



INFORMATION REPORT

TO: Chair and Members Audit, Finance & Administration	WARD(S) AFFECTED: CITY WIDE
COMMITTEE DATE: May 14, 2012	
SUBJECT/REPORT NO: Quarterly Status Report on the use of Policy 10 - Emergency Purchasing and Policy 11 - Negotiations for the 4th Quarter 2011 (FCS11005(d)) (City Wide)	
SUBMITTED BY: Antonio D. Tollis Treasurer Corporate Services Department	PREPARED BY: Rick Male (905) 546 2424 ext. 4157
SIGNATURE:	

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)
 - (i) 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.

**SUBJECT: Quarterly Status Report on the use of Policy 10 - Emergency
Purchasing and Policy 11 - Negotiations for the 4th Quarter 2011
(FCS11005(d)) (City Wide) – Page 2 of 2**

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 4th 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.

**4th Quarter 2011 Status Report on
Use of Policy 10 - Emergency Purchasing and Policy 11 - Negotiations**

Appendix 'A' to
Report FCS11005(d)
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Appendix 'B' - PDF Page No.	PO No.	Type	Amount	Name	Origin	Department / Division
1	Avantis1	NON	\$ 35,000.00	BARTON AUTO PARTS	FFA	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	HSR	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	CCH	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

**4th Quarter 2011 Status Report on
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Appendix 'B' - PDF Page No.	PO No.	Type	Amount	Name	Origin	Department / Division
34	56838	SGLE	\$ 13,700.00	HONEYWELL LIMITED	FFA	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	\$ 140,000.00	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	\$ 472,672.00	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

**4th Quarter 2011 Status Report on
Use of Policy 10 - Emergency Purchasing and Policy 11 - Negotiations**

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Appendix 'B' - PDF Page No.	PO No.	Type	Amount	Name	Origin	Department / Division
69	61304	SOLE	\$ 7,928.00	LAKESIDE PROCESS CONTROLS LTD	WWW	Water and Wastewater
70	61308	SGLE	\$ 41,400.00	JAYCHRIS INDUS-RAIL SUPPLY INC.	OMD	Operations &Waste Management
71	61330	SGLE	\$ 10,000.00	ACAPULCO	FFA	FLEET AND FACILITIES
72	61393	SGLE	\$ 76,800.00	GLENTEL INC	FIR	Emergency Services
73	61394	SGLE	\$ 10,000.00	KROWN RUST CONTROL CENTRE	FIR	Emergency Services
74	61401	NON	\$ 5,000.00	MCMASTER UNIVERSITY- SOCIAL SCIENCES	CCH	Child care
75	61428	SOLE	\$ 16,125.00	EARLY LITERACY STATIONS CANADA	HPL	Hamilton Public Library
76	61436	EXTN	\$ 11,473.70	MICHELE BAIN	RPL	Planning & Development
77	61455	SOLE	\$ 7,400.00	KSL DESIGN	OMD	Operations &Waste Management
78	61456	SOLE	\$ 6,950.00	PARIS EQUIPMENT MANUFACTURING LTD	OMD	Operations &Waste Management
79	61462	EMER	\$ 10,275.00	WM GROVES LIMITED	WWW	Water and Wastewater
80	61465	SOLE	\$ 21,555.66	SMITH & LOVELESS INC.	WWW	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	WWW	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
90	61529	SGLE	\$ 11,915.00	KEYMASTER LOCK & SAFE INC	FIR	Emergency Services
91	61572	NON	\$ 18,000.00	DE FEO'S METAL FABRICATION & WELDING	OMD	Operations &Waste Management
92	61593	SOLE	\$ 10,000.00	HORIZON UTILITIES	IEP	Capital Planning and Implement
93	61606	SGLE	\$ 16,000.00	TELECOM COMPUTER	POL	Police
94	61608	SGLE	\$ 16,600.99	M D CHARLTON CO LTD	POL	Police
95	61628	SGLE	\$ 12,538.00	TOP RIG COMMUNICATIONS INC	FIR	Emergency Services
96	61643	SOLE	\$ 14,107.40	GERRIE AUTOMATION GROUP	WWW	Water and Wastewater
97	61652	SGLE	\$ 16,000.00	FERRO CANADA	FFA	FLEET AND FACILITIES
98	61653	SGLE	\$ 22,580.00	TACEL LTD	TRO	Traffic Operations
99	61660	SGLE	\$ 9,500.00	HORIZANT INC	FFA	FLEET AND FACILITIES
100	61671	SGLE	\$ 70,000.00	HYDROMANTIS INC.	WWW	Water and Wastewater
101	61672	SOLE	\$ 5,816.00	TRAFFICWARE CORPORATION	IEP	Capital Planning and Implement

**4th Quarter 2011 Status Report on
Use of Policy 10 - Emergency Purchasing and Policy 11 - Negotiations**

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Appendix 'B' - PDF Page No.	PO No.	Type	Amount	Name	Origin	Department / Division
102	61674	SGLE	\$ 5,406.00	CHUBB EDWARDS	WEN	WENTWORTH LODGE
103	61691	SOLE	\$ 5,500.00	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	\$ 15,939.00	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	\$ 7,500.00	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	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

**4th Quarter 2011 Status Report on
Use of Policy 10 - Emergency Purchasing and Policy 11 - Negotiations**

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Appendix 'B' - PDF Page No.	PO No.	Type	Amount	Name	Origin	Department / Division
138	62218	EMER	\$ 95,736.70	JAMES KEMP CONSTRUCTION LIMITED	OMD	Operations &Waste Management
139	62232	SGLE	\$ 10,500.00	HORIZANT INC	FFA	FLEET AND FACILITIES
140	62252	SOLE	\$ 77,600.00	IBM CANADA LTD	FCS	Finance Corporate Mgmt Service
141	62286	EMER	\$ 13,375.00	E-LIFT	HSR	Public Works HSR- use TRN
142	62339	SGLE	\$ 5,958.00	AUTOMATEDLOGIC ONTARIO	WEN	WENTWORTH LODGE
143	62351	SOLE	\$ 15,659.65	AERZEN CANADA INC	WWW	Water and Wastewater
144	62365	SOLE	\$ 7,385.00	AUSTECH DEVELOPMENT INC	POL	Police
145	62369	EMER	\$ 14,000.00	MOORE ENVIRONMENTAL SYSTEMS LIMITED	FFA	FLEET AND FACILITIES
146	62372	NON	\$ 6,240.00	H & H PRINTING	FCS	Finance Corporate Mgmt Service
147	62386	EMER	\$ 30,000.00	CIMCO REFRIGERATION	FFA	FLEET AND FACILITIES
148	62390	NON	\$ 45,000.00	KEVIN CHRISTENSON	FCS	Finance Corporate Mgmt Service
149	62396	SGLE	\$ 19,000.00	TOROMONT INDUSTRIES LTD.	FFA	FLEET AND FACILITIES
150	62398	SOLE	\$ 10,494.64	CHUBB SECURITY SYSTEMS	POL	Police
151	62401	SOLE	\$ 33,999.00	SCHNEIDER ELECTRIC CANADA INC	WWW	Water and Wastewater
152	62412	SGLE	\$ 5,298.00	MOUNTAIN AUDIO	SEC	Customer Services
153	62420	NON	\$ 14,267.00	MODERN ORNAMENTAL IRON WORKS	OMD	Operations &Waste Management
154	62421	EMER	\$ 150,000.00	RANKIN CONSTRUCTION INC.	OMD	Operations &Waste Management
155	62451	SOLE	\$ 45,000.00	CSC FINANCIAL SERVICES GROUP	FCS	Finance Corporate Mgmt Service
156	62459	EMER	\$ 11,250.00	SOUTHERN ONTARIO RAILROAD	OMD	Operations &Waste Management
157	62482	SOLE	\$ 15,529.00	ROTORK CONTROLS (CANADA) LTD.	WWW	Water and Wastewater
158	62484	EMER	\$ 6,500.00	ONTECH MACHINING INC.	WWW	Water and Wastewater
159	62487	NON	\$ 7,710.00	NEDLAW LIVING WALLS	HPL	Hamilton Public Library
160	62495	SGLE	\$ 5,000.00	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	CCH	Child care
170	62565	SOLE	\$ 8,000.00	TECHNICAL STANDARDS AND SAFETY AUTHORITY	REC	RECREATION
171	62578	SOLE	\$ 37,184.90	ITT W & WW	WWW	Water and Wastewater

**4th Quarter 2011 Status Report on
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Appendix 'A' to
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Appendix 'B' - PDF Page No.	PO No.	Type	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



Hamilton

NON COMPLIANT

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

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: July 21, 2011

Department/Division: Public Works/TEF/EFFT/Central Fleet

Reporter's Name: Chris Hill

Phone Number: 4593

Procurement Contact: Barb Kinrade - Procurement Specialist

Vendor Name: Barton Auto Parts

Description of Goods/Services Required:

Miscellaneous auto parts and supplies for Central Garage

Is there an approved budget for this purchase? Yes No Value: \$ \$35,000.00

Account Number 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**
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** 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.

Barton Auto offers a wide variety of products with competitive pricing, prompt delivery, and excellent service. They have 3 locations throughout the City. We are requesting this policy for the misc items we purchase that are not covered under any existing contracts or policies. These items do not exceed \$5,000 in any signal category, therefore we cannot issue contracts, but combined we spent approx. \$27,000 in 2010. Buying from this signal source allows us to reduce the number of invoices from various vendors and reduces the number of payments.

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)

Gedf Lupton

Date July 21, 2011

Approval Signature - Procurement Manager

Date oct 11, 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

AVANTIS 2



Hamilton

**EMERGENCY REPORT FORM - POLICY #10
REQUEST TO USE NEGOTIATION POLICY #11**

Date: 2011.10.26
Department/Division: Public Works/Transit
Reporter's Name: Mark Selkirk
Phone Number: 905-546-2424 ext. 5968
Buyer: Barb Kinrade

Vendor: Bridgestone/Firestone
Description of Goods/Services Required:
Supply and Delivery of Leased Tires for Transit Revenue Buses

Is there an approved budget for this purchase? Yes No Value: \$300,000.00

Account Number 54070 Dept Id. / Project Id. 580330

- 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**
There is only one known source for the goods/services (sole source).
- Identical Bids**
Two or more identical bids were received.
- Bids Exceed Budget or Estimated Costs**
The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost.
- Bids Failed to Meet Specifications or Conditions**
All Bids received failed to meet the specifications or tender terms and conditions.
- Single Source**
A single source is being recommended.
- Contract Extension** Extended until: 2012.04.30
For the extension of a contract which has expired and unforeseeable circumstances have caused a delay in issuing a new tender/proposal document.
- Time-Sensitive**
A time-sensitive situation.
- Expanded or coordinated works.**
Expanded or coordinated works.

Provide a brief explanation identifying the condition that make it necessary to use this policy. Attach all other supporting documentation as available.

The Contract extension for the leasing of tires for the Transit revenue fleet expires on 2011.12.31. This contract extension is being requested to allow additional time for Council approval of the "Lease vs. Buy" report, as directed by report FCS04014 (Lease Financing Policy). This report will be heard at Public Works Committee on November 21st 2011. Subsequent to the approval of this report, Transit will work with the Purchasing Department to construct, publish, evaluate, and award a contract to the successful bidder.

Davis, Miller, Hall

Date Nov 3/11

General Manager (Required for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater.**) _____

Date Nov 7/11

Approval Signature -- Manager of Purchasing
Please email this completed form to 'Purchasing Policy 10 & 11' at purchasi@hamilton.ca once completed and proper approvals have been obtained.



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

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: October 12, 2011
Department/Division: Public Works/TEF/EFPT/Central Fleet
Reporter's Name: Tom Kagianis
Phone Number: 5105
Procurement Contact: Barb Kinrade - Procurement Specialist
Vendor Name: Transaxle Auto Parts

NON COMPLIANT

Description of Goods/Services Required:
Contract extension for Automotive Filters for Public Works

Is there an approved budget for this purchase? Yes No Value: \$ \$10,000.00

Account Number 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**
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** Contract No.: C12-06-06 Extended from: Sept. 30, 2011 Extended to: Dec. 31, 2011
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.

The city of Hamilton parts supply contracts were being considered as an option for the "Small Car & Light Duty Truck Service" contract. After much consideration it has been decided to not exercise that option. Due to the prices already having been entered in Avantis, it would be more time and cost-efficient to continue using Transaxle.

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)

Chris Hill

Date Oct 12/11

Approval Signature - Procurement Manager

Date Nov 8/11

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



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

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: 2011.11.24
Department/Division: Transportation, Energy, and Facilities/Transit
Reporter's Name: Mark Selkirk
Phone Number: 5968
Procurement Contact: Barb Kinrade - Procurement Specialist
Vendor Name: Vulsay Industries

Description of Goods/Services Required:
Supply and delivery of Heavy Duty Diesel Anti Freeze

Is there an approved budget for this procurement? Yes No Value: \$ \$10,000.00

Account Number 54001 Dept Id./Project Id. 580330

- 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 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.
- 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.: FS08-10 Extended from: 2011.11.24 Extended to: 2012.01.31 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.

This contract extension is being requested to allow time for the approval of the award of C11-08-11

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)

David Murray

Date Nov 24/11

Approval Signature - Procurement Manager

Date Dec 8/11

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

Manual 1


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

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: November 24, 2011
Department/Division: Public Works, Transportation, Energy & Facilities - Traffic Operations
Reporter's Name: Shelley Boylan
Phone Number: 4395
Procurement Contact: Barb Kinrade - Procurement Specialist
Vendor Name: 3M

No PO
These are item files in people soft. They get ordered as needed by the stock clerks.

Description of Goods/Services Required:
Various reflective sheeting products, used to fabricate traffic control regulatory, warning and information sign

Is there an approved budget for this procurement? Yes No Value: \$ \$60,000.00

Account Number 53051 Dept Id./Project Id. 466080

- 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 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.
- 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.

3M product line is designed for durable traffic control signing that provides the most efficient reflectivity to motorists. The Ontario Provincial Standards currently is OPSS 543 and the only manufacturer to meet this OPSS is 3M. This sheeting is required to fabricate traffic control signs at our in-house sign fabrication shop at the Traffic Operations Centre.

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)

Rom D'Angelo

Date Nov 28/11

Approval Signature - Procurement Manager

Date Dec 15/11

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

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

Manual 2 e-mail
12/12/2011
to follow up
Hamilton

Date: August 31, 2011
Department/Division: HECFI Entertainment Dept
Reporter's Name: John Elder, Director of Entertainment
Phone Number: 3076
Buyer: Renata Davidson

NON COMPLIANT

Paid via manual cheque
See attached

Vendor: See attached *Capers Catering On Location*

Description of Goods/Services Required:
Backstage Catering for Godsmack, The Red Jumpsuit Apparatus and Adrenaline Mob at Copps Coliseum.

Is there an approved budget for this purchase? Yes No Value: \$ \$6,899.78

Account Number 53058 Dept Id. / Project Id. 372343

- 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**
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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

There are only 2 Caterers in the area that can handle the intricacies of Backstage Catering. These particular caterers are used by the Air Canada Centre, The Molson Canadian Amphitheatre and various film locations in the Toronto area. Typically the catering bill would be paid by the show promoter on behalf of the venue. For the Godsmack show there was no promoter involved. Bids were received from both caterers. Capers Catering on Location had the lowest bid.

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR
General Manager (for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are \$100,000 or greater)

John Elder

Date 08/31/2011

Approval Signature - Manager of Purchasing

Date Sept 2/11

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

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

Manual 3
Hamilton PO
No RFT will
be issued.
RFT C9-01-11

Date: November 14, 2011
Department/Division: Police
Reporter's Name: Dan Bowman
Phone Number: 905-546-4731
Buyer: Doris Ciardullo
Vendor: CHYSLER Vendors

Description of Goods/Services Required:
Supply of Original Equipment Parts that are only made available by the manufacturer to their dealer networks. These parts are generally not available from aftermarket suppliers. The local dealers will respond to Tender C9-01-11 Supply and Delivery of Original Equipment Manufacturer (OEM) Vehicle Parts For Hamilton Police Service

Is there an approved budget for this purchase? Yes No Value: \$ \$50,000.00

Account Number 55135 Dept Id. / Project Id. 376622

- 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**
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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

This is for the supply and delivery of CHYRLER only parts for CHYRLER Ford vehicles. These parts are generally not available from aftermarket suppliers. There will be competition between CHYRLER Dealers to provide this service. November 15/11 added by Angela Mastandrea: Tender requirements will include brand naming of OEM parts - where a Board approval does not exist to standardize these parts. A SEPARATE PO WILL NOT BE ISSUED AS A RESULT OF THIS REQUEST/APPROVAL.

General Manager (Required for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater.**) Ted Mason Date Nov 14/11
Approval Signature - Manager of Purchasing _____ Date Nov 15/11

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

Manual 4

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



Hamilton

Date: November 14, 2011
Department/Division: Police
Reporter's Name: Dan Bowman
Phone Number: 905-546-4731
Buyer: Doris Clardullo
Vendor: FORD Vendors

NO PO will be
issued.
RFT C9-01-11

Description of Goods/Services Required:

Supply of Original Equipment Parts that are only made available by the manufacturer to their dealer networks. These parts are generally not available from aftermarket suppliers.

Is there an approved budget for this purchase? Yes No Value: \$ \$135,000.00

Account Number 55135 Dept Id. / Project Id. 376622

- 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**
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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

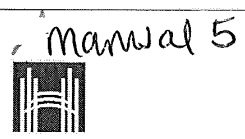
This is for the supply and delivery of Ford only parts for HPS Ford vehicles. These parts are generally not available from aftermarket suppliers. There will be competition between Ford Dealers to provide this service. The local dealers will respond to Tender C9-01-11 Supply and Delivery of Original Equipment Manufacturer (OEM) Vehicle Parts For Hamilton Police Service Vehicles, As and When Required November 16/11 added by Angela Mastandrea: Tender requirements will include brand naming of OEM parts - where a Board approval does not exist to standardize these parts. A SEPARATE PO WILL NOT BE ISSUED AS A RESULT OF THIS REQUEST/APPROVAL.

General Manager (Required for **ALL Policy 10** requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater**.)

Ted Mason
Approval Signature - Manager of Purchasing

Date Nov 15/11
Date Nov 16/11

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



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

Date: November 14, 2011
Department/Division: Police
Reporter's Name: Dan Bowman
Phone Number: 905-546-4731
Buyer: Doris Ciardullo
Vendor: GM Vendors

Hamilton
No P.O. will be
Issued.
RFT C9-01-11

Description of Goods/Services Required:

Supply of Original Equipment Parts that are only made available by the manufacturer to their dealer networks. These parts are generally not available from aftermarket suppliers.

Is there an approved budget for this purchase? Yes No Value: \$ \$50,000.00

Account Number 55135 Dept Id. / Project Id. 376622

- 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**
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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

This is for the supply and delivery of GM only parts for GM Ford vehicles. These parts are generally not available from aftermarket suppliers. There will be competition between GM Dealers to provide this service. The local dealers will respond to Tender C9-01-11 Supply and Delivery of Original Equipment Manufacturer (OEM) Vehicle Parts For Hamilton Police Service Vehicles, As and When Required. November 15/11 added by Angela Mastandrea: Tender requirements will include brand naming of OEM parts - where a Board approval does not exist to standardize these parts. A SEPARATE PO WILL NOT BE ISSUED AS A RESULT OF THIS REQUEST/APPROVAL.

General Manager (Required for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater.**)

Ted Mason

Date Nov. 14/11

Approval Signature - Manager of Purchasing

Date Nov 15/11

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

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



Hamilton

Date: aug 31 / 11
Department/Division: City Clerks Section Print & Mail
Reporter's Name: Roland Salmon
Phone Number: (905) 546-2424 x 6191
Procurement Contact: Maryanne Macura - Procurement Specialist

Vendor Name: Athens Printing

Description of Goods/Services Required:
Money needed to top-up vendors PO. Brokered under contract Printing I

Is there an approved budget for this purchase? Yes No Value: \$ \$50,000.00

Account Number 55610 Dept Id. / Project Id. 315031

- 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**
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:** New Contract in Place
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:** # 38702
Approved construction project has unexpected work arising during construction, does not expand the scope.

COPY OF POLICY 11

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

Required until New Contract is established

Signatures: **Departmental Director** (for Policy 11 requests that are under \$100,000) OR **General Manager** (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)

Mary Macura

Date Dec 9 / 11

Approval Signature - Procurement Manager

Rob Rossini

Date 12/13/11

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: Vendor Name

Revision date: 24 January 2011

ROB ROSSINI

DEC. 13 / 11

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



Hamilton

Date: October 25 th / 2011
Department/Division: City Clerks Section Print & Mail
Reporter's Name: Roland Salmon
Phone Number: (905) 546-2424 x 6191
Procurement Contact: Maryanne Macura - Procurement Specialist

NON COMPLIANT

Vendor Name: Stirling Print

Description of Goods/Services Required:
Money needed to top up vendors PO . Brokered under contract Printing I

Is there an approved budget for this purchase? Yes No Value: \$ \$50,000.00

Account Number 55610 Dept Id. / Project Id. 315031

- 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**
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: New Contract In Place
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: # 38705
Approved construction 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 required. Attach all other supporting documentation as available.

Required until New Contract is established I

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR General Manager (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)

[Signature] Nov/01/11
Date NOV 15, 2011

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: Vendor Name

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



Hamilton

Date: November 4th / 2011
Department/Division: City Clerks Section Print & Mail
Reporter's Name: Roland Salmon
Phone Number: (905) 546-2424 x 6191
Procurement Contact: Maryanne Macura - Procurement Specialist
Vendor Name: Minuteman Press

Description of Goods/Services Required:
Money needed to top up vendors PO . Brokered under contract Printing I

Is there an approved budget for this purchase? Yes No Value: \$ \$50,000.00

Account Number 55610 Dept Id. / Project Id. 315031

- 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**
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: New Contract in Place
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: 38708
Approved construction 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 required. Attach all other supporting documentation as available.

Required until New Contract is established I

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR General Manager (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)

Mary Macura, Account Clerk
Rob Rossini

Date Nov 4, 2011
Date 11/08/11

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: Vendor Name

Revision date: 24 January 2011

ROB ROSSINI

Nov. 15/2011

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



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: October 25, 2011
Department/Division: ESI / Construction
Reporter's Name: Janet Warner
Phone Number: X7041
Procurement Contact: Donna Drozd - Senior Procurement Specialist
Vendor Name: David Premi Architects

Description of Goods/Services Required:
Additional services to existing PO#41204 -- Prime Consultant Services for the renovations to the Hamilton Public Library and Farmers' Market

Is there an approved budget for this purchase? Yes No Value: \$ \$25,000.00

Account Number 55803 Dept Id./Project Id. 7100554540

- 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**
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** 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.

As a result of a claim for additional services not included in the original scope of work, such as substantial efforts for both the Architect and Engineers for the Market Tenant Move, additional work resulting from CUP Chiller project; and, coordination of work with HCE in relation to subsequent projects [by others], the client divisions have recommended payment and an extension to the current PO is required.

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)

Mary Moore
Approval Signature - Procurement Manager

Date Nov 10/11

Date Nov 23/11

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

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



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: November 17, 2011
Department/Division: Public Work/ESI/Water & Wastewater Engineering
Reporter's Name: Bill Docherty
Phone Number: ext. 1383
Procurement Contact: Donna Drozdz - Senior Procurement Specialist
Vendor Name: GENIVAR Inc.

Description of Goods/Services Required:
Increase PO 45066 for additional engineering services required to complete the Low Lift Pumping Station Upgrades project.

Is there an approved budget for this procurement? Yes No Value: \$ \$70,000.00

Account Number 55801 Dept Id./Project Id. 5140666501

- 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 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.
- 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.

Genivar was awarded Contract C11-72-08 Professional Engineering Consultant Services Required for the Woodward Avenue Water Treatment Plant Low Lift Pumping Station Upgrades in the amount of \$635,986.00. There have been several tasks added to the Low Lift Pumping Station construction contract, such as pipe modifications, pump base reconfiguration and installation of a new isolation valve, which have pushed the project completion date to January 2012. In addition, the Low Lift Intake Works construction contract is also delayed due to poor weather, intake obstructions and additional chlorination tasks not identified in the original scope of work. As a result of these issues on the construction contracts, Genivar's engineering assignment will require additional contract administration, resident services and design services. As insufficient contingency funds remain on Genivar's PO, we are requesting PO 45066 be increased by not more than \$70,000.00 to cover the cost of the additional engineering services which are required to complete this project.

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)

DAN CHAUVIN

Date Nov. 24/2011

Approval Signature - Procurement Manager _____

Date Nov. 24/2011

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

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



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Date: 2011.07.28
Department/Division: Energy, Fleet and Facilities/ Transit Division
Reporter's Name: Mark Selkirk
Phone Number: 5968
Procurement Contact: Barb Kinrade - Procurement Specialist
Vendor Name: CINTAS CANADA LIMITED

Description of Goods/Services Required:
Supply & Laundering of Garments. Contract number C12-13-08

Is there an approved budget for this purchase? Yes No Value: \$ \$25,000.00

Account Number 53925 Dept Id./Project Id. 580300

- 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**
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** Contract No.: C12-13-08 Extended from: 2011.09.30 Extended to: 2012.01.31
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 contract extension is being requested to allow adequate time to review previous contract and develop new specifications as and where required.

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)

Don Hull

Date July 28/11

Approval Signature - Procurement Manager _____

Date Aug 15/11

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

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



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 9, 2011
Department/Division: Water & Wastewater Engineering
Reporter's Name: Steven Hoover
Phone Number: 7408
Procurement Contact: Dina Urciuoli - Procurement Specialist
Vendor Name: Hatch Mott MacDonald

Description of Goods/Services Required:
To expand PO # 46260 - Effluent Disinfection Upgrades at the Dundas Wastewater Treatment Plant.

Is there an approved budget for this purchase? Yes No Value: \$ \$60,000.00

Account Number 55801 Dept Id./Project Id. 5160766711

- 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**
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** 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.: 46260
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.

Hatch Mott MacDonald was awarded Contract # C11-92-08 - Professional Engineering Consulting Services Required for the Effluent Disinfection Upgrades at the Dundas Wastewater Treatment Plant in the amount of \$641,637.00.
Further design by the consultant is required due to unforeseen site conditions encountered during construction such as: 1) contaminated soils, 2) unmapped and the poor condition of underground utilities requiring repair, along with unreliable existing plant equipment (effluent service water pumps) requiring replacement. Additionally, these unexpected problems are delaying the construction contract requiring further consultant construction management services.
Therefore, we are requesting that PO # 46260 be increased by \$60,000.00 to cover the above noted items which will not expand the original scope, but will be required to complete this project.

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)

Dan Chauvin

Date 12 Sept 2011

Approval Signature - Procurement Manager

Date 21 Sept 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

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



Hamilton

Date: November 8, 2011
Department/Division: Community Services, Employment & Income Support
Reporter's Name: Sue Mastracci (Acting Program Manager)
Phone Number: (905) 546-2424 ext 1542
Procurement Contact: Doris Ciardullo - Senior Procurement Specialist

NON COMPLIANT

Vendor Name: Good Shepherd, Youth Trustee

Description of Goods/Services Required:

Contract with Good Shephard for Youth Trusteeship has expired, March 20th, 2011. A previous Form 11 completed to cover until June 30, 2011. RFP process has commenced and in process of evaluating the bids. Until a decision is made, there is still outstanding invoices which require payment.

Is there an approved budget for this purchase? Yes No Value: \$ \$31,575.00

Account Number 55791 Dept Id. / Project Id. 672120

- 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**
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: July 1, 2011 Extended to: December 31, 2011
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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

to temporarily extend the existing contract to Good Shephard until the RFP can be evaluated and awarded. RFP completed was completed and posted, however, not awarded yet. There is an annual budget for this expenditure in the amount of \$81,600; for 2011 YTD \$37,425 has been paid (Jan - July); there are 2 invoice totalling \$12,600 (Aug and Sept) and will have invoices for Oct, Nov and Dec prior to the the award of the new contract. Therefore, \$31,575 PO is required to cover until Dec 31, 2011. The new contract will have a new PO for 01/01/2012

Signatures: Departmental Director (for Policy 11 requests that are **under \$100,000**) **OR**
General Manager (for **ALL Policy 10** requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater**)

KERRY LUBRICK

Date Nov 8/2011
Date Dec 8/11

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: Vendor Name

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



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 28, 2011
Department/Division: Public Works / Environment and Sustainable Infrastructure
Reporter's Name: Steven Hoover
Phone Number: ext. 7408
Procurement Contact: Dina Urciuoli - Procurement Specialist
Vendor Name: AECOM Canada Limited

Description of Goods/Services Required:
Expand P.O. 47820 for additional engineering services required for the Freelon Water System Upgrades project.

Is there an approved budget for this purchase? Yes No Value: \$ \$50,000.00

Account Number 55801 Dept Id./Project Id. 5140667651

- 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**
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** 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.

AECOM Canada Limited (AECOM) was awarded Contract C11-100-08, Professional Engineering Consultant Services for the Freelon Water System Upgrades to Well FDF01 and Elevated Tank HDT03 and to Develop New Well FDF03 and Decommission Well FDF02. AECOM has advised the City that it will be submitting a claim for additional engineering effort required for coordinating and resolving unforeseen issues that developed during construction, such as changes to contract specified materials, changes to contract work, relocation of structures, drainage issues and the encountering of bed rock. Insufficient funds remain on the P.O. to accommodate this claim, therefore, we are requesting that P.O. 47820 be increased by not more \$50,000.00 to cover the cost of the claim. Discussions will be undertaken with AECOM to validate the claim and a P.O. requisition will subsequently be issued.

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**)

Dan Chauvin Date Oct 5/11

Approval Signature - Procurement Manager _____ Date Oct 17/11

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

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



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: October 3, 2011
Department/Division: Public Works - ESI - Water & Wastewater - Distribution & Collection
Reporter's Name: Bert Posedowski
Phone Number: ext. 3199
Procurement Contact: Donna Drozd - Senior Procurement Specialist
Vendor Name: Veritec Consulting Inc.

Description of Goods/Services Required:
To provide engineering services toward the completion of district metering and leak detection for all of pressure district 5 in the City of Hamilton.

Is there an approved budget for this purchase? Yes No Value: \$ \$26,480.00

Account Number _____ Dept Id./Project Id. 5140955922

- 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**
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** 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.

Veritec Consulting Inc was awarded the contract C11-47-09 to complete the district metering and leak detection for all of pressure district 5 in the City of Hamilton. The contract was awarded under Tender (over \$100,000) as a lump sum contract however, due to out of scope changes and schedule that were beyond the control of the vendor, this extension is required to complete the project. Veritec is in the middle of the project and the additional work contemplated is an integral part of the scorp and it is not feasible to 'parachute' this work to another vendor.

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)

Dan McKinnon

Date OCT. 17/2011

Approval Signature - Procurement Manager

Date OCT 19/11

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

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: November 14, 2011
Department/Division: Community Services Employment & Income - Helping Hands
Reporter's Name: LINDA OLIGMUALER
Phone Number: 905 546 2424 x 2878
Procurement Contact: Select Appropriate Procurement Contact MAT BRUSH
Vendor Name: Gee Tee's

NON COMPLIANT

Description of Goods/Services Required:

Uniforms for participants in Helping Hands

Is there an approved budget for this procurement? Yes No Value: \$ 9500.00

Account Number 53925 Dept Id./Project Id. 672702

- 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 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.
- 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.: C5-13-08 Extended from: 11/11/11 Extended to: 31/12/11
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.

Tender expired.
2 short term supervisors in position during contract expiration

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)

[Signature]
Kenny Lubrick

Date 11/14/2011
Date Nov 24/11

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



Hamilton

Date: January 10, 2011
Department/Division: Social Development and Early Childhood Services, Comr
Reporter's Name: Brenda Bax, Program Manager, Child Care Services
Phone Number: 905-546-2424 ext. 4120
Buyer: Doris Ciardullo ▼
Vendor: Misson Systems Development Corp.

Description of Goods/Services Required:

Ontario Child Care Management System (OCCMS) and web records of Attendance Hosting for licensed child care operators that are contracted with the City of Hamilton for the provision of child care fee subsidies.

Is there an approved budget for this purchase? Yes No Value: \$ \$20,340.00

Account Number 55720 Dept Id. / Project Id. 679160

- 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**
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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

Misson Systems Development Corporation is the developer of the Ontario Child Care Management System (OCCMS). OCCMS is the provincially mandated technology that supports municipalities in the management and delivery of child care services.

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) **OR**
General Manager (for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are \$100,000 or greater)

JANE SOLDIERA

Date JAN. 11/12

Approval Signature - Manager of Purchasing

Date Jan 11/12

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



Hamilton

Date: October 13, 2011
Department/Division: Public Works/Operations & Waste Management
Reporter's Name: Mike McNamara
Phone Number: 3919
Procurement Contact: Donna Drozd - Senior Procurement Specialist

Vendor Name: AMEC Earth and Environmental

Description of Goods/Services Required:
Gage Park Greenhouse Reconstruction

Is there an approved budget for this purchase? Yes No Value: \$ \$12,000.00

Account Number 55801 Dept Id. / Project Id. 4451049001

- 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**
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: _____ 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 Number: 52803
Approved construction 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. Attach all other supporting documentation as available.

Several factors during the permitting and construction stages have resulted in additional efforts by AMEC Earth and Environmental. Additional meetings with Building Dept. and Utilities to acquire demolition and building permits. Additional time to locate site services because original available plans were not accurate. Additional time to design separate fireline and backflow prevention system required for the Building Permit. Additional time to Supervise remediation of the subsoil/subgrade. Additional services required from electrical and mechanical subconsultants due to design changes required because original available site service plans were not accurate.

Signatures: Departmental Director (for Policy 11 requests that are **under \$100,000**) **OR**
General Manager (for **ALL Policy 10** requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater**)

CRAIG MURDOCH

Date OCT. 17/2011

Approval Signature - Procurement Manager

Date Oct 17/11

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

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



Hamilton

Date: Jan 6, 2011
Department/Division: Public Works/Environment & Sustainable Infrastructure
Reporter's Name: Susan Jacob
Phone Number: 905 526 2424 Ext 2621
Buyer: Donna Drozdz
Vendor: Canadian National Railway

COPY

Description of Goods/Services Required:
Permit and Flagging needs to facilitate Capital Projects

Is there an approved budget for this purchase? Yes No Value: \$ \$99,000.00

Account Number Various Dept Id. / Project Id. _____

- 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**
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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

This is to request permission to negotiate with the agency to facilitate the Capital Budget program. CNR is a sole source for providing services such as technical review, permits, and flagging operations as required during construction within or near their right of way. This is the general sole source request for year 2011

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) **OR**
General Manager (for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are \$100,000 or greater)

Gary Moore

Date Jan 12/11

Approval Signature - Manager of Purchasing

Date Jan 17/11

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

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



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: Oct 24, 2011
Department/Division: Public Works/Transportation, Energy & Facilities
Reporter's Name: Dave McFarland
Phone Number: 7039
Procurement Contact: Barb Kinrade - Procurement Specialist
Vendor Name: Ashland Canada Corp.

Description of Goods/Services Required:
Increase PO # 53276 for water treatment chemicals and service work on cooling tower and boiler equipment to keep water treatment functional until the new tender can be awarded of 2012. Facilities include Stoney Creek City Hall, CUP, Copps Coliseum, Central Library and the Old Courthouse.

Is there an approved budget for this purchase? Yes No Value: \$ \$60,000.00

Account Number 54401 Dept Id./Project Id. 79030

- 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**
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** 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.

Facilities has been utilizing their services. These repairs initially were under \$5000, however charges accumulated and they now require policy 11. This request is to gap time for a new tender to be issued and awarded by end of 2011. Facilities is currently reviewing an RFQ for the next 6 months to carry us until new tender can be issued and awarded in 2012. This single source policy 11 required to payout invoices.

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)

Geoff Rupton

Date Oct 24/11

Approval Signature - Procurement Manager _____

Date Oct 25/11

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

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



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 21, 2011
Department/Division: Public Works - ESI - Water & Wastewater Operations
Reporter's Name: Andy Schoen
Phone Number: Ext. 7363
Procurement Contact: Donna Drozdz - Senior Procurement Specialist
Vendor Name: Emco Corporation Waterworks

Description of Goods/Services Required:
C11-75-08 is for the supply and delivery of various water distribution products for the City of Hamilton

Is there an approved budget for this purchase? Yes No Value: \$ \$25,000.00 / \$15,000.00

Account Number 53051 Dept Id./Project Id. 510280

- 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**
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** Contract No.: C11-75-08 Extended from: October 15, 2011 Extended to: December 1, 2011
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.

Due to a delay in the tendering process of a new contract, the extension of the current purchase orders under contract C11-75-08 is required to continue the supply and delivery of water distribution products. The extension is required till approximately December 2011 at which time these services and remainder of funds would be transferred and administered under C11-54-11.

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)

Don McKinnon Date Dec 4/11

Approval Signature - Procurement Manager _____ Date Dec 24/11

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

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



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 21, 2011
Department/Division: Public Works - ESI - Water & Wastewater Operations
Reporter's Name: Andy Schoen
Phone Number: Ext. 7363
Procurement Contact: Donna Drozdz - Senior Procurement Specialist
Vendor Name: Corix Water Products

Description of Goods/Services Required:
C11-75-08 is for the supply and delivery of various water distribution products for the City of Hamilton

Is there an approved budget for this purchase? Yes No Value: \$ \$25,000.00

Account Number 53051 Dept Id./Project Id. 510280

- 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**
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** Contract No.: C11-75-08 Extended from: October 15, 2011 Extended to: December 1, 2011
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.

Due to a delay in the tendering process of a new contract, the extension of the current purchase orders under contract C11-75-08 is required to continue the supply and delivery of water distribution products. The extension is required till approximately December 2011 at which time these services and remainder of funds would be transferred and administered under C11-54-11.

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)

Dan McKinnon Date Oct 4/11

Approval Signature - Procurement Manager _____ Date Oct 17/11

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

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



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 21, 2011
Department/Division: Public Works - ESI - Water & Wastewater Operations
Reporter's Name: Andy Schoen
Phone Number: Ext. 7363
Procurement Contact: Donna Drozdz - Senior Procurement Specialist
Vendor Name: Wolseley Waterworks Group (Wolseley Ontario)

Description of Goods/Services Required:
C11-75-08 is for the supply and delivery of various water distribution products for the City of Hamilton

Is there an approved budget for this purchase? Yes No Value: \$ \$25,000.00

Account Number 53051 Dept Id./Project Id. 510280

- 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**
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** Contract No.: C11-75-08 Extended from: October 15, 2011 Extended to: December 1, 2011
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.

Due to a delay in the tendering process of a new contract, the extension of the current purchase orders under contract C11-75-08 is required to continue the supply and delivery of water distribution products. The extension is required till approximately December 2011 at which time these services and remainder of funds would be transferred and administered under C11-54-11.

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)

Don McKernan Date Oct 4/11

Approval Signature - Procurement Manager _____ Date Oct 24/11

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

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



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: Sept 6, 2011
Department/Division: Public Works/Transportation, Energy & Facilities
Reporter's Name: Dave McFarland
Phone Number: 7039
Procurement Contact: Doris Ciardullo - Senior Procurement Specialist
Vendor Name: Beckett Fire Equipment Inc

Description of Goods/Services Required:
Funding required to cover sprinkler/fire alarm inspections, repairs and maintenance for life safety at the MRF (1579 Burlington St E) until new Life Safety tender is awarded. This work is required by Fire Code.

Is there an approved budget for this purchase? Yes No Value: \$ \$20,000.00

Account Number 54401 Dept Id./Project Id. 791906

- 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**
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** 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.

Beckett is the original service contractor for this system. We require on-going maintenance and parts in order to be code compliant. This policy 11 is required until new life safety tender goes out to the public the end of 2011.

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)

Geoff Ruyton

Date Sept 7

Approval Signature - Procurement Manager

Date Oct 21/11

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

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



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Date: October 18, 2011
Department/Division: Public Works/ESI/Water & Wastewater Engineering
Reporter's Name: Imad Jammalieh
Phone Number: ext. 3131
Procurement Contact: Dina Urciuoli - Procurement Specialist
Vendor Name: Alberici

Description of Goods/Services Required:
Expand PO 56250 for additional construction services required to complete the Stone Church Road West and Garth Street Water Pumping Station (HD06A) Upgrades project.

Is there an approved budget for this purchase? Yes No Value: \$ \$475,000.00

Account Number 59212 Dept Id./Project Id. 5141167751

- 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**
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** 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.: 56250
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.

Alberici was awarded Contract C14-42-10 Stone Church and Garth Street Water Pumping Station (HD06A) Upgrades in the amount of \$8,011,925. We are requesting that PO 56250 be increased by not more than \$475,000 to cover the cost of the following items, which do not expand the original scope, but are required to complete this ISF project:
1. Alberici advised it will be submitting a claim in the amount of \$150,000 due to unanticipated delays to the Contract. Discussions will be undertaken with Alberici to validate the claim.
2. For successful completion of the Contract, the following unexpected issues will have to be addressed: deletion of the mezzanine, revised SCADA Standards, modifications to pre-purchased electrical equipment, changes required to comply with TSSA standards, additional asbestos removal and additional utility work (see attached). As insufficient contingency funds remain on the PO, additional funds of approximately \$275,000 will be required to cover the cost of this work.
3. As further unanticipated issues may arise on this project, an additional blind contingency of \$50,000 is being requested to allow completion of this complex ISF project and avoid any further construction delays.

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)

Dan Chauvin
Kerry Davis

Date Oct 27/11
Date Nov 16/11

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

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



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: Sept 26, 2011
Department/Division: Public Works/Transportation, Energy & Facilities
Reporter's Name: Chuck Alkerton
Phone Number: 7015
Procurement Contact: Barb Kinrade - Procurement Specialist
Vendor Name: Provincial Environmental

Description of Goods/Services Required:
Oil interceptor clean out, and HWIN waste registration for Ministry of Environment at Public Works Yards.

Is there an approved budget for this purchase? Yes No Value: \$ \$20,000.00

Account Number 54401 Dept Id./Project Id. 790030

- 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**
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** 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.

Facilities utilizes their services frequently. These services initially were under \$5000, however accumulatively the work has exceeded the \$5,000 threshold, requiring a competitive process. This request is to gap time for a new RFQ with expanded services for HWIN waste registration, to be issued and awarded.

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)

Geoff Kuyton

Date Nov 18/11

Approval Signature - Procurement Manager _____

Date Dec 13/11

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

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



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: October 3, 2011
Department/Division: Public Works - ESI - Water & Wastewater -
Reporter's Name: Pam Thomas
Phone Number: 5826
Procurement Contact: Donna Drozd - Senior Procurement Specialist
Vendor Name: Maxxam Analytics

Description of Goods/Services Required:
Analytical laboratory testing that is surplus to the City of Hamilton Environmental Lab's capability or capacity. A single source is recommended for the duration of the contract term and until a new contract is awarded.

Is there an approved budget for this purchase? Yes No Value: \$ \$50,000.00

Account Number 55916 Dept Id./Project Id. 510250

- 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**
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** 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.

This service was previously awarded to another laboratory as per tender C11-06-10. Performance issues with the vendor resulted in a mutual agreement to dissolve the contract. In the meantime, an interim vendor, Maxxam Analytics, is recommended as the previous satisfactory provider of the service.

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)

Don McKinnon Date Oct 11/11

Approval Signature - Procurement Manager _____ Date Oct 17/11

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

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: Nov 14, 2011
Department/Division: Public Works - Transportation, Energy & Facilities
Reporter's Name: D. McFarland
Phone Number: ext 7039
Procurement Contact: Barb Kinrade - Procurement Specialist
Vendor Name: Confidential Recycling Services

NON COMPLIANT

Description of Goods/Services Required:

Picking up paper products inside our various Corporate Facilities for recycling. These paper products do not require shredding process.

Is there an approved budget for this procurement? Yes No Value: \$ \$20,000.00

Account Number 55962 Dept Id./Project Id. Various

- 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 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.
- 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.

This vendor is the only service provide that will pick up the barrels inside our buildings at specific location and replace with empty barrels. They don't require our staff to bring the full barrels at a specific location/drop off, i.e. loading dock).
This policy 11 will gap the time required to locate vendors suitable for a Request for Quotation which will be established for the 1st quarter of 2012.

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)

Scott Lupton

Date Dec 6/11

Approval Signature - Procurement Manager

Date Dec 13/11

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

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



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: Oct 31, 2011
Department/Division: Public Works - Transportation, Energy & Facilities
Reporter's Name: Dave McFarland
Phone Number: Ext 7039
Procurement Contact: Barb Kinrade - Procurement Specialist
Vendor Name: Tsunami Solutions Ltd

Description of Goods/Services Required:
"Working Alone" automated cell phone communication services for our Facilities tradesmen on staff, performing building repairs after hours. This type of service, required by law, provides monitoring of staff working alone, to arrange for Help in an emergency situation.

Is there an approved budget for this purchase? Yes No Value: \$ \$10,000.00

Account Number 54401 Dept Id./Project Id. various

- 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**
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** 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.

This firm provides a unique service for "Working Alone". Their service is consistent, timely and provides a good reporting tools via our BlackBerry phones. Also they are familiar with our staff and our City sites. This policy 11 will allow time to prepare specs for a new Corporate Tender as one other City department has now started using this vender.

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)

Geoff Kupton

Date Nov 1/11

Approval Signature - Procurement Manager _____

Date Nov 15/11

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



**EMERGENCY REPORT FORM - POLICY #10
REQUEST TO USE NEGOTIATION POLICY #11**

Date: Oct 28, 2010
Department/Division: PUBLIC WORKS/FACILITIES SERVICES
Reporter's Name: Dave McFarland
Phone Number: ext 7039
Buyer: Iris Tesch

Vendor: Honeywell Limited
Description of Goods/Services Required:
Labour, material and equipment for building HVAC repairs when they inspect our Bldg Automation Controls under contract.

Is there an approved budget for this purchase? Yes No Value: \$30,000 *1/2 - \$16,300.00*

Account Number 54401 Dept Id. / Project Id. various

- 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.

*Line 1
on PO*

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).
- Identical Bids**
Two or more identical bids were received.
- Bids Exceed Budget or Estimated Costs**
The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost.
- Bids Failed to Meet Specifications or Conditions**
All Bids received failed to meet the specifications or tender terms and conditions.
- Single Source**
A single source is being recommended. Unit cannot be moved
- 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.
- Time-Sensitive**
A time-sensitive situation.
- Expanded or coordinated works.** **Existing PO Number:** _____
Expanded or coordinated works.

Provide a brief explanation identifying the condition that make it necessary to use this policy.
Attach all other supporting documentation as available.

This was approved by Council Aug. 22, 2001 as per Committee of the Whole Report 01-025-Item 37. Modernization & Maintenance of Building Automation System (BAS) Downtown Hamilton Facilities (CS01074) (Affects Ward 2 and City Wide Implications) (Item 6.3). Facilities has been utilizing their services where each individual project has been less than \$5, 000.00, but accumulatively the work would exceed the \$5,000.00 threshold, requiring a competitive process. This request is to gap time for a RFQ to be issued and awarded.

General Manager (Required for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater**)

Rom D'Angelo

Date Nov 12/11

Date Nov 26/11

Approval Signature -- Manager of Purchasing

Please email this completed form to 'Purchasing Policy 10 & 11' at purchasi@hamilton.ca once completed and proper approvals have been obtained.

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



Hamilton

Date: January 5 2010 ← s/b "2011"
Department/Division: Public Works /Operations & Waste Management
Reporter's Name: Bryan Towers
Phone Number: 905 546 2424 ext 7644
Buyer: Barb Kinrade ▼
Vendor: CN Rail

COPY

Description of Goods/Services Required:
To cover invoices received from CNR for Annual Railway Crossings Maintenance Upgrades and Leases

Is there an approved budget for this purchase? Yes No Value: \$ \$87,530.00

Account Number 55057 Dept Id. / Project Id. 427225

- 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**
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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

The City has numerous board agreements signed and approved by the Canadian Transport agency the City of Hamilton & Canadian National Railway. These documents state the cost sharing agreements for each and every railway crossing under CNR's jurisdiction. The actual charges that can be billed to the City for maintenance ,upgrades and leases are identified under the Canadian Transport Agency 2004 Guide to Railway charges for Crossing Maintenance and Construction. This form 11 is to pay for these invoices that are received annually

Signatures: **Departmental Director** (for Policy 11 requests that are **under \$100,000**) OR
General Manager (for **ALL Policy 10** requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater**)

Bryan Shynal

Date Jan 6/11
Date Jan 6/11

Approval Signature - Manager of Purchasing

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

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



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: November 10, 2011
Department/Division: Corporate Services
Reporter's Name: Beth Wheaton
Phone Number: (905) 546-2424 x2144
Procurement Contact: Maryanne Macura - Procurement Specialist
Vendor Name: Hamilton Chamber of Commerce

Description of Goods/Services Required:
Payroll Services in 2011 for the Hamilton Physicians Recruitment & Retention Program the Employment Contract of which has been extended to November 23, 2013 - INCREASE TO PO #57023 FOR REMAINDER OF 2011.

Is there an approved budget for this procurement? Yes No Value: \$ \$27,000.00

Account Number 55916 Dept Id./Project Id. 2050453101

- 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 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.
- 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.

The Hamilton Chamber of Commerce provides payroll services for the Hamilton Physicians Recruitment & Retention Program. This would be to provide continued support and reimburse them for these costs from Project 2050453101 which is funded from Partner contributions.

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)

Tony Tallis Date Nov 24/11

Approval Signature - Procurement Manager _____ Date Dec 6/11

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

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



Hamilton

Date: January 5 2010 ← s/b "2011"
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

COPY

Description of Goods/Services Required:
To cover invoices received from Southern Ontario Rail for Annual Railway Crossings Maintenance Upgrades and Leases

Is there an approved budget for this purchase? Yes No Value: \$ 55,020.00

Account Number 55057 Dept Id. / Project Id. 427225

- 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**
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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

The City has numerous board agreements signed and approved by the Canadian Transport agency the City of Hamilton & Southern Ontario Railway. These documents state the cost sharing agreements for each and every railway crossing under Southern Ontario Rails jurisdiction. The actual charges that can be billed to the City for maintenance ,upgrades and leases are identified under the Canadian Transport Agency 2004 Guide to Railway charges for Crossing Maintenance and Construction. This form 11 is to pay for these invoices that are received annually

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR General Manager (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)

Brian Shynal

Date Jan 6/11
Date Jan 6/11

Approval Signature - Manager of Purchasing

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

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



Hamilton

Date: January 5/2010 - 2011
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/Services Required:
To cover invoices received from CP Rail for Annual Railway Crossings Maintenance Upgrades and Leases

Is there an approved budget for this purchase? Yes No Value: \$ \$126,000.00

Account Number 55057 Dept Id. / Project Id. 427225

- 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**
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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

The City has numerous board agreements signed and approved by the Canadian Transport agency the City of Hamilton & CP Rail. These documents state the cost sharing agreements for each and every railway crossing under CPR's jurisdiction. The actual charges that can be billed to the City for maintenance ,upgrades and leases are identified under the Canadian Transport Agency 2004 Guide to Railway charges for Crossing Maintenance and Construction. This form 11 is to pay for these invoices that are received annually

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR General Manager (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)

Bryan Towers

Date Jan 6/11
Date Jan 6/11

Approval Signature - Manager of Purchasing

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

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



Hamilton

Date: DECEMBER 05, 2011
Department/Division: HEALTH PROTECTION
Reporter's Name: RICHARD MACDONALD
Phone Number: X 5818
Buyer: Maryanne Macure Doris Ciardullo - Rmo
Vendor: HEDGEROW SOFTWARE LTD

Description of Goods/Services Required:
Hedgerow Software Ltd - software database package for the collection and analysis of food premises inspection data. Annual concurrent user fee including Webintegrator.

Is there an approved budget for this purchase? Yes No Value: \$ \$62,000.00

Account Number 55748 Dept Id. / Project Id. 674200

- 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**
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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

Hedgerow Software Ltd is the only company specifically configured for managing food premises inspections in Ontario and is integrated with our current food premises web disclosure system. This allows field entry of inspection reports, consistent inspection data collection and extensive reporting capabilities that is integrated with our current Food Safety Zone web disclosure system.

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR General Manager (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)

Robert Hall ← ROBERT HALL
Date Dec 5/11
Date DEC. 14/2011

Approval Signature - Manager of Purchasing _____

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

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



Hamilton

Date: November 1, 2011
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

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**
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: 2011-12-31
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: 2010-00000000
Approved construction 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 required. Attach all other supporting documentation as available.

Very comprehensive hardware and tool inventory with pricing competitive with other vendors. The list of items purchased from this vendor is extensive and includes items such as chains, ladders, extension cords, hoses, ropes, aircraft cable, trouble lights, grease nipples, grease guns, barrel pumps, shop rags, hack saw blades, drill bits, oil funnels, fuel pump dispenser nozzles. The convenience offered by the extensive inventory reduces the time and effort needed to shop at multiple vendors and reduces downtime for users. 2010 expense to Nov. 30 was \$11,233. 2011 expense to Sep 30 is \$12,293 and unplanned ladder replacements amounting to \$5,000 are required in addition to our planned purchases. Previously approved request is for \$20,000. T. T. Liquid Handling Equipment, 790 King St. West, Hamilton ON /905-529-3861

Signatures: Departmental Director (for Policy 11 requests that are **under \$100,000**) **OR**
General Manager (for **ALL Policy 10** requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater**)

Geoff Lupton

Date Nov. 1/2011
Date Nov. 15/2011

Approval Signature - Manager of Purchasing

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



Hamilton

Date: 5, October, 2011
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/Services Required:
Psychiatric Services for Child and Adolescent Services.

Is there an approved budget for this purchase? Yes No Value: \$ \$50,000.00

Account Number 55916 Dept Id. / Project Id. RMRCH 674011

- 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**
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: March 31, 2012
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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

Child and Adolescent Services provides Court Ordered medical/psychological assessments for adolescents with severe mental health disorders under the mandate of the Youth Criminal Justice Act. Judges order assessments and on occasion specifically order a psychiatric assessment. There is an extreme shortage of child psychiatrists in Hamilton and across Ontario. In Hamilton there is only 1 child psychiatrist available to do this work. We are requesting an extension of 7 months and an increase in the amount from \$40,000. to \$90,000. This is an extension to PO#58493

General Manager (Required for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater.**)
Debbie Sheehan, Director
Family Health Division
Approval Signature - Manager of Purchasing _____

Date 05-Oct-11
Date OCT. 24/2011

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

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



Hamilton

Date: October 18, 2011
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/Services Required:

Transportation for resident to and from dilaysis treatments.

Is there an approved budget for this purchase? Yes No Value: \$ \$30,000.00

Account Number 54316 Dept Id. / Project Id. 636019

- 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**
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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

Hamilton Patient Transfer Service - Sports Medic Inc provides transportation and personally escorts our residents into the hospital for the appointment and back to their room when returning to the lodge. Ontario Patient Transfer did not return any of our attempts to contact them for quotes and DARTS does not provide the services required for our residents. No other transportation company provides the necessary transportation services that we require for our residents who require dialysis treatment. UPDATE: OCTOBER 18, 2011. DUE TO ADDITIONAL RESIDENT USING SERVICE AND THE NEED FOR STRETCHER TRANSPORTATION ORIGINAL PO OF \$50, 000 WILL NOT COVER FOR REST OF THE YEAR. AN ADDITIONAL \$30,000 WILL BE NEEDED.

General Manager (Required for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater.**)

VICKI WOODCOX

Date Nov. 9/2011

Approval Signature - Manager of Purchasing

Date Dec. 9/2011

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

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



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 14, 2011
 Department/Division: Community Services/Culture
 Reporter's Name: Dave Turner
 Phone Number: 905-546-2424 x 4508
 Procurement Contact: Select Appropriate Procurement Contact ▼
 Vendor Name: Simplex Grinnell Tyco International

Description of Goods/Services Required:
 Sprinkler and Fire Equipment Services and repair & maintenance of equipment

Is there an approved budget for this purchase? Yes No Value: \$ \$6,000.00

Account Number 54728 & 55744 Dept Id./Project Id. 792612, 792628, 792652, 792653

- 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**
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** 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.: 59405
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.

PO # 59405 was setup to cover doing the annual maintenance and repairs on the following Cultural Facilities: Dundurn Castle, Military Museum, Nash Jackson, Children's Museum, 240 Burlington St. and Whitehern. These contracts are to repair and inspect the Sprinkler systems in these buildings. Need to set up a PO for this account as we will spend over \$5000.00 for the entire year. We will be getting three quotes on this work as these contracts begin to expire in the coming years. The original PO was for \$9000, but we have had three major repairs this year at Dundurn Castle and the Military Museum which have used up these funds. I need to extend this PO by \$6000 to cover the remainder of 2011

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)

JENNIFER KAYE

Date OCT. 25/2011

Approval Signature - Procurement Manager _____

Date OCT. 25/2011

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

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 prior to a vendor being engaged and/or any work being completed, or the purchase will be considered Non-Compliant.

Date: July 25, 2011
Department/Division: Facilities Dept
Reporter's Name: Rom D'Angelo
Phone Number: 905-546-2424 x7006
Procurement Contact: Barb Kinrade - Procurement Specialist
Vendor Name: Ferro Canada - 905-763-0787

Description of Goods/Services Required:
Increase to PO #59438 by \$30,000 due to unforeseeable site conditions at 16, 26, 28 and 30 Tiffany Street. Type 2 removal of asbestos and other designated substances required prior to demolition.

Is there an approved budget for this purchase? Yes No Value: \$ 30,000.00 / \$ 4,620.00

Account Number 59222 Dept Id./Project Id. 3621054100

- 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 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 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.: 59438 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.

Unforeseeable site conditions require addition to PO #59438 in the amount of \$30,000. Additional asbestos found. Drywall joint compound looked suspicious and material was tested. All joints contain levels of asbestos which require Type 2 removal.

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)

ROM D'ANGELO

Date JULY 25/2011

Approval Signature - Procurement Manager

Date JULY 26/2011

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

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



Hamilton

Date: Jan 6, 2011
Department/Division: Public Works/Environment & Sustainable Infrastructure
Reporter's Name: Susan Jacob
Phone Number: 905 526 2424 Ext 2621
Buyer: Donna Drozd
Vendor: Horizon Utilities Corporation

COPY

Description of Goods/Services Required:

Design and Relocation of Horizon Utility Plants to accommodate road widenings, conflicts to underground infrastructure etc, as required for various Capital Projects.

Is there an approved budget for this purchase? Yes No Value: \$ \$99,000.00

Account Number Various Dept Id. / Project Id. _____

- 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**
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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

This is to request permission to negotiate with the utility company the cost for relocation of their plant. Horizon Utilities is the sole vendor who will be able to do their relocations. Cost share agreements in place are used as a basis to determine the amounts owed by the City to the utility agency. This is the general sole source request for the year 2011.

Signatures: Departmental Director (for Policy 11 requests that are **under \$100,000**) **OR**
General Manager (for **ALL Policy 10** requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater**)

GARY MOORE

Date JAN. 12/2011

Approval Signature - Manager of Purchasing

Date JAN. 14/2011

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

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



NOTE for all Policy 11 requests: All requisite approvals must be obtained prior to a vendor being engaged and/or any work being completed, or the purchase will be considered Non-Compliant.

Date: August 25, 2011
Department/Division: Public Works/Environment and Sustainable Infrastructure
Reporter's Name: Cynthia Graham
Phone Number: (905) 546-2424 extension 2337
Procurement Contact: Donna Drozd - Senior Procurement Specialist
Vendor Name: Golder Associates Limited

Description of Goods/Services Required:
Purchase Order Extension: Stage 4 Archaeological Mitigation at Olmstead Site in Ward 7 for the creation of an asphalt walking path through the site.

Vendor originally engaged through a Roster assignment

Is there an approved budget for this purchase? Yes No Value: \$ expected \$15,000

Account Number 55801 Dept Id./Project Id. 4400856600

- 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**
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** 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.

** Add'l \$10,000 approved in attached email JD*

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Attach all other supporting documentation as available.

Golder Associates Limited was hired for Stage 3 and Stage 4 Archaeological mitigation for the creation of an asphalt walkway at the Olmstead Site in Ryckman's Neighbourhood. The purchase order was valued at \$99,980, due to the size of the site and scope of work. During the course of the Stage 4 removals, several significant features were found. A realignment of the path and additional Stage 3 and 4 work is required to avoid these significant features. The current purchase order will not cover the additional fees required to evaluate the design change to avoid the significant features. Golder is currently on site, and in depth knowledge and understanding of the site, and can seamlessly finish the work with the additional funds. Using Golder will save money over hiring a second consultant, since a new firm would require much more time and effort for mobilization costs, scheduling, comprehension of the work to date, and coordination with Six Nations monitors, in accordance with the Fort Albany Crown Treaty.

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)

AL KIRKPATRICK
(ACTING DIRECTOR)
Aug 25/11
[Signature]

Date Aug 29/11
Date AUG. 30/11

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



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

NOTE for all Policy 11 requests: All requisite approvals must be obtained prior to a vendor being engaged and/or any work being completed, or the purchase will be considered Non-Compliant.

Date: 8/12
Department/Division: Facility Capital Renewal, Corporate Facility Management
Reporter's Name: Julianna McCormick
Phone Number: 7517
Procurement Contact: Barb Kinrade - Procurement Specialist
Vendor Name: Johnson Controls

Description of Goods/Services Required:
Disposal of R11 refrigerant, refrigerant monitoring and ventilation system (increase to PO #60334)

Is there an approved budget for this purchase? Yes No Value: \$ \$50,000.00

Account Number 59212 Dept Id./Project Id. 3541041729

- 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**
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** 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.: 60334
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.

An increase to PO #60334 for the Chiller conversion at Copps Coliseum is required to meet the August 1st, 2011 legislative changes for the disposal of CFC-11 whereby Refrigerant Management Canada (RMC) added a disposal fee for CFC-11 (R11). The charge for this is \$8.00/kilogram disposal fee for any CFC-11 refrigerant entering the collection and disposal program. Also, after Policy 11 approval was received for the conversion of the chillers, Johnson Controls indicated that their price did not include refrigerant monitoring and ventilation which is a requirement. This is required to maintain chiller compliance and to gain approval from the Technical Standards and Safety Authority (TSSA) to allow continued operations of the chillers.

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)

(ACTING DIRECTOR)
MARTIN WHITE

Date AUG 18/2011

Approval Signature - Procurement Manager _____

Date AUG 19/2011

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

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



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: 9/23/2011
 Department/Division: Capital Facility Renewal, Corporate Facility Management
 Reporter's Name: Julianna McCormick
 Phone Number: 905-546-2424 ext 7517
 Procurement Contact: Dina Urciuoli - Procurement Specialist
 Vendor Name: Triple Crown Enterprises

Description of Goods/Services Required:
 Increase to PO 60606 for Contractor services to waterproof a section of Foundation at the Kenilworth Library - 103 Kenilworth N.

Is there an approved budget for this purchase? Yes No Value: \$ \$50,000.00

Account Number 59212 Dept Id./Project Id. 3540941912

- 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**
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** 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.: 60606
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.

The Kenilworth library had some flooding in the basement due to rain leaking through a section of the foundation. The building is currently being renovated by Triple Crown under PO 60606. The work consists of replacing the barrier free ramp which is adjacent to where the foundation is leaking. If the new ramp installation proceeds without the foundation repairs, we will no longer be able to access the foundation, therefore the repairs must be done prior to ramp installation. This work also needs to take place quickly to prevent possible mould growth in the basement of the library.

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)

ACTING DIRECTOR
TOM CHESSMAN

Date SEPT. 28/2011

Approval Signature - Procurement Manager _____

Date OCT. 5/2011

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

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



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: 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/Services Required:
Increase to P.O.60606 for Triple Crown Enterprises due to flooding of the Kenilworth library on October 20th, 2011. RMS 034071

Is there an approved budget for this purchase? Yes No Value: \$ \$40,000.00

Account Number 59212 Dept Id./Project Id. 3540941912

- 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**
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** 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.: 60606
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.

The Kenilworth library had significant flooding in the basement due to rain leaking through the front basement windows on October 20, 2011. These are new leaks, separate from the ones originally discovered. The building is currently being renovated by Triple Crown under PO 60606. Some of the flooring work already performed by Triple Crown will need to be redone due to damage to the new floor coating. There will also need to be investigative work by taking down some of the drywall along the wall where the leaks were found to confirm the source of water. We will then need to fix or replace the windows and drywall. This work also needs to take place quickly to prevent possible mould growth in the basement of the library.

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)

Geoff Lupton

Date Oct. 21/2011

Approval Signature - Procurement Manager _____

Date OCT. 31/2011

Once completed and proper approvals have been obtained, please email this form as a .xls file to the "ProcurementPolicy10&11@hamilton.ca" email box
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POLICY 10 - EMERGENCY REPORTING FORM
POLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY



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: 11/7/2011
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/Services Required:
Increase to P.O.60606 for Triple Crown Enterprises due to flooding of the Kenilworth library on October 20th, 2011. The original estimate was insufficient.

Is there an approved budget for this purchase? Yes No Value: \$ \$50,000.00

Account Number 59212 Dept Id./Project Id. 3540941912

- 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**
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** 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.: 60606
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.

The Kenilworth library had significant flooding in the basement due to rain leaking through the front basement windows on October 20, 2011. These are new leaks, separate from the ones originally discovered. The building is currently being renovated by Triple Crown under PO 60606. Some of the flooring work already performed by Triple Crown will need to be redone due to damage to the new floor coating. There will also need to be investigative work by taking down some of the drywall along the wall where the leaks were found to confirm the source of water. We will then need to fix or replace the windows and drywall. This work also needs to take place quickly to prevent possible mould growth in the basement of the library. The original estimate was insufficient to complete this work.

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)

GEOFF LUPTON

Date Nov. 8/2011

Approval Signature - Procurement Manager _____

Date Nov. 29/2011

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

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



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: November 22, 2011
Department/Division: Public Works - Environment & Sustainable Infrastructure
Reporter's Name: Mark A. Kosiuk *Mark A. Kosiuk Nov 23, 2011*
Phone Number: ext. 2331
Procurement Contact: Donna Drozdz - Senior Procurement Specialist
Vendor Name: MHBC PLANNING LIMITED

Description of Goods/Services Required:
P.O. EXTENSION TO P.O. 60653
Provide additional Contract Administration Services for PW-11-21(P) Park Redevelopment (East Side) in Battlefield Park at 77 King Street West, Ward 9, Hamilton (former City of Stoney Creek). Cost of Service is \$11,517.50 which includes contingency.

Is there an approved budget for this procurement? Yes No Value: \$ \$11,517.50
Account Number 55801 Dept Id./Project Id. 4400956653

- 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 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.
- 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.

Battlefield Park (Ward 9) has been designated as a National Historic Site owing to the War of 1812's Battle of Stoney Creek (June 6, 1813). To mark the Bicentennial of this significant historical event the City will be restoring and implementing the original early 1920's commemorative landscape plan as designed by the landscape architectural team of Dunington-Grubb. As part of the approval process the Province's Ontario Heritage Trust requires firms experienced in built heritage & cultural heritage landscapes to oversee projects such as this. Wendy Shearer from MHBC PLANNING Limited was originally hired under Policy 11 dated August 17, 2011 to oversee PW-11-21(P) Park Redevelopment (East Side). Contract administration of construction has commenced and is underway. Given the complexity of this project MHBC requires additional fees to complete their required contract administration works. The continued overview of the project by MHBC is critical to its success and it is therefore recommended MHBC's P.O. be extended.

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)

[Signature]
R. Norman - Acting Director

Date Nov. 28/11
Date Dec. 8/2011

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



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Date: September 20, 2011
Department/Division: Planning & Economic Development; Parking and By-law Services Division
Reporter's Name: Joe Xamin
Phone Number: 6656
Procurement Contact: Jeff Mulligan - Procurement Specialist
Vendor Name: CSDC

Description of Goods/Services Required:
To purchase the EAI (Enterprise Application Interface) module for the AMANADA Enterprise System which is our current database.

Is there an approved budget for this purchase? Yes No Value: \$ \$38,000.00

Account Number 2110157019 Dept Id./Project Id. 53251

- 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**
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** 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.

Currently, the Municipal Law Enforcement Section manages enforcement using two databases – AMANDA and Hansen. Our Environmental complaints (long grass & weeds, illegal dumping; snow, etc) are managed through Hansen. The calls come through the Contact Centre into Hansen. The volume of complaints received through Hansen in 2010 was 9,224. AMANDA is our main database and PBS is moving toward consolidating all complaints/enforcement activity in AMANDA. The module will allow for the migration of calls on a daily basis from Hansen into AMANDA. The need to operate with one database system was identified as a recommendation in two of the Operational Reviews (2007 & 2008). The EAI module which is a module of the AMANDA System has been specifically designed to interface between other software and databases. The sole proprietor of AMANDA is CSDC, Systems Inc.

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)

Marty Hazell ✓
Joe Xamin ✓

← Marty Hazell
Date Sept 23/11
Date Sept 26/11

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



Hamilton

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Date: July 18, 2011
 Department/Division: PW - Transportation, Energy and Facilities - Facilities
 Reporter's Name: Pat Di Leonardo
 Phone Number: x7002
 Procurement Contact: Barb Kinrade - Procurement Specialist
 Vendor Name: Service Master

Description of Goods/Services Required:
 Perform all necessary remediation and fully ensure all carpets are dried completely at 1447 Upper Ottawa. Work Order #201112113 created and emergency call placed to Service Master (905 664-7378).

Is there an approved budget for this purchase? Yes No Value: \$ \$7,000.00 / 1/2 \$837.10

Account Number 54915 Dept Id./Project Id. 791404

- 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**
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** 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.

Upon arrival of staff, a large flood was found at 1447 Upper Ottawa. The flood was a result of an unexpected rupture of a water tank. To avoid the risk of mould and ensure the health, safety and well-being of staff, proper remediation was executed immediately.

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)

[Signature]
Scott Rae, Acting GM

Date JUL 28 2011

Approval Signature - Procurement Manager

Date AUG 2/2011

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

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



Hamilton

Date: 2011 01 10
Department/Division: W & WW / Environment & Sustainable Infrastructure
Reporter's Name: Lindsay Reiach
Phone Number: 5662
Buyer: Donna Drozdz
Vendor: ITT Flygt (ITT W & WW)

COPY

Description of Goods/Services Required:
OEM spare parts for existing systems and equipment utilized by Plant Operations.

Is there an approved budget for this purchase? Yes No Value: \$ \$95,000.00

Account Number 54720 Dept Id. / Project Id. 510320

- 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**
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: 1/31/2011
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: 510320
Approved construction 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 required. Attach all other supporting documentation as available.

Plant Operations currently have numerous installations utilizing ITT Flygt process systems, including pumps, mixers, drives, controllers, etc. and other miscellaneous equipment and parts for these ITT systems. Consequently, in order to maintain these systems it is requisite that we sole source replacement parts and equipment from ITT Flygt, as the OEM components. Alternate manufacturers of these parts can't be used as that would require modifications to other parts of the system.

General Manager (Required for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are \$100,000 or greater.)

DAN Mc KINNON

Date MARCH 30/2011

Approval Signature - Manager of Purchasing

Date APRIL 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

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



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Date: 2011 09 01
 Department/Division: Public Works - ESI - Water & Wastewater Operations
 Reporter's Name: Lindsay Reiach
 Phone Number: 5662
 Procurement Contact: Donna Drozd - Senior Procurement Specialist
 Vendor Name: Lanhack Consultants Inc.

Description of Goods/Services Required:
 Provide Professional Engineering Design Services necessary to determine the extent of emergency repairs and obtain all approvals in order to effect emergency repairs pursuant to Electrical Safety Authority "Notice of Deficiency" No. 12950983

Is there an approved budget for this purchase? Yes No Value: \$ \$21,289.61

Account Number 55916 Dept Id./Project Id. 5161066713

- 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**
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** 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.

On January 6, 2010 Plant Operations received a "Notice of Deficiency" (#12950983) from the Electrical Safety Authority regarding the electrical service and equipment at HCS04 Main/King CSO tank. The notification, Item (c) Correct the defects listed below no later than February 01, 2010. Plant maintenance has previously requesting confirmation of Emergency Works, pursuant to the City's Purchasing Policy #10, to investigate and repair/replace the defects as per the Notice of Deficiency in order to maintain electrical service to this facility, and to meet the time requirement imposed by the Authority. The work is now complete and Plant Operations is formalizing the paperwork in order to process the invoice.

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)

Bert Posedowski, Acting
APPROVED VIA E-MAIL
 DAN MCKINNON - DIRECTOR,
 WATER & WASTEWATER OPERATIONS

Date _____

Approval Signature - Procurement Manager

G. Davis
 G. Davis 9000 Public Works

Date 9/04/11

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

→ SEPT. 28/2011

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



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: 2011 09 01
 Department/Division: Public Works - ESI - Water & Wastewater Operations
 Reporter's Name: Lindsay Reiaich
 Phone Number: 5662
 Procurement Contact: Donna Drozd - Senior Procurement Specialist
 Vendor Name: Duke Electric Ltd

Description of Goods/Services Required:
 Provide all Labour, equipment and Materials necessary to effect emergency pump motor repair

Is there an approved budget for this purchase? Yes No Value: \$ \$10,390.00
 Account Number 54720 Dept Id./Project Id. 5141166713

- 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**
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** 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.

At 2:30 a.m. on July 2 Plant Operations received a pump bearing alarm through SCADA from the Stelco pumping station. This alarm is interlocked with the pump motor to shut the pump down and protect it from incurring any further damage, resulting in a loss of our ability to supply Stelco with process water for their production facility. In order to effect repairs it was necessary to bring in a contractor to repair the pump motor windings and replace the motor bearings. This is the only pump currently in operation and capable of supplying the Stelco facility. Consequently, Plant Operations is now requesting confirmation of Emergency Works, pursuant to the City's Purchasing Policy #10, to obtain the services of specialized contractors to supply all necessary manpower, equipment and materials to repair the pump motor windings and replace the motor bearings.

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)

Bert Posedawski, Acting
APPROVED VIA E-MAIL
 Dan McKinnon, Director,
 Water & Wastewater Operations

Approval Signature - Procurement Manager

[Signature]
 G. Davis GM Public Works

Date _____
 Date 9/14/11

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

→ SEPT. 28/2011

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



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: 2011 09 01
 Department/Division: Public Works - ESI - Water & Wastewater Operations
 Reporter's Name: Lindsay Reich
 Phone Number: 5662
 Procurement Contact: Donna Drozd - Senior Procurement Specialist
 Vendor Name: Holaco Installations Limited

Description of Goods/Services Required:
 Provide all Labour, Equipment and Materials necessary to excavate a utility road crossing for Horizon Utilities to effect emergency repairs pursuant to Electrical Safety Authority "Notice of Deficiency" No. 12950983

Is there an approved budget for this purchase? Yes No Value: \$ \$35,000.00
 Account Number 55916 Dept Id./Project Id. 5161066713

- 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**
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** 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.

On January 8, 2010 Plant Operations received a "Notice of Deficiency" (#12950983) from the Electrical Safety Authority regarding the electrical service and equipment at HCS04 Main/King CSO tank. The notification, item (c) Correct the defects listed below no later than February 01, 2010. Plant maintenance has previously requesting confirmation of Emergency Works, pursuant to the City's Purchasing Policy #10, to investigate and repair/replace the defects as per the Notice of Deficiency in order to maintain electrical service to this facility, and to meet the time requirement imposed by the Authority. The work is now complete and Plant Operations is formalizing the paperwork in order to process the invoice.

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)

Bert Posedowski, Acting
 APPROVED VIA E-MAIL
 Dan McKinnon, Director,
 Water & Wastewater Operations

Approval Signature - Procurement Manager

[Signature]
 E. Davis, GM Public Works

Date _____
 Date 9/14/11

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

→ SEPT. 28/2011

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



Hamilton

COPY

Date: October 12, 2010
Department/Division: Public Works / Environment and Sustainable Infrastructure
Reporter's Name: Bert Posedowski
Phone Number: (905) 546-2424 ext. 3199
Buyer: Dina Urcluoll
Vendor: Rankin Construction Inc.

Sent to F&A (by TT)

Description of Goods/Services Required:

To supply and install approximately 46 meters of 150mm diameter HDPE watermain by directional drilling methods under the Spencer Creek and parallel to the Thorpe St bridge. Installation of approximately 31 meters of 150mm of PVC watermain, by open cut, on Thorpe Street. Supply and install all appurtenances as described in drawing Thorpe Street Bridge 95 (Stantec) dated Oct 12, 2010 . To provide all labour and material to clean, disinfect, test and commission the newly installed watermain.

Is there an approved budget for this purchase? Yes No Value: \$ \$185,000.00

1/2 \$171,500.00

Account Number 55035 Dept Id. / Project Id. 510275

- 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**
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- 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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

In the spring of 2010 the Thorpe Street bridge collapsed and in so doing, made inoperable a watermain that is located directly under the bridge. That watermain provides water to the residents and businesses located south of the bridge. Since the loss of this watermain water quality in the area has been negatively impacted. Operations staff have been continuously flushing the water main in the area to manage water quality but this continuous flushing cannot continue into the winter season. The replacement of the watermain is required immediately and the City is proposing to assign the work to Rankin Construction, the contractor currently working on the emergency bridge replacement.

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR General Manager (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)

Dan McKinnon, Director
Water & Wastewater Operations

Approval Signature - Manager of Purchasing

G. Rye Sr. Director ESI
6 Davis G.A. Public Works

Date Oct. 18/10

Date 10/18/10

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

Oct. 3/2011

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



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: Sept 14, 2011
Department/Division: Public Works/Transportation, 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/Services Required:
Accuwave Detectors with Interface Panels used for traffic detection at signalized intersections that do not have in-ground loop detection.

Is there an approved budget for this purchase? Yes No Value: \$ \$40,000.00 / 1/ \$21,442.50

Account Number 53051 Dept Id./Project Id. 466045

- 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:

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- 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** 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.

Electromega is the Canadian Distributor with Proprietary Rights for Naztec Products which include the Naztec Accuwave Detector with Interface Panels. Naztec Accuwaves Detectors are the acceptable electronic alternative to in-ground inductance loops and are consistent with the electronic Traffic Controller technology in use in the City of Hamilton.

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)

GEOFF LUPTON

Date SEPT. 15/2011

Approval Signature - Procurement Manager _____

Date SEPT. 28/2011

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

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



NOTE for all Policy 11 requests: All requisite approvals must be obtained prior to a vendor being engaged and/or any work being completed, or the purchase will be considered Non-Compliant.

Date: September 9th, 2011
Department/Division: COMMUNITY SERVICES / RECREATION DIVISION
Reporter's Name: ROB GATTO - GOLF OPERATIONS
Phone Number: 905-540-6378
Procurement Contact: Doris Ciardullo - Senior Procurement Specialist ▼
Vendor Name: Green Horizons Group of Farms Ltd.

Description of Goods/Services Required:
EMERGENCY REPAIRS NEEDED TO KING'S FOREST GOLF COURSE DUE TO ATV DRIVING ON THE 10TH GREEN. THE ENTIRE GREEN NEEDED TO BE REPLACED OVER 6,000 SQUARE FEET OF TURF.

Is there an approved budget for this purchase? Yes No Value: \$ \$8,160.00

Account Number 52245 FILE # 033541 Dept Id./Project Id. 792490

- 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**
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** 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.

EMERGENCY REPAIRS NEEDED DUE TO VANDALISM AT KING'S FOREST 10TH GREEN. ATV DROVE ON THE GREEN DAMAGING THE ENTIRE GREEN. GREEN HORIZONS NEEDED TO REPLACE 6,000 SQUARE FEET OF TURF.

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)

(Acting GM)
VICKI WOODCOX

Date SEPT. 27/2011

Approval Signature - Procurement Manager _____

Date SEPT. 28/2011

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

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



Hamilton

Date: September 22, 2011
Department/Division: Hamilton Public Library
Reporter's Name: Paul Takala
Phone Number: 905-546-3230
Buyer: Doris Ciardullo
Vendor: See attached Knowledge Ontario

NON COMPLIANT

Description of Goods/Services Required:

Knowledge Ontario, provides a service called AskON, where Public Libraries across Ontario participate in an online reference service. Participating libraries like Hamilton Public Library pay an annual subscription fee and our staff provide 8 hours of week of coverage. In exchange the online chat software is provided to HPL and our customers receive 42 hours of service a week and training.

Is there an approved budget for this purchase? Yes No Value: \$ \$8,000.00

Account Number 750160 Dept Id. / Project Id. 55916

- 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**
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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

Hamilton Public Library has been participating in AskON online reference service for several years for free. It is currently the only cooperative online reference service for Ontario Public Libraries. Recently, Ontario government funding to the organization providing the AskON service, Knowledge Ontario, ended. Because of this change in funding, participating libraries need to pay an annual fee to use the service.

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR General Manager (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)

(Acting Chief Librarian)

KAREN ANDERSON Date SEPT. 28/2011
Approval Signature - Manager of Purchasing Date SEPT. 29/2011

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

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



NOTE for all Policy 11 requests: All requisite approvals must be obtained prior to a vendor being engaged and/or any work being completed, or the purchase will be considered Non-Compliant.

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 Procurement Specialist
Vendor Name: McMaster University

Description of Goods/Services Required:
Lecture hall, parking, and refreshment catering for Police Training

Is there an approved budget for this purchase? Yes No Value: \$ \$5,500.00 / ~~5~~ \$471.13

Account Number 56401 Dept Id./Project Id. 376405

- 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 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 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.

McMaster University is the only vendor with a lecture hall large enough to accommodate the 230+ attendees for Police Training.

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)

TED MASON

Date JUNE 23/2011
Date JUNE 23/2011

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

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



Hamilton

Date: Sept 26, 2011
Department/Division: Hamilton Police Service
Reporter's Name: Dan Bowman
Phone Number: 905 546-4731
Procurement Contact: Doris Ciardullo - Senior Procurement Specialist
Vendor Name: Trane Building Services

Description of Goods/Services Required:
Extended Service Agreement on Chiller for Hamilton Police Service Central Facility

Is there an approved budget for this purchase? Yes No Value: \$ \$9,475.92

Account Number 54401 Dept Id. / Project Id. 376600

- 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.

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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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

The chiller is a proprietary piece of equipment manufactured by Train Building Services. There are no other vendors who have access to the parts or operating systems required to service the chiller. The chiller was installed in 2009 and had a two year parts/service as part of the original tender.

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR
General Manager (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)

TED MASON

Date SEPT. 26/2011
Date SEPT. 27/2011

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: Vendor Name

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



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: Sept 29, 2011
 Department/Division: PW - E&SI
 Reporter's Name: Gary Moore
 Phone Number: 905-546-2424 Ext 2382
 Procurement Contact: Donna Drozd - Senior Procurement Specialist
 Vendor Name: Acrow Bridges

Description of Goods/Services Required:
 Componentsto construct clear span 700 XS Acrow Panel pedestrian bridge w/ walkway at Chedoke Rail Trail

Is there an approved budget for this purchase? Yes No Value: \$ \$472,672.00 + TAXES

Account Number 5180860850 Dept Id./Project Id. 59214

- 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.

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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.

Emergency bridge replacement at Chedoke Rail Trail

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)

[Signature] Sept 30 / 11
GERRY DAVIS Date 9/30/11
 Approval Signature - Procurement Manager _____ Date OCT. 5 / 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

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



NOTE for all Policy 11 requests: All requisite approvals must be obtained prior to a vendor being engaged and/or any work being completed, or the purchase will be considered Non-Compliant.

Date: 2011 08 23
 Department/Division: Environment & Sustainable Infrastructure / W&WW / Plant Operations
 Reporter's Name: Lindsay Reich
 Phone Number: 5662
 Procurement Contact: Donna Drozd - Senior Procurement Specialist
 Vendor Name: North Star technical Inc.

Description of Goods/Services Required:
 Provide all Labour, Equipment and Materials necessary to effect emergency pump repairs at HD007 Highland Pumping Station

Is there an approved budget for this purchase? Yes No Value: \$ \$15,027.00

Account Number 54915 Dept Id./Project Id. 510320

- 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.

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For the extension of a contract which has expired and unforeseeable circumstances have caused a delay in issuing a new tender/proposal document.
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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.

On August 2, 2011, in response to a work request from Plant Operations, Plant Maintenance discovered that the pump shaft of the #3 pump at this station was broken rendering the pump inoperable. This pump is the largest of the pumps in the station and is used to fill the Binbrook Water Tower and to maintain the pressure in Pressure District 23. This pump shaft has been repaired several times in the past, to the point where standard replacement shaft will not fit and a new shaft will have to be manufactured. Plant Operations is now requesting confirmation of Emergency Works, pursuant to the City's Purchasing Policy #10, to obtain the services of a contractor to remove and repair the effected pump from the station and to restore full operational integrity of the pump, in order to ensure a continuous water supply to District 23.

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)

Bert Poseadowski, Acting
 APPROVED VIA E-MAIL
 DAN MCKINNON - DIRECTOR,
 WATER & WASTEWATER OPERATIONS

Date _____

Approval Signature - Procurement Manager

[Signature]
 G. Davis, B.A. Public Works

Date 9/4/11

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

→ SEPT. 28 | 2011

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



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: 2011 08 30
Department/Division: Public Works - ESI - Water & Wastewater Operations
Reporter's Name: Lindsay Reiach
Phone Number: 5662
Procurement Contact: Donna Crozdz - Senior Procurement Specialist

Vendor Name: Advanced Pump repair

Description of Goods/Services Required:

Provide all Labour, equipment and Materials necessary to effect emergency pump repair

Is there an approved budget for this purchase? Yes No Value: \$ \$30,397.07

Account Number 54720 Dept Id./Project Id. 5141166713

- 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**
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** 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.

At 2:30 a.m. on July 2 Plant Operations received a pump bearing alarm through SCADA from the Stelco pumping station. This alarm is interlocked with the pump motor to shut the pump down and protect it from incurring any further damage, resulting in a loss of our ability to supply Stelco with process water for their production facility. In order to effect repairs it was necessary to bring in a contractor to isolate the pump from the supply water side. This is the only pump currently in operation and capable of supplying the Stelco facility. Consequently, Plant Operations is now requesting confirmation of Emergency Works, pursuant to the City's Purchasing Policy #10, to obtain the services of specialized contractors to supply all necessary manpower, equipment and materials to isolate the pumping system in order to effect repairs.

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)

APPROVED VIA E-MAIL
Dan McGinnon - DIRECTOR,
WATER & WASTEWATER OPERATIONS

GERRY DAVIS

Date 9/13/11
Date SEPT. 28/2011

Approval Signature - Procurement Manager

G. DAVIS G.M. Public Works

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



Hamilton

Date: 20110110
Department/Division: W & WW / Environment & Sustainable Infrastructure
Reporter's Name: Lindsay Reiach
Phone Number: 5662
Buyer: Dina Urciuoli
Vendor: Alfa-Laval

COPY

Description of Goods/Services Required:

Parts, Equipment and Services for Alfa-Laval Equipment

Is there an approved budget for this purchase? Yes No Value: \$ \$95,000.00

Account Number 5161066713 Dept Id. / Project Id. 510320

- 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:

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- Sole Source**
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- 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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

The de-watering system at the Woodward WWTP utilizes centrifuges that were manufactured and supplied by Alfa Laval (OEM). These centrifuges are required to process Biosolids from the City's Wastewater Treatment Facility, and directly impacts the plant's ability to maintain regulatory compliance. These centrifuges must be maintained by technicians with technical resources, product knowledge and specialized equipment and Alfa-Laval as the OEM can provide maintenance, replacement parts, repair labour and other services. Consequently, in order to maintain this equipment it is requisite that Plant Maintenance sole source the preventative/repair maintenance requirements and parts to the OEM. Alternate manufacturers or service providers cannot be used, as they cannot provide the replacement parts and would not have the specialized testing and repair equipment or product knowledge.

General Manager (Required for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for

Policy 11 requests that are **\$100,000 or greater.**) _____

Approval Signature - Manager of Purchasing _____

Date JAN. 13/2011

Date JAN. 14/2011

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

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



NOTE for all Policy 11 requests: All requisite approvals must be obtained prior to a vendor being engaged and/or any work being completed, or the purchase will be considered Non-Compliant.

Date: August 15, 2011
Department/Division: Public Works/ESI/Water Distribution & Wastewater Collection
Reporter's Name: Ross Bint
Phone Number: 905-546-2424 X5487
Procurement Contact: Donna Drozd - Senior Procurement Specialist
Vendor Name: Hansen Building Products

Description of Goods/Services Required:
Purchase of a 42 inch concrete watermain closure piece and all necessary parts and materials for it's installation. This purchase was to make an emergency 42 inch concrete water main repair at 1255 Upper Ottawa on July 22, 2011.

Is there an approved budget for this purchase? Yes No Value: \$ \$33,932.78 *1/2 - \$3,903.78*

Account Number 53051 Dept Id./Project Id. 510280

- 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**
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** 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.

Purchase of a 42 inch concrete watermain closure piece and all necessary parts and materials for it's installation. This purchase was to make an emergency 42 inch concrete water main repair at 1255 Upper Ottawa on July 22, 2011.

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)

APPROVED VIA E-MAIL
DAN McINERNEY - DIRECTOR,
WATER & WASTEWATER OPERATIONS

[Signature]
Date _____

Approval Signature - Procurement Manager _____

Date SEPT. 27/2011

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

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



Date: 2011 01 10
Department/Division: Public Works / E&SI
Reporter's Name: Lindsay Reiach
Phone Number: 5662
Buyer: Dina Určuoli
Vendor: Lakeside Process Controls Ltd.

Description of Goods/Services Required:
OEM spare parts and equipment for Rosemount Products

Is there an approved budget for this purchase? Yes No Value: \$ \$20,000.00 / ~~12,072.00~~ \$12,072.00

Account Number 54720 Dept Id. / Project Id. 510320

- 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:

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- Expanded Works** Existing PO Number: _____
Approved construction 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 required. Attach all other supporting documentation as available.

Plant Operations currently utilize Rosemount Analyzers in numerous processes throughout the water treatment facilities. Consequently, in order to maintain this equipment it is requisite that we sole source replacement parts, diagnostic equipment and repair tools from Lakeside Process Controls Ltd. as the OEM components Ontario distributor. Alternate manufacturers of these parts cannot be used as this would require modifications to other parts of the systems or complete system replacement.

Signatures: Departmental Director (for Policy 11 requests that are **under \$100,000**) **OR**
General Manager (for **ALL Policy 10** requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater**)

DAN MCKINNON

Date JAN. 13/2011
Date JAN. 14/2011

Approval Signature - Manager of Purchasing _____

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



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 21 2011
Department/Division: Public Works /Operations and Waste Management Division
Reporter's Name: Bryan Towers
Phone Number: 905 546 2424 ext 7644
Procurement Contact: Iris Tesch - Procurement Specialist
Vendor Name: Jay Chris Indus-Rail

Description of Goods/Services Required:
Supply and Deliver Heavy Duty Hi Rail Rubber

Is there an approved budget for this purchase? Yes No Value: \$ \$41,400.00

Account Number 55916 Dept Id./Project Id. 4030910012

- 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.

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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.

For the annual supply and delivery of HiRail Rubber needed for the 2011 Railway crossing program. Jay Chris is the sole supplier for this product. Hi-rail is the only product the local railway authorities will allow between their tracks.

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)

Bryan Towers BRYAN SHYNAL
Date _____ Date Sept 21/11

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

→ SEPT. 26/2011

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



Date: August 9, 2011
Department/Division: HES - Trunked Radio Services
Reporter's Name: Roger Knapman/ Phil Thorburn
Phone Number: 905-546-2424 X 5961 Phil X 7120
Procurement Contact: Adriana Byrne - Senior Procurement Specialist
Vendor Name: Glentel Wireless Centre

Description of Goods/Services Required:
Month to month 24 hours Call-Out service nd 4 hours response guarantee includes travel, billed at \$2,650/month X 12 months = \$31,800.00
Supply parts and labour for repair of trunked radio infrastructure. There is no commitment to use the sevicies. We anticipate some contracted parts and labour. Glentel Inc. is the only Motorola Authorized Service Dealer experienced on our current system thus we do not have alternative suppliers

Is there an approved budget for this purchase? Yes No Value: \$ 31,800.00/\$45,000.00 total\$76800

Account Number 54930/54750 Dept Id./Project Id. 780005

- 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 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 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, 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.

Glentel is the only shop in town capable of supplying 24/x service with experienced manpower and access to Motorola technical support which is essential to our operations. This is a continuation of a month to month arrangement with no obligation on the part of the City for a long term commitment.

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR General Manager (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)

DAVID CUNLIFFE

Date SEPT. 20/2011

Approval Signature - Procurement Manager

Date SEPT. 27/2011

Once completed and proper approvals have been obtained, please email this form as a .xls file to the "ProcurementPolicy10&11@hamilton.ca" email box
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POLICY 10 - EMERGENCY REPORTING FORM
POLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY



Hamilton

Date: August 31, 2011
Department/Division: HES/Mechanical
Reporter's Name: Robert Kay
Phone Number: 905-546-2424 ext 3332
Buyer: Adriana Thibault
Vendor: Krown Rust Control

Description of Goods/Services Required:

Anti-corrosion oil spray process and barrier to prevent dissimilar metal reaction. This product is required to be reapplied yearly.

Is there an approved budget for this purchase? Yes No Value: \$ \$10,000.00

Account Number 55135 Dept Id. / Project Id. 740016

- 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.

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- Expanded Works** Existing PO Number: _____
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Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

Krown oil spray is the only anti-corrosion protection process that provides a life time warranty against rust and corrosion for vehicles used in extreme service such as Fire apparatus used in chemical and industrial fire situations. Krown Rust Control Inc. has a dealer network system that mandates jurisdictional responsibility. The location on Victoria Ave have bays big enough to accomodate the large fire truck fleet.

General Manager (Required for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater.**)

DAVID CUNLIFFE

Date SEPT. 20/2011

Approval Signature - Manager of Purchasing

Date SEPT. 21/2011

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

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



Hamilton

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Date: October 11/11
Department/Division: Community Services Dept, Social Development & Early Childhood Service
Reporter's Name: Jane Soldera
Phone Number: Ext. 2399
Procurement Contact: Select Appropriate Procurement Contact
Vendor Name: McMaster University

NON COMPLIANT

Description of Goods/Services Required:
Payment of McMaster Discovery Program related expenses to support student participation in the program.

Is there an approved budget for this purchase? Yes No Value: \$ \$5,000.00

Account Number 55405 Dept Id./Project Id. 671135

- 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.
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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.

This is the only university in the vicinity offering this program.

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)

JANE SOLDERA

Date Oct. 13/2011

Approval Signature - Procurement Manager

Date Oct. 18/2011

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

Revision date: July 4, 2011

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.

Is there an approved budget for this purchase? Yes No Value: \$ \$16,125.00

Account Number 53405 Dept Id./Project Id. 750160

- 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.

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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.: _____
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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.

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)

(ACTING CHIEF LIBRARIAN)
KAREN ANDERSON

Date OCT. 4/2011

Approval Signature - Procurement Manager _____

Date OCT. 17/2011

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

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



Hamilton

Date: September 29, 2011
Department/Division: Planning and Economic Development
Reporter's Name: Jim Gillis
Phone Number: 905-546-2424 x 1770
Procurement Contact: Jeff Mulligan - Procurement Specialist

Vendor Name: Michele Rain n/a Glanbrook District Animal Control

Description of Goods/Services Required:

Supply animal control services to the former town of Glanbrook for the months of November and December 2011

Is there an approved budget for this purchase? Yes No Value: \$ \$12,000.00 ^{1/2} \$6,263.15

Account Number 55916 Dept Id. / Project Id. 311004

- 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:

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Goods/services are judged to be in short supply due to market conditions.
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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: November 01, 2011 Extended to: December 31, 2011
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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Attach all other supporting documentation as available.

On May 25, 2011 Council approved a resolution to extend the contract for Animal Control Services in Glanbrook until staff conducts a review and reports back in the Fall of 2011. A public meeting was held in Glanbrook on September 21, 2011. The report has been prepared and will be dealt with at the November 8 Planning Committee and by Council on Nov 16. If changes are approved, they can not be implemented before the end of November as the time frame is too short. Accordingly, the contract needs to be extended to the end of December 2011.

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) **OR**
General Manager (for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are \$100,000 or greater)

BILL YOUNG

Date OCT. 13/2011

Approval Signature - Procurement Manager

Date OCT. 17/2011

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

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



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: October 3, 2011
Department/Division: Public Works - Operations & Waste Management
Reporter's Name: Stephen Ames
Phone Number: 905-546-2424 EXT 2369
Procurement Contact: Iris Tesch - Procurement Specialist
Vendor Name: KSL Design - 18 Spalding Dr - Brantford ON.

Description of Goods/Services Required:
Supply Equipment and labor to remove and replace spiral slide / barriers at GR Allan school playground - Older equipment - parts require some modifications to meet current industry standard.

Is there an approved budget for this purchase? Yes No Value: \$ 8,362.00 (includes HST) 7/ \$962.00

Account Number 55916 Dept Id./Project Id. 444065

- 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.
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- 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.

It is recommended practice for these parts to come from the original company - for liability and warranty reasons. KSL owner is the original manufacturer of this equipment - and is able to make necessary modifications and adjustment as required to maintain current CSA (2007) standards. Vendor has exclusive rights over their playground equipment and their parts are not interchangeable with other vendor equipment. The replacement parts are required due to vandalism.

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)

CRAIG MURDOCH

Date OCT. 13/2011

Approval Signature - Procurement Manager _____

Date OCT. 19/2011

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

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



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: October 3, 2011
Department/Division: Public Works - Operations & Waste Management
Reporter's Name: Stephen Ames
Phone Number: 905-546-2424 EXT 2369
Procurement Contact: Iris Tesch - Procurement Specialist ▼
Vendor Name: Paris Equipment Manufacturing - 21 Scott Ave. Paris On. N3L-3E7

Description of Goods/Services Required:
Supply Equipment and labor to remove and replace fire damaged play equipment at Ancaster Community Centre park playground.

Is there an approved budget for this purchase? Yes No Value: \$ 7853.50 (includes HST) / - \$903.50

Account Number 55916 Dept Id./Project Id. 444065

- 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**
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** 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.

It is recommended practice for these parts to come from the original company - for liability and warranty reasons. Paris Equipment is the Representative for the original manufacturer of this equipment - and is able to make necessary modifications and adjustment as required to maintain current CSA (2007) standards. Vendor has exclusive rights over their playground equipment and their parts are not interchangeable with other vendor equipment. The replacement parts are required due to vandalism.

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)
CRAIG MURDOCH

Date OCT. 13/2011
Date OCT. 19/2011

Approval Signature - Procurement Manager _____

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



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Date: 2011 10 06
 Department/Division: Public Works - ESI - Water & Wastewater Operations
 Reporter's Name: Lindsay Reich
 Phone Number: 5662
 Procurement Contact: Donna Drozdz - Senior Procurement Specialist
 Vendor Name: Wm. Groves Limited

Description of Goods/Services Required:
 Provide all Labour, Equipment and Materials necessary to effect Emergency Repairs to the Effluent Water System

Is there an approved budget for this purchase? Yes No Value: \$ \$10,275.00

Account Number 54720 Dept Id./Project Id. 510320

- 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.

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The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost.
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- 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.

On Saturday July 16, 2011, Plant Operations staff discovered a leak in the effluent water system at the Woodward Wastewater Plant. This water system is used in many of the process areas of the plant, however, this leak is located immediately adjacent to the chlorine injector addition point, which is required to maintain regulatory compliance. Consequently, Plant Operations requested confirmation of Emergency Works, pursuant to the City's Purchasing Policy #10, to obtain the services of a contractor to repair the effluent watermain, in order to maintain the addition of chlorine at the plant and keep within regulatory compliance for disinfection.

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)

APPROVED VIA E-MAIL

DAN MCKINNON - DIRECTOR
WATER & WASTEWATER OPERATIONS

→ J. Malv for G. Davis GM, PW

Date Oct 7/11
Date OCT. 19/2011

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

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



Hamilton

Date: 2011 01 10
Department/Division: W & WW / Environment & Sustainable Infrastructure
Reporter's Name: Lindsay Reich
Phone Number: 5662
Buyer: Donna Drozd
Vendor: Smith & Loveless

Description of Goods/Services Required:
OEM spare parts for existing equipment utilized by Plant Operations

Is there an approved budget for this purchase? Yes No Value: \$ \$95,000.00 */\$73,444.34*

Account Number 54720 Dept Id. / Project Id. 510320

- 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:

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The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost.
- Single Source**
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- 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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

Plant Operations currently utilize Smith & Loveless process systems, including pumps, classifiers, grit seperators, controllers, etc. and other miscellaneous equipment and parts for these S&L systems, at the headworks to the Woodward Wastewater Plant. Consequently, in order to maintain these systems it is requisite that we sole source replacement parts and equipment from S&L as the OEM. Alternate manufacturers of these parts cannot be used as that would require modifications to other parts of the system.

General Manager (Required for **ALL Policy 10** requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater.**)

DAN MCKINNON

Date MARCH 30/2011

Approval Signature - Manager of Purchasing

Date APRIL 5/2011

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

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



Hamilton

Date: Sept. 9, 2011
Department/Division: Public Works - Environment & Sustainable Infrastructure
Reporter's Name: Peter Topalovic
Phone Number: 905-546-2424 x.5129
Buyer: Donna Drozdz
Vendor: Green Venture

Description of Goods/Services Required:
Delivery of Smart Commute Hamilton community events which include: Bike to Work Day, Transportation and Healthy Living Fair and the Wear Yellow Day School Competition for Active Transportation. See attached document entitled: "Smart Commute Activities Delivery - Fall 2011"

Is there an approved budget for this purchase? Yes No Value: \$ \$28,000.00

Account Number 55401 Dept Id. / Project Id. 4030855820

- 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:

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- Single Source**
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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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

The City has a long-standing relationship with Green Venture to provide education and outreach support. Few delivery agents have the experience, knowledge and partnership resources of Green Venture that could mobilize and leverage further funding to continue current environmental programs and initiate new environmental programs in the City. Green Venture is a Smart Commute Hamilton partner organization and contributes to the mandate of the Transportation Management Association, making them the ideal group to help build community capacity and implement programming that engages the public and encourages behaviour change to travel modes that are more sustainable.

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR General Manager (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)

Approval Signature - Manager of Purchasing

JILLIAN STEPHEN
Date: Sept 9/11
Sept 9/11
Date: SEPT. 14/2011

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. Subject: Vendor Name

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



NOTE for all Policy 11 requests: All requisite approvals must be obtained prior to a vendor being engaged and/or any work being completed, or the purchase will be considered Non-Compliant.

Date: June 21, 2011
Department/Division: Public Works - Environment and Sustainable Infrastructure
Reporter's Name: Mike Field/Ron Gallo/Hart Solomon
Phone Number: 4576/6160/4584
Procurement Contact: Donna Drozdz - Senior Procurement Specialist
Vendor Name: McMaster University - Dr. Ghani Razaqpur

Description of Goods/Services Required:
The development of a validated condition assessment (inspection) procedure for existing concrete City owned street lighting pole structures. The condition assessment procedure validation shall be conducted by destructive testing and analysis of select existing street light poles. The procedure will be utilized to establish an annual street lighting pole inspection program (street lighting pole asset valued at approximately \$20 million) and assist in asset management/capital planning to address degraded infrastructure - end of life expectations: pole repair and replacements needs.

Is there an approved budget for this purchase? Yes No Value: \$ \$80,000.00
Account Number 55801 Dept Id./Project Id. 4041110016

- 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.

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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.

Dr. Razaqpur is the former Chair of Civil Engineering at McMaster University and currently Professor of Civil Engineering (Structures and Earthquake Engineering; Geotechnical and Materials Engineering) and Chairman of two Canadian Standards Association associated with the design and rehabilitation of concrete structures (CAN/CSA S806 & S807). He is the Canadian leading industry expert in infrastructure durability and sustainability focusing on condition assessment, materials and structures modeling techniques, damage detection and monitoring and innovative repair and rehabilitation technologies. McMaster University is the only local university with a lab to facilitate the destructive testing of concrete poles making this a cost-effective exercise (local transportation of existing City of Hamilton street lighting poles). The lab facility and Dr. Razaqpur's expertise ensures an accurate and validated condition assessment procedure. There are no known condition assessment procedures for concrete street lighting pole structures or firms that provide this on a commercial basis.

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)

GARY MOORE

Date JUNE 24/2011

Approval Signature - Procurement Manager _____

Date JUNE 27/2011

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

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



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Date: 2011 09 01
 Department/Division: Public Works - ESI - Water & Wastewater Operations
 Reporter's Name: Lindsay Reich
 Phone Number: 5662
 Procurement Contact: Donna Drozd - Senior Procurement Specialist

Vendor Name: Lancorp Electrical Ltd

Description of Goods/Services Required:
 Provide all Labour, Equipment and Materials necessary to implement emergency repairs pursuant to Electrical Safety Authority "Notice of Deficiency" No. 12950983

Is there an approved budget for this purchase? Yes No Value: \$ \$221,850.00

Account Number 55916 Dept Id./Project Id. 5161066713

- 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.

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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.

On January 8, 2010 Plant Operations received a "Notice of Deficiency" (#12950983) from the Electrical Safety Authority regarding the electrical service and equipment at HCS04 Main/King CSO tank. The notification, item (c) Correct the defects listed below no later than February 01, 2010. Plant maintenance has previously requesting confirmation of Emergency Works, pursuant to the City's Purchasing Policy #10, to investigate and repair/replace the defects as per the Notice of Deficiency in order to maintain electrical service to this facility, and to meet the time requirement imposed by the Authority. The work is now complete and Plant Operations is formalizing the paperwork in order to process the invoice.

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)

Bert Poseadowski, Acting
APPROVED VIA E-MAIL
 DAN MCKINNON - DIRECTOR,
 WATER & WASTEWATER OPERATIONS

Date _____

Approval Signature - Procurement Manager

G. Davis
 G. Davis
 Public Works

Date 9/14/11

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

→ SEPT. 28/2011

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



Hamilton

Date: October 11, 2011
Department/Division: Police
Reporter's Name: Dan Bowman
Phone Number: 905-546-4731
Buyer: Doris Ciardullo
Vendor: CHUBB SECURITY

Description of Goods/Services Required:

Relocate existing door access, supply and install electric strike and reader for action door and supply an additional control box

Is there an approved budget for this purchase? Yes No Value: \$ \$5,979.09 *1/2 = \$687.87*

Account Number 54401 Dept Id. / Project Id. 376600

- 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:

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- Single Source**
A single source is being recommended.
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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: _____
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Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

The card access system is a proprietary system of Chubb Security and only Chubb Security can supply the required service, parts and cards. This is an add on to the existing facilities access system.

General Manager (Required for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater**.)

TED MASON
Approval Signature - Manager of Purchasing

Date OCT. 11/2011
Date OCT. 17/2011

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

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



NOTE for all Policy 11 requests: All requisite approvals must be obtained prior to a vendor being engaged and/or any work being completed, or the purchase will be considered Non-Compliant.

Date: September 15, 2011
Department/Division: HECFI - Operations
Reporter's Name: Brad Calder
Phone Number: 905 546 4066
Procurement Contact: Doris Ciardullo - Senior Procurement Specialist
Vendor Name: Vertigo Research Laboratories Ltd.

NON COMPLIANT

Description of Goods/Services Required:
Annual inspection load test and certification.

Is there an approved budget for this purchase? Yes No Value: \$ \$5,315.00
Account Number 372441, 372442 and 372443 Dept Id./Project Id. 53058

- 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.

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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.

The original quotation submitted by the vendor for this work was \$4,550.00 + HST. While performing the inspection and testing on site, additional labour and service charges were incurred that were not included in the original quotation. These additional charges totalling \$765 increased the cost of the work to \$5,315.00 + HST necessitating a Policy 11 authorization.

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**)
Brad Calder, Director of Operations, HECFI Date 2011, Sept. 15

Approval Signature - Procurement Manager _____ Date OCT. 17/2011

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

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



Hamilton

Date: September 29, 2011
Department/Division: Public Works /Operations & Waste Management/Roads
Reporter's Name: Bob Paul
Phone Number: 7641
Buyer: Iris Tesch
Vendor: Waste Management

NON COMPLIANT

Description of Goods/Services Required:
Removal and disposal of roadside debris and illegal dumped bulk material that has been accumulating at the Brock Road Yard for a number years.

Is there an approved budget for this purchase? Yes No Value: \$ \$6,145.30

Account Number 55916 Dept Id. / Project Id. 427900

- 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.

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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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

In order to make room within the Brock Road Yard for the new culvert compound it was necessary to remove the large amount of road debris and illegal roadside dumping material that had been collected and stockpiled at the Yard over a number of years. As the material being disposed of was not consistent in mass or weight (wood, household furniture, garage etc.) it was very difficult to estimate the weight of the material being disposed into the dumpsters and project planning estimates were understated. Actual weights and their associated tipping and environmental fees exceeded the quotation limit. As this was a one time only exercise for the creation of the required compound, we do not foresee the need for such a large disposal operation in the future.

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR
General Manager (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)
[Signature] Brian Shtynal

Date _____
Date OCT. 17 / 2011

Approval Signature - Manager of Purchasing _____

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

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



NOTE for all Policy 11 requests: All requisite approvals must be obtained prior to a vendor being engaged and/or any work being completed, or the purchase will be considered Non-Compliant.

Date: August 19, 2011
Department/Division: Community Services / Recreation
Reporter's Name: Peter Paweska
Phone Number: 905 546-2424 Ext; 7043
Procurement Contact: Doris Ciardullo - Senior Procurement Specialist
Vendor Name: Stoney Creek Welding LTD.

NON COMPLIANT

Description of Goods/Services Required:
Services to perform various mobile fabrications and welding repairs and services on as required bases.

Is there an approved budget for this purchase? Yes No Value: \$ \$25,000.00

Account Number 54915 Dept Id./Project Id. 792-various

- 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 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 Contract No.: Extended from: Extended to:
- 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.

Staff have been utilizing Stoney Creek Welding LTD for various repair and and fabrication services across the Division. Most of the required work is for metal seating repairs and minor door hinge repair. Request that approval be given to issue a PO to Stoney Creek Welding LTD services provider for the required repairs where services of a welder are required.

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)

VICKI WOODCOX

Date OCT. 5/2011

Approval Signature - Procurement Manager

Date OCT. 26/2011

Once completed and proper approvals have been obtained, please email this form as a .xls file to the "ProcurementPolicy10&11@hamilton.ca" email box
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POLICY 10 - EMERGENCY REPORTING FORM
POLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY



Hamilton

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Date: _____

Department/Division: Community Services / Recreation Division

Reporter's Name: Peter Paweska

Phone Number: Ext: 7043

Procurement Contact: Doris Ciardullo - Senior Procurement Specialist

Vendor Name: DENCO RESTORATION

NON COMPLIANT

Description of Goods/Services Required:

To perform various cement and caulking repairs to building walls, walk ways, cement pads, floors, steps etc. at various facilities in Recreation Division.

Is there an approved budget for this purchase? Yes No Value: \$ \$20,000.00

Account Number 54401 Dept Id./Project Id. 792- Various

- 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**
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** 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.

It was revealed that some very extensive concrete repairs were needed to have the outdoor pools in operation for the 2011 summer season. Recreation Division Facilities have been utilizing the repair services on an as needed bases from contractor that has previously provided the required service in the past. Request that approval be given to requisition a PO to DENCO Restoration services provider for the required cement and caulking repairs.

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)

VICKI WOODCOX

Date OCT. 5/2011

Approval Signature - Procurement Manager _____

Date OCT 26/2011

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

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



Hamilton

Date: September 30, 2011
Department/Division: Hamilton Police Service
Reporter's Name: Ross Memmolo
Phone Number: 546-4766
Buyer: Doris Ciardullo
Vendor: ESRI Canada Ltd

Description of Goods/Services Required:
To develop a migration strategy that will move the Service from a product that is no longer supported.

Is there an approved budget for this purchase? Yes No Value: \$ \$14,000.00

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.

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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

In 2005, Hamilton Police Service (HPS) implemented Beat Tracker, an ArcIMS application that is built on the ESRI software platform. This software enables crime analysts, front line police officers and the various levels of command to view spatial representations of calls for service. The product ArcIMS has now reached its end-of-life and will no longer be supported by ESRI Canada. The HPS would like to retain the services of ESRI Canada because they developed the initial product Beat Tracker, they are familiar with the Services organizational needs as well as their own product platform ArcGIS.

General Manager (Required for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater**.)

TED MASON → OCT. 3/2011

ROSS MEMMELO → Date 09/30/2011

Approval Signature - Manager of Purchasing

Date OCT. 19/2011

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

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



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: 16 August 2011
Department/Division: Emergency Services - EMS
Reporter's Name: Glenn Weylie
Phone Number: 905-961-9125
Procurement Contact: Adriana Byrne - Senior Procurement Specialist
Vendor Name: Keymaster

Description of Goods/Services Required:

Further to the installations already provided for in Contract C10-01-11, Section B: Installation of electronic door strikes, additional installations are required in the Emergency Services Stations.

Is there an approved budget for this purchase? Yes No Value: \$ 8,000.00 / 1/2 \$ 3,915.00

Account Number 54556 Dept Id./Project Id. 7640951900

- 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**
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** 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.

Additional services are needed to meet the minimum requirements of the Ministry of Health to ensure security of drugs and equipment in EMS facilities. It is being recommended that these additional services are supplied by the vendor for Contract C10-01-11, Section B, as competitive prices had been sought through a Request for Tender process and the vendor has already familiarized themselves with the installation requirements at the various sites as outlined in the Request for Tender.

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)

BRENT BROWETT

Date AUG. 31 / 2011

Approval Signature - Procurement Manager _____

Date SEPT. 14 / 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

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



Hamilton

Date: September 27, 2011
Department/Division: Public Works/Operations and Waste Management
Reporter's Name: Blair Smith
Phone Number: 4622
Procurement Contact: Adriana Byrne - Senior Procurement Specialist

NON COMPLIANT

Vendor Name: DeFeo's Welding and Fabricating

Description of Goods/Services Required:

Purchase of two additional Stand Alone Kiosks to accomodate the addition of the Dundas BIA for the Information Kiosk Pilot Project . Dundas was added to the pilot project through PED05172 on February 1, 2011.
Addition of two Dundas Kiosks and included installation of 8 Stand Alone Kiosk by Manufacturer to ensure warranty.

Is there an approved budget for this purchase? Yes No Value: \$ \$18,000.00

Account Number 59214 Dept Id./Project Id. 4240503507

- 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
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 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, 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.

Kiosk Pilot Program PED05172(i) (Wards 1 and 2) (Item 5.1)
(a) That Report PED05172(i), Kiosk Pilot Program PED05172(i) (Wards 1 and2) be received.
(b) That staff be directed to include Dundas in the Kiosk Pilot Program.
Include cost of Manufacturer to complete installation to ensure Warranty.

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR General Manager (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)

Sept 29/11
Date

Approval Signature - Procurement Manager

OCT. 24/2011
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 - EMERGENCY REPORTING FORM
POLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY



Hamilton

Date: Jan 6, 2011
Department/Division: Public Works/Environment & Sustainable Infrastructure
Reporter's Name: Susan Jacob
Phone Number: 905 526 2424 Ext 2621
Buyer: Donna Drozd
Vendor: Horizon Utilities Corporation

COPY

Description of Goods/Services Required:

Design and Relocation of Horizon Utility Plants to accommodate road widenings, conflicts to underground infrastructure etc, as required for various Capital Projects.

Is there an approved budget for this purchase? Yes No Value: \$ \$99,000.00

Account Number Various Dept Id. / Project Id. _____

- 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.

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- 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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

This is to request permission to negotiate with the utility company the cost for relocation of their plant. Horizon Utilities is the sole vendor who will be able to do their relocations. Cost share agreements in place are used as a basis to determine the amounts owed by the City to the utility agency. This is the general sole source request for the year 2011.

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR
General Manager (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)

GARY MOORE
Approval Signature - Manager of Purchasing

Date JAN. 12/2011

Date JAN. 17/2011

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

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



Hamilton

Date: October 21 2011
Department/Division: Hamilton Police Service
Reporter's Name: Ross Memmolo
Phone Number: 546-4766
Buyer: Doris Ciardullo
Vendor: Telecom Computers

Description of Goods/Services Required:

Purchase new HP laptops and desktops as per the Police standard.

Is there an approved budget for this purchase? Yes No Value: \$ \$16,000.00

Account Number 53415 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.

For Negotiation Policy 11 requests, select ONE of the following:

- Short Supply**
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- 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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

It has been seven months since HPS has replaced or purchased any new computers for the organization. The reason for not ordering new computers was twofold. Firstly, HPS wanted to wait until the City completed their desktop/laptop tender process and secondly, the new O/S (Windows 7) is not compatible with our current version of our Records Management System. Unfortunately HPS cannot wait any longer as new hires have been announced and grant money has been awarded to purchase new computers. As it stands, HPS will continue to maintain an HP environment. For this one time order we would like to proceed with a special request to purchase the necessary computers and deal directly with Telecom Computers and HP where they will honour the pricing awarded via the City tender process. In total we require, 2 notebooks (via grant money for Human Trafficking Unit and Command Van) and 8 desktops to support new hires which include Assistant Finance Manager, IT Coordinator, DBA/Programmer Analyst, Enterprise Manager, Labour Relations, Procurement Specialist, new Court staff and a unit for the Accident Reconstruction unit.

General Manager (Required for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater.**) _____

TED MASON → OCT. 24/2011

Date 10/21/2011

Approval Signature - Manager of Purchasing _____

Date OCT. 25/2011

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

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



Hamilton

Date: October 5, 2011
Department/Division: Hamilton Police Service
Reporter's Name: Inspector Dave Calvert
Phone Number: 546-4705
Buyer: Doris Ciardullo
Vendor: MD Charlton

Description of Goods/Services Required:
Heavy Tactical Body Armour for Hamilton Police Service Emergency Response Unit

Is there an approved budget for this purchase? Yes No Value: \$ \$16,600.99

Account Number 53940 Dept Id. / Project Id. 376632

- 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**
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- 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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

MD Charlton is the exclusive distributor of Point Blank Body Armour. The Emergency Response Unit has researched several products and has found that this type of body armour offers several advantages over other products including self-suspended ballistic system, critical contour cut providing maximum protection, rpaid doffing for emergent deployment, pockets for armour plates on the sides and shoulders and Thor Shield protection which forms a passive layer providing protection from non-lethal energy weapons.

General Manager (Required for **ALL Policy 10** requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater.**)

TED MASON

Date OCT. 5/2011

Approval Signature - Manager of Purchasing

Date OCT. 19/2011

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

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



Hamilton

Date: October 5 2011
Department/Division: HES - Fire Communications
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/Services Required:
Supply and install VHF, UHF and GPS antennas for volunteer paging system at new radio sites at the downtown radio site on top of 119 King St.

Is there an approved budget for this purchase? Yes No Value: \$ \$13,500.00 / +/- \$962.00

Account Number 53415 Dept Id./Project Id. 740047

- 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 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 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, 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.

Topp Communications is a sub-contractor used by Motorola during the Corporate Trunked Radio Upgrade Project. To avoid any warranty issues with corporate radio upgrade project and to maintain a continuity with workmanship and minimize additional crews being on site, Topp Communications is being recommended to undertake the additional antenna work for the Volunteer Fire Paging System at the locations noted above.

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR General Manager (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)

DAVID CONLIFFE

Date OCT. 5/2011

Approval Signature - Procurement Manager _____

Date OCT. 24/2011

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

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



Hamilton

COPY

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: 20110930
Department/Division: Public Works - ESI - Water & Wastewater Operations
Reporter's Name: Lindsay Reiach
Phone Number: 5662
Procurement Contact: Donna Drozd - Senior Procurement Specialist
Vendor Name: Gerrie Electric (Gerrv Automation Group)

Description of Goods/Services Required:
OEM spare parts for Allen-Bradley electrical equipment

Is there an approved budget for this purchase? Yes No Value: \$ \$35,000.00

Account Number 5160966713 Dept Id./Project Id. 54720

- 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**
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** 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.

Plant Operations have numerous Allen-Bradley electrical motor control panels and equipment. Gerrie Electric is the Ontario representative of the OEM and is the only supplier of spare parts and support. Consequently, in order to maintain this electrical equipment it is requisite that Plant Operations sole source the procurement of spare parts and support from the Ontario OEM representative. Alternative manufacturers or service providers cannot be used, as they cannot provide the replacement parts and would not have the specialized product knowledge.

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)

DAN MCKINNON

Date OCT. 4 / 2011

Approval Signature - Procurement Manager

Date OCT. 17 / 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

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: 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/Services Required:
Demolition and removal of designated substances at 10 Tiffany Street. Hamilton

Is there an approved budget for this purchase? Yes No Value: \$ \$16,000.00

Account Number 59222 Dept Id./Project Id. 3621054100

- 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 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 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.

10 Tiffany has recently had all the utilities removed and designated substance survey completed, its ready for demolition. Staff are Requesting a single source because Ferro Canada is currently demolishing 30, 26, 18 and 16 Tiffany, machinery is already mobilized;
Abatement \$5,000
Demolition \$11,000

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)

GEOFF LUPTON

Date AUG. 9 / 2011

Approval Signature - Procurement Manager

Date AUG. 12 / 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



Hamilton

**EMERGENCY REPORT FORM - POLICY #10
REQUEST TO USE NEGOTIATION POLICY #11**

Date: May 31, 2011
Department/Division: Public Works, Transportation, Energy and Facilities
Reporter's Name: Shelley Boylan (Traffic Operations Centre)
Phone Number: ext 4395
Buyer: Barb Kinrade
Vendor: Tacel Ltd
Description of Goods/Services Required:
Audible L.E.D. Signal Pushbuttons with Control Boards for Traffic Signals 2011

Is there an approved budget for this purchase? Yes No Value: \$40,000.00
Account Number 53073 Dept Id. / Project Id. 466045

1/2 \$17,420.00

- 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**
There is only one known source for the goods/services (sole source).
- Identical Bids**
Two or more identical bids were received.
- Bids Exceed Budget or Estimated Costs**
The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost.
- Bids Failed to Meet Specifications or Conditions**
All Bids received failed to meet the specifications or tender terms and conditions.
- 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.
- Time-Sensitive**
A time-sensitive situation.
- Expanded or coordinated works.**
Expanded or coordinated works.

Provide a brief explanation identifying the condition that make it necessary to use this policy.
Attach all other supporting documentation as available.

Tacel is the exclusive distributor for Polara Bulldog Pushbuttons and Control Units in Canada. These buttons have proven to be substantially more reliable and are easier for pedestrians to use. The Traffic Dept has had no "Trouble Call" issues associated with these buttons. These buttons also are the current preferred product and have voice recognition capabilities.

Signature -- Departmental Director (under \$100,000)

Geoff Lupton

Signature -- General Manager (over \$100,000)

MAY 31/2011

Approval Signature -- Manager of Purchasing

JUNE 1/2011

Please email this completed form to 'Purchasing Policy 10 & 11' at purchasi@hamilton.ca once completed and proper approvals have been obtained.

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



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: October 6, 2011
Department/Division: Public Works / Transportation, Energy and Facilities
Reporter's Name: Chris Phinney
Phone Number: 905-546-2424 x7009
Procurement Contact: Barb Kinrade - Procurement Specialist ▼
Vendor Name: Horizant Inc.

Description of Goods/Services Required:

To perform the customization, programming and installation of software which will allow for the automation of scheduled drawing publishing in ARCHIBUS. This enables the planning and design group to support the cost allocation for space activities (Leased and Owned) in a timely fashion, avoiding an onerous manual process. Also moves space reporting to existing web based platform and off of client / server platform which is being phased out by the product manufacturer..

Is there an approved budget for this purchase? Yes No Value: \$ \$9,500.00

Account Number 53251 Dept Id./Project Id. 790012

- 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**
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** 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.

Horizant is the VAR assigned by the manufacturer. We have a highly customized environment which makes it extremely difficult for other vendors to get to up speed in order to do customization. In addition, existing support contracts with Horizant would render customization by a third party unsupported.

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)

(Acting Director)

CHRIS HILL

Date OCT. 11/2011

Approval Signature - Procurement Manager

Date OCT. 25/2011

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

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



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: October 25, 2011
Department/Division: Public Works - ESI - Water & Wastewater Operations
Reporter's Name: Dan McKinnon
Phone Number: 5941
Procurement Contact: Donna Drozdz - Senior Procurement Specialist
Vendor Name: Hydromantis Environmental Software Solutions, Inc.

Description of Goods/Services Required:
To acquire updated modeling software (GPS-X 6.1 Modeling software- Hydromantis) and associated training to the wastewater plant modelling program for Woodward Avenue Wastewater Treatment Plant

Is there an approved budget for this purchase? Yes No Value: \$ \$70,000.00

Account Number 55916 Dept Id./Project Id. 510320

- 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.

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The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost.
- Single Source**
A single source is being recommended.
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- 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.

Water and Wastewater Operations currently has Hydromantis GPSx modeling software for use in plant operations to simulate performance of the wastewater treatment plant and predict the outcome fo process changes prior to implementing them. The software can identify outcomes in advance of making these process changes and is a valuable tool to ensure that efforts to optimize plant performance will not result in upsets or non-compliance with regulatory obligations. Plant Operations has possessed this software program for a number of years and wishes to take advantage of the new features of the most recent version. The GPSx software is created and owned by Hydromantis, a Hamilton company and world leader in this field. Staff will receive additional benefits from the training that will be provided with the new software as the Woodward Plant will be re-created in this new version.

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)

DAN MCKINNON

Date OCT 25/2011

Approval Signature - Procurement Manager _____

Date OCT 26/2011

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

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



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Date: October 20, 2011
Department/Division: Traffic Engineering, Public Works
Reporter's Name: Rodney Aitchison
Phone Number: ext. 2067
Procurement Contact: Donna Drozd - Senior Procurement Specialist
Vendor Name: Trafficware

Description of Goods/Services Required:
4 copies of Synchro plus SimTraffic version 8 software upgrade to existing licenses.

Is there an approved budget for this purchase? Yes No Value: \$ \$6,000.00 *+ \$184.00*

Account Number 53251 Dept Id./Project Id. 4041114010

- 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.

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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.

This purchase is for a software upgrades to existing licenses. Synchro plus SimTraffic is a proprietary software package used to model, analyze, optimize and simulate traffic signal networks. Trafficware is the only company that sells this software. It is the primary tool used by Traffic Engineering staff in the Signals & Systems section on a frequent and regular basis for retiming projects, assessing site specific traffic problems in signalized networks and reviewing traffic impact studies.

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)

GARY MOORE

Date OCT. 26/2011

Approval Signature - Procurement Manager

Date OCT. 26/2011

Once completed and proper approvals have been obtained, please email this form as a .xls file to the "ProcurementPolicy10&11@hamilton.ca" email box
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POLICY 10 - EMERGENCY REPORTING FORM
POLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY



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Date: October 6, 2011
Department/Division: Community Services / Wentworth Lodge
Reporter's Name: Sandra Denman
Phone Number: 905-546-2424 x1921
Procurement Contact: Doris Ciardullo - Senior Procurement Specialist
Vendor Name: Chubb Edwards

Description of Goods/Services Required:
Annual inspection of the fire alarm system at Wentworth Lodge, which is a requirement as per fire code legislation.

Is there an approved budget for this purchase? Yes No Value: \$ \$5,406.00

Account Number 55916 Dept Id./Project Id. 632035

- 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.
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The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost.
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- 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.

Until the City tender (anticipated January 2012) for the Annual Testing of Life Safety Systems is completed, we would like to have our current vendor (who supplied the system and is most familiar with it) complete the annual inspection which is due no later than November 31, 2011 (so that we can remain compliant under Ontario Fire Code legislation).

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)

LYNDA SECORD

Date OCT. 6/2011

Approval Signature - Procurement Manager

Date OCT. 24/2011

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

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



NOTE for all Policy 11 requests: All requisite approvals must be obtained prior to a vendor being engaged and/or any work being completed, or the purchase will be considered Non-Compliant.

Date: October 7th, 2011
Department/Division: PHS - Planning and Business Improvement
Reporter's Name: _____
Phone Number: _____
Procurement Contact: Doris Clardullo - Senior Procurement Specialist ▼
Vendor Name: Association of Local Public Health Agencies

Description of Goods/Services Required:
Rapid Risk Factor Surveillance System Survey (RRFSS) 2011 year. RRFSS is a tool Provided by York University to receive up to date Survey information from various health units. ALPHA co-ordinates the use of the tool.

Is there an approved budget for this purchase? Yes No Value: \$ \$5,500.00
Account Number 57260 Dept Id./Project Id. 677235

- 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:

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- 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.

This agency co-ordinates the RRFSS for Health Departments. This is the only agency that supplies this service.

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)

TERESA BENDO

Date OCT 7/2011

Approval Signature - Procurement Manager _____

Date OCT. 25/2011

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

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



Hamilton

Date: 2011 01 10
Department/Division: W & WW / Environment & Sustainable Infrastructure
Reporter's Name: Lindsay Reiach
Phone Number: 5662
Buyer: Donna Drozdz
Vendor: Romatec Technical Solutions

COPY

Description of Goods/Services Required:
OEM spare parts and assemblies for existing equipment utilized by Plant Operations

Is there an approved budget for this purchase? Yes No Value: \$ 95,000.00

Account Number 54720 Dept Id. / Project Id. 510320

- 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.

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A single source is being recommended.
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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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

Plant Operations have numerous installations of Seepex Pumping Systems, including pumps, motors, drives etc. and other miscellaneous equipment and parts for these Seepex Pump Systems. In order to maintain these systems, it is requisite that replacement parts and/or equipment are sole sourced from Seepex Pump Systems, represented by their Ontario sole distributor Romantec. Alternate manufacturers of these parts/equipment can't be used as that would require modifications to other parts of the systems.

General Manager (Required for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater.**)

DAN MCKINNON

Date MARCH 30/2011

Approval Signature - Manager of Purchasing

Date APRIL 5/2011

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

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



Hamilton

Date: 2011 01 10
Department/Division: Public Works / E&SI
Reporter's Name: Lindsay Reiach
Phone Number: 5662
Buyer: Donna Drozdz
Vendor: T.D. Rooke Associates Ltd.

COPY

Description of Goods/Services Required:

OEM equipment and spare parts for existing equipment utilized by Plant Operations

Is there an approved budget for this purchase? Yes No Value: \$ 95,000.00

Account Number 54720 Dept Id. / Project Id. 510320

- 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.

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- Expanded Works** Existing PO Number: _____
Approved construction 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 required. Attach all other supporting documentation as available.

Plant Operations currently have numerous installations utilizing Gratec Lightnin Mixers process systems, including mixers, drives, controllers, etc. and other miscellaneous equipment and parts for these systems. Consequently, in order to maintain these systems it is requisite that we sole source replacement parts and equipment from T.D. Rooke, as the OEM provider. Alternate manufacturers of these parts can not be used as that would require modifications to other parts of the system.

Signatures: Departmental Director (for Policy 11 requests that are **under \$100,000**) **OR**
General Manager (for **ALL Policy 10** requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater**)

DAN MCKINNON Date MARCH 30/2011
Approval Signature - Manager of Purchasing Date APRIL 5/2011

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

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



NOTE for all Policy 11 requests: All requisite approvals must be obtained prior to a vendor being engaged and/or any work being completed, or the purchase will be considered Non-Compliant.

Date August 30th, 2011
 Department/Division Public Works/Transportation, Energy & Facilities
 Reporter's Name Chuck Alkerton
 Phone Number 905-961-1180
 Procurement Contact Barb Kinrade - Procurement Specialist
 Vendor Name HUMANE WILDLIFE CONTROL INC

Description of Goods/Services Required
Health & Safety Emergency Situation Removal of Wildlife Exclusion of bats and squirrels at Charlton Hall(52/56 Charlton Ave, Hamilton) which is a home for young troubled girls between the ages of 12-17 Along with securing building envelope to stop the squirrels and bats from entering

Is there an approved budget for this purchase? Yes No Value \$ \$10,000.00

Account Number 54401 Dept Id /Project Id 791508

- 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

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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

The health risks of squirrels are ticks, fleas and squirrels can move or attack swiftly The bats feces are highly contaminated Charlton Hall is a residential treatment program available to ten 12-17 years of age who are experiencing serious emotional, mental health, behavioural problems or developmental difficulties Anxiety, attachment, attention deficit, conduct and post traumatic stress disorders are common diagnostic features among the residential population Charlton Hall is a structured therapeutic environment operating seven days in a residential neighbourhood There are approximately 8-10 girls living at the site with support staff

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)

GERRY DAVIS
 Date 9/1/11
 Date Sept. 2/11

Approval Signature - Procurement Manager _____

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



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: October 18, 2011
 Department/Division: Public Works/Transportation, Energy and Facilities/Facilities Services
 Reporter's Name: Pat Di Leonardo
 Phone Number: 905 546-2424 x7002
 Procurement Contact: Barb Kinrade - Procurement Specialist
 Vendor Name: OTIS

Description of Goods/Services Required:

Due to emergency/unexpected sewage flooding in the elevator pit, OTIS was needed to provide the plumbing contractor access into the elevator pit, as OTIS is the only contractor authorized to provide access into the pit. OTIS was on site after hours on Oct 14/11 and then had to return on Oct 17/11, to provide access. The final repair is pending; therefore, OTIS will need to provide access one additional time (pending no unforeseen circumstance). (See attached w/os 201118842 & 201118889) *Service will be at the Hamilton Central Library.*

Is there an approved budget for this purchase? Yes No Value: \$ 15,000.00 *13,805.88*

Account Number 54915 Dept Id./Project Id. 791151

- 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.
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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.

It was necessary to use a Policy 10, as the sump pumps unexpectedly failed, which caused flooding in the elevator pit, which released a strong odour of sewage. The pits had to be drained and the only people who are authorized to access the elevator pits are the technicians from OTIS; therefore, they had to be on site to provide access and stay on site until the work was completed, as elevator/elevator pit can't be left unattended without an authorized OTIS technician.

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)

[Handwritten signatures: Gerry Davis, Chuck Adenton, Paul Angelo, J. M. ...]
 Date: Oct. 17/11
 Date: Oct. 24/11

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



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Date: October 24th, 2011
Department/Division: COMMUNITY SERVICES / RECREATION DIVISION
Reporter's Name: ROB GATTO - GOLF OPERATIONS
Phone Number: 905-540-6378
Procurement Contact: Doris Clardullo - Senior Procurement Specialist
Vendor Name: G.C. Duke Equipment Ltd.

Description of Goods/Services Required:
Rental of equipment due to the break in at King's Forest Golf Course. The vandals, broke into the maintenance building vandalizing turf equipment. Golf Operations needed to rent equipment to continue our operation for a duration of 6 weeks.

Is there an approved budget for this purchase? Yes No Value: \$ \$7,500.00

Account Number 52245 FILE # 033542 Dept Id./Project Id. 792490

- 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.
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Provide a brief explanation identifying the conditions that make it necessary to use this policy. Attach all other supporting documentation as available.

KING'S FOREST MAINTENANCE BUILDING WAS BROKEN INTO AND GOLF COURSE EQUIPMENT WAS DAMAGED TO THE POINT THAT STAFF COULD NOT OPERATE THE EQUIPMENT. IT WAS NECESSARY TO RENT TO CONTINUE OUR DAILY PROCEDURES ON THE GOLF COURSES TO KEEP UP WITH COURSE CONDITIONS.

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)

Joe-Anne Priel

Date Nov. 3/11

Approval Signature - Procurement Manager _____

Date Nov. 7/11

Once completed and proper approvals have been obtained, please email this form as a .xls file to the "ProcurementPolicy10&11@hamilton.ca" email box
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POLICY 10 - EMERGENCY REPORTING FORM
POLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY



NOTE for all Policy 11 requests: All requisite approvals must be obtained prior to a vendor being engaged and/or any work being completed, or the purchase will be considered Non-Compliant.

Date: June 29, 2011
 Department/Division: Public Works / Environment and Sustainable Infrastructure
 Reporter's Name: Mark Bainbridge
 Phone Number: 905-546-2424 x5929
 Procurement Contact: Donna Drozd - Senior Procurement Specialist

Vendor Name: Hamilton Port Authority

Description of Goods/Services Required:

Partnership support for Randle Reef Sediment Remediation in Hamilton Harbour.
 The City has committed up to \$8M toward the implementation of Randle Reef Sediment remediation in Hamilton Harbour. This contribution is part of the support being provided by a larger set of stakeholders. Project implementation has not yet begun. In order to, provide greater confidence in the design and costing of the Randle Reef Sediment Remediation project prior to the start of work, a process of peer review and standardization of documents is being undertaken. In addition, a project communication tool will be developed. The total value of this work is estimated to be \$500K split between 4 participating stakeholders (Hamilton Port Authority, Environment Canada, Ontario Ministry of Environment and the City of Hamilton). The City portion is valued at \$125K.

Is there an approved budget for this purchase? Yes No Value: \$ \$125,000.00 / +/- \$5,000.00

Account Number 2110953900 Dept Id./Project Id. 55801

- 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.
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- 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.

This work is a partnership effort related to contamination found at Randle Reef in Hamilton Harbour. The process of design is being undertaken by a consulting team procured through the lead agency for the project. Additional work is needed to provide stakeholder confidence in the design and costing information developed to this point. This confidence will help stakeholders further validate the approach to Randle Reef and the expense being incurred. Work is leveraging a process already in place through the lead agency on the project that will select the qualified company to undertake the work.

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)

Gerry Davis

Date July 20, 2011

Approval Signature - Procurement Manager

Date July 20, 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

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: October 27, 2011
Department/Division: Public Health Services - Healthy Living Division
Reporter's Name: Dorothy Barr-Elliott
Phone Number: 905.546.2424 Ext 3536
Procurement Contact: Doris Ciardullo - Senior Procurement Specialist

Vendor Name: Sid Ridgley - Simul Consulting - see attached email from D. Reinhart 11/10/11

Description of Goods/Services Required:
Interactive training workshop on the topic of "collaboration" to be provided to 30 Healthy Living Division staff on Thursday, 24 November 2011.

Is there an approved budget for this purchase? Yes No Value: \$ \$5,700.00

Account Number 55735 Fees for service Dept Id./Project Id. 675000

- 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.

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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** 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 training event for Healthy Living Division staff is being planned to build skills in the area of collaboration. The most highly recommended speaker found on this topic is Sid Ridgley who offers a two day session at the Schulich School of Business (York University) at a cost of \$1,995 per person for a two day interactive workshop. To maximize our training budget, we would like to have him to present a one day workshop to 30 staff at a cost of \$5,700. This will greatly reduce the registration costs and will avoid staff having to travel to Toronto. We have not discovered any other speakers on this topic as well recommended as is Sid Ridgley. He speaks internationally and is familiar with the municipal sector.

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)

DOROTHY BARR-ELLIOTT

Date OCT. 31/2011

Approval Signature - Procurement Manager _____

Date Nov. 8/2011

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POLICY 10 - EMERGENCY REPORTING FORM
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Date: October 29, 2011
Department/Division: Economic Development Division
Reporter's Name: Norm Schleeahn
Phone Number: 2669
Procurement Contact: Jeff Mulligan - Procurement Specialist
Vendor Name: Hamilton Chamber of Commerce

Description of Goods/Services Required:
Sponsorship of Hamilton Chamber of Commerce Events

Is there an approved budget for this procurement? Yes No Value: \$ \$12,000.00

Account Number 55440 Dept Id./Project Id. 362105

- 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.
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Provide a brief explanation identifying the conditions that make it necessary to use this policy. Attach all other supporting documentation as available.

Economic Development has had an annual sponsorship agreement with the Hamilton Chamber of Commerce, whereby we sponsor events and seminars throughout the year. To date, Ec Dev has sponsored \$1,500 for the Outstanding Business Achievement Awards Program (March 2011), and \$3,000 for the Hamilton Economic Summit (May 2011). There are three additional events coming up in November and December which include the WebEdge Seminar \$1,250, Northern lights Seminar \$1,250 and the title sponsorship for The Big Bank Theory -Economists Panel - \$5,000. These events provide the City with an ideal opportunity to present the "Invest in Hamilton" message to a captive and targeted audience. This sponsorship agreement is usually defined much earlier in the calendar year but with the change in leadership that took place at the Chamber mid summer, this agreement was just finalized last week.

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)

NEIL EVERSON

Date Nov. 2/2011

Approval Signature - Procurement Manager _____

Date Nov. 7/2011

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



Hamilton

Date: October 27, 2011
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/Services Required:

Supply, install and remove temporary shoring at bridge Asset 330 -Birch Ave (75 south of Burlington St.) as per drawings BF-01 sheets 1 to 3.

Is there an approved budget for this purchase? Yes No Value: \$ \$85,450.00

Account Number 55916 Dept Id. / Project Id. 4031118001

- 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.
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Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

A low bed semi-trailer carrying a forklift hit the north west girder of the railroad bridge located on Birch Ave (75 m South of Burlington St) on Monday October 24, 2011. The collision impact tore apart the outside plies of the bottom flange plate assembly. Several riveted connections got broken and some of the pipe support brackets were damaged. It was estimated, by simple visual inspection, that the damaged bottom flange suffer a lost of at least 50% of its carrying capacity. As a result, SOR suggested engaging Dufferin Construction to provide temporary shoring of the bridge structure while repair works are undertaken. Dufferin has done similar shoring work for SOR in the past. The various costs associated with this repair are expected to be recovered through Risk Management as the damages were a result of a vehicular accident. Police Report P11-753164

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR General Manager (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)

Gerry Davis Nov. 7/2011
[Signature] Nov. 7/2011

Approval Signature - Manager of Purchasing

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

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



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Date: November 4, 2011
Department/Division: Public Works - Operations & Waste Management
Reporter's Name: Stephen Ames
Phone Number: 905-546-2424 EXT 2369
Procurement Contact: Iris Tesch - Procurement Specialist
Vendor Name: Playpower Ltd Canada - 21 Scott Ave. Paris On. N3L-3E7

Description of Goods/Services Required:
Supply Equipment and labour to remove and replace fire damaged play equipment at Corman park playground -

Is there an approved budget for this purchase? Yes No Value: \$ \$13,679.78 / 1,573.78

Account Number 55916 Dept Id./Project Id. 444065

- 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.
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It is recommended practice for these parts to come from the original company - for liability and warranty reasons. Playpower Ltd Canada is the supplier and the manufacturer of this equipment - and is able to make necessary modifications and adjustment as required to maintain current CSA (2007) standards. Vendor has exclusive rights over their playground equipment and their parts are not interchangeable with other vendor equipment. The replacement parts are required due to vandalism.

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)

CRAIG MURDOCH

Date Nov. 15/2011

Approval Signature - Procurement Manager _____

Date Nov. 15/2011

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POLICY 10 - EMERGENCY REPORTING FORM
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Date: November 1, 2011
Department/Division: Facilities Dept
Reporter's Name: Chuck Alkerton
Phone Number: 905-546-2424 x7006
Procurement Contact: Barb Kinrade - Procurement Specialist
Vendor Name: Ferro Canada - 905-763-0787

Description of Goods/Services Required:
Demolition and removal of designated substances at 162 & 164 Barton St W, Hamilton.

Is there an approved budget for this purchase? Yes No Value: \$ \$22,000.00

Account Number 59222 Dept Id./Project Id. 3621054100

- 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.
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162-164 Barton St W has recently had all the utilities removed. Staff are requesting single source because Ferro Canada Inc., is currently demolishing 166, 168, 170, 172, 174, 176, 178, 180, 182, and 198 Barton St W and machinery is already on site.

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)

Geoff Lupton

Date Nov. 1/2011

Approval Signature - Procurement Manager

Date Nov. 15/2011

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



Hamilton

Date: June 9, 2011
Department/Division: Corporate Services/ Financial Planning & Policy
Reporter's Name: Tom Hewitson
Phone Number: 546-2424 ext 4159
Buyer: Maryanne Macura ▼
Vendor: BMA Management Consulting Inc.

Description of Goods/Services Required:

Annual municipal competitiveness study - 2011

Is there an approved budget for this purchase? Yes No Value: \$ 5,900 (+ HST)

Account Number 55801 Dept Id. / Project Id. 338025

- 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.
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Consortium of 50+ municipalities agreed to take part in a joint venture to conduct a tax competitiveness study. From consultation amongst the municipalities, the proposed vendor (BMA Management Consulting Inc.) was selected to conduct the study.

Signatures: Departmental Director (for Policy 11 requests that are **under \$100,000**) OR
General Manager (for **ALL Policy 10** requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater**)

MIKE ZEGARAC

Date SEPT. 16/2011

Approval Signature - Manager of Purchasing

Date SEPT. 16/2011

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POLICY 10 - EMERGENCY REPORTING FORM
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Date: Oct. 19, 2011
Department/Division: Public Works, EFFT
Reporter's Name: Tom Chessman
Phone Number: x2494
Procurement Contact: Donna Drozdz - Senior Procurement Specialist
Vendor Name: Hamilton Community Energy

Description of Goods/Services Required:
Engineering assessment of existing District Cooling Loop for capacity and capability options as it relates to additional buildings being added to the District Cooling system. This includes McMaster (at the existing Hamilton Wentworth Board of Ed. site) and a private developer adding buildings to the downtown core. Payment for this work will be from the Energy Reserve.

Is there an approved budget for this purchase? Yes No Value: \$ \$45,000.00

Account Number 55801 Dept Id./Project Id. 790200

- 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.
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Provide a brief explanation identifying the conditions that make it necessary to use this policy. Attach all other supporting documentation as available.

As outlined in the Energy Commodity Policy we are electing to work with Hamilton Community Energy (HCE), a wholly owned subsidiary of the City as we both are engaged in the District Energy business and previous projects such as Lister Block. In the proposed relationship Public Works will supply cooling to HCE, whom in turn will contract for cooling supply services to McMaster and the new developer. New buildings being added to the District Cooling Loop need technical analysis and assurance that the existing system can supply the cooling needs. If not then additional options need to be explored to deliver the required cooling for these new developments. This technical and economical impact study will form the basis of future Council reports for expansion based project work. Timing is important as there are impending agreements that will specify cooling loads will indeed be met. HCE will take the lead on this study work to aid in providing the future services being proposed.

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)

GEOFF LUPTON

Date OCT. 19/2011

Approval Signature - Procurement Manager _____

Date OCT. 26/2011

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



Date: 2011 01 10
Department/Division: W & WW / Environment & Sustainable Infrastructure
Reporter's Name: Lindsay Reiach
Phone Number: 5662
Buyer: Donna Drozd
Vendor: Smith & Loveless

Description of Goods/Services Required:
OEM spare parts for existing equipment utilized by Plant Operations

Is there an approved budget for this purchase? Yes No Value: \$ \$95,000.00 +/- \$69,608.00

Account Number 54720 Dept Id. / Project Id. 510320

- 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.
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Plant Operations currently utilize Smith & Loveless process systems, including pumps, classifiers, grit separators, controllers, etc. and other miscellaneous equipment and parts for these S&L systems, at the headworks to the Woodward Wastewater Plant. Consequently, in order to maintain these systems it is requisite that we sole source replacement parts and equipment from S&L as the OEM. Alternate manufacturers of these parts cannot be used as that would require modifications to other parts of the system.

General Manager (Required for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater.**)

DAN MCKINNON
Approval Signature - Manager of Purchasing

Date March 30/2011
Date April 5/2011

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POLICY 10 - EMERGENCY REPORTING FORM
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Hamilton

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Date: November 29, 2011
Department/Division: Public Works / Transportation, Energy and Facilities
Reporter's Name: Rom D'Angelo
Phone Number: 905-546-2424 x7006
Procurement Contact: Barb Kinrade - Procurement Specialist

Vendor Name: Peter Turco - 289-260-0003 *is P.T General Contracting* **BK**

Description of Goods/Services Required:
Increase to PO #62016 by \$30,000 to replace discharging lines which were collapsed and deteriorated.

Is there an approved budget for this procurement? Yes No Value: \$ \$30,000.00

Account Number 54401 Dept Id./Project Id. 791604

- 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.
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Provide a brief explanation identifying the conditions that make it necessary to use this policy. Attach all other supporting documentation as available.

Unforeseeable site conditions require addition to PO #62016 in the amount of \$30,000. Rain and ground water from heavy rainfall is flowing rapidly and back washing onto the Chedoke Yard grounds and towards the building. It was discovered on Nov 28 that the discharging lines were collapsed and deteriorated and need to be replaced. RFQ was issued to 3 local contractors (Peter Turco, Rankin and Wm Groves) for initial requirements, which Peter Turco was the lowest bid.

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)

Rom D'Angelo
Gerry Davis

Approval Signature - Procurement Manager

Date _____
Date 12/7/11

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DEC. 13/2011

POLICY 10 - EMERGENCY REPORTING FORM
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Date: November 3, 2011
Department/Division: Energy Fleet & Facilities - Traffic Operations
Reporter's Name: Shelley Boylan
Phone Number: 4395
Procurement Contact: Barb Kinrade - Procurement Specialist
Vendor Name: Harper Management

Description of Goods/Services Required:
Installation of Various Sign Overlays to existing Traffic Control Signs on the Lincoln Alexander Parkway. Signs were initially damaged by Graffiti vandalism.

Is there an approved budget for this procurement? Yes No Value: \$ \$13,000.00

Account Number 53051 Dept Id./Project Id. 466080

- 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.
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Provide a brief explanation identifying the conditions that make it necessary to use this policy. Attach all other supporting documentation as available.

Harpar Management is the current contracted Sign Installer for the Ministry of Transportation. The Sign Overlays which Harpar Management will be installing are being fabricated by the MTO (See Policy 11 for Ministry of Transportation attached) We do not have the capability to install speciality signs of this size. Due to the regulations for road closures on the Lincoln Alexander Parkway, speciality equipment is required as well.

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)

Geoff Lupton

Date Nov. 7/2011

Approval Signature - Procurement Manager

Date Nov. 7/2011

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



Hamilton

Date: September 19, 2011
Department/Division: Public Works - Facilities
Reporter's Name: Frank Gazzola
Phone Number: 905 546-2424 ext 2810
Procurement Contact: Barb Kinrade - Procurement Specialist
Vendor Name: Superior Boiler Works

Description of Goods/Services Required:
Copps, Chiller Plant, P5 Pump motor burnt out. Electrical motor to be removed and replaced immediately.

Is there an approved budget for this purchase? Yes No Value: \$ \$10,000.00 / +/- \$2,064.88

Account Number 54720 Dept Id./Project Id. 791306

- 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
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 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, 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.

There has been a failure with Pump P5 in the Chiller Plant at Copps Coliseum. In order to meet the users event schedule, the pump motor required immediate replacement. Superior Boiler Works was selected to repair as they are the current High Voltage Electrical Contractor. The P5 Pump motor burnt out and required replacement. Copps had started making ice on Tuesday and therefore the urgency in repairing this pump was immediate.

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR General Manager (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)

[Signature]
Approval Signature - Procurement Manager

← JOHN MATER

Date Oct 5/11
Date NOV. 7/2011

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

Ram

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



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: NOV 8, 2011
Department/Division: Community Services / culture
Reporter's Name: Ciara mckeown
Phone Number: X.6281
Procurement Contact: Select Appropriate Procurement Contact DORIS ~~CIARA~~

Vendor Name: Concrete Elegance CIARDULLO

Description of Goods/Services Required:
for the fabrication and installation of two concrete chairs as part of the James G.N public art commission

Is there an approved budget for this procurement? Yes No Value: \$ 8870
Account Number 710105875 Dept Id./Project Id. 59078

- 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 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.
- 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.

Vendor has begun work as install date is planned for two weeks from now, however work originally estimated now needs to be covered with this Overage, in the amount of \$8870. Contractor is also completing highly specialized work not readily available through other contractors

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)
[Signature] ← ANNA BRADFORD
Date NOV. 8/2011
Approval Signature - Procurement Manager [Signature] Date NOV. 15/2011

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

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



Hamilton

Date: Sept 6, 2011
Department/Division: Transportation, Energy & Facilities
Reporter's Name: Dave McFarland
Phone Number: Ext 7039
Procurement Contact: Doris Ciardullo - Senior Procurement Specialist
Vendor Name: SimplexGrinnell / Tyco

Description of Goods/Services Required:
Funding required to cover sprinkler/fire alarm inspections, repairs and maintenance at our Corporate Facilities. This Life Safety work is required by Fire Code. This policy 11 will extend existing Simplex service agreement with the City's Facilities Section under a previous 2010 policy 11 for \$ 60,000.

Is there an approved budget for this purchase? Yes No Value: \$ \$40,000.00

Account Number 54401 Dept Id./Project Id. various

- 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**
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** 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, 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.

Facilities is working with purchasing on a new corporate wide Life Safety / Fire Alarm tender due the end of this year. This policy 11 is required to cover the remaining of 2011.

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR General Manager (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)

GEOFF LUPTON

Date SEPT. 7/2011

Approval Signature - Procurement Manager

Date SEPT. 14/2011

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

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



Hamilton

Date: 18 Nov 11
Department/Division: Hamilton Police Service- CSS RADIO SHOP
Reporter's Name: Ron Pereira (per Ross Memmolo)
Phone Number: (905) 546-3891
Buyer: Doris Ciardullo
Vendor: Cartel Communications Systems Inc.

NON COMPLIANT

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 / 1/2 \$11.20

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 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:

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There is only one known source for the goods/services (sole source).
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- Expanded Works** Existing PO Number: _____
Approved construction 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 required. Attach all other supporting documentation as available.

The equipment manufacturer specified is the exclusive supplier of Powerwave equipment in the GTA. Only one other equipment manufacturer has been identified, and no vendor has been able to provide pricing information for that manufacturer. (TX/RX, o/a Bird Technologies Group) There is an urgent need for this purchase, to rapidly resolve a personnel safety issue.

General Manager (Required for **ALL Policy 10** requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater**.)

TED MASON

Date Nov. 21/2011

Approval Signature - Manager of Purchasing

Date Nov. 21/2011

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

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



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: Oct 21, 2011
 Department/Division: Public Health Services
 Reporter's Name: Dr. Elizabeth Richardson
 Phone Number: 905 - 546-2424 x 3501
 Procurement Contact: Doris Clardullo - Senior Procurement Specialist
 Vendor Name: Kirk Sievert AdPro.ca Change Systems Inc.

Description of Goods/Services Required:
 1 day training program for PHS leadership team (PHSMT): "Executive Sponsorship Session" on Prosci Change Management (CM) and ADKAR Model. This senior, sponsor level change management session is the companion program to the Prosci Change Management Certification Program endorsed by CoH Human Resources Division as a preferred corporate approach for organization-wide change management initiatives. This strategic approach to managing organizational change is a competency development area identified for PHSMT's ongoing Leadership Team Development Quarterly Events.

Is there an approved budget for this purchase? Yes No Value: \$ \$15,000.00

Account Number Training Acc. #5640 L&D Fund: #677001 Dept Id./Project Id. OMOH: #677000 Learning

- 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.
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- 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.

1 day training program for PHS leadership team (PHSMT): "Executive Sponsorship Session" on Prosci Change Management (CM) and ADKAR Model. This senior, sponsor level Change Management session is the companion program to the Prosci Change Management Certification Program endorsed by CoH Human Resources as a preferred corporate approach for organization-wide change management initiatives. Since key HR managers and all OD Specialists were certified in this particular Prosci CM Program provided by vendor K. Sievert it is appropriate to continue using this vendor for consistent high quality training, instruction and program content. The vendor provided high quality service and value for money through the delivery of this Adpro Prosci Change Management Program supported by practical resource tools and materials. Contact Information: Kirk Sievert AdPro.ca Change Systems Inc. Exclusive Prosci Canadian Prime Affiliate www.adpro.ca Address: 354 Masons Point Rd, Head of St. Margaret's Bay, NS B3Z 1Z5 Tel: 902.462.9195

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)

Dr. Elizabeth Richardson _____ Date 21-Oct-11

Approval Signature - Procurement Manager ERichardson _____ Date Nov 1/11

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

Nov. 7/2011

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



Date: November 16, 2011
Department/Division: HECFI-Building Operations
Reporter's Name: Jerry van den Heuvel
Phone Number: 905-546-4008
Buyer: Maryanne Macura
Vendor: J.H. Ryder Machinery Ltd.

