

**Date:** 2023-12-18

**Subject:** **Purchasing Activity Quarterly Report – 3rd Quarter 2023**

**Contact:** Marlon Kallideen, Acting Director, Purchasing,  
Strategic Services & Initiative, Office of the CAO

**Report Number:** CAO's Office-2024-022

**Recommendations:**

1. That the report from Claudia Santeramo, Manager, Procurement Performance, Purchasing to the Committee of Council Meeting of January 17 2024, re: **Purchasing Activity Quarterly Report – 3rd Quarter 2023**, be received.

**Overview:**

- **The City's Purchasing By-law 19-2018 prescribes reporting requirements with respect to the City's Purchasing activities.**
- **This report provides a summary of the City's purchasing activities with a total value of \$113,409,016 during the 3<sup>rd</sup> quarter of 2023. Specific procurement details are provided in Appendix 2.**
- **Appendix 3 of this report provides a summary of upcoming Contract Renewals from July 1, 2024, to September 30, 2024. Although Contract Renewal options are available, these options will be reviewed by the Lead Department and Purchasing to determine whether it is in the City's best interest to exercise the renewal of a Contract.**
- **There are no financial implications from this report.**

**Background:**

In accordance with the Purchasing By-law, the Director of Purchasing is required to provide quarterly reports to Council summarizing the City's purchasing activity as follows:

- New Contracts with a value of \$100,000 and over;
- Contract Extensions and Renewals with a value of \$100,000 and over;
- Exceptions;
- Emergency Purchases; and
- Disposal of assets.

Definitions are noted in Appendix 1.

On September 22, 2021, Council considered the motion (CW431-2021) that the Purchasing Activity Quarterly Report includes a summary of contracts with a value of \$100,000 and greater with upcoming renewal options, prior to contract renewal execution.

**Current Situation:**

The following table provides a synopsis of the purchasing activities during the 3<sup>rd</sup> quarter ending September 30, 2023.

<b>Purchasing Activity</b>	<b>3<sup>rd</sup> Quarter 2023</b>
Competitive Procurements	\$ 60,925,826
Limited Tendering	\$ 11,181,774
Emergency Purchases	\$ 211,747
Exceptions	\$ -
Consulting Services (Competitive and Limited Tendering)	\$115,000
<b>Sub-total</b>	\$ 72,434,346
Contract Extensions	\$ 36,803,546
Contract Renewals	\$ 4,171,124
<b>Total Purchasing Activity</b>	<b>\$ 113,409,016</b>
Proceeds from the disposal of assets	<b>\$ 49,958</b>

A detailed listing for each category is provided in Appendix 2.

In addition, this report includes Contract Renewal options for the period July 1, 2024, to September 30, 2024 (refer to Appendix 3). Although Contract Renewals are available, these options will be reviewed by the responsible Lead Department, in consultation with Purchasing, to determine whether it's in the City's best interest to renew the contract or conduct a procurement process.

### **Corporate Implications:**

#### Financial Implications:

There are no financial implications from reporting basic information about procurement activities on a quarterly basis.

#### Other Implications:

This report has been prepared in full consideration of the Term of Council Priority of "Brampton is a Well-Run City", demonstrating value for money of City Programs and services through open, fair and transparent procurement processes.

### **Strategic Focus Area:**

#### Government & Leadership:

This report aligns, supports and/or furthers the strategic focus area "Government & Leadership", demonstrating value for money of City Programs and services through open, fair and transparent procurement processes.

**Conclusion:**

This report provides a summary of the City of Brampton’s purchasing activities as required by the Purchasing By-law for the 3<sup>rd</sup> quarter, July 1, 2023 to September 30, 2023 in accordance with the reporting requirements set out in the Purchasing By-law 19-2018. In addition to the reporting requirements, this report provides a summary of upcoming contract renewal options from July 1, 2024 to September 30, 2024 for review and consideration by the City.

Authored by:

Claudia Santeramo

Reviewed by:

Marlon Kallideen

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Manager, Procurement Performance  
Purchasing

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Acting Director, Purchasing

Approved by:

Marlon Kallideen

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Chief Administrative Officer

**Attachments:**

Appendix 1: Definition of Terms Referenced in this Report

Appendix 2: Specific Procurement Details

Appendix 3: Upcoming Contract Renewals