## CITY OF HAMILTON

**CORPORATE SERVICES DEPARTMENT**  
*Treasury Services*  
*Financial Services Division*

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<th>TO: Chair and Members Audit and Administration Committee</th>
<th>WARD(S) AFFECTED: CITY WIDE</th>
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<td>COMMITTEE DATE: October 6, 2010</td>
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<tr>
<td>SUBJECT/REPORT NO: Delegated Authority to Award Corporate Contracts (FCS10085) (City Wide)</td>
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| SUBMITTED BY: Antonio D. Tollis  
  Treasurer  
  Corporate Services Department | PREPARED BY: Rick Male (905) 546 2424 ext. 4157 |
| SIGNATURE: | |

## RECOMMENDATION

(a) That the City Treasurer be delegated the authority to award corporate contracts until Council reconvenes in 2011;

(b) Corporate contracts awarded by the City Treasurer through the delegated authority will be reported back to the Audit, Finance and Administration Committee in January 2011.

## EXECUTIVE SUMMARY

In lieu of Council approving the award of corporate contracts between now and when Council reconvenes in 2011, the City Treasurer will proceed to award the following corporate contracts to the lowest compliant bidder in accordance with the Purchasing Policy. The delegated authority will only apply to corporate contracts where the value of the award does not exceed the budgetary funding previously approved by Council and will ensure that no other conditions exist that requires Council approval.

*Alternatives for Consideration – Not Applicable*
FINANCIAL / STAFFING / LEGAL IMPLICATIONS (for Recommendation(s) only)

Financial:
None.

Staffing:
None.

Legal:
None.

HISTORICAL BACKGROUND  (Chronology of events)

Corporate contracts are contracts in which goods and/or services are acquired for various client departments, in bulk, by one single procurement process (i.e., by Request for Proposal or Request for Tender).

Purchasing Policy 4 – Policy for Approval Authority (3)(b) states that Purchasing shall submit a report to Council and the appropriate standing committee recommending the award of corporate contracts.

The last scheduled Council meeting before the Municipal Elections is October 13, 2010. In accordance with the Purchasing Policy, Policy 4 – Policy for Approval Authority Section 4.4 (4) Council may delegate further Approval Authority as it considers necessary from time to time, including but not limited to, any time periods during which Council does not meet.

POLICY IMPLICATIONS

Purchasing Policy, Section 4.4, Policy 4 - Approval Authority requires Council approval when the Request for Tender and Request for Proposal is a corporate contract.

RELEVANT CONSULTATION

Purchasing Section  Financial Services Division, Corporate Services Department.
ANALYSIS / RATIONALE FOR RECOMMENDATION  
(include Performance Measurement/Benchmarking Data, if applicable)

In order to minimize delays in awarding corporate contracts and the potential use of Policy 11 – Policy for Negotiations, staff are recommending that Council delegate the authority to award corporate contracts to the City Treasurer.

The award of the following contracts could occur during the time period where Council is not scheduled to meet:

C12-13-10 Printer and Mail Services As and When Required by the City of Hamilton  
Previous contract expires January 8, 2011

C12-11-10 Chemical Water Treatment Supplies and Services  
Previous contract expired June 30, 2010

C12-10-10 Emergency Roofing Repairs As Required  
Previous contract expired June 30, 2010

ALTERNATIVES FOR CONSIDERATION  
(include Financial, Staffing, Legal and Policy Implications and pros and cons for each alternative)

None.

CORPORATE STRATEGIC PLAN  (Linkage to Desired End Results)


Skilled, Innovative & Respectful Organization
• More innovation, greater teamwork, better client focus

Financial Sustainability
• Financially Sustainable City by 2020
• Delivery of municipal services and management capital assets/liabilities in a sustainable, innovative and cost effective manner

Vision: To be the best place in Canada to raise a child, promote innovation, engage citizens and provide diverse economic opportunities. 
Values: Honesty, Accountability, Innovation, Leadership, Respect, Excellence, Teamwork
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<th>APPENDICES / SCHEDULES</th>
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