
HALDIMAND COUNTY

Report LSS-10-2019 Purchasing Activity July to December 2018

For Consideration by Council in Committee on April 16, 2019



OBJECTIVE:

To report purchases of \$75,000 or greater for the period of July 1, 2018 to December 31, 2018 in accordance with the provisions of the Procurement Policy No. 2013-02.

RECOMMENDATIONS:

1. THAT Report LSS-10-2019 Purchasing Activity July to January 2018 be received as information.

Prepared by: Nessa Byrne, Purchasing Coordinator

Reviewed by: Lori Friesen, CPPB, Manager of Legal & Support Services

Respectfully submitted: Cathy Case, General Manager of Corporate & Social Services

Approved: Donald G. Boyle, Chief Administrative Officer

EXECUTIVE SUMMARY:

As a requirement of Procurement Policy No. 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 public informed. This report presents the purchasing activity over the last six months of 2018 for transactions that were \$75,000 or greater.

BACKGROUND:

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

ANALYSIS:

Attachment # 1 is a table outlining the reported purchasing activity from July 1, 2018 to December 31, 2018 which includes transactions that are \$75,000 or greater. Attachment # 1 includes: bid number and name; closing date; number of bids received; successful bidder; contract price including net taxes; and the contract term.

Staff exercise due diligence in an attempt to obtain at least three (3) competitive bids for each bid document through the following processes: bid advertisements are posted on the County website to notify vendors of upcoming bidding opportunities; an electronic copy of the bid document is available on the County website for vendors to download; bidding opportunities are shared on social media; and staff and/or consultants notify interested vendors of applicable bidding opportunities. In addition to the

County website, use of the Ontario Public Buyer's Association website is available to advertise bidding opportunities.

Attachment # 1 also contains several multi-year contracts. A multi-year contract is a contract for more than one (1) year, but not more than ten (10) years. Multi-year contracts are executed in an effort to lock in pricing for a longer period of time; attain higher discounts from vendors; safeguard against price volatility; maintain continuity of service where beneficial to do so and save staff time, effort and resources.

Multi-year contracts take the annual budget into consideration and contain a clause stating renewal is pending budget approval. Proceeding with a contract renewal, staff must also take the following into consideration: the County needs; applicable approvals, the vendor's performance of the previous year; the quality of goods/services provided; and whether it is in the best interest of the County. The Manager may opt to let the contract expire without moving forward with a renewal.

Multi-year contracts typically utilize the Consumer Price Index. Contract renewal pricing is adjusted annually on the anniversary date, by the percentage change, year over year, during the preceding year as recorded in Statistics Canada, using an applicable Consumer Price Index.

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 July 1, 2018 to December 31, 2018