exce g recommended. Contract No.: contract which has exp ient. Existing PO No.:	ply due to ma s/services (so sssive in total	arket co ole sour l cost or E oreseea	ce). substantial xtended from ble circums	n: stances have ca	Externioused a delay	nded to: / in issuing	a new	<u></u>
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved <u>construction</u> ride a brief explanation is vailable.	Iged to be in short sup on source for the good or Estimated Costs g specifications is exce g recommended. Contract No.: contract which has exp ient. Existing PO No.: <u>n</u> project has unexpec- identifying the conditio	ply due to ma s/services (so essive in total oired and unfo ted work aris	arket co ole sour I cost or Coreseea ing duri e it nece	ce). substantial xtended from ble circums ng construct ssary to use	n: ttances have ca tion, but does n e this policy. At	Exten used a delay ot expand th tach all other	nded to: / in issuing e scope. <sup>-</sup> supporting	g documen	
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved <u>construction</u> ride a brief explanation	Iged to be in short sup on source for the good or Estimated Costs g specifications is exce g recommended. Contract No.: contract which has exp ent. Existing PO No.: <u>n</u> project has unexpect identifying the conditional for the project. Additional w ers further validate the app	ply due to ma s/services (so essive in total bired and unf ted work aris ons that make d at Randle Ree roach to Randle	arket co ole sour l cost or <u>E</u> oreseea	ce). substantial xtended from ble circums ng construct ssary to use ton Harbour.	n:	Exten used a delay ot expand th tach all other gn is being und ign and costing	nded to: / in issuing e scope. • supporting ertaken by a information c	g documen consulting tea	m nis point.
rovanis e le ignu	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a contract Extension For the extension of a contract Expanded Works Approved <u>construction</u> vailable. Work is a partnership effort rei red through the lead agency isonfidence will help stakehold	Iged to be in short sup on source for the good or Estimated Costs or Estimated Costs or Estimated Costs or Estimated Costs g recommended. Contract No.: contract which has expendent contract which has expendent identifying the conditional for the project. Additional we ers further validate the app will select the qualified con intercor (for Policy 11 000) OR licy 10 requests of	ply due to ma s/services (so essive in total bired and unfi ted work aris ons that make ork is needed to rorach to Randle npany to underta	arket co ole sour I cost or Coreseea ing duri e it nece f in Hamil o provide Reef and ake the wo	ce). substantial xtended from ble circums ng construct ssary to use ton Harbour.	n: ttances have ca ttion, but does n e this policy. At The process of des infidence in the des being incurred. Wo	Exten used a delay ot expand th tach all other gn is being und ign and costing	nded to: / in issuing e scope. • supporting ertaken by a information of a process alr	g documen consulting tea	m nis point. through

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		This is when a commitme	nt has been made to a	vendor, service	es have commence	d/completed or goods	Hamilton		
$/ \cap$			•	e will be consid	ered Non-Compliar	it. A ANNA ANA ANA ANA			
E 🔨 /		Date:	October 27, 2011			and the second sec			
		Department/Division:			Living Division				
		Reporter's Name:	Dorothy Barr-Elliott						
		Phone Number:	905.546.2424 Ext 3	3536					
		Procurement Contact:	Doris Ciardullo - Senio			•			
		Vendor Name: Description of Goods/S	Sid Ridgley Si	mylc	onsultin	g- see atta	thed email from		
				laboration" to be	e provided to 30 He	althy Living Division staff on	Thursday, 24 November 2011.		
		ls there an approved b	udget for this purcha	se?	✓ Yes ✓ No	Value: \$ <u></u> \$	5,700.00 /		
		Account Number	55735 Fees for ser	vice		Dept Id./Project Id. 67	, 2 <b>5000</b> - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000		
	0	Emergency Policy 10					ods and/or services were		
	۲	Negotiation Policy 11					priate selection, the reason for		
	For	Negotiation Policy 11	requests select Of	NE of the foll	owina:				
	,		10440010, 001001 01		stillig.				
		Short Supply Goods/services are jud	aed to be in short su	nnlv due to m	arket conditions				
(		Sole Source							
		Bids Exceed Budget of	or Estimated Costs			ally exceeds the estimated	cost		
	7	Single Source A single source is being							
		Contract Extension	Contract No.:	<u>han ca</u>					
		tender/proposal docum		cpired and unt	oreseeable circur	nstances have caused a de	elay in issuing a new		
		Expanded Works Existing PO No.: <u>Existing PO No.:</u> Approved <u>construction</u> project has unexpected work arising during construction, but does not expand the scope.							
		vide a brief explanation i wailable.	dentifying the conditi	ons that make	it necessary to u	se this policy. Attach all of	her supporting documentation		
	Ridgl traini havir	ey who offers a two day session ng budget, we would like to ha	on at the Schulich School ve him to present a one d	Ivendor, services have commenced/completed or goods         e will be considered Non-Compliant.         ices - Healthy Living Division         3536         r Procurement Specialist         Image: Consulting	y interactive workshop. To maximize our egistration costs and will avoid staff				
l	requ Gen \$5,0	natures: Departmental Di ests that are under \$100,0 eral Manager (for ALL Po <u>00 or greater</u> and for Polic 0,000 or greater)	100) OR licy 10 requests <u>of</u>	DOROTH	Y BARR-E	LUOTT	Date 007.31/2011		
	ψiσt	,				· · · · · · · · · · · · · · · · · · ·	Date <u>007.31</u> 2011 Date <u>Nov. 8/2011</u>		
i	Арр	roval Signature - Procur	ement Manager				Date <u>NOV 0 601</u>		
	"Pro	e completed and prop ocurementPolicy10&11 ail "Subject" line shou	@hamilton.ca" ema	ail box		nis form as a .xls file to	the		

Revision date: July 4, 2011

### POLICY 10 - EMERGENCY REPORTING FORM POLICY 11 PEOLIEST FOR LISE OF NEGOTIATION POLICY

	POLICY 10 - EMERGENCY REPORTING FORM POLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY								
/	This is when a commitme	<u>1 requests</u> : All requisite approvals r nt has been made to a vendor, service f not, the procurement will be consider	es have commenced/	completed or goods have					
	Date:	October 29, 2011							
	Department/Division:	Economic Development Division	1						
	Reporter's Name:	Norm Schleehahn							
	Phone Number:	2669							
	Procurement Contact:	Jeff Mulligan - Procurement Specialist		•					
	Vendor Name:	Hamilton Chamber of Commerc	e						
	Description of Goods/S	Services Required: Chamber of Commerce Events							
	ls there an approved b	udget for this procurement?	✓ Yes 🗌 No	Value:	\$ \$12,000.00				
	Account Number	55440		Dept Id./Project lo	d. <u>362105</u>				
C	Emergency Policy 10	Use explanation area below to c acquired including PeopleSoft re			w goods and/or services were				
	Negotiation Policy 11	Complete all sections below, an requesting the use of the Negoti			appropriate selection, the reason fo				
E	Sole Source	lged to be in short supply due to n							
	Bids Exceed Budgete The lowest bid meeting	ed or Estimated Costs specifications is excessive in tota	al cost or substanti	ally exceeds the estin	nated cost.				
2	] Single Source A single source is being	g recommended.							
C	Contract Extension For the extension of a c tender/proposal docum	Contract No.: contract which has expired and ur		m: nstances have cause	Extended to: d a delay in issuing a new				
	Expanded Works	Existing PO No.: n project has unexpected work ar		ıction, but does not e	xpand the scope.				
as	available.				all other supporting documentatio				
To 20 sp ca	date, Ec Dev has sponsored \$1, 11). There are three additional e onsorship for The Big Bank Theo	500 for the Outstanding Business Achieve vents coming up in November and Decem vry -Economists Panel - \$5,000. These events is sponsorship agreement is usually defined	ment Awards Program ( ber which include the W ents provide the City with	March 2011), and \$3,000 ebEdge Seminar \$1,250, I n an ideal opprotunity to p	Northern lights Seminar \$1,250 and the title resent the "Invest in Hamilton" message to a				
re Ge <u>\$5</u>	gnatures: Departmental Di quests that are under \$100,0 eneral Manager (for ALL Pol ,000 or greater and for Polic 00,000 or greater)	00) OR licy 10 requests of	- ÉVERSO	N	 Date Date				
( Al	oproval Signature - Procur	ement Manager							
"F	ProcurementPolicy10&11	er approvals have been obtaine l@hamilton.ca" email box		nis form as a  .xls  fi	le to the				
E	nall "Subject" line shou	Id include the actual Vendor's N	lame		Revision date: November 1, 20				

	P	POLICY 10 - EMERGENCY REPORTING FORM	
	Date:	October 27, 2011 Hamilton	
	Department/Division:	Public Works/Operations & Maintenance	
	Reporter's Name:	Rafael G. Sandoval	
	Phone Number:	905 546 2424 ext 2508	
	Buyer:	Iris Tesch 💌	
	Vendor:	Dufferin Construction Company	
	Description of Goods/S Supply, install and remove drawings BF-01 sheets 1 t	e temporary shoring at bridge Asset 330 -Birch Ave (75 south of Burlington St.) as per	
	ls there an approved by	nudget for this purchase? ☑ Yes ☑ No Value: \$\$85,450.00	
	is mere an approved bu	oudget for this purchase? └┘ Yes └┘ No Value: \$ <u>\$85,450.00 /</u>	
	Account Number	55916 Dept Id. / Project Id. 4031118001	
۲	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.	
0	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.	
Foi	Negotiation Policy 11	requests, select ONE of the following:	
	Short Supply		
housed		dged to be in short supply due to market conditions.	
	Sole Source		
		vn source for the goods/services (sole source).	
	Bids Exceed Budget of The lowest bid meeting	or Estimated Costs g specifications is excessive in total cost or substantially exceeds the estimated cost.	
	Single Source A single source is being	g recommended.	
	Contract Extension	Extended until:	
		contract which has expired and unforeseeable circumstances have caused a delay in	
П	issuing a new tender/pr Expanded Works	Existing PO Number:	
	•	project has unexpected work arising during construction, does not expand the scope.	
	vide a brief explanation i	identifying the conditions that make it necessary to use this policy. Expand the cell if upporting documentation as available.	
A lov Burli asse by si SOF unde	v bed semi-trailer carrying a ngton St) on Monday Octob mbly. Several riveted conne mple visual inspection, that suggested engaging Duffe ritaken. Dufferin has done s	a forklift hit the north west girder of the railroad bridge located on Birch Ave (75 m South of ber 24, 2011. The collision impact tore apart the outside plies of the bottom flange plate nections got broken and some of the pipe support brackets were damaged. It was estimated, at the damaged bottom flange suffer a lost of at least 50% of its carrying capacity. As a result, erin Construction to provide temporary shoring of the bridge structure while repair works are similar shoring work for SOR in the past. The various costs associated with this repair are ugh Risk Management as the damages were a result of a vehicular accident. Police Report	
requ Gen	natures: Departmental lests that are under \$10 leral Manager (for ALL I	00,000) OR A GERRY DAVIS NOVI 1/2011	i

Revision date: 13 January 2010

				ENCY REPOR R USE OF NEG	TING FORM OTIATION POLI	СҮ		
	NOTE for all Policy 1 This is when a commitme	ent has been made to a	vendor, services	have commence			Harr	nilton
1	been ordered/received. I	the state and the state of the	e considered No	on-Compliant.				
	Date:	November 4, 2011	votiona 8 Miaa	to Managaman	+			
· .	Department/Division: Reporter's Name:	Public Works - Ope Stephen Ames	rations & was	te managemen	L			
	Phone Number:	905-546-2424 EXT	2369					
	Procurement Contact:	Iris Tesch - Procureme			•			
	Vendor Name:	Playpower Ltd Can	ada - 21 Scott	Ave. Paris On.	N3L-3E7			
	Description of Goods/S				Z <u></u>		-	
	Supply Equipment and lai	cour to remove and repl	ace fire damage	d play equipment	at Corman park p	layground -		
	Is there an approved b	udget for this purcha	se? [	✓ Yes 🗌 No	Val	ue: \$ <u>\$13,6</u>	679.78	1, \$1,573.76
	Account Number	55916			Dept Id./Pro	oject Id. <u>4440</u>	65	
0	Emergency Policy 10	Use explanation are acquired including	ea below to de PeopleSoft req	scribe the emer uisition number	gency situation a if entered.	and how good	ls and/or	services were
۲	Negotiation Policy 11	Complete all sectio requesting the use				most appropri	ate seleo	ction, the reason for
Fo	or Negotiation Policy 11 Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget	lged to be in short su vn source for the goo	pply due to ma	arket conditions				
	The lowest bid meeting		essive in total	cost or substar	tially exceeds the	e estimated co	ost.	
	A single source is bein Contract Extension For the extension of a	Contract No.: contract which has ex	pired and unfo	Extended f			nded to: ay in issu	ling a new
	tender/proposal docum Expanded Works Approved constructio	Existing PO No.:	cted work arisi	ing during cons	iruction, but does	s not expand t	he scope	<u>.</u>
	ovide a brief explanation available.			•			-	
lt is mar	reccommended practice for the utacturer of this equipment - ar ts over their playground equipm	nd is able to make necessa	y modifications an	d adjustment as rec	uired to maintain cur	rent CSA (2007)	standards.	Vendor has exclusive
req Gei \$5,	natures: Departmental Di uests that are under \$100,0 neral Manager (for ALL Po 000 or greater no,000 or greater)	000) OR licy 10 requests <u>of</u>	CRAI	G Mur	boc H		Date_	NOV. 15/2011 NOV. 15/2011
Ap	proval Signature - Procu	rement Manager				<u>.</u>	Date_	10V.15/2011
"Pi	ce completed and prop rocurementPolicy10&1 nail "Subject" line shou	1@hamilton.ca" em	ail box		this form as a .	xis file to th		. 1

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		POLIC <sup>V</sup> POLICY 11 - R		RGENCY REPO OR USE OF N			
	NOTE for all Policy 1 This is when a commitme have been ordered/receiv	ent has been made to a	vendor, servio	ces have comme	nced/completed		d. Hamilton
	Date:	November 1, 2011			Jucinit.		
	Department/Division:	Facilities Dept					
	Reporter's Name:	Chuck Alkerton					
	Phone Number:	905-546-2424 x700	3				
	Procurement Contact:	Barb Kinrade - Procurer			*		
		1			•		
	Vendor Name:	Ferro Canada - 905	-763-0787				
	Description of Goods/S Demolition and removal of						
	Is there an approved b	udget for this purchas	e?	🗹 Yes 🗌 No		Value:	\$ \$22,000.00
	Account Number	<b>59222</b>	<u>. (</u>		Dept lo	d./Project	d. <u>3621054100 and and and and and and and and and and</u>
0	Emergency Policy 10	Use explanation are acquired including F				ion and ho	w goods and/or services were
۲	Negotiation Policy 11		s below, and	d indicate bv cl	ooking ONLV	the most a	ppropriate selection, the reason for
Fo	Negotiation Policy 11	requesting the use of	f the Negoti	ation Policy for			
	Negotiation Policy 11 Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting	requests, select ON Iged to be in short sup In source for the good or Estimated Costs	of the Negoti E of the foll ply due to m s/services (s	ation Policy for lowing: narket conditior sole source).	this purchase.		
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source	requests, select ON lged to be in short sup on source for the good or Estimated Costs i specifications is exce	of the Negoti E of the foll ply due to m s/services (s	ation Policy for lowing: narket conditior sole source).	this purchase.		
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum	requests, select ON lged to be in short sup in source for the good or Estimated Costs is specifications is exce g recommended. Contract No.: contract which has exp ent.	f the Negoti E of the foll ply due to m s/services (s ssive in tota	ation Policy for lowing: narket condition sole source). Il cost or substa Extende	this purchase. Is. antially exceed	s the estin	nated cost.
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a contract Supplementation of the section of the se	requests, select ON lged to be in short sup on source for the good or Estimated Costs specifications is exce g recommended. Contract No.: contract which has exp ent. Existing PO No.:	of the Negoti E of the foll ply due to m s/services (s ssive in tota	ation Policy for lowing: narket condition sole source). Il cost or substa 	this purchase. Is. Initially exceed d from: cumstances ha	s the estin	nated cost. Extended to: d a delay in issuing a new
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u>	requests, select ON lged to be in short sup on source for the good or Estimated Costs is specifications is exce g recommended. Contract No.: contract which has exp ent. Existing PO No.: n project has unexpect	of the Negoti E of the foll ply due to m s/services (s ssive in tota pired and un	ation Policy for lowing: narket condition sole source). Il cost or substa  Extende foreseeable cir  sing during cor	this purchase. Is. Initially exceed d from: cumstances ha structión, but o	s the estim ave cause does not e	nated cost. Extended to: d a delay in issuing a new xpand the scope.
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> vide a briet explanation in vailable.	requests, select ON lged to be in short sup in source for the good or Estimated Costs is specifications is exce g recommended. Contract No.: contract which has exp ent. Existing PO No.: n project has unexpect dentifying the condition	If the Negoti E of the foll ply due to m s/services (s ssive in tota ssive in tota bired and un ted work aria	ation Policy for lowing: narket condition sole source). Il cost or substa Extende foreseeable cir sing during cor e it necessary f	this purchase. Is. antially exceed d from: cumstances ha struction, but o o use this polic	s the estim ave cause does not e cy. Attach	nated cost. Extended to: d a delay in issuing a new xpand the scope. all other supporting documentation
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> vide a briet explanation in vailable.	requests, select ON lged to be in short sup on source for the good or Estimated Costs is specifications is exce g recommended. Contract No.: contract which has exp ent. Existing PO No.: n project has unexpect dentifying the condition	of the Negoti E of the foll ply due to m s/services (s ssive in tota ssive in tota vired and un ted work aria ns that make	ation Policy for lowing: narket condition sole source). Il cost or substa Extende foreseeable cir sing during cor e it necessary to resting single source	this purchase. Is. antially exceed d from: cumstances ha struction, but o o use this polic	s the estim ave cause does not e cy. Attach	nated cost. Extended to: d a delay in issuing a new xpand the scope.
Prov     as a     162-     174,     Sigr     Gen     \$5,0	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> Vide a briet explanation in Vailable.	requests, select ON lged to be in short sup on source for the good or Estimated Costs is specifications is exce g recommended. Contract No.: contract which has exp ent. Existing PO No.: n project has unexpect dentifying the condition had all the utilities removed barton St W and machinery rector (for Policy 11 100) OR licy 10 requests of	If the Negoti E of the foll ply due to m s/services (s ssive in tota bired and un ted work arian ns that make Staff are requ s already on si	ation Policy for lowing: narket condition sole source). Il cost or substa Extende foreseeable cir sing during cor e it necessary to resting single source	this purchase. Is. antially exceed d from: cumstances has struction, but o o use this polic e because Ferro o	s the estim ave cause does not e cy. Attach	ated cost. Extended to: d a delay in issuing a new xpand the scope. all other supporting documentation is currently demolishing 166, 168, 170, 172,
Prov     as a     information     Sign     Gen     5.00	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>construction</u> (vide a brief explanation in vailable. 104 Barton St W has recently in 176, 178, 180, 182, and 198 B Interest: Departmental Different State ests that are under \$100,0 eral Manager (for ALL Po 00 or greater and for Police	requests, select ON lged to be in short sup on source for the good or Estimated Costs specifications is exce g recommended. Contract No.: contract which has exp ent. Existing PO No.: n project has unexpect dentifying the condition nad all the utilities removed barton St W and machinery rector (for Policy 11 000) OR licy 10 requests of cy 11 requests that are	If the Negoti E of the foll ply due to m s/services (s ssive in tota bired and un ted work arian ns that make Staff are requ s already on si	ation Policy for lowing: narket condition sole source). Il cost or substa <u>Extende</u> foreseeable cir sing during cor e it necessary t resting single source.	this purchase. Is. antially exceed d from: cumstances has struction, but o o use this polic e because Ferro o	s the estim ave cause does not e cy. Attach	nated cost. Extended to: d a delay in issuing a new xpand the scope. all other supporting documentation

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"ProcurementPolicy10&11@hamilton.ca" email box Email "Subject" line should include the actual Vendor's Name

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	PO		RGENCY REPORTING FORM	
	Date:	June 9, 2011		Hamilton
	Department/Division:		inancial Planning & Policy	1 Iummiton
	Reporter's Name:	Tom Hewitson		
	Phone Number:	546-2424 ext 4159		
	Buyer:	Maryanne Macura	•	
	Vendor:	BMA Management Co	onsulting Inc.	
	Description of Goods/Se Annual municipal competit			
	Is there an approved bu	dget for this purchase?		00 (+ HST)
	Account Number	<u>55801</u>	Dept Id. / Project Id. 338	025
0	Emergency Policy 10		below to describe the emergency situat acquired including PeopleSoft requisitio	
۲	Negotiation Policy 11		below, and indicate by checking ONLY for requesting the use of the Negotiation	
Foi	Negotiation Policy 11	requests, select ONE	of the following:	
	Short Supply			
	Goods/services are judg	ged to be in short supply	y due to market conditions.	
		a aquiraa far tha goodala		
—	There is only one known	-	services (sole source).	
	Bids Exceed Budget of The lowest bid meeting		sive in total cost or substantially exceeds	s the estimated cost.
1	Single Source A single source is being	recommended.		
	<b>Contract Extension</b>	Extended u		
	For the extension of a c	ontract which has expire	ed and unforeseeable circumstances ha	ave caused a delay in
	issuing a new tender/pro			
	Expanded Works	Existing Po project has unexpected	work arising during construction, does r	not expand the scope.
Prov		dentifying the conditions	s that make it necessary to use this polic	
Con	sortium of 50+ municipalitie	s agreed to take part in a	joint venture to conduct a tax competitivener	ss study. From
cons	sultation amongst the munic	ipalities, the proposed ver	ndor (BMA Management Consulting Inc.) wa	as selected to
cond	luct the study.			
-	natures: Departmental	• •		
	uests that are under \$10 neral Manager (for ALL I			
<u>REC</u>	GARDLESS OF AMOUN Jests that are \$100,000 c	<u>T</u> and for Policy 11	MIKE ZEGARAC	Date <u>SEPT. 16</u> 2011 Date <u>SEPT. 16</u> 2011
-	roval Signature - Manag	- ,		Date SEPT. 16/2011

Once completed and proper approvals have been obtained, please email this form as a .xls file to 'Purchasing Policy 10 & 11' at purchasi@hamilton.ca

	a an tha state and the state of	POLICY 11 - R	ana ana an						ТТ. <sup>.</sup>	1111 :1	
6,	NOTE for all Policy 11 This is when a commitme	requests: All requisi	te approvals	must be c	btained bef	ore a vendo	or is engage	d.	Hami	liton	
	been ordered/received. If	not, the purchase will b	e considered	Non-Com	pliant.	rcompleted	or goods na	ave			
	Date:	Oct. 19, 2011			• • • • •						
	Department/Division:	Public Works, EFF1	Г								
	Reporter's Name:	Tom Chessman									
	Phone Number:	x2494									
	Procurement Contact:	Donna Drozdz - Senior	Procurement S	Specialist		•					
	Vendor Name:	Hamilton Communit	v Enerav	•							
	Description of Goods/S		y Energy								
	Engineering assessment of District Coolintg system. T the downtown core. Paym	of existing District Coool his includes McMaster (	(at the existin	ig Hamilto	n Wentwort	y options as n Board of I	s it relates to Ed. site) and	additiona I a private	il buildings developer	being added to adding building	the s to
	Is there an approved bi	udget for this purchas	se?	🗸 Yes	No		Value:	\$ <u>\$45,0</u>	00.00		••••• ;
	Account Number	55801				Dept	ld./Project	ld. 7902	00	بالمرافقة والمراجع	
0	Emergency Policy 10	Use explanation are acquired including F				ency situa				ervices were	
۲	Negotiation Policy 11	Complete all section requesting the use						appropri	ate selecti	ion, the reaso	n for
	Goods/services are jud Sole Source There is only one know Bids Exceed Budget of	n source for the good									
	The lowest bid meeting		essive in to	tal cost c	r substant	ally excee	eds the esti	imated co	ost.		
	A single source is being	g recommended.									
	Contract Extension For the extension of a c tender/proposal docum	contract which has ex	pired and u		<b>xtended fr</b> eable circul				nded to: ay in issuir	ng a new	<u> </u>
	Expanded Works Approved <u>construction</u>	Existing PO No.:	cted work a	risina du	rina constr	uction, bu	t does not	expand t	he scope.		
	ovide a brief explanation i available.										ation
		ity Policy we are electing to	work with Har	milton Com	l relationship	Public Work	s will supply o oop need tech	cooling to H	CE, whom in sis and assu	n turn willcontract trance that the ex is technical and	for isting
As o the I cooli syste	utilined in the Energy Commodi District Energy business and pr- ing supply services to McMaste em can supply the cooling neec nomical impact study will form the ing loads will indeed be met. He	er and the new developer. N ds. If not then additional op he basis of future Council r	New buildings b tions need to b reports for expa	peing addeo e explored ansion base	to deliver the edproject work	required cook	mportant as tl	here are im	pending agre		
As o the I cooli syste ecori cooli Sigi requ <b>Sigi</b> <b>Sigi</b> <b>Sigi</b>	District Energy business and pring supply services to McMaste em can supply the cooling need nomical impact study will form the cooling input study will form the study of t	r and the new developer. N Is. If not then additional op he basis of future Council r CE will take the lead on thi rector (for Policy 11 100) OR licy 10 requests <u>of</u>	New buildings b tions need to b reports for expa s study work to	peing addeo e explored ansion base a aid in prov	to deliver the edproject work riding the futu	required coo x. Timing is in re services b	mportant as tl	here are im	pending agre		120
As o the I cooli syste ecori cooli Sigi requ <b>Sigi</b> <b>Sigi</b> <b>Sigi</b>	District Energy business and pring supply services to McMaste em can supply the cooling need nomical impact study will form the ing loads will indeed be met. He <b>services: Departmental Di</b> uests that are <b>under \$100,0</b> neral Manager (for ALL Pol	r and the new developer. N Is. If not then additional op he basis of future Council r CE will take the lead on thi rector (for Policy 11 100) OR licy 10 requests <u>of</u>	New buildings b tions need to b reports for expa s study work to	peing addeo e explored ansion base a aid in prov	to deliver the edproject work	required coo x. Timing is in re services b	mportant as tl	here are im	pending agre	SCT. 19 SCT. 26	/20

	P	POLICY 10 - EME DLICY 11 - REQUEST F		EPORTING FORM	
	Date:	2011 01 10			Hamilton
	Department/Division:	W & WW / Environme	ent & Susta	nable Infrastructure	
\$	Reporter's Name:	Lindsay Reiach			
	Phone Number:	5662			
	Buyer:	Donna Drozdz		•	
	Vendor:	Smith & Loveless			
	Description of Goods/S	Services Required:			
		ing equipment utilized by	Plant Operat	ions	
		-			H/~~ (
	Is there an approved be	udget for this purchase?	✓ Yes	No Value: S	\$ \$95,000.00 7/- \$69,608,00
	Account Number	54720	_	Dept Id. / Project Id.	510320
0	Emergency Policy 10	Use explanation area and/or services were	below to de acquired ine	escribe the emergency cluding PeopleSoft req	situation and how goods uisition number if entered.
۲	Negotiation Policy 11	Complete all sections selection, the reason purchase.	below, and for requesti	indicate by checking ( ng the use of the Negc	ONLY the most appropriate otiation Policy for this
Fo	r Negotiation Policy 11	requests, select ONE	of the follo	wing:	
	Short Supply Goods/services are jud	lged to be in short suppl	y due to ma	rket conditions.	
$\checkmark$	Sole Source There is only one know	n source for the goods/	services (so	ble source).	
	Bids Exceed Budget of The lowest bid meeting		sive in total	cost or substantially e	xceeds the estimated cost.
	Single Source A single source is being	g recommended.			
	<b>Contract Extension</b> For the extension of a cissuing a new tender/pi			preseeable circumstan	<u>ideor tracerta</u> ices have caused a delay in
	Expanded Works	•	O Number:		
	Approved construction	project has unexpected	work arisin	g during construction,	does not expand the scope.
req	uired. Attach all other su	upporting documentation	n as availab	le.	is policy. Expand the cell if
cont Was and		cellaneous equipment and htly, in order to maintain th e OEM. Alternate manufa	parts for the ese systems	se S&L systems, at the h it is requisite that we so	neadworks to the Woodward le source replacement parts
req	n <b>eral Manager</b> (Require uests <u>REGARDLESS O</u> icy 11 requests that are	F AMOUNT and for	DAN	MCKINNON	Date <u>March</u> 30/2011 Date <u>April</u> 5/2011
Арр	proval Signature - Manag	ger of Purchasing			Date_ <u>April_</u> 5/2011

