



Report 2021-021

Report Title: Procurement Activity Quarterly Report – Q4 2021

Committee Name: Finance and Audit

Committee Meeting Date: February 1, 2022

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Approved by: Jennifer Moore, CAO

Council Meeting Date: February 16, 2022

Strategic Plan Priorities: Economic Prosperity and Innovation
 Sustainable Growth
 Thriving and Inclusive Communities
 Leadership in Change

Information

“That the Finance and Audit Committee receive Report 2022-021 ‘Procurement Activity Quarterly Report – Q4 2021’ for information, noting that the Procurement By-law 2018-26 under section 4.2.2 requires the Purchasing Manager to provide a quarterly report to County Council that includes itemization of all purchases between \$100,000 and \$500,000; and

Further That the Committee recommend that Council receive this report for information.”

Purpose

To provide details of procurement activity for all purchases between \$100,000 and \$500,000 as required by Purchasing By-law 2018-26 for the fourth quarter period ending December 31, 2021.

Background

In accordance with Procurement By-law 2018-26 section 4.2.2 the Purchasing Manager is required to provide a quarterly report to Council that includes itemization of all purchases between \$100,000 and \$500,000 with a description of each purchase inclusive of actual cost and budget. The Procurement By-law delegates authority to staff to manage the procurement process for contract awards under \$500,000 notwithstanding that:

- No contract award may be approved unless funded within the Council approved budget and the procurement process was conducted in accordance with this By-law and all applicable procedures and protocols.
- No contract may be entered into, either through the issuance of a purchase order or the execution of a legal agreement, unless within the approved Council budget in an amount sufficient to cover the procurement value is available and the contract award has been approved in accordance with this By-law and all applicable procedures and protocols.

Procurement By-law 2018-26 requires staff to obtain Council approval if:

- The procurement value exceeds the approval limits of delegated procurement authorities set out in Appendix 4 of this By-law; or
- Any of the conditions of delegated procurement authorities, as set out in section 6.2 of this By-law, have not been met; or
- There is an irregularity or unresolved challenge in connection with the Procurement Project and, in the opinion of the CAO, in consultation with the Purchasing Manager, the award of the contract is likely to expose the County to significant legal, financial or reputational risk.

Consultations

Consultations occur on a regular basis with member municipalities via the Northumberland Treasurers Joint Purchasing Group and other joint departmental groups to ensure any opportunities for shared purchases are explored and pursued.

Legislative Authority/Risk Considerations

Procurement activities are conducted in compliance with all relative legislation, acts and trade agreements such as the Municipal Act, the Canadian Free Trade Agreement and the Comprehensive Economic and Trade Agreement.

Discussion/Options

The bids listed in this report were issued in accordance with the County's Procurement By-law 2018-26.

These bids were received at the proper time and place and were opened through the online bidding system. The bids were checked and verified for accuracy. The bid total is provided in the table below.

A total of two (2) bids were posted on the County Purchasing website in the fourth quarter and three (3) bids were awarded between \$100,000 and \$500,000 as follows:

Bid #	Description	Company	2021 Budget \$	Bid Results Inc. Unrecoverable HST \$	Surplus / (Deficit) \$	Comments
21-38	RFQ for Felling of Ash Trees Along Northumberland County Road Allowance	Parkside Landscaping & Contracting	201,233.00	240,896.45	(39,663.45)	Utilization of reserve from previous years Emerald Ash Borer Program surplus as approved by Council.
21-37	RFQ for 2021 Roadside Safety Devices	Borall Fence & Guide Rail Contractors Ltd.	300,000.00	306,742.65	(6,742.65)	Provisional items excluded. Total contract award \$263,087.61.
21-28	RFP for Meeting Room AV Technology Upgrade	Cycom Canada Corporation	n/a	\$193,954.56	n/a	Meeting rooms totaling \$105,800 utilizing reallocated 2019 Modernization funds and reserve as approved by Council. Balance to be contracted contingent on successful Modernization funding application.

Financial Impact

N/A

Member Municipality Impacts

Many of the purchases completed in Q4 have a piggyback clause which allows all Member Municipalities to acquire goods/services based upon contract awards.

Conclusion

To maintain trust, confidence and transparency in the stewardship of public funds and the County's Purchasing program, this report is being submitted to provide a summary of the County's procurement activity for the fourth quarter period ending December 31, 2021 in accordance with the reporting requirements set out in the Procurement By-law 2018-26.

Attachments

N/A