



Report to County Council

From: Mike Hoogstra, Manager of Procurement & Risk

Date: June 10, 2025

Subject: Procurement Activity Report Q1 (January 1, 2025 to March 31, 2025)

Recommendation(s):

THAT the report titled “Procurement Activity Report Q1 (January 1, 2025 to March 31, 2025) from the Manager of Procurement & Risk dated June 10, 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 January 1, 2025 to March 31, 2025.

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 2025 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, 2025 to March 31, 2025

Department	Budget Allocation PO/Project No.	Project	Supplier / Contractor	Amount (HST excluded)
Engineering Services	Capital 2025-P03	Consulting Services - Bridge & Culvert Structural Inspection (OSIM) Program	Spriet Associates	\$99,900
	Capital 2025-P02	Consulting Services - Phase 4 Asset Management Plan	Aspire Consulting	\$71,550
	Capital 2025-T16	Players Bridge (B28) Rehabilitation	Vandenberk Construction Inc.	\$181,740
	Capital PO# 1310	Elgin Manor Resident Dining Rooms (x4) Flooring Replacement	Elgin Floor Covering Ltd.	\$21,891
	Capital PO# 1330 2025-Q05	Window Glazing Replacement (80 units) at Terrace Lodge	Festival City Glass	\$60,387
	Operating 2022-T21-RB Renewal	Waste and Recycling Dumpster/Container Collection Services (Cooperative Contract) 1 year renewal (3/1/25 – 3/1/26)	Waste Management of Canada	\$24,000* (*approximate annual cost)
Community & Cultural Services	Capital PO# 1313	Kingsley Book Return Bins (x2) for Dutton & Straffordville branches	Carr McLean	\$16,120
	Operating Renewal	Integrated Library System Annual Contract Renewal 1 year renewal (1/1/25 - 12/31/25)	Innovative Interfaces Inc.	\$66,591

Department	Budget Allocation PO/Project No.	Project	Supplier / Contractor	Amount (HST excluded)
Emergency Management	Operating Renewal	911 Emergency Response Network Primary Public Safety Answering Position (PPSAP) Annual Contract Extension 1 year term (1/1/25 - 12/31/25) Shared service, reimbursed by Municipal Partners	Northern Communication Services	\$28,116
Information Technology	Operating Renewal	Web Hosting, Maintenance and OASIS License Fee for Website / Intranet, Tourism / Economic Development websites. 1 year renewal (1/1/25 - 12/31/25)	Sandbox Software Solutions	\$24,115
Homes and Seniors Services	Capital PO# 1311	Carino Shower Chairs (x2) for Terrace Lodge	Arjo Canada	\$15,345
	Capital / Funding PO# 1352 / 1353 /1354	Industrial Washing Machines (x3) and Dryer (x1) for LTC Homes (Minor Capital Project – Ministry Funding)	Harco Co. Ltd.	\$83,502