
TO: GENERAL COMMITTEE

SUBJECT: SOLE AND SINGLE SOURCE CONTRACT NEGOTIATIONS AND AWARDS

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SUBMITTED BY: CRAIG MILLER, ACTING DIRECTOR OF FINANCE *Craig Miller*

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CHIEF ADMINISTRATIVE OFFICER APPROVAL: CARLA LADD, CHIEF ADMINISTRATIVE OFFICER *Carla Ladd*

RECOMMENDED MOTION

1. That the following sole and single source agreements be negotiated and executed in accordance with the Purchasing By-law 2008-121:
 - a) Single source purchase for:
 - i. the provision of electronic weather-resistant parking tickets for a term not to exceed five years to an upset limit of approx. \$20,000 per year (to be adjusted annually by volume and pricing increase) with The DATA Group of Companies.
2. That the Mayor and Clerk be authorized to execute any agreements necessary to support the recommendations presented in this report.

PURPOSE & BACKGROUND

3. The purpose of this staff report is to recommend the negotiation and execution of Sole and Single source agreements with vendors identified in this Staff Report in accordance with sections 14 and 15 of the Procurement By-law 2008-121. These contracts have been confirmed as being a single source due to a requirement for standardisation.
4. Under section 6.1 of the Purchasing By-law, Council approval is required to establish single or sole-source agreements that exceed \$10,000. An analysis is currently underway to identify the extent to which Schedule A of the Procurement By-Law, which addresses exempt purchases, needs to be expanded to include other items including those identified within this report. The results of that analysis, will be included in the upcoming recommendations for updates to the Purchasing By-law.

ANALYSIS

5. The Municipal Law Enforcement Division issues 35,000-45,000 parking tickets annually utilizing handheld electronic ticket writers to issue the majority of the parking tickets. The electronic ticket-writers are pre-programmed with core information which is selected by the officer to identify the offence particulars. The information is then printed by the unit onto a pre-formatted weather-proof two sided parking ticket which is then served on the vehicle with a second copy being produced for legal proceedings. The format of the ticket must adhere to legislated requirements.

6. The ticket is designed from a weather resistant material which better sustains weather conditions and destruction attempts. The weather resistant ticket has resulted in fewer damaged or destroyed tickets arising from weather conditions and fewer cancellations or lost revenue as a result.
7. Since moving to the electronic ticket writers MLPS have been purchasing them from The DATA Group of Companies. During the last RFQ other companies provided quotations based on a modified version, however it was determined that they were unacceptable or suppliers noted their inability to meet the requirements of the specifications, at this time.

ALTERNATIVE

Alternative # 1

General Committee could choose to not approve the negotiation and execution of sole/single source contracts for any or all of the listed vendors, and instruct staff to complete a competitive bid process.

This is not recommended as it has been demonstrated that such contracts meet the criteria for a single or sole source award.

FINANCIAL

8. The costs associated with sole/single sourcing the provision of each of these goods and services have been included in the Business Plan as part of the base budget.

LINKAGE TO COUNCIL STRATEGIC PRIORITIES

9. The recommendation is operational in nature and does not directly support any of Council's Strategic Priorities.