



INFORMATION REPORT

TO: Chair and Members Audit, Finance and Administration Committee	WARD(S) AFFECTED: CITY WIDE
COMMITTEE DATE: December 9, 2013	
SUBJECT/REPORT NO: 2013 Third Quarter Non-compliance with the Procurement Policy Report (FCS13015(b)) (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 third 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 third quarter of 2013, there were 25 instances relating to the use of Policy 19, totalling \$341,271. The instances are summarized in Appendix 'A' to report FCS13015(b).

2013 Third Quarter Non-compliance with the Procurement Policy Report

PO No.	Amount	Name	Department / Division
Community Services			
P-Card	\$ 19.63	Canadian Tire Corporation	Recreation
P-Card	\$ 22.53	Old Navy	Recreation
P-Card	\$ 112.90	Canadian Tire	Recreation
P-Card	\$ 124.00	Service Ontario	Recreation
P-Card	\$ 154.00	Dr. Robert Hillis	Recreation
P-Card	\$ 238.41	Lawlor Safety	Recreation
71879	\$ 8,300.00	Schutten Bros Holdings Ltd.	Wentworth Lodge
71112	\$ 14,347.65	Bestco Construction (2005) Ltd	Wentworth Lodge
71542	\$ 32,400.00	Shaw Cablesystems	Hamilton Fire Department
No PO	\$ 75,000.00	Arjo Huntleigh	Wentworth Lodge
Corporate Services			
71671	\$ 11,023.00	Teranet Enterprises Inc.	Information Technology
65214	\$ 14,350.00	Brook Restoration	Corporate Services, Administration
No PO	\$ 125,868.69	Global Spectrum	Enterprise Management and Revenue Generation
Hamilton Public Library			
P-Card	\$ 64.84	Petro Canada	Library
Legislative			
No PO	\$ 22.58	Target - T3753 Hamilton Central	Councillor's Office
No PO	\$ 55.11	Walmart Supercentre	Councillor's Office
No PO	\$ 960.50	Zing Media Inc.	Councillor's Office
No PO	\$ 1,500.00	Bob Penner	Councillor's Office
No PO	\$ 3,146.38	Zing Media Inc.	Councillor's Office
No PO	\$ 3,723.35	Zing Media Inc.	Councillor's Office
Planning and Economic Development			
P-Card	\$ 23.12	Grand & Toy	Tourism and Culture
P-Card	\$ 150.71	Grand & Toy	Tourism and Culture
Public Works			
P-Card	\$ 2,501.21	Seton	Hamilton Water
71827	\$ 14,162.69	BFI Canada Inc. - Hamilton	Operations & Waste Management
No PO	\$ 33,000.00	Viking-Cives Limited	Corporate Assets & Strategic Planning