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**STAFF REPORT: Finance & IT Services**



**REPORT TO:** Committee of the Whole  
**MEETING DATE:** March 17, 2014  
**REPORT NO.:** FIT.14.16  
**SUBJECT:** Tenders Awarded by the Tender Proposal Award Committee  
**PREPARED BY:** Serena Wilgress, Manager of Purchasing & Risk Management

**A. Recommendations**

THAT Council receive Staff Report FIT.14.16 “Tenders Awarded by the Tender/Proposal Award Committee” detailing the following award for information purposes:

1. Award of Tender for Contract 2014-08-T-EPW, Supply, Haulage and Application of Liquid Dust Suppressant, awarded to Da-Lee Dust Control at an estimated cost of \$59,700 exclusive of HST.

**B. Background**

The Tender/Proposal Award Committee approved the Staff Recommendation for the Award of Tender for Contract 2014-08-T-EPW, Supply, Haulage and Application of Liquid Dust Suppressant in accordance with the Town’s Purchasing Policies and Procedures.

The Purchasing of Goods and Services Policy POL.COR.07.05 clause 7 “Powers of the Tender/Proposal Award Committee” states:

“The Tender / Proposal Award Committee, within the parameters of this policy, are hereby authorized to make awards for Tenders from \$50,001 - \$100,000 and \$25,001 to \$100,000 for Requests for Proposals within the respective budget allocations. Awards exceeding \$100,000 shall be made by Council with a recommendation from the Tender/Proposal Award Committee.”

The Purchasing of Goods and Services Procedures FS.08.08, Schedule D “Procedures for Requests for Proposals”, clause 26 a) states:

“\$50,001 to \$100,000 – The Tender/Proposal Award Committee has the authority to award proposals based on an award recommendation of the Proposal Evaluation Committee within approved budget allocations. The Department Head and one other member of the Tender Proposal Award Committee will have signing authority on contracts that arise from this award level. An information report will be provided to Council at the next available Council meeting outlining awards made by the Tender/Proposal Award Committee.”

**C. The Blue Mountains' Strategic Plan**

Strategic Goal 6 - Provide a strong, well-managed municipal government.

**D. Environmental Impacts**

None

**E. Financial Impact**

Costs associated with this project will be funded from the Roads and Drainage Operating Budget.

**F. In Consultation With**

Jim McCannell, Manager of Roads and Drainage

**G. Attached**

None

Respectfully submitted,

**Serena Wilgress** \_\_\_\_\_

Serena Wilgress  
Manager of Purchasing & Risk Management

**Rob Cummings** \_\_\_\_\_

Robert Cummings, CMA  
Director of Finance & IT Services

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