



Report to General Committee

TO: Mayor and Members of Council

FROM: Andy Taylor, Commissioner of Corporate Services
Barb Cribbett, Treasurer

PREPARED BY: Ivy Ho, Purchasing Supervisor

DATE OF MEETING: February 20, 2006

SUBJECT: Staff Awarded Contracts for the period from
January 2 to 31, 2006

RECOMMENDATION:

THAT the report entitled "Staff Awarded Contracts for the period from January 2 to 31, 2006" be received.

PURPOSE:

To inform Council of contracts awarded by staff for the period from January 2 to 31, 2006 as per Purchasing By-Law 2004-341.

EXECUTIVE SUMMARY:

Council at its meeting of November 30, 2004 approved By-Law 2004-341, A By-Law Establishing Procurement, Service and Disposal Regulations and Policies. The By-Law delegates authority to staff to award contracts up to a value of \$350,000.00. It also stipulates that a monthly information report be submitted by the Treasurer to the General Committee for all contracts awarded by staff from \$50,000.00 to \$350,000.00.

BACKGROUND:

During the period from January 2 to 31, 2006, the following contracts were awarded as listed in Table A.

Table "A"

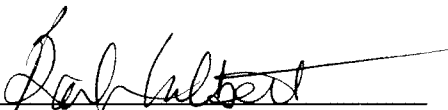
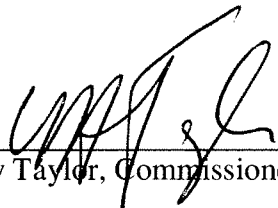
Qty.	Award Details	Description
1	Preferred Supplier	<ul style="list-style-type: none">226-S-05 Legal Services for Human Resources Department
1	Lowest priced bidder	<ul style="list-style-type: none">196-R-05 Pomona Mills Creek Erosion Restoration and Habitat Enhancement Study
2	Total	

ATTACHMENTS:

Copies of the award reports as listed in Table "A".

CONCLUSION:

The bid was issued in compliance with the Purchasing By-Law 2004-341. Prior to awarding the contracts, Purchasing reviewed the bid documents and verified that all terms, conditions and specifications complied with the Town's requirements.


Barb Cribbett, Treasurer
Andy Taylor, Commissioner, Corporate Services