

# Town of Whitby

## Staff Report

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### Report Title: Q3, 2023 Procurement Awards \$250,000 and above

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**Report to:** Committee of the Whole

**Date of meeting:** November 13, 2023

**Report Number:** FS 28-23

**Department(s) Responsible:**

Financial Services Department

**Submitted by:**

Fuwing Wong, Commissioner, Financial Services & Treasurer

**Acknowledged by M. Gaskell,  
Chief Administrative Officer**

**For additional information, contact:**

Michelle Trudel, Sr. Manager,  
Procurement Services.

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#### 1. Recommendation:

1. That Report FS 28-23, which outlines procurement awards \$250,000.00 and above for second quarter of 2023, be received as information.

#### 2. Highlights:

- In accordance with the Town's Procurement Policy, Council is to be provided a quarterly information report on procurements, valued at \$250,000.00 and above, awarded by staff under delegated authority.
- Table 1 outlines one (1) procurement-related contract awards approved by staff, under the delegated authority provided for in the Procurement Policy, for Quarter 2, 2023.

#### 3. Background:

The Town of Whitby's Procurement Policy (Policy Number F 080), provides delegated authority for staff to award procurement contracts subject to all of the following conditions:

- a. There is sufficient funding in the Approved Budget, which is approved by Council and subject to adjustments provided for in the Town's Budget Monitoring Policy;
- b. The procurement process was conducted in accordance with the Procurement Policy and all applicable procedures;

- c. For all Open Competition procurements, the Award is made to either the highest-ranking bidder or lowest priced (as applicable) Compliant Bidder in accordance with Town procurement procedures;
- d. The legal agreement, if required by the procurement, and any ancillary documents have been prepared in a form satisfactory to the Town Solicitor and Risk Management; and
- e. The Vendor has provided the required insurance, any required surety, Workplace Safety, and Insurance Board certificates and satisfied the Town’s AODA and Sustainability requirements, all in a form satisfactory to the Town.

The delegated authority provision allows for a more streamlined and efficient procurement process that allows projects to proceed (subject to procurements meeting the conditions above) in a timely manner.

To maintain transparency and accountability, the Procurement Policy requires quarterly information reporting on procurements, valued at \$250,000.00 and above, awarded by staff under delegated authority.

**4. Discussion:**

As shown in Table 1, the following one (1) project was competitively bid by the Procurement Division and awarded by staff in accordance with the Procurement Policy in Quarter 3 (July to September), 2023:

**Table 1**

Project	Successful Bidder	Awarded Value (Inclusive of Non-Recoverable HST)	Budget	Award Date
T-506-2023 Miscellaneous Asphalt Patching	APPCO Paving Ltd	\$365,740.70	\$383,711.45	Aug 13, 2023

**5. Financial Considerations:**

N/A

**6. Communication and Public Engagement:**

N/A

**7. Input from Departments/Sources:**

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The Procurement Division worked jointly with the various Departments throughout each of the procurement processes to ensure municipal government processes were streamlined, efficient, and cost effective.

**8. Strategic Priorities:**

This report supports the following Strategic Action Items identified in the Town's Community Strategic Plan:

Action Item 4.3.5 – Provide timely and transparent reporting; and

Action Item 4.4.1 – Deliver services that respond to community needs while balancing the impact to taxpayers.

**9. Attachments:**

N/A