



## Council Report

Report Number PUR2020-026

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**Meeting Date:** November 17, 2020

**Title:** Procurement Reports 2019 Q4; 2020 Q1, Q2 and Q3

**Description:** Awards in 2019 Q4; 2020 Q1, Q2 and Q3  
Emergency Reports 2020 Q1, Q2 and Q3

**Author and Title:** Launa Macey Supervisor of Procurement

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### Recommendation(s):

Report PUR2019-027 **Procurement 2019 Q4; 2020 Q1, Q2 and Q3 Quarterly Report**, be received.

**That** 991200201 Culvert Replacement on St. Lukes be funded from Capital Reserves (1.32045) in the amount of \$21,954.74;

Department Head: \_\_\_\_\_

Financial/Legal/HR/Other: \_\_\_\_\_

Chief Administrative Officer: \_\_\_\_\_

## **Background:**

In accordance with Section 3.2 of the Purchasing Policy, staff shall provide a quarterly report to Council summarizing all tender awards greater than \$100,000 where the award was within budget and within scope.

In accordance with Section 4.4 of the Purchasing Policy Emergency Reports must be reported to Council on a quarterly basis through a Council Report.

This report addresses these directions.

## **Rationale:**

This report provides the results of procurement awards during the period of October 1, 2019 to September 30, 2020. The summary report shall provide: the project number, successful vendor, total budget, contract term and any optional renewals and amount of award.

Although the Purchasing Policy does not specify as to when these reports are to be sent to Council, staff have always strived to report within 60 days, following the Capital Close Policy deadlines.

A report was already provided to Council showing anything that was awarded during the CAO delegation period that would have normally required Council approval (PUR2020-024).

This report is provided to inform Council of anything that was within scope and budget for the last quarter of 2019 and the first three quarters of 2020.

St. Luke's road was closed due to a culvert wash out. An emergency was issued to replace the culvert. As there was no budget for this work, the money was requested from Capital reserves through the emergency report and approved by the Treasurer and Corporate Services Director.

## **Other Alternatives Considered:**

None as the awards were in accordance with the Purchasing Policy.

## **Financial/Operation Impacts:**

All procurement process awards had available funding or were within the \$10,000 allowable overage in accordance with the Capital Close Policy. Any surplus or

shortage for the final payment of the goods and services has or is being reported in the Capital Close Report by the Treasurer.

### **Consultations:**

Junior Accountant  
Engineering  
Public Works  
Community Services

### **Attachments:**



PUR2020-026 2019 Q4, 2020 Q1, Q2 and Q4 and 2020 Q1 and

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**Department Head:** Jennifer Stover, Corporate Service Director