

October 12, 2016

Report To: P& D Executive Committee

From: Doug Brown, CAO

SUBJECT: Review of Existing Procurement Policy 1.12

As a result of the review of the proposed new business licensing by-law, members of Council have indicated that there should be a requirement for suppliers to obtain a business license if they are awarded a Town tender or "Request for Proposal" (RFP).

In accordance with the existing procurement policy 1.12 there is no condition which requires a company who has been successfully awarded a tender or RFP to obtain a Fort Frances Business license. Upon review of a few tender documents prepared in 2016 & 2015, it appears that only the larger infrastructure reconstruction tenders include this requirement. The smaller vehicle tenders don't include this condition.

There is a requirement to review the procurement policy prior to the end of each term of Council. Once the 2017, budget process is well underway, in the 1st quarter of 2017 management will conduct a review of the procurement policy. However going forward all tenders and RFPs prior to the review will include the following condition;

Business License – If your company is awarded the tender by Council, there will be a requirement for your company to be responsible to make application and obtain a Town of Fort Frances business license. Business License applications can be obtained from the Town office at 320 Portage Avenue.

This condition will be included in the tenders for the new (handi-van) Mini Buses and the tracked bobcat unit.

Respectfully submitted,

A handwritten signature in cursive script that reads "Doug Brown".

Doug Brown, CAO

<p>This report was prepared to ensure members of P & D executive committee are aware of the existing procurement policy as it relates to the proposed new Business licensing by-law.</p>
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