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Once completed and proper approvals have been obtained, please email this form as a .xls file to 'Purchasing Policy 10 & 11' at purchasi@hamilton.ca

					•	_			, , I
			POLIC POLICY 11 -	CY 10 - EMER REQUEST FO	GENCY REPO OR USE OF NE	RTING FORM GOTIATION F	POLICY		
$\phi$		NOTE for all Policy 11 This is when a commitme been ordered/received. If	Lrequests: All requ nt has been made to a not, the procurement	ilsite approvals i a vendor, servic will be consider	must be obtained es have commen	before a vendor ced/completed c	is engaged. r goods have	Hamilton	
I		Date: Department/Division:	November 29, 20 Public Works / Tra		Energy and Fac	lities			
		Reporter's Name: Phone Number:	Rom D'Angelo 905-546-2424 x70						
		Procurement Contact;	Barb Kinrade - Procu			<b>•</b>			
		Vendor Name:	Peter Turco - 289	-260-0003	is P.T	General	Contrac	ting BIG	
		Description of Goods/S	Annual					U	
		Increase to PO #62016 by	\$30,000 to replace di	ischarging lines	which were colla	osed and deteric	rated.		
		Is there an approved bi	udget for this procu	rement?	✓ Yes 🗌 No		Value: \$ \$30,	000.00	
		Account Number	54401		terres di	Dept Id	./Project Id. 7910	604	
	۲	Emergency Policy 10	Use explanation a acquired including	area below to c g PeopleSoft re	describe the em equisition numb	ergency situat er if entered.	ion and how goo	ds and/or services were	
	0	Negotiation Policy 11	Complete all secti requesting the use	ons below, an e of the Negot	d indicate by ch iation Policy for	ecking ONLY this procurem	the most approp ent.	riate selection, the reason for	
	Foi	r Negotiation Policy 11	requests, select (	ONE of the fol	llowing:				
$(\bigcirc$		Short Supply Goods/services are jud Sole Source	ged to be in short s	supply due to n	narket condition	s.			
		There is only one know Bids Exceed Budgete	d or Estimated Co	sts					
		The lowest bid meeting Single Source	specifications is ex	cessive in tota	al cost or substa	intially exceed	s the estimated o	cost.	
		A single source is being Contract Extension	Contract No.:		Extended			ended to:	<u>i</u>
		For the extension of a c tender/proposal docum	ent.	expired and ur	nforeseeable cir	cumstances h	ave caused a de	lay in issuing a new	
		Expanded Works Approved <u>construction</u>	Existing PO No.: <u>n</u> project has unexp	ected work ar	ising during cor	struction, but	does not expand	the scope.	-
	as a	available.						er supporting documentation	1
	Ched	rseeable site conditions require loke Yard grounds and towards of to 3 local contractors (Peter	s the building. It was dis	covered on Nov 2	8 that the dischargir	g lines were colla	psed and deteriorated	ng rapidiy and back washing onto the I and need to be replaced. RFQ was	
	requ Gen <u>\$5,0</u>	natures: Departmental Din rests that are under \$100,0 eral Manager (for ALL Pol <u>00 or greater</u> and for Pollog 0,000 or greater)	00) OR icy 10 requests <u>of</u>	Ju Se	ARII I	Max	7	Date	1
(		oroval Signature - Procur	ement Manage			m	V	$\Rightarrow Date \frac{12}{7/11}$ The DEC, 13/20	_
	Onc	ce completed and prop	er approvals have	been obtaine	ed, please ema	GERN II this form as	a .xls file to ti	re $real 2/a$	
		ocurementPolicy10&11 ail "Subject" line shoul			Name			3	~11
								Revision date: November 1, 2011	

					RGENCY REP				
			POLICY 11 -	REQUEST F	OR USE OF N	EGOTIATION I	POLICY		
		NOTE for all Policy 11 This is when a commitme have been ordered/receiv	ent has been made to	a vendor, serv	rices have comm	enced/completed	r is engaged. or goods	Hamilto	on
		Date:	November 3, 201						
		Department/Division:	Energy Fleet & Fa	cilities - Traf	fic Operations				
		Reporter's Name:	Shelley Boylan						
		Phone Number:	4395						
		Procurement Contact:	Barb Kinrade - Procu	ement Specialis	t	-			,
		Vendor Name:	Harper Managem	ent					
		Description of Goods/S	Services Required:					·····	
		Installation of Various Sig vandalism.	n Overlays to existing	Traffic Contro	ol Signs on the Li	ncoln Alexander I	Parkway. Signs	were initially damag	jed by Gramiti
								· · · · · · · · · · · · · · · · · · ·	
		Is there an approved b	udget for this procu	rement?	🗹 Yes 🗌 No		Value: \$ <u></u>		rahari dan sena seri dan Managari dan seri dan s Managari dan seri dan
		Account Number	53051	<u>1994 (* 1995 - 1</u>	<u> </u>	Dept lo	d./Project Id. 4	66080	a shina na ƙwa
	0	Emergency Policy 10	Use explanation a acquired including	rea below to PeopleSoft	describe the er requisition num	nergency situat ber if entered.	ion and how go	oods and/or servic	es were
	۲	Negotiation Policy 11	Complete all secti requesting the use	ons below, a e of the Nego	nd indicate by c otiation Policy fo	hecking ONLY r this procurem	the most appro ent.	opriate selection, t	he reason for
Ċ	Foi	r Negotiation Policy 11 Short Supply Goods/services are juc				ns.			
		Sole Source There is only one know							
		Bids Exceed Budgete The lowest bid meeting	d or Estimated Co	sts		tantially exceed	s the estimate	d cost.	
	7	Single Source A single source is being	g recommended.						
		Contract Extension For the extension of a tender/proposal docum		expired and u		ed from: ircumstances h		Extended to: delay in issuing a r	new
		Expanded Works Approved <u>constructio</u>	Existing PO No.:	ected work a	arising during co	nstruction, but	does not expar	nd the scope.	
	as a	avide a briet explanation available.							
	fabri	oar Management is the current icated by the MTO (See Policy I closures on the Lincoln Alexa	11 for Ministry of Transp	ortation attache	d) We do not have	The Sign Overlays the capability to ins	which Harpar Mar tall speciality signs	nagement will be install s of this size. Due to th	ling are being le regulations for
	requ Ger \$5,0	natures: Departmental D uests that are under \$100, neral Manager (for ALL Pc <u>000 or greater</u> and for Poli 0,000 or greater)	000) OR blicy 10 requests <u>of</u>	• Ge	off Lul	PTON		Date <u>N</u> 0	V.7/2011 N.7/2011
	Арр	proval Signature - Procu	rement Manager			,		Date_ <u>M(</u>	N. 7/2011
	"Pr	ce completed and prop rocurementPolicy10&1 nail "Subject" line shou	1@hamilton.ca" er	nail box		ail this form a	sa.xls file to	o the	1
		•							

		POLIC	Y 10 - EMERGENCY		M		
		POLICY 11 - F	REQUEST FOR USE	OF NEGOTIATION	I POLICY		
	Date:	September 19, 201				Hamilton	1
	Department/Division:	Public Works - Fac	lities				
	Reporter's Name: Phone Number:	Frank Gazzola 905 546-2424 ext 2					
	Procurement Contact:	Barb Kinrade - Procure	ment Specialist	▼			
	Vendor Name:	Superior Boiler Wor	rks				
	Description of Goods/S						
	Copps, Chiller Plant, P5 F	oump motor burnt out.	Electrical motor to be m	emoved and replaced	immediately.		
						· · · · ·	
		2					
	ls there an approved bu	udget for this purchas	se? Yes	√ No	Value: \$	\$10,000.00 1- \$2,0	64.98
	Account Number	54720		Dept	Id./Project Id.	791306	
۲	Emergency Policy 10		ea below to describe PeopleSoft requisition			goods and/or services were	
0	Negotiation Policy 11		ns below, and indicate of the Negotiation Po			ropriate selection, the reason for	
	Short Supply Goods/services are judg Sole Source There is only one known Bids Exceed Budget o	n source for the good					
	The lowest bid meeting Single Source		essive in total cost or	substantially excee	ds the estimate	ed cost.	
	A single source is being	•					
	Contract Extension For the extension of a c tender/proposal docume			xtended from: able circumstances		Extended to: delay in issuing a new	
	Expanded Works Approved construction p	Existing PO No.: project has unexpected	ed work arising during	g construction, does	s not expand th	e scope.	
	vide a brief explanation ic vallable.	ientifying the condition	ons that make it nece	ssary to use this po	licy. Attach all	other supporting documentation	
Super	e has been a failure with Pump rior Boiler Works was selected d making Ice on Tuesday and	to repair as they are the c	current High Voltage Electr	rical Contractor. The P5	schedule, the pump Pump motor burnt	o motor required immediate replacement, out and required replacement. Copps ha	ad
					586		_
reque Gene <u>REG</u>	atures: Departmental Dir ests that are under \$100,00 eral Manager (for ALL Poli <u>ARDLESS OF AMOUNT</u> a ests that are \$100,000 or g	00) OR licy 10 requests and for Policy 11			5 Joh	N MATER Date DCF 5/1	, 4

/		RHM.	
		POLICY 10 - EMERGENCY REPORTING FORM POLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY	
	This is when a commitme been ordered/received. In Date: Department/Division: Reporter's Name: Phone Number: Procurement Contact:	1 requests: All requisite approvals must be obtained before a vendor is engaged.         nt has been made to a vendor, services have commenced/completed or goods have         f not, the procurement will be considered Non-Compliant.         NOV 8, 201         Community Services (culture)         Clarce MCKeeren         X. (e 281         Select Appropriate Procurement Contact DOR 13 CENER         Concrete Elegence         Carce Frequence	Hamilton
	for the fat	nication and installation of two concre - James 87. N public ant commission	ete chairs ad
	Is there an approved h	udget for this procurement?	6890
	Account Number	<u>710105876</u> Dept Id./Project Id.	59278
0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how g	<u> </u>
		acquired including PeopleSoft requisition number if entered.	
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most app requesting the use of the Negotiation Policy for this procurement.	ropriate selection, the reason for
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budgete	requests, select ONE of the following: lged to be in short supply due to market conditions. /n source for the goods/services (sole source). In or Estimated Costs I specifications is excessive in total cost or substantially exceeds the estimate	ed cost.
<u>_</u>	A single source is being		
	Contract Extension For the extension of a c tender/proposal docum Expanded Works	contract which has expired and unforeseeable circumstances have caused a	Extended to: a delay in issuing a new
	Approved construction	${f n}$ project has unexpected work arising during construction, but does not expand	1
	wallahla	dentifying the conditions that make it necessary to use this policy. Attach all	
Ve he Ol Sp	ndor has begu ouever work erage, in the ecialized wi	in work as install date is planned for two originally extinated now needs to be a e amount 06#8870. Contractor is also co ork not readily available through other con	o weets from now, covered with thus impleting highly stractors
Sigr requ Gen <u>\$5,0</u>	atures: Departmental Di ests that are under \$100,0 eral Manager (for ALL Pol <u>00 or greater</u> and for Polic 0,000 or greater)	rector (for Policy 11 00) OR icy 10 requests of	BRADFORIS Date <u>NOV 8/201</u> 1 Date <u>NOV 15/2011</u>
Арр	roval Signature - Procur	ement Manager	Date <u>NOV, 15/2011</u>
"Pr	ocurementPolicy10&11	er approvals have been obtained, please email this form as a .xls file t @hamilton.ca" email box Id include the actual Vendor's Name	to the

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	Date:	POLICY 11 - REQUEST FOR USE OF NEGOTIATION P Sept 6, 2011	Hamilton
	Department/Division:	Transportation, Energy & Facilities	Traimiton
	Reporter's Name:	Dave McFarland	
	Phone Number:	Ext 7039	
	Procurement Contact:	Doris Ciardullo - Senior Procurement Specialist 🔍	
	Vendor Name:	SimplexGrinnell / Tyco	
	Description of Goods/S	ervices Required:	
	Funding required to cover Fire Code. This policy 11 60,000.	sprinkler/fire alarm inspections, repairs and maintenance at our Corpo will extend existing Simplex service agreement with the City's Facilities	rate Facilities. This Life Safety work is required by Section under a previous 2010 policy 11 for \$
	Is there an approved bu	udget for this purchase? Yes No	Value: \$ \$40,000.00
	Account Number	54401 Dept Id	./Project Id. various
С	Emergency Policy 10	Use explanation area below to describe the emergency situation acquired including PeopleSoft requisition number if entered.	on and how goods and/or services were
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY t requesting the use of the Negotiation Policy for this purchase.	he most appropriate selection, the reason for
	Sole Source	ged to be in short supply due to market conditions.	
	Bids Exceed Budget of		
	The lowest bid meeting	specifications is excessive in total cost or substantially exceeds	the estimated cost.
7	Single Source A single source is being		
- -	A single source is being Contract Extension	Contract No.: Extended from:Extended from:	
	A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works	Contract No.: Extended from: contract which has expired and unforeseeable circumstances ha ent. Existing PO No.:	ve caused a delay in issuing a new
	A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved construction	Contract No.: Extended from: Extende	ve caused a delay in issuing a new ot expand the scope.
  ?ro	A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved construction	Contract No.: Extended from: contract which has expired and unforeseeable circumstances ha ent. Existing PO No.:	ve caused a delay in issuing a new ot expand the scope.
Pro as a	A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved construction vide a brief explanation i available.	Contract No.: Extended from: Extende	ve caused a delay in issuing a new ot expand the scope. y. Attach all other supporting documentation
Pro as a	A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved construction vide a brief explanation i available.	Contract No.: Extended from: contract which has expired and unforeseeable circumstances ha ent. Existing PO No.: project has unexpected work arising during construction, does n dentifying the conditions that make it necessary to use this polic	ve caused a delay in issuing a new ot expand the scope. y. Attach all other supporting documentation
Pro as a	A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved construction vide a brief explanation i available.	Contract No.: Extended from: contract which has expired and unforeseeable circumstances ha ent. Existing PO No.: project has unexpected work arising during construction, does n dentifying the conditions that make it necessary to use this polic	ve caused a delay in issuing a new ot expand the scope. y. Attach all other supporting documentation
Pro	A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved construction vide a brief explanation i available.	Contract No.: Extended from: contract which has expired and unforeseeable circumstances ha ent. Existing PO No.: project has unexpected work arising during construction, does n dentifying the conditions that make it necessary to use this polic	ve caused a delay in issuing a new ot expand the scope. y. Attach all other supporting documentation
	A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved construction vide a brief explanation i available.	Contract No.: Extended from: contract which has expired and unforeseeable circumstances ha ent. Existing PO No.: project has unexpected work arising during construction, does n dentifying the conditions that make it necessary to use this polic	ve caused a delay in issuing a new ot expand the scope. y. Attach all other supporting documentation

Approval Signature - Procurement Manager

requests that are \$100,000 or greater)

Once completed and proper approvals have been obtained, please email this form as a .xls file to the "ProcurementPolicy10&11@hamilton.ca" email box

Email "Subject" line should include the actual Vendor's Name

Date ノC

Buyer:       Doris Cardullo         Vendor:       Cartel Communications Systems Inc.         Description of Goods/Services Required:       Replacement Bi-Directional Amplifier for Sopinka courthouse, installed. Existing unit is failing, and replacement is intitiotal for safe security operations.         Is there an approved budget for this purchase?       Ves       No       Value: \$ \$6,820.20 / ½.         Account Number       54715       Dept Id. / Project Id.       376659         Emergency Policy 10       Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entere audiof services were acquired including PeopleSoft requisition number if entere purchase.         For Negotiation Policy 11       Complete all sections below, and indicate by checking ONLY the most appropriate services are judged to be in short supply due to market conditions.         Sole Source       There is only one known source for the goods/services (sole source).         Bide Exceed Budget or Estimated Costs       The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cord sisuing a new tender/proposal document.         Contract Extension       Extended until:         For the extension of a contract which has expired and unforeseeable circumstances have caused a delay issuing a new tender/proposal document.         Expanded Works       Existing PO Number:         Approved construction project has unexpected work arising during con		RGENCY REPORTING FORM	POLICY 10 - EME		
Department/Division:       Hamilton Police Service- CSS RADIO SHOP         Reporter's Name:       Ron Pereira (per Ross Memmolo)         Phone Number:       (905) 546-3891         Buyer:       Doris Cardullo         Vendor:       Cartel Communications Systems Inc.         Description of Goodd/Services Required:       Replacement Bi-Directional Amplifier for Sopinka courthouse, installed. Existing unit is failing, and replacement is critical for safe security operations.         Is there an approved budget for this purchase?       Yes       No       Value: \$ \$6,820.20 / 1/-         Account Number       54715       Dept Id. / Project Id. 376659         Emergency Policy 10       Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entere selection, the reason for requesting the use of the Negotiation Policy 11         Complete all sections below, and indicate by checking ONLY the most appropria selection, the reason for requesting the use of the Negotiation Policy for this purchase.         For Negotiation Policy 11       Complete all sections selow to describe secure).         Bids Exceed Budget or Estimated Costs         The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cord sissing a new tender/proposal document.         Single Source       Asingle source for the sched until:         For the extension of a contract which has expired and unforeseeable		OR USE OF NEGOTIATION POLIC	LICY 11 - REQUEST I	PC	
Reporter's Name:       Ron Pereira (per Ross Memmolo)         Phone Number:       (905) 546-3891         Buyer:       Doris Gardullo         Vendor:       Cartel Communications Systems Inc.         Description of Goods/Services Required:       Replacement Bi-Directional Amplifier for Sopinka courthouse, installed. Existing unit is failing, and replacement is critical for safe security operations.         Is there an approved budget for this purchase?       Ives       No       Value: \$ \$6,820.20 / 1/-         Account Number       54715       Dept Id. / Project Id. 376659         Emergency Policy 10       Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entere and/or services were acquired including PeopleSoft requisition number if entere purchase.         Image: Negotiation Policy 11       Complete all sections below, and indicate by checking ONLY the most appropria selection, the reason for requesting the use of the Negotiation Policy for this purchase.         Image: Short Supply       Goods/services are judged to be in short supply due to market conditions.         Sole Source       Asingle source for the goods/services (sole source).         Bids Exceed Budget or Estimated Costs       The is only one known source for the goods/services (sole source).         Single Source       Asingle source is being recommended.         Contract Extension of a contract which has expired and unforeseeable circumstances h	_ Hamilton		18 Nov 11	Date:	
Phone Number:       (905) 546-3891         Buyer:       Doris Clardullo         Vendor:       Cartel Communications Systems Inc.         Description of Goods/Services Required:       Replacement Bi-Directional Amplifier for Sopinka courthouse, installed. Existing unit is failing, and replacement is critical for safe security operations.         Is there an approved budget for this purchase?       If yes       No       Value:       \$ \$6,820.20 / 1/2	_			Department/Division:	
Buyer:       Doris Clandullo         Vendor:       Cartel Communications Systems Inc.         Description of Goods/Services Required:       Replacement Bi-Directional Amplifier for Sopinka courthouse, Installed. Existing unit is failing, and replacement is critical for safe security operations.         Is there an approved budget for this purchase?       Yes       No       Value: \$ \$6,820.20 / 1/         Account Number       54715       Dept Id. / Project Id.       376659         Emergency Policy 10       Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entere solution Policy 11       Complete all sections below, and indicate by checking ONLY the most appropria selection, the reason for requesting the use of the Negotiation Policy for this purchase.         or Negotiation Policy 11       Complete all sections below, and indicate by checking ONLY the most appropria selection, the reason for requesting the use of the Negotiation Policy for this purchase.         or Negotiation Policy 11       requests, select ONE of the following:         Short Supply       Goods/services are judged to be in short supply due to market conditions.         Sole Source       There is only one known source for the goods/services (sole source).         Bidis Exceed Budget or Estimated Costs       The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cord single source is being recommended.         Contract Extension of a contract w	_	s Memmolo)	Ron Pereira (per Ros	Reporter's Name:	
Vendor:       Cartel Communications Systems Inc.         Description of Goodd/Stervices Required:         Replacement Bi-Directional Amplifier for Sopinka courthouse, installed. Existing unit is failing, and replacement is critical for safe security operations.         Is there an approved budget for this purchase?       Ives       No       Value: \$ \$6,820.20 / 1/-         Account Number       54715       Dept Id. / Project Id. 376659         Emergency Policy 10       Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entere selection, the reason for requesting the use of the Negotiation Policy for this purchase.         or Negotiation Policy 11       Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.         or Negotiation Policy 11 requests, select ONE of the following:       Short Supply         Goods/services are judged to be in short supply due to market conditions.       Sole Source         The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost         Single Source       A single source is being recommended.         Contract Extension       Existing PO Number:         Approved construction project has unexpected work arising during construction, does not expand the sec         ovide a brief explanation identifying the conditions that make it necessary to use this policy	NON COMPLIANT		(905) 546-3891	Phone Number:	
Description of Goods/Services Required:         Replacement Bi-Directional Amplifier for Sopinka courthouse, installed. Existing unit is failing, and replacement is critical for safe security operations.         Is there an approved budget for this purchase?       Image: Society operations.         Is there an approved budget for this purchase?       Image: Society operations.         Account Number       54715       Dept Id. / Project Id. 376659         Emergency Policy 10       Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entere selection, Policy 11         Complete all sections below, and indicate by checking ONLY the most appropria selection, the reason for requesting the use of the Negotiation Policy for this purchase.         or Negotiation Policy 11 requests, select ONE of the following:         Short Supply         Goods/services are judged to be in short supply due to market conditions.         Sole Source         The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost         Single Source Asingle source is being recommended.         Contract Extension       Existing PO Number:         Approved construction project has unexpected work arising during construction, does not expand the sec         ovide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cel quired. Attach all other supporting documentation as available.		. 🔻	Doris Ciardullo	Buyer:	
Replacement Bi-Diractional Amplifier for Sopinka courthouse, installed. Existing unit is failing, and replacement is critical for safe security operations.         Is there an approved budget for this purchase?       ☑ yes       No       Value: \$ \$6,820.20 / 1/-         Account Number       54715       Dept Id. / Project Id. 376659         Emergency Policy 10       Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entere solection, the reason for requesting the use of the Negotiation Policy for this purchase.         or Negotiation Policy 11       Complete all sections below, and indicate by checking ONLY the most appropria selection, the reason for requesting the use of the Negotiation Policy for this purchase.         or Negotiation Policy 11 requests, select ONE of the following:       Short Supply         Goods/services are judged to be in short supply due to market conditions.       Sole Source         There is only one known source for the goods/services (sole source).       Bids Exceed Budget or Estimated Costs         The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cordination and environmended.       Contract which has expired and unforeseeable circumstances have caused a delay issuing a new tender/proposal document.         Expanded Works       Existing PO Number:       Approved construction project has unexpected work arising during construction, does not expand the sec covide a brief explanation identifying the conditions that make it necessary to use this policy. Expand	_	ns Systems Inc.	Cartel Communicatio	Vendor:	
critical for safe security operations.         Is there an approved budget for this purchase?       ☑ Yes       No       Value: \$ \$6,820.20 / 1/-         Account Number       54715       Dept Id. / Project Id. 376659         Emergency Policy 10       Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entere selection, the reason for requesting the use of the Negotiation Policy for this purchase.         or Negotiation Policy 11       Complete all sections below, and indicate by checking ONLY the most appropria selection, the reason for requesting the use of the Negotiation Policy for this purchase.         or Negotiation Policy 11 requests, select ONE of the following:       Short Supply         Goods/services are judged to be in short supply due to market conditions.       Sole Source         The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost         Single Source       A single source is being recommended.         Cortract Extension       Extended until:         For the extension of a contract which has expired and unforeseeable circumstances have caused a delay issuing a new tender/proposal document.         Expanded Works       Existing PO Number:         Approved construction project has unexpected work arising during construction, does not expand the sec         e quipment manufacturer has been identified, and no vendor has been able to provide pricing ormation for that manufacturer	······································		ervices Required:	Description of Goods/S	
Account Number       54715       Dept Id. / Project Id.       376659         Emergency Policy 10       Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entere selection, the reason for requesting the use of the Negotiation Policy for this purchase.         or Negotiation Policy 11       Complete all sections below, and indicate by checking ONLY the most appropria selection, the reason for requesting the use of the Negotiation Policy for this purchase.         or Negotiation Policy 11 requests, select ONE of the following:       Short Supply         Goods/services are judged to be in short supply due to market conditions.       Sole Source         There is only one known source for the goods/services (sole source).       Bids Exceed Budget or Estimated Costs         The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost         Single Source       A single source the extension of a contract which has expired and unforeseeable circumstances have caused a delay issuing a new tender/proposal document.         Expanded Works       Existing PO Number:         Approved construction project has unexpected work arising during construction, does not expand the scc         ovide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cel quired. Attach all other supporting documentation as available.         e equipment manufacturer has been identified, and no vendor has been able to provide pricing formation for that manufact					
Emergency Policy 10       Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entere selection. The reason for requesting the use of the Negotiation Policy 11         Complete all sections below, and indicate by checking ONLY the most appropria selection, the reason for requesting the use of the Negotiation Policy for this purchase.         or Negotiation Policy 11 requests, select ONE of the following:         Short Supply         Good/services are judged to be in short supply due to market conditions.         Sole Source         There is only one known source for the goods/services (sole source).         Bids Exceed Budget or Estimated Costs         The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost         Single source         A single source the extension of a contract which has expired and unforeseeable circumstances have caused a delay issuing a new tender/proposal document.         Expanded Works       Existing PO Number:         Approved construction project has unexpected work arising during construction, does not expand the soc covide a brief explanation identifying the conditions hat make it necessary to use this policy. Expand the cel quired. Attach all other supporting documentation as available.         e equipment manufacturer has been identified, and no vendor has been able to provide pricing for that manufacturer. (TX/RX, o/a Bird Technologies Group) There is an urgent need for this rchase, to rapidly resolve a personnel safety issue.	<u>\$6,820.20 / 1/- </u> ₫1.20	⊻Yes No Value: \$	udget for this purchase?	Is there an approved bu	
and/or services were acquired including PeopleSoft requisition number if entere Negotiation Policy 11 Complete all sections below, and indicate by checking ONLY the most appropria selection, the reason for requesting the use of the Negotiation Policy for this purchase. or Negotiation Policy 11 requests, select ONE of the following: Short Supply Goods/services are judged to be in short supply due to market conditions. Sole Source There is only one known source for the goods/services (sole source). Bids Exceed Budget or Estimated Costs The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost Single Source A single source is being recommended. Contract Extension Extended until: For the extension of a contract which has expired and unforeseeable circumstances have caused a delay issuing a new tender/proposal document. Expanded Works Existing PO Number: Approved construction project has unexpected work arising during construction, does not expand the soc puiced. Attach all other supporting documentation as available. e equipment manufacturer specified is the exclusive supplier of Powerwave equipment in the GTA. Only e other equipment manufacturer has been identified, and no vendor has been able to provide pricing formation for that manufacturer. (TX/RX, o/a Bird Technologies Group) There is an urgent need for this rchase, to rapidly resolve a personnel safety issue.			• <u>·</u> ····		
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Aucous MEGANDELOS OF ANOUNT and IOI	a'		•	÷	
plicy 11 requests that are \$100,000 or greater.)		TED MASON			
pproval Signature - Manager of Purchasing Date MOV. 2	Date NOV.21/20		er of Purchasing	roval Signature - Manad	ac

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Once completed and proper approvals have been obtained, please email this form as a .xls file to 'Purchasing Policy 10 & 11' at purchasi@hamilton.ca

