
HALDIMAND COUNTY

Report LSS-20-2023 Purchasing Activity January to June 2023

For Consideration by Council in Committee on October 10, 2023



OBJECTIVE:

To report purchases of \$75,000 or greater for the period of January 1, 2023 to June 30, 2023 in accordance with the provisions of the Procurement Policy No. 2013-02.

RECOMMENDATIONS:

1. THAT Report LSS-20-2023 Purchasing Activity January to June 2023 be received.

Prepared by: Nessa Byrne, Purchasing Coordinator

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

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

Approved: Cathy Case, 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 2023 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, 2023 to June 30, 2023, 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.

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. These contracts often have built-in options for pricing adjustments, such as applying an annual Consumer Price Index to accommodate various inflations (i.e., fuel, labour, etc.). 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.

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 ground material 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, the scope of work will be defined annually and only the qualified bidders will be asked to provide pricing for the duration of the term.

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 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 secured Bunker Gear, Firefighter Coveralls, two Fire Tankers, a Fire Pumper; and Culverts, as itemized on Attachment 1.

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 secured IT equipment and services as itemized on Attachment 1.

Limited Tendering:

Limited Tendering is a non-competitive procurement method used to acquire goods or services from a specific vendor and may only be used in specific circumstances, such as: for reasons of urgency, brought about by events unforeseeable by the procuring entity where the goods or services could not be obtained in time using an open tendering process; or lack of competition in the marketplace. Generally speaking, limited tendering is an exemption to the competitive process for specified goods or services and typically results in a single source purchase. Trade agreements outline what type of purchases apply to limited tendering.

In accordance Procurement Policy No. 2013-02 and CFTA, the EMS division single sourced the following: Cardiac Monitors and Automatic Chest Compression Devices; and Stretchers due to the compatibility with existing goods, as itemized on Attachment 1.

FINANCIAL/LEGAL IMPLICATIONS:

Staff are responsible to ensure the purchase is 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 January 1, 2023 to June 30, 2023.