



# Staff Report

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**To:** Dan Best, Chief Administrative Officer

**From:** Jason Parr, Transportation Services Manager

**Date:** June 05, 2017

**Report:** TSD.17.06

**Subject:** Invoice over \$10,000 – Catch Basin Annual Cleaning

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## **Recommendation:**

That South Huron Council receives the report from Jason Parr, Transportation Services Manager, re: Invoice over \$10,000 – Catch Basin Annual Cleaning, for information only.

## **Background and Analysis:**

The Procurement By-Law #32-2013, Section 7 – “Procurement Methods and Approval Authority” requires purchases of goods and services exceeding \$10,000 and less than \$25,000 shall be obtained through an informal competitive process and that the expenditure be reported to Council through a formal report.

## **Information:**

This expenditure is a shared service project with Huron County. TSD submitted the number of catch basins that needed to be cleaned within the Municipality to Huron County earlier in the year. Huron County tallied all the submissions from the lower tier Municipalities including their own totals and initiated the tender process and determined that B. Edwards Transfer Ltd. Would be the preferred contractor for this work. In the shared service arrangement the TSD will cover all costs associated with the work within each Municipality.

1121 Catch Basins were cleaned within South Huron.

The above noted expenditure is being reported to Council as required under the procurement policy in place at the time of purchase.

**Operational Considerations:**

As this report is being presented for information purposes only, no alternatives are presented

**South Huron's Strategic Plan:**

Section 6.2.2 of the Municipality of South Huron 2015- 2019 Strategic Plan identifies key priorities and strategic directions. The following elements are supported by the actions outlined in this report:

- ✓ Administrative Efficiency and Fiscal Responsibility
- ✓ Transparent, Accountable, and Collaborative Governance

**Financial Impact:**

This expenditure is within the approved amount in the 2017 Transportation Services Department Operating Budget.

This invoice dated May 11, 2017 (incl. H.S.T) is \$18,316.92.

This project will be paid for through the 2017 operating budget. Total (including non-recoverable HST) is \$16,494.95 the breakdown is as follows:

	TOTAL
Total Cost (prior to HST)	\$16,209.66
HST	\$ 285.29
Total	\$16,494.95

**Legal Impact:**

There are no legal implications for the Corporation resulting from the proposed recommendation.

**Staffing Impact:**

There are no staffing implications for the Corporation resulting from the proposed recommendation.

**Policies/Legislation:**

1. By-Law #32-2013 Purchasing and Procurement Policy

**Consultation:**

The Manager of Financial Services/Treasurer was consulted as part of the tender review and preparation of this report.

**Attachments:**

None

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'JP', with a stylized flourish at the end.

Jason Parr

Transportation Services Manager

I concur with this report.

Dan Best MPA, BA

Chief Administrative Officer