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TO:	CHAIR AND MEMBERS COMMUNITY AND PROTECTIVE SERVICES COMMITTEE WEDNESDAY, FEBRUARY 22, 2017
FROM:	WILLIAM C. COXHEAD MANAGING DIRECTOR, PARKS AND RECREATION
SUBJECT:	SINGLE SOURCE 17-03 SINGLE SOURCE PROCUREMENT OF LIFEGUARD QUALIFICATION LITERATURE / MANUALS AND ASSOCIATED REGISTRATION FEES/ DOCUMENTS

RECOMMENDATIONS

That, on the recommendation of the Managing Director, Parks and Recreation

- a) The requirement that the Lifesaving Society be established as the only acceptable provider of Lifesaving Certification and Manual Fees for the City of London, at an estimated annual purchase value of \$90,650 (HST excluded), for a two (2) year period **BE ACCEPTED** it being noted that this will be a single source contract as per the Procurement of Goods and Services Policy Section 14.4 e).
- b) Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this contract; and
- c) Approval hereby given **BE CONDITIONAL** upon the Corporation entering into a formal contract or having a purchase order, or contract record relating to the subject matter of this approval.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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- Community and Protective Services Committee, December, 2014: Single Source Procurement of Lifesaving Awards and Literature.

BACKGROUND

Purpose

The purpose of this report is to seek Council approval to establish a two (2) year single source contract with the Lifesaving Society to provide lifeguard qualification literature/ manuals and associated registration fees for the City of London Aquatics, Arenas and Attractions division.

Discussion

The City of London provides advanced leadership courses to the residents of London through our indoor and outdoor pools. These programs are certifications that lead youth to learn lifesaving skills and obtain certification in Lifeguarding. These qualifications are mandatory for the hiring and maintaining of qualifications for our approx. 300 Aquatic staff, and for the First Aid certifications we teach to residents and City employees. The course fees and manuals are the fees payable to the society to certify the candidates. There is no other provider of these services, therefore we are requesting single source approval.

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Financial Impact

The estimated annual expenditure is \$90,650 (HST excluded) which is based on historical consumption for the City of London Aquatics, Arenas and Attractions division. Funding for this contract is available in the Aquatics, Arenas and Attractions Operating account. These course materials and costs are offset by revenue from user fees of the candidates taking the courses.

CONCLUSION

Conclusion

Lifesaving Society is the only qualified provider based on special knowledge, expertise and experience to provide the specific certification and literature required by the City of London.

Acknowledgements

This report was prepared within the “Aquatics, Arenas and Attractions Division” by Lynn Loubert, Division Manager and Chris Rinehart, Procurement Specialist.

PREPARED BY:	
LYNN LOUBERT DIVISION MANAGER - AQUATICS, ARENAS AND ATTRACTIONS	
RECOMMENDED BY:	REVIEWED & CONCURRED BY:
WILLIAM C. COXHEAD MANAGING DIRECTOR - PARKS AND RECREATION	ANNA LISA BARBON DIRECTOR, FINANCIAL SERVICES