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	NOTE for all Policy 1 This is when a commitme been ordered/received, 1	ent has been made to a v f not, the purchase will be	endor, servic	es have commen	ced/complete	ed or goods h	( <b>M</b> )	Hamilt	on
	Date: Department/Division:	Oct 21, 2011 Public Health Servic	ces		· <u>· · ·</u> · · · · · ·				
	Reporter's Name:	Dr. Elizabeth Richar	rdson						
	Phone Number:	905 - 546-2424 x 35	501						
	Procurement Contact:	Doris Clardullo - Senior	Procurement S	ipecialist	-				
	Vendor Name:	Kirk Sievert AdPro.c	ca Change S	Systems Inc.					
	Description of Goods/S 1 day training program for Model. This senior, spons endorsed by CoH Human approach to managing or Quarterly Events.	r PHS leadership team (F sor level change manage Resources Division as a	ement session a preferred co	n is the companion rporate approach	n program to for organizai	the Prosci Cl tion-wide char	nange Mana nge manage	gement Certi ment initiativ	fication Program es. This strategic
	ls there an approved b	Training Acc.	#5640	⊻ Yes □ No		Value:	\$ \$15,00		
	Account Number	L&D Fund: #677001	an And		Dep	t Id./Project			Learning
С	Emergency Policy 10	Use explanation are acquired including P			• •		ులు goods	and/or serv	t Fund # 677 ces were
۲	Negotiation Policy 11	Complete all section requesting the use of	is below, an of the Negot	d indicate by ch iation Policy for	ecking ONI this purcha	LY the most se.	appropriat	e selection,	the reason for
- -	There is only one know Bids Exceed Budget of The lowest bid meeting Single Source A single source is being	or Estimated Costs specifications is exce			ntially exce	eds the esti	mated cos	t.	
	For the extension of a c tender/proposal docum	ient.	pired and ur	Extended		s have cause	Extend ed a delay	ed to: In issuing a	new
	Expanded Works Approved <u>construction</u>		*						
	ovide a brief explanation i available.	dentifying the conditio	ons that mak	ke it necessary t	o use <u>t</u> his p	olicy. Attac	h all other	supporting	documentation
leve corp prov qua info	ay training program for PHS lead al Change Management session porate approach for organization vided by vendor K. Sievert it Is a ulity service and value for money rmation: Kirk Slevert AdPro.ca 0 r, NS B3Z 125 Tel: 902.452,919	is the companion program in which change management ppropriate to continue using through the delivery of this Change Systems Inc. Exclusion	to the Prosci C t initiatives. Sin this vendor fo Adpro Prosci C	hange Management ce key HR manager r consistent high qua change Managemen	Certification F s and all OD S ality training, in t Program sup	Program endors Specialists were Instruction and p Proted by practic	ed by CoH H certified in th rogram conte al resource to	uman Resourc is particular Pr nt. The vendor pols and mater	es as a preferred osci CM Program provided high als, Contact
req Gei <u>\$5,</u>	natures: Departmental Din luests that are under \$100,0 neral Manager (for ALL Pol <u>000 or greater</u> and for Policy 00,000 or greater)	00) OR icy 10 requests <u>of</u> y 11 requests that are	Dr. Elizabeti	h Richardson		-/		Date	21-Oct-11
	proval Signature - Procur	ement Manager _	EL	Houds	$\sim$ 1	<u> </u>		Date <u>N</u>	W.7/2011
Ap			1		l this form	ac a via f	ila ta tha		1
On ''Pi	ice completed and prop rocurementPolicy10&11 nail "Subject" line shoul	@hamilton.ca" emai	il box	-		as a .xis i			N . 7 2011 date: July 4, 2011

	РО		RGENCY REPORTING FORM	cy IIII
	Date:	November 16, 2011		Hamilton
	Department/Division:	HECFI-Building Opera	ations	
	Reporter's Name:	Jerry van den Heuvel		×
	Phone Number:	905-546-4008		
	Buyer:	Maryanne Macura		
	Vendor:	J.H. Ryder Machinery	Ltd.	
	Description of Goods/Se	ervices Required:		
	Service, repair and rental	of the liftrucks and lift truck	ks and lifting equipment.	
				· · · · · · · · · · · · · · · · · · ·
	Is there an approved bu	idget for this purchase?	⊻ Yes <sup>,</sup> No Value: \$_	\$5,000.00
	Account Number	372441, 442 and 443	Dept Id. / Project Id.	54720
0	Emergency Policy 10		below to describe the emergency si acquired including PeopleSoft requi	
۲	Negotiation Policy 11	Complete all sections selection, the reason f purchase.	below, and indicate by checking ON for requesting the use of the Negotia	ILY the most appropriate ation Policy for this
For	Negotiation Policy 11	requests, select ONE of	of the following:	
		• •		
		ged to be in short supply	y due to market conditions.	
	Sole Source			
	There is only one know	n source for the goods/s	services (sole source).	
	Bids Exceed Budget of The lowest bid meeting		sive in total cost or substantially exc	eeds the estimated cost.
~	Single Source A single source is being	recommended	· .	
	Contract Extension	Extended u	until:	
		ontract which has expire	ed and unforeseeable circumstance	s have caused a delay in
	Expanded Works	Existing PC	O Number:	
			work arising during construction, do	es not expand the scope.
	vide a brief explanation io uired. Attach all other su		s that make it necessary to use this as available.	policy. Expand the cell if
Serv	vices and repairs were grea	ter than expected. Will obt	tain competitive quotes for this service t	before 2012.
		·		
	natures: Departmental			
	uests that are under \$10		Ron Car	- 0
	neral Manager (for ALL GARDLESS OF AMOUN		BRAD CALD	EK ,
	uests that are \$100,000 c		B. Calder	Date 11-Nov-11 NOV. 16/2011
	proval Signature - Manag			Date <u>11-Nov-11</u> NOV. 16/2011 Date NOV. 23/2011
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Once completed and proper approvals have been obtained, please email this form as a .xls file to 'Purchasing Policy 10 & 11' at purchasi@hamilton.ca

	PC	POLICY 10 - EMERGENCY REPORTING FORM DLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY	
	Date:	September 26, 2011	Hamilton
	Department/Division:	Hamilton Police Service	1 14111110011
	Reporter's Name:	Claus Wagner	
	Phone Number:	546-4705	
	Buyer:	Doris Ciardullo	
	Vendor:	Mega-Tech	
	Description of Goods/S	ervices Required:	
	Radar units and radar un	it maintenance and repairs for Hamilton Police Service Highway Traffic	c Act enforcement
	Is there an approved b	udget for this purchase?  Yes  No  Value: \$ \$30,	,000.00
	Account Number	53415 Dept Id. / Project Id. 3764	430
0	Emergency Policy 10	Use explanation area below to describe the emergency situati and/or services were acquired including PeopleSoft requisition	
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY selection, the reason for requesting the use of the Negotiation purchase.	
Foi	Negotiation Policy 11	requests, select ONE of the following:	
	Short Supply		
	-	ged to be in short supply due to market conditions. $\hat{}$	
$\checkmark$	Sole Source There is only one know	n source for the goods/services (sole source).	
	Bids Exceed Budget	-	s the estimated cost.
	Single Source A single source is being	g recommended.	
	Contract Extension	Extended until:	
	For the extension of a c issuing a new tender/pr	contract which has expired and unforeseeable circumstances ha oposal document.	ive caused a delay in
	Expanded Works	Existing PO Number:	
	Approved construction	project has unexpected work arising during construction, does n	ot expand the scope.
Prov	vide a brief explanation i	dentifying the conditions that make it necessary to use this polic uporting documentation as available.	y. Expand the cell if
Meg	a-Tech is the sole Canadia	an distributor of the Laser Technology Inc Truspeed laser in Ontario. H	amilton Police
Serv	rice officers are certified or	, this radar unit.	
Gen	ieral Manager (Require	d for ALL Policy 10	
	lests <u>REGARDLESS OI</u>	AMOUNT and for	No. Jour
Poli	cy 11 requests that are \$	\$100,000 or greater.) TED MASON	Date 007.5 2011
Арр	roval Signature - Manag	er of Purchasing	Date <u>OCT.5</u> 2011 Date <u>OCT.19</u> 2011
		er approvals have been obtained, please email this form as I' at purchasi@hamilton.ca	a .xls file to

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Revision date: 12 November 2009

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			. POLICY 10 - E POLICY 11 - REQUES				Υ	
5		Date:	June 8, 2011					Hamilton
Sec. Sec. Sec. Sec. Sec. Sec. Sec. Sec.		Department/Division:	Public Works - Energy, Fle	et, Facilities &	Traffic			
		Reporter's Name.	Rom D'Angelo					
		Phone Number	905-546-2424 x7006					-
		Procurement Contact;	Barb Kinrade - Procurement Spe	clalist		~		
		Vendor Name:	Toromont				··	-
		Description of Goods/S	ervices Required.					
		performing the monthly te of electricity to the genera	sting of the emergency generate tor during a power outage and r	or and related everse A tho	systems The ough investig	e transfer switch gate was conduct	is a criti ied by T	Ition was discovered today while ical component as it allows the transfer oromont and it has been deemed the up should there be a power failure
		Is there an approved bi	udget for this purchase?	√ Yes	No No	Valu	ie: \$	\$14,000.00
		Account Number	791109			Dept Id./Proj	ect Id.	54401
	۲	Emergency Policy 10	Use explanation area below acquired including PeopleS				d how	goods and/or services were
	0	Negotiation Policy 11	Complete all sections belov requesting the use of the N				ost app	propriate selection, the reason for
	For	Negotiation Policy 11	requests, select ONE of th	e following:		r		
	П	Short Supply						
	·	•••	ged to be in short supply due	to market co	nditions.			
$\bigcirc$		Sole Source There is only one know	n source for the goods/servic	es (sole sour	ce)			
		Bids Exceed Budget of The lowest bid meeting	r Estimated Costs specifications is excessive ir	n total cost or	substantiall	y exceeds the e	estimate	ed cost
	V	Single Source A single source is being	recommended					
		Contract Extension For the extension of a c tender/proposal docum	Contract No.: ontract which has expired an ent.	E: d unforeseea	tended from ble circums	n: tances have ca	used a	Extended to: delay in issuing a new
		Expanded Works	Existing PO No.: project has unexpected work	arising during	g constructio	on, does not ex	pand th	ne scope.
	as a	vallable.						other supporting documentation
	the e rever	mergency generator and relate	d systems. The transfer switch is a s conducted by Toromont and it has	critical compone	nt as it allows	the transfer of elect	Iricity to t	the generator during a power outage and res immediate replacement. At this time we
	requ Gen <u>REG</u>	natures: Departmental Di ests that are under \$100,0 eral Manager (for ALL Po BARDLESS OF AMOUNT ests that are \$100,000 or g	00) OR icy 10 requests and for Policy 11	A.		MASI		Date 7/12/11
	App	roval Signature - Procur	ement Manager		/	- 1		Date JULY 13/2
(	"Pro	ocurementPolicy10&11	er approvals have been obt @hamilton.ca" email box d include the actual Vendo		e email this	s form as a .xi	s file (	to the

Revision date April 26, 2011 .

		ŀ		Y 10 - EMERGENO REQUEST FOR US			
		NOTE for all Policy 11 This is when a commitme have been ordered/receiv	ent has been made to a	vendor, services hav	/e commenced/	re a vendor is engaged. completed or goods	Hamilton
( )		Date:	September 30, 201				
		Department/Division:	Capital Facility Ren	ewal, Corporate Fa	acility Manager	nent	
		Reporter's Name:	Rom D'Angelo				
		Phone Number:	905-546-2424 x700	6			
		Procurement Contact:	Barb Kinrade - Procure	ment Specialist		-	
		Vendor Name:	Superior Door & Ga	ate Systems Inc. 90	05-549-7000 x	287	
		Description of Goods/S					-
		Supply and install security Birch Street Gates)	y fencing, electronic gai	es, card access and	security camera	as to secure 330 Wentworth	n Operation Centre (Wentworth &
		Is there an approved bu	udget for this purchas	se? 🗹 Ye	s 🗌 No	Value: \$ <u></u> \$7	75,000.00 / 1/- \$ 800.00
		Account Number	54801	<u>asan kaburu</u>		Dept Id./Project Id. <u>35</u>	541041008 (manipulation and a state of the second
	0	Emergency Policy 10	Use explanation are acquired including F		-		ods and/or services were
	•	Negotiation Policy 11	Complete all section requesting the use				priate selection, the reason for
	For	Negotiation Policy 11	requests, select ON	E of the following	g:		
Ċ		Short Supply Goods/services are jud	ged to be in short su	oply due to market	conditions.		
		Sole Source There is only one know					
		Bids Exceed Budget of The lowest bid meeting		essive in total cost	or substantiall	y exceeds the estimated	cost.
	1	Single Source A single source is being	g recommended.				
		Contract Extension	Contract No.:	nirod and unforced	Extended from	tances have caused a de	stended to:
		tender/proposal docum	ent.		eable circums	ances have caused a de	Bay in issuing a new
	L]	Expanded Works Approved <u>construction</u>	Existing PO No.: project has unexpe	cted work arising d	uring construct	tion, but does not expand	the scope.
		vide a briet explanation in vailable.	dentifying the condition	ons that make it ne	cessary to use	this policy. Attach all ot	her supporting documentation
	auton came have sourc Supe	nated and the security guard c eras will need to be installed in familiarity with security require sing to this company will also e	contract will be eliminated. order to protect the corpor ements of CFM, the specifi liminate the need to hire a vided quality workmanship	Personnel manning the rate assets. Superior Do c security features emp consultant to develop c in a timely and cost-effe	se gates will be in oor has installed th loyed at other City letailed specification	place for another 3-4 weeks. In nese security features at other of vistes, and are able to meet the	h Street & Birch Street gates will be h the meantime, gates, fences and City of Hamilton sites. They, therefore, a Corporate security objectives. Single ency in security features provided. ffs and the recent thefts at 330
:	requ Gen \$5,0	natures: Departmental Di ests that are under \$100,0 eral Manager (for ALL Pol <u>00 or greater</u> and for Polic 0,000 or greater)	00) OR licy 10 requests <u>of</u>	GEOFF	LUPTI	N	Date OCT. 18 2011 Date OCT. 24 2611
	Арр	roval Signature - Procure	ement Manager				Date OCT. 24/2011
	Onc	e completed and prop ocurementPolicy10&11	er approvals have b @hamilton.co".com	een obtained, plea	ase email this	form as a .xls file to t	
		ail "Subject" line shoul					
							Revision date: July 4, 2011

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		POLICY 11 -	REQUEST FO	GENCY REPO	GOTIATIO	N POLICY		
	NOTE for all Policy 1 being engaged and/or Compliant.	<u>1 requests</u> : All requests any work being com	ilsite approva pleted, or the	Is must be obta purchase will I	ained prior to be considere	a vendor ed Non-	Ha	milton
	Date:	September 7th, 20	11					
	Department/Division:	Hamilton Police Se	ervice - Crime	Prevention / C	ommunity S	ervices Bran	ch	
	Reporter's Name:	Inspector Rastin/S	ergeant Barry	/ Mungar				
	Phone Number:	(905) 546-4903						
	Procurement Contact:	Doris Ciardullo - Senic		pecialist	•			
	Vendor Name:	Ancaster Agricultu	ral Society					
	Description of Goods/S The rental of large indoor (Oct 3rd, 4th, 5th, 6th and District School Board (HW Hamilton Police Service, in	facility which accomod 11th) and include the /DSB) and the Hamilto	raining of appro n Wentworth Di	oximately 1,100 l istrict Catholic So	ocal elementa hool Board (F	ry school stude	ents from both th	he Hamilton Wentworth
	ls there an approved b	udget for this purcha	ise?	✓ Yes 🗌 No		Value: S	\$_\$5,000.00	
	Account Number	55401	<u>eleteren er</u>	<u></u>	Dept	d./Project lc	l. <u>376445</u>	
0	Emergency Policy 10	Use explanation ar acquired including	ea below to d PeopleSoft re	lescribe the em equisition numb	ergency situ er if entered	ation and ho	w goods and/o	or services were
۲	Negotiation Policy 11	Complete all section requesting the use	ns below, and of the Negoti	d indicate by ch ation Policy for	ecking ONL this purchas	.Y the most a se.	ppropriate sel	ection, the reason for
	Short Supply Goods/services are jud Sole Source There is only one know				IS.		L	
	Bids Exceed Budget of The lowest bid meeting		cessive in tota	al cost or substa	antially exce	eds the estim	ated cost.	
	Single Source A single source is being	recommended.						
$\Box$	<b>Contract Extension</b> For the extension of a c	Contract No.:	mirod and up	Extended	from:	house	Extended to:	
	tender/proposal docume Expanded Works	ent. Existing PO No.:					·	-
	Approved construction	<u>ı</u> project has unexpe	cted work aris	sing during con	struction, bu	ut does not ex	kpand the sco	pe.
is a	ide a brief explanation io vailable.							-
orotec nold u snack	year, the Hamilton Police Serv Ing features: the ability to park ttion from inclement weather, i p to 120 elementary students a and drink storage. The site re y - Marritt Hall (Ancaster Fair of	ncluding rain. In addtion, f and their teachers. The tra quires ample parking and	uses inside the fa he site must also aining site also re cleanliness suita	acility, all at the sar provide a floor pla quires bathrooms t bleto ensure a safe	ne time. The "p n allowing two ( o accomodate a e teaching atmo	ractical" training 2) separate theo a large numbers phere for childre	sessions for 1,100 pretical learning and of children and ac m. The rental of th	0 students require eas. These areas must ccessible coolers for their e Ancaster Agricultural
eque Sene 5,00	atures: Departmental Directors: Departmental Directors that are under \$100,00 ral Manager (for ALL Poli <u>0 or greater</u> and for Policy 000 or greater)	00) OR cy 10 requests <u>of</u>	TE	D MAS	SON		_ Date	SEPT 12/201
Appr	oval Signature - Procure	ement Manager		· · · · · · · · · · · · · · · · · · ·			_ Date	SEPT 21/201
"Pro	e completed and prope curementPolicy10&11 il "Subject" line shoul	@hamilton.ca" ema	ail box		il this form a	as a .xls file	e to the	· _ ·

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	POLICY 10 - EN POLICY 11 - REQUES			
de l'actus stala a gene	n na san ƙwallon ƙafa ƙasar Ingila.			
This is when a comm	y 11 requests: All requisite approvement has been made to a vendor, seed. If not, the procurement will be constant of the procurement will be constant.	ervices have commenced	ore a vendor is engag /completed or goods l	ed. Hamilton nave
Date:	November 15, 2011		· · ·	
Department/Divisio				
Reporter's Name:	Rebecca Raven			
Phone Number:	905-546-3200 ext 3455			
Procurement Conta	ct: Doris Ciardullo - Senior Procureme	ent Specialist	•	
Vendor Name:	Mouhou & Assesistes			
	Mayhew & Associates			
	ls/Services Required: actional public service desks with wiri	na canabilities to allow for	simultaneous staff a	nd customer interactions -10 each
multi purpose public c				
Is there an approve	d budget for this procurement?	✓ Yes 🗌 No	Value:	\$ \$32,673.00 / \$162 \$
Account Number	53591	<u></u>	Dept Id./Project	t Id. <u>750015 (1996)</u> (1996) (1996) (1996)
Emergency Policy 7	0 Use explanation area below acquired including PeopleSo			how goods and/or services were
Negotiation Policy	1 Complete all sections below requesting the use of the Ne			t appropriate selection, the reason for
vr Negotiation Policy	11 requests, select ONE of the	following		
	Thequests, select ONE of the	ronowing.		
· · · · · · · · · · · · · · · · · · ·	judged to be in short supply due	to market conditions.		J
Sole Source	nown source for the goods/servic			
Bids Exceed Budg	eted or Estimated Costs ting specifications is excessive in		ally exceeds the es	timated cost.
Single Source is h	eing recommended.			
Contract Extensio		Extended fro	m. Alla	Extended to:
	a contract which has expired an			Extended to: sed a delay in issuing a new
tender/proposal do	ument.			, .
Expanded Works	Existing PO No.:	k aviaina durina constru	untion but does not	
	tion project has unexpected worl			•
vide a brief explanati	on identifying the conditions that	make it necessary to u	se this policy. Atta	ch all other supporting documentation
available	AediaScape desks are the only product to	supply an AODA acceptable	option for a customer se	ervice desk that will provide us with the
				able and sustainable for both physical
r extensive searching, the lortunity to work with custon	ers singally or in groups, privately or colla			
r extensive searching, the lortunity to work with custon	ers singally or in groups, privately or colla			to find in comparable products.
r extensive searching, the lortunity to work with custon	ers singally or in groups, privately or colla			to find in comparable products.
r extensive searching, the lortunity to work with custon	ers singally or in groups, privately or colla			to find in comparable products,
ortunity to work with custon astructure and staff interact	ers singally or in groups, privately or colla ons. The display units have ideal fe			to find in comparable products.
er extensive searching, the lortunity to work with custon	ers singally or in groups, privately or colla ons. The display units have ideal fea I Director (for Policy 11			
r extensive searching, the ortunity to work with custon astructure and staff interact unatures: Departmenta uests that are under \$1 neral Manager (for ALL	ers singally or in groups, privately or colla ons. The display units have ideal fea I Director (for Policy 11 00,000) OR Policy 10 requests <u>of</u>			
r extensive searching, the i ortunity to work with custon astructure and staff interact ynatures: Departmenta uests that are under \$1 neral Manager (for ALL 000 or greater and for F	ers singally or in groups, privately or colla ons. The display units have ideal fea l Director (for Policy 11 10,000) OR			
r extensive searching, the i ortunity to work with custon astructure and staff interact natures: Departmenta uests that are under \$1 neral Manager (for ALL	ers singally or in groups, privately or colla ons. The display units have ideal fea I Director (for Policy 11 00,000) OR Policy 10 requests <u>of</u>			
r extensive searching, the lortunity to work with custon structure and staff interact structures: Departmenta Jests that are under \$10 beral Manager (for ALL 200 or greater and for F	ers singally or in groups, privately or colla ons. The display units have ideal fer I Director (for Policy 11 10,000) OR Policy 10 requests <u>of</u> olicy 11 requests that are			Date <u>NOV. 18/201</u> Date <u>NOV. 24/2</u> 01

"ProcurementPolicy10&11@hamilton.ca" email box Email "Subject" line should include the actual Vendor's Name

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, )	<u>NOTE for all Policy 11</u> being engaged and/or a Compliant.		- EMERGENCY REP IEST FOR USE OF N Ipprovals must be obt I, or the purchase will	EGOTIATION POI	ndor T
	Date:	September 13, 2011			
	Department/Division:	Public Works/ Operation	s & Waste Managem	ent	NON COMPLIANT
	Reporter's Name:	Blair Smith			
	Phone Number:	4770			
	Procurement Contact:	Barb Kinrade - Procurement S	ipecialist	Ψ	
	Vendor Name:	The Equipment Specialis	st Inc., 400 Parkdale /	Ave. N., Hamilton	
	Description of Goods/S	ervices Required:			t/Sand Spreader, Snow Blower, 4 Winter Lug
	Tires and Rims, Hydraulic	Power Broom and Scrubber /	Attachment with Mulit-Fi	unction and Recycling	].
	Is there an approved bu	udget for this purchase?	Ves 🗌 No	o Va	alue: \$ <u>\$164,873.00</u>
0	Account Number	55914		Dept Id./P	roject Id. <u>427226 51264-0/42122</u> 6
0	Emergency Policy 10	Use explanation area bel acquired including People	low to describe the er eSoft requisition num	nergency situation ber if entered.	and how goods and/or services were
۲	Negotiation Policy 11	Complete all sections bel requesting the use of the			most appropriate selection, the reason for
For	Negotiation Policy 11	requests, select ONE of	the following:		
	Short Supply		the following.		
		ged to be in short supply d	lue to market conditio	ins.	́с
	Sole Source				
	Bids Exceed Budget o	n source for the goods/ser	vices (sole source).		
L.J	The lowest bid meeting	specifications is excessive	e in total cost or subs	tantially exceeds th	ne estimated cost.
2	Single Source				
-	A single source is being				
Ľ	Contract Extension	Contract No.:	Extende		Extended to: caused a delay in issuing a new
	tender/proposal docume				caused a delay in issuing a new
	Expanded Works	Existing PO No.:			
		project has unexpected v			
	/lde a brief explanation io wailable.	dentifying the conditions th	nat make it necessary	to use this policy.	Attach all other supporting documentation
City of Interch	currently has same Hako model	ector (for Policy 11	ptional piece of equipment ng of staff. See additional	Information on attachme	perations. Purchasing same model allows for ent. BERRY DAVIS
reque		cy 10 requests of			
reque Gene <u>\$5,00</u> \$100,	00 or greater and for Policy 0,000 or greater) 1,000 Signature - Procure		Ally	Ķ.	V Date

Revision date: May 26, 2011

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]		PC	POLICY 10 - EMERGENCY REPORTING FORM
/		Date:	2011 01 10 Hamilton
Louis .		Department/Division:	W & WW / Environment & Sustainable Infrastructure
."(``)		Reporter's Name:	Lindsay Reiach
		Phone Number:	$( \begin{pmatrix} 1 \\ 0 \end{pmatrix} \mid D ) \vee $
		Buyer:	Donna Drozdz
		Vendor:	ITT Flygt (ITT W & WW)
		Description of Goods/S OEM spare parts for ex	Services Required: kisting systems and equipment utilized by Plant Operations.
		Is there an approved b	udget for this purchase?  Yes  No Value: \$ <u>\$95,000.00</u>
		Account Number	54720 States and Dept Id. / Project Id. 510320
	0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
	۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
	For	Negotiation Policy 11	requests, select ONE of the following:
<i>(</i>		Short Supply Goods/services are jud	lged to be in short supply due to market conditions.
d.	7		n source for the goods/services (sole source).
		Bids Exceed Budget of The lowest bid meeting	or Estimated Costs specifications is excessive in total cost or substantially exceeds the estimated cost.
		Single Source A single source is being	g recommended.
		Contract Extension	Extended until:
		For the extension of a sissuing a new tender/pi	contract which has expired and unforeseeable circumstances have caused a delay in roposal document.
		Expanded Works	Existing PO Number:
	Droi		
	requ	uired. Attach all other su	identifying the conditions that make it necessary to use this policy. Expand the cell if upporting documentation as available.
	drive mair com	es, controllers, etc. and othe ntain these systems it is rec ponents. Alternate manufa	e numerous installations utilizing ITT Flygt process systems, including pumps, mixers, er miscellaneous equipment and parts for these ITT systems. Consequently, in order to quisite that we sole source replacement parts and equipment from ITT Flygt, as the OEM cturers of these parts can't be used as that would require modifications to other parts of the
	syste	em.	
(	requ	neral Manager (Require uests <u>REGARDLESS O</u> cy 11 requests that are	FAMOUNT and for The Melander Mercut 20/2011
	Арр	roval Signature - Manaç	Jer of Purchasing Date <u>APRIL</u> 20/2011
	~		

Once completed and proper approvals have been obtained, please email this form as a .xls file to 'Purchasing Policy 10 & 11' at purchasi@hamilton.ca

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	]/			Y 10 - EMERGEN EQUEST FOR U			
		NOTE for all Policy 11 This is when a commitme have been ordered/received	nt has been made to a	vendor, services ha	ave commenced/o	completed or goods	Hamilton
13		Date:	November 3, 2011				
S.		Department/Division:	Energy Fleet & Faci	lities - Traffic Ope	erations		-
		Reporter's Name:	Shelley Boylan				•
		Phone Number:	4395				-
		Procurement Contact:	Barb Kinrade - Procurer	nent Specialist		•	
		Vendor Name:	Ministry of Transpor	tation (Ministe	er of		
		Description of Goods/S Fabrication of Various Sig	ervices Required:	Westingele Alexan	den Derkusse Cie	me initially demonstrad by	
		Is there an approved bu	udget for this procure	ment? I Y	es 🗌 No	Value: \$	\$13,000.00
		Account Number	53051	ensisten and and a		Dept Id./Project Id.	<b>466080</b> (5.15) Service Annual Annual (5.15)
	0	Emergency Policy 10	Use explanation are acquired including F				goods and/or services were
	۲	Negotiation Policy 11	Complete all section requesting the use of				propriate selection, the reason for
	For	Negotiation Policy 11	roquests select ON	E of the followi			
		Negotiation Policy 11	requests, select ON		ig.		
1		Short Supply					
Law.		Goods/services are jud	ged to be in short sup	pply due to marke	t conditions.		
		Sole Source					
		There is only one know	n source for the good	s/services (sole s	source).		
		Bids Exceed Budgeter The lowest bid meeting			t or substantiall	y exceeds the estimat	ed cost.
	2	Single Source A single source is being	recommended.				
		<b>Contract Extension</b> For the extension of a c		pired and unfores	Extended fron seeable circums		Extended to:
		tender/proposal docum Expanded Works	Existing PO No.:	ioorthite sitt			
		Approved construction	<u>ı</u> project has unexpe	ted work arising	during construc	tion, but does not exp	and the scope.
		vide a brief explanation in available.	dentifying the condition	ons that make it n	ecessary to use	this policy. Attach al	l other supporting documentation
							s are located on the Lincoln Alexander
		way on large overhead lane str agement - Claim # 033721. As					laim has been filed through Risk
	IVICI IC	agement - Claim # 055721. At		onable crime in the c	Any of Hamilton, a p	olice report has been lieu.	
1							
	-	natures: Departmental Di	· ·				
	•	ests that are under \$100,0 eral Manager (for ALL Pol	,	$\sim$			
		00 or greater and for Polic		l'actor	LUDA	2.1	No. ala
		),000 or greater)	,,	OLDH	LUPT	DN	Date NOV. TZOI
ر اللار ا	Арр	roval Signature - Procur	ement Manager				Date NOV. 7 2011 Date NOV. 7 2011
		e completed and prop			ease email this	s form as a .xls file	
		ocurementPolicy10&11					
	⊨ma	ail "Subject" line shoul	d include the actual	Vendor's Name	•		Devision data Navanta da 2011
							Revision date: November 1, 2011

