
HALDIMAND COUNTY

Report LSS-26-2019 Purchasing Activity January to June 2019

For Consideration by Council in Committee on October 29, 2019



OBJECTIVE:

To report purchases of \$75,000 or greater for the period of January 1, 2019 to June 30, 2019 in accordance with the provisions of the Procurement Policy No. 2013-02.

RECOMMENDATIONS:

1. THAT Report LSS-26-2019 Purchasing Activity January to June 2019 be received as information.

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

Approved: Craig Manley, MCIP, RPP, 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 the public informed. This report presents the purchasing activity over the first six months of 2019 for bids awarded 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, services and construction through the approval of annual budgets. Staff throughout all departments have the responsibility to report such activity through the issuance of purchase orders which are monitored by purchasing staff in the Legal & Support Services Division for compliance to corporate direction and procurement legislation; and to enable public reporting.

Additionally, this public process meets the County's legal requirement to report County procurement activity as required by the Canadian Free Trade Agreement (CFTA) and the Canada-European Union Comprehensive Economic and Trade Agreement (CETA).

ANALYSIS:

Attachment # 1 is a table outlining the reported purchasing activity from January 1, 2019 to June 30, 2019, which includes transactions that are \$75,000 or greater. Attachment # 1 also 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: posting bid opportunity advertisements on the County

website and social media to notify vendors of upcoming bidding opportunities; an electronic copy of the bid document is available on the County website for vendors to download; and potential vendors are notified of applicable bidding opportunities by staff and consultants.

Multi-year contracts:

Attachment # 1 contains several multi-year contracts, which 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. Preceding a contract renewal, staff must also take the following into consideration: the County needs; applicable approvals; vendor performance; 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.

CAO-01-2019 Design, Printing and Delivery of Community Guides and Tourism Publications is a contract for a one (1) year period, with an option to renew for two additional terms, three years each. Although the initial purchase order valued at \$38,080.76 is less than the \$75,000 reporting requirement, the total value of purchases to be made will be based upon seasonal publications requirements (i.e. Haldimand County Spring/Summer Community Guide, Haldimand County Fall/Winter Community Guide, tourism information brochures/maps/guides, etc.) up to the approved budget which exceeds \$75,000.

Roadside mowing (RDS-07-2019) is another multi-year contract with renewals based upon the considerations noted earlier in the report.

Cooperative bids:

As permitted in the Procurement Policy, Haldimand may opt to participate in cooperative purchasing initiatives which “provides economies of scale and is deemed beneficial to the County”. The Local Authority Services (LAS) is a provider of competitively-priced and sustainable co-operative business opportunities for Ontario municipalities under the umbrella of the Association of Municipalities of Ontario (AMO) structure. LAS issued a competitive process to source and prequalify vendors for the provision of LED lighting solutions for all public facilities. Under this co-operative opportunity, the County utilized the services of Conrad Lighting Solutions to complete parking lot lighting retrofits at the Haldimand County Caledonia Centre (HCCC).

FINANCIAL/LEGAL IMPLICATIONS:

Staff are responsible to ensure the purchase is within the Council-Approved expenditure levels.

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, 2019 to June 30, 2019