



INFORMATION REPORT

TO: Chair and Members Audit, Finance and Administration Committee	WARD(S) AFFECTED: CITY WIDE
COMMITTEE DATE: September 9, 2013	
SUBJECT/REPORT NO: 2013 Second Quarter Non-compliance with the Procurement Policy Report (FCS13015(a)) (City Wide)	
SUBMITTED BY: Mike Zegarac Acting General Manager Finance & Corporate Services	PREPARED BY: Rick Male (905) 546-2424 ext. 4157
SIGNATURE:	

Council Direction:

Procurement Policy, Section 4.19, Item (3) requires a quarterly report be prepared and presented to Council to report the use of all Procurement Policy Non-compliance Forms.

Information:

This report is issued quarterly in accordance with the Procurement Policy. This report details the use of all Procurement Policy Non-compliance Forms for the second quarter 2013.

Procurements that are non-compliant with the Procurement Policy can be identified at any time during the procurement process. Procurements are deemed to be non-compliant with the Procurement Policy when the applicable Policy (Policies) and published procedure(s) are not followed. Under Policy 19, the General Manager is responsible for reviewing each incident and determines the appropriate level of disciplinary action to be taken.

During the second quarter of 2013, there were 26 instances relating to the use of Policy 19, totalling \$88,073. The instances are summarized in Appendix 'A' to report FCS13015(a).

2013 Second Quarter Non-compliance with the Procurement Policy Report

PO No.	Amount	Name	Department / Division
Community Services			
No PO	\$ 11.15	Staples	Recreation
No PO	\$ 24.08	Staples	Hamilton Fire Department
No PO	\$ 42.92	Target	Wentworth Lodge
No PO	\$ 59.00	Lawlor Safety	Recreation
No PO	\$ 59.34	Walmart	Wentworth Lodge
No PO	\$ 125.19	Best Buy #984	Social Development & Early Childhood Services
No PO	\$ 243.41	Lawlor Safety	Recreation
70414	\$ 4,997.43	Okimi's at Work	Recreation
Hamilton Public Library			
No PO	\$ 5.00	Canada Wide Parking Toronto	Library
Legislative			
No PO	\$ 107.35	Swiaty Investments Inc. o/a Minuteman Press	Councillor's Office
No PO	\$ 117.52	Jaden Printing Services	Councillor's Office
No PO	\$ 150.00	Bob Penner	Councillor's Office
No PO	\$ 172.33	Zing Media Inc.	Councillor's Office
No PO	\$ 250.00	Bob Penner	Councillor's Office
No PO	\$ 284.01	Pegasus Direct Mail Worx Inc.	Councillor's Office
No PO	\$ 477.44	Pegasus Direct Mail Worx Inc.	Councillor's Office
No PO	\$ 620.86	Pegasus Direct Mail Worx Inc.	Councillor's Office
No PO	\$ 1,057.23	Pegasus Direct Mail Worx Inc.	Councillor's Office
No PO	\$ 1,063.45	Pegasus Direct Mail Worx Inc.	Councillor's Office
No PO	\$ 1,500.00	Bob Penner	Councillor's Office
No PO	\$ 2,663.51	Canada Post	Councillor's Office
Planning and Economic Development			
69784	\$ 41,255.53	TCA Their & Curran Architects Inc.	Tourism and Culture
Public Works			
No PO	\$ 27.00	Mario Cheremond Taxi and Loews Hotel	Corporate Assets & Strategic Planning
No PO	\$ 1,069.07	Hamilton Plumbing Supply	Hamilton Water
No PO	\$ 10,616.42	Dufferin Aggregates - A Division of Holcim Canada Inc.	Operations
69909	\$ 21,073.65	Min-Chem Canada Inc.	Hamilton Water