



Report to County Council

From: Mike Hoogstra, Manager of Procurement & Risk

Date: July 30, 2024

Subject: Procurement Activity Report Q2 (April 1, 2024 to June 30, 2024)

Recommendation(s):

THAT the report titled “Procurement Activity Report Q2 (April 1, 2024 to June 30, 2024)” from the Manager of Procurement & Risk dated July 30, 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 April 1, 2024 to June 30, 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 second 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 – April 1, 2024 to June 30, 2024

Department	Budget Allocation / PO#	Project	Supplier / Contractor	Amount (HST excluded)
Engineering Services	Capital PO# 1191	Air Handling Unit Retrofit – Bobier Villa (5 units)	JTS Mechanical Systems Inc.	\$98,821
	Capital PO# 1190	Administration Building Landscaping Project (front entrance area)	Kettle Creek Landscaping	\$18,114
	Capital PO# 1189	Heat Pump Replacements – Administration Building	Carrier Enterprise Canada	\$31,000
	Capital PO# 1186	Stairwell Painting Project – Terrace Lodge	Tuygun Painting Contracting	\$18,900
	Operating PO#1165	VFD Replacement – Elgin Manor Wastewater Treatment Plant	Hawkins Electric	\$18,969
	Capital PO# 1157	Roof Replacement – Terrace Lodge (Transition Roof from Core to North Wing Sloped Roof)	Atlas-Apex Roofing	\$16,284
	Capital PO# 1142	Toilet and Faucet Replacement Project – Elgin Manor	Clark Multi-Trade Contractors	\$68,000
	Capital 2024-Q14	Asphalt Testing & Inspection Services	Orbit Engineering Limited	\$37,975
	Operating	Electrical Repair Service Contract (One-year renewal of existing contract)	Koolen Electric	\$27,000* *approximate cost per year
	Corporate Services	Operating PO# 1181	Strategic Planning and Corporate Culture Statement Development Single Source Approval	2WA Consulting
Emergency Medical Services	Capital PO# 1166	Furniture Replacement (Chairs) at six (6) EMS Stations	Forever Furniture	\$15,910

Department	Budget Allocation / PO#	Project	Supplier / Contractor	Amount (HST excluded)
Information Technology	Operating PO# 1159	Cisco Meraki Systems Manager Enterprise Subscription License (3-year term)	CDW Canada	\$17,488
	Operating	ESRI Enterprise Software License Agreement (Renewal, Annual Cost)	ESRI Canada	\$73,810
	Operating	eScribe Software License Agreement (Renewal, Annual Cost)	eScribe Software Ltd.	\$28,555
Homes and Seniors Services	Operating	Point Click Care Software Licensing Agreement for 3 LTC Homes (Renewal, Annual Cost)	Point Click Care	\$42,249
	Capital	Powered Sit-to-Stand Lift with Scale (Sara Plus) for Terrace Lodge	ARJO Canada	\$16,336
	Operating	Nursing Equipment Maintenance Agreement for 3 LTC Homes (Renewal, Annual Cost)	ARJO Canada	\$72,487