



PROCUREMENT SERVICES DIVISION

Supplier Suspension Recommendation Report

Date of Report	
Name of Supplier	
Procurement Number (If applicable)	
Description	

<p>Reason for Suspension</p> <p><i>Review Section 3 of the protocol for more detail</i></p>	
<p><input type="checkbox"/> Crimes or Offences</p> <p>The Supplier has been convicted of serious crimes or other serious offences, including bid-rigging, price-fixing or collusion, fraud, or other statutory offences.</p> <p><input type="checkbox"/> False Declarations</p> <p>The Supplier included false or misleading information in its Bid.</p> <p><input type="checkbox"/> Poor Performance</p> <p>The Supplier has performed inadequately under a Contract with the Town.</p> <p><input type="checkbox"/> Professional Misconduct or Lack of Commercial Integrity</p> <p>The Supplier has engaged in professional misconduct or acts or omissions that adversely reflect on the Supplier's commercial integrity.</p>	
Recommended Length of Suspension	_____ years
Recommended Scope of Suspension	<p><input type="checkbox"/> All Procurement opportunities</p> <p><input type="checkbox"/> Procurement opportunities related to:</p> <p>_____</p> <p>_____</p>

Detailed Reasons and Analysis of Relevant Factors

Provide detailed information about the reason for the suspension and explain how any relevant factors set out in Section 3 of the protocol have been considered. Attach any other relevant documentation.

Reason for suspension due to poor performance must have attached all performance evaluation reports, incident reports and letters sent to Supplier.

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Division Manager	Name	
	Title	
	Signature	
	Date	
Director	Name	
	Title	
	Signature	
	Date	