



Report to County Council

From: Mike Hoogstra, Manager of Procurement & Risk

Date: May 14, 2024

Subject: Procurement Activity Report Q1 (January 1, 2024 to March 31, 2024)

Recommendation(s):

THAT the report titled “Procurement Activity Report Q1 (January 1, 2024 to March 31, 2024)” from the Manager of Procurement & Risk dated May 14, 2024 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 January 1, 2024 to March 31, 2024.

Background and 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 first quarter of 2024 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

Blaine Parkin
Chief Administrative Officer/Clerk

Jennifer Ford
Director of Financial Services / Treasurer

APPENDIX A

Procurement Activity – January 1, 2024 to March 31, 2024

Department	Budget Allocation / PO#	Project	Supplier / Contractor	Amount (HST excluded)
Engineering Services	Capital PO# 1118	Rooftop HVAC Replacement Project (5 units) – Elgin Manor	Combustion Techs	\$130,000
	Capital PO# 1119	Lighting Upgrades (LED Retrofit) – Bobier Villa	Eckel Electric	\$99,500
	Capital 2024-P05	King Bridge Replacement – Engineering Services	G. Douglas Vallee Limited	\$94,619
	Capital	St. George Street - Stormwater Modelling and Review	Matrix Solutions Inc.	\$26,000
Homes & Seniors Services	Capital PO# 1084	Resident Furniture for Phase 2 of Terrace Lodge Redevelopment	Stevans Sales & Marketing	\$45,938
	Capital PO# 1089	Resident Window Coverings for Phase 2 of Terrace Lodge Redevelopment	Stevans Sales & Marketing	\$26,351
	Operating	Social Support Services (One-year term with option to renew for one additional year)	Age-Wise Solutions	\$85,000* *approximate cost per year
Emergency Management	Operating	911 Emergency Response Network Primary Public Safety Answering Position (PPSAP) Annual Contract Extension Shared Service, reimbursed by Municipal Partners	Northern Communication Services	\$28,032
	Capital PO# 1079	Aluminum Cargo Trailers (one 18' and three 8' trailers) [Legacy Oil & Gas Wells Funding]	Action Trailers	\$38,090
	Capital PO# 1105	Emergency Cots, Pillows, etc. [Legacy Oil & Gas Wells Funding]	Canadian Tire Aylmer	\$15,255

Department	Budget Allocation / PO#	Project	Supplier / Contractor	Amount (HST excluded)
Information Technology	Capital PO# 1115	Audio Visual Upgrades - POA Courthouse	Dynamix London Inc.	\$18,142