

**REPORT TO COUNCIL FOR INFORMATION - SINGLE SOURCE AWARD**

<b>Project Award</b>	Reporting back to Council on the Delegated Authority for the single source award to Royal Lepage Meadowtowne Realty (Phil Prestidge) in the upset amount of \$50,000 (exclusive of HST) to provide Real Estate Services
<b>Purpose of Report</b>	As per Section 7.2.2 of the Purchasing By-law, a report to Council for information is required when the delegated authority provided in that section is utilized.
<b>Background information</b>	<p>The Town awarded a contract for Real Estate Services to Royal Lepage Meadowtowne Realty (Phil Prestidge) through RFP-097-15 for the term June 1, 2015 to May 31, 2020. This contract was utilized to buy, sell and/or lease real property and land required to meet the needs of the Town. Royal Lepage Meadowtowne Realty have continued to provide real estate consulting services to the Town on an as needed basis.</p> <p>Timely execution of a buyer agreement is required to complete the real estate services identified in confidential report ES-003-23. As a result, staff processed an internal report for a single source contract award to Royal Lepage Meadowtowne Realty (Phil Prestidge) in the upset amount of \$50,000.</p> <p><b>Staff processed PDA-106-23 utilizing Section 7.2.2 of the Purchasing By-law to Royal Lepage Meadowtowne Realty (Phil Prestidge) to provide Real Estate Services, in the upset amount of \$50,000 (exclusive of HST).</b></p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C59110023-A0260-7310
<b>Account Description</b>	Civic Precinct
<b>Project Total Budget</b>	\$1,500,000 (Note 2)

Note 1: Financial impact includes any non-refundable portion of HST

Note 2: The costs of the real estate consulting services can be accommodated within the above noted capital project budget.