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			CY 10 - EMER REQUEST FO						l		
This is whe	en a commitme	1 requests: All requint has been made to a	vendor, service	s have co	mmenced/o	completed of	or goods ha	ive	Ham	ilton	
been order Date:	ed/received. If	f not, the purchase will October 28, 2011	be considered i	Non-Comp	bliant.				,		
	nt/Division:	Hamilton Emerger	cv Services I	EMS					NON	COMP	LIANT
Reporter's		Blaine Lucas, Dep			& Profess	ional Stan	dards (A)			0 0 1142	
Phone Nu	imber:	905-981-7443									
Procurem	ent Contact:	Adriana Byrne - Senic	r Procurement Sp	ecialist		-					
Vendor Na	ame:	U-Select-It Contro	led Access Pi	oduct Dis	spensing l	Jnits					
The U-Sele communica supplies an improve the and equipm access to in component	et-It Controlled . ation assets. Th nd equipment. T e management nent. The softw nventory items. ts. The U-Selec	Access Required: Access Point Dispense the purchase would incl The objective is to have of expiry dates. The pur- vare enables the contro The Policy 11 containse tot-It Controlled Access of over the distribution of	ude two (2) EM greater contro aramedics are r ls on quantities a letter from th Point Dispensin	S-5 Vendir over the equired to and items e manufac g units wil	ng Dispense distribution use a unique to be set b cturer to cou Il also accou	ers and fou of consuma ue identifica ased on the nfirm the U	r (4) locker able medica ation numb e classificat -Select-It p	s that have al products er to gain a tion of the e rogam, as y	12 access in an effor ccess to th employee a well as all o	doors for se to reduce w ne medical s and his/her a of its associa	vaste and upplies pproved ated
ls there ar	n approved bu	udget for this purcha	se?	√ Yes	No No		Value:	\$_\$39,1	98.00 🖌	17-	₫ <u>19</u> 8.0
Account N	lumber	76407751702				Dept I	d./Project	ld. Capita	al Purchas	<b>30</b> -1 - 1970.0	
O Emergenc	cy Policy 10	Use explanation an acquired including					ion and ho	w goods :	and/or sei	vices were	9
Negotiatio	on Policy 11	Complete all section requesting the use						appropriat	e selectio	n, the reas	on for
			·		oy for the	purchase.					
Goods/set Goods/set Sole Sout There is o	pply rvices are jud rce nly one know	requests, select O ged to be in short su n source for the goo	NE of the foll	owing: arket con	ditions.	purchase.					
<ul> <li>Short Sup Goods/set</li> <li>Sole Soun There is o</li> <li>Bids Exce The lowes</li> </ul>	pply rvices are jud rce nly one know eed Budget o st bid meeting	requests, select O ged to be in short su	NE of the foll pply due to m ds/services (s	owing: arket con ole sourc	ditions. e).			nated cost			
<ul> <li>Short Sup Goods/set</li> <li>Sole Soun There is o</li> <li>Bids Exce The lowes</li> <li>Single So</li> </ul>	pply rvices are jud rce unly one know eed Budget o st bid meeting purce	requests, select O ged to be in short su n source for the goo or Estimated Costs specifications is exc	NE of the foll pply due to m ds/services (s	owing: arket con ole sourc	ditions. e).			nated cost	<u>.</u>		
<ul> <li>Short Sup Goods/ser</li> <li>Sole Soun There is o</li> <li>Bids Exce The lowes</li> <li>Single So A single so</li> </ul>	pply rvices are jud rce unly one know eed Budget o st bid meeting purce	requests, select O ged to be in short su n source for the goo or Estimated Costs specifications is exc g recommended.	NE of the foll pply due to m ds/services (s	owing: arket con ole sourc cost or s	ditions. e).	ly exceed			ded to:		
<ul> <li>Short Sug Goods/sei</li> <li>Sole Sour There is o</li> <li>Bids Exce The lowes</li> <li>Single So A single so</li> <li>Contract For the ex</li> </ul>	pply rvices are jud rce why one know eed Budget o st bid meeting purce ource is being Extension ttension of a c	requests, select O ged to be in short su n source for the goo or Estimated Costs specifications is exc g recommended. Contract No.: contract which has e	NE of the foll pply due to m ds/services (s essive in tota	owing: arket con ole sourc cost or s	ditions. e). substantial	ly exceed: m:	s the estin	Exten	ded to: 🧾	a new	
<ul> <li>Short Sug Goods/sea</li> <li>Sole Soun There is o</li> <li>Bids Exca The lowes</li> <li>Single So A single so</li> <li>Contract For the extender/prod</li> </ul>	pply rvices are jud rce enly one know eed Budget c st bid meeting ource ource is being Extension tension of a c oposal docum	requests, select O ged to be in short su n source for the goo or Estimated Costs specifications is exc g recommended. Contract No.: contract which has e ent.	NE of the foll pply due to m ds/services (s essive in tota	owing: arket con ole sourc cost or s	ditions. e). substantial	ly exceed: m:	s the estin	Exten	ded to: 🧾	a new	
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Office of the Deputy Chiefs Doug Waugh, Deputy Chief, Operations Justin Pyke, Deputy Chief, Education, Planning& Community Initiatives (A) Blaine Lucas, Deputy Chief, Logistics & Professional Standards (A)

# NON COMPLIANT

**Date:** October 28, 2011

To: Policy 11 – Request for Use of Negotiation Policy

Subject: U-Select-It Intelligent Dispensing Solution

### **EXPLANATION FOR THE PURCHASE**

The EMS-5 Controlled Access Point Dispensing unit (Vending Style– Intelligent Dispensing Solution) represents a package of materials including custom designed hardware, software, tracking programs and security measures for single unit dispensing and tracking EMS supplies on the basis of a personal identification number, bar code, magnetic stripe cards biometrics or proximity card protocols and allows for multiple authority levels. The objective of the EMS division is for the Paramedics, Superintendents, Commanders & Deputies to utilize a unique access code and proximity card (already utilized for station access) to obtain permissions to retrieve medical supplies and equipment. The program benefit is to reduce the unnecessary was of consumable medical supplies and equipment in addition to hard assets such as portable radios, pagers and cell phones. This will create greater controls on tracking, authorization and maintenance of expensive assets. It will also allow medical consumables to be purchased based on utilization as compared to the previous years recorded spending levels.

### **CONFIRMATION OF SOLE SOURCE VENDOR & PRICE**

The Policy 11 contains confirmation that U-Select-It EMS-5 Controlled Access Point Dispensing unit is available from a single or sole source vendor. The letter confirms that that U-Cap-It program, as well as all of its associated components are a single source product, manufactured, sold, distributed by the U-Select-It Corporation in Des Moines, Iowa, US. The devices are used in a number of US EMS operations as a method to maintain control on inventory and reduce costs. The price includes freight, delivery, installation, set-up by U-Select-It technicians, and configuration of the units, training for Hamilton EMS Deputies/Superintendents/Application Analysts, website control access, and software support for three years and repairs (warranty)

Confidential

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# NON COMPLIANT

## Page 2 November 7, 2011

for a three year period. After the three year period, the software support for the EMS 5 Dispensers would be approx. \$ 100 per month with a 5% discount with annual vs. monthly payments. The price includes reasonable brokerage fee (less than \$ 300) and is quoted in US dollars. The price does not include import tax. There will be one EMS-5 Controlled Access Point Dispensing units will be installed at Station 30 and the one at Station 5. The cost for the installation is included in the quotation from the vendor.

### **REGULATORY COMPLIANCE**

The analysis of the Controlled Access Point Dispensing units was conducted as a result of recommendations from the Ministry of Health & Long Term Care accreditation process. The provincial requires that an EMS operator maintains sufficient inventory levels in support of land ambulance operations and contingency requirements. The Controlled Access Point Dispensing units will reduce the waste of medical supplies and equipment and create a higher level of accountability for the materials utilized by paramedics. The software contains reports that track the item, date/time and quantity of medical supplies and equipment utilized by individual paramedic. The Controlled Access Dispensing unit can be program to allow only a certain number of items that could be distributed to each paramedic. For example, in the event of a pandemic influenza outbreak the unit will allow greater tracking of personal protective equipment and distribution. The Controlled Access Point Dispensing unit eliminates the need for a supervisor to be dedicated to the distribution of medical equipment and supplies as the paramedics will have access on a 24/7 basis.

#### **ENHANCED REPORTING & ACCOUNTABILITY**

The Controlled Access Dispensing unit has been marketed for enhanced security of controlled substances utilized in the paramedic environment. The Ministry of Health & Long Term Care as made recommendations to the City that enhanced controls for the security of controlled substances should be implemented. The unit allows access to controlled substances (narcotics) only for employees authorized to administer these medications to patients. The software tracks the quantity of medication distributed per paramedic and programs controls on the maximum distribution. The Controlled Access Point Dispenser uses the latest inventory and tracking technology for instant recording, reporting and tracking of medical equipment and supplies. The Controlled Access Point Dispensing unit allows paramedics to instantly access and restocks Confidential Page 2 11/7/2011
# NON COMPLIANT

## Page 3 November 7, 2011

their units 24/7. All withdrawals are cataloged, time stamped and regulated through the authority level of each person allowed to access these machines. The management team will receive an email notification every time a controlled substance is dispensed. One person with a laptop and internet access anywhere in the world can manage a host of Controlled Access Point Dispensing units at different locations. Once a staff ID has been established, the Controlled Access Point Dispensing unit can be programmed to require a vehicle number and even an emergency response number before it automatically dispenses the exact quantity of necessary ambulance restock items; without any EMS Manager needing to be present. Lockers can be added to a Dispenser for controlling and recording access to narcotic kits, laptops, radios, oxygen and even back boards. Storeroom inventory accountability is included so that you can track expiration codes. The Controlled Access Point Dispensing unit is active 24/7, watching and notifying managers by its alert system through emails or text messages for instant notification. Customized usage reports can be automatically sent daily, weekly or whenever for purchasing, finance & administration and management purposes.

Respectfully submitted,

#### SENT ELECTRONICALLY

**Blaine Lucas** 

		POLICY 10 - EMERGENCY REPORTING FORM
	F	POLICY 10 - EWERGENCE REPORTING FORM
	Date:	November 3, 2011 Hamilton
	Department/Division:	Public Works/Operations & Maintenance
	Reporter's Name:	Rafael G. Sandoval
	Phone Number:	905 546 2424 ext 2508
	Buyer:	Irls Tesch
	Vendor:	KEMP Construction
	Description of Goods/S	
	The Work consists of sup	north west girder of the bridge asset #330 located at Birch Ave. (75 m south of Burlington St.) ppling all labour, materials, equipment, tools and incidentals necessary to repare the collision 30 as per contract drawings.
	ls there an approved b	oudget for this purchase?
	Account Number	55916         Dept Id. / Project Id.         4031118001
۲	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
0	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
Fo	r Negotiation Policy 11	requests, select ONE of the following:
	Short Supply	
		lged to be in short supply due to market conditions.
	Sole Source	n source for the goods/services (sole source).
	Bids Exceed Budget	
	Single Source A single source is being	
	Contract Extension	Extended until:
	For the extension of a dissuing a new tender/pi	contract which has expired and unforeseeable circumstances have caused a delay in
	Expanded Works Approved construction	Existing PO Number:
		identifying the conditions that make it necessary to use this policy. Expand the cell if upporting documentation as available.
A lo Buri Sev visu of th are	w bed semi-trailer carrying a ington St) on Monday Octol eral riveted connections we al inspection, that the dama te bridge was temporarily sh	a forklift hit the north west girder of the railroad bridge located at Birch Ave (75 m South of ber 24, 2011. The collision impact tore apart the bottom flange of the North West girder. The broken and three the pipe support brackets were damaged. It was estimated, by simple aged bottom flange suffer a lost of at least 50% of its load carrying capacity. The west section hored by Dufferin Construction on October 29. The various costs associated with this repair mough Risk Management as the damages were the result of a vehicular accident. Police
	natures: Departmental	Director (for Policy 11
requ Ger <u>RE</u> C	uests that are under \$10 neral Manager (for ALL <u>3ARDLESS OF AMOUN</u> uests that are \$100,000	Policy 10 requests

Once completed and proper approvals have been obtained, please email this form as a .xls file to 'Purchasing Policy 10 & 11' at purchasi@hamilton.ca. Subject: Vendor Name

Revision date: 13 January 2010

1		POLICY POLICY 11 - RI			CREPORT				
K	NOTE for all Policy 11 This is when a commitme have been ordered/receiv	ent has been made to a v ved. If not, the procurem	endor, servi	ices have	commenced	l/completed		Hamilton	
Ð –	Date:	November 9, 2011							
	Department/Division:	Public Works / Trans	sportation,	Energy a	and Facilitie	s			
	Reporter's Name:	Chris Phinney							
	Phone Number:	905-546-2424 x7009	}						
	Procurement Contact:	Barb Kinrade - Procurem	ient Specialist	:		-			
	Vendor Name:	Horizant Inc.							
	authenticate users access maintenance services. Th Reservations, enhanced s	ition, programming, insta sing ARCHIBUS. In addii nis project is a precursor space planning, employe	tion, employ to future AR e locator se	vee data w RCHIBUS ervices, en	vill be synchr module roll o nergency pre	onized with outs such as paredness,	the AD data ; Project Ma etc. Single :	ch will utilize the IS Active Directory to abase for use with space planning and anagement, Meeting Room sign on will also streamline the by IS rather than maintaining seperate	
	Is there an approved bu	udget for this procuren	nent?	🗹 Yes	🗆 No		Value: S	\$ \$10,500.00	
	Account Number	53251 Sector from the sector of the	nte patrice			Dept lo	./Project Ic	d. <u>790012. 1986 - Minuters - Part M</u>	
0	Emergency Policy 10	Use explanation area acquired including Pe					on and hov	v goods and/or services were	
۲	Negotiation Policy 11	Complete all sections requesting the use of						ppropriate selection, the reason for	
	r Negotiation Policy 11 requests, select ONE of the following: Short Supply Goods/services are judged to be in short supply due to market conditions. Sole Source There is only one known source for the goods/services (sole source). Bids Exceed Budgeted or Estimated Costs The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost.								
	Single Source A single source is being	recommended.							
	Contract Extension	Contract No.:	vired and ur		xtended fro able circum			_ Extended to: a delay in issuing a new	
	Expanded Works Approved construction	Existing PO No.:	red work ar	ising dur	ina constru	ction but d	oes not ex	nand the scone	
	Approved <u>construction</u> project has unexpected work arising during construction, but does not expand the scope. vide a brief explanation identifying the conditions that make it necessary to use this policy. Attach all other supporting documentation								
	vailable.		io marmar	te it nece	essary to us	e this polic	y. Attach a	all other supporting documentation	
as a Horiza	vailable.	a manufacturer. We have a sting support contracts with and a support contracts with a support contracts with a support contracts and a support contracts with a support contracts with a support contracts and a s	highly custom	ized enviro	onment which i	nakes it extre	emly dificult f	for other vendors to get to up speed in order	
AS A Horiza to do Sign reque Sene \$5,00	wailable. ant is the VAR assigned by the	sting support contracts with rector (for Policy 11 100) OR licy 10 requests <u>of</u>	highly custom	lized enviro	onment which i	nakes it extre y a third part	emly dificult f	for other vendors to get to up speed in order	
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	/*	POLICY 10 - EM		Y REPORT	ING FORM		ala_ela	
	F	POLICY 11 - REQUEST				DLICY		
	Date:	Oct. 24, 2011					Hamilton	
	Department/Division:	Corporate Services/F	inancial P	lanning & F	olicy			
	Reporter's Name:	Tom Hewitson						
	Phone Number:	4159						
	Buyer:	Maryanne Macura		▼				
	Vendor:	IBM						
	Description of Goods/S	ervices Required:						
	Upgrade to existing Clarit	y budgeting software from	version 6.2	to version 7				
							<u> </u>	
	Is there an approved b	udget for this purchase?	√ Yes	🗌 No	Value: S	\$ \$77,6	00.00	
	Account Number	55801/56401	-	Dept Id.	/ Project Id.	20511	157100	
0	Emergency Policy 10	Use explanation area and/or services were						
۲	Negotiation Policy 11	Complete all sections selection, the reason					e most appropriate Policy for this purchase.	
<u> </u>	Sole Source	ged to be in short supply						
	Bids Exceed Budget of					ceeds t	he estimated cost.	
	Single Source							
_	A single source is being	j recommended.						
	Contract Extension	Extended u						
	issuing a new tender/pr	contract which has expir-	ed and uni	oreseeable	circumstand	ces nave	e caused a delay in	
	Expanded Works	Existing P	) Number					
	Approved construction				onstruction.	does not	expand the scope	
)ro								
ear	vide a brief explanation i uired. Attach all other su	porting documentations	as availat	e it necessa ble.	i y io use this	s policy.		
The	software that is to be upgra	aded is already in place. A	s it is a pro	prietary proc	uct, IBM/Clari	ty is the	single source that the	
City	is required to use for this p	roject.	·				-	
requ	natures: Departmental uests that are under \$10	0,000) OR						
REC	eral Manager (for ALL BARDLESS OF AMOUN Jests that are \$100,000 o	IT and for Policy 11	Мік	e 26	SARA	1	Date 007-27	1/2011
Арр	roval Signature - Manag	er of Purchasing					Date 001.28	12011
						_		1

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		POLICY 10 - EMERGENCY REPORTING F POLICY 11 - REQUEST FOR USE OF NEGOTIAT	ION POLICY	
	engaged. This is when a	<u>1 requests:</u> All requisite approvals must be obtained before a a commitment has been made to a vendor, services have comm ared/received. If not, the procurement will be considered Non-Co	enced/completed	Hamilton
	Date:	2011.11.24		
	Department/Division:	Transportation, Energy, and Facilities/Transit		
	Reporter's Name: Phone Number:	Mark Selkirk 5968		
	Procurement Contact:		1	
		Barb Kinrade - Procurement Specialist	]	
	Vendor Name:	<u>E-Lift</u>		
	Description of Goods/S Supply and delivery of Ho	ervices Required:		
	Is there an approved by	Idget for this procurement? ☑ Yes □ No		
			Value: \$ <u></u>	
~	Account Number	<u>53445</u> De	ept Id./Project Id. <u>t</u>	580135
۲	Emergency Policy 10	Use explanation area below to describe the emergency si acquired including PeopleSoft requisition number if entered	ituation and how g ed.	oods and/or services were
0	) Negotiation Policy 11	Complete all sections below, and indicate by checking ON requesting the use of the Negotiation Policy for this procu	NLY the most appr irement.	opriate selection, the reason for
Fo	or Negotiation Policy 11	requests, select ONE of the following:		
		ed to be in short supply due to market conditions.		
		n source for the goods/services (sole source).		
	Bids Exceed Budgeted	l or Estimated Costs specifications is excessive in total cost or substantially exc	eeds the estimate	d cost.
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	For the extension of a co	ontract which has expired and unforeseeable circumstance	es have caused a c	ixtended to: lelay in issuing a new
	tender/proposal docume	114.		
	Expanded Works	Existing PO No.:		d the people
Prov	Expanded Works Approved <u>construction</u> vide a brief explanation id	Existing PO No.: project has unexpected work arising during construction, b	-	•
Prov	Expanded Works Approved <u>construction</u> vide a brief explanation id available.	Existing PO No.: project has unexpected work arising during construction, b entifying the conditions that make it necessary to use this p	policy. Attach all c	ther supporting documentation
Prov as a post I grour past a	Expanded Works Approved <u>construction</u> vide a brief explanation id <u>available</u> . rear post on holst #23 at the MT is draining directly to ground we nd water is an obvious environn and the repair cost is approxim	Existing PO No.: project has unexpected work arising during construction, b	policy. Attach all of air this defect. The hyd MTC was constructed te from the contractor	aulic oil that is leaking from the rear over 25 years ago. This leakage to who has performed this service in the
Prov as a The r post i grour past a service	Expanded Works Approved <u>construction</u> vide a brief explanation id <u>available</u> . rear post on hoist #23 at the MT is draining directly to ground wa nd water is an obvious environn and the repair cost is approxim- ce in a few weeks we need this	Existing PO No.: project has unexpected work arising during construction, b entifying the conditions that make it necessary to use this p <sup>C</sup> was leaking hydraulic oil and the cylinder required re-sleeving to repa ater as there were never containments built into the rear posts when the nental hazard that required immediate attention. I obtained a verbal quot ately \$20,000. This hoist cannot be used at this time due to OH&S issue repair performed ASAP. The PeopleSoft requisition number used to obt	policy. Attach all of air this defect. The hyd MTC was constructed te from the contractor	aulic oil that is leaking from the rear over 25 years ago. This leakage to who has performed this service in the
Prov as a The r post i grour past a servic Sign	Expanded Works Approved <u>construction</u> vide a brief explanation id available. rear post on hoist #23 at the Mi is draining directly to ground wa divater is an obvious environn and the repair cost is approxim ce in a few weeks we need this natures: Departmental Direction	Existing PO No.: project has unexpected work arising during construction, b entifying the conditions that make it necessary to use this p <sup>C</sup> was leaking hydraulic oil and the cylinder required re-sleeving to repa ter as there were never containments built into the rear posts when the ental hazard that required immediate attention. I obtained a verbal quot ately \$20,000. This holst cannot be used at this lime due to OH&S issue- repair performed ASAP. The PeopleSoft requisition number used to obt	policy. Attach all of air this defect. The hyd MTC was constructed te from the contractor	aulic oil that is leaking from the rear over 25 years ago. This leakage to who has performed this service in the
Prov as a The r post i grour past a service Sign Gene	Expanded Works Approved <u>construction</u> vide a brief explanation id <u>available</u> . rear post on hoist #23 at the MT is draining directly to ground wa nd water is an obvious environn and the repair cost is approxim- ce in a few weeks we need this	Existing PO No.: project has unexpected work arising during construction, b entifying the conditions that make it necessary to use this p C was leaking hydraulic oil and the cylinder required re-sleeving to repa ater as there were never containments built into the rear posts when the nental hazard that required immediate attention. I obtained a verbal quot ately \$20,000. This holst cannot be used at this time due to OH&S issue- repair performed ASAP. The PeopleSoft requisition number used to obtain ector (for Policy 11 0) OR wy 10 requests of	policy. Attach all of air this defect. The hyd MTC was constructed te from the contractor	aulic oil that is leaking from the rear over 25 years ago. This leakage to who has performed this service in the

"ProcurementPolicy10&11@hamilton.ca" email box Email "Subject" line should include the actual Vendor's Name

Revision date: November 1, 2011

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J.						
		Y 10 - EMERGEN REQUEST FOR US				
NOTE for all Policy 1 This is when a commitme	ent has been made to a	vendor, services hav	e commenced/c			on
been ordered/received. Date:	October 31, 2011	be considered Non-C	ompiiant.	·		
Department/Division:	Community Service	es	· · ·			
Reporter's Name:	Sandra Denman					
Phone Number:	905-546-2424 x19	21				
Procurement Contact:	Doris Ciardullo - Senio	r Procurement Specialis		~		
Vendor Name:	AutomatedLogic O	Intario				
Description of Goods/					·	
To provide preventative r	maintenance services fo	r the Wentworth Lodg	e building autor	nation system from N	ovember 1, 2011 - Octobe	er 31, 2012.
						•
Is there an approved b	oudget for this purcha	ise? ☑ Yi	es 🖸 No	Value:	\$ \$5,958.00	
Account Number	55916			Dept Id./Project I	ld. <u>632035</u>	
Emergency Policy 10	Use explanation ar acquired including	ea below to descrik PeopleSoft requisit	be the emerge ion number if	ncy situation and he	ow goods and/or servic	ces were
Negotiation Policy 11		ons below, and indic of the Negotiation			appropriate selection, t	he reason for
Goods/services are ju Sole Source There is only one know	wn source for the goo	ods/services (sole s				
Bids Exceed Budget The lowest bid meetin	or Estimated Costs g specifications is exe	cessive in total cost	or substantial	ly exceeds the esti	mated cost.	
Single Source A single source is beir	ng recommended.					
Contract Extension	Contract No.:		Extended fron		Extended to:	
For the extension of a tender/proposal docur		xpired and unfores	eeable circum	stances have cause	ed a delay in issuing a	new
Expanded Works Approved construction	Existing PO No.:	ected work arising	lurina construc	tion, but does not e	expand the scope.	
vide a brief explanation						ocumentation
available.			•			
ngle source is recommended f trols) set up the new building a ld best be achieved by the orig licable to our on-site staff beca	automation system at Went jinal installer as they have t	worth Lodge, including to the most knowledge of h	he software requir	ements. There are still o	perating issues that need to	be refined which
				,		
natures: Departmental D uests that are under \$100, neral Manager (for ALL Pc	000) OR blicy 10 requests <u>of</u>			· .		
000 or greater and for Polic 00,000 or greater)	cy 11 requests that are	Lynda Secord			Date Nov. 2	2/11
proval Signature - Procu	irement Manager				Date NO	1
			-14 II	a form f	ile to the	
ce completed and prop ocurementPolicy10&1 ail "Subject" line shou	1@hamilton.ca" em	ail box	ease email thi	s тоrm as a .xis f	ne to the	

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•				ERGENCY REPOR		
	NOTE for all Policy 11 This is when a commitme	nt has been made to a	vendor, ser	rvices have commence	d/completed or goods	have
	been ordered/received. If Date:	not, the purchase will b 20110926	e consider	red Non-Compliant.		
	Department/Division:		Water 8	Wastewater Opera	tions	
	Reporter's Name:	Lindsay Reiach	- vvalei o		10113	
	Phone Number:	5662				
	Procurement Contact:	Donna Drozdz - Senior	Procuremen	nt Specialist	•	
	Vendor Name:	Aerzen Canada Inc	•			
	Description of Goods/S			d hy Plant Operations		
	OEM spare parts for existi	ng systems and equipn	ient utilized	d by Plant Operations.		
	Is there an approved by	udget for this purcha	se?	🗹 Yes 🗌 No	Value:	\$ \$50,000.00 / 7- 7 34,340
	Account Number	53415	a a l'a -		Dept Id./Projec	ot Id. <u>510320. And and a state</u>
)	Emergency Policy 10			to describe the emer ft requisition number		how goods and/or services were
0	Negotiation Policy 11			and indicate by che gotiation Policy for th		st appropriate selection, the reason for
]	Short Supply Goods/services are jud Sole Source There is only one know					
]	Bids Exceed Budget of The lowest bid meeting		essive in	total cost or substan	tially exceeds the e	stimated cost.
	Single Source A single source is being	g recommended.				
	Contract Extension For the extension of a c tender/proposal docum		pired and	Extended f d unforeseeable circu		Extended to: used a delay in issuing a new
]	Expanded Works Approved <u>construction</u>	Existing PO No.: <u>n</u> project has unexpe	cted work	arising during cons	ruction, but does no	ot expand the scope.
	vide a brief explanation i wailable.	dentifying the conditi	ons that n	make it necessary to	use this policy. Atta	ach all other supporting documentation
w u		maintain these systems it	is requisite	that we sole source replace	ement parts and equipm	d the quoted cost for repair is 77% of the cost of a ent from Aerzen, as the OEM. Alternate
qu en	natures: Departmental Di ests that are under \$100,0 eral Manager (for ALL Pol 00 or greater and for Polic	00) OR licy 10 requests <u>of</u>			. 12 . [	Scor in la
00	),000 or greater)		_DH	N MCKIN	NON	Date <u>SEPT-27/2</u> 0 Date <u>SEPT-28/2</u>
	roval Signatura Broour	comont Monagor				Data 5607 70 17
эр	roval Signature - Procur	ement wanager				

