
HALDIMAND COUNTY

Report LSS-07-2021 Purchasing Activity July to December 2020

For Consideration by Council in Committee on April 20, 2021



OBJECTIVE:

To report purchases of \$75,000 or greater for the period of July 1, 2020 to December 31, 2020 in accordance with the provisions of Procurement Policy No. 2013-02.

RECOMMENDATIONS:

1. THAT Report LSS-07-2021 Purchasing Activity July to December 2020, be received.

Prepared by: Jason Wallace, Purchasing Coordinator

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

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 last six months of 2020 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 and 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 July 1, 2020 to December 31, 2020, 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.

Attachment # 2 provides changes to the original awarded contract values for the period of July 1 to December 31, 2020, all of which were completed and approved through a Change Order process. Since the implementation of the new purchase order software, staff are better able to manage, audit and report on purchasing spends that historically were manually processed and completed independent of purchasing staff review. A Change Order is used to add or delete from the original awarded purchase order without changing the scope of the work. For example, Change Orders are common on capital works to address unforeseen or unanticipated factors which requires additional equipment, resources or materials to address as part of the project. Change Orders must remain within the approved budget or within the parameters of reallocating budget funds as per the Procurement Policy, otherwise a report to Council is required.

Multi-year contracts:

Multi-year contracts are for a term of two (2) to ten (10) years as permitted by the Procurement Policy. They 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 time, effort and resources. Multi-year contracts take annual budgets into consideration and where applicable, on-going or long-term needs.

Multi-year contracts can also be implemented utilizing a defined term with options for renewals based upon the same considerations as noted above. This is more common for annual maintenance type needs such as grass cutting.

Attachment #1 includes several multi-year contracts with the annual expenditures noted in the 'Cost including Net Taxes' column and the length of contract in the 'Contract Term' column.

Cooperative bids:

The Ontario Educational Collaborative Marketplace (OECM) is a not-for-profit collaborative sourcing partner for Ontario's education and broader public sector and other not-for-profit organizations. OECM contracts reputable suppliers to offer a comprehensive choice of quality products and services with savings to the customer. Under the cooperative opportunity, the County utilized the services of Dell Canada Inc. for the provision of End User Computing Devices and Services.

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 and change orders as outlined in this report.

REPORT IMPACTS:

Agreement: No

By-law: No

Budget Amendment: No

Policy: No

ATTACHMENTS:

1. Purchasing Activity for July 1, 2020 to December 31, 2020
2. Change Orders for July 1, 2020 to December 31, 2020