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# HALDIMAND COUNTY

## Report LSS-08-2024 Purchasing Activity July to December 2023

For Consideration by Council in Committee on April 30, 2024

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### OBJECTIVE:

To report purchases of \$75,000 or greater for the period of July 1, 2023 to December 31, 2023 in accordance with the provisions of the Procurement Policy No. 2013-02.

### RECOMMENDATIONS:

1. THAT Report LSS-08-2024 Purchasing Activity July to December 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 are 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 2023 for bids awarded that were \$75,000 or greater.

The newly implemented Procurement Policy No. 2023-02, effective January 1, 2024, introduced a new requirement to report purchases of \$100,000 or greater annually. Therefore, this will be the final semi-annual report to Council specifically addressing purchasing activity. The next report Council will be in the first half of 2025 and will include all of the 2024 reportable purchasing activity.

### 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).

Procurement Policy No. 2023-02, effective January 1, 2024, enables the County purchasing activities to be completed in compliance with legislation and Trade Agreements. This Policy upholds public procurement standards through open, fair and transparent processes, providing streamlined

efficiencies while ensuring as much flexibility as possible and includes continued reporting to Council annually.

## **ANALYSIS:**

Attachment 1 is a table outlining the reported purchasing activity from July 1, 2023 to December 31, 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 suppliers, safeguard against price volatility, maintain continuity of service where beneficial to do so and save time, effort and resources. Due to ongoing market volatility and to aid in the unknowns, these contracts often have built-in options for pricing adjustments, such as applying an annual Consumer Price Index (CPI) published by Statistics Canada 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.

### **Limited Tendering:**

Limited tendering is a non-competitive procurement method used to acquire goods or services from a specific supplier 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, Environmental Operations single sourced the following: Tom Howe Landfill Site, Gas Collection and Flare System – Operations, Maintenance & Reporting, as itemized on Attachment 1. Prior to awarding this contract through limited tendering, staff conducted market research to determine if there were any other vendors aside from the current provider. This was done through the issuance of a public notice inviting suppliers to indicate their interest in participating in a bid process. No further interest was received and limited tendering was utilized.

Additionally, the Economic Development & Tourism division single sourced the following: Wayfinding Signage, as itemized on Attachment 1. The procurement includes: producing shop drawings; as-built drawings; the fabrication and installation of 13 prototypes for a variety of signs; and the fabrication and installation of 23 gateway signs to aid in the field testing. This will help staff to develop scope requirements and costs to be included in future projects, subject to Council approval. Under the provisions of CFTA, limited tendering is allowed for procuring prototypes and for the production and

supply of a limited quantity to demonstrate the suitability of a good for production or supply at acceptable standards.

## **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. 2023-02 Procurement Policy](#)

## **ATTACHMENTS:**

1. Purchasing Activity for July 1, 2023 to December 31, 2023.