	P	POLICY 10 - EMERGENC	REPORTING FORM	
		OLICY 11 - REQUEST FOR USI		
	Date:	October 18th, 2011		Hamilton
	Department/Division:	Hamilton Police Service		<u>i faffifitoff</u>
	Reporter's Name:	Jan Griese		
	Phone Number:	905 546-4737		
	Procurement Contact:	Doris Ciardullo - Senior Procurement	Specialist	
	Vendor Name:	Austech Development Inc.		
	Description of Goods/Se	ervices Required:		
	Add-on to current Inventor	y Tracking Software-specifically for a	Asset Tracking	
	Is there an approved bu	dget for this purchase?	□ No Value: \$	\$7,385.00
	Account Number	53415 (1999) (1999)	Dept Id. / Project Id.	376632
0	Emergency Policy 10	Use explanation area below to services were acquired includir		
۲	Negotiation Policy 11	Complete all sections below, an the reason for requesting the us		ILY the most appropriate selection, y for this purchase.
	Short Supply Goods/services are judg Sole Source	requests, select ONE of the fol	narket conditions.	
	Bids Exceed Budget of	n source for the goods/services ( r Estimated Costs specifications is excessive in tota		eeds the estimated cost
	Single Source A single source is being			
	Contract Extension For the extension of a c new tender/proposal do Expanded Works			Extended to: s have caused a delay in issuing a
L		project has unexpected work aris		bes not expand the scope.
		dentifying the conditions that mak ocumentation as available.	e it necessary to use this	policy. Expand the cell if required.
The Ham	Stores and Uniform Invento ilton Police Service require e current Inventory Module	ory program used by Hamilton Police	in order to track serial numb	pered assets. This feature is not available
requ Gen REC	natures: Departmental Jests that are under \$10 Neral Manager (for ALL GARDLESS OF AMOUN	0,000) OR Policy 10 requests	D MASON	Ner 21/2
-	uests that are <b>\$100,000 d</b> roval Signature - Procure		U MINSON	Date <u>0CT.31</u> /2011 Date <u>DEC.8</u> /2011
Onc	ce completed and prop	er approvals have been obtain @hamilton.ca" email box	ed, please email this form	I

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his is when a commitme ave been ordered/receiv ate: epartment/Division: eporter's Name: hone Number: rocurement Contact: endor Name: escription of Goods/S aplacement of 2 rooftop	POLICY 11 - REQUE 1 requests: All requisite apprent and has been made to a vendor ved. If not, the procurement will November 18, 2011 Transportation, Energy & I Mike Langille Ext. 2415 Barb Kinrade - Procurement Sp Moore Environmental Syst Services Required: b AC units at 330 Wentworth St udget for this procurement? 54401	EST FOR USE C ovals must be ob , services have cc I be considered N Facilities ecialist tems Ltd.	otained before a vendo ommenced/completed	POLICY or is engaged. I or goods	Hamilton
his is when a commitme ave been ordered/receiv ate: epartment/Division: eporter's Name: hone Number: rocurement Contact: endor Name: escription of Goods/S eplacement of 2 rooftop there an approved b ccount Number	1 requests:       All requisite apprent has been made to a vendor ved. If not, the procurement will November 18, 2011         Transportation, Energy & Mike Langille         Ext. 2415         Barb Kinrade - Procurement Spinore Environmental Systematics         Moore Environmental Systematics         Services Required:         o AC units at 330 Wentworth St         udget for this procurement?         54401	ovals must be ob , services have cc I be considered N Facilities ecialist terns Ltd.	otained before a vendo ommenced/completed Non-Compliant.	or is engaged. I or goods	Hamilton
ate: epartment/Division: eporter's Name: hone Number: rocurement Contact: endor Name: escription of Goods/S eplacement of 2 rooftop there an approved b ccount Number	November 18, 2011 Transportation, Energy & I Mike Langille Ext. 2415 Barb Kinrade - Procurement Spi Moore Environmental Sys Services Required: 5 AC units at 330 Wentworth St udget for this procurement? 54401	Facilities ecialist tems Ltd.			
epartment/Division: eporter's Name: hone Number: rocurement Contact: endor Name: escription of Goods/S aplacement of 2 rooftop there an approved b ccount Number	Transportation, Energy & Mike Langille Ext. 2415 Barb Kinrade - Procurement Spi Moore Environmental Sysi Services Required: 5 AC units at 330 Wentworth St udget for this procurement? 54401	ecialist tems Ltd. . N.			
eporter's Name: hone Number: rocurement Contact: endor Name: <u>escription of Goods/S</u> eplacement of 2 rooftor there an approved b ccount Number	Mike Langille Ext. 2415 Barb Kinrade - Procurement Spi Moore Environmental Syst Services Required: b AC units at 330 Wentworth St udget for this procurement? 54401	ecialist tems Ltd. . N.		······································	
hone Number: rocurement Contact: endor Name: <u>escription of Goods/S</u> eplacement of 2 rooftop there an approved b ccount Number	Ext. 2415 Barb Kinrade - Procurement Spi Moore Environmental Syst Services Required: 0 AC units at 330 Wentworth St udget for this procurement? 54401	tems Ltd. . N.			
rocurement Contact: endor Name: escription of Goods/S eplacement of 2 rooftop there an approved b ccount Number	Barb Kinrade - Procurement Sp Moore Environmental Syst Services Required: • AC units at 330 Wentworth St udget for this procurement? 54401	tems Ltd. . N.		·	
endor Name: escription of Goods/S eplacement of 2 rooftop there an approved b ccount Number	Moore Environmental Syst Services Required: b AC units at 330 Wentworth St udget for this procurement?	tems Ltd. . N.		·	
escription of Goods/S eplacement of 2 rooftop there an approved b ccount Number	Services Required: AC units at 330 Wentworth St udget for this procurement? 54401	. N.	□ No	;	
there an approved b	AC units at 330 Wentworth St udget for this procurement?		□ No		
there an approved b ccount Number	udget for this procurement?		□ No		
ccount Number	54401	⊡ Yes [	No		
				Value: \$ \$	\$14,000.00
			Dopt	- d/Droigot Id	2541141400
mergency Policy 10	Line exploration area hale	de Britani, R. B.	Deptin	d./Project Id. <u>3</u>	>34114140965,
	acquired including People			ion and how g	oods and/or services were
egotiation Policy 11	Complete all sections belo requesting the use of the I				opriate selection, the reason for
	requests, select ONE of the	he following:			
hort Supply		- to monkot con	ditiono		
ole Source	lged to be in short supply du	le to market con	luiuons.		
	vn source for the goods/serv	ices (sole sourc	ce).		
ds Exceed Budgete	ed or Estimated Costs				
ne lowest bid meeting	g specifications is excessive	in total cost or s	substantially exceed	s the estimate	d cost.
ngle Source					
single source is bein ontract Extension		Basins install 🖃 🛶	tended from:	540 - A	Extended to:
	Contract No.:				
nder/proposal docum	-				
xpanded Works	Existing PO No.:				
oproved <u>constructio</u>	n project has unexpected we	ork arising durin	ig construction, but	does not expa	nd the scope.
	identifying the conditions that	it make it neces	sary to use this poli	cy. Attach all	other supporting documentation
	arapirod. Cap is looking from both	unita. Unita hava ha	on shut down. Those up	its supply boot for	the equipied ereas in the garage of 220
or will be dispatched imm	ediately				
•		5			1
s that are under \$100,		FRRIT	AVIS		- NFR.9/201
s that are <b>under \$100,</b> Il Manager (for ALL Po <u>or greater</u> and for Poli	cy i i requests that are	UNN 1 V	11 41-2	·	Date <u>During AUI</u>
s that are under \$100, I Manager (for ALL Po	cy i i requests that are				Date DEC.9 201 Date DEC.9 2011
s that are under \$100, Il Manager (for ALL Po <u>or greater</u> and for Poli 00 or greater)					
ila cha rth	able. angers in both units are n St. N Staff are comple will be dispatched imme es: Departmental D that are under \$100, Manager (for ALL Po	able. angers in both units are cracked. Gas is leaking from both in St. N Staff are complaining that they are cold. Work need will be dispatched immediately es: Departmental Director (for Policy 11 that are under \$100,000) OR Manager (for ALL Policy 10 requests of r greater and for Policy 11 requests that are	able. angers in both units are cracked. Gas is leaking from both units. Units have be n St. N Staff are complaining that they are cold. Work needs to begin immedia will be dispatched immediately es: Departmental Director (for Policy 11 that are under \$100,000) OR Manager (for ALL Policy 10 requests of r greater and for Policy 11 requests that are	able. angers in both units are cracked. Gas is leaking from both units. Units have been shut down. These un n St. N Staff are complaining that they are cold. Work needs to begin immediately becuase of health & will be dispatched immediately es: Departmental Director (for Policy 11 that are under \$100,000) OR Manager (for ALL Policy 10 requests of r greater and for Policy 11 requests that are or greater)	angers in both units are cracked. Gas is leaking from both units. Units have been shut down. These units supply heat for n St. N Staff are complaining that they are cold. Work needs to begin immediately becuase of health & safety concerns to will be dispatched immediately es: Departmental Director (for Policy 11 that are under \$100,000) OR Manager (for ALL Policy 10 requests of r greater and for Policy 11 requests that are

Email "Subject" line should include the actual Vendor's Name

	Date:	OLICY 11 - REQUEST FOR USE OF NEGOTIATION POL March 22, 2011	
	Department/Division:	Ward 3	_ Hamilton
	Reporter's Name:	Nick Westoll	
	Phone Number:	905-546-2424 ext 4550	
	Buyer:	Maryanne Macura	- NON COMPLIANT
	•		
	Vendor:	H&H Printing	_
	Description of Goods/S Printing of newsletters & /		
	Is there an approved bu Account Number		\$6,240.00
~		_55610 / 55606 Dept Id. / Project Id.	300030
0	Emergency Policy 10	Use explanation area below to describe the emergency a and/or services were acquired including PeopleSoft requ	situation and how goods uisition number if entered.
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking C selection, the reason for requesting the use of the Negot purchase.	NLY the most appropriate tiation Policy for this
Fo	r Negotiation Policy 11	requests, select ONE of the following:	
	Short Supply	, , , , , , , , , , , , , , , , , , , ,	
		ged to be in short supply due to market conditions.	
	Sole Source		
	There is only one known	n source for the goods/services (sole source).	
_			
	Bids Exceed Budget o	r Estimated Costs	
	Bids Exceed Budget o The lowest bid meeting		ceeds the estimated cost.
	Bids Exceed Budget o The lowest bid meeting Single Source	r Estimated Costs specifications is excessive in total cost or substantially exc recommended.	
V	Bids Exceed Budget o The lowest bid meeting Single Source A single source is being Contract Extension	r Estimated Costs specifications is excessive in total cost or substantially ex- recommended. Extended until:	a sheriya
V	Bids Exceed Budget o The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a co	r Estimated Costs specifications is excessive in total cost or substantially ex- recommended. Extended until: ontract which has expired and unforeseeable circumstance	a sheriya
	Bids Exceed Budget o The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a co issuing a new tender/pro	r Estimated Costs specifications is excessive in total cost or substantially ex- recommended. Extended until: ontract which has expired and unforeseeable circumstance oposal document.	es have caused a delay in
	Bids Exceed Budget o The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a co issuing a new tender/pro Expanded Works	r Estimated Costs specifications is excessive in total cost or substantially ex- recommended. Extended until: ontract which has expired and unforeseeable circumstance oposal document. Existing PO Number:	es have caused a delay in
	Bids Exceed Budget o The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a co issuing a new tender/pro Expanded Works Approved construction p	r Estimated Costs specifications is excessive in total cost or substantially ex- recommended. Extended until: ontract which has expired and unforeseeable circumstance oposal document. Existing PO Number: roject has unexpected work arising during construction, do	es have caused a delay in
☑ □ □ Prov	Bids Exceed Budget o The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a co issuing a new tender/pro Expanded Works Approved construction p	r Estimated Costs specifications is excessive in total cost or substantially excessive in total cost or substantis exce	es have caused a delay in
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Prov Requ	Bids Exceed Budget o The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a co issuing a new tender/pro Expanded Works Approved construction p vide a brief explanation id ired. Attach all other sup sletters & Postage for Ward	r Estimated Costs specifications is excessive in total cost or substantially exit recommended. Extended until: Ontract which has expired and unforeseeable circumstance posal document. Existing PO Number: Oroject has unexpected work arising during construction, de entifying the conditions that make it necessary to use this poorting documentation as available.	es have caused a delay in
Prov Requ	Bids Exceed Budget o The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a co issuing a new tender/pro Expanded Works Approved construction p vide a brief explanation id ired. Attach all other sup sletters & Postage for Ward	r Estimated Costs specifications is excessive in total cost or substantially exit recommended. Extended until: Ontract which has expired and unforeseeable circumstance posal document. Existing PO Number: Project has unexpected work arising during construction, de lentifying the conditions that make it necessary to use this poorting documentation as available. 3 - Councillor Bernie Morelli	es have caused a delay in
Prov Requ	Bids Exceed Budget o The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a co issuing a new tender/pro Expanded Works Approved construction p vide a brief explanation id ired. Attach all other sup sletters & Postage for Ward	r Estimated Costs specifications is excessive in total cost or substantially exit recommended. Extended until: Ontract which has expired and unforeseeable circumstance posal document. Existing PO Number: Project has unexpected work arising during construction, de lentifying the conditions that make it necessary to use this poorting documentation as available. 3 - Councillor Bernie Morelli	es have caused a delay in
Prov Requ	Bids Exceed Budget o The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a co issuing a new tender/pro Expanded Works Approved construction p vide a brief explanation id ired. Attach all other sup sletters & Postage for Ward	r Estimated Costs specifications is excessive in total cost or substantially exit recommended. Extended until: Ontract which has expired and unforeseeable circumstance posal document. Existing PO Number: Project has unexpected work arising during construction, de lentifying the conditions that make it necessary to use this poorting documentation as available. 3 - Councillor Bernie Morelli	es have caused a delay in
Prov requi Invoid	Bids Exceed Budget o The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a co issuing a new tender/pro Expanded Works Approved construction p ride a brief explanation id ired. Attach all other sup sletters & Postage for Ward ce dated Dec 23, 2010 has b	r Estimated Costs specifications is excessive in total cost or substantially exit recommended. Extended until: Ontract which has expired and unforeseeable circumstance posal document. Existing PO Number: Troject has unexpected work arising during construction, de lentifying the conditions that make it necessary to use this oporting documentation as available. 3 - Councillor Bernie Morelli. been received and accrued to 2010	es have caused a delay in
Prov requ News Invoid	Bids Exceed Budget o The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a co issuing a new tender/pro Expanded Works Approved construction p ride a brief explanation id ired. Attach all other sup sletters & Postage for Ward ce dated Dec 23, 2010 has b attres: Departmental I ests that are under \$100	r Estimated Costs specifications is excessive in total cost or substantially exit recommended. Extended until: Ontract which has expired and unforeseeable circumstance posal document. Existing PO Number: roject has unexpected work arising during construction, de lentifying the conditions that make it necessary to use this porting documentation as available. 3 - Councillor Bernie Morelli. been received and accrued to 2010 Director (for Policy 11 ,000) OR	es have caused a delay in sense (a delay in sense (a delay) oes not expand the scope. policy. Expand the cell if
Prov requ News Invoid	Bids Exceed Budget o The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a co issuing a new tender/pro Expanded Works Approved construction p ride a brief explanation id irred. Attach all other sup sletters & Postage for Ward ce dated Dec 23, 2010 has b	r Estimated Costs specifications is excessive in total cost or substantially exit recommended. Extended until: Ontract which has expired and unforeseeable circumstance posal document. Existing PO Number: rooject has unexpected work arising during construction, de lentifying the conditions that make it necessary to use this oporting documentation as available. 3 - Councillor Bernie Morelli. been received and accrued to 2010 Director (for Policy 11 ,000) OR olicy 10 requests	es have caused a delay in

Once completed and proper approvals have been obtained, please email this form as a .xls file to 'Purchasing Policy 10 & 11' at purchasi@hamilton.ca. Subject: Vendor Name

Revision date: 13 January 2010

	-	POLICY 10 -	EMERGENCY REPO	RTING FORM	
	,		EST FOR USE OF NE	<b>GOTIATION POLICY</b>	
	Date:	September 19, 2011			<u>Hamilton</u>
	Department/Divis	A			· · ·
/	Reporter's Name				
	Phone Number:	905 546-2424 ext 2810			
	Procurement Co		ecialist	<b>~</b>	
	Vendor Name:	Cimco Refrigeration			
	Repair of the seco	ods/Services Required: dary refrigerant (glycol) piping in the replacement of lost glycol.	ice rink floor at Copps Cc	lisleum. Services include r	nechanical repairs, patching of ice rink
	ls there an appro	ved budget for this purchase?	Yes I No	Value:	\$ \$30,000.00
	Account Number	<u>54720 Rect 44 August</u>		Dept Id./Project I	d. <u>791306 sate 2008 a diverse di bers</u>
	Emergency Polic	10 Use explanation area beic acquired including People			v goods and/or services were
	O Negotiation Polic	Y 11 Complete all sections beic requesting the use of the l			opropriate selection, the reason for
	<ul> <li>Sole Source There is only one</li> <li>Bids Exceed Bu The lowest bid m</li> </ul>	re judged to be in short supply du known source for the goods/servi d <b>get or Estimated Costs</b> aeting specifications is excessive	ces (sole source).	ially exceeds the estima	ated cost.
	Contract Extens For the extension tender/proposal c Expanded Work Approved constru Provide a brief explan available. There has been a failure in must be initiated immediate	of a contract which has expired a ocument. <b>5 Existing PO No.:</b> Inction project has unexpected wor ation identifying the conditions that one of the pipes that circulate glycol refrig y as the timeline required to find the leak,	nd unforeseeable circu k arising during constru t make it necessary to erant within the ice rink floor break out the concrete, repe	ction, does not expand ise this policy. Attach a at Copps Collsleum. In order ir the leak and replace the co	the scope. Il other supporting documentation as to meet the users event schedule, reparis norete could take several days. The givcol is a
	A single source is Contract Extens For the extension tender/proposal c Expanded Work Approved constru Provide a brief explan available. There has been a failure in must be initiated immediate hazardous material and req CIMCO is the largest and m repairs and were able to res	ton Contract No.: of a contract which has expired a ocument. s Existing PO No.: totion project has unexpected wor ation identifying the conditions that one of the pipes that circulate glycol refrig y as the timeline required to find the leak, uires immediate attention to control the lea ost experienced contractor in the ice rink is pond immediate attention to control the leak state primediate attention to control the leak ost experienced contractor in the ice rink is pond immediate it to our needs that Director (for Policy 11 \$100,000) OR LL Policy 10 requests UNT and for Policy 11 00 or greater)	nd unforeseeable circu k arising during constru t make it necessary to erant within the ice rink floor break out the concrete, repa ak and clean up. Becasue thi	mstances have caused ction, does not expand use this policy. Attach a at Copps Collsleum. In order in the leak and replace the co s is a very specialized field, C	a delay in issuing a new the scope. Il other supporting documentation as to meet the users event schedule, reparts

Revision date: April 26, 2011

		POLICY 11 - REQUEST	FOR USE OF NEGO	TIATION POLICY	
je stali se	NOTE for all Policy 11	I requests: All requisite approva	lls must be obtained bef	ore a vendor is engage	Hamilton
Ĵ	This is when a commitme	nt has been made to a vendor, ser	vices have commenced	/completed or goods ha	ve
)		not, the procurement will be cons	dered Non-Compliant.		
	Date:	Nov 25, 2011			BIABT CIABART LANG
	Department/Division: Reporter's Name:	Mayors Office			NON COMPLIANT
	Phone Number:	Peggy Chapman 905-546-4116			
				<b>T</b>	
	Procurement Contact:	Maryanne Macura - Procurement S			
	Vendor Name:	Kevin Christenson			
	Description of Goods/S	Services Required:	d up 20 hours per mont	a as per direction of Mar	yor Bratina and/or Peggy Chapman.
•		yaia Ocivicea da dilu when require	a ap oo noaro por mon		,
		r.			
					· /
	Is there an approved b	udget for this procurement?	🗹 Yes 🗌 No	Value:	\$ \$45,000.00
	Account Number	55801		Dept Id./Project	ld. <u>300105</u>
0	Emergency Policy 10	Lise explanation area below	to describe the emer	nency situation and h	ow goods and/or services were
	Emolgonoy ronoy ro	acquired including PeopleSc	oft requisition number	If entered.	
	Negotiation Policy 11	Complete all sections below	and indicate by cher	king ONLY the most	appropriate selection, the reason for
$\bullet$	Negotiation Policy 11	requesting the use of the Ne	actiation Policy for th	is procurement.	appropriate selection, the reason for
			•		
Fo	or Negotiation Policy 11	I requests, select ONE of the	following:		
~ <u> </u>	Short Supply	· · · · · · · · · · · · · · · · · · ·	-		
, <b>L</b>		dged to be in short supply due	to market conditions.		
$\checkmark$			\$ 		
		wn source for the goods/servic	es (sole source).		
	•	-			
	Bids Exceed Budget	ed or Estimated Costs	total cost or substan	ially exceeds the est	imated cost
	Bids Exceed Budgeto The lowest bid meeting	-	total cost or substan	ially exceeds the est	imated cost.
	Bids Exceed Budgete The lowest bid meeting Single Source	ed or Estimated Costs g specifications is excessive in	total cost or substan	ially exceeds the est	imated cost.
	Bids Exceed Budget The lowest bid meeting Single Source A single source is beir	ed or Estimated Costs g specifications is excessive in ng recommended.			-
	Bids Exceed Budgete The lowest bid meeting Single Source A single source is beir Contract Extension	ed or Estimated Costs g specifications is excessive in ng recommended. Contract No.:	Extended fi	om:	Extended to:
	Bids Exceed Budgete The lowest bid meeting Single Source A single source is beir Contract Extension	ed or Estimated Costs g specifications is excessive in ng recommended. Contract No.: contract which has expired an	Extended fi	om:	Extended to:
	Bids Exceed Budget The lowest bid meeting Single Source A single source is beir Contract Extension For the extension of a tender/proposal docur Expanded Works	ed or Estimated Costs g specifications is excessive in g recommended. Contract No.: contract which has expired an nent. Existing PO No.:	Extended f d unforeseeable circu	om: Imstances have caus	Extended to: red a delay in issuing a new
	Bids Exceed Budget The lowest bid meeting Single Source A single source is beir Contract Extension For the extension of a tender/proposal docur Expanded Works	ed or Estimated Costs g specifications is excessive in ng recommended. Contract No.: contract which has expired an nent.	Extended f d unforeseeable circu	om: Imstances have caus	Extended to: red a delay in issuing a new
	Bids Exceed Budget The lowest bid meeting Single Source A single source is beir Contract Extension For the extension of a tender/proposal docur Expanded Works Approved <u>construction</u>	ed or Estimated Costs g specifications is excessive in ng recommended. Contract No.: contract which has expired an ment. Existing PO No.: on project has unexpected wor	Extended for d unforeseeable circu k arising during const	om: Imstances have caus ruction, but does not	Extended to: ed a delay in issuing a new expand the scope.
as	Bids Exceed Budget The lowest bid meeting Single Source A single source is beir Contract Extension For the extension of a tender/proposal docur Expanded Works Approved <u>construction</u> povide a brief explanation available.	ed or Estimated Costs g specifications is excessive in ng recommended. Contract No.: contract which has expired an nent. Existing PO No.: on project has unexpected wor identifying the conditions that	Extended for d unforeseeable circu k arising during const make it necessary to	om: Imstances have caus ruction, but does not use,this policy. Attac	Extended to: ed a delay in issuing a new expand the scope. ch all other supporting documentation
as	Bids Exceed Budgete The lowest bid meeting Single Source A single source is beir Contract Extension For the extension of a tender/proposal docum Expanded Works Approved <u>construction</u> povide a brief explanation available.	ed or Estimated Costs g specifications is excessive in ng recommended. Contract No.: contract which has expired an nent. Existing PO No.: on project has unexpected wor identifying the conditions that	Extended for d unforeseeable circu k arising during const make it necessary to	om: Imstances have caus ruction, but does not use this policy. Attac	Extended to: ed a delay in issuing a new expand the scope. ch all other supporting documentation
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Afte a de wor	Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum Expanded Works Approved <u>construction</u> ovide a brief explanation available.	ed or Estimated Costs g specifications is excessive in ag recommended. Contract No.: contract which has expired an nent. Existing PO No.: on project has unexpected wor identifying the conditions that our & efficiency of council/committee n con's" working by-laws and policies. Mr	Extended fi d unforeseeable circu k arising during const make it necessary to neetings through the expert Christenson has the inside	om: Imstances have caus ruction, but does not use,this policy. Attac	Extended to: red a delay in issuing a new expand the scope. ch all other supporting documentation we have discovered the need for someone with will also assist with our government relations
Afte a de wor	Bids Exceed Budget The lowest bid meeting Single Source A single source is beir Contract Extension For the extension of a tender/proposal docum Expanded Works Approved <u>construction</u> ovide a brief explanation available.	ed or Estimated Costs g specifications is excessive in ag recommended. Contract No.: contract which has expired an nent. Existing PO No.: on project has unexpected wor identifying the conditions that our & efficiency of council/committee n con's" working by-laws and policies. Mr	Extended fi d unforeseeable circu k arising during const make it necessary to neetings through the expert Christenson has the inside	om: Imstances have caus ruction, but does not use,this policy. Attac	Extended to: red a delay in issuing a new expand the scope. ch all other supporting documentation we have discovered the need for someone with will also assist with our government relations
Afte a de wor	Bids Exceed Budget The lowest bid meeting Single Source A single source is beir Contract Extension For the extension of a tender/proposal docum Expanded Works Approved <u>construction</u> ovide a brief explanation available.	ed or Estimated Costs g specifications is excessive in ag recommended. Contract No.: contract which has expired an nent. Existing PO No.: on project has unexpected wor identifying the conditions that our & efficiency of council/committee n con's" working by-laws and policies. Mr	Extended fi d unforeseeable circu k arising during const make it necessary to neetings through the expert Christenson has the inside	om: Imstances have caus ruction, but does not use,this policy. Attac	Extended to: red a delay in issuing a new expand the scope. ch all other supporting documentation we have discovered the need for someone will will also assist with our government relations
as Afte wor form	Bids Exceed Budget The lowest bid meeting Single Source A single source is beir Contract Extension For the extension of a tender/proposal docur Expanded Works Approved <u>construction</u> ovide a brief explanation available. For a year of studying the behavior exper understanding of "Hamilton k. As with Mr. Rust D'Eye we not ner clerk for the City of Hamilton	ed or Estimated Costs g specifications is excessive in ag recommended. Contract No.: contract which has expired an ment. Existing PO No.: on project has unexpected wor identifying the conditions that our & efficiency of council/committee n ton's' working by-laws and policies. Mr teed an "outside" source as there could in - now retired.	Extended fi d unforeseeable circu k arising during const make it necessary to neetings through the expert Christenson has the inside	om: Imstances have caus ruction, but does not use, this policy. Attac ise of George Rust D'Eye, knowledge we need. He ff/solicitors & clerks as the	Extended to: led a delay in issuing a new expand the scope. ch all other supporting documentation we have discovered the need for someone with will also assist with our government relations y are part of our governance process. Kevin is
as Afte wor forr	Bids Exceed Budget The lowest bid meeting Single Source A single source is beir Contract Extension For the extension of a tender/proposal docur Expanded Works Approved <u>construction</u> ovide a brief explanation available. or a year of studying the behavit eeper understanding of "Hamilto mer clerk for the City of Hamilto gnatures: Departmental D	ed or Estimated Costs g specifications is excessive in ng recommended. Contract No.: contract which has expired an nent. Existing PO No.: on project has unexpected wor identifying the conditions that our & efficiency of council/committee n ton's" working by-laws and policies. Mr ieed an "outside" source as there could in - now retired.	Extended fi d unforeseeable circu k arising during const make it necessary to neetings through the expert Christenson has the inside	om: Imstances have caus ruction, but does not use, this policy. Attac ise of George Rust D'Eye, knowledge we need. He ff/solicitors & clerks as the	Extended to: led a delay in issuing a new expand the scope. ch all other supporting documentation we have discovered the need for someone with will also assist with our government relations y are part of our governance process. Kevin is
Afte a de wor forr Sig Ge	Bids Exceed Budget The lowest bid meeting Single Source A single source is beir Contract Extension For the extension of a tender/proposal docur Expanded Works Approved <u>construction</u> ovide a brief explanation <u>available</u> . For a year of studying the behavi- seper understanding of "Hamilton available. For a year of studying the behavi- seper understanding of "Hamilton available. For a year of studying the behavi- seper understanding of "Hamilton available. For a year of studying the behavi- seper understanding of "Hamilton available. For a year of studying the behavi- seper understanding of "Hamilton available. For a year of studying the behavi- seper understanding of "Hamilton" approximation of the city of Hamilton available. For the city of	ed or Estimated Costs g specifications is excessive in ag recommended. Contract No.: contract which has expired an ment. Existing PO No.: on project has unexpected wor identifying the conditions that our & efficiency of council/committee n identifying the conditions that our & efficiency of council/committee n tor's" working by-laws and policies. Mr used an "outside" source as there could in - now retired.	Extended fi d unforeseeable circu k arising during const make it necessary to neetings through the expert Christenson has the inside	om: Imstances have caus ruction, but does not use, this policy. Attac ise of George Rust D'Eye, knowledge we need. He ff/solicitors & clerks as the	Extended to: red a delay in issuing a new expand the scope. ch all other supporting documentation we have discovered the need for someone will will also assist with our government relations
Afte a du wor forr Sig Ge \$5,	Bids Exceed Budget The lowest bid meeting Single Source A single source is beir Contract Extension For the extension of a tender/proposal docur Expanded Works Approved <u>construction</u> ovide a brief explanation <u>available</u> . For a year of studying the behavi- eeper understanding of "Hamilto with Mr. Rust D'Eye we n ner clerk for the City of Hamilto gnatures: Departmental D juests that are under \$100, neral Manager (for ALL Po <u>000 or greater</u> and for Poli	ed or Estimated Costs g specifications is excessive in ag recommended. Contract No.: contract which has expired an ment. Existing PO No.: on project has unexpected wor identifying the conditions that our & efficiency of council/committee n identifying the conditions that our & efficiency of council/committee n tor's" working by-laws and policies. Mr used an "outside" source as there could in - now retired.	Extended fi d unforeseeable circu k arising during const make it necessary to neetings through the expert Christenson has the inside	om: Imstances have caus ruction, but does not use, this policy. Attac ise of George Rust D'Eye, knowledge we need. He ff/solicitors & clerks as the	Extended to: led a delay in issuing a new expand the scope. ch all other supporting documentation we have discovered the need for someone with will also assist with our government relations y are part of our governance process. Kevin is
Afte a du wor forr Sig Ge \$5,	Bids Exceed Budget The lowest bid meeting Single Source A single source is beir Contract Extension For the extension of a tender/proposal docur Expanded Works Approved <u>construction</u> ovide a brief explanation <u>available</u> . For a year of studying the behavi- seper understanding of "Hamilton available. For a year of studying the behavi- seper understanding of "Hamilton available. For a year of studying the behavi- seper understanding of "Hamilton available. For a year of studying the behavi- seper understanding of "Hamilton available. For a year of studying the behavi- seper understanding of "Hamilton available. For a year of studying the behavi- seper understanding of "Hamilton" approximation of the city of Hamilton available. For the city of	ed or Estimated Costs g specifications is excessive in ag recommended. Contract No.: contract which has expired an ment. Existing PO No.: on project has unexpected wor identifying the conditions that our & efficiency of council/committee n identifying the conditions that our & efficiency of council/committee n tor's" working by-laws and policies. Mr used an "outside" source as there could in - now retired.	Extended fi d unforeseeable circu k arising during const make it necessary to neetings through the expert Christenson has the inside	om: Imstances have caus ruction, but does not use, this policy. Attac ise of George Rust D'Eye, knowledge we need. He ff/solicitors & clerks as the	Extended to: led a delay in issuing a new expand the scope. ch all other supporting documentation we have discovered the need for someone with will also assist with our government relations y are part of our governance process. Kevin is

