



City of North Bay Report to Council

Report No: CORP-2024-099

Date: November 26, 2024

Originator: Lori Jackson, Manager, Purchasing

Business Unit:

Department:

Corporate Services

Financial Services Department

Subject: October 2024 Procurement Award Update

Closed Session: yes no

Recommendation

That Council receive and file the October 2024 Procurement Award Update, as set out in Report to Council CORP 2024-099 dated November 26, 2024 from Lori Jackson, Manager, Purchasing.

Background

In accordance with By-Law 2024-02 and Purchasing By-Law 2013-200, Purchasing staff shall provide a report to Council for the prior month summarizing the City's procurement activities, including the amount of spend, procurement method, and total contract value where exceeding \$100,000 that were awarded pursuant to delegated authority.

Delegated authority to approve procurement awards requires that a proper procurement was carried out, that sufficient budget dollars are available, internal reviews and approvals have been granted, and contract documents are received and executed.

There are two levels of delegated authority; the first is with the CAO for approvals up to \$250,000; thereafter an Approval Committee is struck for awards less than \$1,000,000.

This report covers both levels of delegated authority approvals that have been fully executed within the month of October 2024.

Corporate Strategic Plan

Natural North and Near

Economic Prosperity

Affordable Balanced Growth

Spirited Safe Community

Responsible and Responsive Government

- Ensure the efficient and effective operations of the city, with particular consideration to the impact of decisions on the property tax rate.
- Develop a practice of communications and engagement that ensures that residents are aware and understand what City Hall is doing.

Financial/Legal Implications

Staff have approved the following awards in accordance with the By-Law 2024-02 within the month of October, 2024:

RFQ-2024-069: Locker Room Renovations at the Wastewater Treatment Plant

The product was procured through a public procurement process in Bids & Tenders and was awarded in the amount of \$285,000 (plus HST). Approved by the Approval Committee struck for this procurement which included the Interim City Engineer, CFO, and CAO.

Recommended Option

That Council receive and file the October 2024 Procurement Award Update, as set out in Report to Council CORP 2024-099 dated November 26, 2024 from Lori Jackson, Manager, Purchasing.

Respectfully submitted,

Name: Lori Jackson

Title: Manager, Purchasing

I concur with this report and recommendation

Name: Margaret Karpenko, CPA, CMA

Title: Chief Financial Officer /Treasurer

Name: John Severino, P.Eng., MBA

Title: Chief Administrative Officer

Personnel designated for continuance:

Name: Lori Jackson

Title: Manager, Purchasing