Description of Goods/Services Required:
Service, repair and rental of the lifttrucks and lift trucks and lifting equipment.

Is there an approved budget for this purchase? Yes No Value: \$ \$5,000.00

Account Number 372441, 442 and 443 Dept Id. / Project Id. 54720

- 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:

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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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

Services and repairs were greater than expected. Will obtain competitive quotes for this service before 2012.

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR
General Manager (for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are \$100,000 or greater)

B. Calder

Date 11-Nov-11

NOV. 16/2011

Approval Signature - Manager of Purchasing

Date

NOV. 23/2011

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

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



Hamilton

Date: September 26, 2011
Department/Division: Hamilton Police Service
Reporter's Name: Claus Wagner
Phone Number: 546-4705
Buyer: Doris Ciardullo
Vendor: Mega-Tech

Description of Goods/Services Required:

Radar units and radar unit maintenance and repairs for Hamilton Police Service Highway Traffic Act enforcement

Is there an approved budget for this purchase? Yes No Value: \$ \$30,000.00

Account Number 53415 Dept Id. / Project Id. 376430

- 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**
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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

Mega-Tech is the sole Canadian distributor of the Laser Technology Inc Truspeed laser in Ontario. Hamilton Police Service officers are certified on this radar unit.

General Manager (Required for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater.**)

TED MASON

Date OCT. 5 / 2011

Approval Signature - Manager of Purchasing

Date OCT. 19 / 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

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



Date: June 8, 2011
Department/Division: Public Works - Energy, Fleet, Facilities & Traffic
Reporter's Name: Rom D'Angelo
Phone Number: 905-546-2424 x7006
Procurement Contact: Barb Klnrade - Procurement Specialist
Vendor Name: Toromont

Description of Goods/Services Required.

Replace faulty transfer switch for emergency generator at Fire Station # 6 (246 Wentworth St N) This condition was discovered today while performing the monthly testing of the emergency generator and related systems. The transfer switch is a critical component as it allows the transfer of electricity to the generator during a power outage and reverse. A thorough investigate was conducted by Toromont and it has been deemed the entire switch unit has expired and requires immediate replacement. At this time we do not have reliable backup should there be a power failure.

Is there an approved budget for this purchase? Yes No Value: \$ \$14,000.00

Account Number 791109 Dept Id./Project Id. 54401

- 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
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 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, 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.

replace faulty transfer switch for emergency generator at Fire Station # 6 (246 Wentworth St N) This condition was discovered today while performing the monthly testing of the emergency generator and related systems. The transfer switch is a critical component as it allows the transfer of electricity to the generator during a power outage and reverse. A thorough investigate was conducted by Toromont and it has been deemed the entire switch unit has expired and requires immediate replacement. At this time we do not have reliable backup should there be a power failure.

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR General Manager (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)

[Handwritten signatures]
Date 7/12/11
Date JULY 13/2011

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

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



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 30, 2011
Department/Division: Capital Facility Renewal, Corporate Facility Management
Reporter's Name: Rom D'Angelo
Phone Number: 905-546-2424 x7006
Procurement Contact: Barb Kinrade - Procurement Specialist
Vendor Name: Superior Door & Gate Systems Inc. 905-549-7000 x287

Description of Goods/Services Required:
Supply and install security fencing, electronic gates, card access and security cameras to secure 330 Wentworth Operation Centre (Wentworth & Birch Street Gates)

Is there an approved budget for this purchase? Yes No Value: \$ \$75,000.00 / ~~75,000.00~~ \$800.00

Account Number 54801 Dept Id./Project Id. 3541041008

- 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**
There is only one known source for the goods/services (sole source).
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A single source is being recommended.
- Contract Extension** Contract No.: _____ Extended from: _____ Extended to: _____
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- 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.

Recently the Corporate Facilities Management(CFM) section underwent a reorganization. The security guard shacks at the Wentworth Street & Birch Street gates will be automated and the security guard contract will be eliminated. Personnel manning these gates will be in place for another 3-4 weeks. In the meantime, gates, fences and cameras will need to be installed in order to protect the corporate assets. Superior Door has installed these security features at other City of Hamilton sites. They, therefore, have familiarity with security requirements of CFM, the specific security features employed at other City sites, and are able to meet the Corporate security objectives. Single sourcing to this company will also eliminate the need to hire a consultant to develop detailed specifications while still providing consistency in security features provided. Superior Door has consistently provided quality workmanship in a timely and cost-effective manner. Due to the sensitivity of the layoffs and the recent thefts at 330 Wentworth, a quick turnaround is crucial to mitigate any future asset losses.

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)

Geoff Lupton

Date OCT. 18/2011

Approval Signature - Procurement Manager _____

Date OCT. 24/2011

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

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



NOTE for all Policy 11 requests: All requisite approvals must be obtained prior to a vendor being engaged and/or any work being completed, or the purchase will be considered Non-Compliant.

Date: September 7th, 2011
Department/Division: Hamilton Police Service - Crime Prevention / Community Services Branch
Reporter's Name: Inspector Rastin/Sergeant Barry Mungar
Phone Number: (905) 546-4903
Procurement Contact: Doris Ciardullo - Senior Procurement Specialist
Vendor Name: Ancaster Agricultural Society

Description of Goods/Services Required:

The rental of large indoor facility which accomodates the 2011 CAA School Safety Patroller Program Training sessions. The sessions run five days (Oct 3rd, 4th, 5th, 6th and 11th) and include the training of approximately 1,100 local elementary school students from both the Hamilton Wentworth District School Board (HWDSB) and the Hamilton Wentworth District Catholic School Board (HWDCSB) The program is operated and facilitated by the Hamilton Police Service, in conjuction with Hamilton Wentworth Student Transportation Services (HWSTS)

Is there an approved budget for this purchase? Yes No Value: \$ \$5,000.00

Account Number 55401 Dept Id./Project Id. 376445

- 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**
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There is only one known source for the goods/services (sole source).
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The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost.
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A single source is being recommended.
- Contract Extension** Contract No.: _____ Extended from: _____ Extended to: _____
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- 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.

Each year, the Hamilton Police Service operates School Safety Patroller Program training for our two local school boards. The 2011 training site requires a facility offering the following features: the ability to park five (5) full sized school buses inside the facility, all at the same time. The "practical" training sessions for 1,100 students require protection from inclement weather, including rain. In addition, the site must also provide a floor plan allowing two (2) separate theoretical learning areas. These areas must hold up to 120 elementary students and their teachers. The training site also requires bathrooms to accomodate a large numbers of children and accessible coolers for their snack and drink storage. The site requires ample parking and cleanliness suitable to ensure a safe teaching atmosphere for children. The rental of the Ancaster Agricultural Society - Marritt Hall (Ancaster Fair Grounds) located at 630 Trinity Road, RR #1, Jerseyville, Onatrio is the only local facility providing these required features.

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)

TED MASON

Date SEPT 12/2011

Approval Signature - Procurement Manager _____

Date SEPT 21/2011

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

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



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: November 15, 2011
 Department/Division: Hamilton Public Library
 Reporter's Name: Rebecca Raven
 Phone Number: 905-546-3200 ext 3455
 Procurement Contact: Doris Ciardullo - Senior Procurement Specialist
 Vendor Name: Mayhew & Associates

Description of Goods/Services Required:
 2 multi media/multi functional public service desks with wiring capabilities to allow for simultaneous staff and customer interactions -10 each
 multi purpose public display units

Is there an approved budget for this procurement? Yes No Value: \$ \$32,673.00 / +/- .62¢

Account Number 53591 Dept Id./Project Id. 750015

- 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.
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- 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.

After extensive searching, the MediaScope desks are the only product to supply an AODA acceptable option for a customer service desk that will provide us with the opportunity to work with customers singly or in groups, privately or collaboratively. The technology components are manageable and sustainable for both physical infrastructure and staff interactions. The display units have ideal features and measurements that we have been unable to find in comparable products.

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)

KEN ROBERTS

Date Nov. 18/2011

Approval Signature - Procurement Manager _____

Date Nov. 24/2011

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

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 prior to a vendor being engaged and/or any work being completed, or the purchase will be considered Non-Compliant.

Date: September 13, 2011
Department/Division: Public Works/ Operations & Waste Management
Reporter's Name: Blair Smith
Phone Number: 4770
Procurement Contact: Barb Kinrade - Procurement Specialist
Vendor Name: The Equipment Specialist Inc., 400 Parkdale Ave. N., Hamilton

NON COMPLIANT

Description of Goods/Services Required:

One Hako Citymaster 1200 mechanized sidewalk sweeper complete with following attachments: Salt/Sand Spreader, Snow Blower, 4 Winter Lug Tires and Rims, Hydraulic Power Broom and Scrubber Attachment with Multi-Function and Recycling.

Is there an approved budget for this purchase? Yes No Value: \$ \$164,873.00

Account Number 55916 Dept Id./Project Id. 47720: 512640/421226

- 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**
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** 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.

City currently has same Hako model which has proven to be an exceptional piece of equipment for sidewalk sweeping operations. Purchasing same model allows for interchanging of accessories as well as negating the need for retraining of staff. See additional information on attachment.

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)

← GERRY DAVIS

Date 9/23/11

Approval Signature - Procurement Manager

Date OCT. 19/2011

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

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



Date: 2011 01 10
Department/Division: W & WW / Environment & Sustainable Infrastructure
Reporter's Name: Lindsay Reiach
Phone Number: 5662
Buyer: Donna Drozdz
Vendor: ITT Flygt (ITT W & WW)

COPY

Description of Goods/Services Required:
OEM spare parts for existing systems and equipment utilized by Plant Operations.

Is there an approved budget for this purchase? Yes No Value: \$ \$95,000.00

Account Number 54720 Dept Id. / Project Id. 510320

- 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.
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- Expanded Works** Existing PO Number: _____
Approved construction 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 required. Attach all other supporting documentation as available.

Plant Operations currently have numerous installations utilizing ITT Flygt process systems, including pumps, mixers, drives, controllers, etc. and other miscellaneous equipment and parts for these ITT systems. Consequently, in order to maintain these systems it is requisite that we sole source replacement parts and equipment from ITT Flygt, as the OEM components. Alternate manufacturers of these parts can't be used as that would require modifications to other parts of the system.

General Manager (Required for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater.**)

DAN MCKINNON

Date MARCH 30/2011

Approval Signature - Manager of Purchasing

Date APRIL 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

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



Hamilton

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Date: November 3, 2011
Department/Division: Energy Fleet & Facilities - Traffic Operations
Reporter's Name: Shelley Boylan
Phone Number: 4395
Procurement Contact: Barb Kinrade - Procurement Specialist
Vendor Name: Ministry of Transportation (Minister of

Description of Goods/Services Required:
Fabrication of Various Sign Overlays required for the Lincoln Alexander Parkway. Signs initially damaged by graffiti vandalism.

Is there an approved budget for this procurement? Yes No Value: \$ \$13,000.00

Account Number 53051 Dept Id./Project Id. 466080

- 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.
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Provide a brief explanation identifying the conditions that make it necessary to use this policy. Attach all other supporting documentation as available.

Speciality sign fabrication is required to correct damage to existing Traffic Control Signs caused by graffiti vandalism. These signs are located on the Lincoln Alexander Parkway on large overhead lane structures. Our current in-house sign fabrication dept is unable to produce signs of this size. A claim has been filed through Risk Management - Claim # 033721. As Graffiti vandalism is a reportable crime in the City of Hamilton, a police report has been filed.

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)

Geoff Lupton

Date Nov. 7/2011

Approval Signature - Procurement Manager _____

Date Nov. 7/2011

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

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



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: October 28, 2011
Department/Division: Hamilton Emergency Services | EMS
Reporter's Name: Blaine Lucas, Deputy/Manager, Logistics & Professional Standards (A)
Phone Number: 905-981-7443
Procurement Contact: Adriana Byrne - Senior Procurement Specialist
Vendor Name: U-Select-It Controlled Access Product Dispensing Units

NON COMPLIANT

Description of Goods/Services Required:

The U-Select-It Controlled Access Point Dispensing unit would be utilized to manage the distribution of medical supplies, equipment and communication assets. The purchase would include two (2) EMS-5 Vending Dispensers and four (4) lockers that have 12 access doors for security of supplies and equipment. The objective is to have greater control over the distribution of consumable medical products in an effort to reduce waste and improve the management of expiry dates. The paramedics are required to use a unique identification number to gain access to the medical supplies and equipment. The software enables the controls on quantities and items to be set based on the classification of the employee and his/her approved access to inventory items. The Policy 11 contains a letter from the manufacturer to confirm the U-Select-It program, as well as all of its associated components. The U-Select-It Controlled Access Point Dispensing units will also accommodate cell phones, pagers, portable radios in an effort to maintain enhanced control over the distribution of communication technology.

Is there an approved budget for this purchase? Yes No Value: \$ \$39,198.00 *1/2 \$198.00*

Account Number 76407751702 Dept Id./Project Id. Capital Purchase

- 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.
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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.

SEE EXPLANATION ATTACHED.

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)

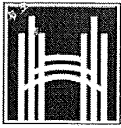
LUCAS BLAINE

Date OCT. 31/2011

Approval Signature - Procurement Manager _____

Date NOV. 7/2011

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



Hamilton
Emergency Medical Services

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)

NON COMPLIANT

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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

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
POLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY



Hamilton

Date: November 3, 2011
Department/Division: Public Works/Operations & Maintenance
Reporter's Name: Rafael G. Sandoval
Phone Number: 905 546 2424 ext 2508
Buyer: Iris Tesch
Vendor: KEMP Construction

Description of Goods/Services Required:

Emergency repairs at the north west girder of the bridge asset #330 located at Birch Ave. (75 m south of Burlington St.)
The Work consists of suppling all labour, materials, equipment, tools and incidentals necessary to repair the collision damage at bridge asset 330 as per contract drawings.

Is there an approved budget for this purchase? Yes No Value: \$ \$95,736.70

Account Number 55916 Dept Id. / Project Id. 4031118001

- 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:

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There is only one known source for the goods/services (sole source).
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The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost.
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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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

A low bed semi-trailer carrying a forklift hit the north west girder of the railroad bridge located at Birch Ave (75 m South of Burlington St) on Monday October 24, 2011. The collision impact tore apart the bottom flange of the North West girder. Several riveted connections were broken and three the pipe support brackets were damaged. It was estimated, by simple visual inspection, that the damaged bottom flange suffer a lost of at least 50% of its load carrying capacity. The west section of the bridge was temporarily shored by Dufferin Construction on October 29. The varlous costs associated with this repair are expected to be recovered through Risk Management as the damages were the result of a vehicular accident. Police Report P11-753164.

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR General Manager (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)

[Handwritten signature]
Approval Signature - Manager of Purchasing

[Handwritten signature]

GERRY DAVIS

Date 11/11/11
Date NOV. 15/2011

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. Subject: Vendor Name

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



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Date: November 9, 2011
Department/Division: Public Works / Transportation, Energy and Facilities
Reporter's Name: Chris Phinney
Phone Number: 905-546-2424 x7009
Procurement Contact: Barb Kinrade - Procurement Specialist
Vendor Name: Horizant Inc.

Description of Goods/Services Required:

To perform the customization, programming, installation and integration of ARCHIBUS Single Sign On which will utilize the IS Active Directory to authenticate users accessing ARCHIBUS. In addition, employee data will be synchronized with the AD database for use with space planning and maintenance services. This project is a precursor to future ARCHIBUS module roll outs such as; Project Management, Meeting Room Reservations, enhanced space planning, employee locator services, emergency preparedness, etc. Single sign on will also streamline the administration of existing ARCHIBUS services as we will rely on existing data and passwords as managed by IS rather than maintaining separate record sets.

Is there an approved budget for this procurement? Yes No Value: \$ \$10,500.00

Account Number 53251 Dept Id./Project Id. 790012

- 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.
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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.

Horizant is the VAR assigned by the manufacturer. We have a highly customized environment which makes it extremely difficult for other vendors to get to up speed in order to do customization. In addition, existing support contracts with Horizant would render customization by a third party unsupported.

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)

ROM D'ANGELO

Date NOV. 11/2011

Approval Signature - Procurement Manager _____

Date NOV. 15/2011

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



Hamilton

Date: Oct. 24, 2011
Department/Division: Corporate Services/Financial Planning & Policy
Reporter's Name: Tom Hewitson
Phone Number: 4159
Buyer: Maryanne Macura
Vendor: IBM

Description of Goods/Services Required:

Upgrade to existing Clarity budgeting software from version 6.2 to version 7.

Is there an approved budget for this purchase? Yes No Value: \$ \$77,600.00

Account Number 55801/56401 Dept Id. / Project Id. 2051157100

- 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.
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Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

The software that is to be upgraded is already in place. As it is a proprietary product, IBM/Clarity is the single source that the City is required to use for this project.

Signatures: Departmental Director (for Policy 11 requests that are **under \$100,000**) OR
General Manager (for **ALL Policy 10** requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater**)

MIKE ZEGARAC

Date Oct. 27/2011

Approval Signature - Manager of Purchasing

Date Oct. 28/2011

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

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



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Date: 2011.11.24
 Department/Division: Transportation, Energy, and Facilities/Transit
 Reporter's Name: Mark Selkirk
 Phone Number: 5968
 Procurement Contact: Barb Klnrade - Procurement Specialist
 Vendor Name: E-Lift

Description of Goods/Services Required:
Supply and delivery of Hoist equipment/parts

Is there an approved budget for this procurement? Yes No Value: \$ \$13,375.00

Account Number 53445 Dept Id./Project Id. 580135

- 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.
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Provide a brief explanation identifying the conditions that make it necessary to use this policy. Attach all other supporting documentation as available.

The rear post on hoist #23 at the MTC was leaking hydraulic oil and the cylinder required re-sleeving to repair this defect. The hydraulic oil that is leaking from the rear post is draining directly to ground water as there were never containments built into the rear posts when the MTC was constructed over 25 years ago. This leakage to ground water is an obvious environmental hazard that required immediate attention. I obtained a verbal quote from the contractor who has performed this service in the past and the repair cost is approximately \$20,000. This hoist cannot be used at this time due to OH&S issues with a leaking post and as we were headed towards full service in a few weeks we need this repair performed ASAP. The PeopleSoft requisition number used to obtain this service is 68200.

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)

[Signature] ← GERRY DAVIS
 Date 11/24/11

Approval Signature - Procurement Manager

[Signature] ✓
 Date DEC. 7/2011

Once completed and proper approvals have been obtained, please email this form as a .xls file to the "ProcurementPolicy10&11@hamilton.ca" email box
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POLICY 10 - EMERGENCY REPORTING FORM
POLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY



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Date: October 31, 2011
Department/Division: Community Services
Reporter's Name: Sandra Denman
Phone Number: 905-546-2424 x1921
Procurement Contact: Doris Ciardullo - Senior Procurement Specialist ▼
Vendor Name: AutomatedLogic Ontario

Description of Goods/Services Required:
To provide preventative maintenance services for the Wentworth Lodge building automation system from November 1, 2011 - October 31, 2012.

Is there an approved budget for this purchase? Yes No Value: \$ \$5,958.00

Account Number 55916 Dept Id./Project Id. 632035

- 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**
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** 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 single source is recommended for the upcoming year (Nov 1/11 - Oct 31/12) to better service Wentworth Lodge. AutomatedLogic Ontario (formerly TAC Automation & Controls) set up the new building automation system at Wentworth Lodge, including the software requirements. There are still operating issues that need to be refined which would best be achieved by the original installer as they have the most knowledge of how their system should be operating. In addition, their technical support would be more applicable to our on-site staff because of this knowledge and their resources.

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) Lynda Secord

Date Nov. 2/11

Approval Signature - Procurement Manager _____

Date Nov. 7/2011

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

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



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: 20110926

Department/Division: Public Works - ESI - Water & Wastewater Operations

Reporter's Name: Lindsay Reiach

Phone Number: 5662

Procurement Contact: Donna Drozd - Senior Procurement Specialist

Vendor Name: Aerzen Canada Inc.

Description of Goods/Services Required:

OEM spare parts for existing systems and equipment utilized by Plant Operations.

Is there an approved budget for this purchase? Yes No Value: \$ \$50,000.00 / 1/2 \$34,340.35

Account Number 53415 Dept Id./Project Id. 510320

- 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**
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** 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.

Plant Operations currently utilize Aerzen Blowers at the Dundas Wastewater Treatment Plant. One of the units has failed and the quoted cost for repair is 77% of the cost of a new unit. Consequently, in order to maintain these systems it is requisite that we sole source replacement parts and equipment from Aerzen, as the OEM. Alternate manufacturers of this equipment cannot be used as that would require modifications to other parts of the system.

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)

DAN MCKINNON

Date SEPT. 27/2011

Approval Signature - Procurement Manager _____

Date SEPT. 28/2011

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

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



Hamilton

Date: October 18th, 2011
Department/Division: Hamilton Police Service
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/Services Required:
Add-on to current Inventory Tracking Software-specifically for Asset Tracking

Is there an approved budget for this purchase? Yes No Value: \$ \$7,385.00

Account Number 53415 Dept Id. / Project Id. 376632

- 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**
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: _____ 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 Number: _____
Approved construction 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 required. Attach all other supporting documentation as available.

The Stores and Uniform Inventory program used by Hamilton Police Service is a proprietary program of Austech Development Inc. Hamilton Police Service requires an add-on to the software package in order to track serial numbered assets. This feature is not available in the current Inventory Module. Austech Development Inc is the only vendor able to provide the required add-on for this inventory system.

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) **OR**
General Manager (for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are \$100,000 or greater)

TED MASON

Date OCT. 31/2011
Date DEC. 8/2011

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: Vendor Name

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: November 18, 2011
 Department/Division: Transportation, Energy & Facilities
 Reporter's Name: Mike Langille
 Phone Number: Ext. 2415
 Procurement Contact: Barb Kinrade - Procurement Specialist
 Vendor Name: Moore Environmental Systems Ltd.

Description of Goods/Services Required:
Replacement of 2 rooftop AC units at 330 Wentworth St. N.

Is there an approved budget for this procurement? Yes No Value: \$ \$14,000.00

Account Number 54401 Dept Id./Project Id. 3541141409

- 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 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.
- 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.

Heat exchangers in both units are cracked. Gas is leaking from both units. Units have been shut down. These units supply heat for the occupied areas in the garage of 330 Wentworth St. N.. Staff are complaining that they are cold. Work needs to begin immediately because of health & safety concerns to the immediate areas that staff work in. Contractor will be dispatched immediately

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)

GERRY DAVIS

Date DEC.9/2011

Approval Signature - Procurement Manager _____

Date DEC.9/2011

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

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



Hamilton

Date: March 22, 2011
Department/Division: Ward 3
Reporter's Name: Nick Westoll
Phone Number: 905-546-2424 ext 4550
Buyer: Maryanne Macura ▼
Vendor: H&H Printing

NON COMPLIANT

Description of Goods/Services Required:

Printing of newsletters & Admail

Is there an approved budget for this purchase? Yes No Value: \$ \$6,240.00

Account Number 55610 / 55606 Dept Id. / Project Id. 300030

- 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**
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: 4/1/2011
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: 2010-0000000000
Approved construction 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 required. Attach all other supporting documentation as available.

Newsletters & Postage for Ward 3 - Councillor Bernie Morelli.
Invoice dated Dec 23, 2010 has been received and accrued to 2010

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR General Manager (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)

← COUNCILLOR MORELLI

Approval Signature - Manager of Purchasing

Date 09DEC2011

Date DEC. 13/2011

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. Subject: Vendor Name

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



Date: September 19, 2011
Department/Division: Public Works - Facilities
Reporter's Name: Frank Gazzola
Phone Number: 905 546-2424 ext 2810
Procurement Contact: Barb Kinrade - Procurement Specialist
Vendor Name: Cimco Refrigeration

Description of Goods/Services Required:
Repair of the secondary refrigerant (glycol) piping in the ice rink floor at Copps Coliseum. Services include mechanical repairs, patching of ice rink floor concrete and replacement of lost glycol.

Is there an approved budget for this purchase? Yes No Value: \$ \$30,000.00

Account Number 54720 Dept Id./Project Id. 791306

- 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
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 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, 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.

There has been a failure in one of the pipes that circulate glycol refrigerant within the ice rink floor at Copps Coliseum. In order to meet the users event schedule, repairs must be initiated immediately as the timeline required to find the leak, break out the concrete, repair the leak and replace the concrete could take several days. The glycol is a hazardous material and requires immediate attention to control the leak and clean up. Because this is a very specialized field, CIMCO has been chosen to carry out the work. CIMCO is the largest and most experienced contractor in the ice rink industry. They were the ice rink contractor for the original installation, have the expertise to carry out the repairs and were able to respond immediately to our needs

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR General Manager (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)

[Signature]
Approval Signature - Procurement Manager

GERRY DAVIS
Date 10/19/11
Date OCT. 19/2011

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

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: Nov 25, 2011
Department/Division: Mayors Office
Reporter's Name: Peggy Chapman
Phone Number: 905-546-4116
Procurement Contact: Maryanne Macura - Procurement Specialist
Vendor Name: Kevin Christenson

NON COMPLIANT

Description of Goods/Services Required:
For Municipal Affairs Analysis Services as and when required up 30 hours per month as per direction of Mayor Bratina and/or Peggy Chapman.

Is there an approved budget for this procurement? Yes No Value: .\$ \$45,000.00

Account Number 55801 Dept Id./Project Id. 300105

- 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 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.
- 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.

After a year of studying the behaviour & efficiency of council/committee meetings through the expertise of George Rust D'Eye, we have discovered the need for someone with a deeper understanding of "Hamilton's" working by-laws and policies. Mr. Christenson has the inside knowledge we need. He will also assist with our government relations work. As with Mr. Rust D'Eye we need an "outside" source as there could be conflict with our city staff/solicitors & clerks as they are part of our governance process. Kevin is a former clerk for the City of Hamilton - now retired.