"ProcurementPolicy10&11@hamilton.ca" email box Email "Subject" line should include the actual Vendor's Name

1		POLICY 10 - EMERGENCY REPORTING FORM POLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY	
	This is when a commitme	I requests: All requisite approvals must be obtained before a vendor is engaged. Int has been made to a vendor, services have commenced/completed or goods ed. If not, the purchase will be considered Non-Compliant.	Hamilton
I.	Date:	Oct 27, 2011	
	Department/Division:	Public Works/Transportation, Energy & Facilities	
	Reporter's Name:	Dave McFarland	
	Phone Number:	7039	
	Procurement Contact:	Barb Kinrade - Procurement Specialist	
	Vendor Name:	Toromont CAT	
	Description of Goods/S		
	in Hamilton and Fire Stati	e, Load Tests, Repair Services and Parts for all our Emergency Power Generators at new C on # 20 in Ancaster.	
	Is there an approved be	udget for this purchase? ☑ Yes ☐ No Value: \$ <u>\$20,00</u>	00.00 1/ \$ 1,000.
	Account Number	54929 Dept Id./Project Id. variou	<b>S</b> alahan karang salah karang salah sa
0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods acquired including PeopleSoft requisition number if entered.	and/or services were
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriat requesting the use of the Negotiation Policy for this purchase.	e selection, the reason for
For	Negotiation Policy 11	requests, select ONE of the following:	
$O^{\square}$	Short Supply	ged to be in short supply due to market conditions.	
	Sole Source	n source for the goods/services (sole source).	
	Bids Exceed Budget of The lowest bid meeting	or Estimated Costs specifications is excessive in total cost or substantially exceeds the estimated cos	t.
7	Single Source A single source is being	g recommended.	
	Contract Extension For the extension of a c tender/proposal docum Expanded Works	Contract No.: Extended from: Extended from: Exten contract which has expired and unforeseeable circumstances have caused a delay ent. Existing PO No.:	-
	Approved construction	${f \underline{n}}$ project has unexpected work arising during construction, but does not expand the	e scope.
as a	vailable.	dentifying the conditions that make it necessary to use this policy. Attach all other	···· •
and o		rvices under preventative maintenance contract C12-06-05 for all facility buildings, which have emergen anted for the two new sites. A new tender spec is being developed to be issued before Dec 31, 2011 (or	
Sim	natures: Departmental Di	rector (for Dollay 11	
requ Gen \$5,0	lests that are under \$100,0 eral Manager (for ALL Po <u>00 or greater</u> and for Polic 0,000 or greater)	000) OR licy 10 requests <u>of</u>	Date <u>OCT -31 20</u>
Арр	roval Signature - Procur	ement Manager	Date DEC. 2/20
"Pro	ocurementPolicy10&11	er approvals have been obtained, please email this form as a .xls file to the @hamilton.ca" email box	
		d include the actual Vendor's Name	<b></b>
			Revision date: July 4, 2011

	Date:	OLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY
	Department/Division:	Police Hamilton
	Reporter's Name:	Dan Bowman
	Phone Number:	905-546-4731
	Buyer:	Doris Ciardullo 🔻
	Vendor:	CHUBB SECURITY
	Description of Goods/S	Services Required:
	Supply and install Card re	eader and electronic door hardware in the ERU door at 155 King William, Tisdale house wide software upgrade to the AFX system software.
	Is there an approved b	oudget for this purchase?
	Account Number	54401 Dept Id. / Project Id. <u>376600</u>
0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
Foi	r Negotiation Policy 11	requests, select ONE of the following:
	Short Supply	dged to be in short supply due to market conditions.
~	Sole Source	In source for the goods/services (sole source).
	Bids Exceed Budget of The lowest bid meeting	<b>or Estimated Costs</b> g specifications is excessive in total cost or substantially exceeds the estimated cost.
_	Single Source A single source is being	g recommended.
	Contract Extension	Extended until:
		contract which has expired and unforeseeable circumstances have caused a delay in
	For the extension of a c issuing a new tender/pr	roposal document.
	issuing a new tender/pr Expanded Works	roposal document. Existing PO Number: project has unexpected work arising during construction, does not expand the scope.
equ his	issuing a new tender/pr Expanded Works Approved construction vide a brief explanation id uired. Attach all other su	Existing PO Number: project has unexpected work arising during construction, does not expand the scope. identifying the conditions that make it necessary to use this policy. Expand the cell if apporting documentation as available.
equ his xist	issuing a new tender/pr Expanded Works Approved construction vide a brief explanation id uired. Attach all other su is a proprietary system and ting facilities access system	Existing PO Number:project has unexpected work arising during construction, does not expand the scope. identifying the conditions that make it necessary to use this policy. Expand the cell if upporting documentation as available. Id only Chubb can supply the required service, parts and cards. This is an add on to the n.
ien	issuing a new tender/pr Expanded Works Approved construction vide a brief explanation id uired. Attach all other su is a proprietary system and	Existing PO Number:

Revision date: 12 November 2009

1			MERGENCY REPORTING FORM	
	This is when a commitme		vals must be obtained before a vendor is ervices have commenced/completed or ered Non-Compliant.	
Ô	Date:	2011 09 07		
	Department/Division:	Public Works - ESI - Water	& Wastewater Operations	
	Reporter's Name:	Lindsay Reiach		
	Phone Number:	5662		
	Procurement Contact:	Donna Drozdz - Senior Procurem	ent Specialist 🛛 🐨	
	Vendor Name:	Schneider Electric		
	Description of Goods/S			
	· ···· · · · · · · · · · · · · · · · ·	site Services for Schneider Elec		
	Is there an approved b	udget for this purchase?	Yes No	Value: \$ \$95,000.00 7-\$ 61,0
	Account Number	54720 - and the s	Dept Id./	Project Id. 510320
0	Emergency Policy 10		v to describe the emergency situatio off requisition number if entered.	n and how goods and/or services were
۲	Negotiation Policy 11		ν, and indicate by checking ONLY the equilation Policy for this purchase.	e most appropriate selection, the reason for
) [] []		ged to be in short supply due	e following: to market conditions.	
Proc as The Eleco Con man	Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a d tender/proposal docum Expanded Works Approved <u>construction</u> ovide a brief explanation i available. electrical supply and control sy tric as the OEM, has bought in usequently, in order to maintain unfacturers or service providers	Iged to be in short supply due on source for the goods/service or Estimated Costs a specifications is excessive in g recommended. Contract No.: contract which has expired are tent. Existing PO No.: <u>n</u> project has unexpected wo dentifying the conditions that stems (control equipment and switch merous other products (see attachm their equipment it is requisite that Pla	e to market conditions. ess (sole source). In total cost or substantially exceeds Extended from: Construction, but do make it necessary to use this policy gear) for numerous water and wastewater fac ent), and provides preventative maintenance, nt Maintenance sole source the preventative,	Extended to: ve caused a delay in issuing a new
Prcc as The Eleccon marar knov Sig reqi Ger \$5,( \$10	Goods/services are juc Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a of tender/proposal docum Expanded Works Approved <u>constructio</u> povide a brief explanation i available.	Iged to be in short supply due on source for the goods/service or Estimated Costs (specifications is excessive in g recommended. Contract No.: Contract which has expired are ent. Existing PO No.: <u>n</u> project has unexpected wo dentifying the conditions that stems (control equipment and switch merous other products (see attachm their equipment it is requisite that Pla cannot be used as they do not provide rector (for Policy 11 00) OR icy 10 requests of y 11 requests that are	e to market conditions. ess (sole source). In total cost or substantially exceeds Extended from: Construction, but do make it necessary to use this policy gear) for numerous water and wastewater fac ent), and provides preventative maintenance, nt Maintenance sole source the preventative,	Extended to: ve caused a delay in issuing a new bes not expand the scope. v. Attach all other supporting documentation dilities utilize Schneider Electric Products. Schneider replacement parts, on-site testing and repair services. repair maintenance and parts to the OEM. Alternate

		POLIC POLICY 11 - I	Y 10 - EME REQUEST	RGENCY REPOR FOR USE OF NEG	TING FORM	POLICY		
Ŋ	NOTE for all Policy 1 This is when a commitme been ordered/received.	ent has been made to a	vendor serv	ices have commence	d/completed c	r gooda hous	Hamilton	
	Date:	December 9, 2011			<ol> <li>(a) (a) (a) (b) (b) (b) (b) (b) (b) (b) (b) (b) (b</li></ol>	Y		
	Department/Division:	Corporate Services	/Customer	Service, Access &	Equity			
	Reporter's Name:	Jane Lee						
	Phone Number:	905 546-2424 x265	54					
	Procurement Contact:	Maryanne Macura - Pro	curement Spe	cialist	▼			
	Vendor Name:	Mountain Audio Inc						
	Description of Goods/S		•					
	FrontRow ToGo - portable	soundfield system						
	Is there an approved b	udget for this produce	monia					1 2000
	to there an approved b	ruger for this procure	ment?	🗹 Yes 🗌 No		Value: \$ <u></u> \$5,	300.00	H 4.00
$\cap$	Account Number	53051				Project Id. <u>318</u>		
0	Emergency Policy 10	Use explanation are acquired including F	a below to eopleSoft r	describe the emerged equisition number	jency situatio if entered.	n and how goo	ods and/or services w	ere
۲	Negotiation Policy 11	Complete all section requesting the use of	s below, ar	nd indicate by check lation Policy for this	king ONLY ti s procureme	ne most approp nt.	priate selection, the re	ason for
					•			
Foi	Negotiation Policy 11	requests, select ON	E of the fo	llowing:				
	Short Supply Goods/services are judg	aed to be in short sur	nlv due to r	narket conditions				
	Sole Source There is only one known							
	Bids Exceed Budgeted The lowest bid meeting	d or Estimated Cost	5		ally avceads	the estimated	cost	
	Single Source A single source is being				any endeedd		0031.	
	<b>A ( ) ( ) ( ) ( )</b>	Contract No.:	ired and un	Extended fro	m: nstances hav	Exte	ended to: lay in issuing a new	
		Existing PO No.:	ed work ari	sing during constru	iction but do	es not ovnand	the even	
Prov	ide a brief explanation id							entation
FrontF	tow has exclusive contracts wit	h authorized resellers acro	ss Canada and	I the United States. At t	he current time	each reseller has a	specific geographic prog.	and these 1
are all	owed to sell in. Mountain Audio	) is the authorized FrontRo	w reseller for ti	he Golden Horshoe.			a obecnie Beoßrahme sies fi	at they
	4							
eque: Genei 5,000	tures: Departmental Dire sts that are under \$100,000 (al Manager (for ALL Polic <u>) or greater</u> and for Policy (	)) OR y 10 requests of	$\rightarrow$	K	-JF	THE LE	E	j.
\$100,0	000 or greater)		<u> </u>	<u></u>	¥		Date <u>LEC. 9</u>	2011
\pprc	oval Signature - Procurer	nent Manager	$\leq$				Date DEC.	4/2011
)nce Proc	completed and proper urementPolicy10&11@	approvals have bee hamilton.ca'' email	en obtained box	i, please email thi	s form as a	.xls.file to th	e	No.

Email "Subject" line should include the actual Vendor's Name

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•		
	PC	POLICY 10 - EMERGENCY REPORTING FORM DLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY
	Date:	Occember 1, 2011 Hamilton
	Department/Division:	Operations - Roads North
	Reporter's Name:	Carey DiDomenico
	Phone Number:	546-2424 x.6265 NON COMPLIANT
	Buyer:	Select Appropriate Buyer
	Vendor:	Modern Ornamintal Iron Works Ltd.
	Description of Goods/S	Services Required
	-remove decora MVA by a sat	two sign in Hoss Village which was darnaged in a telte barden center truck.
	-repaired dam	and sich and carinet pe
	- this company	created the sign originally, therefore, repairing existing work.
	Is there an approved by	udget for this purchase? I Yes INo Value: \$ 14 267 + HST
	Account Number	557/6 Dept Id. / Project Id. <u>427040</u>
: د		
. <b>,</b>	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
×	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
Fo	r Negotiation Policy 11	requests, select ONE of the following:
П	Short Supply	
		ged to be in short supply due to market conditions.
	Sole Source	
	-	n source for the goods/services (sole source).
	Bids Exceed Budget of	
_		specifications is excessive in total cost or substantially exceeds the estimated cost.
Ш	Single Source A single source is being	1 recommended
	Contract Extension	Extended until:
		contract which has expired and unforeseeable circumstances have caused a delay in
	issuing a new tender/pr	
	Expanded Works	Existing PO Number:
	Approved construction.	project has unexpected work arising during construction, does not expand the scope.
		dentifying the conditions that make it necessary to use this policy. Expand the cell if porting documentation as available.
10	contractor is	the original manufacturer of this sign.
	- , , , , , , , , , , , , , , , , , , ,	
		BRYAN SHYNAL
	natures: Departmental	
	uests that are under \$10 1eral Manager (for ALL I	
	GARDLESS OF AMOUN	T and for Bollov 11
	uests that are \$100,000 d	
Арр	proval Signature - Manag	
Ond	ce completed and prope	er approvals have been obtained, please email this form as a .xls file to
'Pu	rchasing Policy 10 & 11	' at purchasi@hamilton.ca. Subject: Vendor Name DEC , 1/2011
		Revision date: 13 January 2010

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	Date:	November 18, 2011			– Hamilton
	Department/Division:	Public Works/Operation	ns & Maintenance		
	Reporter's Name:	Rafael G. Sandoval			
	Phone Number:	905 546 2424 ext 2508			
	Buyer:	Irls Tesch	<b>~</b>		
	Vendor:	Rankin Construction Inc	o.		
	Description of Goods/S Extend PO No. 61096 to a quantities of excavation, fi	ervices Required: account for unforeseen geote ill and wall material as well as	echnical conditions fou s design changes requ	nd during cor lired to suit si	struction that led to extra te conditions.
	Is there an approved be	udget for this purchase?	✓ Yes □ No	Value: \$	\$ \$150,000.00
	Account Number	55916	Dept Id. /	Project Id.	<u>4041110004</u> & 404121000
۲	Emergency Policy 10				v situation and how goods quisition number if entered.
0	Negotiation Policy 11	Complete all sections be selection, the reason for purchase.	elow, and indicate b r requesting the use	y checking of the Nego	ONLY the most appropriate otiation Policy for this
Foi	r Negotiation Policy 11	requests, select ONE of	f the following:		
П	Short Supply	. ,	_		
		ged to be in short supply	due to market cond	tions.	
	Sole Source There is only one know	n source for the goods/se	rvices (sole source)	).	
	Bids Exceed Budget o				
	The lowest bid meeting	specifications is excessiv	/e in total cost or su	bstantially e	xceeds the estimated cost.
	Single Source A single source is being	recommended			
	Contract Extension	Extended unt	til:		
	For the extension of a c	contract which has expired		circumstan	ices have caused a delay in
	issuing a new tender/pr	•			
	Expanded Works	Existing PO N project has upeypected w		onstruction	61096 does not expand the scope.
_		•			
		dentifying the conditions to pporting documentation a		ary to use the	is policy. Expand the cell if
The	overall depth of the retained	d soil system had to be increa	ased by 1.50 m as pas	sive cracks v	vere found at the foundation
subs	strate during excavation on	September 26th. Peto MacCi Ical distress and properly su	allum (PMC) recomme	nded placing	a 100 mm thick concrete
engl	th of the existing wall was ir	creased by 5 meters at the M	North West end to acc	ommodate th	e spillway. A change request
to in	stall a geotextile blanket to p	prevent fine migration was an	oproved as recommen	ded by PMC	on September 28. One oved due to a wash-out after
10110 3 SO	vere rain event on October	20, Dennis Kern, Senior geo	technical engineer from	n PMC, recor	mmended modifying the
		e exterior un-compacted fill w			
•	actures. Denertwentel	Director (for Policy 11		1	Lar an I ha
Sigr	-	• •			
Sigr requ	lests that are under \$10 lests that are (for ALL )	0,000) OR	n	$\cap AI$	UERRY DA

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Once completed and proper approvals have been obtained, please email this form as a .xls file to 'Purchasing Policy 10 & 11' at purchasi@hamilton.ca. Subject: Vendor Name

Revision date: 13 January 2010

					IEGOTIATION POLICY	li <b>n</b> iil Hamilton
		This is when a commitme	I requests: All requisite appi nt has been made to a vendor, not, the purchase will be cons	services have comme	enced/completed or goods h	5 <b>u</b> .
- ,		Date:	October 28, 2011	dered Non-Compliant		
Ô		Department/Division:	Corporate Services - Trea	Rick Manage	ment Services	
		Reporter's Name:	John McLennan	isury - Manage		
		Phone Number:	905-546-2424 Ext 5736	4		
			Maryanne Macura - Procurement	nt Specialist	<b>•</b>	
		Procurement Contact:				
		Vendor Name: Description of Goods/S	CSC Financial Services G	iroup		
		Upgrade to Current softwa	are application used by Risk Ma interface to peoplesoft and pro		ess Analytics Services requi	red for reporting. Includes Installation,
		Is there an approved b	udget for this purchase?	☑ Yes 🔲 N	o Value:	\$ \$45,000.00
		Account Number	55801		Dept Id./Project	ld. <u>357005, 338025</u>
;	0	Emergency Policy 10	Use explanation area belo acquired including People			how goods and/or services were
	۲	Negotiation Policy 11	Complete all sections belor requesting the use of the			t appropriate selection, the reason f
	_	Sole Source	lged to be in short supply di n source for the goods/serv		ons.	
[		Bids Exceed Budget of The lowest bid meeting	or Estimated Costs specifications is excessive	in total cost or sub	stantially exceeds the es	timated cost.
[		Single Source A single source is being	g recommended.			
[		<b>Contract Extension</b> For the extension of a c tender/proposal docum			ed from: circumstances have cau	Extended to: sed a delay in issuing a new
		Expanded Works	Existing PO No.: <u>Existing</u> PO N	vork arising during c	onstruction, but does not	expand the scope.
		vide a brief explanation i				ch all other supporting documentation
R	Risk I	vailable. Management Services has be	en using the Riskmaster product in	excess of 10 years. It is	an excellent claims manageme	ent system. CSC is the sole provider of
F	Riskn	naster and associated product	s. This purchase represents an up	ograde to improve efficier	cies and better serve client dep	partments.
- 11						
	Sign	atures: Departmental Di	ractor (for Policy 11			
		ests that are under \$100,0				
	-	eral Manager (for ALL Pol	licy 10 requests of	1 T		n!-
n G	equ Gen			3.111610	1 1 1 0	IVI 701
n G \$	requi Geni 65,0	00 or greater and for Polic ,000 or greater)	y 11 requests that are	IDNY ID	LUS	

Email "Subject" line should include the actual Vendor's Name

//		POLICY 10 - EMERGENCY REPORTING FORM
/ .\$	Date:	November 16, 2011 Hamilton
an a	Department/Division:	Public Works/Operations & Maintenance
ð	Reporter's Name:	Rafael G. Sandoval
	Phone Number:	905 546 2424 ext 2508
	Buyer:	Irls Tesch
	Vendor:	Southern Ontario Railway
	Description of Goods/	
	Flagging and/or protectio	n while performing the emergency repairs at the north west girder of the bridge asset #330 m south of Burlington St.).
	ls there an approved b	udget for this purchase? ☑ Yes ☐ No Value: \$ <u>\$11,250.00</u>
	Account Number	55916 Dept Id. / Project Id4031118001
	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
	O Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
	For Negotiation Policy 11	requests, select ONE of the following:
	Short Supply	
	••••	dged to be in short supply due to market conditions.
	Sole Source	
	Bids Exceed Budget	vn source for the goods/services (sole source).
		g specifications is excessive in total cost or substantially exceeds the estimated cost.
	Single Source A single source is bein	
		Extended until: contract which has expired and unforeseeable circumstances have caused a delay in
	issuing a new tender/p	Existing PO Number:
		project has unexpected work arising during construction, does not expand the scope.
	Provide a brief explanation	identifying the conditions that make it necessary to use this policy. Expand the cell if upporting documentation as available.
	Burlington St) on Monday Octo Flagging and/or protection is re SOR is the only approved sour	a forklift hit the north west girder of the railroad bridge located at Birch Ave (75 m South of ber 24, 2011. The collision impact tore apart the bottom flange of the North West girder. equired while performing work on or near property owned by Southern Ontario Railway (SOR). ce to provide this service. The various costs associated with this repair are expected to be ement as the damages were the result of a vehicular accident. Police Report P11-753164.
	Signatures: Departmenta requests that are under \$1 General Manager (for ALL <u>REGARDLESS OF AMOU</u> requests that are \$100,000	Policy 10 requests <u>NT</u> and for Policy 11 <u>NT</u> and for Policy 11 <u>NT</u> and for Policy 11 <u>NT</u> and for Policy 11
	Approval Signature - Manag	are of Purchasing $()$ $()$ Date DEC, $1/20/1$

Revision date: 13 January 2010

	P		RGENCY REPORTING FORM	
	Date:	2011 01 10		Hamilton
	Department/Division:		ent & Sustainable Infrastructure	1 Idillitoli
1	Reporter's Name:	Lindsay Reiach		
ŕ	Phone Number:	5662		
	Buyer:	Dina Urciuoli	<b>•</b>	
	Vendor:	Rotork Controls (Can	nada) Ltd.	
	Description of Goods/S	<b>`</b>	1	
	OEM Parts	<b>I</b>		
	Is there an approved b	udget for this purchase'	? 🗹 Yes 🗌 No 🛛 Value: \$	\$95,000.00
_	Account Number	54915	Dept Id. / Project Id	510310
0	Emergency Policy 10		a below to describe the emergency si acquired including PeopleSoft requis	
۲	Negotiation Policy 11		s below, and indicate by checking ON for requesting the use of the Negotia	
Fo	Negotiation Policy 11	requests, select ONE	of the following:	
	Short Supply Goods/services are jud	ged to be in short supp	ly due to market conditions.	
7	Sole Source There is only one know	n source for the goods/	/services (sole source).	
	Bids Exceed Budget of The lowest bid meeting		sive in total cost or substantially exce	eeds the estimated cost.
	Single Source A single source is being	g recommended.		
	<b>Contract Extension</b> For the extension of a dissuing a new tender/pd	•	until: red and unforeseeable circumstance	s have caused a delay in
	Expanded Works	Existing P	<b>O Number:</b> I work arising during construction, do	es not expand the scope
Dros				
	uired. Attach all other su		s that make it necessary to use this p n as available.	
and Con from	components such as actua sequently, in order to main	ators, spindles, brackets, itain these systems it is re ponents. Alternate manuf	utilizing Rotork actuator systems, includir starters, transformers, valve positioners, equisite that we sole source replacement acturers of these parts can't be used as	controls etc. parts and equipment
requ	neral Manager (Require uests <u>REGARDLESS O</u> cy 11 requests that are s	F AMOUNT and for	DAN MCKINNON	Date JAN .13 201
	roval Signature - Manag			Date JAN, 14/20
•				· · · · · · · · · · · · · · · · · · ·

Once completed and proper approvals have been obtained, please email this form as a .xls file to 'Purchasing Policy 10 & 11' at purchasi@hamilton.ca

