

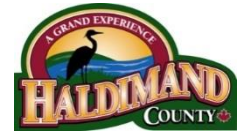
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# HALDIMAND COUNTY

Report CS-SS-15-2018 Purchasing Activity January to June 2018

For Consideration by Council in Committee on October 30, 2018

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## OBJECTIVE:

To report purchases of \$75,000 or greater for the period of January 1 to June 30, 2018, in accordance with the provisions of the Procurement Policy No. 2013-02.

## RECOMMENDATIONS:

1. THAT Report CS-SS-15-2018 Purchasing Activity January to June 2018 be received as information.

**Prepared by:** Jason Wallace, Purchasing Coordinator

**Reviewed by:** Cathy Case, Manager of Support Services

**Respectfully submitted:** Karen General, CPA, CGA, General Manager of Corporate Services

**Approved:** Donald G. Boyle, Chief Administrative Officer

## EXECUTIVE SUMMARY:

As a requirement of Procurement Policy 2013-02, purchasing activity undertaken in a calendar year through the delegated authority provisions will be reported for information purposes, on a semi-annual basis, in order to keep Council and the public informed. This report presents the purchasing activity over the first six months of 2018 for those individual transactions that were \$75,000 or greater.

## BACKGROUND:

Council has provided the delegated authority to staff for the initiation and completion of most procurement processes, including authority to award contracts for goods, services and construction through the approval of annual budgets. Staff throughout all departments have the responsibility to report such activity to the Support Services Division in order to compile the information for public reporting.

## ANALYSIS:

Attachment #1 is a table outlining the reported purchasing activity from January 1 to June 30 2018, which includes individual transactions that are \$75,000 or greater and contract renewals that exceed \$75,000 over the term of the contract. Attachment #1 includes: bid number and name; closing date; number of bids received; successful bidder(s); contract pricing including net taxes; and the contract term.

## **Notable Purchase**

The following provides an explanation of notable purchases outlined in Attachment #1.

- PW-FLE-05-2018 – Supply & Delivery of Three (3) Four (4) Wheel Drive Standard Cab Pickups and One (1) Extended Cab Pickup Truck was officially awarded to 709226 Ontario Limited; however, along with a number of municipalities, Haldimand County was later informed that the order would not be fulfilled as the vendor's employee submitted unauthorized pricing. Haldimand County subsequently issued two Requests for Quotations to purchase the required vehicles, which resulted in purchases from a different supplier at a higher price (this information is not reflected on Schedule 1 given that the individual RFQ's fall below the \$75,000 total purchase threshold).

## **Renewals**

There are two (2) contracts in this report that included terms and conditions with renewal options. These include the supply of defibrillators (awarded to Zoll Medical Canada) and streetlight maintenance (awarded to Trans Test Ltd.). Inclusion of these renewal terms typically provides for better pricing and service from the vendor, and allows for internal efficiency, based on the following reasons: a longer term or extensions provide some financial stability for the supplier; a vendor is able to apply equipment lifecycle costing over multiple years; and allows for a more efficient use of time compared to issuing competitive bid processes on an annual basis. A summary of these renewals is as follows:

- CMS-ES-03-2017 – Defibrillators was renewed for the 2018 calendar year at the same unit price as permitted under the contract.
- PW-RO-16-010 – Streetlight Maintenance was renewed for the term of March 1, 2018 to February 28, 2019 as permitted within the contract with renewed rates based on an increase tied to the Consumer Price Index. A one (1) year optional contract renewal remains for 2019/2020.

## **FINANCIAL/LEGAL IMPLICATIONS:**

Finance staff review each Bid Award Form to ensure the purchase is within the Council-approved expenditure level.

## **STAKEHOLDER IMPACTS:**

Each Division Manager is responsible for ensuring that the provisions of Procurement Policy No. 2013-02 are adhered to, including the provision of details for all purchasing activity outlined in this report.

## **REPORT IMPACTS:**

Agreement: No

By-law: No

Budget Amendment: No

Policy: No

## **ATTACHMENTS:**

1. Purchasing Activity for January 1 to June 30, 2018