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)

Margaret Chapman
← MARGARET (PEGGY) CHAPMAN

Date Nov 29/11
Date DEC. 12/2011

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

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



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: 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/Services Required:
Preventative Maintenance, Load Tests, Repair Services and Parts for all our Emergency Power Generators at new Corporate Facilities sites; MATC in Hamilton and Fire Station # 20 in Ancaster.

Is there an approved budget for this purchase? Yes No Value: \$ \$20,000.00 / \$1,000.00

Account Number 54929 Dept Id./Project Id. various

- 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**
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** 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.

Facilities has been utilizing their services under preventative maintenance contract C12-06-05 for all facility buildings, which have emergency generators. New inspections and certificates need to be implemented for the two new sites. A new tender spec is being developed to be issued before Dec 31, 2011 (original anticipated date) now revised to the end of January 2012..

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)

Geoff Lupton

Date OCT-31/2011

Approval Signature - Procurement Manager _____

Date DEC. 2/2011

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

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



Hamilton

Date: December 07, 2011
Department/Division: Police
Reporter's Name: Dan Bowman
Phone Number: 905-546-4731
Buyer: Doris Ciardullo ▼
Vendor: CHUBB SECURITY

Description of Goods/Services Required:
Supply and install Card reader and electronic door hardware in the ERU door at 155 King William, Tisdale house door in Ancaster and provide software upgrade to the AFX system software.

Is there an approved budget for this purchase? Yes No Value: \$ \$10,494.64

Account Number 54401 Dept Id. / Project Id. 376600

- 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**
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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

This is a proprietary system and only Chubb can supply the required service, parts and cards. This is an add on to the existing facilities access system.

General Manager (Required for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater.**)

TED MASON

Date DEC 7/2011

Approval Signature - Manager of Purchasing

Date DEC. 13/2011

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

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



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: 2011 09 07
Department/Division: Public Works - ESI - Water & Wastewater Operations
Reporter's Name: Lindsay Reiach
Phone Number: 5662
Procurement Contact: Donna Drozdz - Senior Procurement Specialist
Vendor Name: Schneider Electric

Description of Goods/Services Required:
Parts, Equipment and On-site Services for Schneider Electrical Equipment & Products

Is there an approved budget for this purchase? Yes No Value: \$ \$95,000.00 *7 - \$61,001.00*

Account Number 54720 Dept Id./Project Id. 510320

- 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:

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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.

The electrical supply and control systems (control equipment and switchgear) for numerous water and wastewater facilities utilize Schneider Electric Products. Schneider Electric as the OEM, has bought numerous other products (see attachment), and provides preventative maintenance, replacement parts, on-site testing and repair services. Consequently, in order to maintain their equipment it is requisite that Plant Maintenance sole source the preventative/repair maintenance and parts to the OEM. Alternate manufacturers or service providers cannot be used as they do not provide the replacement parts and would not have the specialized testing and repair equipment or product knowledge.

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)

DAN MCKINNON

Date SEPT. 29/2011

Approval Signature - Procurement Manager _____

Date OCT. 24/2011

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

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



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
Department/Division: Corporate Services/Customer Service, Access & Equity
Reporter's Name: Jane Lee
Phone Number: 905 546-2424 x2654
Procurement Contact: Maryanne Macura - Procurement Specialist
Vendor Name: Mountain Audio Inc.

Description of Goods/Services Required:
FrontRow ToGo - portable soundfield system

Is there an approved budget for this procurement? Yes No Value: \$ \$5,300.00 / 1/2 \$ 2,000

Account Number 53051 Dept Id./Project Id. 315025

- 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 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.
- 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.

FrontRow has exclusive contracts with authorized resellers across Canada and the United States. At the current time each reseller has a specific geographic area that they are allowed to sell in. Mountain Audio is the authorized FrontRow reseller for the Golden Horseshoe.

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)

JANE LEE

Date DEC. 9/2011

Approval Signature - Procurement Manager

Date DEC. 14/2011

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

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



Hamilton

Date: December 1, 2011
Department/Division: Operations - Roads North
Reporter's Name: Carey DiDomenico
Phone Number: 546-2424 x.6265
Buyer: Select Appropriate Buyer

NON COMPLIANT

Vendor: Modern Ornamental Iron Works Ltd.

Description of Goods/Services Required:

- remove decorative sign in Hess Village which was damaged in a MVA by a satellite Garden Center truck.
- repaired damaged sign, and re-install.
- this company created the sign originally, therefore, repairing existing work.

Is there an approved budget for this purchase? Yes No Value: \$ 14,267.00 HST

Account Number 55916 Dept Id. / Project Id. 427040

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
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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

Contractor is the original manufacturer of this sign.

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR General Manager (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)

Bryan Syme Dec 2/11
[Signature] Dec 1/11
[Signature] Dec 1/11

Approval Signature - Manager of Purchasing

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

DEC. 9/2011

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



Hamilton

Date: November 18, 2011
Department/Division: Public Works/Operations & Maintenance
Reporter's Name: Rafael G. Sandoval
Phone Number: 905 546 2424 ext 2508
Buyer: Irls Tesch
Vendor: Rankin Construction Inc.

Description of Goods/Services Required:
Extend PO No. 61096 to account for unforeseen geotechnical conditions found during construction that led to extra quantities of excavation, fill and wall material as well as design changes required to suit site conditions.

Is there an approved budget for this purchase? Yes No Value: \$ \$150,000.00

Account Number 55916 Dept Id. / Project Id. 4041110004 & 4041210004

- 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**
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- 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: 61096
Approved construction 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 required. Attach all other supporting documentation as available.

The overall depth of the retained soil system had to be increased by 1.50 m as passive cracks were found at the foundation substrate during excavation on September 26th. Peto MacCallum (PMC) recommended placing a 100 mm thick concrete bedding to correct the geotechnical distress and properly support the high performance bedding blanket (filter). The total length of the existing wall was increased by 5 meters at the North West end to accommodate the spillway. A change request to install a geotextile blanket to prevent fine migration was approved as recommended by PMC on September 28. One hundred fifty (150) cubic meters of fill material placed at the outer side of the wall had to be removed due to a wash-out after a severe rain event on October 20. Dennis Kern, Senior geotechnical engineer from PMC, recommended modifying the original design and replacing the exterior un-compacted fill with rip-rap material in order to guarantee soil stability downhill.

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR General Manager (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)

Date 12/24/11
Approval Signature - Manager of Purchasing
Date DEC 7 / 2011

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



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: October 28, 2011
 Department/Division: Corporate Services - Treasury - Risk Management Services
 Reporter's Name: John McLennan
 Phone Number: 905-546-2424 Ext 5736
 Procurement Contact: Maryanne Macura - Procurement Specialist ▼
 Vendor Name: CSC Financial Services Group

Description of Goods/Services Required:
 Upgrade to Current software application used by Risk Management and Business Analytics Services required for reporting. Includes installation, training, custom payment interface to peoplesoft and project management.

Is there an approved budget for this purchase? Yes No Value: \$ \$45,000.00

Account Number 55801 Dept Id./Project Id. 357005, 338025

- 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.

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The lowest bid meeting specifications is excessive in total cost or substantially exceeds the estimated cost.
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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.

Risk Management Services has been using the Riskmaster product in excess of 10 years. It is an excellent claims management system. CSC is the sole provider of Riskmaster and associated products. This purchase represents an upgrade to improve efficiencies and better serve client departments.

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)

TONY TOLLIS

Date OCT. 28/2011

Approval Signature - Procurement Manager _____

Date Nov. 15/2011

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

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



Date: November 16, 2011
Department/Division: Public Works/Operations & Maintenance
Reporter's Name: Rafael G. Sandoval
Phone Number: 905 546 2424 ext 2508
Buyer: Irls Tesch
Vendor: Southern Ontario Railway

Description of Goods/Services Required:
Flagging and/or protection while performing the emergency repairs at the north west girder of the bridge asset #330 located at Birch Ave. (75 m south of Burlington St.).

Is there an approved budget for this purchase? Yes No Value: \$ \$11,250.00

Account Number 55916 Dept Id. / Project Id. 4031118001

- 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.

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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.

Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

A low bed semi-trailer carrying a forklift hit the north west girder of the railroad bridge located at Birch Ave (75 m South of Burlington St) on Monday October 24, 2011. The collision impact tore apart the bottom flange of the North West girder. Flagging and/or protection is required while performing work on or near property owned by Southern Ontario Railway (SOR). SOR is the only approved source to provide this service. The various costs associated with this repair are expected to be recovered through Risk Management as the damages were the result of a vehicular accident. Police Report P11-753164.

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR General Manager (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)

[Signature] GERRY DAVIS
Date Dec. 16/11
Approval Signature - Manager of Purchasing *[Signature]*
Date DEC. 7/2011

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. Subject: Vendor Name

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



Hamilton

Date: 2011 01 10
Department/Division: W & WW / Environment & Sustainable Infrastructure
Reporter's Name: Lindsay Reich
Phone Number: 5662
Buyer: Dina Urciuoli
Vendor: Rotork Controls (Canada) Ltd.

Description of Goods/Services Required:
OEM Parts

Is there an approved budget for this purchase? Yes No Value: \$ \$95,000.00

Account Number 54915 Dept Id. / Project Id. 510310

- 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.

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Approved construction 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 required. Attach all other supporting documentation as available.

Plant Operations currently have numerous installations utilizing Rotork actuator systems, including various equipment and components such as actuators, spindles, brackets, starters, transformers, valve positioners, controls etc. Consequently, in order to maintain these systems it is requisite that we sole source replacement parts and equipment from Rotork, as the OEM components. Alternate manufacturers of these parts can't be used as that would require modifications to other parts of the systems.

General Manager (Required for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater.**)

DAN MCKINNON

Date JAN.13/2011

Approval Signature - Manager of Purchasing

Date JAN.14/2011

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

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



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: 2011 11 01
Department/Division: Public Works - ESI - Water & Wastewater Operations
Reporter's Name: Lindsay Relach
Phone Number: 5662
Procurement Contact: Donna Drozdz - Senior Procurement Specialist

Vendor Name: Ontech Machining Inc.

Description of Goods/Services Required:
Provide all Labour, Equipment and Materials necessary to repair damaged electrical slip rings for High Lift Pump #2

Is there an approved budget for this purchase? Yes No Value: \$ \$6,500.00

Account Number 54720 Dept Id./Project Id. 510320

- 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.
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- 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.

On Wednesday, September 28, 2011, Plant Operations experienced operational problems with the #2 pump in the High Lift. Upon investigation it was determined that the motor slip rings have "flat" spots which causes for dangerous arcing and sparking activity when the rotor is rotating or moving. Due to the upgrade construction activities at this facility Plant Operations has an established protocol to keep a minimum of 4 pumps operational at all times. Currently, 2 pumps have been given over to the contractor for change out and have not been fully commissioned for use. Therefore in order to maintain the integrity of the facility and our ability to supply potable water to the city it is requisite that we effect all necessary repairs as quickly as possible. Consequently, Plant Operations is now requesting confirmation of Emergency Works, pursuant to the City's Purchasing Policy #10, to obtain the services of a contractor to effect all necessary repairs and to restore full operational integrity of the pump.

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)

APPROVED VIA E-MAIL
DAN MCKINNON - DIRECTOR,
WATER & WASTEWATER OPERATIONS

GERRY DAVIS

Date _____

Approval Signature - Procurement Manager

G. Davis GM Public Works

Date 12/7/11

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

DEC. 9 / 2011

**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 06, 2011
Department/Division: Hamilton Public Library
Reporter's Name: Carol Harding
Phone Number: 905-546-3200 ext 3225
Procurement Contact: Doris Clardullo - Senior Procurement Specialist
Vendor Name: Nedlaw Living Walls

NON COMPLIANT

Description of Goods/Services Required:

Contract for maintenance of the living wall at Hamilton Public Library for the year October 01, 2010 to September 30, 2011.

Is there an approved budget for this procurement? Yes No Value: \$ \$7,710.00

Account Number 55916 Dept Id./Project Id. 750040

- 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.
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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.

Nedlaw Living Walls was contracted by Kemp Construction to install the Living Wall at The Central Branch of The Hamilton Public Library. It was agreed that Nedlaw Living Walls provide a full service maintenance program and that would be issued as a separate contract. The preventative maintenance program involves review of the system operation and performance of routine maintenance to ensure efficient operation no less frequently than once every month with a total of 12 site visits per year.

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)

KEU ROBERTS

Date DEC. 9/2011

Approval Signature - Procurement Manager _____

Date DEC. 14/2011

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

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



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Date: December 2, 2011
 Department/Division: Public Works / Transportation, Energy and Facilities
 Reporter's Name: Chuck Alkerton
 Phone Number: 905-546-2424 x7015
 Procurement Contact: Barb Kinrade - Procurement Specialist ▼
 Vendor Name: Dundas Lock & Key

Description of Goods/Services Required:
 There are various restricted keys in the Corporate Facilities portfolio that require single sourcing because of the high-level security of these systems. The stated locksmith is the only one authorized to cut the keys or maintain the system on-site.

Is there an approved budget for this procurement? Yes No Value: \$ \$5,000.00

Account Number 54401 Dept Id./Project Id. various

- 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.
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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.

The main benefit of restricted keys is that they guarantee unauthorized persons cannot make additional copies without your knowledge or approval. Appropriate authorization is required (e.g. a letter of consent), which ensures control over the copying and distribution of restricted keys. For added security, who authorized, when and number of restricted keys cut is always recorded.

Vendor	Sites	Key type	Requested Values
Dundas Lock & Key	misc sites	Medco (Special)	\$5000

Staff are requesting a single sources until such time a "Standardization" report is submitted to council; estimated time frame for the report is 2nd qtr 2012.

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)

Geoff Lupton

Date Dec. 13/2011

Approval Signature - Procurement Manager _____

Date Dec. 16/2011

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

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



Hamilton

Date: 2011 01 10
Department/Division: W & WW / Environment & Sustainable Infrastructure
Reporter's Name: Lindsay Reich
Phone Number: 5662
Buyer: Donna Drozd
Vendor: Eaton (Cutler-Hammer) (Eaton Electrical)

COPY

Description of Goods/Services Required:
Parts, Equipment and On-site Services for Cutler Hammer Electrical Equipment

Is there an approved budget for this purchase? Yes No Value: \$ \$95,000.00

Account Number 54720 Dept Id. / Project Id. 510320

- 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.
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- Expanded Works** Existing PO Number: _____
Approved construction 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 required. Attach all other supporting documentation as available.

Electrical supply and control systems for numerous water and wastewater facilities are controlled utilizing Cutler-Hammer control equipment and switchgear. Cutler-Hammer as the OEM, has been bought out by Eaton, and provides preventive maintenance, replacement parts, on-site testing and repair services. Consequently, in order to maintain this equipment it is requisite that Plant Maintenance sole source the preventative/repair maintenance and parts to the OEM. Alternate manufacturers or service providers can't be used as they can't provide the replacement parts and would not have the specialized testing and repair equipment and product knowledge.

General Manager (Required for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater.**)

DAN MCKINNON

Date MARCH 30/2011

Approval Signature - Manager of Purchasing

Date APRIL 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

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



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Date: November 23, 2011
Department/Division: Transportation, Energy & Facilities
Reporter's Name: Nick Roundfs
Phone Number: x2414
Procurement Contact: Barb Kinrade - Procurement Specialist
Vendor Name: Moore Environmental Systems Inc.

Description of Goods/Services Required:
Assessment of equipment and necessary diagnosis of systems at MATC (1227 Stone Church Rd E) including all mechanical maintenance including Police Gun Range, Bolders and rooftops.

Is there an approved budget for this procurement? Yes No Value: \$ \$25,000.00

Account Number 54401 Dept Id./Project Id. 791117

- 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.
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- 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.

On Wednesday, November 23 difficulties with heating including cold spots which require immediate attention.

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)
[Signature]
Approval Signature - Procurement Manager [Signature]

GERRY DAVIS
Date 11/20/11
Date DEC. 16/2011

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

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



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Date: Nov 4, 2011
Department/Division: Public Works/Transportation, Energy & Facilities
Reporter's Name: Dave McFarland
Phone Number: 7039
Procurement Contact: Barb Kinrade - Procurement Specialist
Vendor Name: ADT Security Services

Description of Goods/Services Required:
Service charges to monitor various facility buildings (burglar, sprinkler, fire alarms, etc.) and provide service to equipment.

Is there an approved budget for this purchase? Yes No Value: \$ \$30,000.00

Account Number 53051 Dept Id./Project Id. Various

- 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.
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- 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.

Proprietary equipment of vendor used at various Corporate Facilities. Policy 11 to gap the time needed to develop Tender.

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)

Geoff Lupton

Date DEC 15/2011

Approval Signature - Procurement Manager _____

Date DEC 16/2011

Once completed and proper approvals have been obtained, please email this form as a .xls file to the "ProcurementPolicy10&11@hamilton.ca" email box
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**POLICY 10 - EMERGENCY REPORTING FORM
POLICY 11 - REQUEST FOR USE OF NEGOTIATION POLICY**



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Date: December 2, 2011
 Department/Division: Public Works / Transportation, Energy and Facilities
 Reporter's Name: Chuck Alkerton
 Phone Number: 905-546-2424 x7015
 Procurement Contact: Barb Kinrade - Procurement Specialist
 Vendor Name: Ottawa Key

Description of Goods/Services Required:
 There are various restricted keys in the Corporate Facilities portfolio that require single sourcing because of the high-level security of these systems. The stated locksmith is the only one authorized to cut the keys or maintain the system on-site.

Is there an approved budget for this procurement? Yes No Value: \$ \$30,000.00

Account Number 54401 Dept Id./Project Id. various

- 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 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.
- 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.

The main benefit of restricted keys is that they guarantee unauthorized persons cannot make additional copies without your knowledge or approval. Appropriate authorization is required (e.g. a letter of consent), which ensures control over the copying and distribution of restricted keys. For added security, who authorized, when and number of restricted keys cut is always recorded.

Vendor	Sites	Key type	Requested Values
Ottawa Key	Hamilton City Hall; CUP; other sites	Medco; Kara Peaks	\$30,000

Staff are requesting a single sources until such time a "Standardization" report is submitted to council; estimated time frame for the report is 2nd qtr 2012.

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)

GEOFF LUPTON

Date DEC. 13/2011

Approval Signature - Procurement Manager

Date DEC. 16/2011

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

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



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 2, 2011
 Department/Division: Public Works / Transportation, Energy and Facilities
 Reporter's Name: Chuck Alkerton
 Phone Number: 905-546-2424 x7015
 Procurement Contact: Barb Kinrade - Procurement Specialist
 Vendor Name: Binns

Description of Goods/Services Required:

There are various restricted keys in the Corporate Facilities portfolio that require single sourcing because of the high-level security of these systems. The stated locksmith is the only one authorized to cut the keys or maintain the system on-site.

Is there an approved budget for this procurement? Yes No Value: \$ \$20,000.00

Account Number 54401 Dept Id./Project Id. various

- 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.
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- 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.

The main benefit of restricted keys is that they guarantee unauthorized persons cannot make additional copies without your knowledge or approval. Appropriate authorization is required (e.g. a letter of consent), which ensures control over the copying and distribution of restricted keys. For added security, who authorized, when and number of restricted keys cut is always recorded.

Vendor	Sites	Key type	Requested Values
Binns	All fire halls	Everst Series	\$20,000

Staff are requesting a single sources until such time a "Standardization" report is submitted to council; estimated time frame for the report is 2nd qtr 2012.

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)

Geoff Lupton

Date DEC. 13/2011

Approval Signature - Procurement Manager

Date DEC. 16/2011

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



Hamilton

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Date: December 16, 2011
Department/Division: Housing Services Division, Community Services Department
Reporter's Name: Gillian Hendry, Director
Phone Number: 905-546-2424 Ext. 4818
Procurement Contact: Matthew Brash - Procurement Specialist
Vendor Name: Tisdale Cleanall Cleaning Services

NON COMPLIANT

Description of Goods/Services Required:
Cleaning Services for Housing Services Division Office - Suite 110, 350 King St. East from October 17, 2011 to December 23, 2011.

Is there an approved budget for this procurement? Yes No Value: \$ \$8,100.00 / ~~\$350.00~~

Account Number 56405 Dept Id./Project Id. 673000

- 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.
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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.

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, CityHousing 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

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)

GILLIAN HENDRY

Dec. 16/2011 *see attached for full explanation*

Approval Signature - Procurement Manager _____

Date DEC. 20/2011

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

NON COMPLIANT

RE: Tisdale Cleanall Cleaning Service – Policy 11

Provided is a brief explanation identifying the conditions that make it necessary to 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**



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
 Department/Division: Community Services/Social Development & Early Childhood Services
 Reporter's Name: Ellen Hank
 Phone Number: x 5913
 Procurement Contact: Doris Clardullo - 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

Account Number	57691-560310 - \$2,449.04 55720-814020 - \$2,449.04 57260-677235 - \$2,449.04 53127-679178 - \$449.05 53130-679178 - \$2,000 53051-315023 - \$2,449.05	Dept Id./Project Id.	560310; 814020; 677235; 679178; 315023
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- 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 procurement.

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- 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 organization 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**)

JANIE SOLDERA

Date DEC. 14/2011

Approval Signature - Procurement Manager _____

Date DEC. 14/2011

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

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



NOTE for all Policy 11 requests: All requisite approvals must be obtained prior to a vendor being engaged and/or any work being completed, or the purchase will be considered Non-Compliant.

Date: November 14, 2011
Department/Division: Community Services / Recreation Division
Reporter's Name: Peter Paweska
Phone Number: Ext: 7043
Procurement Contact: Doris Ciardullo - Senior Procurement Specialist
Vendor Name: Technical Standards & Safety Authority (TSSA)

Description of Goods/Services Required:
Annual safety inspection and licencing of Elevating Devices, Pool Slides and Arena refrigeration mechanical rooms.

Is there an approved budget for this purchase? Yes No Value: \$ \$8,000.00

Account Number 55744 & 55748 Dept Id./Project Id. 792- various

- 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.
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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.

Technical Standards & Safety Authority (TSSA) conducts inspections and issues operating licenses on equipment to insure that it is operating within the required guide lines of the Ontario Technical Standards and Safety Act. Technical Standards & Safety Authority (TSSA) is the sole source "delegated administrative authority" that administers and enforces public safety laws in various sectors under Ontario's Technical Standards and Safety Act.

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)

JO-ANNE PRIEL

Date Nov. 22/2011

Approval Signature - Procurement Manager _____

Date Dec. 16/2011

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

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



Date: 2011 01 10
Department/Division: W & WW / Environment & Sustainable Infrastructure
Reporter's Name: Lindsay Relach
Phone Number: 5662
Buyer: Donna Drozdz
Vendor: ITT Flygt (ITT W & WW)

Description of Goods/Services Required:
OEM spare parts for existing systems and equipment utilized by Plant Operations.

Is there an approved budget for this purchase? Yes No Value: \$ \$95,000.00

Account Number 54720 Dept Id. / Project Id. 510320

- 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.
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Approved construction 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 required. Attach all other supporting documentation as available.

Plant Operations currently have numerous installations utilizing ITT Flygt process systems, including pumps, mixers, drives, controllers, etc. and other miscellaneous equipment and parts for these ITT systems. Consequently, in order to maintain these systems it is requisite that we sole source replacement parts and equipment from ITT Flygt, as the OEM components. Alternate manufacturers of these parts can't be used as that would require modifications to other parts of the system.

General Manager (Required for ALL Policy 10 requests **REGARDLESS OF AMOUNT** and for Policy 11 requests that are **\$100,000 or greater.**)

DAN MCKINNON

Date MARCH 30/2011

Approval Signature - Manager of Purchasing

Date APRIL 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

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



Date: 20111216
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/Services Required:
Removal and reinstallation of HSR Radios/AVL/GPS/ASA system from retired buses into new small buses.

Is there an approved budget for this purchase? Yes No Value: \$ \$15,000.00

Account Number 53446 Dept Id. / Project Id. 580330

- 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.
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Provide a brief explanation identifying the conditions that make it necessary to use this policy. Expand the cell if required. Attach all other supporting documentation as available.

Council Report PW08038(a) recommendations as approved: a) That the General Manager of Public Works or his designate be authorized and directed to enter into a contract subject to acceptance with the General manager of Public Works and Legal Services with Glentel to provide HSR with a replacement Radio Communications solution and automated next stop passenger information as approved by Council on April 23, 2008 in Public Works Committee Report 08-007; Contract with Glentel includes maintenance of the HSR Radios/AVL/GPS/ASA system for five years with the option of 5 years extensions. This is for work beyond the maintenance contract to remove equipment from retired buses and reinstall the equipment in new small buses. Because this is a first time installation into a new model of bus, it requires additional fabrication work.

Signatures: Departmental Director (for Policy 11 requests that are under \$100,000) OR General Manager (for ALL Policy 10 requests REGARDLESS OF AMOUNT and for Policy 11 requests that are \$100,000 or greater)

Don Hull
Approval Signature - Procurement Manager

Date Dec. 16/2011
Date Dec. 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: Vendor Name

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



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Date: November 11, 2011
Department/Division: Financial Planning and Policy
Reporter's Name: Gerald T. Boychuk
Phone Number: 905-546-4321
Procurement Contact: Maryanne Macura - Procurement Specialist
Vendor Name: Bloomberg LP

Description of Goods/Services Required:

Bloomberg supplies market information for bonds, stocks, economic information, and proprietary valuations from various brokers enabling staff to monitor economic conditions and markets. As well it is used as an inter dealer/client communication device and produces trade tickets which give security information and corporate financial information.

Is there an approved budget for this procurement? Yes No Value: \$ 49,500 US Funds

Account Number 52865 Dept Id./Project Id. 332010

- 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.
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Provide a brief explanation identifying the conditions that make it necessary to use this policy. Attach all other supporting documentation as available.

Sole source for Financial markets, supplying proprietary quotes, information, trade tickets, and all around investment and economic information. This service is used by Toronto, Halton, Peel, York Region, Provinces, Federal government, Canada Pension plan, and all dealers / brokers.

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)

MIKE ZEGARAC

Date Nov. 14/2011

Approval Signature - Procurement Manager

Date Nov. 15/2011

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