		POLICY 10	- EMERGENCY REPO	ORTING FORM		
	•,	POLICY 11 - REQU	EST FOR USE OF N	EGOTIATION PO	OLICY	
	E for all Policy 11	I requests: All requisite ap	provals must be obtaine	d before a vendor	is engaged	L Hamilton
•	) as is when a commitme	ent has been made to a vendo ved. If not, the purchase will b	or, services have comme	enced/completed o	or goods	
	Date:	2011 11 01		pilotti		
	Department/Division:	Public Works - ESI - Wa	ter & Wastewater Ope	erations		
	Reporter's Name:	Lindsay Reiach				
	Phone Number:	5662				
	Procurement Contact:	Donna Drozdz - Senior Procur	ement Specialist	•		
	Vendor Name:	Ontech Machining Inc.				
	Description of Goods/S	Services Required:				
	Provide all Labour, Equip	ment and Materials necessar	y to repair damaged ele	ctrical slip rings for	r High Lift F	Pump #2
	Is there an approved b	udget for this purchase?	Yes □ No		Value: 3	\$ \$6,500.00
	Account Number	54720		Dent Id	/Project lo	1. 510320
				·		
۲	Emergency Policy 10	Use explanation area be acquired including Peopl	low to describe the en eSoft requisition numl	nergency situatio per if entered.	on and how	v goods and/or services were
0	Negotiation Policy 11	Complete all sections be requesting the use of the	low, and indicate by c Negotiation Policy fo	hecking ONLY the this purchase.	ne most aj	ppropriate selection, the reason for
Fo	r Negotiation Policy 11	requests, select ONE of	the following:			
Fo □	Short Supply					
	Short Supply Goods/services are juc	requests, select ONE of Iged to be in short supply o		ns.		
_	Short Supply Goods/services are juc Sole Source	lged to be in short supply o	due to market conditio	ns.		
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget	lged to be in short supply o n source for the goods/ser or Estimated Costs	due to market conditio rvices (sole source).			
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget	lged to be in short supply o n source for the goods/sel	due to market conditio rvices (sole source).		the estim	ated cost.
	Short Supply Goods/services are juc Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source	Iged to be in short supply o In source for the goods/set or Estimated Costs g specifications is excessiv	due to market conditio rvices (sole source).		the estim	ated cost.
	Short Supply Goods/services are juc Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is bein	Iged to be in short supply o In source for the goods/ser or Estimated Costs g specifications is excessiv g recommended.	due to market conditio rvices (sole source). e in total cost or subsi	antially exceeds	the estim	
	Short Supply Goods/services are juc Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension	Iged to be in short supply o in source for the goods/set or Estimated Costs g specifications is excessiv g recommended. Contract No.:	due to market conditio rvices (sole source). e in total cost or subsi Extende	antially exceeds		Extended to:
	Short Supply Goods/services are juc Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension	Iged to be in short supply of n source for the goods/set or Estimated Costs g specifications is excessiv g recommended. Contract No.:	due to market conditio rvices (sole source). e in total cost or subsi Extende	antially exceeds		Extended to:
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum Expanded Works	Iged to be in short supply of n source for the goods/set or Estimated Costs g specifications is excessiv g recommended. Contract No.: contract which has expired tent. Existing PO No.:	due to market conditio rvices (sole source). e in total cost or subst Extende and unforeseeable ci	antially exceeds ad from: rcumstances hav	ve caused	Extended to: a delay in issuing a new
	Short Supply Goods/services are juc Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum Expanded Works Approved <u>construction</u>	Iged to be in short supply of n source for the goods/set or Estimated Costs g specifications is excessiv g recommended. Contract No.: contract which has expired tent. Existing PO No.: n project has unexpected to	due to market conditio rvices (sole source). e in total cost or subsi Extende and unforeseeable ci work arising during co	antially exceeds ed from: rcumstances hav	ve caused oes not ex	Extended to: a delay in issuing a new apand the scope.
	Short Supply Goods/services are juc Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum Expanded Works Approved <u>constructio</u> vide a briet explanation	Iged to be in short supply of n source for the goods/set or Estimated Costs g specifications is excessiv g recommended. Contract No.: contract which has expired tent. Existing PO No.: n project has unexpected to	due to market conditio rvices (sole source). e in total cost or subsi Extende and unforeseeable ci work arising during co	antially exceeds ed from: rcumstances hav	ve caused oes not ex	Extended to: a delay in issuing a new
	Short Supply Goods/services are juc Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum Expanded Works Approved <u>construction</u> vide a briet explanation available.	Iged to be in short supply of n source for the goods/set or Estimated Costs g specifications is excessiv g recommended. Contract No.: contract No.: <u>contract No.:</u> <u>contract No.:</u> <u>n</u> project has unexpected widentifying the conditions the Identifying the conditions the Ident	due to market condition rvices (sole source). e in total cost or subst Extende i and unforeseeable cl work arising during con nat make it necessary	antially exceeds ad from: rcumstances hav nstruction, but do to use this policy the #2 pump in the H	ve caused oes not ex y. Attach	Extended to: a delay in issuing a new apand the scope. all other supporting documentation
	Short Supply Goods/services are juc Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum Expanded Works Approved <u>constructio</u> vide a briet explanation available.	Iged to be in short supply of m source for the goods/set or Estimated Costs g specifications is excessiv g recommended. Contract No.: contract No.: m project has unexpected to identifying the conditions the project has unexpected to identifying the conditions the project as a conditions of the conditions of the project as a conditions of the conditions of th	due to market conditio rvices (sole source). e in total cost or subst Extende and unforeseeable ci work arising during co hat make it necessary d operational problems with	antially exceeds ad from: rcumstances hav nstruction, but do to use this policy the #2 pump in the f	ve caused oes not ex y. Attach High Lift. Up	Extended to: a delay in issuing a new spand the scope. all other supporting documentation on investigation it was determined that the . Due to the upgrade construction activities a
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Pro as a On V motor this if for co	Short Supply Goods/services are juc Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum Expanded Works Approved <u>construction</u> Vide a briet explanation available. Wednesday, September 28, 200 or silps rings have "flat" spots of facility Plant Operations has an hange out and have not been	Iged to be in short supply of m source for the goods/set or Estimated Costs g specifications is excessiv g recommended. Contract No.:	tue to market conditio rvices (sole source). e in total cost or subst Extende i and unforeseeable ci work arising during co nat make it necessary d operational problems with ing and sparking activity with ninimum of 4 pumps operat refore in order to maintain th Consecuterity. Plant Operat	antially exceeds ad from: rcumstances hav nstruction, but do to use this policy the #2 pump in the fact the the rotor is rotatin ional at all times. Cu he integrity of the fact ations is now request	ve caused oes not ex y. Attach High Lift. Up ng or moving urrently, 2 pu lilty and our a	Extended to: a delay in issuing a new apand the scope. all other supporting documentation on investigation it was determined that the . Due to the upgrade construction activities a mps have been given over to the contractor ability to supply potable water to the city it is allon of Emergency Works, pursuant to the
Pro as a On V motor this a for co	Short Supply Goods/services are juc Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum Expanded Works Approved <u>construction</u> Vide a briet explanation available. Wednesday, September 28, 200 or silps rings have "flat" spots of facility Plant Operations has an hange out and have not been	Iged to be in short supply of m source for the goods/set or Estimated Costs g specifications is excessive g recommended. Contract No.: contract which has expired the set of the set	tue to market conditio rvices (sole source). e in total cost or subst Extende i and unforeseeable ci work arising during co nat make it necessary d operational problems with ing and sparking activity with ninimum of 4 pumps operat refore in order to maintain th Consecuterity. Plant Operat	antially exceeds ad from: rcumstances hav nstruction, but do to use this policy the #2 pump in the fact the the rotor is rotatin ional at all times. Cu he integrity of the fact ations is now request	ve caused oes not ex y. Attach High Lift. Up ng or moving urrently, 2 pu lilty and our a	Extended to: a delay in issuing a new apand the scope. all other supporting documentation on investigation it was determined that the . Due to the upgrade construction activities a mps have been given over to the contractor ability to supply potable water to the city it is allon of Emergency Works, pursuant to the
Pro as a On V motor this for cureful	Short Supply Goods/services are juc Sole Source There is only one know Bids Exceed Budget The lowest bid meeting Single Source A single source is bein Contract Extension For the extension of a tender/proposal docum Expanded Works Approved <u>constructio</u> vide a briet explanation available. Wednesday, September 28, 20 or slips rings have "flat" spots of facility Plant Operations has ar hange out and have not been listic that we effect all necessa s Purchasing Policy #10, to ob	Iged to be in short supply of in source for the goods/set or Estimated Costs g specifications is excessiv g recommended. Contract No.: contract which has expired nent. Existing PO No.: <u>n</u> project has unexpected of identifying the conditions the identifying the conditions the identifying the conditions the in established protocol to keep an fully commissioned for use. There ry repairs as quickly as possible, itain the services of a contractor to the services of a contractor to the services of a contractor to contract of the services of the se	tue to market conditio rvices (sole source). e in total cost or subst Extende i and unforeseeable ci work arising during co nat make it necessary d operational problems with ing and sparking activity with ninimum of 4 pumps operat refore in order to maintain th Consecuterity. Plant Operat	antially exceeds ad from: rcumstances hav nstruction, but do to use this policy the #2 pump in the fact the the rotor is rotatin ional at all times. Cu he integrity of the fact ations is now request	ve caused oes not ex y. Attach High Lift. Up ng or moving urrently, 2 pu lilty and our a	Extended to: a delay in issuing a new apand the scope. all other supporting documentation on investigation it was determined that the . Due to the upgrade construction activities a mps have been given over to the contractor ability to supply potable water to the city it is allon of Emergency Works, pursuant to the
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		POLICY 11 - REQUES			
	This is when a commitme	<u>1 requests</u> : All requisite approvent has been made to a vendor, so f not, the procurement will be con	ervices have commen	ced/completed or goods h	ed. <u>Hamilton</u> lave
	Date:	December 06, 2011			
	Department/Division:	Hamilton Public Library			
	Reporter's Name:	Carol Harding			NON COMPLIANT
	Phone Number:	905-546-3200 ext 3225			
	Procurement Contact:	Doris Clardullo - Senior Procurem	ent Specialist	▼	
	Vendor Name:	Nedlaw Living Walls			
	Description of Goods/S	Services Required:			
		of the living wall at Hamilton Pub	lic Library for the year	October 01, 2010 to Sept	ember 30, 2011.
	Is there an approved b	udget for this procurement?	Yes No	Value:	\$ \$7,710.00
	Account Number	55916			Id. 750040
0	Emergency Policy 10				
-	Emergency Policy 10	acquired including PeopleS			now goods and/or services were
۲	Negotiation Policy 11	Complete all sections below	/. and indicate bv ch	ecking ONLY the most	t appropriate selection, the reason fo
Ŭ	5 ,	requesting the use of the Ne			
<b>F</b>	r Negotiation Policy 11	requests, select ONE of the	e following:		
FO					
	Goods/services are jud	lged to be in short supply due	to market condition	S.	
—	Goods/services are jud Sole Source			S.	
	Goods/services are jud Sole Source	n source for the goods/servic		S.	
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Email "Subject" line should include the actual Vendor's Name

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/		POLICY 10 - EN POLICY 11 - REQUES	MERGENCY REPOR T FOR USE OF NEG				
	This is when a commitme	1 requests: All requisite approvent has been made to a vendor, s red. If not, the procurement will b	ervices have commenc	ed/completed or goods	ged. Hamilton		
2	Date:	December 2, 2011		•			
S.	Department/Division:	Public Works / Transportation	on, Energy and Facili	lies			
	Reporter's Name:	Chuck Alkerton					
	Phone Number:	905-546-2424 x7015					
	Procurement Contact:	Barb Kinrade - Procurement Spec	ialist	•			
	Vendor Name:	Dundas Lock & Key					
	Description of Goods/S						
			s portfolio that require s	ingle sourcing because	of the high-level security of these		
	systems. The stated look	smith is the only one authorized to					
	Is there an approved be	udget for this procurement?	🗹 Yes 🗌 No	Value:	\$ \$5,000.00		
	Account Number	54401		Dept Id./Project	ld. <u>various</u>		
0	Emergency Policy 10	Use explanation area below acquired including PeopleSc			now goods and/or services were		
۲	Negotiation Policy 11	Complete all sections below requesting the use of the Ne			appropriate selection, the reason for		
Fo	or Negotiation Policy 11	requests, select ONE of the	e following:				
	Short Supply						
	Goods/services are judged to be in short supply due to market conditions. Sole Source						
	Goods/services are jud Sole Source						
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"ProcurementPolicy10&11@hamilton.ca" email box Email "Subject" line should include the actual Vendor's Name

1

	Dr	
	Date:	2011 01 10       Hamilton
	Department/Division:	W & WW / Environment & Sustainable Infrastructure
	Reporter's Name:	Lindsay Reiach
	Phone Number:	$\overline{5662}$
	Buyer:	Donna Drozdz
	Vendor:	Eaton (Cutler-Hammer) (Eaton Electrical)
	Description of Goods/S	
	Parts, Equipment and On-	-site Services for Cutler Hammer Electrical Equipment
	Is there an approved b	udget for this purchase? Ves No Value: \$ \$95,000.00
	Account Number	54720 Dept Id. / Project Id. <u>510320</u>
0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
Foi	r Negotiation Policy 11	requests, select ONE of the following:
	Short Supply Goods/services are jud	lged to be in short supply due to market conditions.
7	Sole Source	vn source for the goods/services (sole source).
	Bids Exceed Budget	-
	Single Source A single source is being	g recommended.
	<b>Contract Extension</b> For the extension of a cissuing a new tender/pr	Extended until:
	Expanded Works	Existing PO Number:
		identifying the conditions that make it necessary to use this policy. Expand the cell if upporting documentation as available.
Elec cont mair is re	ctrical supply and control sy trol equipment and switchge ntenance, replacement part equisite that Plant Maintena nufacturers or service provice	stems for numerous water and wastewater facilities are controlled utilizing Cutler-Hammer ear. Cutler-Hammer as the OEM, has been bought out by Eaton, and provides preventive ts, on-site testing and repair services. Consequently, in order to maintain this equipment it ince sole source the preventative/repair maintenance and parts to the OEM. Alternate ders can't be used as they can't provide the replacement parts and would not have the equipment and product knowledge.
spec Ger requ	neral Manager (Require uests <u>REGARDLESS O</u> icy 11 requests that are s	FAMOUNT and for have All All All All All All All All All Al

Revision date: 12 November 2009

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	•. • • · · · · · · · · · · · · · · · · · ·	POLICY 10 - EM POLICY 11 - REQUEST					
	This is when a commitme	<u>1 requests</u> : All requisite approva in has been made to a vendor, sei f not, the procurement will be cons November 23, 2011	rvices ha	ve commenced	fore a vendor is engaged Vcompleted or goods ha	t, Hami ve	lton
	Department/Division:	Transportation, Energy & Fa	cilities				. A
	Reporter's Name:	Nick Roundis			•		Ø
	Phone Number:	x2414					
	Procurement Contact:,	Barb Kinrade - Procurement Specia	llst		¥		
	Vendor Name:	Moore Environmental Systen	ns Inc.				ı
	Description of Goods/S Assessment of equipment Police Gun Range, Bollers	t and necessary diagnosis of syste	ms at M	ATC (1227 Slon	e Church Rd E) Includin	g all mechanical mair	itenance including
	ls there an approved bi	udget for this procurement?	J	Yes 🗌 No	Value:	\$ \$25,000.00	त्यम् स्थान् स्टब्स् र
	Account Number	54401			Dept Id./Project Id	d. <u>791117</u>	1.4.9.9.1
۲	Emergency Policy 10	Use explanation area below t acquired including PeopleSol				w goods and/or se	rvices were
		acquired including reopleco.	n requis	studii numbor i	i entereu.		•
0	Negotiation Policy 11	Complete all sections below, requesting the use of the Neg	and ind	licate by check	king ONLY the most a	appropriate selectio	n, the reason for
O Foi		Complete all sections below,	and ind potiation	licate by check Policy for this	king ONLY the most a	appropriate selectio	n, the reason for
	r Negotiation Policy 11 Short Supply Goods/services are jude	Complete all sections below, requesting the use of the Neg	and ind potiation followi	licate by check Policy for this ng:	king ONLY the most a	appropriate selectio	n, the reason for
	r Negotiation Policy 11 Short Supply Goods/services are judg Sole Source There is only one known Bids Exceed Budgeted	Complete all sections below, requesting the use of the Neg requests, select ONE of the ged to be in short supply due to n source for the goods/service d or Estimated Costs	and ind gotiation followi o marke s (sole	licate by check n Policy for this ng: et conditions, source),	king ONLY the most a s procurement.	······································	n, the reason for
	r Negotiation Policy 11 Short Supply Goods/services are judg Sole Source There is only one known Bids Exceed Budgeter The lowest bid meeting Single Source	Complete all sections below, requesting the use of the Neg requests, select ONE of the ged to be in short supply due to n source for the goods/service d or Estimated Costs specifications is excessive in t	and ind gotiation followi o marke s (sole	licate by check n Policy for this ng: et conditions, source),	king ONLY the most a s procurement.	······································	n, the reason for
	r Negotiation Policy 11 Short Supply Goods/services are judg Sole Source There is only one know Bids Exceed Budgeter The lowest bid meeting Single Source A single source is being Contract Extension	Complete all sections below, requesting the use of the Neg requests, select ONE of the ged to be in short supply due to n source for the goods/service d or Estimated Costs specifications is excessive in to recommended, Contract No.:	and ind gotiation followi o marke s (sole total cos	licate by check n Policy for this ng: et conditions, source), st or substantia Extended fro	king ONLY the most a s procurement. ally exceeds the estin	nated cost. Extended to:	<b>√</b>
	r Negotiation Policy 11 Short Supply Goods/services are judy Sole Source There is only one know/ Bids Exceed Budgeter The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docume Expanded Works	Complete all sections below, requesting the use of the Neg requests, select ONE of the ged to be in short supply due to n source for the goods/service d or Estimated Costs specifications is excessive in to recommended, Contract No.:	and ind gotiation followi o marke s (sole total cost	licate by check n Policy for this ng: et conditions, source), st or substantia Extended fro seeable circun	king ONLY the most a s procurement. ally exceeds the estin m:	nated cost. Extended to: d a delay in issuing	<b>√</b>
	r Negotiation Policy 11 Short Supply Goods/services are jude Sole Source There is only one known Bids Exceed Budgeter The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docume Expanded Works Approved construction	Complete all sections below, requesting the use of the Neg requests, select ONE of the ged to be in short supply due to n source for the goods/service d or Estimated Costs specifications is excessive in to recommended. Contract No.: contract which has expired and ent. Existing PO No.:	and Ind gotiation followi o marke s (sole total cos unfores arising	licate by check Policy for this ng: et conditions, source), st or substantia Extended fro seeable circun during constru	king ONLY the most a s procurement. ally exceeds the estin m:	nated cost. Extended to: d a delay in issuing xpand the scope.	<b>رب</b> a new
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	r Negotiation Policy 11 Short Supply Goods/services are judg Sole Source There is only one know Bids Exceed Budgeter The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docume Expanded Works Approved <u>construction</u> vide a brief explanation io available.	Complete all sections below, requesting the use of the Neg requests, select ONE of the ged to be in short supply due to n source for the goods/service d or Estimated Costs specifications is excessive in to recommended, Contract No.: contract which has expired and ent. Existing PO No.: project has unexpected work dentifying the conditions that m	and Ind gotiation followi o marke s (sole total cos unfores arising nake it n	licate by check n Policy for this ng: et conditions. source). st or substantia Extended fro seeable circun during constru	king ONLY the most a s procurement. ally exceeds the estin m:	nated cost. Extended to: d a delay in issuing xpand the scope.	<b>رب</b> a new
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	r Negotiation Policy 11 Short Supply Goods/services are jude Sole Source There is only one known Bids Exceed Budgeter The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docume Expanded Works Approved <u>construction</u> vide a brief explanation ic available.	Complete all sections below, requesting the use of the Neg requests, select ONE of the ged to be in short supply due to n source for the goods/service d or Estimated Costs specifications is excessive in to precommended. Contract No.: contract which has expired and ent. Existing PO No.: project has unexpected work dentifying the conditions that m utilies with heating including cold spots ector (for Policy 11 00) OR	and Ind gotiation followi o marke s (sole total cos unfores arising nake it n	licate by check n Policy for this ng: et conditions. source). st or substantia Extended fro seeable circun during constru	king ONLY the most a s procurement. ally exceeds the estin m:	nated cost. Extended to: d a delay in issuing xpand the scope.	<b>رب</b> a new

Revision date: November 1, 2011

		POLICY 1 POLICY 11 - REG	0 - EMERGENCY QUEST FOR USE			Y	
	This is when a commitme	<u>1 requests</u> : All requisite a ent has been made to a ven red. If not, the purchase wi	ndor, services have	commenced	l/completed or goo		Hamilton
$\mathcal{O}$	Date:	Nov 4, 2011					_
1	Department/Division:	Public Works/Transpor	rtation, Energy &	Facilities			~
	Reporter's Name:	Dave McFarland					_
	Phone Number:	7039					_
	Procurement Contact:	Barb Kinrade - Procuremen	t Specialist		-		
	Vendor Name:	ADT Security Services					
	Description of Goods/S						-
		or various facility buildings	(burglar, sprinkler, f	ire alarms, e	etc.) and provide se	ervice t	o equipment.
					Valu	¢	800 000 00
	Is there an approved bi	udget for this purchase?	🗹 Yes	L] No	Valu	e: \$	\$30,000.00
	Account Number	53051			Dept Id./Proje	ect Id.	Various
0	Emergency Policy 10	Use explanation area b acquired including Peo				d how	goods and/or services were
۲	Negotiation Policy 11	Complete all sections to requesting the use of the section of the		•	-	ost app	propriate selection, the reason for
	Short Supply Goods/services are jud Sole Source	requests, select ONE of lged to be in short supply in source for the goods/s	y due to market co				
	-	specifications is excess	ive in total cost o	<sup>-</sup> substantia	lly exceeds the e	stimat	ted cost.
	A single source is being	g recommended.					
	<b>Contract Extension</b> For the extension of a c tender/proposal docum	Contract No.: contract which has expire ent.		xtended fro able circum	there are a second s	used a	Extended to: a delay in issuing a new
	Expanded Works	Existing PO No.:					
		<u>n</u> project has unexpected	-			-	
	vide a brief explanation i available.	dentifying the conditions	that make it nece	essary to us	e this policy. Att	ach al	I other supporting documentation
· · · · · · · · · · · · · · · · · · ·		sed at various Corporate Facili	ties Policy 11 to gap	the time need	ed to develop Tender		
			acc. I chey I to gap			•	
requ Gen \$5,0	natures: Departmental Di lests that are under \$100,0 eral Manager (for ALL Po <u>00 or greater</u> and for Polic 2000 or greater	000) OR licy 10 requests <u>of</u>	GEOFF	Luf	TON		Data DEC 15/201
(	0,000 or greater) roval Signature - Procur	ement Manager	and the second s		е — и <u>з</u>		Date $DEC$ , $16201$
	-	·					
"Pr	ocurementPolicy10&11	er approvals have beer @hamilton.ca" email b ld include the actual Ve	xox	e email th	is form as a .xl	s file	to the

J.	a gala ta ta sa sa sa sa	POLICY 11 - REQUES		DTIATION POLICY	
1	This is when a commitme	<u>1 requests</u> : All requisite approvent has been made to a vendor, sevent has been made to a vendor, sevent has been made to a vendor, sevent has been made to a vendor.	ervices have commence	d/completed or goods	Hamilton
)	Date:	December 2, 2011			_
	Department/Division:	Public Works / Transportatio	n, Energy and Facilitie	es	_
	Reporter's Name:	Chuck Alkerton			_
	Phone Number:	905-546-2424 x7015			na
	Procurement Contact:	Barb Kinrade - Procurement Speci			
	Vendor Name:	Becks (Al Beck's Kev	Shop		-
	Description of Goods/S	Services Required: ed keys in the Corporate Facilities	partfalls that require air	ale coursing because of	
	systems. The stated lock	smith is the only one authorized to		n ne system on-site.	
	Is there an approved b	udget for this procurement?	☑ Yes □ No	Value: \$	\$20,000.00
	Account Number	54401		Dept Id./Project Id.	various
0	Emergency Policy 10	Use explanation area below acquired including PeopleSo			goods and/or services were
۲	Negotiation Policy 11				propriate selection, the reason f
_	Short Supply	requesting the use of the New requests, select ONE of the	following:	s procurement.	
_	Short Supply Goods/services are jud Sole Source	requests, select ONE of the ged to be in short supply due to n source for the goods/service	following:	s procurement.	
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budgete The lowest bid meeting Single Source	requests, select ONE of the ged to be in short supply due to in source for the goods/service d or Estimated Costs specifications is excessive in	following: to market conditions. es (sole source).		ted cost.
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budgete The lowest bid meeting Single Source A single source is being	requests, select ONE of the ged to be in short supply due to in source for the goods/service d or Estimated Costs specifications is excessive in g recommended.	following: to market conditions. es (sole source). total cost or substantia	ally exceeds the estima	
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budgete The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum	requests, select ONE of the ged to be in short supply due to in source for the goods/service d or Estimated Costs specifications is excessive in g recommended. Contract No.: contract which has expired and ent.	following: to market conditions. es (sole source). total cost or substantia	ally exceeds the estima	Extended to:
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budgete The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a of tender/proposal docum Expanded Works	requests, select ONE of the ged to be in short supply due to in source for the goods/service d or Estimated Costs specifications is excessive in g recommended. Contract No.: contract which has expired and ent. Existing PO No.:	following: to market conditions. es (sole source). total cost or substantia Extended fro	ally exceeds the estimation of	<b>Extended to:</b> a delay in issuing a new
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budgete The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a c tender/proposal docum Expanded Works Approved <u>construction</u>	requests, select ONE of the ged to be in short supply due to in source for the goods/service d or Estimated Costs specifications is excessive in g recommended. Contract No.: contract which has expired and ent. Existing PO No.: n project has unexpected work	following: to market conditions. es (sole source). total cost or substantia Extended fro d unforeseeable circun	ally exceeds the estimation of	<b>Extended to:</b> a delay in issuing a new
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"ProcurementPolicy10&11@hamilton.ca" email box Email "Subject" line should include the actual Vendor's Name

:		POLICY 11 -	CY 10 - EM							
		FOLICI II -	REQUEST	FURUSE		TIATION				1
1	NOTE for all Policy 1 This is when a commitme have been ordered/receiv	ent has been made to	a vendor, se	rvices have	commenced	l/completed	or is engag I or goods	ed.	Hami	lton
2	Date:	•		considered	r Non-Comp	iant.				
an set	Department/Division:	December 2, 201			nd Codilitie					
	•	Public Works / Tra	insportation	i, Energy a		5				
	Reporter's Name: Phone Number:	Chuck Alkerton 905-546-2424 x70								
	Procurement Contact:	Barb Kinrade - Procu	ement Specia	list		•				
	Vendor Name:	Ottawa Key								
	Description of Goods/S									
	There are various restrict systems. The stated lock							or the hig	jn-level secu	rity of these
	Is there an approved b	udget for this procu	rement?	⊡ Yes			Value:	\$ \$30.		
	Account Number	54401				Dept le	d./Project	· <u> </u>		<u>na stratovni čestatemu</u> Na Al
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	·									
Ottav	f are requesting a single sourc	es until such time a "Star	Idardization" r	eport is subm	itted to counc	l; estimated	time frame f	or the rep	ort is 2nd qtr 2	012.
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Ottav Staff		irector (for Policy 11								
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"ProcurementPolicy10&11@hamilton.ca" email box Email "Subject" line should include the actual Vendor's Name

			) - EMERGENCY REPC UEST FOR USE OF NE		
	This is when a commitme	1 requests: All requisite an ent has been made to a vend ved. If not, the procurement	dor, services have comme	nced/completed or goods	<sub>ed.</sub> Hamilton
( )	Date:	December 2, 2011			
- <b>8</b> 20-	Department/Division:	Public Works / Transpo	rtation, Energy and Fac	ilities	
	Reporter's Name:	Chuck Alkerton			
	Phone Number:	905-546-2424 x7015		······································	
	Procurement Contact:	Barb Kinrade - Procurement	Specialist	-	
	Vendor Name:	Binns			
	Description of Goods/S				
	There are various restrict				of the high-level security of these
	L				
		udget for this procuremen	nt? 🗹 Yes 🗋 No		\$ \$20,000.00
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0	Emergency Policy 10	Use explanation area be acquired including Peop			ow goods and/or services were
۲	Negotiation Policy 11	Complete all sections be requesting the use of the			appropriate selection, the reason for
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	tender/proposal docum Expanded Works				ed a delay in issuing a new
	Approved construction	n project has unexpected	work arising during con	struction, but does not e	expand the scope.
	Approved construction				
		dentifying the conditions	that make it necessary	o use this policy. Attac	h all other supporting documentation
as a	vide a briet explanation i available. main benefit of restricted keys	is that they guarantee unauthor	rized persons cannot make ac	ditional copies without your k	nowledge or approval. Appropriate
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Email "Subject" line should include the actual Vendor's Name

		POLICY 11 - REQUE				III T T a w	
	This is when a commitme	I requests: All requisite appr nt has been made to a vendor, f not, the procurement will be compared as a second secon	, services have com	nmenced/com		Ju	nilton
	Date:	December 16, 2011			· · · · · · · · · · · · · · · · · · ·		
	Department/Division:	Housing Services Division	1, Community Ser	rvices Depa	rtment	 BIODI	
	Reporter's Name: Phone Number:	Gillian Hendry, Director 905-546-2424 Ext. 4818					COMPLIANT
	Procurement Contact:	Matthew Brash - Procurement S	Specialist		-		
	Vendor Name:	Tisdale Cleanall Cleaning			]		
	Description of Goods/S		Services				
		using Servcies Division Office -	Sule 110, 350 King	St. East from	1 October 17, 201	1 to December 23,	2011.
	ls there an approved bi	udget for this procurement?	? ✓ Yes □	] No	Value:	\$ \$8,100.00	1- \$350.0
	Account Number	<b>56405</b> The street is the second		1	Dept Id./Project	ld. 673000	
0	Emergency Policy 10	Use explanation area belo acquired including People				now goods and/o	r services were
۲	Negotiation Policy 11	Complete all sections belo	ow, and indicate b	by checking	ONLY the most	appropriate sele	ection, the reason for
		requesting the use of the	Negotiation Policy	y for this pro	curement.		
Fo	r Negotiation Policy 11	requests, select ONE of t	the following:				
	Short Supply	•	_				
_		lged to be in short supply du	ue to market conc	ditions.			
Ш	Sole Source	n source for the goods/serv	vices (sole source	<b>_</b> )			
	Bids Exceed Budgete	•					
		specifications is excessive	∍ in total cost or รเ	ubstantially	exceeds the est	imated cost.	
7		a recommended					
	A single source is being Contract Extension	Contract No.:	Exte	nded from:		Extended to:	
	For the extension of a c	contract which has expired a			nces have caus		uing a new
_	tender/proposal docum Expanded Works	ent. Existing PO No.:					
		<u>n</u> project has unexpected w	ork arising during	g constructio	on, but does not	expand the scop	e.
	ovide a brief explanation i available.	identifying the conditions the	at make it necess	sary to use t	his policy. Attao	ch all other suppo	orting documentation
Pro		ed to 350 King St. East on Octobe	er 17, 2011. The week	prior to the m			
Pro as a The	Housing Services Division mov						was unknown whether theil
Pro as a The Cityl Hous	Housing Services Division mov Housing Hamilton. One of the i sing Services Division would be	ssues being negotiated was wheth provided with cleaning services as	er cleaning services w s part of the lease cos	vould be include sts or whether it	would be necessar	y to complete a tende	er for cleaning processes.
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### NON COMPLIANT

#### RE: Tisdale Cleanall Cleaning Service – Policy 11

## <u>Provided is a brief explanation identifying the conditions that make it necessary to</u> use this policy.

The Housing Services Division moved to 350 King St. East on October 17, 2011. The week prior to the move, the lease was still being negotiated with the landlord, City Housing Hamilton. One of the issues being negotiated was whether cleaning services would be included in the lease costs or not. Therefore, it was unknown whether the Housing Services Division would be provided with cleaning services as part of the lease costs or whether it would be necessary to complete a tender for cleaning processes. Given the lack of time, the only recourse was to utilize Tisdale Cleanall Cleaning Services that was providing cleaning services to the rest of the First Place building. The office had undergone construction and required a cleaning prior to staff moving in. In retrospect, a Policy 11 should have been submitted prior to Tisdale providing the service. A tender for cleaning services was completed by the City's Facilities Division. The successful proponent was not Tisdale but Service Master who had the lowest bid. There was a misunderstanding that cleaning services may be included as an addendum to the lease and that cleaning services may continue with Tisdale. This was a wrong assumption. Pat DiLeonardo has asked that we continue to use Tisdale until January 3, 2012 so that arrangements can be made with Service Master to start the service.

