
HALDIMAND COUNTY

Report LSS-12-2021 Purchasing Activity January to June 2021

For Consideration by Council in Committee on September 14, 2021



OBJECTIVE:

To report purchases of \$75,000 or greater for the period of January 1, 2021 to June 30, 2021 in accordance with the provisions of the Procurement Policy No. 2013-02.

RECOMMENDATIONS:

1. THAT Report LSS-12-2021 Purchasing Activity January to June 2021, be received as information.

Prepared by: Nessa Byrne, Purchasing Coordinator

Reviewed by: Lori Friesen, Manager of 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 first six months of 2021 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, 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, 2021 to June 30, 2021, 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 is a table outlining changes to the original awarded contract value on previous Purchasing Activity reports; all of which were completed and approved through a Change Order process. A Change Order is used to add or delete from the original awarded purchase order without changing the scope of 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-use list:

As permitted within procurement legislation, the County has implemented a multi-use list for Geotechnical Services as noted on Attachment #1. This process enables the County to prequalify vendors for a particular service, for a specified amount of time, when the scope of work cannot be clearly defined for more than a one-year period. For example, the provision of geotechnical services includes material inspection and testing services for various capital projects. Capital projects, although included in a 10-year forecast, are only approved on an annual basis. If a capital project is not approved or a quantity is modified from the forecast, this would have a direct impact on the geotechnical services required/or not required to be completed for each budget year. For geotechnical services, as the annual budgets are approved in 2022 and 2023, the scope of work will be defined annually; and only the qualified bidders will be asked to provide pricing each of these years.

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:

As permitted in the Procurement Policy, Haldimand County may opt to participate in cooperative purchasing initiatives which "provides economies of scale and is deemed beneficial to the County".

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 the Dell Canada Inc. for the provision of End User Computing Devices and Services, as itemized on Attachment #1.

The Local Authority Services (LAS) is a provider of competitively-priced and sustainable cooperative business opportunities of Ontario municipalities under the umbrella of the Association of Municipalities of Ontario (AMO) structure. Under this cooperative opportunity, the County utilized the services of Amaco Equipment to obtain two (2) Loader Boom Mowers, as well as Viking Cives Ltd. to obtain two (2) Combination Plow and Sander Trucks, as itemized on Attachment #1.

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 the 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, 2021 to June 30, 2021.
2. Change Orders.