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# HALDIMAND COUNTY

Report LSS-06-2022 Purchasing Activity July to December 2021

For Consideration by Council in Committee on March 29, 2022

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## OBJECTIVE:

To report purchases of \$75,000 or greater for the period of July 1, 2021 to December 31, 2021 in accordance with the provisions of the Procurement Policy No. 2013-02.

## RECOMMENDATIONS:

1. THAT Report LSS-06-2022 Purchasing Activity July to December 2021, be received.

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

**Reviewed by:** Lori Friesen, Manager, Legal and 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 final 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 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, 2021 to December 31, 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 where applicable.

### **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". Although the County does actively participate in cooperative bidding opportunities such as those offered under the Local Authority Services (LAS), no cooperative purchases were made from July to December 2021.

### **Purchasing – 2022:**

COVID has resulted in some significant negative impacts to the marketplace – including supply and labour shortages, delays in goods and service deliveries, increased costs, elimination of discounts previously offered to the public sector, cancellation of orders by manufacturers, etc. Keeping within the procurement rules of CFTA and CETA, purchasing staff have worked with other divisions to address these concerns as they arise. More information will be provided in the January to June 2022 semi annual purchasing activity report.

## **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 July 1, 2021 to December 31, 2021