POLICY 10 - EMERGENCY	REPORTING FORM
POLICY 11 - REQUEST FOR USE	OF NEGOTIATION POLICY



Hamilton NOTE for all Policy 11 requests: All requisite approvals must be obtained before a vendor is engaged. This is when a commitment has been made to a vendor, services have commenced/completed or goods have been ordered/received. If not, the procurement will be considered Non-Compliant. Date: December 9, 2011 Community Services/Social Development & Early Childhood Services Department/Division: Reporter's Name: Ellen Hank Phone Number: x 5913 ▼ Procurement Contact: Doris Ciardullo - Senior Procurement Specialist Vendor Name: Canadian Council on Social Development (CCSD) Description of Goods/Services Required: Statistics Canada data products held exclusively by the Canadian Council on Social Development (CCSD). Statistics Canada data products delivered electronically on a schedule set out in the contract. Is there an approved budget for this procurement? 🗹 Yes 🗌 No Value: \$ \$12,245.22 57691-560310 - \$2,449.04 55720-814020 - \$2,449.04 560310; 814020: 57260-677235 - \$2,449.04 53127-679178 - \$449.05 677235; 679178; 53130-679178 - \$2,000 Dept Id./Project Id. 315023 Account Number 53051-315023 - \$2,449.05 Ο **Emergency Policy 10** Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered. Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for Negotiation Policy 11 requesting the use of the Negotiation Policy for this procurement. For Negotiation Policy 11 requests, select ONE of the following: Short Supply Goods/services are judged to be in short supply due to market conditions. П Sole Source There is only one known source for the goods/services (sole source). Bids Exceed Budgeted or Estimated Costs The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost. ✓ Single Source A single source is being recommended. Contract Extension Contract No.: Extended from: Extended to: For the extension of a contract which has expired and unforeseeable circumstances have caused a delay in issuing a new tender/proposal document. Expanded Works Existing PO No.: Approved construction project has unexpected work arising during construction, but does not expand the scope. Provide a brief explanation identifying the conditions that make it necessary to use this policy. Attach all other supporting documentation as available. A four year contract (2008 - 2011) has been signed with the CCSD (a non-profit organization) to provide this data. This is year four of the contract. The CCSD is the only rganization that has this data. Once the data is received, it is then shared across departments within the corporation and is also shared with a variety of community partners Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR General Manager (for ALL Policy 10 requests of \$5,000 or greater and for Policy 11 requests that are \$100,000 or greater) Approval Signature - Procurement Manager

Once completed and proper approvals have been obtained, please email this form as a .xls file to the "ProcurementPolicy10&11@hamilton.ca" email box Email "Subject" line should include the actual Vendor's Name

	* <u>NOTE for all Policy 11</u> being engaged and/or a Compliant.	POLICY 11 - F I requests: All requi	REQUEST FO	GENCY REPOR R USE OF NEG s must be obtaine purchase will be	OTIATION POL ed prior to a ven	dor	Hamilton
m	Date:	November 14, 201	1				
K.	Department/Division:	Community Service		n Division			
	Reporter's Name:	Peter Paweska	sa / itecieation				· · · · ·
	Phone Number:	Ext: 7043					
				• • •			
	Procurement Contact:	Doris Ciardullo - Senior	r Procurement Sp	ecialist	▼		
	Vendor Name:	Technical Standard	ds & Safety Au	uthority ( TSSA)			
	Description of Goods/S Annual safety inspection a						
	Is there an approved bu	udget for this purcha	se?	✓ Yes 🗌 No	Va	lue: \$ <u>\$8,00</u>	00.00
	Account Number	55744 & 55748	Angene gegene gegene Gegene gegene		Dept Id./Pr	oject Id. <u>792-</u>	various days a second
0	Emergency Policy 10	Use explanation ar acquired including	ea below to d PeopleSoft re	escribe the emer equisition number	gency situation if entered.	and how good	ls and/or services were
۲	Negotiation Policy 11	Complete all sectio requesting the use	ons below, and of the Negotia	d indicate by che ation Policy for th	cking ONLY the iis purchase.	most appropri	ate selection, the reason for
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budget of The lowest bid meeting	vn source for the goo or Estimated Costs	ds/services (s	sole source).		ne estimated c	ost.
	Single Source A single source is being	g recommended.					
	Contract Extension For the extension of a of tender/proposal docum	contract which has e nent.	xpired and un	Extended f	rom: umstances have	Exte caused a del	nded to: ay in issuing a new
	Expanded Works Approved <u>construction</u>	Existing PO No.: n project has unexpe	ected work ari	sing during cons	truction, but doe	s not expand	the scope.
	vide a brief explanation i available.	identifying the condit	ions that mak	e it necessary to	use this policy.	Attach all oth	er supporting documentation
of the	inical Standards & Safety Auth e Ontario Technical Standards enforces puplic safety laws in v	and Safety Act. Technica	I Standards & Sat	fety Authority ( TSSA	) is the sole source	sure that it is opera "delegated admin	ating within the required guide lines istrative authority" that administers
requ Gen <u>\$5,0</u>	natures: Departmental Di Jests that are under \$100,0 Neral Manager (for ALL Po <u>100 or greater</u> and for Polic 0,000 or greater)	000) OR blicy 10 requests <u>of</u>	(Jb-	-ANNE	PRIEL		Date_NOV.22/20
Anr	proval Signature - Procu	rement Manager					Date DEC. 16 70
On "Pr	ce completed and prop ocurementPolicy10&1 ail "Subject" line shou	per approvals have 1@hamilton.ca'' em	nail box		this form as a	.xls file to th	le

Revision date: May 26, 2011

	,	
		DLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY
	Date:	2011 01 10 Hamilton
	Department/Division:	W & WW / Environment & Sustainable Infrastructure
	Reporter's Name: Phone Number:	Lindsay Reiach C O D V
	Buyer:	
	·	
	Vendor: Description of Goods/S	ITT Flygt (ITT W & WW)
		kisting systems and equipment utilized by Plant Operations.
	Is there an approved b	udget for this purchase? I Yes No Value: \$ <u>\$95,000.00</u>
	Account Number	54720 Dept Id. / Project Id. <u>510320</u>
C	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
F	or Negotiation Policy 11	requests, select ONE of the following:
Ľ	Goods/services are jud	ged to be in short supply due to market conditions.
-		n source for the goods/services (sole source).
	Bids Exceed Budget of The lowest bid meeting	or Estimated Costs specifications is excessive in total cost or substantially exceeds the estimated cost.
	Single Source A single source is being	g recommended.
[	Contract Extension	Extended until:
	issuing a new tender/pr	
C	Expanded Works	Existing PO Number:
Pr		identifying the conditions that make it necessary to use this policy. Expand the cell if
re Pla dri ma co	quired. Attach all other su ant Operations currently have ves, controllers, etc. and othe aintain these systems it is req	apporting documentation as available. a numerous installations utilizing ITT Flygt process systems, including pumps, mixers, ar miscellaneous equipment and parts for these ITT systems. Consequently, in order to juisite that we sole source replacement parts and equipment from ITT Flygt, as the OEM cturers of these parts can't be used as that would require modifications to other parts of the
	eneral Manager (Require	
re	quests <u>REGARDLESS OF</u> plicy 11 requests that are s	

Revision date: 12 November 2009

	4					
/		POLICY 10 - EMERG		FORM		
	P	OLICY 11 - RÉQUEST FOF				
	Date:	2011 01 10	,		Hamilton	
)	Department/Division:	W & WW / Environment	& Sustainable Infra	structure		
	Reporter's Name:	Lindsay Reiach	·			
	Phone Number:	5662				
	Buyer:	Donna Drozdz	-		$C(0) \ge V$	
	Vendor:	ITT Flygt (ITT W &			GULI	
	Description of Goods/8					
		xisting systems and equipm	nent utilized by Plar	t Operations.		
					: :	
	Is there an approved b	0	✓ Yes 🔄 No	·	<u>,000.00</u>	
	Account Number	54720	Dept Id. /	Project Id. 510	0320	
С	)Emergency Policy 10	Use explanation area bel and/or services were acq				
۲	) Negotiation Policy 11	Complete all sections be selection, the reason for purchase.				
Fc	or Negotiation Policy 11	requests, select ONE of	the following:			
	Sole Source	lged to be in short supply d		ons.		
	I here is only one know	n source for the goods/ser	vices (sole source).			
	Bids Exceed Budget	or Estimated Costs	e in total cost or sub	stantially excee	ds the estimated cost.	
	Bids Exceed Budget		e in total cost or sub	stantially excee	ds the estimated cost.	
	Bids Exceed Budget	or Estimated Costs specifications is excessive			ds the estimated cost.	
	<ul> <li>Bids Exceed Budget of The lowest bid meeting</li> <li>Single Source A single source is being</li> <li>Contract Extension</li> </ul>	or Estimated Costs specifications is excessive g recommended. Extended until	l:			
	<ul> <li>Bids Exceed Budget of The lowest bid meeting</li> <li>Single Source A single source is being</li> <li>Contract Extension For the extension of a contract statement of a contract</li></ul>	or Estimated Costs g specifications is excessive g recommended. Extended until contract which has expired	l:			
	<ul> <li>Bids Exceed Budget of The lowest bid meeting</li> <li>Single Source A single source is being</li> <li>Contract Extension For the extension of a dissuing a new tender/pri</li> </ul>	or Estimated Costs g specifications is excessive g recommended. Extended until contract which has expired roposal document.	I: and unforeseeable			
	<ul> <li>Bids Exceed Budget of The lowest bid meeting</li> <li>Single Source A single source is being</li> <li>Contract Extension For the extension of a dissuing a new tender/pi</li> <li>Expanded Works</li> </ul>	or Estimated Costs g specifications is excessive g recommended. Extended until contract which has expired	l: and unforeseeable umber:	e in the company circumstances I	nave caused a delay in	·
	<ul> <li>Bids Exceed Budget of The lowest bid meeting</li> <li>Single Source A single source is being</li> <li>Contract Extension For the extension of a dissuing a new tender/pi</li> <li>Expanded Works Approved construction</li> </ul>	or Estimated Costs g specifications is excessive g recommended. Extended until contract which has expired roposal document. Existing PO No project has unexpected wo	I: and unforeseeable umber: ork arising during cc	circumstances I	nave caused a delay in not expand the scope.	
	<ul> <li>Bids Exceed Budget of The lowest bid meeting</li> <li>Single Source A single source is being</li> <li>Contract Extension For the extension of a of issuing a new tender/pi</li> <li>Expanded Works Approved construction</li> <li>byide a brief explanation</li> </ul>	or Estimated Costs g specifications is excessive g recommended. Extended until contract which has expired roposal document. Existing PO Nu project has unexpected wo identifying the conditions th	I: and unforeseeable umber: ork arising during co nat make it necessa	circumstances I	nave caused a delay in not expand the scope.	
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req Plai driv	<ul> <li>Bids Exceed Budget of The lowest bid meeting</li> <li>Single Source A single source is being</li> <li>Contract Extension For the extension of a of issuing a new tender/pit</li> <li>Expanded Works Approved construction</li> <li>Divide a brief explanation guired. Attach all other sunt operations currently have res, controllers, etc. and other</li> </ul>	or Estimated Costs g specifications is excessive g recommended. Extended until contract which has expired roposal document. Existing PO No project has unexpected wo identifying the conditions th upporting documentation as a numerous installations utilizin er miscellaneous equipment ar	I: and unforeseeable umber: ork arising during co nat make it necessa s available. ng ITT Flygt process s nd parts for these ITT	circumstances I nstruction, does y to use this po /stems, including systems. Consequ	nave caused a delay in not expand the scope. icy. Expand the cell if pumps, mixers, uently, in order to	
req Plai driv mai	<ul> <li>Bids Exceed Budget of The lowest bid meeting</li> <li>Single Source A single source is being</li> <li>Contract Extension For the extension of a of issuing a new tender/pi</li> <li>Expanded Works Approved construction</li> <li>Expanded Works approved construction</li> <li>Divide a brief explanation quired. Attach all other su nt Operations currently have res, controllers, etc. and other intain these systems it is recompleted.</li> </ul>	or Estimated Costs g specifications is excessive g recommended. Extended until contract which has expired roposal document. Existing PO Nu project has unexpected wo identifying the conditions th upporting documentation as a numerous installations utilizin	I: and unforeseeable umber: ork arising during co nat make it necessa s available. ng ITT Flygt process s nd parts for these ITT lacement parts and ec	circumstances I nstruction, does y to use this po ystems, including systems. Consequipment from ITT	nave caused a delay in not expand the scope. icy. Expand the cell if pumps, mixers, uently, in order to Flygt, as the OEM	
req Plai driv mai com	<ul> <li>Bids Exceed Budget of The lowest bid meeting</li> <li>Single Source A single source is being</li> <li>Contract Extension For the extension of a of issuing a new tender/pi</li> <li>Expanded Works Approved construction</li> <li>Expanded Works approved construction</li> <li>Divide a brief explanation quired. Attach all other su nt Operations currently have res, controllers, etc. and other intain these systems it is recompleted.</li> </ul>	or Estimated Costs g specifications is excessive g recommended. Extended until contract which has expired roposal document. Existing PO No project has unexpected wo identifying the conditions th upporting documentation as a numerous installations utilizin er miscellaneous equipment ar quisite that we sole source repl	I: and unforeseeable umber: ork arising during co nat make it necessa s available. ng ITT Flygt process s nd parts for these ITT lacement parts and ec	circumstances I nstruction, does y to use this po ystems, including systems. Consequipment from ITT	nave caused a delay in not expand the scope. icy. Expand the cell if pumps, mixers, uently, in order to Flygt, as the OEM	
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req Plai driv mai con sysi	<ul> <li>Bids Exceed Budget of The lowest bid meeting</li> <li>Single Source</li> <li>A single source is being</li> <li>Contract Extension</li> <li>For the extension of a dissuing a new tender/pi</li> <li>Expanded Works</li> <li>Approved construction</li> <li>byide a brief explanation guired. Attach all other sunt Operations currently have res, controllers, etc. and other intain these systems it is recomponents. Alternate manufactem.</li> </ul>	or Estimated Costs g specifications is excessive g recommended. Extended until contract which has expired roposal document. Existing PO No project has unexpected wo identifying the conditions th upporting documentation as a numerous installations utilizin er miscellaneous equipment ar jusite that we sole source repli- cturers of these parts can't be the	I: and unforeseeable umber: ork arising during co nat make it necessa s available. ng ITT Flygt process s nd parts for these ITT lacement parts and ec	circumstances I nstruction, does y to use this po ystems, including systems. Consequipment from ITT	nave caused a delay in not expand the scope. icy. Expand the cell if pumps, mixers, uently, in order to Flygt, as the OEM	
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req Pla driv mai con syst	<ul> <li>Bids Exceed Budget of The lowest bid meeting</li> <li>Single Source         <ul> <li>A single source is being</li> <li>Contract Extension</li> <li>For the extension of a dissuing a new tender/pil</li> <li>Expanded Works</li></ul></li></ul>	or Estimated Costs g specifications is excessive g recommended. Extended until contract which has expired roposal document. Existing PO No project has unexpected wo identifying the conditions th upporting documentation as a numerous installations utilizin er miscellaneous equipment ar jusite that we sole source repli- cturers of these parts can't be the d for ALL Policy 10 FAMOUNT and for	I: and unforeseeable umber: ork arising during co nat make it necessa s available. ng ITT Flygt process s nd parts for these ITT lacement parts and ec	circumstances I nstruction, does y to use this po ystems, including systems. Consequipment from ITT	not expand the scope. icy. Expand the cell if pumps, mixers, iently, in order to Flygt, as the OEM is to other parts of the	
req Plau driv mai con syst <b>Ge</b> Pol	<ul> <li>Bids Exceed Budget of The lowest bid meeting</li> <li>Single Source A single source is being</li> <li>Contract Extension For the extension of a dissuing a new tender/pi</li> <li>Expanded Works Approved construction</li> <li>Expanded Works Approved construction</li> <li>Difference and the sum of the extension of</li></ul>	or Estimated Costs g specifications is excessive g recommended. Extended until contract which has expired roposal document. Existing PO Nu project has unexpected wo identifying the conditions th upporting documentation as a numerous installations utilizin er miscellaneous equipment ar jusite that we sole source repli- cturers of these parts can't be of d for ALL Policy 10 <u>F AMOUNT</u> and for \$100,000 or greater.)	I: and unforeseeable umber: ork arising during co nat make it necessa s available. ng ITT Flygt process s nd parts for these ITT lacement parts and ec	circumstances I nstruction, does ry to use this po /stems, including systems. Consequipment from ITT quire modifications	nave caused a delay in not expand the scope. icy. Expand the cell if pumps, mixers, uently, in order to Flygt, as the OEM	

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/	ſ		· ·		
			POLICY 10 - EMER	GENCY REPORTING FORM	
		PC		R USE OF NEGOTIATION POLIC	
10		Date:	2011 01 10	·	Hamilton
$\square$		Department/Division:	W & WW / Environmen	t & Sustainable Infrastructure	
		Reporter's Name:	Lindsay Reiach		
		Phone Number:	5662		
1		Buyer:	Donna Drozdz	▼	
		Vendor:	ITT Flygt (ITT W/ &		
			, M. 17		
		Description of Goods/S		ment utilized by Plant Operations.	
			adding by brothib and by app		
		le there on approved by	ident for this nurshapp?	⊡Yes □No Value: \$\$	95,000.00
		is there an approved bi	udget for this purchase?		93,000.00
		Account Number	54720	Dept Id. / Project Id. 5	10320
	0	Emergency Policy 10		elow to describe the emergency sit quired including PeopleSoft requis	
	۲	Negotiation Policy 11		elow, and indicate by checking ON r requesting the use of the Negotia	
	Foi	Negotiation Policy 11	requests, select ONE o	f the following:	
(		Short Supply	-		
C.S.	$\checkmark$	Sole Source	ged to be in short supply	due to market conditions.	
		There is only one know	n source for the goods/se	rvices (sole source).	
		Bids Exceed Budget of The lowest bid meeting		e in total cost or substantially exce	eeds the estimated cost.
		Single Source			
	_	A single source is being			
	Ц	Contract Extension	Extended un		
		issuing a new tender/pr	•	d and unforeseeable circumstance	s have caused a delay in
		Expanded Works	Existing PO I	lumber:	NA 44
				ork arising during construction, do	es not expand the scope.
	Dres	ido o hviet evelenetien i		thet make it personant to use this	notion. Expand the coll if
	Lean Lion	lired Attach all other su	pporting documentation a	hat make it necessary to use this j as available	policy. Expand the cell li
	Plan	t Operations currently have	numerous installations utiliz	ing ITT Flygt process systems, includir	ng pumps, mixers,
				and parts for these ITT systems. Conse	
• <sup>•</sup>				placement parts and equipment from IT e used as that would require modification	
	syste		•		
	Gen	eral Manager (Required	d for ALL Policy 10		
		ests REGARDLESS OF		DOL MANJALA	1 MAPPIL ZNONI
(	Poli	cy 11 requests that are \$	5100,000 or greater.) _	VIN MYNINNOI	Date MITKCH 30/2011
X .	Арр	roval Signature - Manag	er of Purchasing _		Date <u>APRIL</u> 20 2011
	Ond	e completed and prop	er approvals have been	obtained, please email this form	n as a .xls file to
			I' at purchasi@hamilton		

Revision date: 12 November 2009

	PO	DLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY
	Date:	20111216 Hamilton
	Department/Division:	Public Works - Transportation, Energy & Facilities - Tran
	Reporter's Name:	Carol Wildeman
	Phone Number:	905-546-2424 x 1842
	Procurement Contact:	Barb Kinrade - Procurement Specialist
	Vendor Name:	Glentel Inc.
	Description of Goods/S	
	Removal and reinstallatior	n of HSR Radios/AVL/GPS/ASA system from retired buses into new small buses.
	Is there an approved bu	udget for this purchase? ☑ Yes □ No Value: \$ <u>\$15,000.00</u>
	Account Number	53446         Dept Id. / Project Id.         580330
0	Emergency Policy 10	Use explanation area below to describe the emergency situation and how goods and/or services were acquired including PeopleSoft requisition number if entered.
۲	Negotiation Policy 11	Complete all sections below, and indicate by checking ONLY the most appropriate selection, the reason for requesting the use of the Negotiation Policy for this purchase.
For	Negotiation Policy 11	requests, select ONE of the following:
	Short Supply Goods/services are jude	ged to be in short supply due to market conditions.
	Sole Source	n source for the goods/services (sole source).
	Bids Exceed Budget of	
V	Single Source A single source is being	•
	Contract Extension	Extended until:
		contract which has expired and unforeseeable circumstances have caused a delay in
	Expanded Works	Existing PO Number:
	Approved construction	project has unexpected work arising during construction, does not expand the scope.
requ	ired. Attach all other su	dentifying the conditions that make it necessary to use this policy. Expand the cell if porting documentation as available.
		commendations as approved:a) That the General Manager of Public Works or his ected to enter into a contract subject to acceptance with the General manager of Public
Worl	s and Legal Services with	Glentel to provide HSR with a replacement Radio Communications solution and automated
next	stop passenger informatior	n as approved by Council on April 23, 2008 in Public Works Committee Report 08-007;
		naintenance of the HSR Radios/AVL/GPS/ASA system for five years with the option of 5 ork beyond the maintenance contract to remove equipment from retired buses and reinstall
the e	quipment in new small bus	es. Becuase this is a first time installation into a new model of bus, it requires additional
1	cation work. natures: pepartmentar	
	lests that are under \$10	
<u>REC</u>	eral Manager (for ALL I ARDLESS OF AMOUN	IT and for Policy 11
	iests that are <b>\$100,000 c</b> roval Signature - Procure	
Onc	e completed and prope	er approvals have been obtained, please email this form as a .xls file to the
"Pro	ocurementPolicy10&11	@hamilton.ca" email box

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		POLICY 10 - POLICY 11 - REQU	EMERGENC			OLICY		
	This is when a commitme	<b><u>1</u> requests:</b> All requisite application of the second se	r, services have	commenced/				Hamilton
		f not, the procurement will be	considered Non-	Compliant.				
	Date:	November 11, 2011						
	Department/Division:	Financial Planning and F	olicy					
	Reporter's Name:	Gerald T. Boychuk						
	Phone Number:	905-546-4321						
	Procurement Contact:	Maryanne Macura - Procurem	ent Specialist		•			
	Vendor Name:	Bloomberg LP					<u>.                                    </u>	
	monitor economic condition	Services Required: et information for bonds, stock ons and markets. As well it is to orporate financial information.	used as an inter					
			<u></u>	ana	1 0			/
	Is there an approved b	udget for this procurement	? 🗹 Yes	🗌 No		Value:	\$ 49,500	US Funds
	Account Number	52865			Dept Id.	/Project	d. <u>332010</u>	
0	Emergency Policy 10	Use explanation area be acquired including Peopl				on and h	ow goods a	and/or services were
۲	Negotiation Policy 11	Complete all sections be requesting the use of the					appropriate	e selection, the reason for
	Short Supply	requests, select ONE of	-					
	Short Supply Goods/services are jud Sole Source	requests, select ONE of lged to be in short supply o in source for the goods/sel	due to market o	conditions.				
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budgete	lged to be in short supply o	due to market c	conditions. urce).	ally exceeds	s the esti	nated cost	
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budgete The lowest bid meeting Single Source	lged to be in short supply o In source for the goods/set ad or Estimated Costs g specifications is excessiv	due to market c	conditions. urce).	ally exceeds	s the esti	nated cost	
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budgete The lowest bid meeting Single Source A single source is being	lged to be in short supply o n source for the goods/set of or Estimated Costs psecifications is excessiv g recommended.	due to market c rvices (sole so e in total cost c	conditions. urce). or substantia		s the esti		
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budgete The lowest bid meeting Single Source A single source is being Contract Extension	Iged to be in short supply of in source for the goods/set of or Estimated Costs of specifications is excessiv g recommended. Contract No.:	due to market c rvices (sole sol e in total cost c	conditions. urce). or substantia Extended fro	m:		Extende	ed to:
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budgete The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a d tender/proposal docum Expanded Works	Iged to be in short supply of in source for the goods/set of or Estimated Costs of specifications is excessiv g recommended. Contract No.: contract which has expired tent. Existing PO No.:	due to market c rvices (sole sol e in total cost c E and unforesed	conditions. urce). or substantia Extended fro eable circum	m: Instances ha	ve cause	Extende ed a delay i	ed to: in issuing a new
	Short Supply Goods/services are jud Sole Source There is only one know Bids Exceed Budgete The lowest bid meeting Single Source A single source is being Contract Extension For the extension of a d tender/proposal docum Expanded Works Approved <u>construction</u>	lged to be in short supply of a source for the goods/set of or Estimated Costs of specifications is excessiv g recommended. Contract No.: contract which has expired tent. Existing PO No.: n project has unexpected of	due to market c rvices (sole sol e in total cost c e and unforesed work arising du	conditions. urce). or substantia Extended fro eable circum	m: istances ha	ve cause oes not e	<u> </u>	od to: in issuing a new scope.
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Email "Subject" line should include the actual Vendor's Name