
HALDIMAND COUNTY

Report LSS-14-2023 Purchasing Activity July to December, 2022

For Consideration by Council in Committee on June 20, 2023



OBJECTIVE:

To report purchases of \$75,000 or greater for the period of July 1, 2022 to December 31, 2022 in accordance with the provisions of the Procurement Policy No. 2013-02.

RECOMMENDATIONS:

1. THAT Report LSS-14-2023 Purchasing Activity July to December 2022, be received.

Prepared by: Jason Wallace, Purchasing Coordinator

Reviewed by: Lori Friesen, Manager, Legal and Support Services

Respectfully submitted: Megan Jamieson, General Manager of Corporate & Social Services

Approved: Cathy Case, Interim 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 2022 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, 2022 to December 31, 2022, which includes transactions that are \$75,000 or greater; 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:

Attachment 1 includes multi-year contracts, which are for a term of two (2) to ten (10) years as permitted by the Procurement Policy.

Multi-year contracts have typically been 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 extensions based upon the same considerations as noted above. This is more common for annual maintenance type needs such as winter roads maintenance.

The County continues to experience volatility in market prices. Several elements contribute to this instability including disturbances in supply chain disruptions, increased demand for certain goods, raw material shortages, escalating shipping expenses, labour shortages, increase insurance costs, etc. Additionally, inflation induced by local and international economic stimulus measures is a significant factor.

Staff continue to review market conditions and respond to issues as they emerge. Exploration of shorter-term contracts is ongoing, as this may present financial benefits and/or time for market stabilization.

Cooperative bids:

As permitted in the Procurement Policy, the County retains the option to partake in joint procurement initiatives which offer financial advantages through economies of scale and are considered advantageous for the County. During the July to December 2022 span, such cooperative contracts included the Jarvis Basketball/Tennis Court Lighting project through the Local Authority Services (LAS) under the umbrella of the Association of Municipalities of Ontario (AMO) structure.

FINANCIAL/LEGAL IMPLICATIONS:

Staff are responsible to ensure purchases are within the Council approved expenditure levels. As outlined within the Procurement Policy 2013-02, staff have delegated authority to reallocate funds under very defined parameters. If over budget and funds cannot be reallocated, a report to Council is required to authorize a budget amendment so the purchase can be finalized.

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

REFERENCES:

1. [Policy No. 2013-02 Procurement Policy](#)

ATTACHMENTS:

1. Purchasing Activity for July 1, 2022 to December 31, 2022