



REPORT TO COUNTY COUNCIL

FROM: Mike Hoogstra,
Manager of Procurement & Risk

DATE: November 28, 2023

SUBJECT: Procurement Activity Report Q3 (July 1, 2023 to September 30, 2023)

RECOMMENDATION:

THAT the report titled "Procurement Activity Report Q3 (July 1, 2023 to September 30, 2023)" dated November 28, 2023 from the Manager of Procurement & Risk be received and filed.

INTRODUCTION:

The County's Procurement Policy requires that an information report containing the details relevant to the exercise of delegated authority for all contracts awarded that exceed \$15,000, including amendments and renewals, be prepared and reported to Council on a quarterly basis. This report covers the period from July 1, 2023 to September 30, 2023.

DISCUSSION:

The Council of the Corporation of the County of Elgin delegated authority to the Directors to award contracts as follows:

Value	Report Status
Greater than \$15,000 but less than \$250,000	No report to Council required if within approved budget

Council also approved that an information report would be brought forward containing details of the award of contracts including amendments and renewals. The detailed report of the award of contracts is attached as Appendix A.

FINANCIAL IMPLICATIONS:

Prior to contract and purchase order approval, confirmation is made to ensure that the appropriate funds are available in the approved budget.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgin	Investing in Elgin
<input type="checkbox"/> Ensuring alignment of current programs and services with community need. <input type="checkbox"/> Exploring different ways of addressing community need. <input type="checkbox"/> Engaging with our community and other stakeholders.	<input type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth. <input type="checkbox"/> Fostering a healthy environment. <input type="checkbox"/> Enhancing quality of place.	<input checked="" type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future. <input checked="" type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

LOCAL MUNICIPAL PARTNER IMPACT:

None

COMMUNICATION REQUIREMENTS:

None

CONCLUSION:

This report is submitted to summarize the County's procurement activity for the third quarter of 2023 in accordance with the reporting requirements as set out in section 12.2 of the Procurement Policy.

All of which is Respectfully Submitted

Approved for Submission

Mike Hoogstra
Manager of Procurement & Risk

Don Shropshire
Chief Administrative Officer/Clerk

Jennifer Ford
Director of Financial Services / Treasurer

APPENDIX A

Procurement Activity – July 1, 2023 to September 30, 2023

Department	Budget Allocation / PO#	Project	Supplier / Contractor	Amount (HST excluded)
Engineering Services	Capital	Concrete Work (repair drainage, remove and replace catch basin) – Bobier Villa	Brosco Concrete	\$15,500
	Capital PO# 997	Concrete Work (remove and replace sidewalks around building) – Elgin Manor	Brosco Concrete	\$24,800
	Capital	Circuit Breaker Replacements – Bobier Villa	Gerrie Electric	\$20,465
	Capital	Electrical work – Legal Suite Renovations	Eckel Electric	\$16,980
	Capital	Install new heat pumps – Legal Suite Renovations	Sobek Plumbing	\$44,500
	Capital PO# 1008	Interior Lighting Upgrades – Elgin Manor	Eckel Electric	\$50,790
	Capital PO# 1017	Exhaust Fan Replacement – Whites Station Operations Centre	Combustion Techs	\$19,250
	Operating 2023-T13	HVAC Maintenance and Repair Services (all facilities) (2-year contract)	Combustion Techs	\$203,484* (*approximate two-year cost)
	Operating 2023-Q28	Plumbing Repair Services (all facilities) (2-year contract)	Trade Tech Mechanical	\$48,732* (*approximate two-year cost)

Department	Budget Allocation / PO#	Project	Supplier / Contractor	Amount (HST excluded)
Homes & Seniors Services	Operating	Gentle Persuasion Approach (GPA) e-learning access for responsive behaviour education.	Advanced Gerontological Education	\$18,600
	Operating	Hair Care Services – Contract extension for services provided at Bobier Villa and Elgin Manor	Dawn Peddie	Revenue Contract