



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Tano Ferraro, Manager of Finance/Deputy Treasurer

Department: Finance

Date of Report: April 2, 2024

Report Number: FIN-08-2024

Subject: Procurement- 2024 First Quarter Report

Recommendation

That the report of the Manager of Finance/Deputy Treasurer dated April 2, 2024 (FIN-08-2024) regarding Procurement 2024 First Quarter Report be received for information.

Report

The purpose of the Town of LaSalle procurement policy is to ensure that publicly funded purchases of goods and services, including construction, and information technology are acquired through a process that is compliant, open, fair and transparent. The policy sets out responsibilities of the Town and staff throughout each stage of the procurement process and ensures procurement processes are managed consistently.

The Town's procurement policy was adopted by By-Law no 8560. Furthermore, Part 4 Section 9 provides direction with respect to a Quarterly Report to Council:

The Treasurer shall prepare a quarterly status report to Council on all RFX processes and purchases with Dollar Values of \$50,000 or more published or released during the applicable period. The report shall also list all Contracts valued at \$50,000 or more awarded to Vendors since the previous status report.

Accordingly, attached Appendix A provides a listing of all purchases and contracts procured through an RFX in the first quarter of 2024.

Consultations

Procurement Officer

Financial Implications

As outlined with in Appendix A, each procurement listed falls within the approved capital budget, has been approved by the CAO or delegate in accordance with Part 4, Section 7(a) of the procurement policy or has been brought forward to Council for project specific approval where required. For those items relating to the operating budget, administration reviews overall departmental budgets on an ongoing basis.

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Manager of Finance/Deputy Treasurer

Tano Ferraro

Link to Strategic Goals

1. Enhancing organizational excellence - Not Applicable
2. Strengthen the community's engagement with the Town - Not Applicable
3. Grow and diversify the local economy - Not Applicable
4. Build on our high-quality of life - Not Applicable
5. Sustaining strong public services and infrastructure - Yes

Communications

Not Applicable

Notifications

Not Applicable

Report Approval Details

Document Title:	FIN-08-2024 Procurement-First Quarter Report.docx
Attachments:	- FIN-08-2024-Appendix A.pdf
Final Approval Date:	Apr 8, 2024

This report and all of its attachments were approved and signed as outlined below:



Director of Finance/Treasurer

Dale Langlois



Chief Administrative Officer

Joe Milicia