

## REPORT TO THE LIBRARY BOARD

OCTOBER 19, 2023

**SUBJECT:** Procurement Policy – Administratively Awarded Contracts

**PURPOSE:** For Receipt

**PREPARED BY:** Emily Schinbein – Director, Financial Services

**PRESENTED BY:** Emily Schinbein

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### RECOMMENDATION

It is recommended that the Board receive this report for information purposes.

### BACKGROUND

As per LPL's [\*Procurement of Goods and Services Policy\*](#) ("Policy"), section 8.11(b):

"The Director, Financial Services shall coordinate data collection and prepare an annual report for submission to Library Board including the awards made under section 8.5(b) and 8.5(c), no later than October 31. The report will only include awards that were not processed through Financial Services, unless otherwise directed by the Library Board. Financial Services shall certify that the awards are in compliance with this Policy and where non-conformances are identified, corrective action will be taken."

Also, as per section 8.11(c):

"Where a supplier has invoiced the Library a cumulative total value of \$50,000 or more in a calendar year, total payments relative to the supplier shall be included in an annual information report to the Library Board."

### FINANCIAL SUMMARY

Financial Services is very pleased to report that there were no concerns regarding non-compliance with the Policy for the time period of October 2022 to September 2023.

As shown in Table #1 below, there were eight (8) suppliers who invoiced the Library a cumulative total value of \$50,000 or more, in the time period of October 1, 2022 to

September 30, 2023. All of the items listed in Table #1 were made in compliance with the Policy and it does not include items listed as exempt in Schedule “B”.

*Table #1 – Suppliers Who Have Invoiced the Library Over \$50,000*

<b>Vendor</b>	<b>Total Value (\$)</b> (excluding taxes, duties and shipping)
Bee-Clean London Division	579,310
Compucom	58,656
Doug’s Snowplowing & Sanding	97,325
Innovative Interfaces, Inc.	219,937
Integrated Video and Surveillance	74,739
OCTAV Integrated Design Inc.	106,019
Paladin Security Group Ltd.	665,130
Wilson & Associates	53,551

## **NEXT STEPS**

Financial Services will continue to work with Library staff to ensure ongoing compliance with LPL’s [Procurement of Goods and Services Policy](#).