



Staff Report

Finance and IT Services

Report To: Committee of The Whole
Meeting Date: November 14, 2016
Report Number: FAF.16.101
Subject: Tenders awarded by the Tender / Proposal Award Committee
Prepared by: Serena Wilgress, Manager of Purchasing and Rick Management

A. Recommendations

THAT Council receive Staff Report FAF.16.101, entitled “Tenders Awarded by the Tender/Proposal Award Committee” detailing the following awards for information purposes:

1. Standardization of Softchoice as the supplier of Microsoft Product and Services for three years.
2. Standardization of Air Technology Solutions as the supplier, installer and maintainer of Exhaust Extraction Systems for the Fire Department.
3. Award of Tender 2016-48-T-COM Mould Abatement and Building Restoration, L. E. Shore Memorial Library to Ferro Canada Inc. in the amount of \$51,740.

B. Overview

In accordance with the Purchasing Policy, a report outlining awards made by the Tender/ Proposal Award Committee.

C. Background

The Tender Proposal Award Committee approved the Staff Recommendations for award of the above noted contracts 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 tenders & 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.

D. Analysis

The Province of Ontario completed a formal procurement process and Softchoice was chosen as the Vendor of Record (VOR) for the supply of Microsoft Licences.

Air Technology Solutions is the sole source provider for Airmation products in Ontario.

E. The Blue Mountains’ Strategic Plan

Goal #4: Promote a Culture of Organizational and Operational Excellence

Objective #4: To Be a Financially Responsible Organization

F. Environmental Impacts

None.

G. Financial Impact

All purchases made are within Town approved budgets.

H. In consultation with

AJ Lake, Deputy Fire Chief

Cathy Bailey, Manager of Information Technology

I. Attached

None

Respectfully submitted,

Serena Wilgress
Manager of Purchasing and Risk Management

Ruth Prince
Director of Finance and IT Services

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