

DATE OF MEETING DECEMBER 13, 2023

AUTHORED BY JANE RUSHTON, MANAGER, PURCHASING AND STORES

SUBJECT QUARTERLY PURCHASING REPORT (SINGLE AND SOLE SOURCE, PURCHASES IN EXCESS OF \$250,000 AND INSTANCES OF NON-COMPLIANCE PURCHASES)

OVERVIEW

Purpose of Report:

To provide information in compliance with the City's Procurement Policy (COU-209) regarding single and sole source purchases, awards in excess of \$250,000 and policy non-compliance for the period 2023-JUL-01 to 2023-SEP-30.

DISCUSSION

The City's Procurement Policy (COU-209) requires:

17 Reporting

17.1 On a quarterly basis, Council will be provided with an information report summarizing the following:

17.1.1 Sole source and single source purchases between \$25,000 and \$250,000;

17.1.2 Award of all purchases in excess of \$250,000; and,

17.1.3 Instances of Non-Compliance and action taken in each instance.

This report outlines results of the above processes for information. Further details are summarized in Attachments A and B to this report.

Sole Source Purchases

"Sole Source Purchase" means a non-competitive acquisition whereby the purchases for goods and or services are directed to one source where there is only one available Vendor or Contractor of that good and or service that meets the needs or requirements of the City. Sole source purchases go through an internal control review process and sign off covering justification, review of decision and costs.

Single Source Purchases

"Single Source Purchase" means a non-competitive acquisition whereby purchases for goods and or services are directed to one source because of standardization, warranty, or other factors, even though other competitive sources may be available.

Due to staffing constraints, the City is not able at this time to undertake internal audits or reviews to determine policy compliance deviations. The City's internal controls have been updated to flag non-compliance going forward using current Staff, and if it is determined that the associated risks are significant additional resources will be requested from Council. |

SUMMARY POINTS

- The City undertook eighteen (18) Single and Sole Source purchases subject to Procurement Policy (COU-209) reporting for a total amount of \$811,427.46 including PST and one (1) USD Single and Sole Source purchase for a total amount of \$13,765.00 for the period ending 2023-SEP-30.
- The City undertook two (2) purchase in excess of \$250,000 subject to Procurement Policy (COU-209) reporting for a total amount of \$2,215,059.67 including PST for the period ending 2023-SEP-30.
- The City undertook no instances of Procurement Policy non-compliance purchases subject to Procurement Policy (COU-209) for the period ending 2023-SEP-30.
- The City's Procurement Policy requires Staff to provide this information to Council on a quarterly basis. |

ATTACHMENTS

Attachment A – Sole Source and Single Source Purchases >\$25,000<=\$250,000

Attachment B – Purchases Greater than \$250,000 Summary
|

Submitted by:

Jane Rushton
Manager, Purchasing & Stores

Concurrence by:

Laura Mercer
Director, Finance

Tim Doyle
Fire Chief, Nanaimo Fire Rescue

Bill Corsan
Director, Corp. & Business Development

Kerry Ing
Director, IT/CIO

Jeremy Holm
Director, Planning & Development

Art Groot
A/Director, Admin Police Services

Richard Harding
General Manager, Parks, Recreation &
Culture

Bill Sims
General Manager, Engineering & Public
Works