

DATE OF MEETING FEBRUARY 19, 2025

AUTHORED BY JANE RUSHTON, MANAGER, SUPPLY CHAIN MANAGEMENT

SUBJECT QUARTERLY PURCHASING REPORT (SINGLE AND SOLE SOURCE, PURCHASES IN EXCESS OF \$250,000 AND INSTANCES OF EXCEPTIONS TO TRADE AGREEMENTS)

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 reporting of instances of exceptions to Trade Agreements for the period 2024-OCT-01 to 2024-DEC-31.

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 Exceptions to Trade Agreements.

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

In addition to the purchases summarized in the Single and Sole Source purchases and Purchases in Excess of \$250,000 attachments, the City also provided funding for the Drop-In Hubs to United Way British Columbia for an amount of \$584,257.00.

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.

Due to staffing constraints, the City is not able at this time to undertake internal audits or reviews to determine policy compliance deviations. However, internal controls are in place to flag non-compliance 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 thirty-six (36) Single and Sole Source purchases subject to Procurement Policy (COU-209) reporting for a total amount of \$1,126,809.60 including PST for the period ending 2024-DEC-31.
- The City undertook four (4) purchases in excess of \$250,000 subject to Procurement Policy (COU-209) reporting for a total amount of \$3,753,943.00 including PST for the period ending 2024-DEC-31.
- One (1) additional contract awarded to United Way British Columbia for a total amount of \$584,257.00.
- The City undertook no Instances of Exceptions to Trade Agreements subject to Procurement Policy (COU-209) for the period ending 2024-DEC-31.
- 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 $> \$25,000 \leq \$250,000$

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

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