

REPORT TO THE LIBRARY BOARD

DECEMBER 5, 2024

SUBJECT: Procurement Policy – Administratively Awarded Contracts

PURPOSE: For Receipt

PREPARED BY: Lakshay Gaur – Director Finance & Facility Services

PRESENTED BY: Lakshay Gaur

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 2023 to September 2024.

As shown in Table #1 below, there were six (6) suppliers who invoiced the Library a cumulative total value of \$50,000 or more, in the time period of October 1, 2023 to

September 30, 2024. 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

Vendor	Total Value (\$) (excluding taxes, duties and shipping)
PALADIN SECURITY GROUP LTD	\$686,761
CHEEMA CLEANING SERVICES LTD	\$397,500
BEE-CLEAN LONDON DIVISION	\$217,891
WILSON & ASSOCIATE	\$101,991
DOUG'S SNOWPLOWING & SANDING LTD	\$84,113
PRO-TECH MECHANICAL SERVICES	\$62,246
<u>Total</u>	<u>\$1,550,501</u>

NEXT STEPS

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