TO:            CHAIR AND MEMBERS
COMMUNITY AND PROTECTIVE SERVICES COMMITTEE
TUESDAY, DECEMBER 10, 2018

FROM:          SCOTT STAFFORD
MANAGING DIRECTOR, PARKS AND RECREATION

SUBJECT:       SINGLE SOURCE 18-37
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 $69,562.25 (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

- Community and Protective Services Committee, February, 2017: 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.
Financial Impact
The estimated annual expenditure is $69,562.25 (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:

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DIVISION MANAGER, AQUATICS, ARENAS AND ATTRACTIONS

RECOMMENDED BY:

REVIEWED & CONCURRED BY:

SCOTT STAFFORD
MANAGING DIRECTOR, PARKS AND RECREATION

ANNA LISA BARBON, CPA, CGA
MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER