

Attachment 1

TORONTO PUBLIC LIBRARY
Purchasing Policy - Award of Contracts – Summer Recess

Section 6(2) of the Purchasing Policy states that:

The Bid Committee is authorized to make an Award in respect of a Bid, if all of the following conditions are met:

- (a) the Purchasing Agent, after consulting with the Library official who initiated the Call, has recommended the Award in the report submitted under clause 3(1)(e) as being in compliance with the terms of the Call;
- (b) the amount of the Award is equal to or less than the Approval by the Board and is equal to or less than \$250,000;
- (c) the Award is to the lowest bidder whose Bid meets the specifications and requirements set out in the Call;
- (d) there is no written objection to the Award filed with the Bid Committee before the Award is made; and
- (e) all voting members of the Bid Committee who are present at the meeting vote in favour of the Award.

Section 6(3) of the Purchasing Policy states that:

The Bid Committee is authorized to make an Award in respect of a Proposal, where;

- (a) the scope of the subject work is defined in the Request;
- (b) the requirements and specifications contained in the Request allow for a representative response from the industry or corporate sector being solicited;
- (c) the evaluation criteria are set out in the Request;
- (d) the Purchasing Agent, after consulting with the Library official who has initiated the Request, has recommended the Award in the report submitted under clause 3(1)(e) as being in compliance with the terms of the Request;
- (e) the conditions contained in clauses 6(2)(b), 6(2)(d) and 6(2)(e) are met; and
- (f) the Award is made only to the Proponent meeting the requirements of the Request while offering the lowest price for the scope of work.

Section 9 of the Purchasing Policy states that:

- (1) If Board meetings are cancelled or the Board's normal meeting schedule is interrupted because of a labour disruption, or, if during the months of July and August, no Board meetings are scheduled or held, the Bid Committee is authorized to exercise the power of the Board to make an award if the conditions specified in subsection 6(2) or in subsection 6(3), as applicable, are met, with the exception of the monetary limit set out in clause 6(2)(b).
- (2) If the Bid Committee makes an award under subsection 9(1), the award shall be reported to the Board by the Purchasing Agent through the Director, Administration, at the next regularly scheduled Board meeting.