



Report
Staff Report
The Corporation of the City of Brampton
3/20/2024

Date: 2024-03-05

Subject: **Purchasing Activity Quarterly Report – 4th Quarter 2023**

Contact: Sean Morgan, Director, Purchasing

Report number: CAO's Office-2024-214

RECOMMENDATIONS:

1. That the report from Claudia Santeramo, Manager, Procurement Performance, Purchasing, to the Committee of Council Meeting of March 20, 2024, re: **Purchasing Activity Quarterly Report – 4th 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 \$69,302,484 during the 4th quarter of 2023. Specific procurement details are provided in Attachment 2.**
- **Attachment 3 of this report provides a summary of upcoming Contract Renewals from October 1, 2024, to December 31, 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.

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:

Definitions are noted in Attachment 1.

The following table provides a synopsis of the purchasing activities during the 4th quarter ending December 31, 2023.

Purchasing Activity	4th Quarter 2023
Competitive Procurements	\$ 43,214,808
Limited Tendering	\$ 6,465,907
Emergency Purchases	\$ 643,735
Exceptions	\$ -
Consulting Services (Competitive and Limited Tendering)	\$ 399,369
Sub-total	\$ 50,723,819
Contract Extensions	\$ 6,697,395
Contract Renewals	\$ 11,881,270
Total Purchasing Activity	\$ 69,302,484
Proceeds from the disposal of assets	\$ 186,004

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

In addition, this report includes Contract Renewal options for the period October 1, 2024, to December 31, 2024 (refer to Attachment 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 4th quarter, October 1, 2023 to December 31, 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 October 1, 2024 to December 31, 2024 for review and consideration by the City.

Authored by:

Reviewed by:

Claudia Santeramo
Manager, Procurement Performance
Purchasing

Sean Morgan,
Director, Purchasing
Purchasing

Approved by:

Marlon Kallideen
Chief Administrative Officer
Office of the CAO

Attachments:

- Attachment 1 - Definition of terms referenced in this report
- Attachment 2 - Specific procurement details
- Attachment 3 - Upcoming Contract Renewals