

## Appendix A

### Proposed Revisions to Municipal Code, Chapter 195

#### §195-13. Authority of Bid Committee

- A. The Bid Committee is authorized to make an award in respect of a bid call, if all of the following conditions are met:
- (1) The Chief Purchasing Official, after consulting with the City division head or designate who has initiated the call, has recommended the award in the report submitted under § 195-5G as being in compliance with the terms of the call.
  - (2) The award is within the commitment limit.
  - (3) In the opinion of the Chief Financial Officer, the award and resulting commitment have funding approval.
  - (4) In the opinion of the Chief Purchasing Official, the award is to the lowest bidder whose bid meets the specifications and requirements set out in the call.
  - (5) There is no material written objection to the merits of the award filed by a bidder with the Bid Committee before the award is made.
  - (6) All voting members of the Bid Committee who are present at the meeting vote in favour of the award.
- B. The Bid Committee is authorized to make an award in respect of a proposal call, where:
- (1) The Chief Purchasing Official, after consulting with the division head or designate who has initiated the call, has recommended the award in the report submitted under § 195-5G as being to the highest ranked proponent resulting from an evaluation and meeting the requirements of the call, including the evaluation criteria set out in the call
  - (2) There is no material written objection to the merits of the award filed by a proponent with the Bid Committee before the award is made; and
  - (3) The conditions contained in Subsection A(2), (3) and (6) are met.

#### **§ 195-14. Reporting on awards.**

- A. The Chief Financial Official shall report on a semi-annual basis through the to Council on all awards made by the Bid Committee under this chapter.
- B. The report shall include information on the names of all successful bidders and proponents and the amount of the awards.

**§ 195-15. Authority of standing committee.**

- A. If all the conditions set out in § 195-9A or 195-13A or B are not met, or where the Bid Committee does not make an award that it is authorized to make, or where the Chief Purchasing Official together with the City official on whose behalf the call was made are of the opinion that the award should be made by Council, the bid or proposal shall be referred to the standing committee of Council responsible for the program or service to which the call is related, in accordance with the provisions of Chapter 27, Council Procedures .
- B. Bids or proposals referred to a standing committee shall be reported upon to the standing committee by the Chief Purchasing Official and the City official on whose behalf the call was made and, where necessary, the City Solicitor.
- C. A standing committee to which a bid or proposal is referred under Subsection A shall make a recommendation to Council.

**§ 195-16 Council.**

An award that does not meet the requirements of § 195-9A, 195,13A or B, shall be made by Council.