



To: COUNCIL
Meeting Date: 3/25/2025
Subject: Goods and Services Awarded under Delegated Authority in Accordance with Procurement By-law 19-187
Submitted By: Sheryl Ayres, Chief Financial Officer
Prepared By: David Mawdsley, Manager of Procurement
Report No.: 25-007-CRS
File No.: C11
Wards Affected: All Wards

RECOMMENDATION(S):

THAT Report 25-007-CRS Goods and Services Awarded under Delegated Authority in Accordance with Procurement By-law 19-187 be received as information.

EXECUTIVE SUMMARY:

Purpose

This report provides information to Council on solicitations that have been awarded under delegated authority in accordance with Procurement By-law 19-187.

All awards completed under the delegated authority are in accordance with City policy

Key Findings

Twenty-four (24) awards have been made under delegated authority, as outlined in Appendix A.

All awards completed under the delegated authority were within approved funding by Council.

Financial Implications

Total goods and services awarded under delegated authority from July 1 – December 31, 2024 was \$103,032,211.

STRATEGIC ALIGNMENT:

Strategic Action

Objective(s): Not Applicable

Strategic Action: Not Applicable

OR

Core Service

Program: Procurement

Core Service: Procurement

BACKGROUND:

Procurement By-law No. 19-187 authorizes the Manager of Procurement to act as the legal Purchasing Agent and signing authority, within the prescribed limits of the by-law, for the City of Cambridge.

The Manager of Procurement has the authority to award purchases up to \$500,000 pre-tax, within approved budgets. Purchases exceeding \$500,000 shall be awarded under delegated authority if certain conditions are satisfied, as outlined in section 7.2 of the by-law.

ANALYSIS:

The City's Procurement By-law ensures the efficient and effective procurement of goods and services. To ensure accountability and transparency of the procurement function, section 5.5.13 of the by-law includes a requirement for the Manager of Procurement to prepare a bi-annual report listing the procurements that have been awarded under delegated authority.

From July 1 – December 31, 2024, twenty-four (24) awards have been made under delegated authority, as outlined in Appendix A. The Manager of Procurement confirms that Procurement By-law No. 19-187 was adhered to in the issuing and awarding of each solicitation.

EXISTING POLICY / BY-LAW(S):

The Manager of Procurement, under section 5.5.2 of the Procurement By-law No. 19-187, is delegated the authority to award purchases up to \$500,000 pre-tax, within approved budgets. Tenders and Proposals over \$500,000 are awarded by the Manager

of Procurement under delegated authority as per section 7.2 of the Procurement By-law when all of the following conditions have been satisfied:

- a. when there is sufficient funding, as approved by Council through the budget process and verified by the Finance Division by the Departmental Recommendation to Award Report.
- b. when all procedures in accordance with this By-law have been followed; and
- c. when the lowest compliant Tender bid, or highest scored Proposal, is accepted and recommended.

Where all of the above criteria are present, the award is made under delegated authority.

FINANCIAL IMPACT:

The noted solicitations were approved by the Finance Division as being within their approved budgets. Total goods and services awarded under delegated authority, within the guidelines of the Procurement By-law, from July 1 – December 31, 2024 was \$103,032,211.

PUBLIC VALUE:

The public competitive bidding process ensures the City maintains an open and transparent public process that provides accountability on the utilization of financial resources.

ADVISORY COMMITTEE INPUT:

Not Applicable

PUBLIC INPUT:

Solicitation documents were made available to the public for viewing and submission on the City's Bids and Tenders website.

INTERNAL / EXTERNAL CONSULTATION:

Solicitations were compiled by Procurement and the corresponding internal department for which each project was assigned.

CONCLUSION:

From July 1 – December 31, 2024, twenty-four (24) awards were made under the delegated authority approved in the City's Procurement By-law. The Manager of Procurement confirms that Procurement By-law No. 19-187 was adhered to in the issuing and awarding of each solicitation.

REPORT IMPACTS:

Agreement: **No**

By-law: **No**

Budget Amendment: **No**

Policy: **No**

APPROVALS:

This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Director

Deputy City Manager

Chief Financial Officer

City Solicitor

City Manager

ATTACHMENTS:

1. 25-007-CRS Appendix A – Goods & Services Awarded Under Delegated Authority, July 1 - December 31, 2024