

DATE OF MEETING OCTOBER 15, 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 2025-APR-01 to 2025-JUN-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 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.

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. 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 sixteen (16) Single and Sole Source purchases subject to Procurement Policy (COU-209) reporting for a total amount of \$880,098.20 including PST for the period ending 2025-JUN-30.
- The City undertook five (5) purchases in excess of \$250,000 subject to Procurement Policy (COU-209) reporting for a total amount of \$6,649,769.35 including PST for the period ending 2025-JUN-30.
- The City undertook three (3) purchases under Instances of Exceptions to Trade Agreements subject to Procurement Policy (COU-209) reporting for a total amount of \$129,784.90 CAD including PST and \$84,200.00 USD for the period ending 2025-JUN-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

Attachment C – Instances of Exceptions to Trade Agreements

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