
Haldimand County

Report LSS-05-2025 Purchasing Activity - 2024

For Consideration by Council in Committee on June 17, 2025



Objective:

To report all 2024 purchases valued at \$100,000 or more, in accordance with the requirements of Procurement Policy 2023-02.

Recommendations:

1. THAT Report LSS-05-2025 Purchasing Activity – 2024 be received.

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

Approved: Cathy Case, Chief Administrative Officer

Executive Summary:

In accordance with Procurement Policy No. 2023-02 (the Policy), this report summarizes purchasing activity carried out in 2024, under delegated authority, for acquisitions valued at \$100,000 or more, as detailed in Attachment 1.

Background:

Council has delegated authority to staff to initiate and complete procurement activities, including the authority to award contracts for goods, services and construction, through the approval of annual budgets.

Procurement staff within Legal & Support Services (LSS) monitor and support departmental staff to ensure compliance with the Procurement Policy, providing strategic guidance aligned with legislative requirements and corporate objectives. This includes risk-based reviews and audits (e.g., verifying adequate insurance and bonding, ensuring a clear scope of work and deliverables, confirming purchasing compliance to applicable legislation), as well as the ongoing development and enhancement of templates, tools, and training based on best practices, case law, and legislative changes.

Authorized staff across all departments are responsible for developing project scopes, issuing purchase orders, ensuring compliance with applicable legislation specific to the project (e.g., Construction Act, Occupational Health & Safety Act), and managing contracts and vendor performance with support from LSS, in accordance with the Policy.

Annually, LSS reports purchasing activity through a Council report, as required by the Policy, which also ensures compliance to the legal requirement to report procurement activity under the Canadian Free Trade Agreement (CFTA) and the Canada-European Union Comprehensive Economic and Trade Agreement (CETA).

In 2025, a significant shift occurred in response to tariff impacts, prompting Haldimand to implement a procurement strategy that supports a buy-Canadian approach, which came into effect on June 1, 2025. The purchasing activities outlined in this report pertain to 2024 and were not subject to the new strategy. However, as shown in Attachment 1 under the “Successful Bidder” column, all purchases were awarded to businesses located in Haldimand or elsewhere within Canada.

Analysis:

The table provided as Attachment 1 outlines the reported 2024 purchasing activity which includes transactions that took place in the calendar year, and are \$100,000 or greater. Attachment 1 also includes: Bid Number and Name; the Scope (a brief description of the purchase); Bids Received; Successful Bidder; Cost including Net Taxes and Contract Information.

The Contract Information column includes key details applicable to the purchasing activity, such as the term of the contract (i.e., the total duration, including any renewal periods), whether a non-competitive procurement method was used (e.g., Limited Tendering, along with a reference to applicable legislation or purchasing cooperative), and either the number of working days assigned to complete the work or the completion date (anticipated or actual).

To assist Council in reviewing this report, the following provides additional information about common types of procurement activities, as referenced in the Contract Information column.

Multi-Year Contracts

Multi-year contracts are commonly used for the provision of goods or services to secure pricing over a defined term, often with optional renewals. These contracts help achieve greater supplier discounts, protect against market volatility, ensure service continuity, and reduce administrative burden. Given ongoing economic uncertainty, many agreements include pricing adjustment mechanisms such as annual Consumer Price Index (CPI) increases published by Statistics Canada to account for inflationary pressures (e.g., fuel, labour, insurance).

Per the Policy, the total contract term, including any optional renewals, may not exceed 10 years. Where renewal options exist, staff assess market competitiveness, vendor performance, continued need, and budget availability before exercising a renewal. As indicated in the Contract Information column of Attachment 1, several procurements are multi-year in nature—for example, BME-01-2024 (Animal Control Services), which is structured as an initial five-year term with five optional one-year renewals. For reference, in most cases, the first year of the contract aligns with the last 4 digits of the bid number. Using BME-01-2024 as the example, 2024 represents the first year of the initial five year term.

Limited Tendering

Limited tendering is a way to buy goods or services, without a competitive bidding process. Instead of inviting multiple suppliers to bid, authorized staff buy directly from one specific supplier. This method may only be used in specific circumstances, such as: an urgent need due to unexpected events and there is not enough time for open competition; lack of competition in the marketplace; or to ensure compatibility with existing goods including where warranty could be impacted. Generally speaking, limited tendering is an exemption to the usual competitive process and typically results in a single source purchase. Trade agreements clearly outline when and how limited tendering may be conducted, according to the nature of the purchase (goods, services or construction) and the relevant spending thresholds. The rules outlined in the trade agreements around limited tendering are extensive to ensure open, fair and transparent competition in public purchasing activities.

In 2024, there were six instances where limited tendering was utilized. Each case, and the rationale for utilizing Limited Tendering is provided within the Contract Information column on Attachment 1.

Cooperative Contracts

Each year, Haldimand County participates in a variety of cooperative purchasing initiatives that offer multiple benefits. These include cost savings through leveraged buying power, expediency in acquiring goods or services since the procurement process has already been completed, reduced administrative effort by utilizing contracts already competitively sourced by other agencies, and access to pre-vetted vendors to ensure that goods or services meet Haldimand's specific needs—all in compliance with applicable legislation and trade agreements.

In 2024, Haldimand County utilized cooperative contracts offered by the Ontario Education Collaborative Marketplace (OECM). Originally established by the Ontario government in 2006 to support collaborative purchasing in the education sector, OECM has since expanded participation in this initiative to municipalities and other public sector agencies with similar procurement needs. As noted in Attachment 1 with the Financial & Data Services (FDS) table, Information & Technology Services (ITS) made use of two OECM contracts for the acquisition of computers, related equipment and cybersecurity software.

In addition, divisions within Public Works Operations utilized Sourcewell contracts for four procurements in 2024: a fire tanker, plow/sander trucks, a backhoe/loader, and culverts. Although Sourcewell is a U.S.-based cooperative, it includes several Canadian suppliers and often provides pricing based on leveraged buying power as a collective.

Before using cooperative purchasing options, staff generally conduct a market review to assess whether there is value in issuing a competitive solicitation directly to the marketplace. However, due to the significant reduction in administrative burden and the potential for more favourable pricing through leveraged buying power, staff continue to take advantage of these opportunities when appropriate.

Emergency Purchases

Emergency purchases are not included in this report. These purchases are reported separately to Council, within three months after the emergency ends, along with the particulars of the incident, the source of funding and the conditions that justified the emergency.

Financial/Legal Implications:

Staff are responsible to ensure any purchase made is within the Council approved expenditure levels and authorized budgets. As outlined within the Procurement Policy 2023-02, 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. 2023-02 are adhered to, including the provision of details for all purchasing activity outlined in this report. All staff involved in public purchasing have a responsibility to adhere to the policy. Both LSS and Finance staff act as a resource and key stakeholders in supporting division managers and staff in meeting this important role.

Report Impacts:

Agreement: No

By-law: No

Budget Amendment: No

Policy: No

References:

1. [Policy No 2023-02 Procurement Policy](#)

Attachments:

1. 2024 Purchasing Activity