

14. Single Source Purchases

Purchase of goods or services and direct appointment of a consulting professional by negotiation with a single vendor or consultant may be permitted, if it is deemed in the best interest of the Municipality, and in the judgment of the Department Head any of the following conditions apply:

1. The goods and services are in short supply due to market conditions.
2. In the case of professional and consulting services, specialized expertise is required which is not available from more than one professional/consultant, or the issue is a continuation or recurrence of a previous issue.
3. The sources of supply are restricted to the extent that there is not effective price competition, or consideration of substitutes is precluded due to any of the following:
 - i. Components or replacement parts for which there is no substitute;
 - ii. Compatibility with an existing product, facility or service is required;
 - iii. Specific standards are adopted by Council.
4. There is documented evidence that the extension or reinstatement of an existing contract would prove most cost effective or beneficial.
5. Work is required at a location where a contractor or professional has already been secured through a tender process, with established unit prices by another party and it is considered to be beneficial and cost effective to extend the unit prices for the work to be completed for the Municipality.
6. The project is a multi-year contract.
7. Only one bid/proposal is received through the procurement process and it is impractical to recall the requirements of the call for quotations/proposals.
8. Used Equipment that meets or exceeds the departmental equipment requirements.

After the process has closed, it may be necessary for discussion to occur to clarify and/or make revisions to the initially defined requirements of the call for quotations/proposals. The Department Heads will require the written approval of the CAO or Treasurer or Director of operations before proceeding.