



## Report to County Council

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**From:** Mike Hoogstra, Manager of Procurement & Risk

**Date:** February 25, 2025

**Subject:** Procurement Activity Report Q4 (October 1, 2024 to December 31, 2024)

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### Recommendation(s):

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THAT the report titled “Procurement Activity Report Q4 (October 1, 2024 to December 31, 2024) from the Manager of Procurement & Risk dated February 25, 2025 be received and filed.

### Introduction:

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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 October 1, 2024 to December 31, 2024.

### Background and Discussion:

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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<br>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:

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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:**

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| <b>Serving Elgin</b>   | <b>Growing Elgin</b>  | <b>Investing in Elgin</b>   |
|--|---|---|
| <input type="checkbox"/> Ensuring alignment of current programs and services with community need.<br><br><input type="checkbox"/> Exploring different ways of addressing community need.<br><br><input type="checkbox"/> Engaging with our community and other stakeholders. | <input type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth.<br><br><input type="checkbox"/> Fostering a healthy environment.<br><br><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.<br><br><input checked="" type="checkbox"/> Delivering mandated programs and services efficiently and effectively. |

**Local Municipal Partner Impact:**

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None

**Communication Requirements:**

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None

**Conclusion:**

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This report is submitted to summarize the County’s procurement activity for the fourth 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 – October 1, 2024 to December 31, 2024

| <b>Department</b>                           | <b>Budget Allocation PO/Project No.</b> | <b>Project</b>  | <b>Supplier / Contractor</b>               | <b>Amount (HST excluded)</b> |
|---|---|---|--|------------------------------|
| Engineering Services                        | Capital PO# 1234                        | Replacement Air Handling Unit – Archives (Admin Building)   | Engineered Air                             | \$19,875                     |
|   | Capital PO# 1249 2024-T19               | Air Handling Unit Retrofit at Bobier Villa  | Jayden's Mechanical                        | \$137,950                    |
|   | Capital PO# 1189                        | Eight (8) replacement Carrier heat pumps for Admin Building<br>(Single Source – Purchased direct from Manufacturer) | Carrier Enterprise Canada                  | \$31,000                     |
|   | Operating 2024-T22                      | Winter Maintenance Services – Sunset Drive Properties<br>(2 Year Term)  | Verdant DBM Inc.                           | \$59,012                     |
|   | Operating 2024-T22                      | Winter Maintenance Services – Elgin Manor, Terrace Lodge and Aylmer EMS Station<br>(2 Year Term)                    | Elgin St. Thomas Second Nature Land Design | \$58,000                     |
|   | Operating 2022-T33 Renewal              | Winter Maintenance Services – Bobier Villa and Dutton EMS Station<br>(Renewal - 2 Year Term)                        | Country Snow & Lawn                        | \$30,100                     |
| Emergency Management / Regional Fire School | Operating Legacy Well Funding           | Design, Supply and Install Graphics for four (4) Emergency Management / Fire School Trailers                        | Artcal Graphics & Printing                 | \$15,018                     |
| Emergency Medical Services                  | Capital PO# 1241                        | 100 Paramedic Helmets (Hi-Vis Orange) with Visor Assembly   | A.J. Stone Company                         | \$28,100                     |

| <b>Department</b>          | <b>Budget Allocation PO/Project No.</b> | <b>Project</b>   | <b>Supplier / Contractor</b>    | <b>Amount (HST excluded)</b> |
|----------------------------|---|--|---------------------------------|------------------------------|
| Information Technology     | Capital PO# 1282                        | Lenovo E16 Laptop Computers (60) and ThinkPad USB-C Docking Stations (25)<br><i>[OECM Cooperative Purchasing Contract]</i> | CompuCom Canada                 | \$85,339                     |
|                            | Capital PO# 1296                        | Lenovo ThinkCentre M70s Desktop Computers (20)   | Stronghold IT                   | \$25,280                     |
|                            | Operating PO# 1302                      | Metallic Backup for Microsoft 365 Enterprise Edition<br><i>[OECM Cooperative Purchasing Contract]</i>                      | Softchoice Corporation          | \$24,021                     |
| Homes and Seniors Services | Capital PO# 1261 2022-T32               | Window Treatment (Blinds and Valances) – Terrace Lodge Redevelopment, Phase 3  | Stevans Sales                   | \$25,021                     |
|                            | Operating                               | Case Mix Index (CMI) - Resource Use Groups (RUG) consulting services for 3 LTC Homes (Contract Renewal)                    | MEDe-care Health Care Solutions | \$19,834                     |