



Report to County Council

From: Mike Hoogstra, Manager of Procurement & Risk

Date: February 25, 2025

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

Recommendation(s):

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:

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:

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 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

Department	Budget Allocation PO/Project No.	Project	Supplier / Contractor	Amount (HST excluded)
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 (Single Source – Purchased direct from Manufacturer)	Carrier Enterprise Canada	\$31,000
	Operating 2024-T22	Winter Maintenance Services – Sunset Drive Properties (2 Year Term)	Verdant DBM Inc.	\$59,012
	Operating 2024-T22	Winter Maintenance Services – Elgin Manor, Terrace Lodge and Aylmer EMS Station (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 (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

Department	Budget Allocation PO/Project No.	Project	Supplier / Contractor	Amount (HST excluded)
Information Technology	Capital PO# 1282	Lenovo E16 Laptop Computers (60) and ThinkPad USB-C Docking Stations (25) <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 <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